

2024-2025
PARENT & STUDENT
HANDBOOK



“HOME OF THE VOYAGERS”

16720 WALLER RD. E.
TACOMA, WA 98446
(253) 800-3000

KATIE SCHLESINGER
PRINCIPAL

MEGAN LASCIK
ASSISTANT PRINCIPAL

STUDENT CALENDAR

2024-2025



	AUGUST					FEBRUARY					
	M	T	W	T	F	M	T	W	T	F	
19 – Bethel Professional Learning Days (Provisional)				1	2	3	4	5	6	7	3, 10, 24 – Late Arrival
20-21 – Bethel Professional Learning Days	5	6	7	8	9	10	11	12	13	14	14 – Snow Make-Up Day or No School
22 – State Professional Learning Day #1	12	13	14	15	16	17	18	19	20	21	17 – President’s Day – No School
26 – State Professional Learning Day #2	19	20	21	22	23	24	25	26	27	28	18 – Waiver Day #2 – No Students
27 – Back to School Prep / Staff	26	27	28	29	30						
28 – First Day of School											
30 – No School											
	SEPTEMBER					MARCH					
	M	T	W	T	F	M	T	W	T	F	
2 – Labor Day – No School	2	3	4	5	6	3	4	5	6	7	3, 10, 17, 24 – Late Arrival
9, 16, 23, 30 – Late Arrival	9	10	11	12	13	10	11	12	13	14	12 – End of 2nd Tri & Elem/MS/HS Grade Prep – Early Dismissal, K-12
27 – State Professional Learning Day #3 No Students	16	17	18	19	20	17	18	19	20	21	31 – Elementary Conference Week Early Dismissal, Grades K-5
	23	24	25	26	27	24	25	26	27	28	
	30					31					
	OCTOBER					APRIL					
	M	T	W	T	F	M	T	W	T	F	
7, 14, 28 – Late Arrival		1	2	3	4		1	2	3	4	1-4 – Elementary Conference Week Early Dismissal, Grades K-5
18 – Waiver Day #1 – No Students	7	8	9	10	11	7	8	9	10	11	2-4 – Secondary Conference Week Early Dismissal, Grades 6-12
21-25 – Elementary Conference Week Early Dismissal, Grades K-5	14	15	16	17	18	14	15	16	17	18	7-11 – Spring Break – No School
23-25 – Secondary Conference Week Early Dismissal, Grades 6-12	21	22	23	24	25	21	22	23	24	25	14, 21, 28 – Late Arrival
	28	29	30	31		28	29	30			
	NOVEMBER					MAY					
	M	T	W	T	F	M	T	W	T	F	
4, 18 – Late Arrival					1				1	2	5, 12, 19 – Late Arrival
11 – Veterans Day – No School	4	5	6	7	8	5	6	7	8	9	23 – Snow Make-Up Day or No School
26 – MS/HS End of 1st Tri/Grade Prep Early Dismissal, Grades 6-12	11	12	13	14	15	12	13	14	15	16	26 – Memorial Day – No School
27-29 – Thanksgiving Break – No School	18	19	20	21	22	19	20	21	22	23	
	25	26	27	28	29	26	27	28	29	30	
	DECEMBER					JUNE					
	M	T	W	T	F	M	T	W	T	F	
2, 9, 16 – Late Arrival	2	3	4	5	6	2	3	4	5	6	2 – Late Arrival
23 - Jan 3 – Winter Break – No School	9	10	11	12	13	9	10	11	12	13	9 – Elem/MS/HS Grade Prep Early Dismissal, Grades K-12
	16	17	18	19	20	16	17	18	19	20	12 – Last Day of School Early Dismissal, Grades K-12
	23	24	25	26	27	23	24	25	26	27	19 – Juneteenth
	30	31				30					
	JANUARY					JULY					
	M	T	W	T	F	M	T	W	T	F	
6, 13, 27 – Late Arrival			1	2	3		1	2	3	4	
20 – Martin Luther King, Jr. Day No School	6	7	8	9	10	7	8	9	10	11	
24 – Elementary End of Semester Early Dismissal, Grades K-5	13	14	15	16	17	14	15	16	17	18	
	20	21	22	23	24	21	22	23	24	25	
	27	28	29	30	31	28	29	30	31		

– KEY –

- Late Arrival (1 hour)
- Early Dismissal Elementary
- Early Dismissal MS & HS
- Early Dismissal All Grades
- No School for Students
- Non School Days

Elementary = Grades K-5*
 Middle School = Grades 6-8
 High School = Grades 9-12
 Student Calendar = 178 school days for students and 2 waiver days for teachers.
 *Eik Plain School of Choice follows elementary schedules.

KGJ CONTACT INFORMATION

Main Office	253-800-3000
Fax Number	253-800-3098
Health	253-800-3093
Attendance	253-800-3092
Registrar	253-800-3084
Secretary	253-800-3091
Social Worker	253-800-3079
Transportation	253-800-5900
Bethel Rec	253-800-7751

SCHOOL HOURS

Breakfast Opens	8:30
School Begins	8:45
School Dismissal	3:15
Early Dismissal	11:15
Late Arrival	9:45

OFFICE HOURS

8:00-3:45 PM

OFFICE INFORMATION

Katherine Johnson office is open from 8:00-3:45 pm on regular school days. Messages may be left on our voicemail before or after hours.



TRANSPORTATION INFORMATION

If you need to make any changes in your child's afternoon routine. We require a note from the parent stating the change or a phone call to the main office by 2:15pm. Please do not leave messages requesting an after-school change as the office may be busy and not get the message before the end of the day. You can also email kgj_office@bethelsd.org

RIGHT AND RESPONSIBILITIES

You can find the most up-to-date Student Rights and Responsibilities here:

[RIGHT & RESPONSIBILITIES](#)

BREAKFAST/LUNCH

Breakfast and lunch are free for all students under the USDA's Community Eligibility Provision (CEP)

RECESS/LUNCH TIMES

<u>GRADE</u>	<u>LUNCH</u>	<u>RECESS</u>
Kindergarten	10:00-10:25	10:30-11:00
1 st Grade	10:30-10:55	11:00-11:30
2 nd Grade	11:00-11:25	11:30-12:00
3 rd Grade	12:30-12:55	1:00-1:30
4 th Grade	12:00-12:25	12:30-1:00
5 th Grade	11:30-11:55	12:00-12:30
ILC	11:10-11:35	10:40-11:10

LUNCHROOM EXPECTATIONS

- Students will use an inside-voice when talking.
 - Students will keep hands and feet to themselves at all times.
 - Use good manners.
 - Students will stay in their seats and raise their hands to get help or use the restroom.
-

PLAYGROUND RULES & EXPECTATIONS

Students will show respect for others and follow instructions given by staff.

- Keep hands and feet to yourself at all times.
 - Students are not to bring toys, trading cards, balls etc. from home.
 - Play appropriate games and activities (i.e. wall ball, tetherball, four square, jump rope, basketball, soccer and the big toy are some of the approved activities.)
 - The following should not be played at school: tag, rough play, piling on games, or karate type games.
 - Use equipment properly.
 - There is to be no profanity, put downs, teasing, or harassment.
 - Remain outside unless you've been given permission by an adult and have a pass.
 - When the bell rings, stop what you're doing and walk quickly and quietly to your class line.
 - Students will show pride in their school by keeping the building and grounds free of litter.
 - Students will not throw rocks, bark, sticks or snowballs.
 - Food and/or drinks are not allowed on the playground.
-

HALLWAY EXPECTATIONS

- Use zero voice when in the hallway.
 - Go quickly to the destination, do not wander.
 - Walk in a straight, single file line.
-

WALKERS

Due to unsafe roads surrounding Katherine G. Johnson Elementary, students are not permitted to walk to school.

PARENT PICK UP/DAYCARE

Students will check out in the parent pick up loop 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. **Please display car placards at all times.**

STUDENT BUS TRANSPORTATION

School bus transportation is a service provided for students who live within the Katherine Johnson School boundaries or have a district placement.

Good behavior is a necessity at the bus stops and while riding the bus. Progressive discipline will be followed with students who misbehave. Habitual misbehavior may require a student to forfeit their privilege to ride the bus.

STUDENTS GOING HOME WITH FRIENDS

Any arrangements for a child to go home with another child shall be made at home by both parents who are involved. A note, to this effect, needs to be sent to the teacher or the office and a bus pass will be issued. Whenever a child is to leave school other than the usual manner, the school needs to be notified.

BIKE RIDERS

For the safety of all students, bike riding will not be permitted at this time.

SKATEBOARDS

The use of skateboards, Heelys or any similar wheeled device on school property is strictly prohibited.

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. See the volunteer section below for more information.

CELL PHONES/SMART WATCHES

Students who bring cell phones or smart watches to school must keep them in their backpacks and on silent during school hours. Students who have phones/watches out during school hours will be given a warning for the first offense. If a second offense occurs, the teacher will hold the cell phone/watch for the day and return it to the student at the end of the day. The third offense will result in the phone/watch being kept in the office until a parent or guardian can pick it up.

STUDENT SAFETY AND WELFARE FIREARMS

It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school with 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 hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy

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>

ACCIDENTS AND ILLNESS

Parents 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 or update through ParentVUE.

HEALTH SERVICES

Student health services are provided by our school nurse and health clerk. Periodic screening tests are conducted for identification of possible problems regarding vision, hearing, or speech. Parents are notified and advised when referral to a physician might be indicated by the screening tests.

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

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](#)

BETHEL PUBLIC SCHOOLS REGULATIONS PERTAINING TO FIRST AID AND MEDICATIONS

School personnel shall not give medications to students unless the school receives the following paperwork: 1) written parental requests and 2) a proper prescription with signed authorization from a physician. Forms are available in the office.

School personnel, as contained in the American Red Cross First Aid Manual, shall give students no treatment other than first aid. Medications such as Aspirin, Tylenol, Alka-seltzer, eardrops, Pepto-Bismol, etc. are not to be given by school personnel without written physician approval.

VISITORS

Our staff cares deeply about the individual well-being of your child and student security. Student security is an issue we take very seriously.

ALL Bethel Schools require visitors to enter through a secure door, which requires you call into the office through video security. Staff will answer the call, ask your name, purpose of your visit and to show a picture ID.

Visitors are not allowed into the classrooms, unless it's been pre-approved by the teacher.

VOLUNTEERS

Volunteers & Visitors

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.

General Guidelines for All Visitors

- **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.



We love
♥ OUR ♥
Volunteers

WHAT'S THE DIFFERENCE?

Volunteers

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 forms can be filled out at: <https://bethelvolunteers.hrmpplus.net/>

Please note that it may take up to two weeks for your application to process.

Visitors

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.

KATHERINE JOHNSON PTA

PTA is made up of many people who donate their time throughout the school year. Please consider becoming part of this team! We have a variety of ways for parents and families to get involved. Contact the office for more information about the Katherine Johnson PTA.

KatherineGJohnsonPTA@gmail.com

STUDENTS AT SCHOOL- BEFORE OR AFTER HOURS

Students should not arrive at school before the scheduled arrival time or remain at the school after dismissal, unless a supervised activity is planned. Parents will be informed if there is a planned activity. Students are asked not to play on the sidewalks or around the building after school hours. Skateboarding is prohibited on school property. Parents are asked to remind their children of the need to protect our school from potential vandalism.

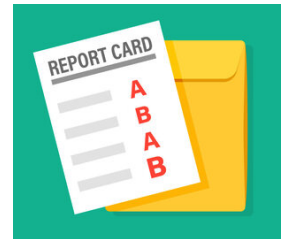
CONFERENCES

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 time either before or after school hours.

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 relationships.

REPORTS CARDS

Report cards are issued two times a year (Feb/June). Detailed information regarding levels of achievement is noted on the report card each grading period. These can be found in ParentVUE under the documents tab.



TEXTBOOKS, LIBRARY BOOKS & SCHOOL EQUIPMENT

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.

COUNSELING OFFICE

Katherine Johnson Elementary has a 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, administration to create a holistic plan to help students be successful. The counselor also helps facilitate communication between families and community resources.

Katherine Johnson Counselor:

Bryan Lloyd:

253.800.3079

blloyd@bethelsd.org

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.

ATTENDANCE

INFORMATION, LAWS AND POLICIES

Katherine Johnson Elementary attendance policies and procedures are in accordance with Bethel School District policies. They are summarized below. Full language of the policies is available upon request.

DAILY ATTENDANCE - District Policy 3121

Parents are responsible for sending their children to school as required by RCW 28A.225.10; to make sure their children are in school on time each day; to encourage their children to come to school with a mental attitude which fosters learning; to communicate accurately with this school concerning their child's absence.

MAKE UP DAYS - 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.

BECCA BILL

The "Becca Bill" (SB 5439) is our state's truancy law. Unexcused absences/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.

STUDENT/PARENT PROCEDURES

- Students arriving late to school will go directly to the office and scan in for a tardy pass. 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.
- Parents must sign students out early in the office. (The office will not call the student down until parent/guardian has arrived)
- Any pre-arranged absences longer than 3 days will require a “Pre-Arranged Absence Form”.
- Parents/Guardians are encouraged to view "ParentVUE" on our district website (www.bethelsd.org) to report absences. Contact our office (253-800-3000) if you are new to ParentVUE and need more information.

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.

TARDIES

Students not in the classroom by 8:45 am will be marked tardy.

TO REPORT AN ABSENCE:

- Call the attendance office: 253-800-3093
- Email: jmayes@bethelsd.org
- Send a note when your child returns to school.
- Log onto ParentVUE and enter an absence request. Contact the office if you have trouble logging in.

If no notification is received for the absence, an automated message system will call and notify the family that the child is listed as unexcused. You must notify the office each day your child is absent.

STUDENT INSURANCE

Free health insurance is provided to students without coverage. The forms can be picked up in the office or parents can call to ask that a form be sent home with their child.

DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10% (about 18 days/year or 2 days/month) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- The teaching that occurs in the classroom while a student is absent can never be truly made up as the absent student misses the class discussions, etc. which cannot be replicated and is so critical to student learning.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up. Attending school regularly helps children feel better about school and themselves. Start building this habit early so they learn right away that going to school on time, every day is important and what is expected.



HOW CAN YOU HELP...

- 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 make 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 stay 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 Open House/Meet & Greet 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, school counselors or other parents/friends for advice on how to make the child feel comfortable and excited about learning.
 - Develop a back-up plan for getting your child(ren) to school if something comes up.
 - Please remember that attending Katherine Johnson Elementary on a District or Out-of-District transfer can/will be revoked based on repeated attendance violations.
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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: Melissa Munson-Merritt, Executive Director of Special Services: 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
- 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 [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 dcarlman@bethelsd.org

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