

# Concrete High School

## 2024-2025 Student Handbook

### Welcome to Concrete High School

Welcome to the Concrete High School Student Handbook for the 2024-2025 school year. This handbook is designed to serve as a guide and resource for students, parents, and staff. It summarizes key policies, procedures, and expectations to ensure a successful and positive school experience for all.

### Principal's Message

Parents and Students: Welcome to Concrete High School. I am always excited for the new school year and cannot wait to see all of your smiling faces when the buses pull up on the first day.

Some wildly important goals (WIGs) for this year are:

1. To Improve Student Attendance from 67.1% of students attending school 90% of the time (22-23 OSPI State Report Card) to 75% of students attending school 90% of the time by June 2025.
2. Increase the percentage of students meeting or exceeding grade-level math standards by 15% by the end of the academic year. Progress will be tracked using Renaissance STAR benchmark assessment data, with the baseline set during the fall assessments. Success will be determined by a 15% increase in the percentage of students meeting or exceeding grade-level standards by the end of the academic year. This approach ensures that all students, including those requiring accommodations, have equitable access to math instruction and opportunities for success.
3. Improve social-emotional learning by increasing student leadership roles and responsibilities at Concrete High School. These opportunities will be open to all students through an application process that will be adapted as needed for inclusionary and equitable practices. We will continue teaching and modeling the 7 Habits through our Leader in Me Program to implement this goal.

If you have questions or concerns, please feel free to contact me at 853-4110 or email [jgallagher@concrete.k12.wa.us](mailto:jgallagher@concrete.k12.wa.us) or [hsprincipal@concrete.k12.wa.us](mailto:hsprincipal@concrete.k12.wa.us) to reach Jaci Gallagher, TK-12 Principal, Jennifer Henderson, TK-12 Assistant Principal, or Carrie Crickmore, High School Operations and Superintendent.

**Jaci Gallagher, TK-12 Principal**

## Concrete School District Mission and Vision

### District Mission Statement

"We are committed to whole student development by providing a wide range of educational options to support diverse life choices."

### High School Vision Statement

"Sharing responsibility for learning in a positive environment."

## Administration and Contact Information

### Concrete High School Contact Information

7830 S Superior, Concrete, WA 98237

PHONE: 360-853-4015

Jaci Gallagher	TK-12 Principal	4018	jgallagher@concrete.k12.wa.us
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Debbie Zeiser	7-12 Career & Technical Education ASB	4015	dzeiser@concrete.k12.wa.us
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Desiree Bauer	Cook	4035	
Donna Litke	High School Daytime Custodian	4015	dlitke@concrete.k12.wa.us
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### ASB and Class Advisors

Debbie Zeiser	ASB – General Advisor	dzeiser@concrete.k12.wa.us
Melissa Haklitch	7th & 8th Grade Advisor	mhaklitch@concrete.k12.wa.us
Claus Joens	9th Grade Advisor	cjoens@concrete.k12.wa.us

Cheri VanWagoner	10th Grade Advisor	cvanwagoner@concrete.k12.wa.us
Sacha Buller	11 <sup>th</sup> Grade Advisor	sbuller@concrete.k12.wa.us
Rachel Reese	12 <sup>th</sup> Grade Advisor	rreese@concrete.k12.wa.us
Desiree Bauer	Concessions Manager	dbauer@concrete.k12.wa.us

### High School Coaching Staff

Danny Crosby	Boys Basketball	dcrosby@concrete.k12.wa.us
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### Concrete School District Contact Information

45389 Airport Way, Concrete, WA 98237

Phone: 360-853-4000 Fax: 360-853-4004

Carrie Crickmore	Superintendent, Special Programs	853-4000	ccrickmore@concrete.k1.wa.us
Lynda Stout	District Secretary	853-4155	lstout@concrete.k12.wa.us
Lisa Fenley	Business Manager	853-4003	lfenley@concrete.k12.wa.us
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Alex Aiken	Tech. Support	853-4006	aaiken@concrete.k12.wa.us

Paul Carter	Maintenance, Facilities and Co-Director, Transportation Director	853-4072	pcarter@concrete.k12.wa.us
Marla Reed	Foods Director, Co-Transportation Director (Safety & Training)	853-4035	mreed@concrete.k12.wa.us

## Student Expectations and Responsibilities

### Attendance

Students are responsible for attending school daily. Parents must notify the school of absences within 48 hours. Consistent attendance is crucial for academic success and is enforced in accordance with the state truancy law (Becca Law).

- **Excused Absences:** Include illness, family emergencies, religious observances, court obligations, and others as defined in district policy. See [Policy 3122](#) and [Procedure 3122](#) Excused and Unexcused Absences for more information.
- **Unexcused Absences:** Occur when a student misses school without an acceptable reason or fails to provide a valid excuse.
- **Potential Loss of Credit:** Students enrolled in credit-bearing classes with excessive absences may lose credit for their classes. An appeal process is available.
- **Absence Alert System:** Parents will receive an email, text message, and robocall call to the contact information listed in Skyward if a student is absent without prior notification from a class. The parent/guardian may request excusal for the absence by responding to the email or text message, or by calling the school office, 360-853-4015. The absence will be excused if the reason given meets the state and district guidelines for excused absences.

### Tardy

Students who enter a classroom late create a distraction for other students, for the teacher, and impede their own learning by missing essential information given. Consequences for tardies include:

- 1st Tardy: Warning
- 3rd - 6th Tardy: Lunch Detention and Parent Notification
  - One (1) lunch detention for the first three tardies
  - One (1) lunch detention for the second three (three) tardies
- 7th + Tardy: one lunch detention for each tardy over six (6) tardies, Referral to District Attendance and Re-engagement Coordinator, Attendance Contract.

### Academic Integrity and Cheating

Cheating, plagiarism, and academic dishonesty are serious offenses that undermine the integrity of education. Consequences range from a warning to suspension, depending on the severity and frequency of the offense. Utilizing Artificial Intelligence without citation is considered academic dishonesty.

## **Student Dress Code**

Students must adhere to the dress code, which is designed to ensure a safe and respectful learning environment. Clothing that disrupts the educational process, poses a safety risk, or promotes inappropriate content is prohibited. For the purpose of this [Policy 3224](#) and [Procedure 3224](#) Student Dress, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of, lewd, sexual, drug, tobacco or alcohol-related messages, gang-related apparel. **Disciplinary Actions:** May include a warning, parent notification, detention, or suspension for repeated violations.

## **Technology Use Agreement**

Students are provided access to technology for educational purposes. Misuse of technology, including accessing inappropriate sites or using another's login, may result in loss of privileges and disciplinary action.

## Health and Safety Procedures

### **Health Services and Screenings**

The school provides routine health screenings and services. If a student becomes ill during school hours, they must report to the office for assistance.

### **Emergency Procedures**

Concrete High School follows the Standard Response Protocol (SRP) for emergencies, including Lockout, Lockdown, Evacuate, Shelter, and Hold. Regular drills are conducted to ensure preparedness.

### **Medication Policy**

Prescription medications require written instructions from a doctor and must be administered through the school office. Over-the-counter medications also require a doctor's note.

### **Lice Policy**

Students with lice are not excluded from school immediately but must be treated before returning. The school provides information to parents on how to address the issue. Student Life and Activities

### **ASB and Student Government**

The Associated Student Body (ASB) officers are elected annually and include roles such as President, Vice-President, Secretary, and Treasurer. Students are encouraged to participate in ASB activities and leadership opportunities.

## Clubs and Extracurricular Activities

Concrete High School offers various clubs and extracurricular activities, including Pep Band, National Honor Society, and sports teams. Participation requires adherence to the school's activity code and payment of associated fees.

## Athletics

Participation in athletics is governed by the Washington Interscholastic Activities Association (WIAA) and district policy. Students must meet eligibility requirements to compete.

High School Sports include: Football and Volleyball in the Fall, Boys' and Girls' Basketball, and Wrestling during Winter, and Baseball, Softball, and Track in the Spring. Whether a team is fielded depends on the number of registered and eligible players who sign up for the sport. During each season, students may also participate as a team manager(s), game statisticians, line referees (volleyball), running the clock, and team mascot.

**Activities Fee:** A \$30 fee is required for participation in sports and other activities.

## Code of Conduct for Spectators

Our athletic events are opportunities for student-athletes to grow. To support them, please follow these guidelines:

- **Positive Support:** Cheer on all athletes and keep the comments positive. Let's promote good sportsmanship!
- **Respect Officials:** Please respect the decisions of coaches, officials, and event staff throughout the event.
- **Supervision of Students (8th Grade and Below):** Students in 8th grade and below must stay with their parent or supervising adult at all times. Unsupervised wandering is not permitted for safety reasons.
- **Spectator Areas:** Enjoy the event from designated spectator areas like the bleachers. Please stay off the field and gym unless heading to the restrooms or concessions.
- **Substance-Free:** No smoking, vaping, or substances are allowed on school property.
- **Follow School Rules:** All school rules apply at events. Please follow the directions of event staff.
- **Keep it Clean:** Help us keep our facilities clean by disposing of trash in the proper bins.
- **Noise Restrictions:** Bells, horns, and other noise-makers are not allowed at indoor events.
- **No Dogs:** For health and safety reasons, dogs are not allowed on school property at any time.
- **Prohibited Entry:** Anyone appearing to be under the influence of drugs or alcohol will not be allowed to enter.

## Dances and Social Events

- School dances are governed by specific guidelines, including dress codes, guest policies, and behavior expectations. Events such as Homecoming and Prom have additional requirements.

- Dances are intended for Concrete School District students.
- Guests for high school dances must obtain a signed permission slip from the Principal and/or advisor of the guests enrolled school district and Concrete High School.
- Age limit for high school dances is 19 years of age.
- Middle School students will not attend High School dances.
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- School authorities generally close the doors to the dance one (1) hour after the dance begins.
- Once inside, school authorities will NOT allow students to LEAVE AND RETURN without permission of the supervisor.
- All school rules and regulations apply at all extra-curricular activities.
- No bumping or grinding dance techniques.
- No backpacks or large purses/handbags will be allowed.
- Those attending dances are expected to follow the school dress code and to dance appropriately.
- School authorities will not admit to the dance any student who appears to be under the influence of drugs or alcohol. If a student appears to be under the influence of drugs or alcohol, the school authorities will contact the supervisor of the event as well as the student's parents, and the police officer on duty.
- The District reserves the right to test students it suspects are under the influence of a controlled substance or alcohol.
- Homecoming and Prom are dances for students in grades 9-12 only.

### **Field Trips**

School officials may plan field trips for groups of students throughout the school year. Field trips enhance the district's total educational program. School officials must carefully plan trips and they will follow the guidelines that the Principal or his or her designee will establish. Prior to approval of any field trip plans, the plans must show evidence that they take into consideration funding, timeliness, and the educational benefit. NOTE: All school rules, eligibility criteria, discipline, conduct rules, etc., applies during any school travel that the school sponsors. See [Policy 2320](#) and [Procedure 2320](#) Field Trips, Excursions, and Outdoor Education for additional information.

### **National Honor Society**

The National Honor Society is a school organization that focuses on academics and community service. The honor society advisor and review panel will invite students to join the NHS.

### **Yearbook Information**

Yearbooks are available for purchase and must be ordered in advance. Details on pricing and ordering deadlines will be provided by the Yearbook Advisor.



## Academic Information

### Grading System

Grades are assigned based on student performance and effort. All letter grades for high school students, except for F, earn credit towards graduation. Grade Point Average (GPA) will be assigned as follows.

Grade	High	Low	GPA
A	100.00%	92.50%	4.0
A-	92.49%	89.50%	3.7
B+	89.49%	86.50%	3.3
B	86.49%	83.50%	3.0
B-	83.49%	79.50%	2.7
C+	79.49%	76.50%	2.3
C	76.49%	73.50%	2.0
C-	73.49%	69.50%	1.7
D+	69.49%	66.50%	1.3
D	66.49%	59.50%	1.0
F	59.49%	00.00%	0.0
I	00.00%	00.00%	0.0
NC	00.00%	00.00%	0.0
W	00.00%	00.00%	0.0

A "Pass" grade earns credit without affecting GPA, while an "Incomplete" counts as an "F" until the coursework is completed.

### Late Assignments

Teachers will clearly communicate their expectations regarding assignment deadlines, which may include "No Later Than" deadlines to ensure timely completion of work. Students are expected to manage the classroom time provided effectively to meet these deadlines. Teachers will establish firm deadlines to ensure that assignments are completed within each grading period. For example, assignments from the 1st quarter must be submitted by the end of that quarter and may not be accepted afterward. This approach promotes accountability and helps students stay on track throughout the course.

## **Graduation Requirements**

Students must earn 24 credits across various subjects, including English, Math, Science, Social Studies, and more. Additionally, students must complete a Graduation Pathway and a High School and Beyond Plan. See [Policy 2410](#) and [Procedure 2410](#) High School Graduation Requirements for additional information.

## **Course Add/Drop Policy**

Students may add or drop classes within the first five days of the semester with approval from the counselor and parents.

## **Transferring/Withdrawals**

If a student withdraws from school and does not enroll in another school, or if a student is withdrawn for lack of attendance, the student will receive an F grade (no credit) in each of their classes for the quarter and will not be able to re-enroll until the next semester. Students withdrawing from school must have a parent/guardian come to the office and fill out a withdrawal form. Students must have this form signed by each of his/her teachers to show that all obligations on books, lab fees and equipment have been met. The completed withdrawal form must be returned to the office. The school may choose to hold records if this procedure has not been completed.

## **Running Start and Special Programs**

- **Running Start** allows eligible students to take college courses for dual credit. See the [CHS Running Start Information Sheet](#) for detailed information. Students begin the application process in the spring for the following year.
- **The Northwest Career and Technical Academy (NCTA)** offers career-focused training. The District provides transportation to and from NCTA's 2nd Session only, with the bus leaving at approximately 10:30 a.m. and returning at approximately 2:50 p.m. on days Concrete High School has class. Students begin the application process in January for the following year.

## **Family Access to Grades**

Parents can monitor student progress through the Family Access portal. Contact the high school office for login information.

## **Grades Mailed Home**

Grades are mailed home at the end of each quarter. The end of the quarter is approximately 9 weeks. At the mid-point of the quarter, staff are required to notify parents of those students receiving a "D" or "F" grades. Any parents requesting more frequent notification need to work with each individual teacher. High school students' semester grades are placed on official high school transcripts, which are a permanent record, and remain on file with the district for life. Transcripts are used to get into college, the military, and for employment.

## **School Policies and Procedures**

### **Bus Rules and Procedures**

Students must follow all bus rules, including remaining seated while the bus is in motion and refraining from disruptive behavior. Violations may result in suspension of bus riding privileges. Once a student steps on a bus, they are considered on school district property. When a student rides a District bus, whether to and from school, or for sports or activity trips, consent is assumed given by the parent/guardian for the District to videotape (with audio) occupants of the bus. These videotapes are only kept for a few weeks unless saved as part of an investigation.

### **Breakfast and Lunch**

Students have the opportunity to breakfast and lunch for free from the cafeteria or bring their own lunch. No outside food will be allowed on campus, no deliveries, etc. Exceptions must be approved by the principal. Food must be eaten in the cafeteria or commons only.

### **Closed Campus Policy**

Concrete High School is a closed campus, meaning students must remain on school grounds during school hours unless authorized to leave. Our campus includes riding on the school bus. If a student is on the school bus, that is school property.

### **Parent/Guardian Sign-Out Policy**

To ensure the safety and well-being of our students, parents or guardians must provide a valid reason when signing a student out of school, whether for early dismissal or during lunch.

#### **Valid Reasons for Early Sign-Out:**

Acceptable reasons include:

- Medical Appointments: Doctor, dentist, or therapy visits that cannot be scheduled outside school hours.
- Illness: When a student is unwell and needs to go home.
- Family Emergency: Urgent matters requiring the student's immediate attention.
- Educational Opportunities: School-related events such as field trips or competitions.
- Counseling or Mental Health Appointments: Sessions essential for the student's well-being.
- Extracurricular Activities: School-related sports or performances.
- Religious Observances: Participation in religious holidays or ceremonies.
- Transportation Issues: When transportation is unavailable at the end of the school day.

#### **Valid Reasons for Signing Out During Lunch:**

The same reasons apply as for early dismissal: medical appointments, illness, family emergencies, educational opportunities, mental health appointments, extracurricular activities, religious observances, and transportation issues.

### **Sign-Out Procedures:**

- **Notification:** Parents are encouraged to notify the school in advance, especially for pre-arranged appointments. There is a pre-arranged absence form available on the high school website.
- **Identification and Authorization:** Parents must present valid ID when signing out and provide a written or verbal reason.
- **Sign-Out Location:** All sign-outs occur at the high school office.

**Record Keeping:** All sign-outs are logged to monitor attendance and ensure safety.

### **Fines**

Students who do not pay their fees or fines will not receive school records of any kind. Students not paying fines will be allowed to register for classes only after everyone else has registered. The school will charge some fees to students for material costs in some courses. The school will charge fines for lost or damaged library books, textbooks, sports uniforms, sports equipment, and un-cleaned lockers. If a student has an outstanding fine, he/she may not participate in the graduation ceremony.

### **Guests and Visitors**

Guest speakers must be pre-approved by the principal 48 hours prior to a classroom visit. Guests are required to check in at Main Office and receive a visitor's badge before proceeding to the classroom.

Parents and guardians are always welcome to visit the school. All visitors must enter through the front doors and report to the office, sign in and receive a Visitor's Pass before going anywhere else on campus. Before leaving campus, sign out and return the Visitor's Pass. A 2-day notice and teacher permission are required for classroom visitation. Visitors may make an appointment to conference with a teacher during their planning period or between 2:45 and 3:00 pm. Students from other schools may not visit the high school without permission of the principal. If permission is granted, the visitor must wear a "visitor" nametag. Teachers may exclude at their discretion any student visitor from their classroom.

### **Handbook Changes**

Changes in the Student Handbook may be made during the school year by the school authorities. Such changes will be made available to students and parents on the website.

### **Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence**

The Concrete School District is committed to a safe and civil educational environment that is free from harassment, intimidation or bullying of any student. Any physical, verbal, or written act of abuse, violence, threat, harassment, intimidation, vulgarity, profanity, derision, or hazing between students will not be tolerated. Such behavior will result in disciplinary action and may be grounds for immediate suspension or emergency removal. Any incident should be reported to a counselor, administrator, or other staff member without fear of retaliation. Be advised that bystanders overhearing offensive conversations or actions are entitled to protection under the

harassment law. Students and staff who are offended, threatened, or intimidated by the actions of others have the right to file harassment complaint as a third-party victim.

### **Insurance**

Parents/Guardians are primarily responsible for their children's health care. The district does not provide medical care or insurance for a student injury that may occur while attending school or participating in school-sponsored activities. The district can provide information on student school accident insurance. Parents may purchase this additional insurance as they choose. If students or their parents wish to purchase school insurance, forms are available in the main office.

### **Locker Use and Search Policy**

Lockers are assigned to students for the storage of books and personal items. While students are responsible for keeping their lockers clean and locked, it is important to note that lockers are school property and may be searched by school officials if there is reasonable suspicion of prohibited items.

- Other things to consider in the use of student lockers:
  - Never leave valuables in the lockers.
  - Never tell anyone the combination.
  - No one will have a locker reassigned unless the current one is damaged and not in useable condition.
  - Please direct your problems with a locker to the main office.
  - Concrete High School will not reimburse students for items stolen from lockers.
  - Leaving all valuables at home is the best safeguard against theft.

### **Lost and Found**

Lost items are collected in the main office. Students are encouraged to label their belongings with their name to facilitate the return of lost items. Items unclaimed after one semester will be donated to charity.

### **Safety Drills**

We will practice emergency drills throughout the school year. In the event of an evacuation due to actual fire, earthquake, or other emergency, students are required to stay with their classroom teachers. In the event of an emergency during lunch, students are to follow CHS adult directives. Remember to stay calm and quiet so that every can hear instructions from the person in charge of the emergency. Follow the instructions of supervising adult and rescue personnel during and after the drill or evacuation.

### **Safety Considerations**

- Hoodies are not to be worn on the head while in school buildings so staff are able to identify students/staff from a distance
- Students/staff cannot wear headphones, earbuds, earplugs, etc. during the school day. This enables emergency personnel or staff to direct students to safety in a timely and effective manner.

## **Student Driving and Parking Regulations**

Students who wish to drive to school must register their vehicles with the school and obtain a parking permit. The speed limit on school grounds is 10 mph. Students are required to park in designated student parking areas and must follow all traffic laws. Violation of parking regulations may result in the revocation of parking privileges.

## **Withdrawals**

If a student withdraws from the Concrete High School, he/she must return and check back in all books and district property. Until all materials are returned, and financial obligations are paid, school officials will not issue report cards or any other records, including student records.

Students who have withdrawn from school are not permitted on campus during the school hours or to participate in student activities.

## **Discipline and Conduct**

### **Integrated Student Supports and Disciplinary Guidelines**

Concrete High School is committed to fostering a positive and safe learning environment. The school follows a tiered approach to student discipline, starting with positive behavioral interventions and supports (PBIS) and escalating to more severe consequences if necessary.

- **Minor Infractions:** Include tardiness, dress code violations, and minor disruptions. These are typically handled with warnings, lunch detentions, or parent notifications.
- **Major Infractions:** Include fighting, bullying, drug use, and vandalism. These behaviors may result in suspension, expulsion, or referral to law enforcement.

## **Electronic Devices**

High School students may use their electronic devices before school, after school and during lunch time only. Electronic devices include cell phones, ear buds, smart watches, etc. See [Policy 3245](#) and [Procedure 3245](#) Students and Telecommunication Devices for additional information.

## **Harassment, Intimidation, and Bullying (HIB) Policy**

The school is committed to preventing and addressing harassment, intimidation, and bullying (HIB) in all forms. Students and parents are encouraged to report any incidents of HIB to school officials. The school will investigate all reports and take appropriate action, which may include counseling, discipline, or legal intervention. The Harassment, Intimidation, and Bullying Coordinator is Jaci Gallagher,

## **Weapons and Violence Policy**

Possession of weapons on school property is strictly prohibited and will result in immediate disciplinary action, including suspension or expulsion, and possible referral to law enforcement.

### **Gang Affiliation/Symbols**

Concrete High School prohibits any gang-related activity or display of gang symbols, including clothing, jewelry, or graffiti. Violations will result in disciplinary action.

### **Signs and Flyers**

If students have a special notice to post, they must post it on tack-board, or brick areas around the building. The Principal or designee must approve all signs/flyers advertising school-sponsored events. The school staff will remove any unapproved sign/flyer, or any sign/flyer posted on painted walls. All items need to be approved by principal to be posted with a signature or initials.

### **Substance Use and Possession**

The use, possession, or distribution of alcohol, drugs, or tobacco products (including vape devices and products) on school property is strictly prohibited. Students found in violation will face disciplinary action, including suspension or expulsion, and may be referred to law enforcement.

### **Weapons**

Carrying, possession, displaying, brandishing, or use of a firearm on school premises, school-provided transportation, or areas of school facilities is strictly prohibited. See page 47. Also, strictly prohibited is the possession or use of other weapons or explosive devices, described as articles commonly used to inflict bodily harm and/or to intimidate other persons (knuckles, switch blade/butterfly knives, chains, clubs, stars, pellet guns, pocket knives, nunchaku sticks, etc.), or articles which are designed for other purposes but which are used to inflict bodily harm and/or intimidate. Students in violation of school weapons policies may be suspended or even expelled.

## **Legal Notices and Compliance**

### **Non-Discrimination Statement**

Concrete High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Carrie Crickmore, Superintendent, ccrickmore@concrete.k12.wa.us, 360-853-4002.

### **Title IX and Civil Rights Compliance**

Title IX prohibits discrimination on the basis of sex in educational programs and activities. Concrete High School is committed to complying with Title IX regulations. Complaints or concerns related to Title IX may be directed to the school's Title IX coordinator: Carrie Crickmore, Superintendent, ccrickmore@concrete.k12.wa.us, 360-853-4002.

### **FERPA and Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights regarding the student's educational records. These include the right

to inspect and review the student's records, request amendments, and control the disclosure of personally identifiable information.

### **Section 504 Compliance**

Section 504 of the Rehabilitation Act of 1973 ensures that students with disabilities receive appropriate accommodations and services. The school's 504 coordinator is responsible for overseeing the implementation of 504 plans.

### **Complaint Procedures**

Students, parents, or community members who have concerns or complaints are encouraged to first address the issue with the relevant school personnel. If the matter is not resolved, a formal complaint can be filed with the school district.

### **Special Education Services**

Federal and State laws require that the Concrete High School find and provide a free and appropriate public education to all disabled school age individuals (ages 3 – 21) residing in the district. Students with certified disabilities may require specialized or modified materials, equipment, instructional programs, and related services. In all such instances, the district must provide the educationally related services to the individual in accordance with the Individuals with Disabilities Education Act (IDEA).

In conjunction with local health care providers, district personnel conduct an annual "Child Find Screening" every fall. While the district makes a concentrated screening effort every fall, "Child Find Screening" services are available throughout the school year. Anyone who knows of a child who may need screening is encouraged to contact the District's Special Education Coordinator.

### **Pesticide Notifications, Posting and Record Keeping**

The Superintendent is directed to develop procedures to assure that the District complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the District's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage. See Board [Policy 6895](#).

## **Civil Rights Information**

### **Prohibition of Harassment, Intimidation, and Bullying**

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



**What is HIB?**

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

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

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

**How can I make a report or complaint about HIB?**

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not 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, Jaci Gallagher, [jgallagher@concrete.k12.wa.us](mailto:jgallagher@concrete.k12.wa.us), 360-853-4110 that supports prevention and response to HIB.

**What happens after I make a report about HIB?**

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

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

**What is the investigation process?**

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

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

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

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

#### **For the student designated as the “targeted student” in a complaint:**

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

#### **For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage or the district’s [HIB Policy 3207](#) and [Procedure 3207P](#).

### **Our School Stands Against Discrimination**

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

#### **What is discriminatory harassment?**

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

To review the district’s [Nondiscrimination Policy 3210](#) and [Procedure 3210](#), visit [insert website].

#### **What is sexual harassment?**

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all 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 3205](#), visit [concrete.k12.wa.us](http://concrete.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: Jaci Gallagher, K-12 Principal, 7838 S Superior Ave., Concrete, WA 98237, [jgallagher@concrete.k12.wa.us](mailto:jgallagher@concrete.k12.wa.us), 360-853-4110.

Concerns about sex discrimination, including sexual harassment: Title IX Coordinator: Carrie Crickmore, Superintendent, 45389 Airport Way, Concrete, WA 98237, [ccrickmore@concrete.k12.wa.us](mailto:ccrickmore@concrete.k12.wa.us), 360-853-4002.

Concerns about disability discrimination: Section 504 Coordinator: Carrie Crickmore, Superintendent, 45389 Airport Way, Concrete, WA 98237, [ccrickmore@concrete.k12.wa.us](mailto:ccrickmore@concrete.k12.wa.us), 360-853-4002.

Concerns about discrimination based on gender identity: Gender-Inclusive Schools Coordinator: Carrie Crickmore, Superintendent, 45389 Airport Way, Concrete, WA 98237, [ccrickmore@concrete.k12.wa.us](mailto:ccrickmore@concrete.k12.wa.us), 360-853-4002.

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

### **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation

takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

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

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

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

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

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

### **Who else can help with HIB or Discrimination Concerns?**

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

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

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

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

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

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

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

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

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

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

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

### **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 3211](#), visit [concrete.k12.wa.us](http://concrete.k12.wa.us). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Carrie Crickmore, Superintendent, 45389 Airport Way, Concrete, WA 98237, [ccrickmore@concrete.k12.wa.us](mailto:ccrickmore@concrete.k12.wa.us), 360-853-4002

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 19.

## Acknowledgment and Agreements

### Student Handbook Agreement

By enrolling in Concrete High School, students are expected to comply with all policies and procedures outlined in this handbook. While we encourage students and families to review the handbook together, a parent or guardian signature is not required for the rules to apply. By continuing attendance, students acknowledge their understanding of, and responsibility to follow, the school's expectations and guidelines.

### Technology Use Agreement Form

All students must sign a technology use agreement before being granted access to the school's technology resources. This agreement outlines the acceptable use of school technology and the consequences for misuse.

**Please note:** This handbook is not intended to replicate the comprehensive information available on our school district's website. For detailed policies, procedures, and forms, please refer to the Concrete School District's official website at [www.concrete.k12.wa.us](http://www.concrete.k12.wa.us). This handbook provides a summary of essential information, but the website remains the authoritative source for district policies and updates.

We encourage you to familiarize yourself with both this handbook and the resources available online to fully understand the guidelines that help maintain a safe, respectful, and effective learning environment.