



**“Where everyone belongs”**

# **Parent/Student Handbook**

## **2022-23 School Year**

### **Updates for 2022-23:**

- Covid Safety Plan
- Policy 2140, Comprehensive School Counseling Program
- Policy 2161, Special Education & Related Services for Eligible Students
- Policy 3122, Excused & Unexcused Absences
- Policy 3224, Student Dress
- Policy 3232, Parent/Students Rights in Administration of Surveys
- Policy 3241, Student Discipline
- Policy 3510, Associated Student body

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# Section 1 – District Information

## AHERA Asbestos Management Plan

The Environmental Protection Agency, as part of its regulations of asbestos in the schools, asks that districts notify staff, community members and parents that an Asbestos Management Plan has been developed.

In 1989, Griffin School District conducted an initial inspection of all buildings to identify materials containing asbestos, and a management plan was developed to determine the best course of action for each material: remove, repair or manage in place. Following the initial inspection, the District conducted Periodic Surveillance of any asbestos remaining every 6 months and a complete re-inspection every 3 years. In subsequent years, Griffin went through two major construction projects. As a part of these projects, all asbestos containing materials were removed and all classroom buildings on site are certified Asbestos-Free.

A copy of the Asbestos Management Plan is available in the Administration Office. If you have any questions, please contact the Facilities Supervisor at 360-866-5907.

## Child Find

Screening for Children birth to 21 years of age: Screening can give you information about your child's thinking and motor skills, hearing and vision, social and behavioral skills, and speech and language. If you suspect that your child may have a disability, a special need or other condition that interferes with learning, please contact the Griffin School Special Education Director at 360-866-2515. The above noted services are available to all students, including students of families lacking stable housing or children who may or may not be a resident of the district. The Griffin School District does not separate or isolate homeless students into separate classrooms or programs for the purpose of instruction.

## Citizen Complaint Process (OSPI)

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

**Follow steps 1 through 5 to complete the citizen complaint process.**

**STEP 1** If you have followed the citizen complaint process of your school district, ESD or school service provider and are unable to reach a satisfactory solution, use this citizen complaint process through OSPI.

**STEP 2** File a Citizen Complaint Through OSPI A citizen complaint must be in writing, signed by the person filing the complaint, and include: Contact Information of the Person Filing the Complaint. Your name, address, telephone number and email, if you have one.

- Optional: If someone is helping you to file this citizen complaint, include 1) their contact information, and 2) your relationship to them — for example, family member, a relative, friend or advocate.
- Information About the School District, ESD or School Service Provider You Believe Committed This Violation. Name and address of the school district, ESD or school service provider you think violated a

federal rule, law or regulation or a state regulation that applies to a federal program.

- The Facts — What, Who & When. Include a description of the facts and dates, in general, of when you think the alleged violation happened.
  - What specific requirement has been violated?
  - When did this violation occur?
  - Who you believe is responsible: names of all the people, and the program or organization involved.
- Optional: Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.
- The Resolution You Expect. A proposed solution, if you think you know or have ideas about how the issue can be resolved.

STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI Office of Superintendent of Public Instruction Attn: Citizen Complaint-Title I, Part A P.O. Box 47200 Olympia, WA 98504 Fax: (360) 586-3305

STEP 4 OSPI Staff Process Your Complaint Once federal program staff at OSPI receive your written complaint, here is what follows:

1. OSPI sends a copy of your complaint to the school district, ESD or school service provider.
2. The school district, ESD or school service provider begins a formal investigation led by a designated employee.
3. The designated employee provides a written response of the investigation to OSPI (within 20 calendar days).
4. OSPI staff send you a copy of the results of the investigation.

Their response must clearly state one of two results:

- 1) Denial of the allegations in your complaint and the reason for denial, or
- 2) Proposal of reasonable actions that will correct the violation. If you need to provide more information about the allegations in the complaint, send that information to OSPI within 5 calendar days of the date of the response from the school district, ESD or school service provider.

STEP 5 Final Decision by OSPI OSPI will send you the final decision in writing within 60 calendar days of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time. Here are the steps OSPI staff will follow to reach a final decision:

1. Review all the information gathered related to your complaint. The review could include the results of an independent, on-site investigation.
2. Decide independently whether or not the district, ESD or school service provider violated a federal rule, law or regulation or a state regulation that applies to a federal program.
3. Provide you with the final decision: Findings of fact, conclusions, and reasonable measures necessary to correct any violation.
4. The district, ESD or school service provider must take the corrective actions OSPI prescribes within 30 calendar days of the final decision.
5. A citizen complaint is considered resolved when OSPI has issued a final written decision and corrective measures, if necessary, are complete.

Extend or Waive Timelines If you as the complainant, and the school district, ESD or school service provider named in your citizen complaint agree to extend the timelines, this agreement must be in writing and sent to OSPI within 10 calendar days of the date the school district, ESD or school service provider received notification from OSPI. Office of Superintendent of Public Instruction, Attn: Citizen Complaint—Title I, Part A, P.O. Box 47200 Olympia, WA 98504

## Communications

The Griffin School District works to continue strong communication. Below is a list of communications tools we utilize regularly. You may also call the School Office at 360-866-2515 for assistance.

- The Griffin School Website serves as an accessible source for school/district information and updates. Visit us at [www.griffinschool.us](http://www.griffinschool.us). A Staff Directory is also included on our website which includes emails and phone numbers for all staff. Please see contact information here [https://www.griffinschool.us/staff\\_directory](https://www.griffinschool.us/staff_directory).
- Skyward Family Access System can be found at <https://www2.crdc.wa-k12.net/scripts/cgiip.exe/WService=wgriffns71/fwemnu01.w>. Families can see contact information, lunch accounts, attendance records, and immunization records. You can also add money to lunch accounts online.
- The School Messenger System is used to communicate with families.
- Weekly School Newsletters (both Elementary and Middle School): Newsletters are prepared by the principals and then sent electronically.
- The GriffinLink newsletter will be published throughout the school year and mailed to all Steamboat Island District residents and businesses. Copies are also available in our school office, and are posted on our website
- Facebook: We use FB to provide brief updates, post important information and shared information around the school. The District Facebook is <https://www.facebook.com/griffinschool.us>

## Community Support

The **Griffin Parent Teacher Organization (PTO)** helps to make our school a better place to learn by purchasing classroom and playground equipment and supplies, providing scholarships and volunteering countless hours in the classroom and for other school programs and activities. Every study conducted on the relationship between student performance and parent involvement in education shows that when parents are involved in education, student academic performance improves. Share your ideas, help identify needs and develop solutions that may include making the school safer, becoming more technologically advanced, being more tolerant of others differences and bringing enriched educational opportunities to the school. For the 2022-23 school year, feel free to contact any of the PTO Officers as noted Megan Pennington, President, Gabriela Houston, Vice President Rachel Groves, Treasurer, Allison Baldwin, Secretary, and Carrie Norbeck, Membership.

The **Griffin School Foundation** was established in 1999 with the purpose of supporting and contributing to the improvement of public education and related needs in the greater Griffin community of Olympia, Washington. That is not or cannot be supported by traditional funding sources. The Foundation is registered as a Washington nonprofit corporation and operates under the umbrella 501(c) (3) of The Community Foundation of South Puget Sounds. The Griffin School Foundation's purpose is fulfilled by:

- Funding grants that support improvement of public education
- Funding scholarships for Griffin school students and former Griffin students
- Funding educational & training opportunities for Griffin school employees and Board Members
- Funding capital improvements and equipment for the Griffin School District and Griffin area youth
- Providing historical and other displays at Griffin School
- Addressing the special needs of Griffin students
- Hosting events honoring our Griffin Community Senior Citizens.

Please feel free to contact any one of the Griffin School **Foundation Board Members**: Hayden Milligan - President, Jeff Gregory - Vice President, Viki Salim - Secretary, Jagger Sapp - Treasurer and Alley Savin - Auction Chair.

## COVID Safety Plan



### **STAY HOME WHEN SICK**

Staying home if you are ill or experiencing COVID-19 symptoms is essential to keep infections out of schools and prevent spread to others.



### **RESPONDING TO POSITIVE CASES**

Individuals who test positive for COVID-19 must isolate for at least 5 days, following District #324's Guidance for Isolation and Quarantine.



### **NOTIFYING FAMILIES AND STAFF OF CASES**

Griffin's Covid Prevention Team will send positive case notifications via email to any impacted classrooms, bus routes, or extracurricular activities.



### **OPTIMIZING VENTILATION**

The district will continue to follow industry standards for indoor air quality and will remain diligent with regular system maintenance.



### **MASKING**

Masking continues to be strongly recommended, but not required. Griffin will maintain a supply of masks for individuals who wish to use them.



### **TESTING**

Griffin will continue to provide in school and drive-up testing. And will maintain a supply of at-home antigen kits that may be offered to students and staff preemptively or at the onset illness.



### **HANDWASHING AND RESPIRATORY ETIQUETTE**

Students and staff will practice frequent handwashing and proper respiratory etiquette (covering coughs and sneezes).



### **ISOLATION ROOM**

Griffin will have a designated area where sick students can be separated until they can be picked up by an authorized person.



## Directory Information

The Family Educational Rights and Privacy Act defines certain information about your children as “**directory information.**” This information may be released for school-related purposes, unless it is requested in writing to the school district that such information not be released. Directory information is considered:

- Student’s name, address, and telephone number
- Photograph, date and place of birth
- Major field of study
- Participation in officially recognized activities and/or sports
- Weight and height of members of athletic teams
- Dates of attendance and grade level
- Degrees and awards received
- Most previous educational agency or institution attended by the student

This type of information is used in school publications such as newsletters, school programs (music, drama, graduation, etc.), sports information sheets, honor roll and/or other recognition lists. During the school year, district personnel will be photographing students for publications, school newsletters, and websites. Requests for directory information also come from the local media. In addition, many school events, activities and concerts will be videotaped for presentation. Parents who do not want their children included should make that request in writing to the school office each year.

## Discrimination Complaint Process

Anyone can file a complaint that alleges discrimination in a Washington public school based on a protected class. This includes parents, students, teachers, administrators, and advocates. To file a complaint, follow the complaint procedures below:

### Step 1: Write Out and Send Your Complaint

- Describe the conduct or incident. Use facts: what, who and when.
- Explain why you believe discrimination has taken place.
- Describe what actions you believe the district or charter school should take to resolve the problem.

Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent, charter school administrator, or civil rights coordinator. OSPI maintains a list of websites for all state school districts. Contact information should be on these district websites.

### Step 2: School District Investigates Your Complaint

Your civil rights coordinator has an important role to play once the school district receives your written complaint. The coordinator must:

- Give you a copy of the procedure to follow for discrimination complaints
- Make sure a prompt and thorough investigation takes place

At this point, you could decide to resolve your complaint immediately instead of proceeding with the investigation.

### 30 Calendar Days to Respond to Your Complaint

Once the district receives your written complaint, the superintendent or administrator must respond to you in writing within 30 calendar days — unless you agree on a different time period.

If your complaint involves exceptional circumstances that demand a lengthier investigation, the district or charter

school must notify you in writing with (1) why staff need this time extension and (2), a new date for their written response.

### **Step 3: School District Responds to Your Complaint**

In its written response, the district or charter school must include this information:

- Summary of the results of the investigation
- Determination that states clearly whether or not the district or charter school failed to comply with civil rights law
- Notification that you can appeal this determination: how and where to file a appeal, and to whom it must addressed
- Any measures, determined through the investigation, necessary to bring the district or charter school into compliance with civil rights law

Any necessary corrective measures must be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal**

If you do not agree with the determination that follows the district's investigation of your complaint, you can file an appeal. Information about the appeal process should be included in the written response you receive once the district has completed their investigation.

Follow the appeal procedure closely—appeals must be made to an official or board not involved in the complaint.

#### Deadline for Filing an Appeal

This deadline must be no shorter than 10 calendar days from the date you received the written response to the investigation that followed from your complaint.

#### 30 Calendar Days to Respond to Your Appeal

Once the district receives your appeal, it must respond to you in writing—within 30 calendar days—unless you agree on a different time period.

The appeal decision must include how to file a complaint with OSPI. If you do not agree with the appeal decision, state law provides the option to file a complaint with OSPI.

#### File a Complaint to OSPI Based on Appeal Decision

This is a separate complaint process that can take place if one of these two conditions has occurred:

- (1) you have completed the complaint and appeal process of your school district, OR
- (2) the school district has not followed the complaint and appeal process correctly.

### **Step 1: Write Out and Send Your Complaint**

Include these details in your complaint: Describe the conduct or incident. Use facts: what, who and when

1. Explain why you believe discrimination has taken place
2. Your name and contact information—including a mailing address
3. Name and address of the school district that is the subject of your complaint
4. Copy of the complaint and appeal decisions from the district
5. Describe what actions you believe the district should take to resolve the problem
6. If your complaint relates to a specific student, make sure you include (1) the name and address of the student, and (2) the school and school district the student attends.

Send Your Written Complaint to the Equity and Civil Rights Office | Fax: 360-664-2967, Mail or hand deliver: OSPI Equity and Civil Rights Office, PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

### Deadline for Filing a Complaint to OSPI

You have to file a complaint to OSPI from the day you received the decision on your appeal from the district or charter school—unless OSPI extends this deadline based on circumstances.

### **Step 2: OSPI Responds to Your Complaint**

Staff at OSPI will review your complaint and decide whether or not to begin an investigation. If OSPI staff decide to investigate your complaint, they will send written notification to you and the district or charter school. OSPI will not investigate if your complaint:

- Is incomplete or arrives after the 20-day deadline
- Does not allege a violation of a civil rights law that OSPI enforces
- Has not been brought to the attention of the district or charter school through the local complaint and appeal process.
- Was investigated by another state, federal, or local civil rights agency and OSPI expects a comparable resolution

If OSPI investigates the complaint, OSPI will send you a written decision that addresses each allegation in the complaint, and includes any corrective actions necessary to correct noncompliance.

### Discrimination Dispute Organizations

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

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days (6 months) of the date of the alleged discrimination.

#### **Washington State Human Rights Commission (WSHRC)**

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within 6 months of the date of the alleged discrimination.

#### **U.S. Department of Justice (DOJ), Educational Opportunities Section**

DOJ enforces federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability, and religion in public schools.

## **Equal Opportunity Statement**

Griffin School District No. 324 is an Equal Opportunity Employer. The District complies with all federal and state laws and regulations and does not discriminate on the basis of race, color, creed, national origin or ancestry, religion, sex, sexual orientation including gender expression or identity, pregnancy, age, familial or marital status, veteran status, the presence of any sensory, mental or physical disability, and or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts, Girl Scouts, etc. and other designated youth groups. This holds true for all district employment programs, district/school programs, food service, athletics, and any other school opportunities. Inquiries regarding compliance and/or grievance procedures and/or alleged complaints can be filed with the school district at Griffin School District #324, 6530 33<sup>rd</sup> Avenue, NW, Olympia, WA 98502. The following employees have been designated to handle questions and/or complaints of alleged discrimination:

**Kelli Anderson, Civil Rights/Compliance Coordinator - [kanderson@griffinschool.us](mailto:kanderson@griffinschool.us) - 360-866-5908**

**Erin Hagen, Title IX Coordinator - [ehagen@griffinschool.us](mailto:ehagen@griffinschool.us) - 360-866-5904**

**Anna Miller, 504 Coordinator/Homeless Liaison - [amiller@griffinschool.us](mailto:amiller@griffinschool.us) - 360-866-5914**

## **Every Student Succeeds Act of 2015 (ESSA) & Highly Qualified Teachers**

On December 10, 2015, President Obama reauthorized the Elementary and Secondary Education Act (ESEA) and it is now known as Every Student Succeeds Act (ESSA). This law builds on key areas of progress, made possible by the efforts of educators, communities, parents and students across the country. Please visit OSPI's website at [www.k12.wa.us/ESEA/default.aspx](http://www.k12.wa.us/ESEA/default.aspx) for more information about the requirements under ESSA.

Just outside each classroom door, you will find the credentials of Griffin Teacher. These documents reflect the qualifications and background of each teacher and are indicative of a highly qualified staff. Griffin is committed to hiring a highly qualified staff in all areas of school.

As a Griffin parent, you have the right to request information on the professional qualifications of your student's classroom teachers and paraeducators. In addition, you should know that Griffin staff are evaluated annually using the state mandated teacher evaluation criteria (Teacher/Principal Evaluation Program or TPEP). Currently, the District has measures in place to ensure that students are taught by teachers who meet the No Child Left Behind Act requirements around highly qualified staff. Griffin School District continues to interview and hire candidates that meet all job qualifications as specified in the position posting. Candidates not qualified for a position will not be considered. For more information about Griffin's Highly Qualified staff, or to request information about the qualifications of your child's teacher, please call the School Office at 360-866-2515.

The Griffin School District Report Card includes information about Educational Spending, Parent Engagement, Accessibility, Student Achievement, Teacher Qualifications and Evaluation Criteria, Assessment Results, Discipline Data, and much more. Check it out here at <https://washingtonstaterreportcard.ospi.k12.wa.us/>

## **Facility Use**

The Griffin School District facilities are available for public use, community and youth organization meetings and events, non-profit organization events and recreational activities. Facility Use Applications are available in the District Office. Griffin school activities will take precedence over outside user groups. For more information about facility use please contact the Facilities Supervisor at 360-866-2515.

## **Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the students' education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (for appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Griffin School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly

identify the part of the record they want changed and specify why it is inaccurate or misleading.

3. The right to consent to disclose personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office U.S.**  
Department of Education 600 Independence  
Avenue, SW WA, DC 20202-4605

## **Health Insurance Portability and Accountability Act (HIPAA)**

The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; the HIPAA Breach Notification Rule. This rule requires covered entities and business associates to provide notification following a breach of unsecured protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety.

## **History of Griffin School**

The Griffin School District was built in 1927 following the destruction of the Schneider's Prairie Schoolhouse by fire in the summer of 1927. The community rallied to immediately build a new school. The new brick building housed two classrooms, a cafeteria and a play shed erected at a cost of some \$12,000 dollars. Instead of building at the former, hilly site at the Schneider's Prairie School (Whittaker Road and Highway 101), a five-acre parcel of land donated by a Seattle Judge, Arthur Griffin became the location of the renamed school.

Arthur Griffin arrived in the Northwest in 1884 working for the railway's survey crew. He opened a general store in the newly settled town of Enumclaw. Meanwhile, he was studying law and in 1890 moved to Seattle to open his law office. He was widely respected and became an authority on Indian Law, even pleading their case before the U.S. Supreme Court.

He had several business ventures, one of which was a sheep ranch west of Olympia. It was a piece of this real estate that became the original and current location of Griffin School. When the original schoolhouse was outgrown, a new 12-room building was opened in 1969. The recent eight room junior module was built in 1978. Then the gymnasium, cafeteria and music room addition was completed in 1989. The newly remodeled Griffin School was completed in the fall of 2004.

## **Individuals with Disabilities Education Act (IDEA)**

The Individuals with Disabilities Education Act (IDEA) requires districts to provide parents/guardians of a student who is eligible for or referred for special education with a notice containing a full explanation of the rights available to them. This document can be found on our website at [www.griffinschool.us](http://www.griffinschool.us) under Departments, the special services link. You can also obtain a copy of these procedures by contacting our school office at 360-866-2515.

## **McKinney-Vento/Homeless Education**

In accordance with Policy 3115, Students Experiencing Homelessness - Enrollment Rights & Services, Washington receives funding each year from the U.S. Department of Education and the Washington State Legislature to support the education of homeless students in school programs. Funding is distributed to LEAs through a competitive grant process. OSPI, as the state educational agency, designates a statewide Education of Homeless Children and Youth Coordinator and a Homeless Student Stability Program Supervisor to provide training and technical assistance, review and create policies and procedures, monitor LEAs for program compliance, provide dispute resolution procedures, to ensure that children and youth experiencing homelessness are able to attend and fully participate in school.

- Homeless children and youths means individuals who lack a fixed, regular, and adequate nighttime residence. This includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in motels, parks, or campgrounds; or children or youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; or children or youth living in cars, abandoned buildings, substandard housing or similar situations; or migratory children living in circumstances like those described above. "Substandard housing" may be determined by considering factors such as whether the setting in which the child or youth is living lacks water, electricity, or heat; is infested with vermin or mold; lacks a working kitchen or toilet, or presents unreasonable dangers to adults, children, or persons with disabilities. Cities, counties and states have varying housing codes that further define housing deemed substandard by law.

Please refer to policy 3115, Students experiencing homelessness, enrollment rights and services for more information. For further information, please contact one of the Griffin School District Counselors at 360-866-2515.

## **Parental Involvement (Title I)**

Component seven of Griffin's Title 1/LAP/Parental Involvement Plan states, "The Griffin School District is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if the Griffin School District and home collaborate to promote high achievement for our children. Neither home nor Griffin can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to student success at every step along the way. Griffin School recognizes that some students may need the extra assistance available through the Title I/LAP (Learning Assistance) program to reach the state's high academic standards. Griffin School intends to include parents in all aspects of the school's Title

I/LAP program. The goal is a school-home partnership that will help all students to succeed.”

There are several opportunities for Griffin parents and community members to get involved with the District. For example, Griffin has policy related committees directed by state and federal law to conduct school and district business and to ensure district compliance. A few examples are as follows: volunteering in the classroom, office, library, at recess, etc. Participating in the District’s Learning Improvement Team (LIT) and/or Safety Committee. For more information, see Policy 4130, Title 1 Parental Involvement or contact the Student Services Coordinator at (360) 866-2515.

## **Performance Reports (Griffin School District Report Card)**

The Office of the Superintendent of Public Instruction provides online report cards on school data at the state, school district and building level. The report card is available by visiting their website at <http://reportcard.ospi.k12.wa.us>. Griffin School District also produces an annual school report card. This edition of the “GriffinLink” comes out in January.

## **Pesticide Management (IPM)**

The Griffin School District is committed to providing a safe and healthy learning, working and playing environment for students, staff, families and users of the district properties. To minimize potential risks in using pesticides in the school environment, the district adopts an Integrated Pest Management Policy (IPM). The IPM is intended to keep unwanted vegetation and pests at acceptable levels in effective, environmentally safe, and economical ways. The IPM is an ecological approach to controlling unwanted vegetation, plant diseases, and problem pest populations by the use of preventative and non-chemical methods of pest and vegetation management that minimize the risks to human health and the environment.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the district will notify parents and staff of the planned application in writing, including the heading “Notice: Pesticide Application.” This notice will be posted in a prominent place in the building office in addition to being provided to parents and staff.

## **Professional Development**

Griffin staff participates in professional development activities each Wednesday for 90 minutes. The professional development topics range from specific content/skills training, grade level collaboration, implementation of new initiatives, aligning curriculum to state standards, district assessment data review, and district wide committees and teams. Students are released at 2:15 each Wednesday.

## **Protection of Pupil Rights (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
  - Inspect, upon request and before administration or use –
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.
    4. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

## **School Board Meetings**

The Griffin School Board is made up of five elected officials that meet twice a month to discuss district, school and personnel related topics. The School Board meets twice a month for a Work Session Meeting where public comment is not taken and for a Regular School Board Meeting. Please see the calendar for specific meeting dates and times. Griffin School Board Members are as follows:

Brad Ridgeway, Chair - 360-791-7016, Dan Teuteberg, Vice Chair - 920-379-1808, Trish Gregory, Director - 360-280-4030, Maureen Karras, Director - 360-866-0177, and Julie Osterberg - 360-490-1632

## **Student Transportation**

When the district declares that the Griffin School will operate under the "Emergency Bus Schedules", buses will travel only the main roads with clear turn-around areas. Emergency Bus Schedules are posted on the District's Website under the "emergency" link and will be shared via school messenger when implemented. In the event of an emergency or if emergency bus routes are declared, contact will be made with parents of special needs students regarding their child's transportation.

For high school students, the Olympia School District will inform you of school schedule changes as soon as



possible through their phone/email/text messaging system, as well as on their website (<http://osd.wednet.edu>) and social media platforms. OSD also encourages you to monitor local radio and/or television stations for up-to-date information about weather-related closures or delays.

## **Title IX, Equitable Participation**

Griffin School District Policy 2151, Interscholastic Activities is consistent with Title IX requirements to provide equitable participation opportunities in interscholastic athletics for female and male students. "Students have the right to equal access to quality education without regard to race, creed, color, political and religious beliefs, national origin, gender, sexual orientation, marital or parental status, socioeconomic status, health status or the presence of any physical, sensory or mental disability." Their rights include not only access to courses and programs of study but also fair and equitable treatment in school sponsored activities. The District's Title IX Coordinator at 360-866-2515.

## **Video Surveillance**

Griffin School District buildings, grounds and other school property, including buses, may be equipped with video surveillance cameras. Equipment may be placed to record only in areas where there is not a reasonable expectation of privacy, such as parking lots, entrance and exits, hallways, front office, the gym, cafeteria, library, and other public shared or common spaces. Only designated staff and law enforcement have access to video. See Policy 6610, Video Surveillance for more specific information..

## **Vision/Mission/Goals**

The Griffin School District's vision is to create lifelong learners leading productive, healthy and responsible lives. At Griffin School, all people have the right to learn, the right to be safe, and must be responsible for their own behavior.

## **Voter Registration**

Anyone wishing to register to vote or to change their registration information may obtain an application from Griffin School. You can register at any time, but if you are registering by mail, or changing your address you must do so 30 days prior to an election. You may register in person at the Thurston County Auditor's Office at 2000 Lakeridge Drive, SW in Olympia or by visiting their website at [www.co.thurston.wa.us/auditor/elections](http://www.co.thurston.wa.us/auditor/elections). Griffin also has a "Remember to Vote" link on the webpage.

# Section 2 – School Information (K-8)

## Academic Fraud or Theft

Academic fraud occurs when a student copies another's work, shares or copies answers to a test, or submits copied work or another person's project as their own. Academic fraud also occurs when a student copies a document or reference material without giving credit to the author (plagiarism). Academic theft occurs when a student takes the work of another student without permission and submits that work as his/her own. Consequences for academic fraud or theft can range from receiving a "0" grade on the work to a short term suspension for repeated violations.

## Associated Student Body (ASB)

ASB Cards for grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> may be purchased during the first quarter of the school year. A card-holder receives discount admission to dances and other school activities. The cost of the ASB Card is \$15.00 for 7<sup>th</sup> and 8<sup>th</sup> graders and \$10.00 for 6<sup>th</sup> graders. All students who participate in a school sport must purchase an ASB Card. Any students who cannot afford an ASB Card should contact the Child Nutrition Supervisor at 360-866-2515 to find out information about fee waivers/reductions and qualifying through House Bill 1660.

ASB Elections are held in September each year. Positions include President, Vice-President, Secretary, Treasurer, and Class Representatives. These positions are elected in September. Regular ASB Meetings are held throughout the school year. The ASB Council sponsors a number of events during the school year for middle school students. These typically include evening activities (i.e. dances, movie nights, etc.).

## Assessment

The Griffin School District Assessment Plan for the 2022-23 school year includes district benchmark testing, state testing, and placement testing. For state testing, Griffin conducts the Smarter Balanced (SBAC) test for grades 3-8 in the spring. The Smarter Balanced assessment system is a valid, fair, and reliable approach to student assessment that provides educators, students and parents meaningful results with actionable data to help students succeed. The district benchmark assessments include the use of iReady Math and Reading Diagnostics (given three times per year), and DIBELs Next (Dynamic Indicators of Basic Early Literacy Skills) benchmarks for assessing early literacy skills. iReady is also used to conduct Math and Reading Growth Monitoring assessments throughout the school year. These benchmarks are used for screening all students for placement in supplemental programs and to ensure that all students are on track for growth and success. Finally, students in kindergarten will participate in the Washington Kindergarten Inventory of Developing Skills (WaKIDS) each fall. WaKIDS is a three-part kindergarten transition process that is intended to identify the skills, knowledge, and characteristics of kindergarten students at the beginning of the school year; inform instruction; support family involvement; and build partnerships with early learning providers. For questions or more information contact the school office at 360-866-2515.

## Attendance

Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the students and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can

request and receive such information in languages which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing. Please see Policy 3122 for more information about excused and unexcused absences. Please contact the school's attendance line to report absences.

**360-866-5901 - Elementary Attendance**

**360-866-5902 - Middle School Attendance**

## **Boys & Girls Club**

The Boys & Girls Clubs of Thurston County, Griffin Branch is located on the Griffin School District campus for students in grades K-8. The Club is open for before and after school until 6pm daily, there is a monthly fee that applies, and scholarships are available to those who apply and qualify. Griffin members have access to the other branches across Thurston County for out of school day camp. If you would like more information about B&G Club, please call 360-556-4594 or visit [www.bgctc.org](http://www.bgctc.org)

## **Bus Safety Rules/Ridership**

Transportation of Griffin students involves the dedication and reliability of many. Griffin School District is fortunate to have supportive Administrative, Teaching and Office Staff, which consider the school bus ride an "extension of the classroom." With this support, Griffin School Bus Drivers strive to provide safe and timely student transportation each school day. Your child's safe transportation day begins with the bus driver performing a thorough pre-trip inspection of their bus and continues throughout the bus route with safe conscientious driving skills developed while participating in a comprehensive Washington State School Bus Driver Training Program.

Griffin School bus Drivers are authorized by OSPI and must continue to keep their driving credentials up-to-date, attend annual in-service training, continue to meet physical requirements, maintain first aid and CPR certification, and submit to random drug and alcohol testing as regulated by the Department of Transportation.

In consideration of health and conservation, Griffin Transportation Staff follow a "No Idle" policy. Griffin drivers train to drive fuel efficiently. To limit unnecessary fuel use and exhaust emissions the school bus drivers turn off their engines upon reaching the school and must not start their engines until necessary for departure.

The bus driver is in full charge of the bus and passengers and will be treated with courtesy and respect.

1. Students are to remain safely seated while the bus is in motion (Sitting safely means to face forward, have your back to the back of the seat, your bottom to the bottom of the seat, and your feet on the floor in front of you, keeping the aisle open at all times).
2. Every student will embark and disembark at his or her regular stop, unless school officials give permission beforehand after receiving a note from the parent.
3. Classroom conduct will be observed on the bus. Seats must be shared. Fellow students will be treated with courtesy. Ordinary conversation is acceptable. The noise level should be at 1 – quiet voice (whisper) or at 2 – normal conversation voice.
4. The following are prohibited: breakable glass items, laser pens, flammables, spitting, tobacco products, gum chewing, eating, and drinking. Drink containers must be stowed in backpacks.
5. Windows may be opened to the line drawn on the window frame with the bus driver's permission.
6. Aid dogs for the impaired are the only animals allowed on the bus.
7. Items the student can hold comfortably on his or her lap, or that may be stored under the seat, may be brought on the bus. Skateboards and/or other large non-school related items with no reasonable use to pupils at school are prohibited on the buses.

8. Students must board, ride, and leave the bus in an orderly manner.
9. Students must cross in front of the bus and only when signaled by the school bus driver.
10. Students must stand completely and safely off the roadway while waiting for the bus.
11. All students need to attentively participate in emergency evacuation drills. In the event of an emergency, the taught procedures will be followed.
12. Students and their parents or guardians will be held financially responsible for any act of vandalism committed by a student.
13. Observation cameras may be used on Griffin buses.

**Riding the bus is a privilege** that may be suspended at any time for poor or dangerous behavior. Student misconduct will be sufficient reason for transportation to be discontinued.

The following consequences will be implemented when an infraction of the above rules occurs (parents will be notified at each step). *When there is a substitute driver, rule violations will result in an automatic jump of two steps.*

1. **First incident:** Driver will work with the student using different methods to prevent the problem from recurring such as sitting up front or having an assigned seat.
2. **Second incident:** Verbal warning and a phone call to the parent. Written documentation of this call will be mailed to the parent.
3. **Third incident:** Written Transportation Discipline Report, parent phone call and a two-day suspension of transportation privileges.
4. **Fourth incident:** Written Transportation Discipline Report, parent phone call and a one-week suspension of transportation privileges.
5. **Fifth incident:** Written Transportation Discipline Report, parent phone call and a one-month suspension of transportation privileges.
6. **Sixth incident:** Written Transportation Discipline Report, parent phone call and a suspension of transportation privileges for the remainder of the school year.

## Changes in Routines

All students must have a note if they are going to be doing anything different from their normal after school routine. The notes will be stamped at the office and returned to the student and/or their teacher. If students do not have a note they will follow their normal routine. After school plans should be arranged before the school day begins as students will not be allowed to use the phone to make arrangements.

As a safety measure during the school day, parents and/or guardians must first come to the main office and sign students out before they can be picked up to leave early.

## Classroom Visits

Parents are encouraged to visit their student's classroom for volunteering, scheduled events, etc. For reasons of student safety and building security, we ask that all visitors check into the main office. Visitors are required to wear a volunteer or visitors badge. As a courtesy to your child's teacher, please notify them 24 hours in advance of your visit. This will reduce the likelihood of your selecting a time that could be disrupted to the educational process.

## Closed Campus

The front door and all exterior doors will remain locked during the school day. Visitors can ring a bell at the front entry and will be buzzed in or let in by a staff member. Students must remain on school grounds during school hours. Any student leaving the school grounds must be checked out through the main office by a parent and/or guardian.

## Conferences

The Griffin School District holds conferences twice a year. Once in the fall and once in the spring. Conferences for elementary students are scheduled one-on-one with the students' teacher. Conferences for middle school are set up in an arena style setting where parents can visit each of their student's teachers in the same visit. Please see the calendar for specific conference dates. Your child is expected to attend.

## Copyright Compliance

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio-visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine. Refer to Griffin School District Policy #2025.

## Counseling Services

Griffin has 2 School Counselors this year, a TK-4th grade counselor and school psychologist, and a 5th-8th grade counselor. They will be supporting the social emotional health of our students this year. All Griffin students will be getting the Second Step Social Emotional Curriculum this year taught by classroom teachers. Second Step is a research based curriculum and will be taught to all students kindergarten through 8th grade. In addition, school counselors are advocates for students and families. Students can come and see us for a variety of reasons, either one on one or in small group settings. See Policy 2140, Comprehensive School Counseling Program for more information.

If you would like your child to see their counselor, please give us a call or send an email, and we will be happy to check in with them. We can coordinate meetings with you and your child's educational team and provide problem solving and advocacy. If your child is in need of more in depth, ongoing counseling, we can help with referrals to community resources. To reach a school counselor, please contact the office at 360-866-2515.

## Emergency Preparedness

The state requires that there be 180 days of instruction for every student. Griffin will try to maintain a regular schedule whenever possible. However, there may be times when school must be canceled in the interest of safety. Please make sure you have returned an enrollment card and **emergency information contact list** to the school office. It is important that this information is kept updated with your correct home, work, emergency phone numbers, and the names of people who are authorized to pick up your student in the event of an unforeseen emergency or school closure.

Griffin uses the **Standard Response Protocol** when responding to emergencies. This protocol is action based and is based not on individual scenarios but on the response to any given scenario. There are five specific actions that can be performed during an incident.

Flashalert.net: Parents can subscribe to this free service and get weather related emails and text messages when we need to get the word out regarding Griffin School Closures, late starts, etc.

Griffin staff will utilize the "**School Messenger**" alert system to make phone calls home to each parent. Information will be brief but will explain the situation, including any changes in transportation processes and give

parents instructions. Parents can “opt-out” of receiving these calls. Griffin will also notify radio and television stations with current school transportation information and/or any modification of the normal school day. The following radio stations will be alerted:

KGY 1240 AM KGY 96.9 FM KMAS 1030 AM KELA 1470 AM MNT 103 FM KXXO 96.1 FM King 5 News  
FlashAlert.net Q13 FOX News

## Standard Response Protocol

# IN AN EMERGENCY TAKE ACTION



### **HOLD! In your room or area. Clear the halls.**

#### **STUDENTS**

Clear the hallways and remain in room or area until the “All Clear” is announced  
Do business as usual

#### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



### **SECURE! Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



### **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



### **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



### **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## **Enrollment**

Children must be five years old on or before August 31<sup>st</sup> to attend Kindergarten at Griffin and four years old on or before August 31<sup>st</sup> to qualify for Transitional Kindergarten. Children must be six years of age on or before August 31<sup>st</sup> to enter the first grade at Griffin. All new students are required to provide a birth certificate or other acceptable proof of birthdate, immunization records, and proof of residency in the Griffin School District for registration. For more information about enrollment, please call the Griffin School Office at 360-866-2515.

## **Field Trips**

Students can go on a field trip only if they have written permission from their parents. All students are required to ride the bus with their class to the field trip. In some cases, inappropriate behaviors may keep students from participation in field trips. In these situations, the teacher will talk with the student and parents before the field trip. Little brothers and/or sisters are not allowed on field trips.

## **Food Service/Grizzly Grill**

The Grizzly Encourages parents to make deposits in their students' lunch accounts on a regular basis. Lunch prices have changed for the 2020-21 school year and are as follows:

Student Breakfast \$2.00, Student Lunch \$3.15, Milk \$0.60, Adult Lunch \$4.75

Free and reduced lunch applications are available on the district's website, in the school office or by calling 866-2515. Reduced lunch price is available. A lunch menu is posted on the School website, and available in the main school office. We also encourage students to have nutritious snacks during the course of the school day. Please only provide store bought items for special occasions. No glass allowed in the cafeteria.

## USDA Non-Discrimination Statement for Child Nutrition Programs

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

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form (link is external), from any USDA office, by calling 866-632-9992 or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

### Mail to:

U.S. Department of Agriculture -  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

\* Fax:833-256-1665 or 202-690-7442; or

\* Email: USDA Program Intake

## Health Information

It is required that all students attending public schools (pre-12th grade) provide proof of immunization or a valid exemption form signed by parent/guardian and medical provider. Please note that a personal/philosophical exemption is no longer a legal option for the MMR vaccine. Per Washington State law (EHB 1638) only a religious or medical exemption are acceptable for the MMR vaccine. Please see the charts below for vaccines required for preschool and k-12th grade school attendance.

### Vaccines Required for School Attendance Grades K-12

#### Child Care and Preschool Chart for Parents



**Instructions:** To see which vaccines are required for child care or preschool, find your child's age and look only at that row going across to find the vaccines and doses needed. Children must meet minimum vaccine intervals and ages to be in compliance. Please talk to your health care provider or child care/preschool if you have questions. Additional immunization resources can be found at <https://www.doh.wa.gov/scci>.

	Hepatitis B	DTaP (Diphtheria, Tetanus, Pertussis)	Hib (Haemophilus influenza type B)	Polio	PCV (Pneumococcal Conjugate)	MMR (Measles, mumps rubella)	Varicella (Chickenpox)
<b>By 3 Months</b>	2 doses	1 dose	1 dose	1 dose	1 dose	Not routinely given before 12 months of age	Not routinely given before 12 months of age
<b>By 5 Months</b>	2 doses	2 doses	2 doses	2 doses	2 doses		
<b>By 7 Months</b>	2 doses	3 doses	3 doses	2 doses	3 doses		
<b>By 16 Months</b>	2 doses	3 doses	4 doses	2 doses	4 doses	1 dose	1 dose
<b>By 19 Months</b>	3 doses	4 doses	4 doses	3 doses	4 doses	1 dose	1 dose
<b>By 7 years or Kindergarten entry</b>	3 doses	5 doses	Not routinely given to children after 5 years of age	4 doses	Not routinely given to children after 5 years of age	2 doses	2 doses

To request this document in another format, call 1-800-525-0127.  
Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).

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**Communicable Diseases:** The Griffin School District reserves the right and responsibility to exclude from attendance any student suspected of being infectious with such conditions as lice, hepatitis, impetigo, ringworm, scabies, eye infections or other conditions which are considered contagious. In such cases, proof of medical treatment and/or lack of threat of contagion must be cleared with the school nurse or office staff before a child may return to class (please refer District Policy 3414).

**Life Threatening Conditions:** The Washington State Legislature passed a new section to RCW 28A.210 requiring schools to have in place emergency care plans for any student with “a potentially life threatening health condition.” Potential life threatening conditions include but are not limited to severe allergies, severe asthma, diabetes, seizure disorders, etc.

**Defibrillator:** Griffin school District has a defibrillator available for trained staff in the event of a cardiac emergency. Griffin staff has been trained on the equipment which serves as yet another device to ensure the safety of Griffin students, staff and community members. This device is located in the main entry of the school near the front office. There is also a device located in the Gym.

**Meningococcal Disease:** Meningococcal disease is a serious infection of the brain (meningitis) and blood



caused by bacteria. Adolescents and young adults are most likely to get meningococcal disease, especially those living in group settings such as college dorms. A vaccine is available that can prevent up to 65% of meningococcal disease among adolescents and young adults. The vaccine is recommended for all children 11-12 years and recommended for unvaccinated teens (age 15) and college freshmen who will be living in a dorm.

**Human Papillomavirus (HPV) Disease & Prevention:** HPV is a common virus. Most people exposed to HPV will never develop health issues. But for others, HPV causes major health problems, including cervical, anal, vulvar, mouth, and throat cancer. Most infected people have no symptoms and may spread the virus without knowing it. HPV spreads mainly through sexual contact.

**How can I protect my child from HPV?** Make sure your child gets the HPV vaccine. The vaccine is highly effective. The best time to get it is before sexual activity ever starts. The HPV vaccine can prevent infection from some of the most common and serious types of HPV that cause cancer and genital warts. The vaccine does not get rid of existing HPV infections.

**Who should get the vaccine and when should they get it?** Three doses of HPV vaccine are recommended for all boys and girls starting at ages 11 to 12. It is recommended for females up to age 26 and for males up to age 21. In addition to HPV vaccine, your 11 to 12 year-old should receive Tdap and meningococcal vaccines.

**Where can I find the HPV vaccine?** Ask your doctor, nurse, or local health department to find out more about HPV vaccine and where you can get it. Washington provides all recommended vaccines at no cost for kids through age 18, available from providers across the state. Providers may charge an office visit fee and an administration fee to give the vaccine. People who can't afford the administration fee can ask to have it waived.

**For more information on HPV, the vaccine, and cervical cancer:**

- Washington State Department of Health  
[www.doh.wa.gov/Portals/1/Documents/Pubs/348-187\\_HumanPapillomavirusVaccineFactsheet.pdf](http://www.doh.wa.gov/Portals/1/Documents/Pubs/348-187_HumanPapillomavirusVaccineFactsheet.pdf)
- Centers for Disease Control & Prevention  
[www.cdc.gov/std/hpv/](http://www.cdc.gov/std/hpv/)
- American Cancer Society  
[www.cancer.org](http://www.cancer.org)

## Highly Capable Program (HiCap)

Teachers, parents, administrators, or others from the community may nominate or refer students for the designation as Highly Capable. The district will screen all second grade students, as well as new students to the district, and those referred using the CogAT cognitive screening test. If a student's score on the screener is within a specific percentage, they will have the opportunity to take the full CogAT test with parent consent. Using the CogAT score, in addition to state assessment results, iReady diagnostic scores, and teacher feedback, it will be determined by the Griffin Highly Capable team if a student qualifies into the Highly Capable Program. Once a student qualifies, they will be in the program throughout their time at Griffin school and will not be required to test again. Griffin School uses a variety of strategies to serve our HiCap students within the school day. Parent communication and involvement in the student plan is imperative. Please refer to the Griffin Highly Capable Plan for specific information. For additional information or questions about the district's Highly Capable Opportunities, please call 360-866-2515.

## Insurance

Griffin School District does not carry insurance for individual student accidents. We have applications for student insurance through an independent agency should you be interested. For information about student insurance options, please contact the Business Office at 360-866-5905.

## **Library**

Students are encouraged to use the library and visit local community libraries as well. It is important for students to understand the necessity of returning books by the due date and in good condition. There are no fines for overdue books, but students are required to pay for lost or damaged books.

## **Limited English Proficiency**

Griffin students that speak a language other than English within the home may be eligible for Transitional Bilingual Instruction. Eligibility begins with the administration of the Home Language Survey to determine if a language other than English is spoken at home and if the child first spoke a language other than English. This survey can be found in the enrollment packet given to all parents at the beginning of each school year and in skyward under “Custom Forms.” If the child speaks a language other than English, the student’s English language ability is measured with the Washington Language Proficiency Test within the student’s first 10 days of attendance. Students scoring at the beginning, intermediate, or advanced level are eligible for services. Students who score at the Transitional Level are not eligible. Students who qualify will also be given the English Language Proficiency Assessment (ELPA 21) in the spring of each school year to determine growth and progress, as determined appropriate services for each individual student. For further information, please contact the school office at 360-866-2515.

## **Lockers**

Middle school students will be issued a locker. Students in 7<sup>th</sup> and 8<sup>th</sup> grade sports may be issued an additional locker. Lockers need to be kept closed and fastened with a school assigned lock. Lockers are to be kept clean and orderly. A student may not take materials or go through another student’s locker without specific permission. Lockers are the property of the school. The Principal and or his/her designee may inspect or search a locker with reasonable cause. Please refer to policy 3230.

## **Lost & Found**

Many children buy similar looking coats and clothes. Be sure to write your name inside your coats, sweaters, sweatshirts, gloves, backpacks, lunch pails, etc. Students who find lost articles are asked to take them to the office. Items not claimed are kept in bins in three locations. Unclaimed items will be distributed to charity during winter break and at the end of June.

## **Mascot**

The Griffin School Mascot is the Grizzly Bear. The Grizzly Bear represents strength, skill, and courage. Our school colors are red, white and black and Fridays are School Spirit Days! Griffin Grizzly Pride Wear items are available for purchase through the ASB or the PTO. In addition, pride wear may be offered at the beginning of the year and other main school events. We hope everyone will show their school spirit—especially on Fridays!

## **Noise Level (Expected Behavior)**

- 0 – No Talking
- 1 – Quiet Voice (Whisper)

- 2 – Normal Conversation
- 3 – Presentation Voice
- 4 – Outside Voice

3 R's: Respect Yourself, Respect Others & Respect Our School

## Playground Expectations

Students will act in a safe and respectful manner while using the playground. Be respectful and cooperate with the recess teachers and other students. Also:

- Keep personal toys, electronic equipment and balls at home.
- If you use playground balls or equipment, return them when you are finished playing with them.
- Keep playground equipment out of the big toy area.
- Use the playground equipment properly
- Follow posted playground rules

**NO:** If someone is bothering you or interfering with your game, tell them “**NO**” in a kind yet firm manner **GO:** If they won't leave you alone, “**GO**” walk away; find another place or game to play. **TELL:** If they continue to create a problem for you, “**TELL.**” Report this to the playground teacher.

Please make sure your student wears the appropriate clothes for the weather (please no umbrellas at recess). Halter tops, spaghetti straps, and shirts that show the belly-button are not permitted. Shorts and skirts should go down to the ends of fingertips when hands are placed to the side.

## School Hours

School starts at 8:45 a.m. Breakfast is served starting at 8:20 a.m. The front doors of the school will be open at 8:30 a.m. Students can go directly to the playground. Please do not send your students to school before 8:30 a.m. as there is no supervision before this time, unless you are participating in a school sponsored activity. Students are not allowed in the hallways before 8:30 a.m. School ends at 3:15 p.m. except for Wednesdays, it ends at 2:15 p.m.

## School Messenger (Customizing Parent Communication Preferences)

**SchoolMessenger** is the communications service Griffin School District uses to keep in touch with families. This service helps us send announcements, school newsletters, and district news via email, phone, and text messages. Families can change how/where they receive notifications from Griffin School District. **Skylert, a module** available in **Skyward Family Access, is the** tool families can use to customize their **SchoolMessenger** communication preferences. **Skylert** allows parents to elect how they are contacted for the following scenarios:

- 1) School Emergency (during school hours)
- 2) Daily Attendance
- 3) General Information (i.e. general school broadcasts) 4)  
Weather Related Alert (during non-school hours)
- 5) Surveys

For each of these scenarios, a parent may elect to be contacted via phone and/or email. Parents also have the option to “opt-out” of receiving phone, email and/or text messages via this system. If the parent so chooses, they may add additional contact numbers or email addresses as well for the five scenarios above. Instructions: sign into **Skyward Family Access**, click on the **Skylert** link to view the contact data for **SchoolMessenger** notifications and select or deselect options as desired. Parents can sign up for text messages by completing these two steps:

- 1) Add your cell number in the “Additional Contact Info” section under Text Message Numbers;
- 2) From your cell phone, text the word subscribe to 68453

You will know you were successful if you receive the following automatic response text: “You are registered to receive approximately three 3 msgs/mo. Txt STOP to quit, HELP for help. The district provides text messaging as an option, but individuals may incur costs from their cellular phone carrier associated with receiving text messages.

## **Special Education and/or 504 Accommodations**

Special Education services are available for students who qualify under state guidelines. Referrals may be made by parents or school staff. Students may be considered disabled under 504 even though they may not require special education services or qualify for them. Section 504 requires that schools provide a full range of special accommodations/services (IEP or 504 accommodations) so that students may participate and benefit from public education programs and activities. For more information about Special Education and/or 504 Services, please contact the District’s Special Education Director and/or the District’s 504 Coordinator. Please refer to policy 2161, Special Education & related Services for Eligible Students.

## **Sports (Seasons, Practices, etc.)**

The Griffin School District will not be charging any activity fees for the 2022-23 school year. For the 2022-23 school year, Griffin will be offering an after school sports program for middle school students. Sports offerings include boys and girls soccer, wrestling, archery, volleyball, track, cross country and boys and girls basketball. Griffin believes that all members of teams should have an opportunity to participate. We encourage you to attend athletic events.

Griffin is part of the league with middle school students in Olympia and Tumwater School Districts. The league emphasizes cooperation and skill development. A medical clearance **MUST** be on file in the Griffin School Office before students may participate in practices or league competitions. Medical clearance forms are good for two years. Eighth grade students shall not have reached 15 years of age as of September 1st of any year. Seventh grade students shall not have reached 14 years of age as of September 1st of any year. Griffin students must have C’s and above in all their classes to be eligible for games and/or matches. Grades are pulled once a week.

### **Boys Soccer, Girls Soccer & Basketball (7th & 8th Grade)**

Required practices: Eight before the first match or game.

### **Volleyball (7th & 8th Grade):**

Required practices: Eight before the first match or game, Matches are the best two out of three, The third game will be played even if a team wins the first two games.

### **Wrestling: (6th, 7th & 8th Grade):**

Required practices: Eight before the first match or game.

### **Cross Country & Track (6th, 7th & 8th Grade):**

Required practices: Eight before the first meet.

Each school district's board of directors shall work in concert with the Washington Interscholastic Activities Association (WIAA) to develop the guidelines and other pertinent information and forms to inform and educate coaches, youth athletes, and their parent(s)/guardian(s) of the nature and risk of concussion and head injury including continuing to play after concussion or head injury. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the youth athlete and the athlete's parent and/or guardian prior to the youth athlete's initiating practice or competition.

A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time. A youth athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

### **Student Dress**

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not: Lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; create a health or other hazard to the student's safety or to the safety of others; advertise alcohol, tobacco, or illegal substances. Slogans on clothing shall not advocate or promote violent behavior. Please see Policy 3224 in this handbook.

### **Student Outcomes**

The Griffin School District believes that all students have the right to learn, the right to be safe and must be responsible for their own behaviour. Student outcomes include:

#### **3 R's . . .**

- Respect Yourself
- Respect Others
- Respect Our School

- Critical Thinking and decision-making skills
- Concern for others
- Self-directed learning skills
- Cooperation and competition skills
- Academic skills: meet and exceed state/national learning standards; prepared for successful transition to the next learning level.

#### **Student Outcomes**

- Positive self esteem

### **Student Records/Custody**

In cases involving court-ordered custody of children, schools must have legal documentation of restrictions to ensure compliance with court orders. Legal documentation must be provided to the school office.

### **Title/LAP Program**

The Griffin School District receives both state and federal funding to supplement the learning opportunities of students that fall behind grade level standards. Services are offered schoolwide in the areas of Reading and Math. Service models range from small groups to in-class support for students. Students are screened through the district

benchmark assessments three times each year. A student learning plan is developed for each student that qualifies to ensure that the child's academic needs are met. The progress of students is monitored periodically to ensure effectiveness of the interventions in place. If you have concerns about your child and would like to have him/her evaluated for supplemental support, please contact the District's Student Services Coordinator, Erin Hagen at 360-866-2515.

Griffin School District invites parents of students participating in Title 1 Programs to assist in the development and review of the Title/LAP Plan. Parent input is valuable in the annual evaluation of the content and effectiveness of the plan and contributes to improving the academic quality of schools served under Title 1.

## **Toys and Valuables**

Please make sure your student knows to keep the following items in their backpack:

- Toys (including balls, jump ropes, etc.)
- Trading Cards Electronic Devices, cell phones, CD players, iPods, mp3 players, etc. may now be used on the school bus with the driver's permission.

If you have items for show and share, please bring them in backpacks and keep them there until they are needed. Students are responsible for the items brought to school. The school district is not responsible for any such loss or damage to items of value that students bring to school. Please refer to District Policy 3245 for more information on personal electronic devices.

## **Volunteering**

Parents are encouraged to volunteer at Griffin. We feel it takes exceptional people to give their time and energy to help make our school stronger. As a parent volunteer, you will help bring a caring attitude; as well as enable Griffin to work more efficiently and more productively. Your involvement brings our students the extra time and personal contact that is so vital to their academic success. Volunteer opportunities may be available in the classroom, library, cafeteria, health center and/or the playground. Please call the Griffin School Office at 866-2515 if you would like more information on how to become a volunteer.

## **Withdrawal from School**

A student withdrawing from school or transferring to another school must have a parent or guardian personally contact the office before a withdrawal form will be issued. All school property must be returned and applicable fines paid. Transcripts will be mailed upon receipt of a written request from the receiving school. Before transcripts or other student records can be mailed, parents must sign a consent form granting permission for the release of such information.

# Section 3 – Student Conduct & Policies

Policy 2022, Electronic Resources  
Policy 2023, Digital Citizenship and Media Literacy  
Policy 2121, Substance Abuse Program  
Policy 2125, Sexual Health Education  
Policy 2145, Suicide Prevention  
Policy 2161, Special Education & Related Services for Eligible Students  
Policy 3115, Students Experiencing Homelessness-Enrollment Rights and Services  
Policy 3116, Students in Out-of-Home Care  
Policy 3120, Enrollment  
Policy 3122, Excused and Unexcused Absences  
Policy 3200, Rights & Responsibilities  
Policy 3205, Sexual Harassment of Students Prohibited  
Policy 3207, Prohibition of Harassment, Intimidation & Bullying  
Policy 3210, Nondiscrimination  
Policy 3211, Gender-Inclusive Schools  
Policy 3224, Student Dress  
Policy 3225, School Based Threat Assessment  
Policy 3230, Student Privacy and Searches  
Policy 3232, Parent & Student rights in Administration of Surveys, Analysis or evaluations  
Policy 3241, Student Discipline  
Policy 3413, Student Immunization & Life Threatening Conditions  
Policy 3432, Emergencies  
Policy 3510, Associated Student Body (ASB)  
Policy 3520, Student Fees, Fines or Charges  
Policy 4130, Title 1 Parental Involvement  
Policy 4210, Regulation of Dangerous Weapons on School Premises  
Policy 4215, Use of Tobacco, Nicotine Products & Delivery Services  
Policy 4217, Effective Communication  
Policy 4218, Language Access Plan  
Policy 6610, Video Surveillance  
Policy 6700, Nutrition, Health, and Physical Fitness

**Griffin School District is an equal opportunity employer.**

*The district complies with all federal and state laws/regulations and does not discriminate on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, marital status, gender expression or identity, genetic information, honorably discharged veteran or military status, pregnancy, the presence of any sensory, mental or physical disability, the use of a trained guide dog or service animal, or any other basis prohibited by state and/or federal law. We also provide equal access to the Boy Scouts and Girl Scouts of America and other designated youth groups. This holds true for all district employment programs, activities and opportunities. Inquiries regarding compliance and/or grievance procedures should be directed to the District's Compliance Coordinator, Kelli Anderson at 360-866-5908, kanderson@griffinschool.us (6530-33rd Avenue, NW Olympia, WA 98502.*