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Superintendent's Message

Great Northern Elementary School is a very special place! We are able to offer an elementary program unique in the area because our size, location, staff, parents, patrons and community. The emphasis placed upon the individual student, when coupled with reasonable class sizes and a caring staff and community, results in students leaving Great Northern well prepared to meet further educational and personal endeavors.

However, all programs require some structure to function effectively and efficiently. Even though our whole emphasis at Great Northern is directed at encouraging each student to achieve to their maximum potential, we must have certain rules, standards and concepts in place to create an atmosphere in which students can achieve their goals.

This booklet is a compilation of those rules, concepts, standards, and directions presently in use at Great Northern. It is published and distributed so that all of us will be operating with the same information and understanding. As always please feel free to contact any staff member, board member, or myself anytime you have questions and please remember your participation and visitation is always welcome.

Kelly Shea

Superintendent

Great Northern School District #312

Great Northern School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military

status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator, Section 504/ADA Coordinator, Civil Rights Compliance Coordinator:

Kelly Shea, Superintendent

3115 N. Spotted Rd.

Spokane WA 99224

(509) 747-7714

kshea@gnsd.k12.wa.us

Your assistance in providing complete and up to date contact information to Great Northern School District #312 is critical. A Family Contact Information form will be sent home for completion by a parent or guardian at the beginning of each school year. If you change jobs, phone numbers, or move during the school year, please give us your new information **immediately**. This will assist us in getting in touch with you, especially in the event of an emergency.

School Contact Information

3115 North Spotted Road

Spokane, WA 99224

Phone: (509) 747-7714

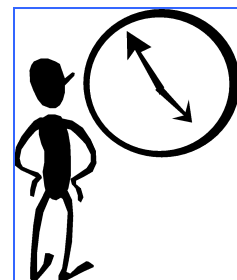
Fax: (509) 838-5670

Website: www.gnsd.k12.wa.us

Attendance

Arrival and Dismissal:

We ask that students not arrive before 8:50am. Playground supervision is not provided and we cannot assume responsibility for unsupervised students. Classes begin promptly at 9:00am. If a student arrives after that time, he/she must check in at the office.



Daily Schedule:

8:50-8:59	Students arrive
9:00-3:15	School in session
3:15	Buses depart and then parents may pick up their children

Absences:

Regular attendance is essential to your child's success in school. Please plan appointments, vacations, and other activities outside the regular school day whenever possible.

If your child is going to be absent for any reason, please notify the office and provide all of the circumstances of the absence. If notification is not complete prior to or during the absence, a written excuse, explaining the absence, must be presented to the student's teacher or to the office upon his/her return. When notifying us concerning an extended

absence, please be specific as to the circumstances of the absence. Failure to follow these procedures may result in an unexcused absence.

Further details regarding policy and procedure attendance requirements may be found in Board Policy and/or Procedure. Copies may be obtained from the school secretary.

Tardiness:

Students who come late to school miss the beginning of the instructional day. Please help your child arrive on time and **call the school if your child will be late**. Parents will be contacted if chronic tardiness begins to disrupt the educational program.

Early Dismissal:

If parents wish to have their child released from school for appointments or activities before the end of the school day, a **note** from home must be cleared through the child's teacher and/or the office. Any child being dismissed prior to the regular dismissal time must be met by the parent or guardian at the school.

Changing After-School Plans:

If it is necessary for a student to take a bus other than their regularly assigned one, or if there is any deviation from the normal routine, or if any person other than a parent or guardian is taking a student off campus, a notification to that effect should be sent to the teacher. *Without proper authorization otherwise, students must take their regular bus home.*

Absences and Make-up Work:

If a student will be out of school, parents or guardians should call the office to excuse the absence **and** request make-up work to be picked up or sent home with someone. Please call first thing in the morning to give the teacher time to prepare missed assignments. Upon returning to school, it is the student's responsibility to get any

missing assignments and make arrangements as to when they should be turned in to his/her teacher.

Withdrawal:

The school should receive a notice of withdrawal from school at least two days before the student's last day of attendance. All school property must be returned to the teacher or the school secretary.

Health Services

Health Information/Immunizations

At the beginning of each school year, an updated Health Registration Form is required for each student. Updated information regarding current required immunizations can be found below.

Immunizations

Each student must have a completed Certificate of Immunization Status form on file at school, or present one prior to admission. The month, day and year of each dose of Diphtheria-Tetanus-Pertussis (DTaP-Td-Tdap), Polio Vaccine (OPV or IPV), Hepatitis B, MMR (measles, rubella [German measles] and mumps) and Varicella (chickenpox) is required. Kindergarten students enrolling in Great Northern School District #312 will be given a 30-day grace period to comply with state immunization requirements. Please see the school nurse or office regarding immunization paperwork.

Required Immunizations for School Year 2024-24

REFER TO SCHOOL NURSE GUIDANCE

Student Illness

Students will be sent home and/or should be kept home for:

- A fever at or above 100 degrees in the last 24 hours. Your child may return to school if their temperature is below 100 degrees without taking fever reducing medication in the last 24 hours.
- A consistent, goopy, runny nose that your child cannot control or take care of by themselves.
- White or yellow drainage from the eye, crusty eyes and/or redness of the eyelid or skin surrounding the eyes.
- A bad cough - one that you wouldn't want your well child around.
- A sore throat, especially with a fever or swollen glands in neck.
- Shortness of breath or problems with normal breathing.
- A child that is acting ill - unusually tired, pale, difficult to wake, headache, body aches, confused or irritable and/or lack of normal appetite.
- An unidentified rash, whether or not it is associated with a fever/itching, or a spreading rash.

- If your student has an upset stomach with abdominal cramping, nausea, or persistent vomiting or diarrhea.
- *Your child will need to remain home for at least 24 hours after starting antibiotics.* Your healthcare provider may require more time.
- A child with chicken pox may return to school after all the sores have crusted over and there are no new eruptions or sores. (usually a minimum of 5 days)
- Live lice. Children must be treated and “nit- free” to return to school. Severe cases may require a doctor’s release to return to school.
- **The above conditions are symptoms of contagious diseases. Students should not be sent on the bus with any of the above conditions.**

Medication

If a student is to receive medication of any kind at school, the parent/guardian and the licensed health care provider must complete the “Request for Medication” form available from Great Northern School District #312. The form must accompany the medication, and be signed by both the health care provider and the parent. Parents are responsible for providing medication in the original container labeled with the student's name, the licensed health care provider’s name, medication, time and dosage to be given. Please obtain a second bottle for this purpose that can be provided to the school. Medications must be brought to the school by the parent/guardian or another designated adult. Medication sent to school with the student is unacceptable.

Guidelines for Children with Life-Threatening Health Conditions

Prior to attendance at school, each child with a life-threatening health condition will present a medication and treatment order, signed by the licensed healthcare provider and parent/guardian, addressing the condition. A life-threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place. Following submission of the medication and treatment order, a nursing plan will be developed by the district Registered Nurse.

It is vital to your child's safety during the school day that **if your child has a life-threatening health condition that may require any medical services to be performed at school, you must immediately notify Great Northern School District's Registered Nurse.** The necessary forms will be provided and a time will be arranged for you to meet with your child's school nurse. Students with life-threatening health conditions may not attend/begin attending school until a health care plan is in place. Examples of life-threatening conditions are: diabetes, severe bee-sting or food allergies, heart conditions, severe asthma, severe seizures, etc. More information and assistance is available from Great Northern School District's Registered Nurse.

Accidents:

In the case of a serious injury, staff will attempt to contact parents or a child's emergency contact. First aid treatment will be provided by an adult trained in first aid. If the condition is severe or life threatening, 911 will be called. If staff is unable to reach any of the child's contacts by phone, best judgment will be used in obtaining necessary medical care.

Your assistance in providing complete and up to date information on the emergency information form is critical. If you change jobs, move, or have new phone numbers at which we can reach you, please give us your new information **immediately**. This will assist us in getting in touch with you during an emergency.

Vision and Hearing Screening:

Hearing and vision testing is given to students in grades K, 1, 2, 3 and 5. The school



nurse will also screen students in 4th and 6th grades if time allows. This test does not identify all vision problems and is not intended as a substitute for periodic eye examinations by the doctor. Parents will be notified if there are any problems detected during screenings.

General Information

Assessment:

Classroom assessments, both informal and formal, are given to students throughout the year as a way to measure proficiency in a topic and/or provide the teacher with information for individual or group instruction. Students also participate in the following District and/or Washington State assessments:

Second Grade Reading Assessment:

A state-mandated assessment of reading proficiency is administered to students in second grade in the early fall. Parents are given results during Goal Setting Conferences in October.

Measures of Academic Progress (MAP)

MAP is used by our educational staff to determine student strengths and areas of need, as well as individual student growth over time. MAP testing takes place multiple times a year, and results are shared with parents at conferences and/or with report cards.

Smarter Balanced Assessment (SBAC)

Each spring, all Third through Sixth grade students take the state mandated Smarter Balanced Assessment. This assessment measures a student's progress toward college and career readiness in mathematics and English language arts (ELA). In addition, Fifth grade students take the Measurement of Student Progress (MSP) in science. Results of these assessments are sent home to parents/guardians early the following fall. Teachers and administrators use the results of these assessments to make decisions regarding curriculum and instruction, and to meet federal requirements.

Bicycles and Walking:

For safety reasons, we recommend that the younger students (kindergarten to first grade) not walk or ride bikes to school due to heavy traffic conditions. Wearing a helmet



while riding a bike is safe and strongly encouraged. Students may walk or ride their bikes if they:

- Obey traffic rules.
- Walk bikes on school grounds.
- Park and lock bikes at the bike rack.
- Accept responsibility for damaged or stolen bikes.

Cell Phones:

Cell phones are considered personal property and the school is not responsible for any loss or damage of any kind. Cell phones are not to be used in the classroom unless specifically permitted to do so by a supervising adult.

Child Find Notification:

The Great Northern School District provides many programs for the children in our school district at no cost to you. The school offers special programs, including speech therapy, physical and occupational therapy, LAP programs, and special academic programs to children three years and older with special needs.

Developmental screenings and/or comprehensive assessments for children who are suspected of having a disability which could adversely affect their educational development are available at no cost to you. These services are available for persons between the ages of three through 21 years of age with suspected disabilities. Children suspected of having a disability and in need of special education, even though they are advancing from grade to grade, who are residing within the boundaries of the Local Education Authority (LEA) and not currently receiving special education services, are identified, located and evaluated. Appointments or further information can be obtained by contacting the school.

Classroom Celebrations:

If parents wish to acknowledge student birthdays with store purchased treats for the class, arrangements must be made ahead of time with the teacher. Please do not send delivered items such as balloons or flowers to the school. Deliveries can create hurt feelings for class members who do not receive them. When private birthday parties are held, we realize every child cannot be invited. However, children do not understand this and those not invited are often hurt when invitations are passed out at school. We ask that *invitations to birthday parties be mailed to the child's home*. We also ask that gifts not be brought to school.

There may also be school scheduled classroom celebrations throughout the year. Parents will be notified by teachers through newsletters or special communications.

Dress:

What students wear affects the way they think and behave towards school, their peers, and adults. Please consider this as you help your child make appropriate choices for school clothes.

Since recess occurs regardless of weather conditions, it is advisable to wear warm, water-resistant clothing during our cold weather season. Please have your child dressed appropriately for the weather conditions and remember coats, boots, hats, and gloves.

In hot weather, shorts are allowed, but judgment regarding modesty and appropriateness is requested. Tank tops, 'spaghetti straps', and tight-fitting fabrics should not be worn. Please be sure that T-shirt logos support our efforts to teach mature attitudes about human growth and development, as well as substance abuse. No gang-related clothing of any kind is allowed. Shoes must be worn at all times.

Emergency School Closure:

In the event of an emergency school closure, every precaution will be made for the safe transportation of all children. Bus students will be transported to their homes by bus.

If it should ever be necessary to close school for an emergency prior to normal closing time, every effort will be made to contact the parents. A School Messenger message will be sent to you're the primary phone number you listed in the Family Contact Information Form. Families can also listen to the radio, local television stations, access the school website, updated information. Each student must know what to do in case parents are not home or immediately available should power outages, weather conditions, etc., necessitate an early dismissal. Please discuss, and periodically review, your family safety plan so each student knows whether to go home, to friends or to neighbors, and what to do until parents arrive home.

During our ice and snow season, parents will receive a call from the *School Messenger* (on the main primary number provided) in the event of a late start or closure.

Additionally, please listen to the radio, watch the news stations, access the school website for any additional late start and/or closure information. These stations will also carry information if deteriorating weather conditions force any early afternoon closure. *If Great Northern is not mentioned or included in the list of schools, school is in session.*

Field Trip Policy:

Field trips are taken as a regular part of our educational program. A signed parent permission form is required or a student to participate. To provide adequate supervision, we may ask for parent volunteers to accompany classes going on field trips.

Our School Protects Students from Harassment,

Intimidation, and Bullying

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 (www.gnsd), 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 (Kelly Shea, kshea@gnsd.k12.wa.us 509-747-7714) 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 (www.gnsd.k12.wa.us) or the district's *HIB Policy 3207 and Procedure 3207P* (www.gnsd.k12.wa.us).

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 www.gnsd.k12.wa.us

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 visit www.gnsd.k12.wa.us

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: Kelly Shea, Superintendent (3115 N Spotted Rd
Spokane WA 99224, kshea@gnsd.k12.wa.us, 509-747-7714)

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Kelly Shea, Superintendent (3115 N Spotted Rd Spokane WA 99224, kshea@gnsd.k12.wa.us, 509-747-7714)

Concerns about disability discrimination:

Section 504 Coordinator: Kelly Shea, Superintendent (3115 N Spotted Rd Spokane WA 99224, kshea@gnsd.k12.wa.us, 509-747-7714)

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Kelly Shea, Superintendent (3115 N Spotted Rd Spokane WA 99224, kshea@gnsd.k12.wa.us, 509-747-7714)

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 the Great Northern School District 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 (www.gnsd.k12.wa.us).

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 (www.gnsd.k12.wa.us) 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 www.gnsd.k12.wa.us If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:
Kelly Shea, Superintendent (3115 N Spotted Rd Spokane WA 99224, kshea@gnsd.k12.wa.us, 509-747-7714).

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 2.

Highly Capable Program

Great Northern School District 312 engages in testing to identify "Highly Capable" students in grades K-6. "Highly Capable" students are defined as those students "who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments."

Students can be nominated by parents, teachers, and community members each fall and nomination forms are available from the school secretary or your child's teacher. Once nominated, parents must complete a permission form to have their students participate in Highly Capable testing. When testing is completed, a selection committee composed of teachers, administrators, and our school psychologist will review the results and make a recommendation regarding placement in the Highly Capable program.

New students in the Great Northern School District who have participated in a Highly Capable program in another school district will be reevaluated and have their results reviewed for placement for the current school year. If parents disagree with the committee's decision, they have a right to appeal this decision and receive a response in writing within thirty days.

If you have further questions regarding the Highly Capable program identification, please contact Mr. Shea for access to the Highly Capable Coordinator.

Homeless Assistance

If you lost your housing and now live in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; doubled-up with family or friends; or in another type of temporary or inadequate housing, your child might be able to receive help through a federal law called the McKinney-Vento Act.

Under the McKinney-Vento Act, children and youth in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- Receive transportation to and from the school of origin.
- Enroll in school immediately, even if they are missing records and documents normally required for enrollment, such as a birth certificate, proof of residence, previous school records, or immunization/medical records.
- Enroll, attend classes, and participate fully in all school activities while the school gathers records.
- Have access to the same programs and services that are available to

all other students, including transportation and supplemental educational services.

- Attend school with children not experiencing homelessness; a school may not segregate a student because he or she is homeless.

McKinney-Vento **contacts:** District – Jodi Finley, (509) 747-7714

State Coordinator – Melinda Dyer, (360) 725-6050

Homework:

Homework is considered to be an important part of the educational program. Homework assignments provide students the opportunity to develop self-responsibility, good study habits, and master skills taught in the classroom.

Specific assignments and the frequency of homework will vary according to individual teachers and grade level. Students work at different rates, so the time children take to complete homework varies. Students may also have additional class work to complete, which they did not finish during the school day. Parents should use their own discretion when their child has been working longer than expected on homework. Please notify the teacher if your child is consistently working at home longer than suggested.

Internet Access:

Use of the internet by students and staff of Great Northern School District shall be in support of education and research consistent with the mission of the district. With this educational opportunity also comes responsibility.

The District reserves the right to revoke a user's internet privileges if it is determined the user is engaged in unauthorized activity or is violating the Code of Conduct, to be signed by both parent/guardian and student at the beginning of each school year.

Lost and Found:

All lunch containers, hats, gloves, coats, boots, and other articles of clothing should be plainly marked with the child's name and any article marked with a child's name is returned to him/her. Articles of clothing or other large items found on the school grounds are put in the 'Lost and Found'. Small items are brought to the office and stored separately. Items not claimed by the end of the school year will be donated to local charities or clothing banks.

Personal Belongings:

Students are responsible for their own personal belongings. Personal belongings should be clearly labeled with the student's name, address, and phone number. Valuables are to be left at home. Items including, but not limited to, computer games, two- way radios, cards, dolls, are to be left at home.

Photographs:

Individual student photos are taken in the fall and a school group photo is taken in the spring. These photos are taken by a commercial firm and are available at a nominal cost.

**Recess:**

We have scheduled recesses most school days. Students are required to go outside during recess unless specific permission not to is given by the appropriate teacher. Severe weather conditions may determine the need for indoor recess.

Religion in the School:

The district is committed to ensuring that students and staff may participate in constitutionally protected prayer as is their right. The staff is aware of and respects the individual religious observances in our community.

Report Cards and Conferences:

Great Northern School District #312 has adopted a trimester pupil reporting system at the elementary level, based on state academic learning goals. In the fall, teachers schedule Goal Setting Conferences with parents/guardians and students. Teachers communicate grading procedures to students and parents/guardians at the beginning of each school year. Report cards are sent home at the end of each trimester; please refer to the annual calendar for dates. We welcome conferences with parents at any time during the school year.

Severe Misbehavior

While most behavior problems at school will be dealt with by discussion or with mild consequences, there are three types of misbehavior that may result in immediate disciplinary action. These three specific areas are:

- Physically dangerous behavior (ie., assault, fighting, or unsafe acts)
- Any illegal act
- Over defiance of staff member

Matches, lighters, tobacco products, drugs, fireworks, alcohol, or weapon (as defined under Washington State law or district policy) are not allowed at school.

Specialist Classes

Students participate in specialty classes each school day in order to enhance their academic, social, and physical growth. Classes include Fitness & Health, Art, and Music.

In the event that your student is unable to participate in Fitness & Health classes due to an illness or injury, parents/guardians must send a note excusing their student for the day. Any request longer than two weeks **must** include a note from the student's doctor.

Student Records



School records are kept in the school office for all students. These files contain enrollment data, state and District assessment results, health records, registration information, Highly Capable and Special Education records, and transfer records.

Pursuant to the Family Educational Rights and Privacy Act, it is the policy of the Great Northern School District to annually notify parents, guardians, or adult-age students (18 years of age or older) that they have the right of access to student records, to request corrections of or amendments to such records, and to appeal any refusal of a request to change or amend such records.

Student records will not be released without the consent of the student's parent/guardian or that of the adult-age student, except as provided by law or District policy.

Support Services:

Support services are available to students whose physical, academic, and/or emotional needs cannot be met through regular classroom instruction alone. Parents should direct questions regarding special programs and procedures to the District's Support Services Director.

Textbooks and Supplies:

Great Northern provides textbooks for student use during the school year. Students are responsible for textbooks, classroom library books and other school equipment issued to them. There may be a fee for any lost or damaged books or equipment. Individual classroom teachers may request additional supplies during the school year.



Tobacco-Free and Drug-Free Environment:

The Great Northern School District Board of Directors recognizes that tobacco creates a health hazard. In order to protect the health of students, tobacco use shall be prohibited on all district property and in district-owned vehicles.

1. Tobacco use is defined as smoking any kind of pipe, cigar, cigarette, vaping or any other lighted smoking equipment or material, or the chewing or sniffing of a tobacco product. In addition, students may not possess any tobacco or nicotine product.
2. Signs prohibiting the use of tobacco/nicotine products will be posted in appropriate locations in all district facilities and vehicles.
3. The general public using district facilities, or vendors, suppliers or contractors working on district property will be governed by this policy.
4. District facilities that are leased to other agencies will be governed by this policy.
5. Students found using or possessing tobacco/nicotine products on school grounds or at school functions will be subject to disciplinary sanctions.
6. Any employee violating this policy is subject to discipline.

Visitors:

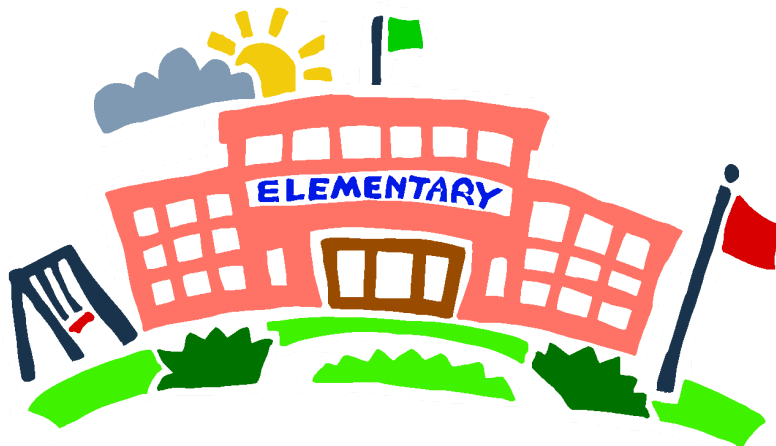
If you wish to observe a classroom, the time should be arranged in advance with the teacher. Approval may be withheld if particular events, such as testing, would be adversely affected by a visit. If a visitor's presence becomes disruptive, approval may be withdrawn. Remember that during class time the teacher is engaged in teaching and will not be able to confer with visitors. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit furthers the educational program of the district. All visitors should check-in with the school secretary or other school staff upon arrival.

Weapons Policy

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. Dangerous weapons include but are not limited to firearms, slung shots, sand clubs, metal knuckles, daggers, dirks, spring blade knives, nun-chuka sticks, throwing stars, air guns, stun guns, and devices intended to injure a person by an electric shock.

The district may 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 an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively for school activities.

SCHOOL - WIDE BEHAVIOR MANAGEMENT PLAN



Adult Responsibilities

The Role of the Staff:

Setting the tone in the classroom is essential for our student management plan to work. Teachers will strive to ensure that classrooms are safe and productive and will continually emphasize to students the importance of being responsible, engaged, and motivated. Teachers will focus on teaching and encouraging responsible behavior, rather than managing irresponsible behavior. This will be accomplished by helping students see how their behavior relates to our school-wide success: emphasizing cooperation, having a positive attitude, taking responsibility, treating everyone with respect, and putting quality effort in school work.

All teachers will implement the following basic principles of behavior management:

1. Proactive

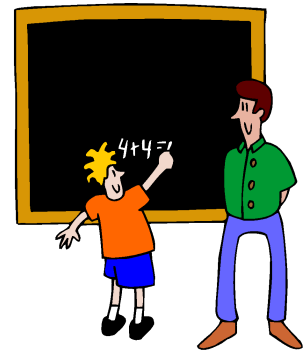
Classrooms will be structured for academic success, which means having efficient routines, focused instruction, clear rules and expectations, direct teaching of expectations, and frequent monitoring.

2. Positive

Teachers will strive to interact frequently with each of the students – providing attention and acknowledgment, as well as positive recognition when students are behaving appropriately.

3. Instructional

Teachers will view incidents of misbehavior as teaching opportunities and will implement appropriate corrective consequences.



Though these principles will guide teachers in their classroom management, each teacher, each student, and each situation is unique. Therefore, teachers are responsible to set and teach their students specific expectations for productive behavior in their

classrooms as well as take the appropriate steps or corrective actions to resolve problems when they occur.

Playground supervisors will manage behavior issues on the playground, informing classroom teachers of playground problems. In some cases, the playground supervisor may work with the classroom teacher or head teacher to determine appropriate consequences. Playground supervisors and specialists should inform the classroom teachers of all disciplinary concerns and/or actions, so that chronic patterns of misbehavior throughout the school setting can be identified for individual students.

Staff interventions will deal with all misbehaviors other than physically dangerous situations, flagrant disrespect of adult authority, or chronic and recurring problems.

The staff will communicate to parents about any issue that may affect the student's expected performance at school. This communication may be through phone calls, notes, disciplinary notices, and/or parent conferences.

The Role of the Superintendent:

The role of the superintendent in discipline is three-fold: (1) To help monitor, revise, and update the discipline policies and procedures (2) To help staff implement and comply with classroom management and school management techniques (3) To assist staff with handling severe misbehavior such as physically dangerous situations, flagrant disrespect of adult authority, and any chronic and recurring problems.

The Role of the Parent:

We believe that the major role of parents in school discipline is to continually show interest and support for their child at school. The child's knowledge that parents are actively interested and supportive of the school program almost always reduces school discipline problems. If your child exhibits unacceptable behavior at school you may be asked to help us teach the child an alternative set of behaviors. In the case of

inappropriate behavior you may be contacted to discuss appropriate consequences to modify the behavior.

Parents of the most successful students do these things to ensure their child's success:

1. Send their child to school prepared after a good night's sleep.
2. Attend parent/teacher conferences.
3. Check their child's backpack or book bag daily for work to discuss.
4. Keep their child attending school on time, unless the child is ill.
5. Remember to send their child prepared with lunch.
6. Return signed notes to school promptly.
7. Read with their child.
8. Keep in contact with the school if they have questions or when there are special issues, which may affect their child.

Student Responsibilities:

Students are expected to act in a way that allows them to maximize their own potential, while still respecting the individual and collective rights of others.



In order to create a learning environment that meets the needs of every child in our school community, we expect students to join staff in adhering to the following code of conduct:

1. We will be polite at all times.
2. We will work quietly and not disturb others.
3. We will listen courteously when others are talking.
4. We will be friendly to fellow classmates.
5. We will be truthful and honest.
6. We will respect teachers and other adults.
7. We will be prepared for class every day.
8. We will arrive at class on time.
9. We will cooperate with others.
10. We will work and play safely together.
11. We will always do our best.

Procedures to Correct Irresponsible Behavior



Time Out:

Staff and specialists may use “time out” from classroom activity to redirect student behavior. Students may be asked to spend an age-appropriate amount of time separated from the other students. This time is intended as a “cooling off” opportunity.

Great Northern Action Plans:

The Great Northern responsibility plan promotes teaching students to make good choices. In the event a child makes a poor choice, he/she may fill out an 'Action Plan,' which assists the child in reflecting on what happened, what rule was broken, how his/her behavior impacted himself and others, as well as determining appropriate choices for next time. The Action Plan also indicates what consequence or form of restitution will take place. The student, teacher, and parent will sign the 'Action Plan'. The Action Plan may be used by any staff member to assist the student(s) in devising a plan for improved behavior.

Playground Communication to the Teacher:

Playground supervisors will manage behavior issues on the playground, informing classroom teachers of playground problems. In some cases, the supervisor may work with the classroom teacher or Head Teacher to determine appropriate consequences. The classroom teacher should be informed of disciplinary concerns by playground supervisors and specialists so that chronic patterns of misbehavior throughout the school setting can be determined for individual students.

Administrative Intervention:

The superintendent will handle severe misbehavior such as physically dangerous situations, flagrant disrespect of adult authority, and any chronic and recurring problems by implementing other consequences.

Individualized Behavior Plans:

For students with chronic behavior problems, an individualized behavior plan may be created with the teacher, parent, and/or other staff member. If the student receives special education services, a representative of the special education staff may also be involved. An individualized behavior plan involves targeted behaviors, prior interventions, positive reinforcement, and the progressive discipline that will take place for inappropriate behavior. Individual behavior plans may include some interventions, which are not outlined in this school-wide behavior management plan.

Suspension or Expulsion:

For instances of exceptional misconduct, a range of corrective actions may be imposed which might include suspension or expulsion.

Consequences

Possible Consequences for Infractions:

- verbal reprimand
- redirection (i.e., play elsewhere, or give a new direction)
- positive practice (have the child do it the right way)
- adult supervision for a specified amount of time (playground)
- time out in the classroom or at recess
- parent contact



- description of the misbehavior written and signed by child
- 'Action Plan' written by child
- loss of bus riding privileges for misbehavior on the bus
- parent conference
- suspension or expulsion

If inappropriate behavior results in damage to school or personal property, restitution may be required of the offending student or his/her parents/guardian.

Specific Misbehavior at School or on the Bus

Harassment/Bullying:

Harassment in the form of slurs or other harassment based on race, age, gender, physical appearance, religion, ethnic origin, or disability is prohibited. Bullying behavior will not be tolerated.

Sexual Harassment:

Sexual harassment is prohibited. Unwelcome or uninvited sexual advances, sexual comments, cartoons, innuendoes, and other verbal, written or physical conduct of a sexual nature constitutes sexual harassment.

Severe Misbehavior:

While most behavior problems at school will be dealt with by discussion or with mild consequences, there are three types of misbehavior that may result in immediate disciplinary action. These three specific areas are:

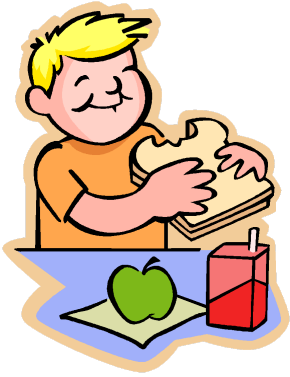
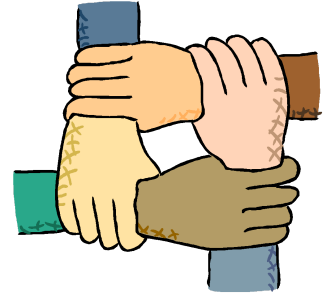
- Physically dangerous behavior (i.e., assault, fighting, or unsafe acts)
- Any illegal act
- Overt defiance of a staff member

Matches, lighters, tobacco/nicotine products, drugs, fireworks, alcohol, or weapons (as defined under Washington State law or district policy) are not allowed at school.

Common Area Procedures

Expected Bathroom Behaviors:

1. Use bathrooms before going outside at recess or by teacher permission and return to your destination immediately.
2. Keep bathrooms clean.
3. Talk quietly in the bathrooms.
4. Respect the rights and privacy of others.



Expected Lunchroom Behaviors:

1. Enter the multipurpose room quietly and place coats and backpacks on floor in designated area.
2. Remain seated to eat.
3. Eat politely and keep food on the table.
4. Leave your eating area clean.

General Recess Expectations:

1. Students will settle differences peacefully.
2. Students will keep their hands, feet, objects and unkind words to themselves.
3. Students will stay within the boundaries of the playground.
4. Use of profanity or obscene gestures is not allowed.
5. Students will stay off snow hills and away from ice and puddles.
6. Sand, bark chips, rocks, and snow are not to be thrown.
7. Students will not chew gum at school.
8. Students will wear appropriate clothing for play and for weather conditions. Clothing which is too constricting or too baggy creates a personal safety hazard for students.



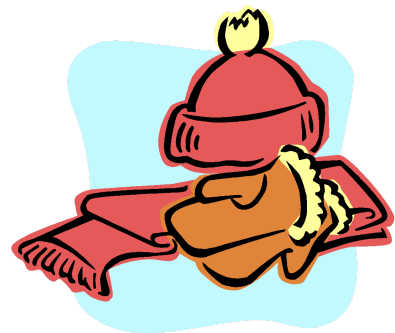
9. No toys or equipment from home are to be taken outside without permission from the playground supervisor.
10. The person who brings playground equipment outside is responsible for returning it.
11. When the end of recess is signaled, all games stop immediately.
12. Students will line up quietly at the end of recess.

Expected Hallway Behaviors:

1. Students walk quietly and safely.
2. Students go directly to their destination and return promptly.
3. Students respect other students in the hallway by keeping hands, feet, personal belongings, and playground equipment to themselves.

Special Winter Considerations:

1. It is the students' responsibility to take coats outside, and they are responsible for wearing their coats as dictated by weather conditions.
2. Avoid using the icy areas as a skating rink because it becomes slippery and dangerous.
3. Snowball and snow throwing are not allowed. Reasonable warning will be given with the first snowfall to remind students of this safety consideration
4. Students may build snowmen and other structures from snow. Staff will not protect these items, but students are not allowed to deliberately ruin something another student has built.



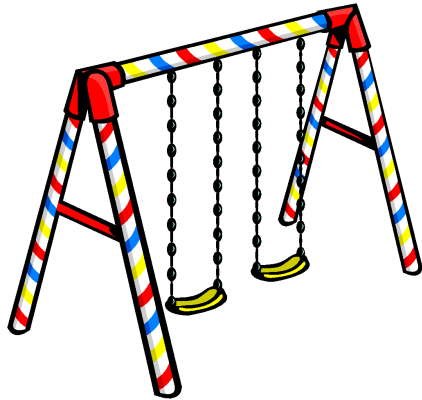
Special Equipment Expectations

Big Toy Area:

1. Jumping from the tower is not allowed.
2. Chasing and tag games are not allowed in the Big Toy area.
3. Hands have to be on the bars at all times. No jumping off the bars.
4. Stay off the top of the monkey bars.

Slides:

1. Seat down, feet first!
2. Wait until the person has started down the slide before you go up the ladder, then go up the slide ladder carefully.
3. Wait until the person in front of you has cleared the bottom before you go down.



Swings:

1. Pay attention while in the swing area. Sitting in the swings and swinging in the proper and safe motion is allowed. Jumping from the swings, underdogs, bumper cars are not allowed.
2. If swings are full, take turns.

Merry-Go-Round:

1. Stay seated on the merry-go-round and hold on to the bar.
2. Push merry-go-round from the outside.

Bus Expectations

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver and any other supervisor assigned by the District to assist the driver.
2. When a teacher or other staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the pupils in his/her charge. However, the bus driver shall have final authority.
3. No pupil shall be permitted to leave the bus except at his/her regular stop without permission from school authorities and/or as requested in writing by parents.
4. Each pupil may be assigned a seat in which he/she will be seated at all times unless permission to change is given by the school's Head Teacher, driver, or Superintendent.
5. Pupils are to assist in keeping the bus clean by keeping their wastepaper off the floor. Pupils must also refrain from throwing anything on the bus. Eating or drinking is not allowed except when specifically authorized and supervised by an accompanying teacher or other assigned staff member.
6. No pupil will light matches or any other item on the school bus.
7. Pupils shall not possess tobacco, alcohol, drugs or any controlled substances on a bus.
8. Pupils shall not use profanity, obscene language or obscene gestures on a bus.
9. Pupils shall respect the rights and safety of others on the bus.
10. No pupil shall open a window on the school bus without first getting permission from the driver.
11. No pupil shall at any time extend any part of his/her body out of a bus window, whether the bus is in motion or standing still.



12. Pupils must have nothing in their possession that may cause injury to another. Such items include, but are not limited to, sticks, breakable containers, or weapons.
13. Each pupil must keep his/her books and personal belongings out of the aisle. Special permission must be granted to transport any large items.
14. No pupil will talk to the driver more than necessary.
15. No pupil shall sit in the driver's seat, nor shall any pupil be to the immediate left or right of the driver.
16. Pupils are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
17. Pupils must leave the bus in an orderly manner. They must not cross the highway until given consent by the driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.
18. Pupils must cross the highway only in front of the school bus and never behind it.
19. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due.
20. Self-discipline should be exercised by pupils at the bus loading area. Students should refrain from pushing and shoving other students.
21. Pupils who have to walk some distance along the highway to the bus-loading zone must walk on the left side facing the oncoming traffic.
22. Students' misconduct on a bus may be sufficient reason to discontinue providing bus transportation to those students involved.
23. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
24. Parents or guardians of students damaging school buses will be responsible for reimbursing the District for the cost of repair or replacement of the damaged items(s).



25. No animals are permitted on the bus except for service animals.

Note: Violations of any of the above rules may result in disciplinary action which could include the suspension of riding privileges.