

Bethel School District

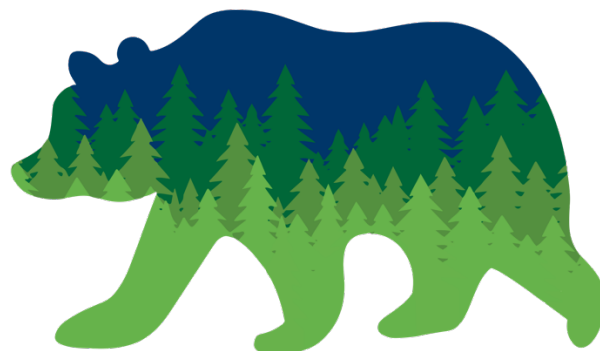
# Centennial Elementary School

2024-2025

## Student/Parent Handbook

24353 Mathias Road East  
Graham, WA 98338  
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Attendance: 253.800.7792  
Fax: 253.800.7798

School Website: [www.ces.bethelsd.org](http://www.ces.bethelsd.org)  
District Website: [www.bethelsd.org](http://www.bethelsd.org)



**CENTENNIAL**  
ELEMENTARY

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## Mission

Centennial is a supportive community that promotes growth and achievement for all.

## Our Commitment

1. All students and staff feel safe, supported, valued, and connected.
2. Continuous growth and achievement for all students.

## The Centennial Pledge

As a Centennial Cub,  
I am proud to say  
I will be positive and safe,  
each and every day.  
I pledge to do my best,  
in every single way  
Listening, learning, and being fair  
when I work and play.  
My teachers believe in me,  
my family believes in me,  
and I believe in myself!  
Go Cubs!

## Important Phone Numbers

|                       |              |
|-----------------------|--------------|
| Office                | 253.800.7700 |
| Secretary             | 253.800.7791 |
| Attendance            | 253.800.7792 |
| Health                | 253.800.7793 |
| Counselor             | 253.800.7779 |
| Principal             | 253.800.7789 |
| Assistant Principal   | 253.800.7788 |
| Food Services         | 253.800.7794 |
| Bethel Emergency Line | 253.800.6001 |
| Transportation        | 253.800.5900 |
| Bethel Recreation     | 253.800.7751 |

## School Hours and Schedule

| Student School Day         |                                      |             |
|----------------------------|--------------------------------------|-------------|
| Doors Open & Breakfast     | 8:30 am                              |             |
| Day Begins (Tardy Bell)    | 8:45 am                              |             |
| Day Ends                   | 3:15 pm                              |             |
| Modified Schedules         |                                      |             |
| 1-Hour Late Arrival        | Doors Open: 9:30<br>Day Begins: 9:45 |             |
| Early Release              | 11:15 am<br>Dismissal Bell           |             |
| Lunch and Recess Schedules |                                      |             |
| Grade                      | Recess                               | Lunch       |
| Kinder                     | 10:30-11:00                          | 11:05-11:30 |
| First                      | 11:00-11:30                          | 11:35-12:00 |
| Second                     | 11:30-12:00                          | 12:05-12:30 |
| Third                      | 12:00-12:30                          | 12:35-1:00  |
| Fourth                     | 11:00-11:30                          | 11:35-12:00 |
| Fifth                      | 12:30-1:00                           | 1:05-1:30   |
| ILC                        | 11:30-12:00                          | 12:05-12:30 |

## Students at School Before and After School

Students should not arrive at school in the morning before the doors open (8:30 am) or remain at school after dismissal. School hours are 8:45 am - 3:15 pm unless a supervised activity is planned. Parents will be informed if there is a planned activity and need to sign a permission slip allowing their child to stay. Students are asked not to play on the sidewalks or around the buildings before/after school hours.

## Behavior Management and Discipline

### School-Wide Expectations

At Centennial, we believe that students learn best in a structured environment with clearly communicated and explicitly taught expectations and consequences. Our three expectations are to be safe, responsible, and respectful. These expectations are taught multiple times throughout the year and revisited daily through visual reminders and adult direction. Here's what it means to be safe, responsible, and respectful in different areas at Centennial:

|                 | Safe   | Responsible   | Respectful  |
|-----------------|--|---|---|
| Arrival         | <ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Walk to your designated area</li> <li>Sanitize hands on the way into school</li> </ul>  | <ul style="list-style-type: none"> <li>Be a self-manager</li> <li>Walk straight to breakfast or classroom</li> <li>Stay on the right side of the hallway</li> </ul>                                       | <ul style="list-style-type: none"> <li>Be kind to everyone</li> <li>If someone needs help, help them</li> <li>Voice level 1</li> </ul>  |
| Dismissal       | <ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Stay on the sidewalk side of the railings and with your bus color</li> <li>Stay with your grade level at parent pickup</li> <li>Walk to bus or parent pick-up area</li> </ul> | <ul style="list-style-type: none"> <li>If you see your parent at parent pick up, let an adult know</li> <li>Go straight to where you need to be</li> <li>Stay on the right side of the hallway</li> </ul> | <ul style="list-style-type: none"> <li>Voice level 1</li> </ul>   |
| Bathroom        | <ul style="list-style-type: none"> <li>Walk</li> <li>Keep an eye out for water</li> <li>Wait your turn</li> </ul>  | <ul style="list-style-type: none"> <li>Go, flush, wash, leave</li> <li>Garbage in the trash</li> <li>If there's a mess, tell an adult</li> </ul>  | <ul style="list-style-type: none"> <li>Use 2 pumps of soap</li> <li>Use 2 pumps of paper towels</li> <li>Level 0 voice</li> </ul>   |
| Breakfast/Lunch | <ul style="list-style-type: none"> <li>Only eat your food</li> <li>Walking feet</li> <li>Sit appropriately while eating</li> <li>Wash hands before and after eating</li> </ul>   | <ul style="list-style-type: none"> <li>Clean up after yourself (spills and garbage)</li> <li>If you need help with a mess, ask for help</li> </ul>  | <ul style="list-style-type: none"> <li>Use manners</li> <li>Voice level 1</li> <li>Wait appropriately in line</li> </ul>  |
| Assemblies      | <ul style="list-style-type: none"> <li>Keep your hands and feet to self</li> <li>Keep the aisle clear</li> </ul>   | <ul style="list-style-type: none"> <li>Stay with your class</li> <li>Clap only when appropriate</li> <li>When adult shows the "Cubs Up" sign show them your best attention</li> </ul>                     | <ul style="list-style-type: none"> <li>Sit quietly on pockets</li> <li>Use restroom before</li> <li>Follow adult directions</li> <li>Listen to the presenter when they are talking</li> <li>Voice Level 0 unless appropriate to talk</li> </ul> |
| Playground      | <ul style="list-style-type: none"> <li>Stay off the stairs and gate area in the back corner of the field</li> <li>Hands and feet to self</li> </ul>  | <ul style="list-style-type: none"> <li>Line up when a teacher asks you to</li> <li>Use equipment the way it was meant to be used</li> <li>Help others</li> </ul>  | <ul style="list-style-type: none"> <li>Wait your turn</li> <li>Use good sportsmanship</li> <li>Use school-appropriate language</li> <li>Be kind</li> </ul>  |
| Hallways        | <ul style="list-style-type: none"> <li>Walking feet</li> <li>Hands to self</li> <li>Eyes forward</li> </ul>  | <ul style="list-style-type: none"> <li>Be a self-manager</li> <li>Stay on the right side of the hallway</li> </ul>  | <ul style="list-style-type: none"> <li>Look at the art/posters on the walls with our eyes only</li> <li>Silent waves</li> <li>Voice Level 0</li> </ul>  |
| Bus             | <ul style="list-style-type: none"> <li>Stay seated</li> <li>Keep aisle clear</li> <li>All body parts stay inside the bus</li> <li>Keep food inside your backpack</li> </ul>  | <ul style="list-style-type: none"> <li>Follow your bus driver's rules</li> <li>Help others</li> <li>Phones stay in backpack until you are home</li> </ul>   | <ul style="list-style-type: none"> <li>Keep backpacks to yourself</li> <li>Voice level 2</li> </ul>   |

### School-Wide Expected Voice Levels

- Level 0: Silent – This means not even a whisper
- Level 1: Whisper – This is a hushed voice where only the person next to you can hear you talking
- Level 2: Conversation – This voice can be heard by others in your group
- Level 3: Presentation – Everyone can hear you, without shouting or yelling
- Level 4: Outside – Used when calling across the playground or cheering at an outdoor event

### School-Wide Positive Recognition Systems

- **Cub Coupon:** Each staff member is given the opportunity to reward students for showing the Cub Way (Safe, Responsible, and/or Respectful). When a student receives a Cub Coupon, they get to take half of the slip home to show their families and the other half is deposited in a jar for a weekly drawing. Two students from each class are drawn weekly to receive a prize. Every time the school-wide jar is filled there is a school-wide celebration.
- **Cub Awards and Cub Assemblies:** Every month teachers will choose one student to receive a character award and one student to receive an academic award. These students will be celebrated at a monthly assembly. Teachers will contact the families of students receiving the award to invite them to attend the assembly.

### Progressive and Restorative Discipline

Although we believe in a proactive approach to discipline, we know that we need immediate access to meaningful consequences when students fail to conduct themselves in an appropriate manner. We follow a progression of consequences for students, however, there are times that some steps are skipped based on the severity of the behavior. Centennial's progressive and restorative discipline is as follows:

- **Proximity/Non-Verbal Warning:** Having close proximity or giving a student a look or other silent cue to let them know that they are not making a good choice and need to fix it.
- **Verbal Warning:** Stating what the undesired behavior is and how the student can correct it in a private way.

- **Reflection Time:** Students will take a break in a quiet spot in the classroom to reflect on their behavior. They will conference with the teacher before rejoining the classroom activities.
- **Reset:** Students will fill out a reset form, describing their undesirable behavior and what they can do to show the Cub Way in the future. This may take place in the classroom or in a buddy room. The student will conference with the teacher before rejoining the classroom activities and families will be contacted.
- **Office Discipline Referral:** An office discipline referral is documented when a student is still displaying undesirable behaviors. This will result in a consequence that matches the severity and/or frequency of the behavior. These consequences may include time in the office, lunch and/or walking recess, after-school detention where parents are required to pick up the student at 3:45 pm, in-school suspension, and/or out-of-school suspension. Families are always notified if a student receives an office discipline referral.

### Programs to Support Student Behavior

- **School-Wide Second Step Social Emotional Curriculum:** All classrooms at Centennial utilize Second Step, a curriculum developed to increase social-emotional learning and the skills needed to be a good citizen of our school and community.
- **Panorama Student Surveys:** Our district utilizes a student perception survey as it relates to social-emotional wellbeing. The information is gathered three times per year and utilized to plan learning opportunities and make changes to benefit students.
- **Check-In Check-Out:** This is a program used by a select number of students to help them build strong relationships with adults in the building and provide daily social-emotional and behavioral learning opportunities.
- **Cub Club:** This is a program used by a select number of students to build friendships with peers and have the opportunity to learn and practice social skills.

## Attendance

### Attendance Expectations

Students are expected to attend all classes each day. The district informs students and parents/guardians about the importance of regular attendance, consequences of truancy, the district's role, and available support resources at the beginning of each school year.

### Excused Absences

Absences are excused for the following reasons:

- **Health Issues:** Physical or mental health symptoms, illness, medical appointments (including counseling, dental, optometry, pregnancy, and behavioral health treatment).
- **Family Emergency:** Death or illness in the family.
- **Religious or Cultural Observance:** Observance of a holiday or participation in instruction.
- **Legal Obligations:** Court appearances, judicial proceedings, or jury service.
- **Post-Secondary Activities:** Visits to colleges, technical schools, apprenticeship programs, or scholarship interviews.
- **State-Recognized Activities:** Participation in search and rescue activities.
- **Homeless or Foster Care Status:** Absences related to the student's status.
- **Military Deployment:** Activities related to the deployment of a parent or guardian.
- **School Discipline:** Suspensions, expulsions, or emergency expulsions if the student is not receiving educational services.
- **Student Safety Concerns:** Related to threats, assaults, or bullying.
- **Migrant Status:** Related to the student's migrant status.
- **Approved Activities:** Activities agreed upon by the principal and a parent/guardian.
- **Lack of Instructional Tools:** Including internet access or connectivity.

### Unexcused Absences

An absence is unexcused if it does not meet the criteria for an excused absence.

### Attendance and Success Go Hand-In-Hand

At Centennial, we are making a special effort to ensure that students fully benefit from their education by attending school regularly. Consistent attendance will help your child(ren) be successful at Centennial and beyond.

### Did You Know?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind.
- Missing 10% (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Being late for school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to reteach due to absences.
- By 6<sup>th</sup> grade, absenteeism is one of the three signs that a student may drop out of high school.
- By 9<sup>th</sup> grade, regular and high attendance is a better predictor of graduation rates than 8th-grade test scores.

### How Can You Help?

- Be sure your child(ren) attend(s) school and is on time unless their absence meets the excused absence criteria.
- If your child does not want to come to school, please bring them so we can help figure out what is going on. Not bringing them to school will only make the situation worse and makes it increasingly difficult for the student to return.
- Don't let your child stay home unless they are truly sick. Keep in mind sometimes complaints of a stomach ache or headache can be a sign of anxiety or nervousness and not a reason to go home.
- Avoid medical appointments and extended trips when school is in session.
- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks/lunch the night before.
- Find out what day school starts and make sure your child has the required shots.
- Come to our Meet the Teacher Night before school starts to introduce your child to their teacher and get acquainted with their classroom to help foster a smooth transition back into school.
- If your child seems anxious about going to school talk to teachers, the school counselor, or other parents/friends for advice on how to make the child feel comfortable and excited about learning.
- Develop a backup plan for getting your child(ren) to school if something comes up. Call on a family member, neighbors, or friends.

- Please remember that attending Centennial Elementary on an In-District or Out-of-District transfer can/will be revoked based on repeated attendance violations.

**Make Up - District Policy 3122**

A student will have the right to make up work for an excused absence provided arrangements are made with the teacher to do so within a reasonable length of time. A student may be required to make up work for unexcused absences.

**Activities**

Any student participating in an after-school or evening activity is expected to attend classes on the day of the scheduled activity. Attendance for all classes the following day is also expected. For weekend activities, attendance in classes the previous Friday is required. Failure to comply with these attendance regulations may result in a student being declared ineligible and not allowed to participate. Any exceptions require administrative approval.

**Becca Bill**

The "Becca Bill" (SB 5439) is our state's truancy law. Unexcused absences and tardies are subject to a Becca Conference. The Becca Bill supports the state mandate for students to attend school regularly. When a pattern of attendance concerns become evident, parents will be called in for a conference, at which time attendance and grades will be reviewed to initiate an action plan for attendance and making up assignments.

**Attendance Arrival/Dismissal Guidelines**

|                                      |                     |
|--------------------------------------|---------------------|
| Class begins promptly at 8:45 am     |                     |
| Students arriving between 8:46-11:25 | Half Day Absence AM |
| Students arriving between 11:26-3:15 | Half Day Absence PM |

**Student/Parent Procedures**

- Students arriving late to school will go directly to the attendance window with a parent/guardian, a written note excusing the student, or a doctor's note. Students without a note will be marked unexcused.
- Phone calls to our attendance clerk stating the reason for tardy or absence(s) are welcome and will be excused if they meet the criteria listed above.
- If your student is leaving the school before our dismissal time of 3:15,

parents/guardians must sign the student out in the office. (Please note in order to maximize student learning, students will NOT be called down from class until the parent/guardian arrives at school)

- For any absence that is pre-planned (i.e. vacation, etc.) and more than 2 days, parents will need to get a "Pre-Arranged Absence Form" in the attendance office no less than 3 days prior to the absences.
- Students will make up ALL work and tests as determined by the classroom teacher. It is the student/parent's responsibility to check with the teacher about work that is to be made up and when the work is to be turned in.
- Parents/Guardians are encouraged to use "Parent Vue" or call the office (253.800.7700) to report any absence.

**Health Room Information**

**Immunizations**

Washington state law requires children enrolling in public schools to provide proof of immunity to specific communicable diseases. Immunizations shall be provided against Hepatitis B, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella and Varicella. Beginning with the 2020-21 school year, all students must have medically verified documentation of their immunization status on or before the first day of attendance. The regulation for medically verified records pertains to students in grades that require new immunization documentation. This includes students in preschool, kindergarten, seventh, and new enrollees. Visit [bethelsd.org/health](http://bethelsd.org/health) for more information.

**When should kids stay home?**

Help keep students and staff safe by limiting the spread of infectious illnesses and keeping your child home from school when sick.

- If they are too sick to participate in normal activities
- If they need a level of care or observation not manageable at school
- If they create an unhealthy or unsafe environment for others

Use the link below for additional guidelines from the Tacoma-Pierce Health Department to help decide when your child needs to stay home from school and which illnesses require them to stay home from school.

[When to keep your child home](#)

## Accidents and Illnesses

Families of children who become ill or injured while at school shall be notified. **It is imperative that parents list emergency numbers with the school.** Please contact the school office when you change your home or work telephone numbers.

## Lice – Board Policy 3436

Often times, children will encounter headlice in large public settings. While these small insects are a nuisance, they pose no health hazard. The Bethel School District system **does** require that children are treated and free of live insects before returning to school.

## Medication

Medications may be administered to a student **only if the child is under the care of a health care provider who completes a Health Care Packet pertaining to their illness**, and it is necessary for the child to receive medication during school hours. **Please contact the school nurse or health clerk for a form and procedural directions.** This includes all medications, even over-the-counter cold remedies, cough drops, pain relievers, lip balms, and lotion. Parents/Guardians must drop off and pick up medications with doctor's orders.

## Getting To and From Centennial Safely

### Parent Pickup/Daycare

Students will check out at the turnaround area located near the portables with the supervising adult and be released to parents or approved adults as they pull up to receive their child. Parents will remain in their car during pick-up times. Please be prepared to show a picture ID when requested. **All transportation changes need to be called in by 1:30 pm.**

### Walkers

Due to unsafe roads surrounding Centennial Elementary, students who live in the development on 245<sup>th</sup>, 246<sup>th</sup>, and 247<sup>th</sup> streets are the only ones permitted to walk to school. In the interest of student safety, we need to have a permission slip on file if your child is allowed to walk to school. Please visit the officeto fill out a form.

### Students Going Home with a Friend

Both sets of parents who are involved shall make any arrangements for a child to go home with another child. A note needs to be sent to the teacher or office. **Whenever a child is to leave school other than the usual manner, the school**

**needs to be notified in writing.**

## Policies, Guidelines, and Miscellaneous Information

### HIB

#### **Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)**

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

#### **What is HIB?**

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

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

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

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

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (link to form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not 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 (Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email) 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: Policy 3207 – Prohibition of Harassment, Intimidation and Bullying*

*Procedure 3207 – Prohibition of Harassment, Intimidation and Bullying*

### **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: Policy 3205 – Sexual Harassment Related to Students Procedure 3205 – Sexual Harassment Related to Students*

### **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: Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email
- Concerns about sex discrimination, including sexual harassment:
  - Title IX Coordinator: Bryan Streleski, Director of Athletics and Security: 253.800.4302, Email
- Concerns about disability discrimination:
  - Section 504 Coordinator: Andrea Landes, Executive Director of Special Education: 253.800.2301, Email
- Concerns about discrimination based on gender identity:
  - Gender-Inclusive Schools Coordinator: Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email

All individuals may be reached at this address: 516 176th Street East, Spanaway, WA 98387. 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 a 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](http://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](http://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 K-12 public schools. OEO

provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](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 in a manner 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 3211PR, visit [insert website]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email

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

### **Dress Code**

Dress is defined as what students wear, and professionalism is defined as how students behave. All students are expected to dress, groom themselves, and behave in ways that reflect appropriate public behavior and do not disrupt the learning environment.

### **As per School Board Policy 3224, students may not wear clothing, jewelry, or personal items that:**

- Displays obscene or sexual words, pictures, messages, innuendoes, etc.;
- Displays drug or alcohol-related words, pictures, messages, innuendoes, etc.;
- Displays threats, violent conduct, weapons, etc.;
- Demonstrates hate group association/affiliation and/or uses hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups, or gang association/affiliation, etc.;
- Shows private parts (clothing must cover private parts in opaque - not able to be seen-through material);
- Covers the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose);
- Attire worn in observance of a student's religion is not subject to this policy.

### **Students must wear:**

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

### **Student Safety and Welfare - Board Policy #3249**

It is unlawful for any student to carry onto any school premises, school-provided transportation, or areas with facilities being used exclusively by public schools any firearm or weapon. Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents must be notified of the imposition of the expulsion and their right to a hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy.

### **Items to Leave at Home**

The school/district is not responsible for lost, stolen, or damaged personal belongings. If such items are observed being used during the school day, they will be confiscated and subject to progressive discipline. Examples of items to leave at home:

- Collector Cards – i.e., Pokeman, Yugio, Harry Potter, Baseball Card, etc.
- Electronic Devices – Video Game Consoles, etc.
- Toys of any kind
- Skateboards, Heelys, or any similar wheeled device are strictly prohibited on school property.

### **Guidelines for Student Use of Cell Phones**

Cell phones are NOT allowed to be used during school hours.

- The purpose of having a cell phone at school is for the student and/or parent to get ahold of each other before or after school.
- Cell phone use and text messaging are a disruption to the learning environment and are not allowed during school hours. If the student needs to call home, they need to ask an adult to use the phone in the main office.
- If a cell phone is used it is subject to progressive discipline. First, the student will be asked to put it away and not take it out again. Second, the phone will be held in the front office for the remainder of the day, and the student will get it back at the end of the day. Third, the phone will be held in the office until a parent can pick it up from the school. Families will be communicated with each step of this process.

### **Visitors and Volunteers**

Visitors must check in with the front office first. All volunteers must have approved background checks through the district; please see the district website for more information. All volunteers must have times set with the coordinating teacher/office.

### **Parent Teacher Association**

The Parent Teacher Association (PTA) offers many opportunities for parents, teachers, staff, and community members to work

together to enrich the lives of students at Centennial Elementary. All parents are encouraged to attend PTA meetings and become members to help plan exciting and educational events. The PTA can be contacted at [centennialpta534@gmail.com](mailto:centennialpta534@gmail.com).

The PTA board is:

President: Christine Tecca  
Vice President: Shannon Lavery  
Secretary: Holli Baker  
Treasurer: Rachael Inzer

### **Conferences**

Though report cards serve as a good means of communication, they may not always be sufficient for some individual situations. Parents, as well as teachers, are urged to initiate a conference to clarify concerns and solve problems. All conferences should be scheduled for a mutually agreed-upon time. Formal parent-teacher conferences occur twice a year and are a very important part of the school program. Taking the time and making the effort to know the teacher will contribute to your child's security in recognizing the cooperative spirit of good parent-teacher and home-school relationships.

### **Emergency Weather Procedures**

When weather forces a change in the normal operating routine of the district, Bethel follows a process to make decisions concerning cancellation or delay of school, and to ensure students and families receive information and updates as quickly as possible.

Please ensure that your children have an alternate place to stay (neighbors, family members, etc.) if you must be at work on a day when school has been canceled or delayed. We will make every effort to adhere to the established school calendar, however, the safety of students and employees is the highest priority.

Learn more at

<https://www.bethelsd.org/resources/emergency-info>

### **Inclement Weather: Recess**

Please make sure your student is dressed for the weather, including hats, gloves, and rain gear when appropriate.

### Field Trips

Field trips may be taken and are an extension of classroom instruction. Parents who wish to volunteer must check with the classroom teacher and must have a current volunteer application on file.

### Homework

The purpose of homework is to build on skills that have been taught in class and to teach independent study habits. Every student will be responsible for a weekly reading and math activity. This will be explained, in detail, by your child's teacher.

### Lost and Found

It is most helpful if outerwear and other personal items are labeled with your child's name. Lost and Found items that go unclaimed will be donated to charity several times per year.

### Textbooks, Library Books, and School Equipment – Board Policy 3520

Students are responsible for the books checked out to them during the school year, as stated in School District Policy #3520. Students are liable for books that are lost, stolen, or damaged while in their possession. Fines or fees will be assessed according to the district reimbursement procedure.

### Counselor's Office

Centennial Elementary has one full-time counselor assigned to the building who supports students, teachers, and families. The counselor meets with students individually and in small groups to support social/emotional growth. The counselor is also involved in the academic and behavioral support of students and frequently works with parents, teachers, and administration to create a holistic plan to help students be successful. The counselor also helps facilitate communication between families and community resources.

### Breakfast and Lunch

Centennial Elementary will continue to provide **FREE** breakfast and lunch for **ALL STUDENTS** during the 2022-2023 school year. Applications are not needed and money does not need to be placed on accounts. It is still required to fill out the free and reduced meal application.

### Student Supply List

- Backpack
- School Supply Box
- **Headphones**

\*All other supplies are provided by the school

### Rights and Responsibilities

You can find the most up-to-date Student Rights and Responsibilities here: 2024-25 link will be put here when available.

### District Calendar

You can find the most up-to-date Student Calendar here: <https://www.bethelsd.org/about-our-district/district-calendar>

Bethel School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Director of Athletics and Security: 253.800.4303; Section 504/ADA Coordinator, Executive Director of Special Education: 253.800.2300; Civil Rights Compliance Coordinator, Director of Equity and Achievement: 253.800.2019. All individuals may be reached at this address: 516 176th Street East, Spanaway, WA 98387.