



# FAMILY HANDBOOK

## ABOUT THE 2025-26 CALENDAR & FAMILY HANDBOOK

The district's calendar is dedicated to our students who make our schools an exceptional place to learn. Thank you to everyone who submitted content! For the last 19 years, the district calendar has received awards from the Washington School Public Relations Association and the National School Public Relations Association.

### WE WANT YOU TO KNOW

The 2025-26 Calendar and Family Handbook is produced by the Lake Stevens School District and includes:

- Information we must, by law, provide to you;
- Information we think would be useful to you; and
- Important dates for various school district events (please note that changes may occur in dates and times).

You will be notified in more detail on many of these events through your child's school. Each school publishes its own handbook that outlines school-specific rules, guidelines and expectations.

Although this calendar contains some key dates, many other student activities will be planned throughout the school year. Your participation and support is appreciated, and our schools will keep you informed about events as plans are finalized.

You can stay up-to-date on school and district events by downloading our free mobile app. Just search "Lake Stevens School District" in the App Store or Google Play. Be sure to turn on notifications to receive important updates and messages.

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# 2025-26 SIGNIFICANT DATES

**Note:** Every Friday is 85-Minute Early Release

## August 2025

18-20	Ready for Kindergarten, 9 a.m. to 12 p.m.
27-28	Learning Improvement Day for staff

## September 2025

1	Labor Day
2	Learning Improvement Day for staff
3	First day of school for grades 1-8 & 10
4	First day of school for grades 9, 11 & 12
8	First day of Kindergarten
9	First day of HomeLink
10	First day for Early Learning Center & Transitions

## October 2025

20	No school, Learning Improvement Day for staff
27-30	Preschool Family Conferences, no preschool

## November 2025

10-11	No school in honor of Veterans Day
24-26	Elementary Family Conferences; no school for grades K-5
26	2.5 hour early release for all secondary schools (6-12); no preschool
27	Thanksgiving Day, no school
28	No school

## December 2025

22-31	Winter Break, no school (Dec. 22 to Jan. 2)
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## January 2026

1-2	Winter Break, no school (Dec. 22 to Jan. 2)
19	Dr. Martin Luther King Jr. Day, no school
23	End of first semester
26	No school, Learning Improvement Day for staff

## February 2026

13	No school
16	Presidents Day, no school

## March 2026

2-5	P-5 Family Conferences, 2.5 hour early release, no preschool
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## April 2026

6-10	Spring Break, no school
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## May 2026

25	Memorial Day, no school
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## June 2026

9	Graduation
16	Last day of school, 2.5 hour early release*
17-18	Snow make-up days, if needed
19	Juneteenth, schools and offices closed



\*Pending no school closures. Dates are subject to change. Please confirm dates and times on the district website calendar: [www.lkstevens.wednet.edu/calendar](http://www.lkstevens.wednet.edu/calendar).



# 2025-26 START & DISMISSAL TIMES

GLW: Glenwood HLC: Hillcrest MTP: Mt. Pilchuck SKY: Skyline SUN: Sunnycrest

## GLW, HLC, MTP, SKY and SUN

Start	8:05 a.m.
Dismissal	2:45 p.m.
2-Hour Late Start	10:05 a.m.
Early Release (2.5 hours)	12:15 p.m.
85-Minute Early Release	1:20 p.m.

## Cavelero Mid High School

Start	8 a.m.
Dismissal	2:40 p.m.
2-Hour Late Start	10 a.m.
Early Release (2.5 hours)	12:10 p.m.
85-Minute Early Release	1:15 p.m.

## Highland and Stevens Creek

Start	9:15 a.m.
Dismissal	3:30 p.m.
2-Hour Late Start	11:15 a.m.
Early Release (2.5 hours)	1 p.m.
85-Minute Early Release	2:05 p.m.

## Lake Stevens Middle School

Start	8:30 a.m.
Dismissal	3:10 p.m.
2-Hour Late Start	10:30 a.m.
Early Release (2.5 hours)	12:40 p.m.
85-Minute Early Release	1:45 p.m.

## HomeLink

Start	9 a.m.
Dismissal	3:10 p.m.
2-Hour Late Start	*11 a.m.

\*Any scheduled class before 11 a.m. is canceled.  
[www.lkstevens.wednet.edu/homelink](http://www.lkstevens.wednet.edu/homelink)

## North Lake Middle School

Start	8:10 a.m.
Dismissal	2:50 p.m.
2-Hour Late Start	10:10 a.m.
Early Release (2.5 hours)	12:20 p.m.
85-Minute Early Release	1:25 p.m.

## Early Learning Center

A.M. Start	9:30 a.m.
Dismissal	12:10 p.m.
2-Hour Late Start	No a.m. preschool
P.M. Start	1:10 p.m.
Dismissal	3:50 p.m.

# WHO TO TALK TO IN THE DISTRICT

(425) 335-1500 • [WWW.LKSTEVENS.WEDNET.EDU](http://WWW.LKSTEVENS.WEDNET.EDU)

## SUPERINTENDENT



*Superintendent*  
**Dr. Mary Templeton**  
[mary\\_templeton@lkstevens.wednet.edu](mailto:mary_templeton@lkstevens.wednet.edu)

## COMMUNICATIONS



*Exec. Director of Communications & Community Services*  
**Jayme Taylor, APR**  
[jayme\\_taylor@lkstevens.wednet.edu](mailto:jayme_taylor@lkstevens.wednet.edu)

## LAKE STEVENS SCHOOL DISTRICT

Educational Service Center  
12309 22nd Street NE  
Lake Stevens, WA 98258  
(425) 335-1500 | Fax: 425-335-1549



## BUSINESS & OPERATIONS



*Assistant Superintendent of Business & Operations*  
**Teresa Main**  
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*Safety, Security and Health Specialist*  
**Greg Lineberry**  
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*Exec. Director of School Planning and Construction*  
**Robb Stanton**  
[robb Stanton@lkstevens.wednet.edu](mailto:robb Stanton@lkstevens.wednet.edu)



*Manager of Operations: Facilities/Maintenance: Grounds/Transportation*  
**Bobby Vaughn**  
[bobby Vaughn@lkstevens.wednet.edu](mailto:bobby Vaughn@lkstevens.wednet.edu)



*Supervisor of Transportation*  
**Robert Thueringer**  
[robert Thueringer@lkstevens.wednet.edu](mailto:robert Thueringer@lkstevens.wednet.edu)

## SCHOOL IMPROVEMENT



*Assistant Superintendent of HR and School Improvement*  
**Dr. John Balmer**  
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*Schools Chief of Innovation, Compliance and Student Support Operations*  
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*Executive Director of Secondary Schools*  
**Dr. Mike Snow**  
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*Executive Director of Elementary Schools*  
**Steve Burleigh**  
[steve\\_burleigh@lkstevens.wednet.edu](mailto:steve_burleigh@lkstevens.wednet.edu)



*Executive Director of Special Services*  
**Jeff Jorgensen**  
[jeff\\_jorgensen@lkstevens.wednet.edu](mailto:jeff_jorgensen@lkstevens.wednet.edu)



*Director of Special Services*  
**Keri Joseph**  
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*Executive Director of Student Learning and Family Engagement*  
**Sarah Danielson**  
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*Exec. Director of Innovation and Educational Technology*  
**Mike Weatherbie**  
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*Director of Career & Technical Education*  
**Dan Tedor**  
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*HR Director of Talent Engagement, Belonging and Support*  
**Dr. Monica Meadows**  
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*Food & Nutrition Services Manager*  
**Mollie Langum**  
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*Nursing Supervisor*  
**Ernette Visitacion**  
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# OUR PROGRAMS

## ATHLETICS

A variety of sports activities for middle school and high school students are offered. Rules and regulations for these activities are governed by the Washington Interscholastic Activities Association. Programs are divided by seasons.

Seventh- through 12th-grade students who participate are required to have physical examinations (valid for two years), insurance, and an ASB card. For further information, contact your Athletic Director. Please visit each school's website for more information.



**Lake Stevens High School**  
**Jason Pearson**  
425-335-1527



**Lake Stevens Middle School**  
**Jamie Sinnning**  
425-335-1544



**Cavelero Mid High School**  
**James West**  
425-335-1630



**North Lake Middle School**  
**Kelly Goodmansen**  
425-335-1640

## ATHLETIC INSURANCE

Students may purchase low-cost athletic insurance from Myers-Stevens & Toohey and/or show proof that they are covered under their family's insurance policy to be eligible to participate in interscholastic athletics. Questions? Please call your child's school.

Mid Level Sports <b>Grade 7</b>	Mid Level Sports <b>Grade 8</b>
<b>FIRST SPORT SEASON</b>	
• Boys & Girls Cross Country	• Boys & Girls Cross Country
• Football	
• Football	• Softball
<b>SECOND SPORT SEASON</b>	
• Boys Basketball	• Boys Basketball
• Girls Volleyball	• Girls Volleyball
<b>THIRD SPORT SEASON</b>	
• Boys Wrestling	• Boys Wrestling
• Girls Basketball	• Girls Basketball
<b>FOURTH SPORT SEASON</b>	
• Boys & Girls Track	• Boys & Girls Track

<b>High School Sports Grades 9-12</b>	
BOYS	GIRLS
<b>FALL</b>	
• Football	• Soccer
• Tennis	• Swimming
• Cross Country	• Cross Country
• Softball	• Volleyball
<b>WINTER</b>	
• Basketball	• Basketball
• Wrestling	• Wrestling
• Swimming	
<b>SPRING</b>	
• Baseball	• Softball
• Track	• Track
• Soccer	• Tennis
• Golf	• Golf



# OUR PROGRAMS CONTINUED

## AQUATICS

The Lake Stevens School District Pool offers a variety of swimming lessons, water aerobics, lap swim, open swim, and facility rental opportunities. More information, including schedules and pricing, is available by visiting [www.lkstevens.wednet.edu/pool](http://www.lkstevens.wednet.edu/pool) or by calling 425-335-1526.

## FOUNDATION FOR EXCELLENCE

The Foundation for Excellence is Lake Stevens School District's strategic plan. It outlines the mission, vision, foundational principles, goals and strategies that guide the work we do each day. You can familiarize yourself with the Foundation for Excellence on our website, [www.lkstevens.wednet.edu/foundation](http://www.lkstevens.wednet.edu/foundation).



## FOOD & NUTRITION SERVICES PROGRAM

Our district provides a complete breakfast and lunch program which meets or exceeds the nutritional requirements established by the National School Breakfast and Lunch Program. Breakfast and lunches are served at all schools. We do our best to serve a variety of entree options students will enjoy at each building level. Every student meal includes fresh fruit and veggies, low-fat milk and 100 percent fruit juice. À la carte options are also available. School meal pricing, nutritional information and monthly menus are posted online indicating the daily entrees at [www.lkstevens.wednet.edu/menus](http://www.lkstevens.wednet.edu/menus).

Please visit the district website to access the MealTime Online deposit system, [www.mymealtime.com](http://www.mymealtime.com), or download the app. This system makes it convenient for family and caregivers to deposit and prepay money on an account for their students. You can also be notified by e-mail of low account balances free of charge. We also accept cash and checks for deposit or payment at any school or the district office.

Free and Reduced applications are processed for school meal benefits and additional reduced-fee benefits to households. These applications will be available throughout the school year at any school office, the district office or online. For any questions or assistance, please call the Nutrition Office directly at 425-335-1561 or email [foodservices@lkstevens.wednet.edu](mailto:foodservices@lkstevens.wednet.edu).

## TRANSPORTATION

The district provides bus transportation for all students within the limits and guidelines established by the state. In addition to regular to-and-from school transportation, the district provides most of the transportation for field trips and co-curricular activities. Our students are transported by a fleet of 93 buses that travel more than 865,000 miles annually.

## HIGHLY CAPABLE PROGRAM

Lake Stevens School District's Highly Capable Program (HiCap) serves our students qualified as highly capable in grades K-12. Typically, these students perform at significantly advanced academic levels when compared to others of their age and represent about 5 percent, or about 1 in 20, of the total student population.

Nominations for the HiCap program can be made by teachers, family and caregivers, students, and others familiar with the student's academic potential each school year during the November open nomination window. Lake Stevens School District also conducts universal screening within all first and fourth grade classrooms and may reach out to families if we would recommend further assessment based on the screening results. Details about the HiCap student

identification process, including dates to submit nomination forms, are available on the district website under "Our Programs." The identification process involves screening, assessment, and evaluation of all information by a multidisciplinary selection team. The decision is communicated in writing to family and caregivers and may be appealed.

Lake Stevens provides a variety of services to our HiCap students and these are developed based on the age and academic strengths of the individual. A continuum of appropriate services will be provided as students progress through the grades. Additional details are provided on the district's website under "Our Programs."

## TEACHER WORKSHOPS, TRAINING AND EARLY RELEASE DAYS

The district and the community share the common goal of providing the very best possible education for all of our students. With this in mind, professional learning programs are developed to provide additional training in instructional techniques and methods, curriculum, state academic learning requirements, and assessment strategies. Early release Fridays are used for staff development, staff collaboration, and teacher planning in response to student assessment data.

## SPECIAL PROGRAMS

To complement the general education program a wide range of special programs are offered:

### ► Child Find

Lake Stevens School District is interested in locating, evaluating, and identifying students from birth to age 22 who are suspected of having a disability for the purpose of determining whether they are in need of special education and related services. This also includes highly mobile children who are suspected of having a disability and in need of special education. If your family is living in a temporary situation, you may contact the district where you are currently staying for screening.

A student eligible for special education means a student who has been evaluated and determined to need special education because of having a disability in one of the eligibility categories, and who, because of the disability and adverse educational impact, has unique needs that cannot be addressed exclusively through education in general education classes with or without individual accommodations, and requires specially designed instruction.

The eligibility categories are hearing, vision, speech or language, orthopedic or health impairment, intellectual disability, an emotional behavioral disability, autism, traumatic brain injury, deaf-blindness, multiple disabilities, a specific learning disability or for students, three through eight, a developmental delay.

### ► Special Education: Birth to Five

The district provides Special Education preschool services to children who have a disability and who are 0 to five-years-old. Children may be served in a classroom program or as a walk-in for speech, physical or occupational therapy services only. Children from income eligible families who are three or four by Aug. 31 may be able to attend preschool classes in the Early Childhood Education Assistance Program (ECEAP).

If you suspect your child has a disability or if you have questions about the specialized preschools, you should contact the Early Learning Center at 425-335-1643 or the Special Services Department at the Educational Service Center at 425-335-1660.

# OUR PROGRAMS CONTINUED

## ► **Special Education: School aged children and youth (ages 5-22)**

Every child, five up to 22-years-old, who has been identified as a student with a disability that is significantly impacting his or her education, has the opportunity to participate in a continuum of services. Depending on need, a child may be provided services in a special class, pulled out from the regular class for specific instruction, or may remain in the regular classroom with support. Students with a disability who have reached 16-years-old are provided activities designed to ensure a successful post-secondary transition.

Additional services such as speech therapy and physical or occupational therapy are available for those students who qualify. Questions concerning school-age special education services should be directed to the building principal, school psychologist or Special Services Department at 425-335-1660.

## ► **Title I/Learning Assistance Program (LAP)**

Title I, Part A is a Federal program intended to provide supplemental support to learners who could benefit from additional, targeted instruction. LAP is a state funded program with the same intent. A main focus of Title I and LAP funds is to address reading development in elementary grades. However, LAP funds may be used to provide learning support at all levels. Families will be notified if their child is being served in either program.

Buildings who are identified for Title I support will host an information evening for caregivers in the fall to share information and gather feedback on engagement activities throughout the year. Family involvement is an essential component of effective programs. Caregivers of students in buildings that receive Title I funds have the right to request information on the professional qualifications of their child's teacher(s). At a minimum this includes whether the teacher has met state qualifications and licensing criteria for grades and subjects taught, whether the teacher is teaching under emergency or provisional status and the baccalaureate degree major of the teacher, any other graduate certification or degree held, and the field of discipline of the certification or degree. If your child is being provided services by a paraprofessional, the paraprofessional's qualifications may also be requested.

To request information on your child's teacher(s) or paraprofessional(s) please call 425-335-1500 and ask for the "family and caregiver Request Form for Information Regarding Teacher Qualifications."

## ► **Multilingual Learners**

Our Multilingual Learners (ML) program ensures equal educational opportunities for students whose primary language is one other than English. The program supports English language acquisition and focuses on proficiency in reading, writing, speaking and listening in English. Helping students meet state learning standards is a primary goal of the program.

Questions regarding our state and federal programs may be directed to Sarah Danielson, Executive Director of Student Learning and Family Engagement.

## **VOLUNTEER PROGRAM**

Volunteers are valued partners in the education of Lake Stevens students. We encourage family and community members, as well as local businesses, to consider serving in our schools. Not able to volunteer during school hours? Many schools offer volunteer opportunities that can be completed at home. Volunteering is an excellent way to demonstrate to our students the value our community places in their education and their school.



If you would like to become a volunteer, visit [www.lkstevens.wednet.edu/volunteer](http://www.lkstevens.wednet.edu/volunteer) to learn more.

**Please note:** As a school district, our utmost priority is the safety and well-being of our students. As a volunteer or guest, this also becomes your responsibility. **You are prohibited from taking photos or videos of our students or their work.** At school and school events students have an expectation of privacy. This is governed by the federal Family Educational Rights and Privacy Act (FERPA). This also includes field trips and special school events. You are, of course, welcome to photograph your own child(ren).

## **FEDERAL PROGRAM COMPLAINT PROCEDURES**

Lake Stevens School District makes every effort possible to implement all Federal Programs authorized under the Elementary and Secondary Education Act with fidelity and to the fullest extent expected by all requirements of federal statute and state law. If there is reason to believe that this has not happened, a formal complaint may be filed.

For specific information about filing a formal complaint you may review Lake Stevens School District Board Policy 4005, contact the main office in your child's school, refer to the district website, or contact the Office of the Superintendent of Public Instruction.

# ACADEMICS

## KINDERGARTEN REGISTRATION

Kinder-garten registration is provided for children who are or will be five-years-old by Aug. 31 and plan to enter kindergarten in the fall. When registering your child for kindergarten, family and caregivers need to bring a copy of their child's birth certificate and a record of immunization, along with a completed registration packet. Per regulation, a child must meet Washington state immunization requirements BEFORE he/she can be registered for school. Learn more by visiting: [www.lkstevens.wednet.edu/kindergarten](http://www.lkstevens.wednet.edu/kindergarten)

## GENERAL EDUCATION

Lake Stevens School District provides a comprehensive program for teaching students the content and skills needed to be successful, contributing members of society. Lake Stevens has adopted the state academic learning standards in all content areas. We are intentional about aligning our content, instructional practice and assessment practice to the expectations of these standards. We fully embrace the use of technology at all levels to enhance instruction and student learning.

Elementary students receive a strong foundation in the basic skills of reading, writing, math and science. Art, music, and physical education are taught as part of the basic program. Middle level programs, for grades 6-8, are delivered in a six-period day with some opportunities to enroll in credit-bearing classes. Students take required courses in language arts, social studies, math, science and health/wellness, as well as a range of exploratory and elective courses such as music, technology and art. The K-12 health curriculum includes substance abuse prevention, personal safety, nutrition, first aid and health skills for life. In addition to core content, Lake Stevens teachers support students' social-emotional learning needs.

The credit-bearing programs at Cavelero Mid High School and Lake Stevens High School, grades 9-12, also are organized in a six-period day. Students must meet graduation requirements in language arts, social studies, math, science, PE, health, world language and career and technical education. Based on a student's personal interests and chosen career pathway, a range of elective programs and courses are available, including art, music, world language and Career and Technical Education (CTE) courses. Students have many opportunities to challenge themselves, including Advanced Placement and College in the High School courses, and dual-credit CTE courses. The high school program is designed to ensure students are college- and career-ready upon graduation. Students complete a High School and Beyond Plan prior to entering 9th grade, and must reflect and update on it throughout their high school career. Students also need to complete 45 hours of community service (roughly

15 hours each year, starting in 10th grade) in order to practice and apply their academic and social skills in preparation for entering the workforce or a postsecondary institution, and as a way to increase civic awareness and participation.

## ALTERNATIVE LEARNING

### ► Homelink

HomeLink provides dedicated homeschooling families with a connection to Lake Stevens School District. Classes are taught by certificated staff and offer enrichment opportunities that support the core instruction happening at home. Families choose enrichment classes that work best with their homeschool schedules. HomeLink students have the opportunity for part-time to full time enrollment and operate under the Alternative Learning Experience (ALE) rules and guidelines.

### ► Secondary Distance Learning

At the secondary level (grades 6-12), students can take a limited selection of courses through our online, accredited, and OSPI-recognized learning partner. Students are accepted into the program based on an application.

Students who are self-motivated and learn well through reading text and working independently would do well in this Distance Learning model. Students learn at their own pace, and the lessons are asynchronous (a combination of reading the lesson on the screen and watching videos). There is little to no "live" instruction with course instructors, although there are opportunities for "office hours" and other live instructions.

Students also have a LSSD "advisor" who provides check-ins and monitors the growth and achievement of distance learning students. Our certificated advisor is also a resource for social and emotional connections to an adult. Students receiving services through an IEP are supported by this advisor, who both manages students' IEPs and provides specially-designed instruction.

Families of students in grades 9-12 need to be aware that enrollment in this program may have an impact on their student's graduation pathway since the classes offered through our online partners are limited. Make sure to work with your student's academic counselor when considering an application to this program.

### ► Crossroads Alternative High School

This cooperative program with Granite Falls School District provides an alternative high school setting to meet the needs of students with diverse educational requirements such as childcare, re-entry to school, or a need

for a non-traditional setting. Our goal is to provide for our students, for whom conventional school has not been successful, an alternative means of continuing their education.

### ► Open Doors

Open Doors Youth Re-Engagement program with Everett Community College (EvCC) is designed to help disengaged or credit-deficient high school students re-engage in their education. Through our partnership, we provide an alternative for students who are not finding success or who have already left the traditional high school environment.

Youth Re-Engagement is a dual-credit program which enables youth to work toward the educational goal of their choice, or even multiple goals. Options include:

- a GED
- a high school diploma
- an Associate degree
- a technical or vocational certificate

The goal of this program is to provide an opportunity for youth to learn, explore, and challenge themselves, to believe in themselves, and to re-engage in education.

### ► Graduation Alliance

This program supports students who have dropped out or are at risk of dropping out of high school. Certificated Instructors in the program counsel students in choosing which of our LSSD programs best matches their needs and getting re-enrolled in one of them, or enrolling directly into Graduation Alliance's online program. Students who decide to enroll in Graduation Alliance's online program receive instruction through a screen, and are also supported through in person meet ups, via academic coaches, and through engagement specialists who provide social support. Students in this program can receive instruction through age 21 and beyond via a scholarship. Students work towards a high school diploma.

## TECHNOLOGY

Lake Stevens School District offers the use of technology as a teaching and learning tool for students in preschool through 12th-grade. In all elementary schools, Chromebook Carts are used for classroom work and engineering and design projects. Throughout the secondary level each student is provided a Chromebook to use at school and home. Classes use technology as a part of the instructional program, as well as offering technology classes as electives in computer labs. At Cavelero Mid High School and Lake Stevens High School, computer labs serve courses in

# ACADEMICS CONTINUED

business, technology, computer-aided drafting, writing, engineering, photography, journalism and marketing. The district abides by the Children's Internet Protection Act (CIPA).



## CAREER & TECHNICAL EDUCATION

Career & Technical Education (CTE) is an integral part of the basic educational program in the Lake Stevens School District. CTE offerings are practical, realistic, rigorous and responsive to emerging employment opportunities in a rapidly changing economy. This helps facilitate the creation of educational environments that promote communication, cooperation, problem-solving, team building, and mastery of technology skills to allow movement into the world of work, whether it be a technical certification, apprenticeship opportunity, two-year college degree/certification, or a four-year university degree or advanced training. All CTE courses provide extended learning opportunities for students to engage in current and relevant leadership opportunities.

CTE programs in Lake Stevens utilize advisory committees composed of representatives of business, industry and family and caregivers from our community to keep inline of current trends and requirements of each Program Area offered.

### ► CTE Programs

Lake Stevens Career and Technical Education offers courses in the following program areas:

- STEM (Science, Technology, Engineering, and Mathematics)
- Skilled and Technical Sciences
- Family and Consumer Sciences
- Business and Marketing
- Health Sciences

Several Lake Stevens CTE courses offer CTE Dual Credit. This provides students an opportunity to earn college credit for successfully completing the high school course. Many of these courses also provide opportunities for students to earn Industry Recognized Credentials, which support their journey into postsecondary success.

### ► Sno-Isle Skills Center

Requires application and in-person interview. In addition to CTE programs at Lake Stevens High School, students also have the opportunity to apply for any one of 20 programs offered at the Sno-Isle Skills Center in

Mukilteo. These preparatory programs offer students access to industry based training that is in alignment with their post secondary plans.

### ► Regional Apprenticeship Pathways (RAP)

Requires application and in-person interview. This skilled trades program located at Marysville-Pilchuck High School provides an opportunity for students to engage in industry based Career and Technical Education courses that align with students post-secondary career goals. RAP offers two different programs; Architecture and Construction, and Skilled Trades. Students can earn CTE, Math, Lab Science, ELA, P.E., Elective and College Credits through these programs.

## ASSESSMENTS IN OUR DISTRICT

We believe that assessing student learning is an embedded, ongoing and integral part of teaching. Our goal for assessments is that they are balanced, and that they help students, teachers, and families/caregivers understand where a child is in relation to learning goals aligned to Common Core State Standards, Next Generation Science Standards, and Career and Technology learning standards. We intentionally use multiple points of student learning data to monitor student progress and modify our instruction as needed. We use assessment data as a tool for goal setting, collaboration and feedback on learning for students, teachers and families. Assessment data is also used to help ensure proper class placement and service models, and for program and curriculum evaluation.

Under federal and state mandates, students in grades three through eight and grade 10 participate in the Smarter Balanced Assessment in literacy and math. Students in grades five, eight, and 11 also participate in the Washington Comprehensive Assessment of Science. These tests satisfy legislative and federal mandates, and help students meet state graduation requirements.

Students in elementary and secondary may also take literacy and mathematics benchmark assessments two to three times per year to help guide classroom instruction as well as performance-based assessments in individual classes, including courses such as the arts, health and fitness, social studies, and career and technical education courses.

## GRADUATION REQUIREMENTS

Graduation requirements are established by the State of Washington and the Lake Stevens Board of Education. Minimum course requirements are established to ensure students are ready for success in college and/or careers. Graduation requirements include credit requirements, graduation pathway requirements, and other non-credit requirements.

\*One credit of art and two credits of World Language may be replaced by courses identified as meeting the Personalized Pathways Requirement which are three courses that lead to a specific career choice or post high school educational outcome.

In addition to credit requirements, non-credit graduation requirements include meeting a graduation pathway, completion of a High School and Beyond Plan which will include the student's Personalized Pathway, and meeting the Washington State History content requirement. Students are also required to give back to their community and log 15 hours of Community Service per year in grades 10-12.

Prior to their freshman year, students begin to create their High School and Beyond Plan. This plan lays out a four-year course plan as well as a 13th year plan so that students take the appropriate classes throughout high school and graduate ready to meet their post-high school goals. This plan is reviewed each year to assure graduation requirements are fulfilled. Goals may be revised and adjusted as necessary.

Core Subjects	Credit Requirements
English	4
Mathematics	3
Science	3
Social Studies	3
Arts	2*
Health & Fitness	2
Career & Technical Education	1
World Language	2*
Electives	4
Total Required Credits:	24

\*Depends upon the student's choice of Personalized Pathway as identified in their High School and Beyond Plan.

# YOUR CHILD'S HEALTH

## IMMUNIZATION

Our state requires the following immunizations for school-age children (see chart on the right):

Proof of the required immunizations or immunity using a department-approved Certification of Immunization (CIS) form is required prior to the first day of school. The CIS may be printed from bullet points listed below, your family physician, your local pharmacy or at the Snohomish County Health District in Everett. (There is a sliding scale fee for those who qualify.) The Health District is located at 3020 Rucker Avenue, Room 108, Everett. To inquire, call 425-337-5220.

Medical and personal exemptions are accepted with Certification of Exemption signed by a licensed healthcare provider. Children exempted from immunizations will be excluded from school during outbreaks of vaccine preventable diseases. Currently, students are not required to receive the COVID-19 vaccination to attend school. Starting on August 1, 2020, the revised rule requires medically verified immunization records for school and child care entry. Medically verified record includes one or more of the following:

- A Certificate of Immunization Status (CIS) printed from the Washington State Immunization Information System (IIS)
- A completed hard copy of the CIS form with a healthcare provider signature
- A physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by school staff
- A CIS printed from MyIR

For more information on immunization requirements, visit the Snohomish Health District immunizations page, or Washington State Department of Health.

## SPECIAL HEALTH CONCERNs

If your child has a life-threatening health condition that may require medical services or medication administration to be performed at school, you must provide a medical provider's written medication or treatment order addressing that condition prior to the child attending school. Required health forms are available at any school, or on our website under "Departments," "Health Services," and "Care Plans and Health Room Forms." The school nurse will review the order and help develop a care plan. Students shall be prohibited from school if a medication or treatment order, along with their medication, has not been provided in accordance with RCW 28A.210.320. Be sure to contact the school nurse about any health concerns that may impact your child at school.

	DTaP/Tdap (Diphtheria, Tetanus, Pertussis)	Hepatitis B	Hib (Haemophilus influenzae type B)	MMR (Measles, mumps, rubella)	PCV (Pneumococcal Conjugate)	Polio	Varicella (Chickenpox)
Preschool Age 19 months to <4 years on Sept. 1	4 doses DTaP	3 doses	3 or 4 doses* (depending on vaccine)	1 dose	4 doses*	3 doses	1 dose**
Preschool/Transitional Kindergarten 4 years of age or older on Sept. 1	5 doses DTaP*	3 doses	3 or 4 doses* (depending on vaccine) (Not required at $\geq$ 5 years)	2 doses	4 doses* (Not required at $\geq$ 5 years)	4 doses*	2 doses**
Kindergarten through 6th	5 doses DTaP*	3 doses	Not required	2 doses	Not required	4 doses*	2 doses**
7th through 12th	5 doses DTaP* Plus Tdap at age $\geq$ 10 years	3 doses	Not required	2 doses	Not required	4 doses*	2 doses**

\*Vaccine doses may be acceptable with fewer than listed depending on when they were given. \*\*Health care provider verification of history of chickenpox disease is also acceptable.

## ILLNESS

Make certain your child's school always has current home and emergency contact phone numbers so that contact can be made if your child is sick or injured while at school. Your child should be kept at home if he/she shows signs of illness, nausea, vomiting, diarrhea, fever, or rash. If your child has been ill, do not send him/her to school until the temperature has been normal (98.6 orally) and symptoms are gone for at least 24 hours without fever reducing medication. Please contact your medical practitioner before giving aspirin and/or Ibuprofen for any illness.

## SCHOOL STAFF ADMINISTRATION OF MEDICATION

If any prescribed or over the counter medication needs to be taken during school hours please coordinate with the school nurse at your school. Requirements include:

- Signed permission from family and caregiver/guardian and prescribing practitioner dating the start of the school year through the end of the school year;
- Unexpired medication must be brought to school by family and caregiver/guardian in original prescriptive container AND the label on the prescriptive container must match the medical provider's orders;
- Medication will be counted and administered by designated staff and family and caregiver/guardian.

## SCREENING

Vision and hearing tests are administered to all children in grades K, 1, 2, 3, 5, and 7. Screenings are also done when specially requested by family and caregivers.

## SCHOOL NURSES

Our school nurses are here to help you. If you have any concerns about your child's health at school please call your school nurse. Contact information is under the "Health Services" page of the district website.

## INSURANCE

Students are not automatically covered with medical or accident insurance by the district but various plans are available. If your child isn't covered by a family plan, please consider purchasing student insurance. One low-cost policy covers your student at school and enroute to and from school. Another plan covers a student at all times. There is also a dental plan located on our Health Services Resources page. Please contact your school secretary for appropriate forms or visit the Washington State HCA webpage.

Every student has the right to feel safe and secure at school. The use of drugs, alcohol, and tobacco on all school property and at all school events is prohibited and will result in a disciplinary consequence for students who violate district policies. Consequences for offenses will include suspension or expulsion. In addition, other exceptional misconduct actions, such as vandalism, theft, assault, bullying, sexual harassment, physical or verbal harassment, or possession of any object that can reasonably be considered a weapon may result in suspension or expulsion.

Possession of a firearm or other dangerous weapon, the threat to possess or use a weapon, or threats of violent actions in schools will result in the student's emergency expulsion and notification of law enforcement and the student's family and caregivers or guardians; RCW 9.41.280.

**All emergencies should be immediately reported to 911.** Thank you for helping to make our school community a safer place to be.

## UNSAFE BEHAVIOR? TELL SOMEONE!

SafeSchools Alert is our district's anonymous tip reporting service. If you have information about unsafe behaviors in our schools, do your part and report it. If you see something, say something!

### Report tips on:

- Weapons, drugs, illegal behavior
- Harassment, intimidation, bullying

### Easy ways to anonymously report

- Click on "Tip Line" on our web page
- Web: <http://1343.alert1.us>
- Email: [1343@alert1.us](mailto:1343@alert1.us)
- Call or text: 855-200-5058

**HearMeWA** connects youth under age 25 with certified crisis counselors that can provide support. This confidential counseling program is staffed by certified crisis counselors. HearMeWA is there to support youth in crisis due to social pressures, bullying, eating disorders, substance abuse, thoughts of violence or self harm, and many of the other difficult situations kids encounter. HearMeWA is available 24 hours a day, every day, through:

- Call 888-537-1634 or text: 738477
- Web: <https://hearmewa.org>
- App: Google Play & App Store

We regularly conduct **emergency drills and tabletop exercises at all our schools**. These sessions familiarize students with various emergency scenarios, how they will receive emergency alerts, and the appropriate responses they should take when emergencies occur. Before each drill begins, we will clearly announce that it is a drill, so all students understand that it is not a real emergency. Our drills are educational in nature. We do not use actors to simulate threats, weapons, blanks, or fake injuries.

## TYPES OF DRILLS STUDENTS AND FAMILIES SHOULD EXPECT:

**Safe Inside Building** means that students will remain indoors during the event. We may initiate a "Safe Inside Building" status when the weather outside is dangerous, the outdoor air quality is unsafe, there is a wild animal on the school grounds, or any other situation that requires us to keep staff and students in the buildings.

**Safe Inside Classroom** means that students will remain in their classrooms during the event. We may initiate a "Safe Inside Classroom" status when there is a hazmat incident in the area (gas leak), there is a medical emergency in the building and we need to keep hallways and common areas clear, or when a school needs to investigate a situation and needs to keep students in the classroom.

**Lockdown** means that there is a major threat to safety that requires all exterior doors to be secured to prevent entry, and that all classrooms need to be locked and secured to prevent entry. Depending on the nature and location of the threat, staff may relocate students from one location to another. Our schools have equipment that allow immediate electronic locking of access doors and the automatic broadcast of an emergency lockdown message.

**Fire/Evacuation** means that there is a condition in the building that requires immediate evacuation. Our schools have alarm systems that activate in the case of fire, smoke, or manual activation, and the alarms warn the building must be evacuated.

**Earthquake** means that early warning systems have detected an impending earthquake and that all building occupants should drop, cover, and hold.

## HOW WILL I KNOW IF THERE'S AN EMERGENCY OR INCIDENT AT MY CHILD'S SCHOOL?



During an emergency, our first priority is to protect our students and staff. When we share information, our goal is to ensure that it's timely and accurate.

We oftentimes are not at liberty to share information from law enforcement, so we communicate what we can, when we can. We urge our families and community to look for an official message from the district through our official communication channels and to avoid sharing unofficial information. Please understand that we will never be as fast as social media.

- In an emergency, families will receive an automated phone call, text message and email alerting them about the emergency.
- They will also receive a second notification once the emergency situation has ended.
- Information may also be shared through the district's mobile app, website and social media channels, as appropriate.

## What should family and caregivers do in the event of an emergency?

- Remain calm.
- As difficult as it may be, don't call or go to the school. This keeps phone lines open and reduces traffic for first responders.
- Avoid contacting your child during an emergency. Depending on the situation, this can further compromise their safety, overload cell systems, hamper the ability of first responders and cause delays in releasing official, accurate information. If your child contacts you, please remind him or her to remain calm and follow the directions of school staff.

## What should family and caregivers do after an emergency?

- Be patient and wait for information.
- If an off-site family reunification is necessary, please remember that emergency pickup procedures are different from routine pick up procedures. You will need to bring your photo identification to the designated reunification site.
- Only approved adults with valid photo identification will be allowed to pick up students from the reunification location.

# SAFETY & SECURITY CONTINUED

## EMERGENCY COMMUNICATION

Please verify that your child's school has accurate contact information, including phone numbers, email addresses, home address and emergency contacts.

*Do you have an emergency plan for your children?*

### ► Emergency plan

Rain or shine our school buses run; however, each family should have a plan covering what to do when children arrive home early due to an emergency situation. What is the best route home if your student cannot be delivered to his/her normal bus stop? Where could he/she go for help? Who would provide care until you arrive? Is there someone your child could call in case of an emergency? Please take time to map out a plan with your child and update your emergency contacts with your school building office professional.

### ► Emergency conditions

Changes in bus schedules or routes will occur only during severe weather or emergency conditions. If it becomes necessary to close the schools or to run on limited schedules for any reason, information will be shared on the district website, through FlashAlert, social media, the district mobile app and the local media. To subscribe to text and email alerts from FlashAlert, visit [www.flashalert.net](http://www.flashalert.net). Please verify that your contact information is current with your child's school to ensure you receive important updates.

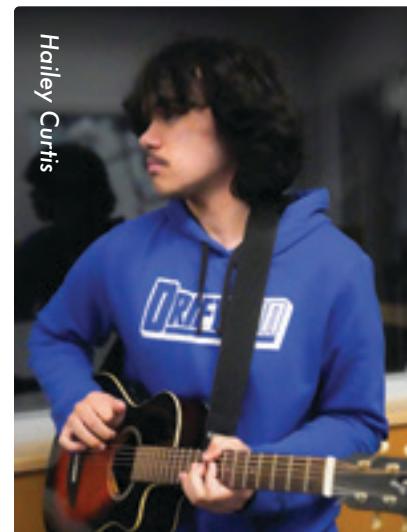
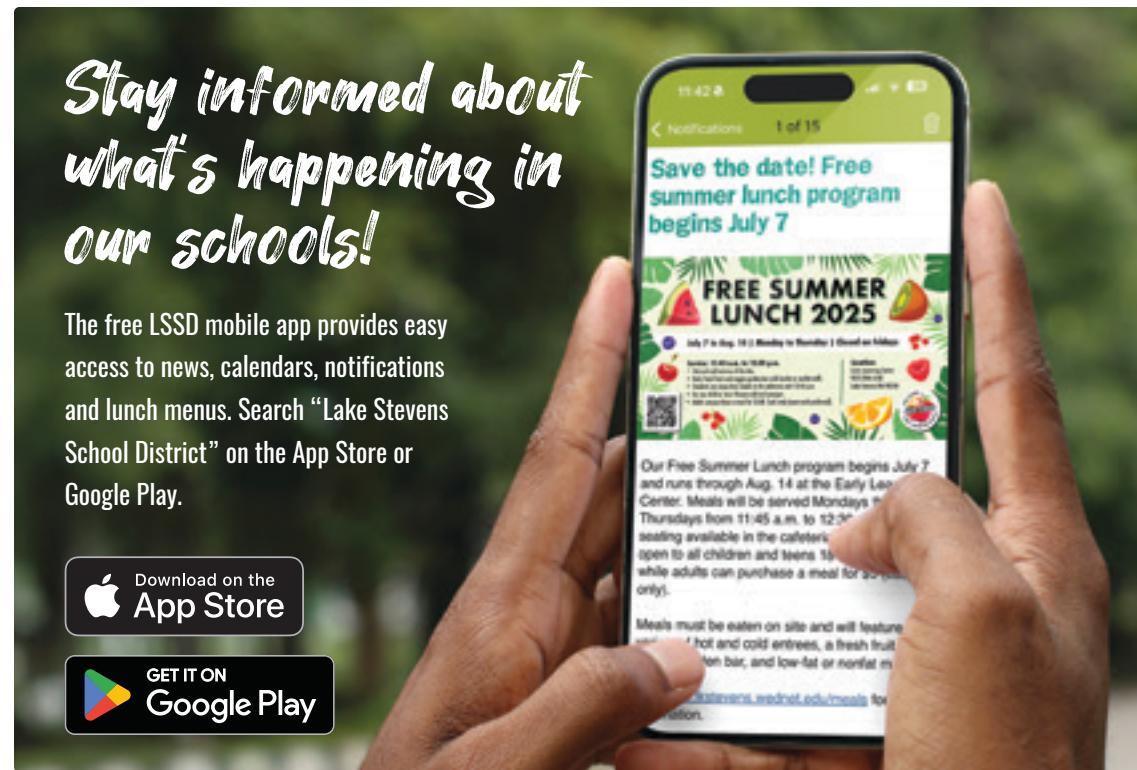
### ► Possible road closures

Light snowfall and/or ice, or construction may close roads without announcements. Please check the City of Lake Stevens website or the district website for a complete list of road closures due to inclement conditions or road closures due to construction.



*Stay informed about what's happening in our schools!*

The free LSSD mobile app provides easy access to news, calendars, notifications and lunch menus. Search "Lake Stevens School District" on the App Store or Google Play.



Hailey Curtis



Hannah Johnson

# SCHOOL BOARD & POLICIES



The 2025-26 LSSD Board of Directors from left: Mari Taylor, Paul Lund, Vildan Kirby, David Iseminger and Dr. Nina Hanson.

## BOARD OF DIRECTORS

Board members welcome and encourage family and caregiver and community involvement in all matters regarding our schools and the education of our students. You are encouraged to attend board meetings and to communicate with your Board of Directors and Superintendent. More information is available on the district website under "Our District" and "Board of Directors."

## BUDGET AND FINANCE

The district's budget is developed annually to set forth a financial plan for the achievement of its goals and objectives. The Board reviews and adopts the budget document at a public meeting held in August of each year. The General Fund Budget supports the day-to-day operation of the district. The budget is funded through state allocations, local property taxes approved by the voters and through federal programs and other assorted grants and miscellaneous fees. Budgeted expenditures are in excess of \$190 million. Direct instructional programs account for approximately 76 percent of the General Fund Budget. The balance of the budget supports food service, transportation, maintenance, operations, central administration, and community services and community education. The largest category of cost is for employee costs at 83 percent of the total. The district has additional budgets that are set separately for the specific purpose of Capital Projects, Debt Service, Associated Student Body, and Transportation Vehicle funds.

## STUDENT ADVISORY COUNCIL (SACo)

Student voice is at the center of equity in our district. The Student Advisory Council (SACo) and Board Policy 1900 were adopted in December 2021 thanks to the tireless work of Kaitlyn Johnson (Class of 2022), Aimee Rai (Class of 2023) and Grace Davis (Class of 2022), along with former Superintendent Collins and Council Liaison Dr. Meadows. Learn more about SACo at: [www.lkstevens.wednet.edu/saco](http://www.lkstevens.wednet.edu/saco)

## NONDISCRIMINATION WORKPLACE AND STUDENT STATEMENT

In accordance with RCW 49.60, the Lake Stevens School District does not discriminate in employment and schools. The Lake Stevens School District provides Equal Educational and Employment Opportunity without regard to sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog to guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and designated youth groups. The district complies with all applicable state and federal laws and regulations to include, but not limited to, Title IX, Title VI of the Civil Rights Acts, Section 504 of the Rehabilitation Act, RCW 49.60 "The Law Against Discrimination," and RCW 28A.640 "Sex Equity," and covers, but is not limited to, all district programs, courses, activities, including extracurricular activities, services, access to facilities, etc. Inquiries regarding compliance procedures should be directed to Lake Stevens School District, 12309 22nd St. NE, Lake Stevens, WA 98258, Attention: Title IX, Title IV, Civil Rights, ADA, and Section 504 Compliance Officer, Gina Anderson, (425) 335-1500, [gina\\_anderson@lkstevens.wednet.edu](mailto:gina_anderson@lkstevens.wednet.edu).



You can report discrimination and discriminatory harassment to any school staff member or the employees listed above. You also have the right to file a complaint. The district's nondiscriminatory policy and procedure is available on our website.

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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 guardians 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."

Guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for family and caregivers or eligible students to review the records. Schools may charge a fee for copies.

Guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the family and caregiver or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the family and caregiver 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 guardian 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.

Schools may disclose, without consent, "directory" information such as a student's name, address, picture, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell family and caregivers and eligible students about directory information and allow guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify family and caregivers and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call 1-800-USA-LEARN or you may contact DOE at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## PRIVACY ACT COMPLAINTS

If you have any complaints regarding the failure of the district employees to comply with the federal Family Educational Rights and Privacy Act, you may contact the school principal or the Communications Department at 425-335-1501 or file a complaint with the U.S. Department of Education.

## RELEASING STUDENT INFORMATION

The federal Family Educational Rights and Privacy Act permits a school district to release "directory information" about a student unless a family and caregiver or guardian chooses not to have it released. Requests for this type of information often come from the news media for news stories, sports articles, academic achievements, awards and special programs. There are also times when schools or the district may want to recognize students in newsletters, the website, social media, and other district publications. Unless a family and caregiver or guardian requests that directory information not be released, it will be made available. Guardians receive a release form when they enroll their child in school or an

# SCHOOL BOARD & POLICIES CONTINUED

update form in the school packet each year. It is the policy of Lake Stevens School District not to release any directory information for commercial purposes. Directory information includes:

- The student's name
- Date of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Photographs of students for public information purposes and similar information

A student's address and phone number must also be released to the military and institutions of higher learning unless the family and caregiver or guardian requests the information not be released.

Guardians may request that student information not be released by checking the appropriate box on the enrollment form or by completing a Release of Information form.

Our utmost priority is the safety and well-being of our students. Volunteers and guests must also take on this important responsibility and are prohibited from taking photos or videos of our students or their work. At school and school events students have an expectation of privacy. This is governed by FERPA. This also includes field trips and special school events.

## ABOUT RELEASING STUDENT RECORDS AND INFORMATION

Student cumulative record information will not be released to persons or agencies without family and caregiver/guardian written consent, with the following exceptions: Under federal law, we are authorized to forward student records to schools in another district to which a student has transferred or to colleges or educational institutions to which a student is applying. A summary of the entire law relative to student records is available for your review at the school district office.

## ABOUT PHOTOGRAPHS

Photographs or video may be taken of students for use in the news media, district produced publications, or on our website. If you do not want your child to appear in a photograph, video, film, slide, or on our website, or social media please notify the district in writing by completing a Request to Restrict Release of Information form. These are available in any school and on the district website.

## 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](mailto: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

# SCHOOL BOARD & POLICIES CONTINUED

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.

Gina Anderson | 425-335-1500 | [gina\\_anderson@lkstevens.wednet.edu](mailto:gina_anderson@lkstevens.wednet.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.

Web: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)  
Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)  
Phone: 360-725-6068

### OSPI Equity and Civil Rights Office

For questions about discrimination and sexual harassment.

Web: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](http://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)  
Email: [equity@k12.wa.us](mailto: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.

Web: [www.oeo.wa.gov](http://www.oeo.wa.gov)  
Email: [oeoinfo@gov.wa.gov](mailto: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.

Web: [www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html)  
Email: [ocr@ed.gov](mailto:ocr@ed.gov)  
Phone: 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.

# SCHOOLS & CONTACT INFO

**Lake Stevens School District**  
 Educational Service Center  
 12309 22nd Street NE  
 Lake Stevens, WA 98258  
 425-335-1500 | Fax: 425-335-1549

**LSSD Swimming Pool**  
 2908 113th Avenue NE  
 Lake Stevens, WA 98258  
 Jayna Lafferty • Aquatics Manager  
 Felicity Speirs • Assistant Manager  
 425-335-1526

**Transportation Department**  
 8820 E Sunnyside School Road  
 Marysville, WA 98270  
 Robert Thueringer • Supervisor  
 Britta Dionne • Office Professional  
 425-335-1508

#WeAre  
LSSD

Grade	School	Administrative Team		Phone	Address
<b>10-12</b>	Lake Stevens High School	Leslie Ivelia, Principal	Kari Fleischmann, Office Professional	425-335-1515	2908 113th Avenue NE
<b>8-9</b>	Cavelero Mid High School	Shannon Tarrach, Principal	Michelle VanWinkle, Office Professional	425-335-1630	8220 24th Street SE
<b>K-9</b>	HomeLink Parent Partnership	Vicky Francois, Principal & ALO Coordinator	Patrick Milius, Office Professional	425-335-1594	2908 113th Avenue NE (on the campus of Lake Stevens High School)
<b>6-7</b>	Lake Stevens Middle School	Mike Randles, Principal	Carol Keith, Office Professional	425-335-1544	1031 91st Avenue SE
	North Lake Middle School	Brad Abels, Principal	TBD	425-335-1530	2202 123rd Avenue NE
<b>K-5</b>	Glenwood Elementary	Jennifer Johnson, Principal	Janelle Bradley, Office Professional	425-335-1510	2221 103rd Ave SE
	Highland Elementary	Ryan Henderson, Principal	Kim Askevold, Office Professional	425-335-1585	3220 113th Avenue NE
	Hillcrest Elementary	Dr. Katy Rudolph, Principal	Staci Hoggatt, Office Professional	425-335-1545	9315 4th Street SE
	Mt. Pilchuck Elementary	Malissa Weatherbie, Principal	Ashleigh Lankford, Office Professional	425-335-1525	12806 20th Street NE
	Skyline Elementary	Tori Thomas, Principal	Tara Deluze, Office Professional	425-335-1520	1033 91st Avenue SE
	Stevens Creek Elementary	Matt Pewitt, Principal	Toni Plemel, Office Professional	425-335-1690	9317 29th St NE
	Sunnycrest Elementary	Michaela Trexel, Principal	Sharon Chadwick, Office Professional	425-335-1535	3411 99th Avenue NE
<b>Preschool</b>	Early Learning Center	Matt Wyant, Principal	Christine Eason, Office Professional	425-335-1643	9215 29th Street NE



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[www.lkstevens.wednet.edu](http://www.lkstevens.wednet.edu)



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