

Highland



E L E M E N T A R Y
Family & Student Handbook

3220 113th Ave NE

Lake Stevens, WA 98258

425-335-1585

www.lkstevens.wednet.edu/highland

Updated September 2025

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Contact Information

Main Office: 425-335-1585

Attendance Line: 425-335-1586

Attendance Email: hlattendance@lkstevens.wednet.edu

School Website: <https://hld.lkstevens.wednet.edu/>

Principal: Ryan Henderson ryan_henderson@lkstevens.wednet.edu

Associate Principal: Heidi Christensen heidi_christensen@lkstevens.wednet.edu

School Counselor: Kyle Hedges kyle_hedges@lkstevens.wednet.edu

Behavior Specialist: Joanna Leslie joanna_leslie@lkstevens.wednet.edu

Head Office Professional: Kim Askevold kim_askevold@lkstevens.wednet.edu

Attendance/Psych Support: Sarah Doty sarah_doty@lkstevens.wednet.edu

School Nurse: Joseph Silva joseph_silva@lkstevens.wednet.edu

Highland PTA: www.highlandelementaryschoolpta.org/

Highland PTA: [Facebook](#)

Who do I talk to about...

Kim Askevold, Head Office Professional 425.335.2885

- ◆ enrollment - new students, transfer process
- ◆ setting up a meeting with principal
- ◆ updating contact information

Sarah Doty, Attendance Office Professional 425.335.1586

- ◆ daily attendance - excusing absences, extended vacation requests
- ◆ scheduling special education meetings
- ◆ Safe Schools visitor clearance

Heidi Christensen, Associate Principal 425.335.1649, Cell 425.315.2858

- ◆ behavior support
- ◆ special education
- ◆ attendance intervention
- ◆ recess and lunch concerns
- ◆ paraeducator concerns

Kyle Hedges, Counselor 425.335.1585

- ◆ Intervention team
- ◆ 504 process
- ◆ student mental health needs
- ◆ Family support / holidays

Joanna Leslie, Behavior Specialist 425.335.1585

- ◆ student behavior concerns - initial contact
- ◆ SWIS behavior data records

Ryan Henderson, Principal 425.335.1590, Cell 360.618.2284

- ◆ teacher/specialist concerns
- ◆ harassment/intimidation/bullying and hate speech
- ◆ liaison to PTA board
- ◆ curriculum concerns/questions

Joe Silva, Nurse 425.335.1574

- ◆ student health conditions, medications, care plans
- ◆ immunization requirements

Highland Bell Schedule 25-26

8:15	Cert staff start time		2 hour late start 11:15
9:00	Campus opens		2.5 hour release: 1:00
9:10	Classroom doors open		Friday early release: 2:05
9:15	Class begins		Family Group time = Select Fridays
Morning Recesses		10:00-10:15 10:30-10:45	SLC Grades: K, 1
Friday Morning Recess		10:30-10:45	Grades: K, 1, 5
3 / Claymore	Third Grade	11:15-11:35 11:35 -11:55	Lunch Recess
1	First Grade	11:40-12:00 12:00-12:20	Lunch Recess
4	Fourth Grade	11:45-12:05 12:05-12:25	Lunch Recess
2	Second Grade	12:10-12:30 12:30-12:50	Lunch Recess
5	Fifth Grade	12:15-12:35 12:35-12:55	Lunch Recess
K / Force	Kindergarten	12:40-1:00 1:00-1:20	Lunch Recess
Afternoon Recesses		2:00-2:15 2:25-2:40 3:00-3:15	Grades 3, 4 Grades 2, 5 SLC
Friday Afternoon Recess		1:30-1:45	Grade: 2, 3, 4
3:30 Student Dismissal (2:05 Fridays)		Friday Professional Time 2:40-3:45	
3:45 Cert staff workday ends			

2.5 hour Early Release			2 Hour Late Start		
3 / Claymore	10:30-10:50 10:50-11:10	Lunch Recess	3 / Claymore	11:30-11:50 11:50-12:10	Lunch Recess
1	10:55 - 11:15 11:15 - 11:35	Lunch Recess	1	11:55 - 12:15 12:15 - 12:35	Lunch Recess
4	11:00-11:20 11:20-11:40	Lunch Recess	4	12:00-12:20 12:20-12:40	Lunch Recess
2	11:25-11:45 11:45-12:05	Lunch Recess	2	12:25-12:45 12:45-1:05	Lunch Recess
5	11:30-11:50 11:50-12:10	Lunch Recess	5	12:30-12:50 12:50-1:10	Lunch Recess
K / Force	11:55-12:15 12:15-12:35	Lunch Recess	K / Force	12:55-1:15 1:15-1:35	Lunch Recess

Attendance

Regular school attendance is ESSENTIAL to your child's progress. We can't emphasize this enough as a team. **If your child must miss school due to illness or for some other reason, please email HLattendance@lkstevens.wednet.edu or call the school at 425.335.1586 to let us know that they will be absent.** Thank you for communicating with us so we can stay compliant with state attendance laws, and work with you to ensure success for your child with good attendance habits. If students arrive after 9:15, please walk them into the front office to sign in. This is the only way to enter the school after 9:15 am. Students will then be welcomed by our office staff, given a late-pass to communicate with their classroom teacher, and sent off to their classroom to begin their day.

Extended Absences

Prior notification is required for trips/leaves of 3 or more school days. Although there is no substitute for in person instruction, students will be given the opportunity to make up missed work and access missed instruction upon return to school. During absences, students are encouraged to read nightly, work in online programs, and (if desired) to write or draw about their experiences.

[Family Trip/Personal Leave form HL](#)

Per Lake Stevens School District, **20 Consecutive Excused or Unexcused Absences** will result in your student being placed as inactive or withdrawn.

Leaving School Early

We value your child's learning time and work to minimize disruptions to it. All students must be signed out through the office by an adult on the child's contact list and they will be asked to provide a photo ID. Your child will be called from class when you arrive to pick them up. If you need to have your child dismissed early, please send a note or call our office and let us know what time you will be picking your student up. Advanced notice is helpful in case the class will be in a different place on campus, in case of emergencies, or in the event that Highland has a planned emergency drill.

To help support learning, if time allows, students returning to school after their appointment is encouraged.

Dropping Off and Picking Up Students

The Highland campus opens at 9am. There is no supervision prior to that time. Parents are asked to drop off/pick up their child in the parent/visitor parking area located in front of the school (on the east side). The drop-off loop surrounds the parking lot, and has two lanes. The left lane is a departure lane, while the right lane (closest to the curb) is for drop-off/pick up only. If parents or visitors are planning to park and exit their vehicles, parking on the neighborhood streets surrounding Highland is the place to do so (please double check to be sure you aren't parked in a no parking zone). Please do not park in the parent-drop off/pick up loop. Staff will be in the loop to support you and your child.

- ◆ Students who ride their bikes/scooters are asked to walk their bike/scooter at all times on campus, until they arrive back on the main sidewalk on 113th. Helmets are required.
- ◆ If bringing your dog with you to campus at arrival or dismissal, please note the designated Dog Friendly Zone (triangle near trees and car loop) and do not wait with your dog on the main lawn or in the area near the daycare van parking as dogs are unpredictable and intimidating for some students.

*On-time pick-up and drop-off: Although we understand issues come up from time to time, frequent early arrival or late pick-ups will be referred to school administration and a meeting will be requested to create a plan for on-time drop off/pick up.

Riding the Bus

Your child's safety is top priority for our bus drivers. It is expected that students will act in a safe and appropriate manner when riding the bus. The bus drivers will review the bus expectations several times throughout the year. Bus privileges may be suspended if students are not able to be in charge of themselves or ensure the comfort and safety of those around them. Parents should supervise their children at the bus stop both before and after school. This will ensure your child's safety in arriving at school in the morning, and home in the afternoon. Students who normally ride the bus will NOT be allowed to walk home unless we have written permission from the parent. If a student does not have a signed note from home, they will be directed to ride their regular bus.

The cut off time for after school changes in transportation (how your child will get home) is: Monday-Thursday 2:45 PM/Fridays 12:45pm. This allows us time to get a note to your student.

School Breakfast, Lunch, and Snack

A free or reduced-price lunch program is available for those families who qualify. Details are sent home with all students at the beginning of the year and are available throughout the year from our office. Please reach out to Ms. Kim in the office with any questions. If your child brings lunch from home, please remember that carbonated beverages and glass containers are prohibited. Please also send a **healthy snack** from home for your child. If needed, a snack bag can be provided for your student.

We encourage families to access this [link](#) that provides all of the information you will need to know in order to communicate with our food and nutrition services department, add money to your child's lunch account, see up-to-date breakfast and lunch pricing, and other relevant information. You can also go directly to www.mymealtime.com to add money, view student purchases, or even download the free app, "My MealTime."

Recess

We encourage students to dress in layers, as our goal is to always get kids outside when it is appropriate. We have a covered area which provides some coverage from the elements. At times, due to muddy conditions, we must close the grass field down from student play. When extreme weather does occur, a decision will be made regarding whether to hold recess indoors (in classrooms) with supervision provided by our recess supervisors. If your child has a medical condition preventing them from outdoor recess, please provide a doctor's note to our school

nurse Joe Silva. Please have your child dress appropriately for weather in the Pacific Northwest. More times than not, we'll be outside!

Lost and Found

Please be sure to *mark all of your child's clothing and other belongings* (such as lunch boxes, backpacks, coats, water bottles) with their first and last name. Lost and found items are stored just outside the main office. It is a good idea to check there when you are visiting the school - there are always many items waiting to be claimed. Items that are not claimed are donated to local charities.

Personal Items

Personal items such as toys, electronic games, card collections, music players, and recess equipment *may not be brought to school*. Unauthorized items will be collected by staff members and returned to the student at the end of the school day. Our practice is to allow Pokemon cards to be brought to school for Pokemon Fridays, but trading and selling of cards is not allowed. The school is not responsible for lost or damaged personal items brought to school.

Parties & Treats

Birthdays are special days for students. We celebrate them in many different ways both in the classroom and publicly for the whole school to acknowledge, announcing each student's birthday during our morning announcements. We announce all summer birthdays during the month of June. We do not allow birthday treats to be shared during the student day due to health concerns. You may consider sending non-food goodie bags or donating a book to your child's classroom library. Birthday invitations can also cause unintended disruption to the classroom. Please check with your child's teacher before sending birthday invitations to see how they would like to handle this.

We ask that flowers and balloons are NOT delivered to the school for students. We realize that this is a nice way to recognize your child on their special day; however, these beautiful flowers and balloons cause disruption to our classrooms, may interfere with the learning process, and can cause allergic reactions for some students. For safety reasons, these items are also unable to be transported home on our school buses.

Field Trips

Field Trips are an important and special part of a student's elementary school experience. When notified of a field trip, families are asked to complete the permission slip as soon as possible to allow us time to arrange logistics such as budget and transportation. To mirror our volunteer policy on campus, parents volunteering as chaperones are not allowed to bring younger siblings along on trips. If a field trip is scheduled in a public place, families who are not serving as chaperones are strongly discouraged from joining the trip as a "visitor." On field trips, students are expected to still follow The Highland Way expectations of being safe, respectful and responsible. Behaviors that don't meet expectations will be handled as if they happened on the Highland campus on a typical school day.

School Supplies

A list of school supplies is posted on our district website. Please let the Highland office know if gathering supplies is a hardship for your family!

Medication/Health Concerns

If any medication needs to be taken during school hours, please coordinate with our school nurse. Requirements include:

- Signed permission from parent/guardian and prescribing practitioner;
- Medication must be brought to school by parent/guardian in the original prescriptive container;
- Medication will be counted and administered by designated staff and/or parent/guardian.

Please keep our nurse adequately informed. If your child is taking medication, changes medications, etc., let us know. This information is confidential and critical. Additionally, if you have any concerns or updates about your child's health, please feel free to call our school nurse, Joseph Silva at 425-335-1574.

Illness

Please do not send your child to school if they are too sick for school. If your child is sick, please consult with our school nurse regarding when they may return to school. Your child must be fever free (without fever reducing medications) and have had no episodes of vomiting for 24 hours prior to returning to school.

When is sick too sick for school?

A regular attendance routine is important for your child's well-being and learning. These tips can help you decide when to keep your child home when they don't feel well.



SEND ME TO SCHOOL IF...

- I have a **runny nose** or just a **little cough**, but no other symptoms.
- I have **NOT had a fever overnight** and **have NOT taken fever reducing medicine** during that time.
- I have a **mild stomach ache**.
- I have **not thrown up** overnight and can drink liquids without throwing up.
- I have a **mild rash** and no other symptoms.
- I have **eye drainage WITHOUT fever**, eye pain or eyelid redness.



KEEP ME AT HOME IF...

- I have a **temperature higher than 100.4**
- I have **thrown up two or more times** in the past 24 hours.
- My **stool is watery** and I may not make it to the bathroom in time.

Emergency Information

If a child is ill or injured at the school he/she will be given emergency treatment and parents will be called. If parents cannot be reached, the person listed on the student's emergency form will be called. If no one is available to come for the student, we will make the child as comfortable as possible and follow the recommendation you provide on the emergency form.

Emergency Closure/Late Start

Occasionally weather and/or road conditions will impact the start time of the student day. In the event that a school closure or a change in starting time becomes necessary, television and radio stations will make announcements. In addition, school closure/delay information is also posted on the district website, on the school district's app, and on the LSSD social media accounts on Facebook and Instagram. Please note, LSSD does not make automated phone calls to announce changes. Families may monitor LSSD social media channels, check their email address listed in the Family Access or through signing up for Flash Alert.

Safety and Emergency Drills

The staff at Highland has developed an Emergency Response Plan for use when the school is confronted with a natural disaster or emergency. We conduct regular announced and unannounced drills for the procedures we would take in the case of fire, earthquake, environmental hazards, intruders, or bus incidents. Unannounced drills can be a stressful endeavor for all involved, but they are critical in ensuring that our safety measures are working, and practicing what it takes to quickly secure our campus. We ask that parents refrain from coming to campus in the case of an emergency to allow first responders to access campus and to minimize disruption. Any reunification process needed will be communicated by email or text to families. In some cases, reunification may take place off campus at LSHS.

Visiting and Volunteering at Highland

We welcome and invite you to visit and/or volunteer at Highland. To ensure the safety of our students and to avoid disrupting the learning environment, we ask that you make prior arrangements with the teacher before visiting a class if it is not a normal, established routine with the teacher. We do not allow siblings to accompany volunteering parents to our campus. Due to restrictions with space, we do not allow parents to have lunch with their students in our cafeteria.

For the safety of our students, an online application with a background check is required of all Highland volunteers . For more information on volunteering at Highland click [here](#).

Campus Rules

DRUG, ALCOHOL AND TOBACCO FREE ZONE: The Lake Stevens School District prohibits the use, possession or distribution of alcohol, illegal drugs, or tobacco on or adjacent to school property or as part of any school activity. Compliance with this rule is mandatory.

GUN FREE POLICY: Students who violate our District's Policy 1610 and 5570 will be subject to discipline that includes a one-year mandatory expulsion for firearms. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or

suspected violations of this policy. The superintendent, or designee, may modify the one-year expulsion on a case by case basis.

STUDENT EXPECTATIONS

Our students begin their day by reciting the Highland Way Pledge: Today I choose to be a responsible learner who shows respect to everyone and is safe with my words and body. Our building wide expectations are that Hornets are Respectful, Responsible and Safe. Our students are explicitly taught these expectations in the context of the different areas across our campus. These expectations are reinforced routinely throughout the year. Hornet Hoorays are used to celebrate students demonstrating these expectations.

Please take a moment to view our Hornet Expectation videos:

- ◆ [Hallway and Office Expectations](#)
- ◆ [Lunchroom Expectations](#)

Behavior Intervention Team

The purpose of our Behavior Intervention Team is to help students gain the skills necessary to support positive interpersonal behavior and the use of positive self-regulation strategies. Our behavior team is comprised of: Ryan Henderson (Principal), Heidi Christensen (Associate Principal), Kyle Hedges (School Counselor), and Joanna Leslie (Behavior Specialist).

Students may visit our Behavior Intervention Team to:

- ◆ Do a [Zones of Regulation](#) check in or work on strategies
- ◆ Check-in/Check-out support with a behavior plan
- ◆ Be given temporary support for behaviors that cause them to be unsuccessful in the classroom or common areas
- ◆ Receive instruction in social skills with other students who are struggling with similar concepts (poor sportsmanship, fighting, teasing, lying, bullying...)
- ◆ Need a time out to “breathe” and regroup.
- ◆ Office or recess referral (for on-going/chronic behavior, as a teaching opportunity)
- ◆ Highland Intervention Team referral

We use a program called SWIS to document student behaviors that result in interactions with our Behavior Intervention Team. This program allows us to look for trends in behavior and guides our interventions. Under most circumstances, you will be notified by a staff member if your child has a documented behavior within a school day or interacted with support staff about a behavioral incident.

Highland Student Dress Code

Please be thoughtful in helping your child select appropriate clothes and shoes to wear to school each day. Clothes selected to wear to school should be appropriate for the learning environment and weather forecast.

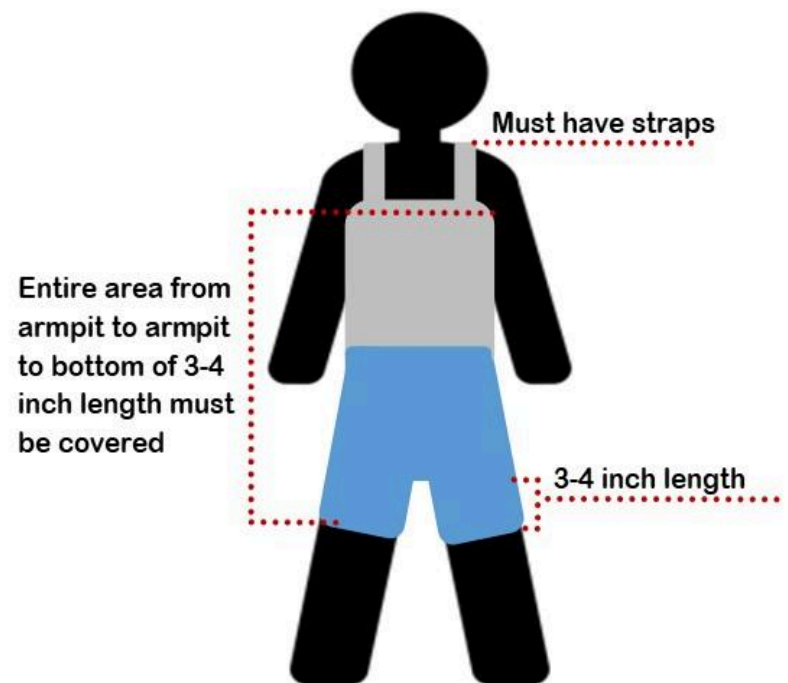
Clothing must cover a child's torso, down to approximately 3 to 4 inches in length on the upper thighs (see diagram). Pants and shorts should fully cover undergarments at all times. **Tops** must have shoulder straps. Rips or tears in clothing should not show undergarments. Tops should easily cover a student's stomach and back, so no skin is showing even when seated. A student's face should be visible at all times. (Protective face masks are an exception.) **Hoods and hats** may be worn outside (and inside, by teacher preference) but in all cases we must see students' eyes. Hoods that cover the entire face, even with eyeholes, may not be worn.

Footwear should be chosen with safety in mind, considering that most students are running out doors during recess, climbing on playground equipment, and playing games. While flip flops and sandals are fun during the summer, please be advised as a safety precaution, shoes without a heel strap should not be worn to school. Participation in P.E. and recess is simply not safe without the appropriate footwear. Tennis shoes are required for every PE class, which take place two days per week.

The following items are NOT ACCEPTABLE AT SCHOOL:

- ◆ Clothing or items advertising liquor, drugs, or having suggestive words or pictures on them.
- ◆ Clothing referencing death, violence, threats, or hate speech.

The dress code section outlines general expectations for student dress. However, please note any clothing or appearance that is deemed to be "substantially disruptive to the learning environment" may need to be adjusted, modified, and/or removed as requested by an administrator or designee. Whenever possible, the school will provide alternative clothing to the child (sweatshirt, pants, etc.) to wear for the duration of the day, or students may be asked to turn clothing inside out. Please wash and return any lent items to school at your earliest convenience. If needed, the school will contact the family for support.



Chromebooks

The LSSD has made a major financial commitment by supplying every student with a Chrome book for educational use. It is a privilege to use LSSD devices and they are an important aspect of the curriculum. Part of a student's responsibility is to keep the Chromebook free from damage and use it for school purposes only. If a student is found to be on an unauthorized site, viewing inappropriate material, or using the computer for non-school-related purposes, the student will be warned. For serious or multiple violations, students may lose all school computer privileges, talk with a member of the behavior support team, and parents/guardians will be notified.

Personal Electronic Devices

Due to their value, and the fact they are disruptive to the learning environment, personal electronic devices should not be used at school. These devices, which include cell phones, music players, and electronic games, must remain turned off and in student backpacks during school hours. Inappropriate use of technology will result in these items needing to stay at home. If an electronic device is a distraction/disruption in class, students will be asked to put them away. If this becomes a chronic issue it will be collected and turned into the office for parent pick up.

Cell Phones and Smartwatches:

In order for students to bring a cell phone or smart watch onto campus, families must sign and return the last page in this handbook to the school. Staff will record this permission to allow a device on campus.

We ask that cell phones remain in backpacks all day -- not visible, not in use. Smartwatches may be used to tell time within the school day as other uses would be distracting to learning. Watches and phones are not to be used for taking pictures, recording, or filming. Any recording of others will not be tolerated. They are not to be used during class or tests to get answers from the internet. Their use during state assessments is restricted by state policies, so watches will be taken off and put in backpacks at that time.

Smartwatches and phones are not to be used to receive or send calls or text messages during class or throughout the school day. **All communication between parents and students during the school day must come through the Highland office.** This will allow staff to assist in the moment with the benefit of an adult perspective on concerns for the child's health, safety, and emotional well-being. *A parent contacting the office in response to a smartwatch communication from students during the school day will be considered an infraction. As well, students acting on communication from parents that did not come through the office will also be considered an infraction.*

Use of a cell phone or smartwatch is a privilege that can be revoked.

◆First infraction: If a device is used inappropriately or becomes a disruption to learning, the student will be asked to take it off and put it in their backpack.

◆If a second infraction happens, the watch will be kept in the office for the day and sent home with the student that afternoon.

◆In the case of a third infraction, a parent will need to pick up the device and the student will lose the privilege of wearing a smartwatch at school. (Watches will need to be kept at home or dropped off in the office each day if the parent wants the student to have it for after-school use.)

To assist with making Smartwatches compliant to our policy, please see if your child's device has a "SchooltimeMode."

Harassment, Intimidation, Bullying

The Lake Stevens School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons free from harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means intentional written messages or images, 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 does damage to the student’s property.

- ◆ Has the effect of substantially interfering with a student’s education
- ◆ Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- ◆ Has the effect of substantially disrupting the orderly operation of the school.
- ◆ Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.
- ◆ “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, and weight.

In accordance with [LSSD Policy 5580](#), the building principal or designee(s) will receive formal complaints from students, employees, or parents/guardians that meet the definition of harassment, intimidation, or bullying and investigate each complaint.

Each incident that meets the definition of harassment, intimidation, or bullying will require the complainant to fill out the Incident Reporting Form located in each building or here:

[Harassment, Intimidation, Bullying Form](#)

Discipline for those who are found to violate the bullying, harassment, and intimidation policy will take into account the frequency of incidents, the developmental age of the student, and the severity of the conduct.

The Human Resources Director is the District Compliance Officer for the purposes of serving as the district’s primary contact for harassment, intimidation, and bullying complaints.

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 online reporting form to share concerns. 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, Gina Anderson, 425-335-1500, gina_anderson@lkstevens.wednet.edu, that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

For the student designated as the "targeted student" in a complaint:

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

For the student designated as the "aggressor" in a complaint:

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

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's HIB Policy 5580 and Procedure 5580.

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.

Visit the district website to review the district's Nondiscrimination Policy 5090 and Procedure 5090.

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.

Visit the district website to review the district's Sexual Harassment Policy 5500 and Procedure 5500.

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?

Speak to Gina Anderson to report your concerns, ask questions or learn more. You may also submit a written complaint.

Dr. Gina Anderson

425-335-1500

gina_anderson@lkstevenswednet.edu

Civil Rights Coordinator (concerns about discrimination)

Title IX Coordinator (concerns about sex discrimination)

Section 504 Coordinator (concerns about disability discrimination)

Gender-Inclusive Schools Coordinator (concerns about discrimination based on gender identity)

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 Gina Anderson. 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 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)

ospi.k12.wa.us/student-success/health-safety/school-safety-center
schoolsafety@k12.wa.us

360-725-6068

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

ospi.k12.wa.us/policy-funding/equity-and-civil-rights
equity@k12.wa.us

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.

www.oeo.wa.gov

oeoinfo@gov.wa.gov

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.

www2.ed.gov/about/offices/list/ocr/index.html

ocr@ed.gov

800-421-3481

Our school district is gender-inclusive

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

Visit the district website to review the district's Inclusive Schools Policy 5590 and Procedure 5590. For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Student Leadership Groups

At Highland Elementary, we believe that participation in leadership groups is not just a responsibility, but a privilege. Our school fosters an environment where students are encouraged to embrace their potential as leaders and make positive impacts within their community. Through these groups, students learn the value of collaboration, empathy, and responsibility.

It's important to note that with privilege comes responsibility. Students who have demonstrated exemplary behavior are granted the opportunity to participate in our leadership groups. However, those who have accumulated three or more documented behavior incidents may temporarily lose their ability to participate. This policy reinforces the values of accountability and respect within our school community, ensuring that our leadership groups maintain a positive and inclusive environment for all participants. We celebrate the opportunity to empower our students to lead with integrity and purpose while upholding our standards of behavior and citizenship.

Our student leadership groups include:

Student Council
Library Helpers
Safety Patrol
Bus Helpers

For a complete list of Lake Stevens School District policies, please visit the [LSSD Policy Library](#).

Please **sign and return** this page if you wish to give your child permission to have a cell phone or smart watch with them on campus.

Personal Technology and Device Contract

By signing this form, we (student & guardian) acknowledge that we have reviewed the expectations for personal technology during the school day.

STUDENT:

I will not let my smart watch or phone become a distraction to my learning. I will follow my teacher's expectations for when to use it and where to keep it.

I understand that if I do not meet expectations, I will lose the privilege of having a smart watch on my body or my phone with me on campus.

I will not contact my parents directly from my phone or watch. I will ask an adult to contact my family through the main office.

My cell phone will be turned off or silenced and stored in my backpack. I will not have it with me during recess, lunch or restroom use.

Student Name: _____ Teacher: _____

PARENT/GUARDIAN:

I give permission for my child to have this device on campus:

____ Cell phone

____ Smart watch

I will not contact my child directly on their device during the school day. I understand that all communication needs to come through the main office. If my child contacts me directly from their device, I will contact the school office for any further communication. If my child expresses a need or concern, I will direct them to share that concern with their teacher or other staff member.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

If we do not have this form on file, your child does NOT have permission to have a cell phone or smart watch at Highland.