

Bonney Lake High School
Student Handbook
2024-2025



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 Bonney Lake, WA 98391
 Main Office 253.891.5700
 Web site: <https://blhs.sumnersd.org/>

Administration

Tony Clarke, Principal
 Jeanette Morse, Assistant Principal, 9th
 Crystal Emerson, Assistant Principal, 10th
 Molly Klemkow, Assistant Principal, 11th-12th
 Aaron Radford, Dean of Students, Athletic Director

ASB Officers

Jaellan Magtira, *President*
 Simon Swai, *Vice President*
 Olivia Amer, *Secretary*
 Jiyu Gaxiola, *Public Relations*

Counseling Staff

Kelly Speir, A-Cr
 Dasha Berry, Cu-Ho
 Kristen Leon, Hu-Mil
 Todd Herd, Min-Sav
 Maricel Pinzon, Saw-Z

ASB Advisor

Charissa Janke

Family Behavior & Support Specialist

Andrea Rienzo

This school handbook contains school specific information and supplements the Sumner-Bonney Lake School District Student and Family Information Guide. Information in school handbooks is updated annually to maintain positive learning environments that nurture, inspire and empower every student to achieve academic excellence.

The purpose of the Student and Family Information Guide is to ensure all students and families have critical school and students' rights information on a variety of topics including school board policies and procedures as well as summaries of district guidelines. Discussion of these contents will provide teachable moments that afford students the opportunity to learn from their actions.

School handbooks and the District Student and Family Information Guide can be found online at <https://www.sumnersd.org/about-us/governance/school-board/student-family-information-guide>. Both publications should be reviewed annually by students and families. Please contact the school to request printed copies.

Non-Discrimination Statement (School Board Policy 3210)

The Sumner-Bonney Lake School District does not discriminate in any programs, services or activities 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 sensory, mental or physical disability, or the use of a trained guide dog or serving animal by a person with a disability. The district provides equal access to the Boys Scouts of America and other designated youth groups.

The Sumner-Bonney Lake School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the Title IX Coordinator, TitleIXcoordinator@sumnersd.org, 253-891-6047, the U.S. Department of Education's Office for Civil Rights, or both.

The Sumner-Bonney Lake School District's nondiscrimination policy may be located at Legal Notices. The Nondiscrimination policy and grievance procedures can be located at Policy 3210: Nondiscrimination, Procedure 3210: Nondiscrimination.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the District Title IX Coordinator at TitleIXcoordinator@sumnersd.org, 253-891-6047.

You can report Sexual Harassment or complaints of alleged discrimination to any school staff member, or to any of the following designated officials:

The Principal (or designee) of your school

Sumner-Bonney Lake School District Title IX Coordinator
TitleIXcoordinator@sumnersd.org
253-891-6047

Sumner-Bonney Lake School District ADA Coordinator
ADAcordinator@sumnersd.org
253-891-6047

Sumner-Bonney Lake School District Section 504 Coordinator
Section504coordinator@sumnersd.org
253-891-6047

By Mail:
Program Title Coordinator
Sumner-Bonney Lake School District
1202 Wood Avenue, Sumner, WA 98390

Washington State OSPI Equity Civil Rights Office
360-725-6162
equity@k12.wa.us

U.S. Department of Education Office for Civil Rights
206-607-1600
OCR.Seattle@ed.gov

The Sumner-Bonney Lake School District will also take steps to assure that persons without English language skills can participate in all education programs, services and activities. For information regarding translation services contact Communications at (253) 891-6083, communications@sumnersd.org or for transitional bilingual education programs contact Michelle Lewis at (253) 891-6143.

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***Panther POWER:
Values for Success***

Grounded in our common beliefs, the following core values shape our school:

Perseverance: Persistence in action even when faced with discouragement and obstacles to accomplish your purpose. Never give up – keep going!

Ownership: Our choices! Our school! Our future! Being accountable for my/our actions and the results they bring at all times.

Work Ethic: Sustained internal drive to perform at your personal best. Just get it done! Going beyond basic requirements to reach the highest quality possible.

Engagement: Be here! All in! Have fun! Complete involvement, commitment, and immersion with the task at hand. Brain on!

Respect: To see value, worth and appreciation in self and others even if ideas and beliefs are different. Treat people the way you want to be treated and show regard for the property of others.

Panther POWER Behavior Matrix

	Perseverance	Ownership	Work-Ethic	Engagement	Respect
Classroom	Ask for help Get work done Revise work to do better	Get to class on time Be prepared for class Engage in the lesson Have homework complete	Ask for help and be willing to try Finish tasks/assignments Participate in class Challenge yourself	Work the whole class period Ask questions Work with peers	Be punctual Cooperate with teacher and classmates Use appropriate language Be positive Agree to disagree
Hallways	Be on Time Go with the flow Walk quickly to the next class	Be on time Plan bathroom breaks Respect people's space	Move purposefully Keep paths clear Watch out for your peers	Say hello to people Watch where you're going Think about where you stop to talk to friends	Appropriate language Keep personal space Positive language Throw garbage in cans
Assemblies	Participate Pay attention Attend	Engage and participate Sit with your grade level Model good participation for your peers	Attend on time Follow directions Engage and participate	Participate Actively listen Volunteer to be involved Make the assembly positive and fun	Show sportsmanship Support your peers Be an active participant in the audience
Commons & Lunch Time	Be patient Make new friends Eat lunch	Throw your trash away Be accountable for your own actions Be patient	Be mindful of and include others Be patient Throw away your trash	Eat lunch Hang out with friends Make new friends	Positively communicate with cafeteria staff Be aware of personal space Avoid negativity
After School Activities	Complete the season Set personal goals Represent BLHS well	Participate in clubs, activities and athletics Work hard/play hard Commit 100% Represent BLHS well	Commit 100% Work hard/play hard Help others be their best	Come prepared Work hard/play hard Be part of the team/club	Positive Language Listen Be fair Sportsmanship Represent BLHS well!!

ACADEMIC & STUDENT SUPPORT

▪ **Accessing Counselors**

Parents or guardians are welcome at any time to review all of their student's records with the counseling and/or administrative staff. Please call for an appointment. If a student wants to see a counselor, he/she can sign up for an appointment with the secretary in the Career Information and Counseling Center.

▪ **Advisory**

Advisory will take place approximately once a week. Advisories will focus on curricular topics including career pathways and the students' high school and beyond plan, academic progress, building relationships with peers and staff members, participation in school activities, and student-led conferences.

▪ **Course Catalog**

Students are urged to review their course catalog for detailed information on constructing a four-year schedule of classes that meet high school graduation requirements and entrance requirements to programs and college beyond high school. The catalog is available on our school website at [2024-25 - sumner-bonney lake school district high school course catalog](#).

▪ **Disability Services**

If you are a student with a disability, there are support services available to assist you with reducing barriers. Please make an appointment with a counselor to access or learn more about the services provided. If accommodations are also needed for college admissions or entrance test such as ACT, PSAT, or the SAT, your school counselor can assist you in accessing those accommodations.

▪ **Dropping Courses**

Students may only request schedule changes up to the posted deadline listed on the Schedule Change Form. Students who drop a course after 10 days will not receive a credit for the course. Administration must approve all dropped courses.

Protocol for all classes other than AP:

Counselor receives Schedule Change Form by deadline date.

Schedule changes will occur for the following reasons:

- Failed course must be repeated
- College Entrance/Graduation Requirement must be added
- Incomplete Schedule (i.e. fewer than six classes)
- Already earned credit for the class
- Previously failed with that teacher
- Academically misplaced (requires current teacher signature and class recommendation)

It is in a student's best academic interest to remain in the classes for which they registered. Student schedules are created to best meet student's academic and post-high school goals. If students are struggling in a class, counselors will work with the student and teacher to provide the needed support to help them be successful.

Protocol for dropping an AP Class:

Counselor receives Schedule Change Form by deadline

Counselors can make the requested change for the following reasons:

- Student did not register for the course
- Student is entering into an off campus program such as Running Start
- Student is failing at semester or barely passing (less than 75%)
- Administrative approval

(Not completing summer homework, more time needed for extracurricular activities, and/or "this class will have a negative impact on my GPA" are not acceptable reasons to drop the class).

- **Repeated Courses**

Students may retake a course to replace a failing/low grade. All attempted courses are noted on the transcript. The repeated courses will receive the grade and credit earned on the second attempt. If a student requests the school to count the credit earned from both courses, one course will count as an elective credit and both grades will be computed in the student's GPA. (WAC 392 415 055 WAC 392 415 070)

- **Fast Start Credits**

Students have the opportunity to earn high school credit for Algebra taken at the middle school. See your counselor for more details.

- **Grading (Standardized High School Transcripts)**

Grade Point Average (G.P. A.) is computed on the following basis:

The standardized high school transcript shall be based on a marking/grading system that reports the marks/grades earned by students in courses as follows:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D = 1.0
B- = 2.7		C- = 1.7	F = 0.0

The minimal passing mark/grade is a D = 1.0. Pass/fail, credit/no credit, and satisfactory/unsatisfactory marks may also be used; but these marks are excluded from the calculation of grade point average.

G.P.A. is computed using all grades and credits from grades 9 through 12. A grade of "I" stands for Incomplete and must be completed within ten (10) school days after the semester ends, or the grade reverts to an "F."

- **Universal Retake Policy**

Students are allowed to retake summative assessments in all classes. See specific requirements for retakes in each class syllabus.

- **Graduation Policy**

Senior students who have failed to graduate because of insufficient credits will be allowed to participate in senior activities during the last week of school. They will not be excused from class with graduating seniors. Seniors with insufficient credits will continue attending their classes until the end of the school year. Seniors not on track to graduate will not be allowed to participate in commencement exercises.

- **In-Building Academic Support**

BLHS has several supports put into place where students can receive academic help. Please check our school website and/or call the main office or counselors for the most up-to-date programs, times and transportation info.

For alternative programs/school options, contact your student's counselor.

- **Library Resource Center (LRC)**

The library is open daily at posted times on the door. The librarian is here 7:05-2:50. Students may check out 4 items for 2 weeks at a time and may renew physically in order to avoid overdue fines as long as there is no pending hold. Similar to purchasing lunch, a student must know their ID number in order to check out book resources, and if a picture is not available in our system, current photo ID must be presented to verify (students are required to carry their ID/ASB cards daily as a school rule; these ID/ASB cards are scannable and can be used to check out library materials). The district fines secondary students 10 cents per day for overdue items. Food and drink are allowed in the library during lunch only; students are responsible for cleaning up their table area before leaving the library. Students working on research, homework, reading, and other constructive activities are always welcome to visit on their own time before and after school as well as scheduled lunchtime or during class (with a pass from the teacher). Students who choose not to abide by library and school expectations will be asked to leave. Come join our monthly book club and enjoy the library community's weekly activities.

- **Running Start Students**

Running Start students must sign and follow the Running Start contract. They may not be on campus without an appointment. When they are on campus, they are considered a visitor and must sign in and out through the main office and adhere to all school rules and district policies. Running Start students are responsible for keeping up to date about what is happening at school. Running Start students should regularly check their Running Start box in the Counseling Center. Running Start and Home School students in the BLHS attendance area can participate and attend all extracurricular activities. Please see our school website for more information on participation forms and eligibility. Running Start students are expected to take and pass all state assessments required for graduation. Additional information can be found here: [Running Start - Sumner-Bonney Lake School District](#)

- **Textbook Use**

Students will check out textbooks through the LRC. The student is responsible to turn the same book back in at the end of the term. If the same book is not returned, lost, stolen or is damaged, the student will be subject to fines through the bookkeeper's office. Students owing outstanding debts or fines may be subject to delayed delivery of yearbooks and /or withholding of report cards, transcripts, and diplomas. Students may also be denied the privileges of participating in athletic or other activities. Submission to debt collections may also result from outstanding debts or fines.

- **Chromebook Use**

All middle and high school students in the Sumner School District will be assigned a Chromebook for instructional purposes to use at school and home. Like a textbook, the device will be checked out to students at the beginning of the school year. Students are responsible for bringing their Chromebook to school every day, fully charged. Students may check out a loaner from the library in the event that their Chromebook is forgotten. Student Chromebooks will be checked at the beginning of the year by the Technology Department to ensure they are in proper working order. Assurance can be purchased and students are responsible for any damages to their Chromebook.

- **Student Artificial Intelligence (AI) Code of Conduct**

This code of conduct is intended to guide students in using AI responsibly and ethically in their academic work and projects. Teachers may choose to use the AI Levels to classify assignments or projects as needed and should provide students with clear expectations for when AI is appropriate, permitted, or restricted. The use of AI must be done in a manner that is consistent with the district's expectations regarding academic integrity. Misuse of generative AI may be considered cheating or plagiarism.

Student Responsibilities

When utilizing generative AI tools to create or support the creation of texts or creative works, students are expected to adhere to these guidelines as well as additional guidance provided by their classroom teacher.

1. **Use AI responsibly:** Students should use AI tools and techniques in a responsible and ethical manner. This includes not using AI to cheat, plagiarize, or gain an unfair advantage. Generative AI tools should only be used for school-related creative work (e.g., to generate text or other creative works) when given approval or guidance from a classroom teacher.
2. **Understand the limitations of AI:** Students should understand the limitations of AI and recognize that it is not a substitute for critical thinking, creativity, and problem-solving skills.
3. **Consider the potential biases of AI:** Students should be aware that AI tools and techniques may be biased and should take steps to mitigate bias when using AI.
4. **Maintain data privacy:** The use of AI should be done in a way that protects personally identifiable information (PII). Students should not share any PII with AI technologies, including name, birth date, address, or other financial or confidential information.
5. **Check sources generated by AI:** AI is not perfect, has been known to create inaccurate information, and can be used to create misinformation and disinformation. Check sources and find independent facts to confirm AI-generated content.
6. **Provide attribution:** When using AI tools and techniques, students should provide proper attribution and credit to the source of the tool or technique.
7. **Seek guidance when in doubt:** When students are unsure whether the use of AI is appropriate for a particular assignment or project, they should seek guidance from their teacher or instructor.

AI Permissibility Levels

The three AI permissibility levels—AI Recommended, AI Permitted, and AI Restricted—help clarify expectations around when and how generative AI can be used responsibly. These levels ensure that students understand AI's role in their learning process while maintaining academic integrity. By aligning their work with the specified level, students can make informed decisions about incorporating AI tools into their assignments and understand the importance of proper citation for AI-generated contributions. Where guidance is not explicitly provided, students should consult their teacher to confirm the appropriate use of AI for a given task.

AI Recommended

Generative AI is recommended for use in completing this assignment or project. Students are encouraged to explore AI tools and techniques to enhance their work. Properly cite any AI-generated work products.

AI Permitted

Generative AI is permitted but not required for completing this assignment or project. Students can choose to use AI tools and techniques if they believe it will improve their work. Properly cite any AI-generated work products.

AI Restricted

Generative AI use in completing this assignment or project is restricted. Students are expected to complete the work using only their own knowledge and skills.

ATTENDANCE

Attendance Policy and Procedure

Good attendance is of greatest importance for a student's academic and occupational success. Responsibility for attendance lies with the student. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion and participation forever.

- **Tardy to First Period**

Students who are late to their 1st period class twice in one week will receive the appropriate progressive discipline for being tardy. Parents will be notified.

- **Tardies - not first period**

Students who are late to class three times will receive the appropriate progressive discipline for being tardy. Parents will be notified.

PARKING

1. Parking and driving on campus is a privilege not a right.
2. Students with less than 85% attendance (previous semester) will not be able to purchase a parking permit. Student attendance will be checked at semester. Students who have less than 85% attendance at that time will forfeit/lose their parking permit and purchase price for the parking permit will be refunded at a prorated value of the time left in the school year.
3. Violators are subject to loss of parking privileges, fines, discipline, and towing at the owner's expense.
4. The building administrator or designee has the right to deny or revoke permission to park at any time and without advance notice and is authorized to establish additional rules from time to time as may be necessary to control the school parking areas. Purchase price for the parking permit will be refunded at a prorated value of the time left in the school year.
5. Those students on the waitlist for 2nd semester parking with 85% attendance or higher, will be given priority consideration as spaces become available. If a student's parking pass is revoked for any of the above reasons, they will go back on the waiting list for a parking space and must be in good standing to be reissued parking privileges when their name comes up on the list.
6. Parking permits are non-transferable and non-refundable. Misuse (i.e. parking permits and parking spots cannot be sold, lent or given away by students) may result in the loss of parking privileges and discipline. If a student gets a new car or

switches cars with another family member, the parking permit must be placed in the car and the main office needs to be notified.

7. Parking permits must be visible in the vehicle at all times. The permit must be readable from outside the vehicle and placed on the driver's side bottom left of windshield. **If the permit cannot be seen, a ticket will be issued.** Replacement parking decals are \$5.00 each.
8. **Parking in "visitors" or in other spots not assigned to the student will result in a ticket being issued.**
9. Parking on school property is at the owner's/driver's own risk. The school district does not assume responsibility for damage to or loss of privately owned vehicles or property within vehicles. It is the responsibility of the student driving the vehicle to ensure that weapons, dangerous instruments, ammunition, fireworks, tobacco products, alcohol products, drugs or drug paraphernalia or any other items not allowed at school or school related activities are not in the vehicle.

Parking Lot Rules

1. BLHS is a closed campus. To help ensure the security and safety of students and vehicles, parking lots are off limits to students during the school day. Students found in the parking lots during the day will be subject to school discipline.
2. Transporting other students from campus during school hours without permission (ex: during lunch time) will result in revocation of your permit for 5 days with progressive discipline up to and including 5 more days with each offense. Continued violations will increase the duration up to and including a total loss of on-campus parking privileges.
3. Once parked, cars are not to be reentered until the end of the school day and students are leaving campus. There is no loitering in parked cars. Cars are not to be used as lockers for books or equipment storage during the school day. In the case of an emergency, students will go to Student Services and request a security escort to their vehicle. Frequent requests will result in the loss of this privilege.
4. Improper operation of a motor vehicle on or around school property will result in suspension of parking privileges and/or disciplinary measures. The speed limit on campus is 10 mph at all times.
5. Visitor or staff parking spaces are off limits to all students. Students without a parking permit must park off campus. There is no parking in the bus zone between 7 am and 3:30 pm.
6. Students who choose to park in neighborhoods surrounding the school are subject to all state, city, and neighborhood rules/laws. Students must only park in appropriate places

Corrective Action for Parking/Driving Violations

1st Offense \$5.00*

2nd - 5th Offense \$10.00* - per offense

6th Offense Suspension of parking privileges for 30 days (students will turn their parking decal into Security) **OR** until a student/parent meeting with administration is held to resolve the parking issue. At the time one of these criteria is met, parking privileges will be reinstated.

7th Offense Loss of parking privileges for the remainder of the school year

*** Payment of Parking Ticket:** Payment will be reduced by 50% if made within five (5) school days from issuance.

All payments are made through the school bookkeeper.

Ticket process: Ticket will be put on windshield, copy will go to the bookkeeper, and an email will be sent to the student and parent notifying them of the ticket

Appeal Process: Parking tickets that are issued have a two (2) step appeal process.

Step 1: Appeal to Campus Security within two (2) days. If not resolved move to

Step 2: Appeal to School Administration within two (2) days after Step 1 is complete.

Parking Ticket Appeal Forms can be picked up and returned to Student Services.

After the two day appeal window passes, tickets not appealed are considered valid and will be forwarded to the bookkeeper's office and place on the student's record as a fine.

Fines associated with parking will be exactly like any other fine accrued by a student and may result in loss of school associated privileges (i.e. dances, extracurricular activity participation). Tickets should be paid within 10 school days of issuance. .

STUDENT ATHLETICS AND ACTIVITIES

▪ **Associated Student Body**

The ASB is the organization that coordinates all student organizations, activities, and affairs. Every regularly enrolled student is a member of ASB. The Executive Council is made up of the student body officers and a class senator representative. The Executive Council shall be entrusted with the management of the Bonney Lake High School ASB. The Executive Council shall implement the constitution and by-laws and give direction in cases not provided for therein. The Principal/designee of Bonney Lake High School has veto power over the ASB and its actions. Copies of the ASB Constitution are available for check out in the Library.

▪ **Identification/ASB Cards**

We encourage all students to take part in and/or attend school activities. Any student involved in a sport or extra-curricular activity must purchase an ASB card. ASB cards may be purchased for \$45.00 at the bookkeeping office before or after school. The revenue obtained from the sale of student ASB cards is used to support ASB activities. Benefits of holding ASB card are:

- Free student admission to all home athletic events (excluding postseason).
- Reduced student admission prices at away athletic events (excluding postseason).
- Admission to some school dances and activities at reduced prices
- Campus parking discount

Students who are eligible for free/reduced lunch may purchase an ASB card at a reduced rate. Students who do not purchase an ASB card will be issued a school photo identification card. Students may replace their Identification /ASB card for \$5 from the Bookkeeper.

▪ **Dances and Events**

Throughout the year, students will have a number of opportunities to attend school sponsored dances and events. Tickets for all dances will be sold through the Thursday before the dance. Students may be required to have all fees and fines cleared before they can buy a dance ticket or participate in extracurricular activities. Students are expected to conduct themselves under the same guidelines and rules as if they are in school. All school rules and district policies apply at these events, and appropriate dress will be required. Students must adhere to dance guidelines at all dances. Students must bring picture identification for entrance to a dance. Students will not be admitted to any dance 1 hour after the dance start time or allowed to re-enter any dance or event. Students who leave the dance more than 30 minutes early are required to sign out. Students under school suspension may not attend any school activities, dances, or events. Students asked to leave the dance for behavior concerns are subject to school discipline. Guest pass applications are due to administration 5 days prior to the dance.

All guests must be under 21 years old and fit into one of the following categories:

- Currently enrolled in high school and in good standing
- Graduated the previous year from BLHS or another Sumner School District school.

Guests are allowed at formal or specialty dances by filling out a guest form available in Student Services. Current and past discipline will be taken into consideration for approval of guest applications. Police screening may also be utilized. BLHS students assume responsibility for their guest's behavior. Students removed from a dance for misbehavior must apply through the principal to attend future dances.

Students must attend school for a minimum of ½ day the day of an event or dance (or the day before Saturday events) in order to participate in a school sponsored event.

▪ **Clubs and Organizations**

A complete list of clubs and organizations is available in the Career and Information Center and on the Bonney Lake High School website.

Keep up with all that is going on at BLHS:

- Our calendar on our website has additional information on clubs and activities (<https://www.sumnersd.org/blhs>)
- ParentSquare.
- Facebook - @BonneyLakeHighSchool
- X - @BLHSInformation
- Instagram – blhspanthers

▪ **Rail Safety**

To ensure safety at all times, nothing is to be dropped or thrown to or from the second floor rails at any time. This includes the rail surrounding the commons and the staircases. Students who engage in this unsafe behavior will face disciplinary consequences.

▪ **Lockers**

Lockers, including PE lockers, are the property of the school and may be searched by authorized school personnel. Lockers are provided as a convenience for student use. Students are responsible for the care and contents of lockers. Locker assignments are handled in the student's designated wing office. If your locker does not operate properly or has been damaged, contact the main office immediately, as you may be held responsible. Lockers damaged or in need of cleaning will result in fines to the student. Do not use lockers to store valuable items, which can be stolen, as the school cannot be responsible for damaged or stolen items. Keep lockers locked at all times and spin the dial when closing it. Only school issued or approved locks are to be used on lockers.

▪ **Lost and Found**

Lost and found items are collected in the main office as a service to students. Items are kept for one month, and then given to charity. BLHS cannot be responsible for lost, damaged or stolen items.

▪ **Messages to Students 253-891-5700**

To prevent interruptions in the teaching/learning process, ONLY EMERGENCY MESSAGES FROM PARENTS WILL BE DELIVERED TO STUDENTS DURING CLASS TIME.

▪ **School Pictures**

School pictures of individual students are taken during the first Monday of school, proper dress code is required for pictures to be included in the yearbook.

▪ **Senior Pictures**

Seniors may have senior pictures taken at the studio of their choice. Pictures must be school appropriate in dress, setting and props. Identification card photos will be used as back-up photos for seniors who do not have portraits submitted on time.

▪ **Hats**

Students are allowed to wear hats in the building and in class. Teachers have the right to ask a student to take it off if it is impacting a student's learning.

▪ **Telephone Use**

Students may use the main office phone between classes, before and after school and during lunch.

▪ **Visitor/Guest Passes**

Students may not bring visitors to school. However, parents are encouraged to visit the school, but they must make an appointment through the principal or designee 24 hours in advance. Graduates, on-line and running start students are included in the no visitor policy. All visitors must check in at the Main Office and wear a visitor pass.

SafeSchools Tipline

Hear something? Know something? Say Something! SafeSchools Alert is our district's tip reporting service that allows you to quickly, easily, and anonymously report safety concerns to school officials 24/7/365. Together we can create a safer learning environment.

4 EASY WAYS

Web: <http://1251.alert1.us>

Email: 1251@alert1.us

Phone: (253) 693-3729

Text: (253) 693-3729

Our School 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](#) ([Español](#), [Russian](#), [Ukrainian](#)) to share concerns about HIB, 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 (Sara O'Donnell HIBofficer@sumnersd.org, (253) 891-6046, 1202 Wood Avenue, Sumner, WA 98390) 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.

Click on the links provided here to review the district’s [Nondiscrimination Policy 3210](#) and [Procedure 3210P](#).

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 3205 and Procedure 3205P visit the [SBLSD Student Policy](#) page.

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: TitleIXcoordinator@sumnersd.org, (253) 891-6047
1202 Wood Avenue, Sumner, WA 98390

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: TitleIXcoordinator@sumnersd.org, (253) 891-6047
1202 Wood Avenue, Sumner, WA 98390

Concerns about disability discrimination:

Section 504 Coordinator: Cheri Simpson ADAcoordinator@sumnersd.org, (253) 891-6146, 1202 Wood Avenue, Sumner, WA 98390

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Sara O'Donnell Sara_Odonnell@sumnersd.org, (253) 891-6046, 1202 Wood Avenue, Sumner, WA 98390

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 Civil Rights Coordinator: TitleXcoordinator@sumnersd.org, (253) 891-6047, 1202 Wood Avenue, Sumner, WA 98390, 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 [3210P](#).

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

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

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

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

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

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

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

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

Our School is Gender-Inclusive

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

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

To review the district's Gender-Inclusive Schools Policy [3211](#) and Procedure [3211P](#), visit our [website](#). If you have questions or concerns, please contact

Gender-Inclusive Schools Coordinator: [Sara O'Donnell](#), (253) 891-6046
1202 Wood Avenue, Sumner, WA 98390

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