

**Graham Elementary School
Family Handbook & Calendar
2024-2025**

Graham Elementary School
Home of the Grizzlies
10026 204th Street East
Graham, WA 98338
253-800-8500
<http://ge.bethelsd.org/>

Jamie Burnett, Principal
jburnett@bethelsd.org

Angelica Clark, Assistant Principal
anclark@bethelsd.org

Phone Number Guide

| | |
|----------------------------------|--------------|
| Graham's Main Office | 253-800-8500 |
| Graham's Attendance Line | 253-800-8593 |
| Graham's Health Room | 253-800-8593 |
| School Counselor | 253-800-8593 |
| Breakfast and Lunch Information | 253-800-8594 |
| Bethel Transportation Department | 253-800-5900 |

Bethel Public Schools

516 176th Street East
Spanaway, WA 98387
253-800-6000

District Administration

Brian Lowney, Interim Superintendent
David Hammond, Assistant Superintendent (Elementary)

Board of Directors

Marcus Young, Sr., President
Terrance M. Mayers, Sr., Vice President
John L. Manning
Roseanna Camacho

STAFF DIRECTORY

Administration

Jamie Burnett (Principal)
Angelica Clark (Assistant Principal)

Office Staff

Mary Bishop (Secretary to the Principal)
Brianna Fleming (Registrar/Office Clerk)
Tricina Chand (Health/Attendance Clerk)
Tammy Adam (Library Clerk)

Paraeducators

Shannon Auman (FOSS)
Kimi Buckland (FOSS)
Sarah Dyrseth (FOSS)
Amber Gallagher (SPED)
Sarah Grine (FOSS)
Julia Hoaglin (Para)
Carissa Ikilikyan (Supervision)
Joey Jose (Para)
Linda King-Brothers (Supervision)
Madelaine Lord (LAP)
Erica Maples (Supervision)
Patricia Martino (Para RR)
Janelle Millett (Para)
Amber Rice (Crossing Guard)
Carrie Safford (LAP)
Kim Vallone (LAP)
Stephanie Wick (FOSS)

Custodial Team

TBD (Head Custodian)
Garrett Green (Night Custodian)

Kitchen Team

Amber Riley (Head Cook)
Tara Petersen (Server)
Jayce Colonna (Server)

Specialists

Matt Armstrong (Band)
Chris Chambers (Health/Fitness)
Gina Rusconi (Art)
Gretchen King (Library)
Kelsey Hamm (Music)

Certificated Support Staff

Stacie Standerfer (Counselor)
Kirsten Locken (LAP)
Karen Grau-Johnson (Resource Room)
Stephen Kuykendall (Diabetic Nurse)
Sade Long-Garrett (Nurse)
Annette Sullivan (LAP)
Faith Kihuha (Psych)

Kindergarten

Mary Morley
Stephanie Neil
Chrissy Smith

First Grade

Robin Burk
Jen Milke
Kayla Angeline

Second Grade

Adrea Heitz
Rachel King
Molly Winn
Jenny Zampardo

Third Grade

Melodee Oney
Marina Smith
Danette Weber

Fourth Grade

Beth Allensworth
Rachel Ballas
Chris Daniel

Fifth Grade

Marnie Moore
Roxane Daniel
Michelle Wainwright

Focus on Social Skills (FOSS)

Kimberlee Marsh (K-1)
Kayela George (2-3)

Graham Elementary School Schedule Information for 2024-2025

Daily Office Hours

7:30 AM - 4:00 PM

Daily Bell Schedule

| | |
|---------|--|
| 8:30 AM | Students eating breakfast may enter the cafeteria. |
| 8:30 AM | All students may enter the building and go to line-up areas. |
| 8:45 AM | Tardy bell sounds; school begins. |
| 3:15 PM | Student dismissal. |

Collaboration Mondays

09:45 AM – 3:15 PM Late arrival Mondays. (See the district calendar for the dates.)

Early Dismissal Days

8:45 AM – 11:15 AM Early dismissal days are scheduled for parent conferences in October and March report card preparation days, and the last day of school.

District Calendar

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

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

Parent Involvement

Parents and guardians are strongly encouraged and welcomed to volunteer at Graham Elementary. There are a variety of important roles for volunteers. A few common examples include reading with children, preparing materials for teachers, volunteering on the playground, and working with our PTA. Please contact your child's teacher or the office to explore ways to enrich your student's educational experience.

Volunteer forms can be accessed on the Bethel school district site and must be completed and approved through a State Patrol background check. This process can take up to two weeks, so please plan accordingly if you want to work on a specific school project or chaperone a field trip. The background checks are valid for two years. Also, **please be sure to sign in at the main office each time you volunteer.**

Graham PTA

Graham's Parent Teacher Association (PTA) is a thriving and vibrant organization. It exists to support and enrich the entire Graham learning community through the coordination of meaningful activities, events, and fundraising. In addition to funding field trips, some of our PTA's big events include Fall Carnival, Field Day, Bingo Night, Muffins with Mom, Donuts with Dad, and family movie nights. Graham's PTA meets regularly and keeps office hours at school. Please consider becoming a member and contact an officer if you have any questions.

2024-2025 PTA Officers

President: Lisa Rynier

Vice President: Amanda Brillante

Secretary: Carissa Ikilikyan

Treasurer: Laura Martinez-Blakely

Volunteers & Visitors

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.

Quick Reference Guide for 2024-2025

During school hours, students will only be released to the custodial parent unless the school has received **signed** authorization.

No weapons or items that purport to be weapons are allowed at school (such as, but not limited to, guns of any type, knives, box cutters, lasers or shocking devices).

Textbooks and library books are the student's responsibility. **Fines are charged** for lost or damaged books.

Cell phones must **remain off and in backpacks**. Any phones that are seen will be confiscated, secured, and returned **ONLY** to parent or guardian.

Electronic devices (Apple watches, games systems, cameras, etc.) **are not allowed at school**. Such items disrupt the learning environment and also are at risk of being lost or stolen. The school will not be responsible for replacing items that become missing or stolen.

For student safety, please **make sure you have a photo ID** available when picking up your child.

Visitors must check in at the office before entering the school and receive a visitor's sticker.

Students **may arrive as early as 8:30AM** and line up outside the front doors, by grade level. Students eating breakfast may enter the cafeteria at 8:30 AM. Students must proceed directly to line-up spots as soon as the bell rings.

Students being transported privately must be **picked up promptly at 3:15PM**.

Any change of regular transportation home requires a signed note from the parent. Alternate transportation plans **MAY NOT** be given over the phone.

Parents and guardians wishing to change transportation arrangements, including early pick up, are asked to do so by **1:30 PM** that day.

Gum is not allowed at school.

On-time attendance is crucial for student learning success. A lot of learning occurs in the first ten minutes of the school day.

Attendance

Tricina Chand, Attendance Clerk: 253-800-8593

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.

Regular, on-time attendance at school is a necessary ingredient for your child's success as a learner. Your son or daughter should arrive at school no earlier than **8:30 AM** and must be in class by **8:45 AM**. Students are tardy when they arrive after **8:45 AM** and must report to the health room window before going to class. Students are expected to bring a note to explain the reason for being tardy. This assures us that you are aware of their late arrival. A half-day absence will be reflected in attendance records for any student who arrives after **11:15 AM**.

To the extent possible, please make every effort to schedule appointments outside of the school day. Should you need to take your student out of class early, you (or someone you have authorized in writing) must request the early release from the office, present valid identification, and sign out your student. Early releases are documented daily and will appear as a tardy/early dismissal on your student's attendance history. If your child leaves before **11:15 AM** it will be considered a half-day absence.

Absences due to illness or a health condition; a religious observance, when requested by a student's parent or guardian; school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. A doctor's note may be required if your child accumulates excessive absences.

State law (RCW 28A.225.010) requires regular and punctual attendance in school. When absences, late arrivals, or early releases are necessary, please do one of the following:

OPTION 1: Call us (253-683-8593) at any time to report your child's absence. A short message including the student's first and last name, the teacher, and the reason for the absence is necessary. **If a call is not received, our attendance clerk will notify you of the absence.**

OPTION 2: Send a note explaining the reason for the absence or late arrival upon the child's return, including the dates involved. The note should be given to our **attendance clerk**, not the classroom teacher.

OPTION 3: Send a note explaining the reason for the absence, including the name of the child and the dates involved.

- ◆ **Please note:** The only tardies that will be excused are illness or health conditions, a religious observance, school-approved activities, and family emergencies. Students, who are late because of over-sleeping and/or missing the bus, will receive an unexcused tardy.
- ◆ Three unexcused absences in a 30-day period may result in a conference with an administrator. Five unexcused and/or excused absences in a 30-day period or 10 unexcused and/or excused absences in a year may result in a BECCA petition being filed with the Pierce County court system.
- ◆ **ALL VACATIONS ARE CONSIDERED AN UNEXCUSED ABSENCE.**
- ◆ **Excessive absences in a trimester may result in a doctor's note being required for all absences the remainder of the school year.**

Make Up Work

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

Verification

An excused absence will be verified by the parent; adult, emancipated or appropriately aged student; or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to

keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

Unexcused Absences

- Any absence from school for the majority of the hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the school year. The notification will include the potential consequences of additional unexcused absences.
- A conference with the parent or guardian will be held after two unexcused absences within any month during the school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause of the student's absences from school. If the parent or guardian does not attend the conference, the parent or guardian will be notified of the steps the district has decided to take to reduce the student's absences.
- Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parent that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- All suspensions and/or expulsions will be reported in writing to the superintendent or designee within 24 hours after imposition
The superintendent and designee will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Health

Sade Long-Garrett, School Nurse: 253-800-8527

Please keep us informed if your child has any health issues that may impact his or her school day.

Dress for the Weather

Our covered play area allows students to be outside for recess even if it rains. Please be sure your child's clothing is appropriate for the weather conditions. Sending extra clothes with students is highly encouraged.

Common Communicable Diseases

Please notify the school nurse/office if your child contracts any communicable disease (i.e. chicken pox, scabies, lice, ringworm, impetigo, hepatitis, measles, etc.). This enables us to maintain healthy classrooms and allows us to alert families of children who are medically fragile.

Hearing, Vision And Dental Screening

Our school nurse screens students annually to identify any possible need for follow-up. If your child is in need of a medical referral, the school nurse will contact you and provide assistance.

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](#)

Medicine

All medication, even aspirin and cough syrup, must be accompanied with a *Physician's*

Order for Medication at School and stored in the health room. As required by law, prescriptive and commercial drugs are allowed at school only when they are in their original container. **This includes over-the-counter drugs.**

Emergency Weather Procedures

Bethel School District's Emergency Hotline: 253-800-6001

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>

Student Transportation, Parking Lot Safety, and Dropping off and Picking up Students

Dianna Turner, Assistant Director of Transportation: 253-800-5931

BICYCLES AND WHEELED DEVICES

For safety and security reasons, students are not permitted to ride bicycles or motorized scooters to school. Also, students may not bring any other wheeled device to school – including, but not limited to, heelys, skateboards, scooters, and rollerblades.

BUS RIDERS

The transportation department conducts emergency safety drills for all riders. Bussing issues are generally handled through the transportation department. Misbehaviors are subject to disciplinary action which may include **loss of services**.

BUS PASSES

If students need to ride a bus they usually do not ride, or if they are to get off at a different bus stop, a note of explanation signed by a parent **must** be received in the office. We then issue a bus pass that allows the child to board. For the safety of our

students, drivers are directed not to let children on or off at stops other than the one assigned.

WALKING BOUNDARY

An adult crossing guard is stationed at the school's west entrance to assist students who cross 204th Street. Students must wait for the adult to direct them across the street and then proceed up the sidewalk. The crossing guard will be on duty from **8:30-8:45AM** and in the afternoon from **3:15– 3:30PM**.

BICYCLES/SCOOTERS

Students may ride their bicycles/scooters/skateboards to school. Helmets are required. There are (will be) racks to place the bicycles/scooters/skateboards at the front of the building in the family waiting area. Locks are highly recommended, and the school is not responsible for lost, stolen, or damaged bicycles or scooters. All bikes/scooters/skateboards must remain at the bike rack, they cannot enter the building.

PARKING LOT SAFETY AND PROCEDURES

To maintain parking lot safety, the bus lane near the front of the school is closed to all vehicles except school buses. Students may only be dropped off and picked up in the designated pick up and drop off area near the west entrance. Students may not be dropped off in the parking lot. Also, an adult must accompany students to and from the parking lot.

DROPPING OFF AND PICKING UP STUDENTS

1. All vehicles must enter through the west gate on 204th Street. Slowly proceed straight (toward the playground).
2. Follow in a counter-clockwise direction, to the Drop-off and Pick-up Zone.
3. Be careful to watch for parked cars needing to back out.
4. As you approach the Drop-off Zone, pull all the way forward, come to a complete stop before allowing your child to exit your vehicle.
5. Proceed straight to the same gate from which you entered the campus.
6. When picking up your child after school, follow steps 1-3, pull forward into an empty parking space, and wait for your child. Feel free to come up onto the sidewalk to receive your child.
7. A supervisor will be present in the Student Drop-off and Pick-up Zone to assist.

School Breakfast, Lunch, and Child Nutrition

Leeda Beha, Director of Child Nutrition: 253-800-3911

Amber Riley, Graham Cook: 253-800-8594

****For the 2023-2024 School Year - Meals are Free to Graham Elementary Students. Each child can receive 1 free breakfast and 1 free lunch each day.***

At Graham, students are served breakfast and lunch. Students who choose to buy breakfast at school are welcomed into the cafeteria as early as 8:30 AM. Students who eat breakfast at school will grab their meal and take it to their classrooms as early as 8:30 AM. All students eat lunch in their classroom. Students may bring lunch from home or purchase one prepared by our kitchen staff.

Breakfast and lunch are served every day, with the exception of early dismissal days.

Learning and Curriculum

Jamie Burnett, Principal: 253-800-8500

Angelica Clark, Assistant Principal: 253-800-8588

English/Language Arts

ReadyGen by Pearson is the core curriculum for all grades. It is an integrated curriculum that focuses on reading, writing, speaking, and listening in a sense to authentic texts. Recently adopted by our district, this curriculum is aligned with the newly adopted Washington State Standards and promotes College and Career Readiness.

Math

Kindergarten through fifth grade use Eureka Math by Great Minds. Designed around the new standards, Eureka Math connects math to the real world and builds student confidence.

SCIENCE

Graham teachers use **TCI's Bring Science Alive!** This program is designed to guide our students to observe and understand how the world works around them. From introducing them to the power of gravity to how plants and animals can impact their environments, students are engaged in interacting, exploring and discovering the world in which they live. This curriculum is aligned with our Washington State Science Standards.

TECHNOLOGY

Graham Elementary is a blended technology school where every student has access to an ipad through the gracious and generous voters of our district. Teachers integrate technology into their lessons and use it to advance the learning of our students.

LIBRARY

The Library Media Center (LMC) is open to students before and after school so they may check out materials. Classes are scheduled for at least one half-hour in the library each week. Our library is staffed with a full time library media specialist and contains over 12,000 print and non-print items. Encourage your child to take good care of the materials they check-out. **Fines are routinely charged for lost or damaged library books as well as student textbooks.**

READING LOGS

Research indicates that students who read regularly, for 20 minutes a day, improve their

reading fluency. Our expectation is that all students read 20 minutes daily, outside of the regular school day. Reading logs are sent home weekly by the classroom teacher and should be returned the following week with a parent signature to confirm the reading was completed.

Student Safety and Emergency Preparedness

CHILD SAFETY – GENERAL INFORMATION

Please take time to review the following safety guidelines with your child:

1. Go directly to and from school.
2. Cross at crosswalks with the crossing guard.
3. Walk on the side of the road facing traffic.
4. Do not accept rides, candy, or anything from strangers.
5. Do not talk to or provide directions to a stranger.
6. Make sure the way to school is the safest way.
7. Look up and down the street to check for cars before crossing.
8. Never walk between cars parked on the street.
9. Always line up at your designated bus stop.
10. Notify the office if you're being bothered on the way to school.

EMERGENCY PREPAREDNESS

Safety and security are two of Graham's highest priorities. Graham has an active emergency response plan in place. Staff and students routinely drill on proper response to emergency situations. Staff and students are also trained in lock down procedures in the unlikely event requiring the building to be secured. The plan also prepares the school for dealing with disasters that require staff to care for children beyond the normal dismissal time. In these cases, the school will enact a precise procedure to safely reunite students to their parents or authorized adults. Please have a photo ID ready.

FIREARMS

It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school with any firearm or weapon. The law defines weapons as, but not limited to, guns of any type, knives, box cutters, any sharpened objects, shocking and laser devices. Law enforcement may intervene if such items are brought on school property.

Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents must be notified of the imposition of the expulsion and their right to a hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy (Policy 3249).

VANDALISM

HELP PROTECT OUR SCHOOL. If you see individuals in the act of committing vandalism against at school please call 911 and do not attempt to confront the individual(s) on your own. If you suspect someone of having committed vandalism at the school or have any information about a vandalism incident please call 253-800-6085 and leave a message on the voicemail.

DIRECTORY INFORMATION

Federal law and school district regulations allow schools to release directory-type information (student name, address, phone, date/place of birth, dates of attendance, awards received and previous schools) to agencies, school news, or PTA's unless parents notify the school of their wishes to the contrary. Information other than Directory Information is considered confidential.

HOMEWORK

The purpose of homework is to practice and develop skills and independent study habits. Completing homework assignments on time is

1. Schedule a time to do homework every day.
2. Provide a quiet area for your child to work.
3. Make sure good lighting and materials (pencils, paper) are available.
4. Let your child work on his/her own, but be available to help.
5. Check to see that all assignments are complete and done well.
6. Be encouraging and supportive!

LOST AND FOUND

Please mark all clothing and lunchboxes with your child's name. Properly identified items can be returned to students. A lost and found area is maintained in the intermediate hallway. The lost and found container is placed on the playground for student access during recess. All unclaimed lost and found items are donated to charity.

TEXT BOOKS

This year's communication arts and math textbooks are being checked out to individual students and they are responsible for the condition of these texts. **It is the student's responsibility to check the text's condition upon receipt.** Should these texts become lost or damaged, fines will be charged and must be paid.

UPDATE STUDENT RECORDS

Please help us keep our student records up-to-date. If information about your child has changed, please contact the office for a Change of Information Form (this cannot be done over the phone) or access the ParentVue app to update. Such information might include a change in employment, phone number, a different person to contact in case of an emergency, or a new baby-sitter.

Clear Lines of Communication

Main Office: 253-800-8500

At Graham, we value communication. Please contact Mr. Burnett, Mrs. Clark, our office staff, or your child's classroom teacher when you have questions, concerns, or suggestions to share. You will be most successful taking care of any matter if you contact the person who is most directly involved. Here are some guidelines:

| Contact the teacher | Contact Mr. Burnett or Mrs. Watson | Contact the office staff | Contact the counselor |
|---|--|---|---|
| <ul style="list-style-type: none"> •Lessons taught in classroom •Student's classroom behavior •Classroom organization •Grading and assessment •Classroom environment •Assignments and homework •Lunch or recess concerns | <ul style="list-style-type: none"> •School rules and procedures •Curriculum and Instruction •Communication with teacher •School safety •Volunteering at school •School management •Student discipline | <ul style="list-style-type: none"> •School activities •School calendar/schedule •School facilities •Student health & attendance •Appointments with principal | <ul style="list-style-type: none"> •Physical, mental, social, or emotional needs that could impact your child's success at school •Community resources •Student leadership |

WEEKLY FOLDER

Each week, your child may be bringing home a folder with important papers. Students should return their folder the following day. In most classes, our weekly folder goes home on Wednesday or Friday.

GRAHAM WEEKLY PARENT EMAIL:

A weekly email with the upcoming week's information goes out at 3pm on Sundays, if you do not receive this be sure to let our office staff know so that they can determine the reason for being not deliverable.

PARENT-TEACHER CONFERENCES

Parents and guardians are encouraged to schedule conferences with their child's teacher any time they wish to discuss their student's progress. Formal school-wide conferencing occurs in October and March. Your participation during your child's conference is a critical element to their on-going development as learners. Please make every effort to attend.

TALKING WITH THE PRINCIPAL

Mr. Burnett is eager to talk with you. Whether you're a concerned parent or a community member with a great idea to make Graham an even better place to learn and grow, please stop by the office, call, or email to schedule an appointment to meet.

THE SCHOOL WEBSITE AND STAFF WEB PAGES

Check the school and district websites for updated information and contact our staff via their email link or classroom website.

Focus on Learning: *What NOT to bring to school.*

Students and staff members at Graham are focused on learning! Items that take away from, interfere with, or distract others from the learning environment are not allowed at

school.

The following items should not be brought to school but are not limited to:

Students may not bring **gum**, make-up, perfumes, trading cards, toys, radios, electronic games, any novelty item, or motorized scooters to school. Because of the danger of loss, students should not bring more money to school than is needed during the school day. Anything that becomes a distraction to learning will be removed.

Electronic devices (smart watches, cameras, games systems, etc.) are not allowed at school. Such items often interfere with learning and are at risk of being lost or stolen. Students may bring cellphones to school. However, cell phones must remain **off and in backpacks** throughout the day. Any visible cell phones will be confiscated, secured, and returned **only** to the parent/guardian. Graham will not be responsible for any lost or stolen items at school. The school will not be held liable for any electronic reading devices.

Items such as **guns, knives, tobacco, laser pointer devices, matches and fireworks** are illegal and persons in possession are subject to significant disciplinary measures (BSD Policy #3240) and related legal actions.

Dress Code

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

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

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

Students must wear:

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

Behavior

Expected Behavior – Phones

- Students may only use the phone/smart watch with the permission of a staff member.
- Cell phones/smart watches must remain off and in back packs.
- Disruptive phones/smart watches will be confiscated, secured, and returned ONLY to parent/guardian.

Expected Behavior - Hallways

- Students walking feet, zero level voice unless guided educational discussion held by teacher/class in a single file line on designated side of the hallway.
- Hall passes are required to move about the building.
- Students must carry a hall pass at all times.
- Student traveling the hall must use a level 0 voice.

All Staff

Each staff member who sees a student in the hallway will ask them to flash their pass. Students without passes or Teacher Assistant Forms will be sent back to their classrooms.

Expected Behavior - Cafeteria

Procedures

- When the bell rings, students will line up as directed, in a single-file, and be led into the lunchroom by our playground and lunchroom supervisors.
- Students must enter through the center double-doors on the back side of the building.
- Hot lunch students will form a line, wait to be served, and return to their class.
- Cafeteria supervisors will assist by directing students to the assigned table to ensure order and to be ready to return to class.
- Before dumping their tray or throwing away trash, students must raise their hand and acquire permission from a supervisor.
- Students who have finished lunch must wait patiently for their teacher to arrive. Classroom teachers will arrive five minutes prior to the end of their students' eating period.
- Classes will be led for the lunchroom to their class by the classroom teacher. They will leave in an orderly manner.
- Students will ask permission to be excused from the cafeteria to use restrooms.

Expected Behavior - Restrooms

- Have the appropriate hall pass.
- Go to the nearest restroom and follow Hallway Expectations.
- Leave any school material for food outside of the bathroom.
- Wait quietly and patiently for your turn.

- Promptly return to class.
- Report any bathroom related problems to your teacher.

Students will follow the **FLUSH** protocol in the bathroom.

- Floors stay dry.
- Leave it clean.
- Use it quietly.
- Soft voices.
- Hand washing.

Expected Behavior - Playground

- *Student Expectations.*
- Keep hands and feet to yourself.
- Stay in designated areas.
- Get a pass to enter the building.
- Students may only use the restroom nearest to Room 16.
- Follow all adult directives the first time given.
- Use only polite or neutral comments.
- When prompted to place the balls in the designated area, go directly to do so.
- Stop playing and line up immediately when the bell rings.
- Wait quietly in line.
- Leave all personal toys at home, including notebooks/writing utensils.
- Follow all playground rules.
- Students who wish to assist staff members during recess must make prior arrangements.

Expected Behavior - Assemblies

- Take direction from the teacher on where/how to sit.
- Take direction from the teacher on all exit routines.
- Zero level voice, on your pockets.
- Grizzly clap.
- Chairs will be on the ends of the aisles labeled by teacher' names for seating support.

On the Way to Assemblies

- Students will use a level "0" voice.
- Classes will enter the gym through designated doors.
- Students will sit with legs folded and hands to themselves.
- After the entire class has entered the gym and is sitting with legs folded, students will maintain a level 0 voice until the assembly begins.

Starting the Assembly

- An adult will give the building-attention signal, "May I have your attention, please".
- All students will:
 - 1) Instantly shift to a level 0 voice.
 - 2) Place eyes on the speaker.
 - 3) Maintain attention for the duration of the assembly.

When the Assembly is Over:

- Classes nearest the exits will stand to exit first.
- Until directed by the teacher to stand and exit, students will stay seated and maintain a level 0 voice.
- Upon being directed to stand, student will rise, maintain a level 0 voice, keep hands and feet to themselves and exit the gym in an appropriate line.

Expected Voice Levels

0 No Talking: Absolute Silence.

1 Conversational Voice: A soft voice or whisper.

2 Speech Voice: Allow everyone around to hear you.

3 Outside Voice: Lower than a scream, can be heard above outside noises.

4 Emergency Voice: Loud yell or scream to attract attention or call for help.

Buddy Room Basics

Teachers will be assigned a grade level, off grade level buddy room. The lists need to be adhered too in order for Administration to find students that may need to have a restorative conversation.

Grade level buddy rooms will be used so students can still access learning.

Off grade level buddy rooms will be used if you need to span a recess/lunch duration.

Set up a space to house your buddy in your classroom. Classroom teachers teach where the buddy room is and how to enter the room quietly and respectfully.

All teachers send the student a processing form.

This room can be used for your own reset, student reset, just to finish a task (not in trouble) or as a spot to miss recess.

HIB

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

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

What is HIB?

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

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education, or,

- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

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

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email) that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

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

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

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

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

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

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district’s Nondiscrimination Policy:

[Policy 3207 – Prohibition of Harassment, Intimidation and Bullying](#)

[Procedure 3207 – Prohibition of Harassment, Intimidation and Bullying](#)

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy:

Policy 3205 – Sexual Harassment Related to Students

Procedure 3205 – Sexual Harassment Related to Students

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

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

All individuals may be reached at this address: 516 176th Street East, Spanaway, WA 98387.

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

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

If you do not agree with the outcome of your complaint, you may appeal the decision to [identify the decision maker on appeal identified in board policy (e.g., the School Board)] and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted a HIB complaint – what will my school do?

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

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

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

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

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

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated in a manner consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211PR, visit [insert website]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email

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

Rights and Responsibilities

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

STUDENT ATTENDANCE AT SCHOOL

(Policy 3122)

All students enrolled in the schools of the Bethel School District are expected to attend all classes on a regular basis. Daily attendance is one of the keys to a student's educational success. Every subject taught in the school system requires a student's active and continuous involvement in order to develop skills and learnings of the particular subject. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion, and participation forever

EXCUSED ABSENCES

Reasons

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

Absences due to participation in a school-approved activity; illness; health condition; medical appointment; family emergency or religious purposes; court; judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status; absence for principal and parent, guardian, or emancipated youth mutually agreed upon approved activities; absence resulting from disciplinary actions; or extended illness or health condition. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010. The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. (see Policy 3122 for complete regulations).

RELEASE OF STUDENT RECORDS

(Policy 3231)

Other districts where the student enrolls or intends to enroll shall be provided with records upon official request from the district, unless the student has an outstanding fee or fine. In those instances, the enrolling school shall be provided with the student's

academic, special placement, immunization history, and discipline records within two school days, but the official transcript shall be withheld until the fee or fine is discharged. The enrolling school shall be notified that the transcript is being withheld due to an outstanding fee or fine. At the time of transfer of the records, the parent or adult student may receive a copy of the records at his/her expense if requested and shall have an opportunity to challenge the contents of the records.

a. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. (For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or weapon.)

b. Staff shall conduct searches in a manner, which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff.

School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

2. Locker Searches

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. No right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with district policy.

No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

All student lockers, desks or storage areas may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches.

3. Vehicle Searches

Vehicles parked on school property are subject to being searched if school officials have reasonable cause to believe that alcohol, drugs, controlled substances, weapons, stolen property or other contraband not permissible on school grounds is present. Searches may include the use of trained dogs to detect unlawful drugs or other contraband (see Policy 3243.)

PROHIBITED CONDUCT (Policy 3240)

Activities are subject to school authority and disciplinary action:

At all times on any school district property;

On district-owned and operated or chartered vehicles;

During any school-sponsored activity whether held on Bethel School District property or elsewhere;

Away from school grounds if the activity would directly affect the good order, efficiency, management and/or welfare of the school's staff or students.

Any student who willfully performs any act that interferes with the orderly operation of a school, a school-sponsored activity, or any other aspect of the educational process within the Bethel School District is subject to discipline, suspension, or expulsion.

Violation of criminal laws at school or at school-sponsored activities is prohibited and law enforcement may be notified. The district will take disciplinary action whether or not criminal charges result. In addition to criminal acts, the commission of or participation in certain other activities or acts may lead to disciplinary sanctions. Generally, these are also acts that disrupt and interfere with the educational process:

Computer or publications abuse—Failure to **follow the requirements of the Computer Use Policy (2022) and the Publications Policy (3220)**.

Defamation—Making accusations the student knows are untrue or making false and damaging statements or misrepresentations about others.

Failure to serve/complete detention or alternative—Failure to serve or complete detention or alternative within the designated timeline without a valid excuse or a violation of rules of any disciplinary action.

Inappropriate behavior—any behavior including, but not limited to, physical struggle, unsafe behavior, horse play, and verbal interaction that disrupts the operation of the school.

Inappropriate dress and appearance—Dress and appearance that present health or safety problems or cause a disruption, indecent dress or appearance, or apparel that references alcoholic beverages or drugs. Each building may define appropriate apparel and standards for attire.

Nonattendance/tardiness—Failure to attend regularly and punctually in accordance with Policy 3122.

Repeated/cumulative violations—The repeated violation of school policies, rules, and/or regulations. This increases the seriousness of the violation; therefore, a disciplinary action on repeated offenses will be more severe.

The following acts have been identified as exceptional misconduct offenses and may result in suspension or expulsion on the first offense:

Alcohol—Knowingly possessing, using, transmitting, being under the influence of, or showing evidence of having used any alcoholic beverage (or intoxicant of any kind), or any substance purported to be such.

Arson—Intentionally setting or causing a fire for the purpose of damaging property or hurting someone. The following are factors to be considered in determining the appropriate sanction for offenders.

extent of fire damage

intent (to start building on fire? cause panic?)

cost of damage

Burglary—Unauthorized entry into or staying in a building with the intent to commit a crime.

Closed Campus—The requirement that all students remain on the school grounds from the time of arrival until officially excused and out of areas identified as off-limits to students. (Policy 3242)

Disobedience/insubordination—Not obeying the reasonable instructions of district personnel.

Disruptive conduct—Any student action that interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process within or sponsored by the school district. Any student action that threatens the safety of the school and/or the safety of staff members and/or students, or behavior that a reasonable person would know to be dangerous and/or disruptive to the educational process.

Encouraging others to fight—Promoting fighting or in any way encouraging others to fight.

Explosive devices—The possession of any exploding item or device that would be capable of producing bodily harm or damage to property.

NOTE: *Possession or use of firecrackers, ammunition and other explosive material, such as dynamite, is strictly prohibited.*

Extortion, blackmail, or coercion—Attempting to obtain money, property, or favor by violence or threat of violence performed against persons or forcing another to perform any act against his/her will by force or threat of force.

False alarms—Activating a school alarm for other than the intended purpose of the alarm. A report will be filed with the appropriate law enforcement agency.

Fighting without major violence—Mutual participation in an incident involving physical violence, where there is no major injury.

Forgery/cheating—To fraudulently use the name, signature, or identification of another; to alter school records, documents, files or any other documents for a student's own purposes or with malicious intent; the intentional deception in the preparation or completion of any school assignment, examination or project, or in the conduct of any school-related activity; or the aiding or encouraging of such behavior by others.

Gang activity—To participate in activities, acts, behaviors or display a manner, gesture, grooming, dress or apparel that:

- lead school officials to reasonably believe that such behaviors are gang related;
- present a risk of substantial disruption of the educational environment;
- create a substantial risk of physical injury to the student, staff or others;
- create an atmosphere in which the wellbeing of others is adversely affected;
- create a climate of conflict and/or intimidation;

imply gang membership or affiliation through writing, gestures, emblems or symbols

Harassment/bullying/intimidation—Use of words, whether verbal, written or in any form of electronic communication, posturing, or actions that hurt, intimidate, or humiliate others. Harassment creates an environment that makes learning difficult and is not permitted at school. Harassment and discrimination based on race (Policy 3210 and 5013), religion, age, gender (Policy 3206), sexual orientation, marital status, national origin or disability are legally prohibited. Harassment, threats or bullying of ANY individual or group is not permitted (Policy 3207).

Hazing—Conducting unauthorized initiations or acts of initiation.

Illicit drugs/drug paraphernalia—Knowingly possessing, using, transmitting, being under the influence of, or showing evidence of having used any narcotic drug, or any substance purported to be such. Use of a drug authorized by a medical prescription

from a registered physician, with a physician's order and parent permission in accordance with Policy 3416, shall not be considered a violation of this rule.

Malicious mischief (vandalism)—The act of causing physical damage to school property or property belonging to someone else.

Refusal to identify self—Refusing to identify oneself to school authorities in the school building, on school grounds, or at school-sponsored events.

Robbery—Stealing from an individual by force or threat of force.

Theft (larceny)—Taking anything that belongs to someone else without the permission of the owner. NOTE: *Theft of school property valued at \$20 or more must be reported to the appropriate law enforcement agency.*

Threats of destruction to property—Threatening to bomb or damage a school building or facility. Such threats will result in school discipline and a referral to the appropriate law enforcement agency.

Tobacco possession or use—To possess, sell, smoke, or use tobacco on school grounds, in school buildings, or at school-sponsored events. (See Policy 3239 and 4215)

Trespass—Being present in an unauthorized place or refusing to leave when ordered to do so. Students visiting at other than their assigned schools must obtain permission from the building principal or designee.

Verbal abuse/threats to others—The use of disrespectful or threatening language to school personnel or other students.

Violence with major injury—The threat or use of physical force against another person; includes severe fighting. The following factors to be considered in determining the appropriate sanction for offenders:

- extent of physical injury

- use of weapon or other instruments for the purpose of inflicting injury

- motive for the attack

- use of physical force

- who instigated the assault

NOTE: A major injury is one that requires professional medical treatment.

Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.

Violence without major injury—The threat or use of physical force against another person. This can include assault, malicious harassment, kidnapping, or robbery.

Vulgar or lewd conduct—Acts of a sexually explicit nature or any lewd, vulgar, indecent or obscene act or expression.

Weapons/handgun—Possession, transmission, or use of any pistol, revolver, or short firearm with a barrel length of less than sixteen inches and without a shoulder stock.

Weapons/knife or dagger—Possession, transmission, or use of any knife with a blade which is automatically released by a spring mechanism or other mechanical device, or any knife with a blade which opens, falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; or possession, transmission, or use of a knife with a blade longer than three inches long, or any dagger or dirk. (RCW 9.41.250 and RCW 9.94A.825)

Weapons/multiple firearms—Possession, transmission, or use of any handgun, rifle, shotgun, or other weapon, from which a projectile or projectiles may be fired by an explosive such as gunpowder.

Weapons/other firearms—Possession, transmission, or use of any weapon or device from which a projectile or projectiles may be fired by an explosive such as gunpowder.
Weapons/other weapons—Possession, transmission, or use of any weapon apparently capable of producing bodily harm, such as a club, metal knuckles, nun-chu-ka-sticks, box cutters, throwing stars, pocket knife with a blade less than three inches long, etc.
Use of an item as a weapon that is not otherwise classified as a weapon (i.e. chains, pipes, ice picks, pepper spray, etc.)

Weapons/rifle or shotgun—Possession, transmission, or use of any weapon designed, redesigned, made, or remade, and intended to be fired from the shoulder and intended to use the energy of the explosive in a fixed metallic cartridge to fire only a single projectile through a rifled bore for each single pull of the trigger.

FIREARMS/WEAPONS (Policy 3249)

It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school, any firearm or weapon.

Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents must be notified of the imposition of the expulsion and their right to hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy.

(Policy 3249)

Building Rules and Regulations

In addition to the above rules, each school shall adopt and make available to each student rules, which shall govern a student's conduct in a particular school or a particular sport or activity. Violations of these rules shall be sufficient cause for discipline or suspension. See Policy 3240 for the complete regulations.

STUDENT DRESS (Policy 3224)

Student dress and grooming shall not:

Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity or educational objectives.

Include jewelry, pins, buttons, pictures, or items that display illegal, lewd, immoral, or profane messages, actions or symbols.

Create a health or other hazard to the student's safety or the safety of others. This could include symbolisms, which represent membership or affiliation with gangs or gang activity.

Create an atmosphere in which a student, staff, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.

HARASSMENT, BULLYING, OR SEXUAL HARASSMENT (Policy 3206 and 3207)

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation

including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:
physically harms a student or damages the student's property; or
has the effect of substantially interfering with a student's education; or
is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
has the effect of substantially disrupting the orderly operation of the school.

Sexual Harassment—Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or of-campus, such as at school-sponsored field trips.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

a student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or the conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Sexual harassment as defined below includes conduct and communication of a sexual nature. Sexual harassment is unacceptable and will not be tolerated. It is a violation of district policy for a student to harass any other student, employee, volunteer, or agent of the district. Violations will be subject to discipline. (Policy 3206)

Student to Staff Sexual Harassment—Sexually harassing behaviors may include, but are not limited to, the following actions: remarks to or about a person with a sexual or demeaning implication, spreading sexual rumors, cornering or blocking a person's movement, using the telephone to harass, following, stalking, or any other conduct that creates a hostile environment for staff. Violations will be subject to discipline. (Policy 3206)

Student to Student Sexual Harassment—Student to student sexual harassment is defined as any unwanted sexual behavior, such as sexually explicit gestures with hands or through body movements, sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching or pinching, cornering or blocking a student's movement, pulling at clothing, attempts to fondle or kiss, pressure for sex or any other conduct designed to embarrass or to intimidate whenever such harassment occurs on school property or at a school-sponsored event. Sexual assault and/or rape is also a form of sexual harassment and is a criminal act that will be reported to law enforcement immediately for investigation and possible prosecution. Violations will be subject to discipline. (Policy 3206)

Racial Harassment—Slurs are the most common form of discrimination. A slur is defined as an insulting or disparaging remark or innuendo such as a word, phrase, or joke directed at or to any individual or group(s) which is based on perceived differences within our diverse population. Students should be taught to appreciate individual differences and staff should model appropriate behaviors. It is appropriate for public schools to teach these values not only as

part of the curriculum but also by precluding slurs which demean others. Slurs, in the context of a school setting, constitute a disruptive influence and students or staff who make a slur shall be subject to appropriate disciplinary action. (Policy 5013)

How do I report harassment or sexual harassment? You can report harassment or sexual harassment to any school staff member or to the district Title IX Compliance Officer- Bryan Streleski, Director of Athletics & Security at 253-683-6056 or bstreleski@bethelsd.org

CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS OR PUNISHMENT (Policy 3241)

For the purposes of the district's disciplinary policies:

Discipline shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class period, provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or on behalf of a school district. Discipline shall not adversely affect specific academic grade, subject or graduation requirements, so long as all required work is performed.

Suspension is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.

A suspension is "short term" if it is for a period of ten consecutive school days or less. Separate short-term suspensions shall not total more than ten school days in a semester for any student in grades K-4. Separate short-term suspensions shall not total more than 15 days in a semester for a student in any other grade. Students' grades shall not be affected substantially as a result of a short-term suspension.

Suspensions, which exceed ten consecutive school days, are long-term suspensions.

Expulsion is the exclusion from school or individual classes for an indefinite period.

Emergency Removal: A student may be removed from a class, subject, or activity by a certificated teacher or an administrator and sent to the principal or a designated school authority: PROVIDED, that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

DETENTION:

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours.

IN-SCHOOL SUSPENSION:

The district has created an in-school suspension program, which temporarily removes the student from the regular environment but permits the student to maintain his/her educational progress.

Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff.

ALTERNATIVE TO SUSPENSION:

At the discretion of the administrator, an alternative to suspension may be offered when appropriate. For each day of suspension, five hours of community service to a non-profit organization may be substituted with prior approval of the administrator. If the alternative is not completed within the designated timeline, the original suspension shall be imposed.

SHORT-TERM SUSPENSION:

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for three to ten school days or full schedule of classes for one and to ten school days, a conference shall first be conducted with the student as follows:

- An oral or written notice of the charges shall be provided to the student;
- An oral or written explanation of the evidence in support of the charges shall be provided to the student;
- An oral or written explanation of the suspension which may be imposed shall be provided to the student; and
- The student shall be provided the opportunity to present his/her explanation.

APPEAL PROCESS FOR SHORT-TERM SUSPENSION:

Any student, parent, or guardian who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the building principal or designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or designee and shall be entitled to question school personnel involved in the matter being grieved.

Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written or oral grievance to the superintendent or designee. If the grievance is not resolved, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written or oral grievance to the board of directors during the board's next regular meeting. The board shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting. The short-term suspension shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or designee elects to postpone such action.

EMERGENCY EXPULSION:

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal or designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student,

other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion shall continue until modified or rescinded by the designated school administrator or until modified or reversed pursuant to the hearing provisions set forth in WAC 392-400-305 or the appeal provisions set forth in WAC 392-400-315.

The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

Written notice of the emergency expulsion shall be sent by certified letter deposited in the U. S. mail within twenty-four hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;

The parent and student shall have ten school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and The hearing officer shall render the decision within one school business day after the conclusion of the hearing.

ALTERNATIVE TO SUSPENSION:

At the discretion of the administrator, an alternative to suspension may be offered when appropriate. For each day of suspension, five hours of community service to a non-profit organization may be substituted with prior approval of the administrator. If the alternative is not completed within the designated timeline, the original suspension shall be imposed.

SHORT-TERM SUSPENSION:

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for three to ten school days or full schedule of classes for one and to ten school days, a conference shall first be conducted with the student as follows:

An oral or written notice of the charges shall be provided to the student;

An oral or written explanation of the evidence in support of the charges shall be provided to the student;

An oral or written explanation of the suspension which may be imposed shall be provided to the student; and

The student shall be provided the opportunity to present his/her explanation.

APPEAL PROCESS FOR SHORT-TERM SUSPENSION:

Any student, parent, or guardian who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the building principal or designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or designee and shall be entitled to question school personnel involved in the matter being grieved.

Subsequent to the building level grievance meeting, the student, parent, or guardian,

upon two school business days' prior notice, shall have the right to present a written or oral grievance to the superintendent or designee. If the grievance is not resolved, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written or oral grievance to the board of directors during the board's next regular meeting. The board shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting. The short-term suspension shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or designee elects to postpone such action.

EMERGENCY EXPULSION:

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal or designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion shall continue until modified or rescinded by the designated school administrator or until modified or reversed pursuant to the hearing provisions set forth in WAC 392-400-305 or the appeal provisions set forth in WAC 392-400-315.

The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

Written notice of the emergency expulsion shall be sent by certified letter deposited in the U. S. mail within twenty-four hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;

The parent and student shall have ten school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and The hearing officer shall render the decision within one school business day after the conclusion of the hearing.

LONG-TERM SUSPENSION OR EXPULSIONS:

A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notification of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language, to the extent feasible, and shall supply:

the alleged misconduct and the school rules alleged to have been violated,
the recommended corrective action or punishment including evaluation and/or intervention if required,

the right to a hearing,

the notice that if a written request for a hearing is not received by the staff member named in the notice within three school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and

the date by which the request for a hearing must be received.

APPEAL PROCESS FOR LONG-TERM SUSPENSION OR EXPULSION:

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within three school business days after the date of receipt of the decision. The long-term suspension or expulsion shall be in effect while the appeal is pending.

READMISSION APPLICATION PROCESS:

A student who has been suspended or expelled from a school in the Bethel School District or from any school outside the Bethel School District and wishes to be considered for entrance or readmission to any Bethel School District school prior to termination of the imposed sanction must submit a written request. The request must indicate the school from which the student was suspended or expelled and whether the student is a resident of the Bethel School District or is a nonresident student seeking admission under "choice" options.

The request shall include:

why the student wishes to return and why the student believes he or she should be readmitted.

new evidence, if any, which would support the student's request for another hearing on the issues that led to the suspension or expulsion.

a statement from the parent or guardian, if the student is under 18 years of age, in support of the student's request.

any support references from members of the community, the clergy, the courts, other agencies, or other professionals that may affect a decision, including outside professional evaluations and/or interventions if required.

a release of all pertinent information that relates to the disciplinary incident including, but not limited to, school district records, police reports, court records, etc.

The request will be evaluated to determine if there is sufficient reason to believe that the student, upon readmission, will comply with the written school rules, will not by his or her presence disrupt the educational process, and will not endanger anyone in the school. The superintendent or designee(s) may meet with the student and the parents, or may schedule a hearing to consider new evidence. The district may also opt to establish reasonable conditions for a probationary readmission. The decision on the student's request shall be rendered within seven school days of receipt of the request. See Policy 3241 for complete regulations.

QUALIFIED DISABLED STUDENTS

(Policy 2161 and 2162)

The Bethel School District complies with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. See Policy 2161 and 2162 and 3241 for complete regulations.

STUDENTS AND TELECOMMUNICATION DEVICES (Policy 3245)

All students are strongly encouraged not to possess any electronic or telecommunication device that may interfere with the creation and existence of a positive learning atmosphere while on school district property. The District, however, recognizes that many parents and students view these devices as valuable safety and communication aids. To reconcile the District's desire to foster a positive learning environment with parental and student concerns for safety and communication, the District has implemented the following policy.

1. Students shall comply with any rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
2. Telecommunication/electronic devices shall not be used to harass other students or staff, or bully other students, or to disrupt the educational process.
3. Students shall not take, send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature in electronic or any other form on a cell phone or other electronic device during school hours or school activities on or off campus.
Telecommunication/electronic devices shall be turned on and operated only before and after the regular school day, unless an emergency situation exists that involves imminent physical danger or a school administrator or teacher authorizes the student to operate the device.
4. By bringing a cell phone and other electronic devices to school or school sponsored events, the student and parents consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.
5. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.
6. Students who violate this policy may be subject to disciplinary action, including suspension or expulsion; and losing the privilege of bringing the device onto school property.

TRANSPORTATION AND BUS RULES

The following rules and regulations apply to all students using school district transportation to and from school and school-sponsored activities and events.

1. The driver is in charge of the bus and passengers and their directives must be obeyed.
2. Students shall observe the standards of classroom conduct while on a school bus.
3. Students are prohibited from utilizing cell phones on the school bus. Cell phones must be contained out of visibility in a purse, backpack, etc.
4. The student shall ride a regularly assigned bus and depart at their assigned stop unless specifically authorized by the building representative, director of transportation or designee.
5. Eating and drinking on the bus are not permitted.
6. Items that interfere with the safety of students and drivers are not permitted (i.e. animals, insects, breakable containers, chemicals, explosives, balloons, skateboards, etc.).
7. Students shall not have or use tobacco products, drugs, alcohol, paraphernalia, matches, lighters or any other flammable or sparking device on the school bus.
8. Students may take only those musical instruments that can be secured on the student's lap or between their legs and that won't disrupt the loading and unloading of students, i.e., flute, clarinet, trumpet, violin, trombone, and alto saxophone. Instruments such as drums, tenor saxophone, cello, bass viola, baritone horn, and French horn are not allowed.
9. Students shall remain seated while the bus is in motion and are not to get up until the bus has come to a full stop.
10. Students shall board the bus in an orderly manner and remain within the bus driver's view at all times.

11. Students shall cross the highway in front of the bus only after verifying it is safe to do so and after obtaining the consent of the driver.
12. Students shall arrive at the bus stop five (5) minutes prior to bus stop time.
13. At the bus stop, students shall remain out of roadways and avoid pushing, shoving and damaging private property surrounding the bus stop.
14. Students who walk along a highway to and from a bus-loading zone must walk where practicable on the left-hand side of the road facing oncoming traffic. This also applies to students leaving the bus-loading zone in the evening.
15. In the event of an emergency, students shall follow emergency procedures as established by emergency exit drills.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access within 45 days of the day the request is received. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading.

A request to amend a record should be made in writing to the school principal. A parent or eligible student should clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and advise him or her of his or her right to a formal hearing. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for or on behalf of the school;
Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Unless a written request to withhold such a release is made by the parent or eligible student, the district may disclose, without consent, "directory" information such as a student's name, address, telephone number, email address, photograph, date of birth, dates of enrollment, grade level, enrollment status, degree or award received, sports, height and weight of athletes, and any other information that would not generally be considered harmful or an invasion of privacy. Most frequently, this information is used for things such as graduation programs, the annual yearbook, honor roll or other recognition lists, and rosters for athletic teams and officially recognized activities.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Under federal law, the military may request the names, telephone numbers and addresses of high school juniors and seniors. Unless a written request to withhold such a release is made by the parent or eligible student, the district may disclose this information.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Written complaints should be directed to the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-8520.

For more information, please contact the building principal.

For information from the Department of Education, you may call (800) 872-5327 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Bethel School District is an Equal Opportunity Employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. Bethel does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any disability, or use of a trained service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Please contact Title IX officer Bryan Streleski, Director of Athletics and Security at 253.683.6055, Section 504 coordinator Lori Haugen, Executive Director of Special Education at 253.683.6920 or

Civil Rights coordinator Debbie Carlman, Director of Equity and Achievement at 253.683.6035 with any questions or complaints.

Under the Open Records Act, the public is afforded full access to information concerning the administration and operations of the school district (policy 4040). This information is limited to records not protected by state and federal privacy laws. For more information on access to school district records, call the records custodian Kathryn Kemp at 253.683.6000.

CAUTION

The summary statements contained in this publication are for information only and are not to be construed as replacing established school district policies and procedures. Any subsequent changes to district policy supersede this bulletin. Copies of official district policies and procedures are found in the administrative policies and procedures publications available in all school offices upon request. A copy of this document may be found online at www.bethelsd.org.