

Elk Plain School of Choice



Student/Family Handbook

2024-2025

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We are the Sky Warriors

The students at Elk Plain School of Choice K-8 and our school mascot/logo are referred to as the Sky Warriors! The following story embodies wisdom, courage and strength. At Elk Plain School of Choice, it symbolizes our efforts to promote an environment of learning that fosters growth and strong moral character.

The story is based on a Little Bird that sees a majestic bird soaring among the clouds, the Sky Warrior. The little bird wants to grow up to be just like the Sky Warrior, so the bird seeks advice from a wise old owl. The owl sends Little Bird off on a quest with a basket of feathers with prized attributes (courage, strength, and wisdom). Little Bird is told to deliver the basket to the great Sky Warrior at the peak of the mountain. However, along the way Little Bird meets three needy strangers. Little Bird ends up sharing the magical feathers with those in need. Upon reaching the peak, Little Bird has none left to present to the Sky Warrior and fears that now Little Bird will never become like the great Sky Warrior. This, of course, is what the Sky Warrior was seeking... a bird that was selfless and thought of others. The Sky Warrior turned Little Bird into a great Sky Warrior and granted courage, strength, and wisdom in abundance. Like the little bird, these are the attributes for which students at Elk Plain School of Choice strive everyday.

Every effort has been made to ensure the accuracy and validity of the information contained in this handbook. Please understand that changes are inevitable and clarification is available in the Elk Plain School of Choice office or on our school website.

2024-2025 Schedules

School Hours

Teacher Work Day – 7:00 AM - 2:30 PM (Teachers are available before and after school Monday-Friday)

Student Day – 7:30 AM - 2:00 PM

Regular Schedule

Entry & Tardy Bells

Student Drop Off/Breakfast 7:10 AM Bell

Students enter classroom 7:20 AM Bell

Instruction Begins 7:30 AM Tardy Bell

Dismissal 2:00 PM Bell

Modified Schedules

Early Dismissal 7:30-10:00 AM

Late Arrival 8:30 AM - 2:00 PM

Lunch and Recess Times

Grades K - 1	Grades 2 - 3	Grades 4 - 5	Grades 6 - 8
9:30 - 10:00 Recess	10:00-10:30 Recess	10:30 - 11:00 Recess	11:30 - 12:00 Lunch
10:00-10:25 Lunch	10:30 - 10:55 Lunch	11:00 - 11:25 Lunch	

Health and Safety

The key principles listed below are essential for reducing exposure to illnesses at EPSOC:

- ❑ **Keep ill people out of school.** Students, families, and staff must stay home when sick, and use screening to assist in that process. We will help you determine when it is safe for your child to return to school
- ❑ **Hand hygiene.** All staff and students will frequently wash with soap and water, or use alcohol-based hand sanitizer.
- ❑ **Isolation.** We isolate sick people.

Health Clerk: Heather Stewart (253) 800-7993

Nurses: Mrs. Ostlund RN and Ms. Brown LPN (253) 800-7968

- Mrs. Stewart is our health and attendance clerk who monitors day-to-day visits in the Health Room. To call her directly please dial (253) 800-7993
- Our school district Registered Nurse maintains medical and emergency procedures and student health screenings. A Licensed Practical Nurse is on site daily to see to the needs of diabetic students.
- Serious medical conditions are referred back to the parents by a phone call and/or to 911 in the case of severe emergency

Health Room

The health room will be used for health needs, such as **major first aid (deep cuts, head injuries, sprains or suspected broken bones, etc.) and medication administration only.** Staff will have a small bag of minor first aid items such as: gloves, band aids, small envelopes for lost teeth.

- Student will sanitize their hands using the sanitizer provided before entering the health room
- Student will explain to the health clerk why they are there
- Student will wash their hands with soap and water for at least 20 seconds before returning to class

Please use the following as a guide for Health Room related issues:

Medication:

- Students may not self-medicate at school
- Physician Care Orders signed by the prescribing doctor are needed for any medications administered to a student at school (Ask for "Authorization for Medication" form – parent signature is also required)
- The term "medications" includes over-the-counter cold remedies, cough drops, pain relievers and chapsticks; these are not allowed at school without a doctor's order

Health Insurance:

- It is extremely important that parents understand that the district does not insure students
- Parent medical insurance is the primary coverage for injuries to students. This includes fees charged for 911 transport initiated by school personnel
- Student insurance enrollment forms are available in the office

Head Lice Guidance

One non-threatening but pesky reality of childhood can be the presence of lice. Fortunately, Immediate or long-term exclusion is no longer recommended. Students with live head lice can remain in class and go home at the end of the school day, be treated, and return to school after the appropriate treatment has

begun. The student **MUST** be brought into the school by the parent/guardian. A head check will be performed by the Health Clerk/ Nurse. If there are no live lice in the students hair, they may return to class. Students can return to school with nits following treatment.

Other Related Issues:

- Students should keep a clean outfit in their backpacks in case of an accident. Please keep in mind the rain we experience and understand that students do not always make good choices at recess or in judging the time it takes to get to the restroom
- Report all health related student absences in writing via email to ep_office@bethelsd.org

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 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**](#)

Arrival and Dismissal

Arrival and Dismissal

Students can be dropped off in the morning no sooner than 7:10 AM. The speed limit on campus is 5mph. Please remember... many cars drop off each morning and pick up each afternoon. As always, student safety is our top concern. Drivers, please stay off your cell phone and drive safely. We appreciate your patience and courtesy.

When your student is dropped off, all students may come through the back doors. They may eat breakfast, or go outside on the blacktop area of the playground or under the playshed. Food remains in the cafeteria, not outside. At 7:20 AM, students will be allowed into portables or into the buildings to walk to class.

Parent Drop-Off	Parent Pick-Up
<p>Drop-Off Guidelines:</p> <ul style="list-style-type: none"> ● Entry Point: Use the back entrance from 22nd Ave E. ● Drop-Off Procedure: <ul style="list-style-type: none"> ○ Pull all the way forward in the drop-off loop along the curb. ○ Have students ready to exit as soon as you stop. ○ Students should exit ONLY from the passenger side. ○ Adults must remain in the vehicle. ● Traffic Flow: <ul style="list-style-type: none"> ○ Move cautiously to allow other vehicles to drop off their children. ○ Important: Do NOT drop off on the main road, center parking lot, or at Bethel Station. Students must have a parental escort in those areas. ● If You Need to Park: <ul style="list-style-type: none"> ○ For conversations or to enter the building, please use designated parking spots to avoid blocking traffic. ● After 7:30 AM: <ul style="list-style-type: none"> ○ The back entrance gate will be closed. Parents must park in the visitor lot at the front and check in at the main office. ○ Use the crosswalk 	<p>For Dismissal:</p> <ul style="list-style-type: none"> ● Entry Point: Back entrance from 22nd Ave E ● Dismissal Changes: <ul style="list-style-type: none"> ○ All changes to after-school dismissal must be entered in the Pikmykid app before 1:15 PM, or emailed to ep_office@bethelsd.org. ● Dismissal starts at 2:00 PM. Please do NOT arrive before 1:40 PM, as the gate will be closed and it can create traffic congestion. ● Pick-Up Process: <ul style="list-style-type: none"> ○ Parents will remain in their cars and proceed to the back entrance for pick-up. ○ A staff member will greet you, check your parent pick-up placard if not using Pikmykid, and notify the gym to release your child. ○ IMPORTANT: Stay in your vehicle; your child will come to you. ● Parking Instructions: <ul style="list-style-type: none"> ○ Do NOT park at the curb or exit your vehicle. ○ Once your child is in the car, carefully pull into the driving lane and exit the parking lot. ● Walk-up pick up: <ul style="list-style-type: none"> ○ If you wish to walk up and meet your child, please wait in the designated waiting area ○ Use the crosswalk

Riding the Bus

Students who ride the bus will depart the bus at the direction of a supervisor. They may eat breakfast, or go outside on the blacktop area of the playground or under the playshed. At 7:20, students will be allowed into portables or into the buildings to walk to class. At the end of the day, bus riders will walk to the bus loop, some escorted by a teacher. Riding a bus is a privilege. As always, student safety is our top priority.

Bus Rules and Regulations

1. The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly.
2. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus comes to a complete stop. No animal, reptile, fish or fowl is permitted on the bus, except for seeing-eye dogs.
3. Each student may be assigned a seat in which they will be seated at all times unless the permission to change has been given by the school principal and/or the transportation supervisor.
4. Outside of ordinary conversation, classroom conduct must be observed. Students should face the front of the bus and observe the driving situation and be prepared to react accordingly if necessary.
5. Students are to assist in trying to keep the bus clean and also refrain from throwing things out of the windows. Eating and/or drinking on the bus is not allowed.
6. Students shall not open the windows on the bus without first getting permission from the driver. Windows are not to be lowered below the third latching position.
7. No student at any time shall extend his/her head or arms out of the windows. Students will not tamper with any emergency doors or windows unless emergency conditions exist or while emergency drills are being conducted.
8. Students must be cautious and watchful for the motorist who attempts to pass the bus while loading or unloading is taking place.
9. Students must cross the highway only in front of the school bus and never behind it, and at the driver's direction.
10. Students who have to walk for some distance along the roadway to the bus stop must walk on the left-hand side of the road facing the oncoming traffic. This will also apply to students leaving the bus stop.
11. Students are not permitted to sit in the driver's seat at any time. Tampering with any emergency equipment such as a first aid kit, fire extinguishers, or highway warning kits is not allowed. Tampering with bus controls and equipment is prohibited.
12. Students should never play or scuffle while waiting for the bus. Students should not harass the motoring or walking public or private property owners.
13. Students should never throw articles of any kind that can litter or damage public or private property.
14. Student misconduct on the bus will be sufficient reason to suspend riding privileges to those students involved.
15. Any damage to the bus or equipment must be paid for by those responsible. Willful damage is also cause to deny any student the right to ride the school bus. **SMOKING, LIGHTING MATCHES, VULGARITY AND FIGHTING MAY ALSO BE SUFFICIENT CAUSE FOR SUSPENSION OR REVOCATION OF BUS RIDING PRIVILEGES.**
16. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills (Chapter 391-145-045 WAC) will be followed.
17. The foregoing procedures apply to all students transported to and from school., and those students transported to other facilities including extra-curricular activities.
18. NOTICE: The school board wishes to provide safe and efficient transportation. We ask for your cooperation with the bus drivers in carrying out the procedures outlined above.

MISCONDUCT REPORTS ARE FILED WITH BUILDING PRINCIPAL AND KEPT WITH STUDENT RECORDS. Chapter 392-145-045 WAC. All procedures as outlined by WASs 180-40-230/392-145-015 have been adopted by the Board of Directors, Bethel School District No 403.

Eating and Playing at School

Breakfast and Lunch

All students may purchase breakfast or lunch at school. Meals will be eaten in the cafeteria/multi-purpose space. Meals will be charged according to a student's free, reduced, or paid meal eligibility status. Please fill out the application on the district website: [Child Nutrition - BethelSD](#)

Recess

Students are expected to use appropriate behavior during recess. All students must work together and be considerate of one another to make the best of the weather conditions. To make recess safe and fun, students must:

- Dress for the weather (Coats, hats & boots when appropriate)
- Follow adult directions
- Get a pass from the Supervisor to use the restroom or enter the building

Safe	<ul style="list-style-type: none"> ● Leave pinecones, sticks, etc., on the ground ● Stay in expected recess areas ● Get a pass to go inside
On-Task	<ul style="list-style-type: none"> ● Line up when the whistle blows ● Return any equipment you use to its proper place
Accountable	<ul style="list-style-type: none"> ● If you see something unsafe or unkind, report it to an adult ● Use equipment as intended ● Use problem-solving skills
Respectful	<ul style="list-style-type: none"> ● Follow adult directions ● Use kind words ● Include others

Restrooms

Student restrooms are available to students throughout the day, following these guidelines:

Safe	<ul style="list-style-type: none"> ● Wash hands ● Keep water in the sink ● Soap goes on your hands ● Feet stay on the floor ● Tell an adult and get a pass
On-Task	<ul style="list-style-type: none"> ● Go directly back to class when you are finished
Accountable	<ul style="list-style-type: none"> ● Go, flush, and wash quickly ● Garbage goes in the trash
Respectful	<ul style="list-style-type: none"> ● Level 0-1 voice ● Keep your area clean ● Wait for your turn

Positive Behavioral Interventions & Supports (PBIS)

Definition and Purpose

What is School-wide PBIS?

PBIS is a systems approach, establishing the school culture and behavioral supports needed for schools to be effective learning environments for all students.

- Evidence-based features
- Prevention
- Define and teach positive social expectations
- Acknowledge positive behavior
- Arrange consistent consequences for problem behavior
- Collection and use of data for decision-making
- Continuum of intensive, individual interventions
- Administrative leadership – Team-based implementation

PBIS Mission

The mission of the PBIS team at EPSOC is to create and promote a safe and proactive school environment that enhances student learning and teaches our students appropriate behavior for success as they move through K-12 and into the community. Through consistent teaching and modeling, reinforcing, and recognizing positive behaviors, we believe our students can do their best to SOAR in society. For more information go to www.pbis.org

Watch our Sky Warriors SOAR!

Students K-8 will earn SOAR tickets for demonstrating behavior that is **Safe**, **On-Task**, **Accountable** and **Respectful**. Students may use their tickets to “purchase” items from our SOAR store.

Middle School Grading Practices (SBIG)

Standards Based Instruction Grading

This is the first phase of a two-year implementation process called Standards Based Instruction and Grading. Students and families will see the following changes in 24/25:

1. All assignments and assessments will be graded using a common four-point rubric.
2. Only the student's overall grade will use letter grades. There are no more pluses and minuses or D grades—just A, B, C, and F using a common grading scale.
3. The current calculation for GPA will not change.
4. Extra credit will no longer be available.
5. Assessment retakes will be available.

Learn more on our website: <https://www.bethelsd.org/programs-departments/teaching-learning/sbig>

Elk Plain Sky Warriors are...

S	<p>SAFE</p> <ol style="list-style-type: none"> 1. Students and Staff care for others in a way that keeps everyone free from physical and emotional harm, secure from threat or danger, harm or loss 2. Students and Staff behave in a way that doesn't put anyone at risk.
O	<p>ON TASK</p> <ol style="list-style-type: none"> 1. Students focus their attention, concentrating on what is to be done 2. Students and staff listen 3. Students and staff use positive self talk 4. Students and staff follow expectations aligned to the setting and act in a way that is appropriate for that environment
A	<p>Accountable</p> <ol style="list-style-type: none"> 1. Students and staff are responsible for giving an account of activities or events 2. Students and staff demonstrate a willingness to take responsibility for one's actions—including the things we should do, should not have done, and when mistakes are made.
R	<p>RESPECTFUL</p> <ol style="list-style-type: none"> 1. Students and staff speak or behave in a way that demonstrates care for others, the community, property and self 2. Students and staff speak or behave in a way that is free from: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images concerning race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Student Behavior Categories

Minor (Staff Managed)	Major (Admin Managed)	Rapid Response
Disrespect/Defiance <ul style="list-style-type: none"> • Talking back, arguing • Refusal to follow directions • Rude words or gestures • Not following procedures • Dress code violations • Food/Gum violations 	Disrespect/Defiance <ul style="list-style-type: none"> • Repeated (3x) • Substantially interrupting the Learning of others 	
Disruption <ul style="list-style-type: none"> • Sustained loud talk • Yelling or screaming • Noise with materials • Toys at school • Sustained out-of-seat 	Disruption <ul style="list-style-type: none"> • Repeated (3X) • Substantially interrupting the learning of others 	
	Drugs/Alcohol/Vaping <ul style="list-style-type: none"> • Possession • Use/Intoxication • Sale • Delivery 	Drugs/Alcohol/Vaping <ul style="list-style-type: none"> • Possession • Use/Intoxication • Sale • Delivery
	Harassment/Intimidation/Bullying <ul style="list-style-type: none"> • Admin/ Social Worker/ Investigates 	
Inappropriate Language <ul style="list-style-type: none"> • Swearing • Name calling • Inappropriate word use • Low level threat 	Abusive Language <ul style="list-style-type: none"> • Swearing, verbal assault • Verbal/written violent threats • Gender, orientation, racial or religious slurs 	Abusive Language <ul style="list-style-type: none"> • Verbal assault • Verbal/written violent threats
	Leaving School Grounds w/o Permission	Leaving School Grounds w/o Permission
Lying <ul style="list-style-type: none"> • (Professional judgment) 	Lying/Cheating <ul style="list-style-type: none"> • Student delivers message that is untrue • Plagiarism • Deliberately violates 	
Physical Contact <ul style="list-style-type: none"> • Poking • Tripping • Bumping into others • Display of affection -Instigating fights 	Physical Contact <ul style="list-style-type: none"> • Choking • Fighting: engaging in any form of fighting where physical blows are exchanged, regardless of who initiated the fight, including instigating, promoting, or escalating a fight, as well as failure to disburse or any other acts in with a student intentionally inflicts or attempts to inflict injury on another • Hitting • Kicking • Pulling hair • Punching • Scratching • Sexual contact • Shoving • Slapping • Spitting • Throwing objects (chairs, scissors, rocks, etc.) -Instigating fights 	Physical Aggression <ul style="list-style-type: none"> • Fighting • Sexual contact • Throwing objects (chairs, scissors, rocks, etc.) -Instigating fights
Technology Violation <ul style="list-style-type: none"> • Cell phone use during school hrs. 	Technology Violation <ul style="list-style-type: none"> • Repeated offense 	

• Unauthorized website	• Inappropriate use	
	Weapons/Malicious Mischief • Alarms • Lighters, knives, firearms	Weapons/Malicious Mischief • Alarms • Lighters, knives, firearms
Vandalism/Stealing • Minor items • Returned/Restitution	Vandalism/Stealing • Major items • Tagging/graffiti • Destruction of property	

Attendance & District Calendar

Elk Plain attendance policies and procedures are in accordance with Bethel School District policies. Full language of the policies is available on our website.

You can find the most up-to-date Student Calendar here:

<https://www.bethelsd.org/about-our-district/district-calendar>

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.

Attendance Clerk: Mrs. Kim Volk (253) 800-7993 or ep_office@bethelsd.org

- Students arriving late to school will go directly to the attendance window in the office with a parent, written note excusing the student, or a doctor's note. Students without a guardian's/doctor's excuse will be marked unexcused.
- Phone calls to our attendance clerk stating the reason for the lateness are welcome and will be excused if they meet criteria listed below.
- If your student is leaving the school before our dismissal time (2:00 PM) parents/guardians must complete a sign-out form located in the office.
- Get a **"Pre-arranged Absence Form"** from the attendance office (at least one week prior) to report upcoming absences extending more than two days. Administration may or may not excuse the absence depending on the reason for the absences and the student's academic success.
- Students will make up all work and tests as determined by their teachers. It is a student/parent's responsibility to check with teachers about work that is to be made up and when it is to be turned in.
- Parents/Guardians are encouraged to view "ParentVUE" on our district website (www.bethelsd.org) to report absences. Contact our office ((253) 800-7900) if you need ParentVUE and need more information.

K-5 Attendance Arrival/Dismissal Guidelines

- Class begins promptly at 7:30 AM

Students arriving between 7:30 – 9:10AM	AM TARDY
Students arriving between 9:10 – 10:50 AM	AM 1/2 DAY ABSENCE

Students arriving between 10:50 AM – 12:30 PM	3/4 DAY ABSENCE
Students departing between 12:30 – 2:00 PM	EARLY DEPARTURE (marked as a TARDY in our records)

Middle School Attendance Guidelines

- Class begins promptly at 7:30 AM
- Teachers will take attendance at the beginning of every period

General Excused/Unexcused Absences

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.

Make-up Work – 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 an unexcused absence.

Becca Bill

The "Becca Bill" (SB5439) is our state's truancy law. Unexcused absences/tardies are subject to BECCA conference. The BECCA Bill supports the state mandate for students to attend school regularly. When a

pattern of attendance concerns become evident, parents will be called in for a conference, at which time attendance and grades will be reviewed to initiate an action plan for attendance and making up assignments.

Attendance and Truancy Legal Requirements

- **1 unexcused absence** = Inform parents by notice in writing or by telephone
- **3 unexcused absences** within a 30-day period = conference with parent/guardian, student, Vice Principal and/or Social Worker to identify barriers to attendance and provide support.
- **5 excused absences** within a 30-day period = parent phone conference with Administrator
- Between the **2nd and not later than the 7th unexcused** absence, the school **may**:
 - Enter into an agreement with the family regarding attendance -OR-
 - Refer the student to a Community Engagement Board (CEB) -OR-
 - File a truancy petition
 - Must apply the WA Assessment of Risks and Needs of Students (WARNS) for MS students
- **Not later than 7 unexcused** absences within a 30-day period and not later than **15 unexcused** absences within a year, the school **must**:
 - File truancy petition with Juvenile Court
 - Refer the parent and child to a CEB

DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school
- Missing 10 percent (or about 18 days / or 2 days a month) can make it harder to learn to read
- Students can still fall behind if they miss just a day or two every few weeks
- 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. Begin building this habit so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

HOW CAN YOU HELP?

- Avoid medical appointments and extended trips when school is in session
- Set a regular bedtime and morning routine, even during remote learning
- Lay out clothes and pack backpacks the night before
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make him/her feel comfortable and excited. About learning
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Remember that Elk Plain School is a “choice” school (meaning you choose to have your child here and follow the expectations). We absolutely want your child to continue their education at our school, and to ensure this they need to maintain good attendance.

General Information/Volunteers & Visitors

Elk Plain Office Information

The Elk Plain School of Choice office is open from 7:00 AM - 2:30 PM on regular school days. Messages may be left on our voicemail system before or after hours at (253) 800-7900. You may also contact the office by email at ep_office@bethelsd.org.

Visitors and volunteers are welcome. To enter the school, please ring the front bell, and someone from the office will respond to you at the door. All visitors and volunteers must sign in at the office.

Visitors - are those coming to the school for 15 minutes or less. Vaccinations not required.

Volunteers - are those coming to work with teachers of students for a longer period of time. Elk Plain School of Choice does have a volunteer requirement: (Family and friends can help :0)

- Grades 1-8 - 15 hours per year
- Kindergarten - and six hours per month

To volunteer in the building during school hours you must:

- Have an approved volunteer background check on file at the District office (go to the [BSD homepage](#) and click on the Volunteer link.)

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.

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.

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.

Cell Phones

All cell phones **must be turned off and put away in student backpacks during school hours, starting with the 7:20 AM morning bell, and continuing until students have boarded the bus at 2:00 PM in the afternoon.** The school is not responsible for lost, stolen or broken devices. Students are not to check text messages from home or friends during school hours.

- First offense - warning (first semester only)
- Second offense - cell phone to office; student may pick it up and take home at the end of the day
- Third offense - cell phone to office; parents must pick it up

Daily Transportation Changes

If you need to change a pick up plan, please contact the office **PRIOR** to 1:00 pm. Changes made after 1:00 PM may not be fulfilled. If your child will be taking a different bus home the office will need advance written notice of 48 hours to accommodate the change to give the Transportation Department adequate time to ensure there is space on the bus for extra students.

Drink, Food and Gum

All food and drinks are to be consumed in the Commons, unless otherwise directed by the teacher. Water may be carried only in a reusable, sealed container. Students can refill water bottles at our filling station. Gum chewing is not allowed at school. Caffeinated drinks, energy drinks or energy drink mix powders (which contain high doses of caffeine and other legal stimulants like ephedrine, guarana, and ginseng) are greatly discouraged.

Email Communication

We welcome and encourage communication from parents. Staff will make every effort to respond to you within one school day. All staff can be reached via email by using ParentVue or by using their address on p. 19.

Suggestions when emailing your student's teacher, principal or any school staff:

- Please remember that email is not confidential
- Make a simple request for information
- If the concern is lengthy or involved, please request a conference instead of using email
- The need to repeat emails over an extended period is a signal that a conference should be scheduled

School information is available on the Elk Plain website at www.bethelsd.org/epsoc. If you do not use email, please talk to your child's teacher about alternate communication tools.

Keep Personal Property at Home

Personal items such as toys, electronic games and devices, bluetooth earbuds, collector cards, etc. are to be kept at home. If items brought to Elk Plain distract the learning, they may be confiscated, w/communication to parents arranging for pick-up. EPSOC does not accept responsibility for the items from home that are lost, stolen, or damaged. Playground equipment from home should not be brought to school.

No Pets on Campus – Inside or Out

Elk Plain is a pet-free zone. Please do not remove your pet from the car during parent pick-up.

Phone Calls

If you have an emergency, and you need to get a message to your child, please call the office at (253) 800-7900 preferably before 1:00 PM. We will need time to make sure your child receives the message. Remember that changes in transportation can't be made over the phone. Students may use the phone with the permission of an adult for confirming family arrangements, or to request a forgotten item. Phone calls to the classroom are not to interrupt student learning. The best way to communicate with your child's teacher is through email which is checked before and after school.

Report Cards & Conferences

Report cards are issued twice each year at the end of each semester. Parent-teacher conferences are arranged in the fall and in the spring. However, parents may contact the teacher to make arrangements to meet at any time during the school year.

Residency

Elk Plain is a School of Choice within the Bethel School District. Attendance at Elk Plain School of Choice requires residency within the BSD boundaries. The EPSOC office will request verification of residency as per the BSD guidelines. If you move while attending EPSOC be sure to let the office know.

Student Fines & Fees

Students are responsible for textbooks and iPads assigned to them and for library books they check out. Fines to cover replacement costs will be levied if items go missing. [Pay fines and fees online](#). Print the receipt and have your child return it to the school Librarian to have the fine removed from their record.

Substitute Teachers

Occasionally our staff members have to be away from school and guest substitute teachers will conduct class. Students are expected to behave and study as if their regular teacher is present. Students are expected to be respectful, kind and tolerant.

Selling / Buying Personal Items at School

Students are not to bring items to sell at school including food, drinks, candy, and other personal items. Purchasing of non-school sponsored items from other students is also not allowed at school.

Clothing & Dress Code

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Board of Directors.

Students' choices in matters of dress should be made in consultation with their parent(s)/guardian(s)/caregiver(s). It is the policy of the Bethel School Board that the student and their parent(s)/guardian(s)/caregiver(s) hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items. It is the responsibility of schools to ensure that student attire, hairstyle, jewelry, and personal belongings do not pose a health or safety risk to any student and do not create a hostile or intimidating environment that disrupts learning for any student.

In relation to student dress, the district's values include the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase the marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

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.

Bethel School District 1:1 Technology Expectations

BSD students are privileged to be part of the iPad initiative and must be responsible, respectful and safe users of this district owned device.

Basic iPad Information

- iPads must come to school for in person learning and be fully charged each day
- iPads must stay in their cases
- iPads, cases, cords and charging blocks will be collected at the end of the school year
- Apple cords and chargers must be returned at the end of each school year or w/a student withdrawal
- For general iPad support, contact Elk Plain's librarian
- If your device is stolen, lost or damaged please let your school librarian know. The device will be shut down and unusable to anyone if it is lost or stolen
- Cases need to be kept in good condition. They are not to be written on or marked up. The clear back window must remain open so that the barcode is visible

Bethel School District iPad Use Student Pledge

Responsible:

- I will be a responsible user of my iPad; know where it is at all times, charge my iPad's battery daily, never leave it unattended, and keep it in the case
- I will take steps to properly save and/or submit student work completed on the iPad and make sure it is accessible when needed in class
- I will use my iPad on a table or desktop, never in my lap, keeping it in a designated spot when not used
- I will download all apps needed for classroom use from Self Serve
- I will stay on task and on app
- (MS) I agree to return the issued iPad, case, cord and charging block in good working condition
- I will immediately report the theft, loss or damage to an adult and to the EPSOC librarian

Respectful:

- I will be respectful when using the iPad camera, obtain permission before taking or sharing photos or videos, and use it in accordance with BSD rules and expectations
- I will not attempt to bypass security settings, disassemble my iPad, remove district labels or markings, or make any modifications or repairs myself
- I will use my iPad in ways that are appropriate, educational, and that meet BSD expectations and comply with the BSD Internet Usage Agreement, both during the school day and, for Middle School users, at home

Safe:

- I will keep my iPad safe and acknowledge that I am responsible for all damage or loss of my iPad caused by neglect, accident, or abuse
- I will not lend my iPad to anyone
- I will protect my iPad by keeping it in a protective case and keep all food and liquids away from it
- I will keep all passcodes and passwords for my device private and never share any personal information
- I understand that the iPad is subject to inspection at any time, without notice, and remains the property of Bethel School District

Emergency Information

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>

Be Prepared for a School Emergency

Ensure that your child's emergency contact information is accurate and current on ParentVUE. Parents/Guardians may update the information at any time.

In Case of School Emergency

Although your first reaction may be to call or rush to your child's school, please follow the tips below. The Bethel School District hotline number is **(253) 800-6001**.

- **DO NOT** call or rush to your child's school. Phone lines and staff are needed for emergency response.
- **DO NOT** phone your child on their cell phone. Staff and students are discouraged from using cell phone communications for safety reasons.

In the event of an emergency at your child's school it is important to know these terms:

Lockdown – A lockdown takes place if an internal or external threat is identified at the school. All school doors are locked and students are confined to classrooms. No entry into or exit from the school will be allowed until an "all clear" announcement is made.

Shelter in Place – Students take refuge in designated areas to protect them from hazardous materials or severe weather. No entry into or exit out from the school will be allowed until an "all clear" announcement is made.

Evacuation – In the event of certain building emergencies it is required to complete evacuation of the school campus. Students will be released **ONLY** to parents/guardians with picture ID and permission from the district official. This procedure is necessary to account for the location of all students.

How can I reunite with my child?

Reunification – Parents/guardians will be directed by the school Emergency Notification System, or public safety officials via media to their child's specific location. **Students will be released ONLY to parents/guardians or those who are documented as emergency contacts and who present a picture ID such as a driver's license, military ID or passport.**

- Tune in to local TV/Radio stations for official school news alerts
- Rely only on official communication from school or public safety officials
- Listen for official information regarding reunification with your child

Families are encouraged to have an emergency plan for their children in case regular routines are interrupted.

Please discuss the following points with your child(ren):

- What should your child do if the bus does not arrive in the morning at the bus stop?

- What transportation will be provided to a different bus stop or to school when routes are curtailed due to road conditions (weather or traffic accidents)?
- What should your child do if someone offers him/her a ride?
- What should your child do if he/she arrives home and no one is there?
- Where should your child go or whom should he/she call if help is needed?

Elk Plain School of Choice K-8 Staff

Office Staff			Special Services		
Principal	Ashley Swindahl	aswindahl@bethelsd.org	Nurse - RN	Kim Ostlund	kostlund@bethelsd.org
Vice Principal	Martin Lund	mlund@bethelsd.org	Nurse – LPN	Leslie Brown	lbrown@bethelsd.org
Secretary to Principal	Megan Baker	mjbaker@bethelsd.org	OT		
Registrar	Tammy Green	tgreen@bethelsd.org	PT		
Office Clerk Attendance	Kimberly Volk	kvolk@bethelsd.org	Psychologist		
Health Clerk	Heather Stewart	hstewart@bethelsd.org	Speech		@bethelsd.org
Head Custodian	Jaime Garrett	jgarret@bethelsd.org			
Night Custodian	Francisco Lorenzo	florenzo@bethelsd.org	Social Worker	Samantha Maddox	smaddox@bethelsd.org
Classroom Teachers			Special Services		
Kindergarten	Karry Harbert	kharbert@bethelsd.org	SpEd Case Manager	Brittney Krause	bkrause@bethelsd.org
Kindergarten	Amy Wellman	awellman@bethelsd.org	SpEd Case Manager	Patrick Kendrick	pkendrick@bethelsd.org
1 st Grade	Stephanie Ellison	sellison@bethelsd.org	Paraprofessional	Margee Wimmer	mwimmer@bethelsd.org
1 st Grade	Gina Epperson	gabbottepp@bethelsd.org	Paraprofessional	Shari Barker	sbarker@bethelsd.org
2 nd Grade	Frances Cierley	fcierley@bethelsd.org	ILC Teacher	April Davis	adavis@bethelsd.org
1st Grade	Katie Fitzgerald	kfitzgeral@bethelsd.org	ILC Paraprofessional	Jaquelyn Finley	
2 nd Grade	Clara McCarty	cmccarty@bethelsd.org	ILC Paraprofessional	Anita Norwood	
3 rd Grade	Jaime Christianson	jchristian@bethelsd.org	LAP		
3 rd Grade	Michael Stephenson	mstephenso@bethelsd.org	Teacher	Roni Fillo	rfillo@bethelsd.org
4 th Grade	Melissa Bettencourt	mbettencou@bethelsd.org	Paraprofessional	Debbie Townsend-Schmidt	dtownsend@bethelsd.org
4 th Grade	Ellyn Carmichael	ecarmichae@bethelsd.org	Specialists		
5th Grade	Shayna Bodnar	sbodnar@bethelsd.org	Art	Stephanie Link	slink@bethelsd.org
5 th Grade	Lori Littlefield	llittlefie@bethelsd.org	Band	Ryan Wheeler	rwheeler@bethelsd.org
5 th Grade	Candice Pyles	cpyles@bethelsd.org	Dance	Rachel Murray	rmurray@bethelsd.org
6 th Grade	Jill Ann Denham	jdenham@bethelsd.org	Music/Choir	Katie Olson	kolson@bethelsd.org
6 th Grade	Michelle Fry	mfry@bethelsd.org	Orchestra	Jordan Hamilton	jhamilton@bethelsd.org
6 th Grade	Jim Urbon	jurbon@bethelsd.org	Science	Sara Ackley	sackley@bethelsd.org
7 th Grade	Katherine Christianson	kchristian@bethelsd.org	Theatre	Kristin Zetterstrom	kzetterstr@bethelsd.org
7 th Grade	Rebekah Cromwell	kjcromwell@bethelsd.org	Kitchen		
7 th Grade	Brian Carpenter	bcarpenter@bethelsd.org	Head Cook		
8 th Grade	James Rhue	jrhue@bethelsd.org	Point of Sale	Jeri Lynn Peters	jpeters@bethelsd.org
8 th Grade	Ian Clogston	iclogston@bethelsd.org	Supervision		
8 th Grade	Natasha Dalton	nmcnivenda@bethelsd.org	Tiana Gipson	Debbie Dombrow	
			Amanda McMahon	Anita Nollan	

Harassment/Intimidation/Bullying (HIB) Information

Bethel School District

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 <https://www.bethelsd.org/>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email

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

Bethel School District**Board of Directors**

President – Marcus Young, Sr.
Vice-President – Brenda Rogers
Director – Roseanna Camacho
Director – Terrance M. Mayers, Sr.
Director – Erasmo Ruiz

Five citizens serve a four-year term as elected officials on the Bethel School Board. Each member represents a district in the 202-square mile district.

School board members, also called school directors, are the “governors” of the school district who work in partnership with their administrative team to set the district’s direction. School board members have four major areas of responsibility:

Vision

The board focuses the work of the district and community on student achievement through a comprehensive strategic planning process.

Structure

The board governs the district through prudent financial planning and oversight, and diligent and innovative policymaking.

Accountability

The board infuses all programs and critical policies with specific goals and a process for evaluation, reporting and recommending improvements.

Advocacy

The board champions public education in the local community and before state and federal policymakers.

The school board regularly meets twice a month on Tuesday nights. The public is always welcome to attend. Call 253-800-6000 or visit the district website [School Board](#) for specific information