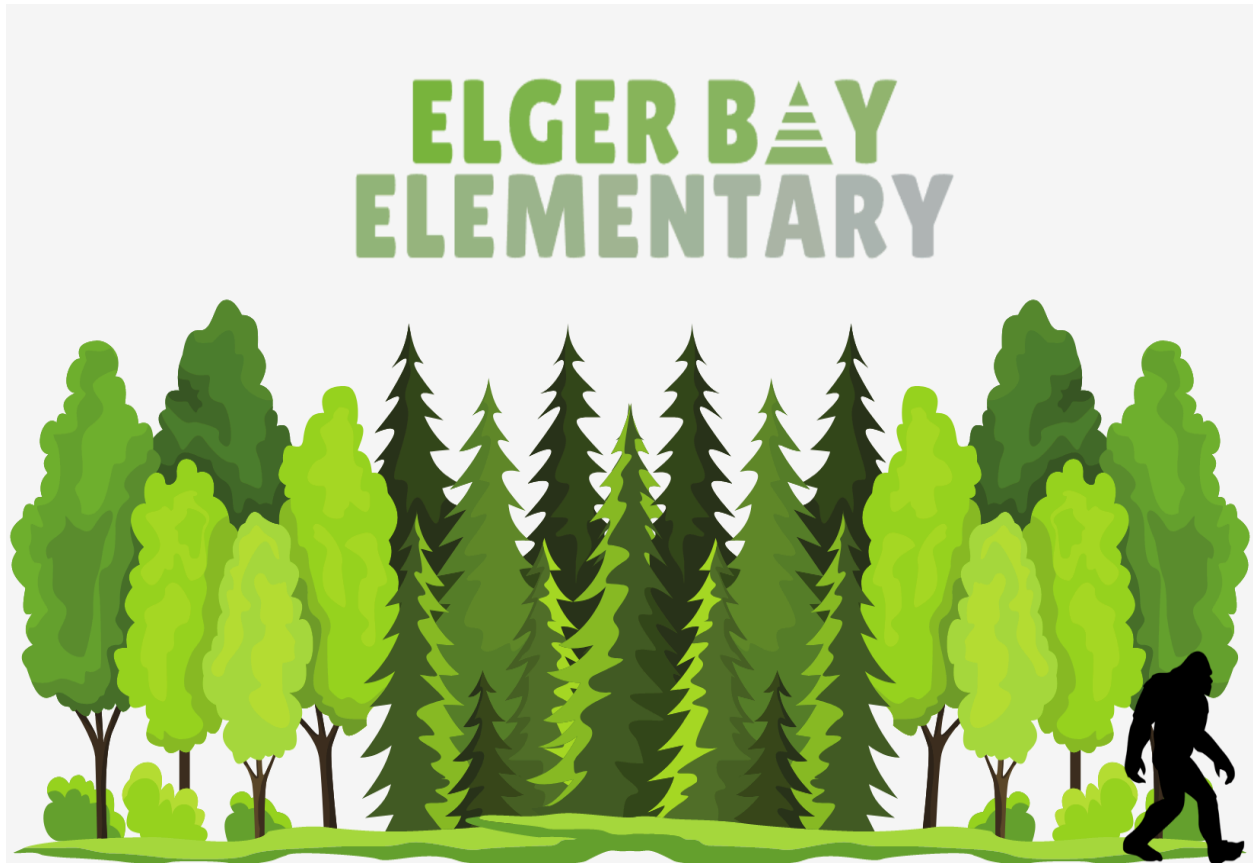


Elger Bay Elementary School Student and Family Handbook

2024-2025



1810 Elger Bay Road
Camano Island, WA 98282
360-629-1290

Welcome

Welcome to Elger Bay Elementary School! Families are an essential part of our school community, working closely with our staff to support our students' success. We take great pride in our school and are deeply grateful for the incredible support from our community.

This handbook is designed to provide you with important information about our school. We encourage students to review the entire handbook with their parents or guardians. If you have any questions or need further clarification, please don't hesitate to call us at (360) 629-1290.

For more information about our School:
Website: <https://ebe.stanwood.wednet.edu/>



Daily Schedule

Monday, Tuesday, Thursday, Friday

8:40	Bus Arrival
8:45 – 9:00	Breakfast Served in Cafeteria
8:55	First Bell: (students should be in their classroom)
9:00	Tardy Bell: School Begins
3:30	Student Dismissal to Bus and Pickup

Wednesday

10:00	Bus Arrival
10:05-10:20	Breakfast Served in Cafeteria
10:15	First Bell (students should be in their classroom)
10:20	Tardy Bell - School Begins
3:30	Bell: Student Dismissal to Bus and Pickup

Emergency Information: Each year, we ask families to complete a Student Information Update Form. This information is crucial for ensuring your child's safety, especially in case of an emergency. If there is any change in your address, home location, or phone numbers (home, work, cell) during the school year, please notify the office in writing as soon as possible. Accidents can happen at any time, and it's important that we can quickly reach you or your designated emergency contacts. Keeping your information up to date helps us ensure the well-being of your child. We appreciate your cooperation in helping us maintain accurate emergency records.

Phone System: Our phone system will allow you to leave a message for your child's teacher and any other staff member you wish to reach. Remember that teachers will be checking their messages in the middle of the day and after school is over. You will find a phone/email list on the school website.

Late Start Wednesdays: On late start Wednesdays campus opens at 10:05 am. and school begins at 10:20 a.m.

Arrival at School: Students may enter the building starting at 8:45 a.m. If a teacher needs to work with a student before that time, the teacher will provide a note for the student to present to the office staff upon arrival. For security reasons, parents are not permitted on the playground, in the hallways, or at classroom doors when dropping off students

Dress Code: At Elger Bay, the dress code plays a key role in maintaining a positive and non-disruptive learning environment for all students. School administrators, staff, and

district personnel have the authority to determine if a student's attire is disruptive to the learning environment. Additionally, individual teachers may require specific attire that is suitable for participation in physical activities.

Non-Allowable Clothing:

- Clothing must not depict, advertise, or advocate the use of drugs, alcohol, or other controlled substances.
- Undergarments must not be visible.
- Clothing must not threaten the health or safety of any student or staff member.
- Clothing that implies gang affiliation is prohibited.
- For safety reasons, slippers are not allowed on campus.

Food and Beverages: Food and beverages (except water) are only permitted in the cafeteria or with a teacher's permission for special occasions. Gum chewing is not allowed.

Safety Drills

Regular drills are conducted at school to ensure that children know what to do in case of a fire, earthquake, or lockdown. In the event of an emergency during school hours, a comprehensive plan is in place to ensure the safety of all students, staff, and volunteers.

Messenger system: We have a messenger system that enables the school and district to communicate with families via email, text, or phone call. It is used to notify families about upcoming events, schedule changes due to weather delays, and any other safety or emergency information.

School Closures: In the event of severe weather or other emergencies, the school day may be affected by closures, late starts, or early dismissals. To stay informed, please make sure your family's emergency contact information is up to date with the school. Notifications will be sent via our Messenger system, Skyward, phone, email, social media, and local TV and radio stations.

Birthday Treats/Invitations: In our school community, we strive to create a positive and inclusive learning climate where every student feels valued and respected. While teachers will recognize students on their birthdays, we focus on maintaining a balanced school day, so treats will not be part of classroom activities. Some classes may choose to hold a monthly celebration recognizing all birthdays, providing a wonderful

opportunity for parent volunteers to help organize these special moments. For the safety and well-being of all students, we ask that any treats brought in are store-bought.

We understand that birthdays are an exciting time, and we encourage families to celebrate these milestones. If you are planning a party outside of school hours and are not inviting the entire class, we kindly ask that you distribute invitations privately, such as through mail or a phone call. This approach helps to protect students' feelings and ensures that our learning environment remains focused and supportive for everyone.

Cell Phones: We understand that many parents provide their children with cell phones for safety reasons. However, cell phones can be a disruption during school hours. At our school, cell phones are considered electronic devices and should not be used during the school day without explicit permission from a staff member.

To minimize distractions, all cell phones must be turned off or switched to silent mode and kept in a backpack throughout the school day, including while on the bus. Students who choose to disregard this policy will have their phone temporarily taken by the teacher, and a classroom referral will be issued. On a second infraction, a parent or guardian will be required to pick up the phone from the school.

Please note that if a student chooses to bring a cell phone or any other electronic device to school, the school is not responsible if it becomes lost or stolen. If a student needs to contact their parent or guardian using their cell phone, they should come to the school office, where they will be permitted to do so.

Photos and Picture: Photos and pictures taken at school by students or parents should not be posted on social media, except for those featuring your own children, without proper permission. Additionally, students should not take photos at school without the consent of the student being photographed. If you discover that photos have been posted without permission, please reach out to the individual or parent responsible and work together to resolve the issue.

Sign-In Procedure for Visitors/Volunteers: Parents and visitors are required to sign in at the office and wear a visitor badge while on school premises. We greatly value and welcome the contributions of our volunteers, and to ensure the safety and security of our school community, all volunteers must complete the necessary paperwork and receive clearance from the district office before beginning their volunteer work. Your cooperation helps us maintain a safe and supportive environment for all students.

Visitors and Volunteers: Families are always welcome to visit the school. Upon arrival, all visitors and volunteers must check in at the school office, sign in, and wear a visitor

badge. Anyone interacting with students, including field trip chaperones, must complete a Washington State Patrol (WSP) background check and the volunteer training available on our website. Forms are available at the school office, and volunteer paperwork must be completed annually, with the WSP background check required every two years.

Volunteers: Each classroom teacher sets their own volunteer procedures for the school year. Some teachers welcome extensive in-class volunteer help, while others may prefer assistance in the office or library. Your child's teacher will communicate specific volunteer guidelines at the beginning of the school year. Please note that only Elger Bay students are allowed in the building during regular school hours.

Personal Items (Lost and Found)

- Lost and Found coat hooks and bins are located in the hallway near the front entrance. Please check regularly for any items your child may have misplaced.
- **Personal play items such as toys, trading cards, breakable items, video games, and audio equipment should not be brought to school. If these items are brought, they will be taken to the office, and parents will be contacted to pick them up. The school is not responsible for replacing lost or damaged student property.**
- In accordance with Stanwood-Camano School Board Policy, students are strictly prohibited from bringing any toy or real weapons to school, including water guns, cap guns, nail clippers, knives, or any other item that could cause a distraction or harm to others.

Lunch and Breakfast Program: During the 2024-2025 school year, all students are eligible for free meals, but families must complete the Free and Reduced Lunch application, available on the district's website or at the school office. Elger Bay Elementary offers a hot lunch and breakfast program, with breakfast served from 8:45 to 9:00 a.m. daily, and from 10:05 to 10:20 a.m. on Wednesdays. These applications, sent home at the start of the school year, are crucial for securing school funding. The information provided is confidential.

Bus Transportation: We deeply care about the safety and well-being of all our students. Utilizing the school district's transportation services is a privilege, and we are committed to ensuring that every student travels safely. Our drivers are carefully trained professionals who are dedicated to keeping your children safe on the bus. If a student needs to ride a different bus than usual, please help us by notifying the school office in advance. For any emergency changes, we ask that you call the school office as soon as

possible. To ensure smooth operations, all transportation change requests must be submitted before **2:30 p.m.**

Misbehavior on the Bus: Maintaining a safe and respectful environment on the bus is essential for everyone's well-being. We trust our students to follow safety expectations, and in the event of misbehavior, the principal will determine appropriate consequences based on the circumstances. These may include assigned seating, temporary removal from the bus for one to ten days, or permanent removal. For more serious situations, disciplinary actions such as in-school suspension, short-term suspension, long-term suspension, or emergency removal may be necessary. Our goal is always to ensure that every student feels safe and cared for while traveling to and from school.

Computer Usage: We are pleased to offer our students access to a computer network, including Chromebooks and the Internet. To ensure responsible use, students must have a parent or guardian sign an "Acceptable Use Policy" before accessing the network. A copy of this policy will be provided to each student.

BRAVE's Helpers: We're excited to invite adults in our school community to volunteer for a day at Elger Bay through our BRAVE's Helpers program! This is a fantastic opportunity to engage with students by reading with them, playing math games, supervising or refereeing games at recess, and even sharing lunchtime together. If you'd love to make a positive impact and be part of this rewarding experience, please reach out to our principal or school secretary for more information. We can't wait to have you join us! Remember, all BRAVE's Helpers will need to complete the necessary volunteer paperwork through the district office.

Counselor Support: Our School Counselor, Mrs. Galbraith is a talented and skilled resource for our staff, students, and families. She is here to listen to concerns, offer thoughtful guidance, and help students resolve conflicts. Our comprehensive School Counseling program includes whole-class lessons on respect, friendship, conflict management, decision-making, positive behavior, and anti-bullying, along with small group and individual support.

If your family needs additional support, Mrs. Galbraith is available to help. Please feel free to reach out to her for guidance or assistance. For students requiring more intensive support, she can also provide referrals to community resources.

Elger Bay-PTA : Our school community is fortunate to have a vibrant and supportive parent group dedicated to enriching the lives of students, teachers, and families at Elger Bay. The Elger Bay PTA plays a crucial role in planning fundraising events, fun family activities, and educational experiences that enhance our students' overall school

experience. Getting involved with the PTA is a fantastic way to give back to our community and help create memorable and meaningful experiences for our students through a variety of activities. If you have any questions or would like to volunteer, please reach out to the PTA at ebptapresident@gmail.com

Attendance: At Elger Bay, consistent and on-time attendance is not just crucial for academic achievement—it also plays a significant role in shaping students' self-esteem as learners. When students are present and engaged in their classes every day, they build confidence in their abilities, stay on track with their learning, and feel more connected to their peers and teachers. Regular attendance and punctuality help students develop a strong sense of responsibility and accomplishment, which positively impacts their self-worth and belief in their potential.

On the other hand, missing school can create challenges in keeping up with the curriculum, which may affect a student's sense of progress and involvement. By being present in class every day, students give themselves the best opportunity to thrive, both academically and personally.

To support your child's growth and self-esteem, it's essential that they attend school regularly and be on time for every class. If an absence is necessary, please ensure it is excused through Skyward Family Access, a written note, a phone call, or an email to khannawalt@stanwood.wednet.edu. Remember, all absences are considered unexcused until proper notification is received.

By prioritizing attendance, we help our students build a strong foundation for success and foster a positive self-image as confident and capable learners.

Truancy: State law mandates that students must attend school regularly and arrive on time. If a student's attendance becomes a concern, families will be notified, and a meeting with the principal may be required to address the issue. If attendance continues to be problematic, a truancy petition may be initiated with the local Community Truancy Board. Additionally, students attending on an out-of-district waiver may have their waiver revoked if absences become excessive or problematic.

Attendance Policy: At Elger Bay Elementary, we are committed to ensuring that all students fully benefit from their education by attending school regularly. Regular attendance is vital for helping children feel more connected to school and confident in themselves. Building this habit early, teaches students the importance of being on time and present every day, which is essential for their future success in high school, college, and beyond.

When a student's absence is not excused, parents or guardians will receive a notification via School Messenger. If the absence remains unexcused, a follow-up letter will be sent. Additionally, letters will be sent home for excessive absences to ensure that every student is making the most of their educational opportunities.

What We Need From You: We miss students when they are not here and value their presence and contributions to our school community. To support student success, we ask that families ensure their students attend school regularly. If a student is going to be absent, please contact the office at 360-629-1290. It is important to notify the school each day the student is absent.

Partnering to Support Attendance: We understand that personal circumstances can sometimes affect a student's ability to attend school regularly. As your partner in supporting your child's education, we encourage families to reach out to us if challenges arise. Together, we can collaborate to find ways to ensure your student is able to attend school and continue their educational journey successfully.

Pick Up and Drop Off Notes: To support smooth operations and minimize classroom disruptions, it's important to notify the school as early as possible if you plan to pick up your student before 3:30 p.m. You must call the office or have your student bring a note, with this information provided no later than **2:30 p.m.** This is especially important as the end of the day is a busy time for our office personnel, and early notification helps us manage the process efficiently and get the information to classrooms promptly. When picking up your student from the office, you will be asked to sign them out and show ID before your student is released. If someone other than you will be picking up your student, you must notify the office of the individuals authorized to check them out. Your cooperation helps ensure a smooth process and minimizes interruptions for all learners.

School Attendance Policies and State Laws: It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225> We, the school, are required to take daily attendance and notify you when your student has an unexcused absence. If your student has three unexcused absences in one

month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that requires an assessment to determine how to best meet the needs of your student and reduce absenteeism if they are in middle or high school.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made a plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition will be automatically stayed and your student and family may be referred to a Community Engagement Board or other coordinated means of intervention. If your student continues to be truant, you may need to go to court.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.

- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Safe School: Creating a safe and supportive environment is essential for effective learning at our school. We believe that every student has the right to learn without disruptions. To ensure a positive educational experience for all, we are committed to working collaboratively with students and families to address any concerns and provide the necessary support and interventions. Inappropriate behavior will be addressed in a way that prioritizes the well-being of the entire school community, and such behavior is not in line with our school's values and expectations, whether on school grounds, at school-sponsored activities on or off campus, or in any situation associated with Elger Bay. We are committed to fostering a positive environment where every student can thrive, and we appreciate everyone's cooperation in upholding these standards. Together, we can maintain a safe and respectful learning environment for everyone.

Discipline: At our school, we prioritize a caring and supportive approach to discipline, recognizing that students may sometimes need guidance in making positive choices. When students require help with personal discipline, they will receive consequences that are both fair and compassionate. We believe that consistency is key in helping our students learn and grow, and that it is essential in guiding our students toward better decision-making.

Teachers will communicate classroom referrals to families, allowing us to work together in supporting the student. If a student exhibits ongoing disruptive behavior or sudden severe behavior, they will be assigned an office referral and will meet with the Principal or her designee for a thoughtful discussion and investigation. We are committed to ensuring that parents/guardians are informed about behavioral choices, particularly those that are ongoing or more severe, as well as the corresponding consequences.

For students who require additional guidance, we may develop a Behavior Plan or Contract. This plan, created collaboratively with the student, their family, and school staff, outlines clear expectations and provides consistent support to help the student make positive choices.

Our approach to consequences is centered on care and support. These may include lunch detention, a parent/guardian conference, service to the school, in-school suspension, short/long-term suspension, emergency removal, or other appropriate measures. Each consequence is carefully considered based on the nature and seriousness of the behavior, as well as the student's individual circumstances and history.

In the case of in-school or out-of-school suspension, the student will not be able to participate in after-school events on that day. Our ultimate goal is to collaborate with families in guiding students toward positive choices and to foster a nurturing and safe school environment where every student can thrive.

If parents/guardians have any questions about incidents reported by their child, they are urged to contact the classroom teacher or the principal as soon as possible.

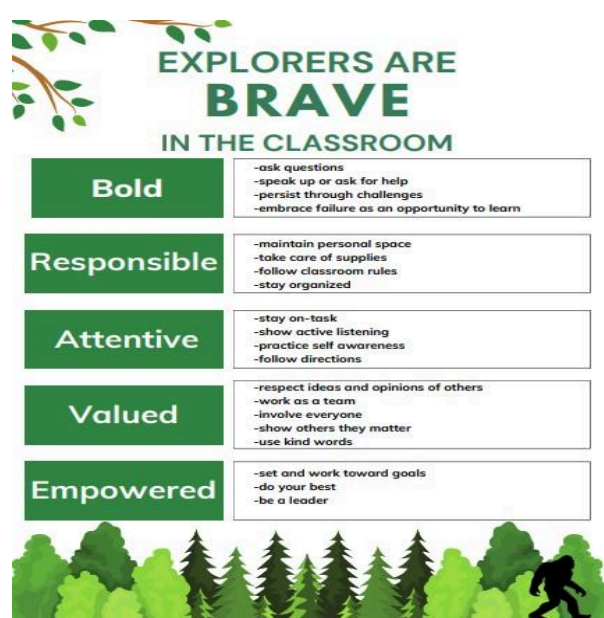
The following links are to the Stanwood-Camano School District School Board policy for *Student Discipline* ([policy 3241](#), [procedures 3241P](#)).

Positive Behavior Supports: At Elger Bay, we are proud to implement a school-wide behavior system called PBIS (Positive Behavioral Interventions & Support). PBIS is a framework designed to promote and maximize both academic achievement and positive behavioral competence. As part of this framework, we have established clear and consistent rules for the behaviors we expect in all areas of our school. These expectations are outlined in our Behavior Matrix, which is posted throughout the school.

We will actively teach these expectations to students throughout the year, with reteaching lessons provided as needed. The expectations for student behavior are clear and consistent across all settings—classrooms, playground, lunchroom, gym, bathrooms, and hallways. We believe that by guiding students to practice good behavior, we can build a school community where all students can thrive academically and socially.

Parents can partner with us by reviewing and discussing these expectations at home, reinforcing the importance of good behavior, and supporting our efforts to create a positive learning environment. By working together, we can ensure that our students understand the value of these expectations and are well-prepared to meet them.

Our goal is to create a school environment where more time is dedicated to instruction and less time is spent on discipline. If an office discipline referral is issued, we will collaborate with families to address the concern, ensuring that the student receives the appropriate support and guidance to improve their behavior.



Elger Bay Elementary PBIS Matrix							
	Classroom	Hallway	Restroom	Cafeteria	Recess	Bus	Technology
B- Bold	*Ask questions *Speak up or ask for help *Persist through challenges *Embrace failure as an opportunity to learn	*Practice self control *Go directly to your destination *Use a silent signal when reminding others of the rules	*follow expectations even when there isn't an adult present	*Follow directions even though others around you are not *Try new foods- you might like it!	*try new games *talk to someone new *invite others to play	*Go directly to your seat and stay properly seated	*Keep trying *Be creative and innovative *Report issues to the teacher
R- Responsible	*Maintain personal space *Take care of supplies *Neat & organized *follow classroom rules	*Walking feet *Keep hands and feet to yourself *Keep to the right *Take one stair at a time	*Use only what's necessary *Quick, quiet, clean *Flush & wash your hands *Hang pass outside before entering/ enter when there is a spot for your pass	*Clean up after yourself *remain seated with appropriate voice level while waiting to leave	*follow the rules of the game *play safe *use kind words	*Wait until you're off the bus to eat or drink *Talk quietly so the bus driver can concentrate on driving	*Follow expectations <u>using</u> the technology *Pay attention to and follow the stop light signals for Chromebook use *Keep stickers and tags in place
A- Attentive	*On-task *Active listening *practice self awareness *follow directions	*Look where you are going *Go directly to your destination	*Choose an appropriate time *Leave the stall unlocked when you're done	*Pick up trash when you see it, even if it's not yours *Watch your voice level	*take care of the equipment and clean up *be on time and line up when the bell rings	*Keep aisles and emergency exits clear *Wait for directions from the driver when entering or exiting the bus	*Stay on task *Stay on approved websites and programs
V- Valued	*Respect ideas and opinions of others *Work as a team *Involve everyone *Show others they matter *Use kind words	*Wait for others to pass *Admire work displayed in the halls with your eyes *Keep hands at your side	*place trash in garbage can *keep water in the sink	*Respect others' likes and dislikes *Use appropriate voice level *Use the bathroom properly- quick, clean, quiet	*take turns *listen to adult directions *show sportsmanship	*offer a seat to anyone in need *keep hands, feet, and backpacks to self while being mindful of others' personal space	*Take care of your device/Chromebook *Keep Chromebooks charged *take care of your headphones
E- Empowered	*Set and work toward goals *Do your best *Be a leader	*Be a leader	*Tell an adult if there is a problem	*Be a table leader and model what to do!	*include others *report concerns when they happen	*report concerns when they happen	*Share your learning
VOICE LEVEL	0-3	0 Voice *Voice level 1 when leaving school	Voice Level 0	*Enter with a 1 *Table Talk (2) while you eat	*Voice level 1 when lining up	Voice Level 1	-

Weapons: Weapons are not allowed at school. Toys or other items that look like or are used as weapons may be treated as weapons.

If students ever accidentally bring an inappropriate item to school (like a pocket knife or lighter), if they give it to a staff member, they will be acting responsibly and will not be given a consequence. If they do not give the item to a staff member, they will be disciplined if the item is discovered.

POSSESSION OF WEAPON (S) State laws ([RCW 28A.600.420](#)) and [Policy 4210](#) prohibit any student from possessing a weapon or weapon look-alike on school district property, school provided transportation, or any school related event.

Dangerous Weapons: It is a violation of the district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion. (Stanwood-Camano School District #401: Board Policy #4210)

CHILD PROTECTIVE SERVICES (CPS):

Mandatory Reporters

R.C.W.26.44.030

All professional school personnel are by law mandatory reporters of suspected child abuse or neglect. Professional School Personnel includes:

- Teachers and Administrators
- Contracted School Employees
- Counselors and Psychologists
- School Nurses
- Speech Language Pathologists
- Occupational Therapists/Assistants

R.C.W.26.44.030

When any mandated reporter has "reasonable cause to believe that a child...or developmentally disabled person has suffered abuse or neglect," he or she shall report such an incident, or cause a report to be made. Reports must be made "at the first opportunity, but in no case longer than 48 hours after there is reasonable cause to believe that the child or adult has suffered abuse or neglect."

Tobacco Products: No one is permitted to smoke or use tobacco products (including e-cigarettes or vaping products) on the school grounds. The consequences for having tobacco products in a student's possession are the same as if they are found smoking, chewing tobacco products, or using any type of e-cigarettes or vapor smoking devices.

Substance Abuse/Use: Students will not possess, use or be under the influence of alcohol, drugs, narcotics, inhalants, intoxicants of any kind, or those purported to be the same and/or related paraphernalia on school grounds, at school-sponsored activities either on or off campus, en route to and from school, or while in attendance during the school day. *This includes Marijuana in any form.*

Students will not traffic (sell, trade, or distribute) any of the above-stated substances on school grounds, at school-sponsored activities either on or off campus, en route to and from school, or while in attendance during the school day.

Safe Schools District Alert Reporting Services:

Safety is a top priority of our schools and that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. **App: Search for "SafeSchools Alert" in the App Store to download for free.]**
2. **Phone: 425.366.7201**
3. **Text: Text your tip to 425.366.7201**
4. **Email: 1621@alert1.us**
5. **Web: <http://1621.alert1.us>**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

BOARD POLICIES - ACCESS - STANWOOD-CAMANO SCHOOL DISTRICT

The following link will take you to the home of **all** Stanwood-Camano School District Board policies. If you have trouble connecting to this link, please call the school and we can help you access the policies.

[Stanwood-Camano School District Board Policies](#)

Illness: If students feel sick, they should tell their classroom teacher and request to go to the school office. If a student has a fever, is vomiting, or has diarrhea, they need to be at home. Students must be symptom free for 24 hours before returning to school. All medications must be brought to the office in the original container with a form signed by your child's physician (forms are available through the school nurse). The original container and specific directions will be kept in the office. Students are not allowed to carry any medication (including over the counter) unless the appropriate forms have been signed by a healthcare provider. See the nurse or school office staff for more information. Families will work with the school nurse and classroom teachers to maintain a schedule for regularly taken medications.

Medication: Washington State requires that any student who needs to take medication (even Advil, Tylenol, cough drops, etc.) during the school day must:

- Have a doctor's signed form on file with the school nurse explaining what is being taken, the dosage and at what times. These forms are available in the health room or main office.
- **Parents** need to bring medications to school in the original bottle, labeled with the student's name, the name of the medication, the time the medication is to be taken, and the medication dosage.
- All medications are locked and stored in the nurse's office. Students cannot have any medication in their backpack or on their person while at school.
- With proper documentation and procedure, some students are allowed to carry their own inhalers and EpiPens.

Immunizations:

It is required of the school district by state law: **RCW 28A.210.080**, to exclude students from starting school whose parents or guardians have not provided to the school district proof of compliance with immunization requirements.

This notice is to inform you that your child **will not be able to start school** unless this requirement has been satisfied. You will receive notification from your child's school if they do not have proof of **ALL** immunizations.

You must provide a **CERTIFICATE OF IMMUNIZATION STATUS (CIS) form**, filled out with your child's vaccination dates, signed by you, and returned to the school.

RCW 28A.210.080

Immunization program — Attendance of child conditioned upon presentation of alternative proofs:

(1) The attendance of every child at every public and private school in the state and licensed day care center shall be **conditioned upon the presentation before or on each**

child's first day of attendance at a particular school or center, of proof of either (a) full immunization, (b) the initiation of and compliance with a schedule of immunization, as required by rules of the state board of health, or (c) a certificate of exemption as provided for in RCW 28A.210.090.

If you have any questions regarding this law, please contact your child's school nurse.

State Testing: Per Title I federal requirements parents may request information on any state or school policy regarding student participation in any required assessments, which shall include a policy, procedure, or parental right to opt their child out of such an assessment. The following link gives additional information on [opting out of state testing](#).

- At the beginning of each school year, a local education agency [school district] that receives Title I, Part A funds must notify the parents of each student attending any school receiving these funds that the parents may request, and the LEA will provide the parents on request (and in a timely manner), information regarding any State or LEA policy regarding student participation in any required assessments, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

Teacher Qualifications: Parents have the right to request their students' teachers' professional qualifications. For this specific information, please contact Mr. Ryan Ovenell or Mrs. Del Pozo or call 360-629-1200.

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 (Ryan Ovenell, Deputy Superintendent - rovenell@stanwood.wednet.edu) that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

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

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

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

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

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

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

To review the district’s *Nondiscrimination Policy [3210] and Procedure [3210P]*, visit [this link](#).

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 [5011] and Procedure [5011P], visit [this link](#).

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:
- Christine Del Pozo, Executive Director of Human Resources
- cdelpozo@stanwood.wednet.edu
- 360-629-1200

Concerns about sex discrimination, including sexual harassment:

- Title IX Coordinator:
- Christine Del Pozo, Executive Director of Human Resources
- cdelpozo@stanwood.wednet.edu

- 360-629-1200

Concerns about disability discrimination:

- Section 504 Coordinator:
- Robert Hascall
- Executive Director of Special Services
- rhascall@stanwood.wednet.edu
- 360-629-1200

Concerns about discrimination based on gender identity:

- Gender-Inclusive Schools Coordinator:
- Christine Del Pozo, Executive Director of Human Resources
- cdelpozo@stanwood.wednet.edu
- 360-629-1200

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 the Stanwood - Camano School District Board of Directors and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines,

is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

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

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

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

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- 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 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 [3211P], visit [this link](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

- Christine Del Pozo, Executive Director of Human Resources
- cdelpozo@stanwood.wednet.edu
- 360-629-1200

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page **18**.