

ROCKY RIDGE ELEMENTARY
2024-2025

PARENT & STUDENT HANDBOOK



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GRAHAM, WASHINGTON 98338-9648
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WELCOME MESSAGE



Welcome to Rocky Ridge Elementary School! Our school is a special place because you will quickly learn that all of our staff work together to meet your child(ren)'s needs. During their time here, your child will have many different teachers who will push and support them through their schooling. You can expect to have regular communication from your teachers and have opportunities to guide and help the learning process as well. We are committed to creating a caring, safe environment that supports high expectations, student voice, responsibility, independence, and social-emotional competencies. Our teachers will continuously raise expectations for each student, regardless of their achievement level. Teachers use clear criteria, rigorous instruction, and intentional scaffolding to help students set goals, assess themselves, and respond to feedback. We believe that creating positive partnerships is the foundation of educational success, and we are excited to partner with you!



MRS. RENAE BEATTY
PRINCIPAL

MRS. MELISSA KAASA
ASSISTANT PRINCIPAL

ROCKY RIDGE ELEMENTARY



MISSION

ALL Students. ALL Essentials. ALL the Time.

VISION

We believe that ALL of our students can be successful, and that it is the responsibility of the adults to make that a reality.

We commit to:

- Developing common goals based on our essential standards
- Ensuring high levels of learning for ALL students by working together
- Providing each student with what they need to be successful (academics, social/emotional, behavior, other needs)
- Creating a sense of belonging & partnership with students, families, staff, and our community

GENERAL INFORMATION

OFFICE HOURS

9am-4:30pm

Regular School Days Only

DISTRICT 2024/25 STUDENT CALENDAR: <https://www.bethelsd.org/about-our-district/district-calendar>

BELL SCHEDULE

Regular School Day

Arrival & Breakfast — 9:15am

Instruction begins (Tardy) — 9:30am

Dismissal — 4:00pm

Late Arrival Days

Arrival — 10:15am

Instruction begins (Tardy) — 10:30am

Dismissal — 4:00pm

Early Dismissal Days

Arrival & Breakfast — 9:15am

Instruction begins (Tardy) — 9:30am

Dismissal (lunch not served) — 12:00pm

STUDENT DROP-OFF & PICK-UP REMINDERS

- It's awesome that our kiddos always want to be at school early and ready to learn! However... it's important to **keep your kiddos in your vehicle until the appropriate drop-off time**. We want all of our students to be safe... and with adult supervision at all times. We are NOT prepared to care for your children before the bell rings.
- **It is CRITICAL that we do not use the parking lot as a drive-thru for dropping-off or picking-up your children.**
- **Please follow the safety directions on all signs.** Entering through the entrance and exiting through the exit.
- **Please pull all the way forward** when in the drop-off/pick-up lane.

- **Parents who choose to walk their students to the main doors need to park in a parking stall, use the crosswalk, and follow the crossing guard's directions.**
- Per district's policy and without exceptions, **parents are not allowed to walk their child(ren) to class.**
- **Parents should not exit their vehicle while in the pick-up/drive-through lane** or use the drive-through lane as a place to talk with other parents or teachers.
- **Open car doors s-l-o-w-l-y** and look before exiting your vehicle.
- **Keep a safe distance between vehicles.**
- When picking up... **please use our parking lot following the same expectations at drop-off.**
- Parents can either use the drive-through lane or parking stall. **If you choose to use a parking stall, please wait beside your vehicle or on the grassy knoll. We are asking parents not to cross the crosswalk to pick up students unless they are needing to visit the office.**
- **Students will not be released by assigned staff until our assigned staff deems it is safe to do so.** Please make sure to have a valid ID on you.
- **You will need to communicate with the office BEFORE 3:15pm if anyone other than the authorized primary guardians listed in ParentVue plans to pick up your student after school.** (We understand that parents sometimes opt to click the "release to" button in ParentVue. This button is for emergency release only.)

DAILY TRANSPORTATION CHANGES

Changes to after school transportation MUST BE made via a ParentVue guardian-signed note (delivered to the office) or a phone call to the front office NO LATER than 3:10pm.

Please do not email changes, make changes through a teacher, or leave a voice message with changes. These changes will not be guaranteed or authorized.

QUESTIONS REGARDING BUS TRANSPORTATION

All questions regarding bussing should be directed to BSD's transportation department at 253-800-5900.

EMERGENCY WEATHER PROCEDURES

When weather forces a change in the normal operating routine of the district, Bethel follows a process to make decisions concerning cancelation 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>

ANIMALS ON CAMPUS

Pets are not allowed in our building, except for papered service animals. **Pets on our campus outdoors must be leashed at all times.** *We have families with multiple allergies, health conditions, and fears. We strive to have a facility that is safe for all.*

VISITORS & VOLUNTEERS

We value the positive impact that volunteers and visitors bring to our school community. Your contributions enhance our programs and support our students and staff in meaningful ways. To ensure a safe and organized environment, we have established the following guidelines for all adults visiting our campus.

EXPECTATIONS FOR ALL WHO ENTER OUR BUILDING:

- Identification: Please carry a photo ID at all times.
- Check-In/Check-Out: Follow the building check-in and check-out processes at the main office.
- Consent: Obtain consent for your visit at the main office.

VISITORS

Visitors are individuals who are allowed access to the school for a class performance; meet the teacher (scheduled only), or observe a school-wide performance. Visitors are under constant supervision of staff and do not interact with other students or participate in student supervision. Visitors are in the building no longer than 10 minutes and are not approved to participate in field trips or class projects. Visitors must enter through the office and the administration or school secretary will provide discretionary direction or allowance.

VISITORS SUMMARIZED: Visitors include family members, vendors, and community members who participate in meetings or provide supplies. While their visits are generally brief, it is important for all visitors to:

- Check-In/Check-Out: Follow the building check-in and check-out processes at the main office.
- Identification: Carry a photo ID at all times.

VOLUNTEERS

Volunteers are individuals who have been approved through Bethel's volunteer system, which provides a national background check. Volunteer approval expires every other year. *It is the volunteer's responsibility to assure that their application stays current. Access to the building will not be allowed if the application has expired.*

Volunteering must be preplanned and volunteers must access the school through the front office to participate in a school event; to work with students; to assist in classrooms; or to serve as a chaperone on a school field trip or during a school program activity.

Volunteering is done with teacher approval and administration discretion.

VOLUNTEERS SUMMARIZED: Volunteers are individuals who are likely to work closely with others while present at a school building or other district-facilitated site for extended periods. To ensure a smooth and productive visit, volunteers are required to:

- Background Check: Complete a background check.
- Pre-Arrange Visits: Schedule your visit with the building principal and classroom teacher in advance.
- Follow Protocols: Adhere to all building protocols during your visit.

Volunteer applications can be submitted at: www.bethelvolunteers.hrmlplus.net.

SCHOOL MEALS

School breakfast and lunches at RRE will be provided for free (2024/25).

RECESS

Students are expected to display appropriate behavior during recess. All students must work together and be considerate of one another.

Outdoor recess is rarely canceled. If recess is outdoors, all students will be outdoors. **Please make sure your children are dressed appropriately for the weather.**

LOST & FOUND

We ask that you label your child's clothing, backpacks, lunchboxes, and other belongings to help prevent lost items. If items are lost or left on the playground, they get put in the "lost and found". Small items are kept in the office. All items in the "lost and found" are donated to charity at Winter Break, Spring Break, and Summer Break.

QUESTIONS, COMMENTS, OR CONCERNS

If you have any concerns regarding your student's academic or social needs, friendships, and/or questions regarding classroom procedures– please contact your student's teacher via email. Teachers will respond within 24 business hours. Unfortunately, the office will not be able to assist with concerns unless contact with the teacher has already been initiated.

HEALTHROOM

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 for more information.

WHEN TO KEEP YOUR CHILD 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.

<https://tpchd.org/wp-content/uploads/2023/12/When-to-Keep-Your-Child-Home.pdf>

WHEN DO WE CALL HOME?

- Vomiting (even once)
- Fever (100.4 or higher)
- Groin, head, or eye injury
- Oozing, gaping wounds
- Bloody noses
- "Accidents"
- Diarrhea (more than once or unusual)
- Persistent lethargy
- Allergic reactions
- Unexplained rashes

- Lice
- Any reason deemed necessary by our health-room attendance or administration.

MEDICATIONS AT SCHOOL

Prescription or nonprescription medication (including cough drops & OTC pain relievers) can only be kept & taken at school if there are specific written directions from a licensed healthcare professional and a signed written permission from a parent or guardian.

If your child requires medication or anything used to treat a condition during school hours, please contact our health clerk or school nurse.

- All medications (prescription AND OTC) taken at school require a signed medication order.
- Medication orders must be renewed each year.
- Medication must be clearly labeled and in the original container.
- An inhaler may be carried by the student with permission from the student's healthcare provider and parent permission. It must be specified in the order that it is okay for the student to carry AND the student must display proper use to the school nurse.
- If your student uses an inhaler at home, they should have one at school.
- Students with life-threatening conditions CANNOT be at school until all appropriate paperwork is submitted, medications delivered, and parents have had an initial meeting with the school nurse.

HEALTHROOM CONTACT INFORMATION

Nurse Jaci Sweet, School Nurse: jsweet@bethelsd.org

Tanya Mitchell, Health Clerk: tamitchell@bethelsd.org or 253-800-5093

ATTENDANCE INFORMATION

24 HOURS ATTENDANCE LINE: 253-800-5093

ROCKY RIDGE ATTENDANCE POLICIES AND PROCEDURES ARE IN ACCORDANCE WITH [BETHEL SCHOOL DISTRICT POLICIES](#). FULL LANGUAGE OF THE POLICIES ARE AVAILABLE ON THE BETHEL WEBSITE.

ATTENDANCE & SUCCESS GO HAND-IN-HAND

Here at Rocky Ridge and in the Bethel School District we are making a special effort that all students fully benefit from their education by attending school regularly. Consistent attendance will help your child(ren) do well at Rocky Ridge and beyond.

DID YOU KNOW?

- Starting in Kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- 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 to school will lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to reteach.
- By 6th grade, absenteeism is one of the three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

WHAT WE NEED FROM YOU

- Ensure your student attends daily and is successful in school.
 - Set a regular bedtime and morning routine.
 - Avoid appointments and extended trips when school is in session.
 - Develop a backup plan for getting to school (i.e., call on family members, neighbors, friends).
- If your student is going to be absent, please submit an absence request via ParentVue or contact our attendance clerk before or on the day of the absence. If a student has been reported absent from school, the Attendance Clerk may call home or the listed

emergency numbers to establish the safety of the student. You will also receive a robocall that day from the school by noon if we haven't been notified.

- Rocky Ridge accepts phone calls for absences 24 hours a day. If you send a note with your child, you can check your student's attendance in ParentVue to verify that the note made it to the attendance office, and the absence has been noted.

REGULAR AND PUNCTUAL ATTENDANCE IS A HABIT DIRECTLY RELATED TO STUDENT SUCCESS.

Students need to attend school every day if our staff is to do their best job of educating our students. Good attendance is also the state law! Guardians/parents are responsible for sending their children to school, to make sure their children are in school on time each day; to encourage their children to come to school with a positive attitude which fosters learning, to communicate accurately with the school concerning their child's attendance.

- Students arriving late to school will go directly to the office (Attendance Room).
- If your child is leaving school before dismissal time, parents/guardians must sign their children out through the main office.
- If you are planning for upcoming absences extending more than two days, make sure to get a "pre-arranged absence form" from the attendance office. The principal may or may not excuse the absence depending on various circumstances and in accordance with the state requirements.
- Students will make-up all the work and tests determined by their teacher. It is the student's and guardian's responsibility to check with the teacher about the work that is to be made up and when work is to be turned in.
- Parents/Guardians are encouraged to view ParentVue to report absences and to view absences.

OUR PROMISE

There are many staff members at Rocky Ridge that are prepared to help with attendance. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent and to identify barriers to support you in overcoming challenges you may face in helping your student attend school. Our social worker, attendance clerk, and building administration support attendance at the building level. Do not hesitate if you have specific questions or need support.

DISTRICT-WIDE 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.

For information regarding state laws and our district's policies & procedures, visit:

<https://www.bethelsd.org/resources/students-rights-responsibilities>

If you would like to meet with our assistant principal, Mrs. Kaasa, regarding your student's attendance or learn more about how we can support with your child's academic success, please email Mrs. Kaasa at mkaasa@bethelsd.org or call our main office line at 253-800-5000.

BEHAVIORAL MANAGEMENT

POSITIVE BEHAVIORAL INTERVENTION SYSTEMS (P.B.I.S.)

The goal for Rocky Ridge Elementary is to make our school a safe, positive, warm, and inviting place where new learning occurs every day. The Positive Behavior Intervention Systems (PBIS) program will allow us the opportunity to provide a consistent and fair behavior plan that is focused on teaching students behaviors in school. *Positive Behavior Interventions & Supports (PBIS) has been referred to as those systems and individualized supports and interventions that help people enhance and improve their productive social behavior while reducing only problematic behavior they may use. In the past decade, major advances have been in community settings, particularly in public schools, as providers and consumers implement PBIS systems and strategies. (PBIS Network)* Research shows that students achieve at a higher level when they know the behavior expectations and feel safe. The success of the PBIS program not only relies on the participation of all staff and students, but also the participation of families. Research shows that school behavior plans that are followed in the home greatly improve their effectiveness in the school.

Our entire staff will teach common area lesson plans to teach students what constitutes responsible behavior on the playground, hallways, restrooms, etc. Expectations will be taught and retaught. The younger the student, the more time our staff will spend discussing, modeling, practicing and role-playing. If problems occur in any area, staff will resume lessons on appropriate behavior in that setting. All students will receive positive instructions and information on how to behave responsibly in different settings.

CODE OF CONDUCT: THE "ROCKY RIDGE WAY"

Rocky Ridge Elementary School will work together to help each other reach their fullest potential. Everyone will be treated with respect and dignity. Any behavior or action that helps someone grow and mature will be encouraged. Staff will support students and focus on our "Code of Conduct."

1. Make Good Decisions
2. Solve Problems
3. Show Respect.

Throughout the year, we will emphasize our goals. For instance, every student, without exceptions and without excuse, will make academic growth. These efforts will help Rocky Ridge Elementary School be a safe, positive, warm and inviting place where new learning occurs every day.

SCHOOL-WIDE POSITIVE STUDENT RECOGNITION

INDIVIDUALIZED RECOGNITION

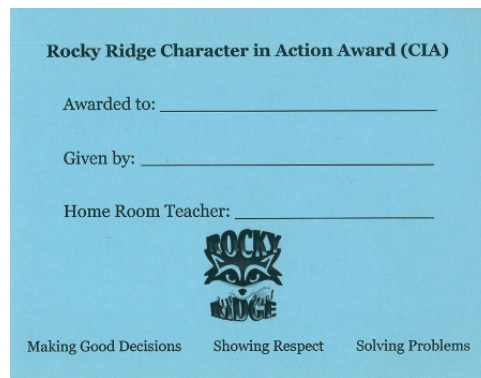
“Character in Action” (CIA): Every staff member has the opportunity to award students with a CIA award if they recognize the student displaying the following: Showing respect, solving problems, and making good decisions. When a student receives a CIA award, they will deposit it into the CIA basket in their classroom, which will be drawn from for a weekly prize drawing. Two students from each classroom are awarded weekly.

Rock Stars of the Week: At Rocky Ridge we celebrate students for character, academics, and attendance. Each week, classroom teachers draw two CIA's from their classroom CIA basket, and award two students with the recognition of being named the “Rock Star of the Week”. Winning students' names are announced over the intercom every Friday morning, and Rock Star students are celebrated during recess and get to wear a special lanyard all day!

Ridge Climber Student Recognition Awards: Students are recognized for their academic improvement and excellence two times per year, after the winter and spring District Assessment windows.

Academic Improvement Award – A certificate in Reading or Math is awarded to students who have exceeded expected growth in reading or math.

Academic Excellence Award – A certificate in Reading or Math is awarded to students who have demonstrated that they have met or exceeded grade level standards for both the winter and spring assessment periods.



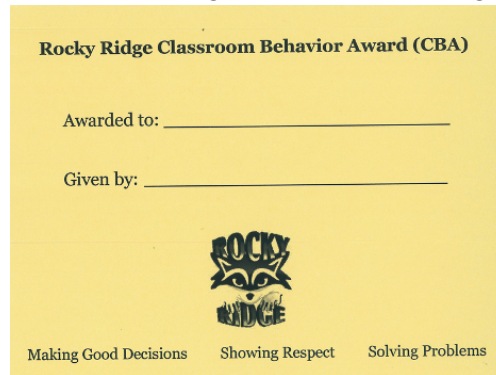
WHOLE-CLASS RECOGNITION

Classroom Behavior Awards (CBA): Each staff member has the opportunity to award classrooms with a whole-class Classroom Behavior Award (CBA). Entire classrooms can earn a CBA for showing the Rocky Ridge Way: 1) Outstanding Hallway Behavior, 2) Exceptional Classroom Behavior, 3) Tremendous Lunchroom Behavior, 4) Incredible Line Behavior. Specialists may choose to use these awards to recognize classrooms with exceptional behavior. Classrooms are awarded special recognition and rewards for earning CBA's.

Climbing the Rocky Ridge Mountain: As classrooms collect CBA's, they earn the opportunity to climb our Rocky Ridge Mountain, which is displayed in the main hallway.

Classrooms are awarded with prizes for reaching each level on the Rocky Ridge Mountain. Rewards increase in value as classrooms approach the 8th level summit.

Golden Broom Award: At our Rock Star Assembly, one classroom from each of our three lunch times is chosen by our custodian, and awarded a golden broom to proudly display in their classroom. Winning classrooms are chosen for demonstrating appropriate lunchroom behavior and maintaining a clean area during lunchtime.



RESPONDING TO STUDENT BEHAVIOR

As we implement our basic classroom and school management procedures, we know that the great majority of our students will strive to meet expectations for responsibility and self-discipline. However, we also know that no single set of procedures will work to help every student develop the behavioral skills and attitudes needed to be successful in school. Therefore, we will design a series of interventions for any students who have been motivated by our school-wide procedures. As we adapt our procedures, the focus will remain positive, while recognizing the continuing need for fair and consistent consequences.

All behavior presents an opportunity to teach. In order for students to learn they must feel like they are valued and important despite their behavior. For this reason all conversations about behavior must focus first on connecting with the student and building a positive relationship. If necessary, give the student space to calm down, and then work to connect with the student and affirm their feelings. Listen to how they are feeling about the situation. Then correct the behavior by asking students how they can fix the situation. If necessary offer suggestions for how to correct behavior.

Major behaviors will result in an admin referral. Consequences are assigned in alignment with district policies. Administrators assign consequences based on the nature of the behavior and the history of the student exhibiting the behavior. Administrators will work to assign consequences in ways that promote the dignity of the student and meet individual student needs, particularly for students on behavior IEPs. We will always take a teaching stance to consequences.

BULLYING

Bullying Response at RRE: Building a culture in the school where harassment, intimidation, and bullying is not acceptable is the key to reducing HIB incidents. One way to do this is for all adults and students to respond to HIB incidents in the same way. Teach everyone to recognize what respectful behavior is and what it is not. What does it look like and sound like when someone is making you feel pain or afraid? District bullying curriculum takes place in October and is reinforced throughout the year. Teaching about bullying is a commitment that is taken on by all staff members. When students are being bullied, staff will respond immediately and notify administration.

Admin Response to Bullying: When bullying is reported, administrators will investigate immediately. Students and staff members will be interviewed. Once the situation is clearly investigated, depending on the results of the investigation, the student accused of bullying may receive disciplinary action. If bullying has occurred, a safety plan will be put in place. This may include increased teacher proximity, restorative conversations, a check-in journal, and/or limited contact between the students involved.

ELECTRONIC DEVICES, TOYS, and EQUIPMENT

The school/district is not responsible for lost, stolen, or damaged; personal athletic equipment, cards, iPods, MP3 players, digital cameras, cell phones, CD players and other high-tech computer equipment to school. If any of these items are observed being used inappropriately, the item will be confiscated by a staff member and placed in the front office. The student can take it home at the end of the day. Upon the second offense, the item will be held in the office for a parent to pick up. If a student gets the item taken away more than two times, progressive discipline may take place. The school cannot be responsible for ANY of these items. Personal electronic devices are only permitted based on teacher discretion for instructional purposes only and should be stored according to teacher or staff direction.

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 RIGHTS & RESPONSIBILITIES: It is the expectation of our school and the Bethel School District that all students, parents and guardians read the Student Rights and Responsibilities to become familiar with the expectations for conduct in the Bethel School District. All students will be expected to abide by these guidelines and rules. Office discipline will follow the guidelines in the Student Rights and Responsibilities, even if the student claims they were not aware of the school or district guideline.

STUDENT RIGHTS AND RESPONSIBILITIES CAN BE FOUND AT:

<https://www.bethelsd.org/resources/students-rights-responsibilities> . This document contains the most current information regarding the following.

ATTENDANCE - DISCRIMINATION - FIREARMS & WEAPONS - STUDENT DISCIPLINE
STUDENT PRIVACY - BULLYING - RACIAL SLURS - AND MORE!

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 (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, at dcarlman@bethelsd.org
- Concerns about sex discrimination, including sexual harassment:
 - Title IX Coordinator: Bryan Streleski, Director of Athletics and Security: 253.800.4302
- Concerns about disability discrimination:
 - Section 504 Coordinator: Melissa Munson-Merritt, Executive Director of Special Services: 253.800.2301
- Concerns about discrimination based on gender identity:
 - Gender-Inclusive Schools Coordinator: Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email at dcarlman@bethelsd.org

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 OR DISCRIMINATION CONCERNS?

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

WHO ELSE CAN HELP WITH HIB OR DISCRIMINATION CONCERNS?

Office of Superintendent of Public Instruction (OSPI)

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

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

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

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

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

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

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: 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

<https://go.boarddocs.com/wa/bethel/Board.nsf/goto?open&id=9STV587DC244#>

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Debbie Carlman, Director of Equity and Achievement: 253.800.2019

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