Stevens Elementary 2025-2026



Student Handbook

Our Vision for Stevens Elementary

Stevens Elementary is a safe caring place where meaningful learning and relationships are fostered through respect, teamwork, a quest for excellence and the development of an ethic of lifetime learning.

Our Mission: to prepare each student to be successful through

- Character development
- High expectations
- Project based learning
- Collaboration amongst staff, students, and families
- Involve community/agencies/businesses
- Focused professional development
- Goal setting
- Enjoying the journey

Stevens Elementary School Staff Roster

Principal: Tosha Love tlove@asd5.org
Office Coordinator: Josie Micheau jmicheau@asd5.org
School Phone Number: 360 538-2150

Grade	Teacher	Email
4 year old Preschool	Mrs. Mendenhall	pmendenhall@asd5.org
Developmental Preschool 3	Ms. Popowich	cpopowich@asd5.org
Developmental Preschool 4	Ms. Hamilton	lhamilton@asd5.org
4 year old Preschool	Mrs. Smith	msmith@asd5.org
Kindergarten/ 1st	Ms. Turner	rturner@asd5.org
Kindergarten	Mrs. Tageant	ktagent@asd5.org
KIndergarten	Ms. George	kgeorge@asd5.org
1st	Ms. Lennier	mlennier@asd5.org
1st	Mr. Ryan Sturm	rsturm@asd5.org
2nd	Ms. Hunt	shunt@asd5.org
2nd	Mrs. Gay	lgay@asd5.org
2nd	Miss. Chapman	kchapman@asd5.org
3rd	Mrs. Vanairsdale	cvanairsdale@asd5.org
3rd	Ms. Ruiz	mruizgarcia@asd5.org
3rd / 4th	Mrs. Brotzel	jbrotzel@asd5.org
4th	Ms. Tegelberg	ltegelberg@asd5.org
4th	Ms. Tadique	ktadique@asd5.org
5th	Mrs. Lawson	mlawson@asd5.org
5th	Mr. Rees Sturm	resturm@asd5.org
Special Education	Mrs. Prosch	jprosch@asd5.org
Special Education	Ms. Fredrickson	rfredrickson@asd5.org

Counselor	Danielle Rosetta	drosetta@asd5.org
MTSS Coach	Mrs. Metke	ametke@asd5.org
E.L. Interventionist	Mrs. Colwell	hcolwell@asd5.org
Orchestra	Mr. Peterson	epterson@asd5.org
Band	Mr. George	tgeorge@asd5.org

Para Educators:

Mrs. Cook	Library/Technology Support	tcook@asd5.org
Mrs. Burnett	Nurse	rburnett@asd5.org
Ms. McDermott	Health Assistant	hmcdermott@asd5.org
Ms. Gentry	Behavior Support Specialist	bgentry@asd5.org
Mrs. Filyaw	Special Education Para Educator	
Mrs. Garrison	Special Education Para Educator	
Mrs. Wolfe	Special Education Para Educator	
Ms. Marchese	Preschool Para Educator	
Mrs. Jones	Preschool Para Educator	
	Preschool Para Educator	
Ms. Carlson-Marsh	Preschool Para Educator	
Ms. Taylor	MTSS Para Educator	
Mrs. Frafjord	MTSS Para Educator	
Mrs. Hill	MTSS Para Educator	
Ms. Onasch	MTSS Para Educator	
Mrs. Townsend	Paraeducator	
Mrs. Galvan	Paraeducator	

Custodians:
Mr. Iseminger
Mr. Raney

Cooks:
Ms. Evans
Ms. Lujan
Ms. Evans

District Superintendents:
Lynn Green & Traci Sandstrom 538-2000
School District Office Number: 538-2000

School Board

The Aberdeen School District Board of Directors is made up of five at large representatives elected from the citizens who reside within the school district boundaries. A current listing of the Board of Directors can be found on the Internet at www.asd5.org or by calling the Aberdeen School District office at 538-2000. The board represents the people of the school district. Board members welcome comments and questions from

the public. The Board of Directors typically meets the first and third Tuesdays of each month during the school year at 5:30pm in the Community Room at Aberdeen High School at 410 N. G Street in Aberdeen. During the summer, the Board of Directors usually meets once a month. A copy of the meeting schedule can be obtained from the district office and on the district website.

A Message from the Principal

Dear Parents,

I am so excited to announce that I will be staying on as the principal here at Stevens. This marks my 12th year working for the Aberdeen School District. I have to say - I have missed the students and staff immensely this summer. I am very much looking forward to seeing all the smiling faces. The beginning of the year is so special.

School will continue to begin at 9:25am each day and end at 3:25pm. Please plan and prepare your child to attend school everyday. Attendance is critical to the overall success - if they are not here, they are missing out on learning that oftentimes can not be made up.

For grades K-5; this year there will be a heavy emphasis and focus on our Husky Habits at Stevens: to be respectful, responsible, safe and kind. We will continue using restorative strategies to help students reflect and accept responsibility for their actions, and repair any harm that was caused. If your child receives a major referral, they will be expected to attend Character Connections for 3 days after school from 3:25-4:00pm to complete a restorative project which they will present to an audience at the principal's discretion.

Our mission at Stevens Elementary remains the same: to develop character education; have high expectations; provide project/problem based learning experiences; collaboration amongst staff, students and families; involve the community; focus on professional development; and encourage goal setting.

Please reach out if you have any questions or concerns. I am committed to supporting students, staff and families to ensure that every child has a successful and safe year at Stevens.

Thank you,
Ms. Tosha Love, Principal

Stevens Elementary Schedule
2025-2026 School Year

9:05	Front doors open for breakfast
9:10	Playground supervision begins for student drop off
9:20	Breakfast is over.
9:25	Bell to signal the start of the day
11:00 - 11:35	Lunch for Preschool (Developmental and 4 year olds)
11:15-11:50	Kindergarten & 1st grade lunch and recess
11:50-12:25	2nd & 3rd grade lunch and recess
12:25-1:00	4th & 5th lunch recess
1:30 - 1:45	Kindergarten & 1st grade recess
1:45 - 2:00	2nd and 3rd grade recess
2:00 - 2:15	4th and 5th grade recess
3:25	Dismissal for grades K-5 and 4 year old preschool
3:45	Dismissal for 3 year old preschool
3:25 - 4:00	Character Connections (Restorative project)

General Information and School Policies

Breakfast and Lunch

I am excited to announce that we will be able to serve breakfast before the bell this year. We will open the front doors at 9:05 and students will go directly to the cafe. Breakfast will end at 9:20am and students will be dismissed to go outside and line up with their class. All students will receive free lunch and breakfast this year. No further action is required of families to receive free meals, however it is asked that families complete and return the Free/Reduced Meal forms to support school funding.

If your student arrives late, they will be provided a 'Grab -n-Go" breakfast to eat in their classroom.

Temporary Dismissal

Students must bring a note or parents may call the school office if a student has a doctor or dentist appointment. Students will not be allowed to leave the school grounds without first checking out at the school office. Parents need to report to the front office to sign your student out. Students will be called to the office to meet their parents when the parent arrives.

Early Release Days

All K-5 students and 4year old preschool classrooms are dismissed at **12:05** on Early Release Days. There are no after school activities on Early Release Days. The 12:05 Early Release Days are: October 31; November 3, 4,5,6,7; December 19; March 27, 30, 31; April 1,2,3; June 10, 2025

Collaboration Early Release Days

There are 8 scheduled Early Release days for Staff Collaboration. The dates are: September 24, October 22, December 3, January14, February 4, March 4, April 15, and May 13. **The dismissal time on Collaboration Days is 1:25 for all K - 5th grade and 4 year old preschool students.**

Insurance
Our school district offers an optional student insurance plan. We will send home information on this plan soon after school starts. If you do not have insurance on your child, we urge you to review this policy.

Bicycles, Scooters, and Skateboards
If parents wish, students may ride bicycles, scooters or skateboards to school. We have bicycle racks for storage. Students are urged to lock their bikes in the racks that are provided. Students with scooters and skateboards are to keep them in a safe place. Primary grade students will need to develop a plan with their teacher for safe storage. The school is not responsible for lost or stolen bikes, scooters, or skateboards, and will not hold any of these items as storage.

All students must follow the laws regarding bike, scooter and skateboard riding. *This includes wearing a helmet.* Students need to wait until they have left the school grounds and safely crossed the street with the crossing guard before they begin to ride. Failure to obey the laws regarding the riding of bikes, scooters, or skateboards will result in a loss of privilege to ride them to and from school. **No bicycle, scooter, or skateboard riding is allowed on the playground during school hours between 8:30 AM - 4:00 PM.**

Lost and Found
A lost and found area is provided in the lobby for unlabeled, unclaimed clothing. During conferences, items are placed on tables for easy identification by parents. Unclaimed items are given to the local clothing bank three times per year: Winter Break, Spring Break, and June. Items that are labeled with the student's name are returned to the student. We will be cleaning out our lost and found so please be sure and have your child check if he/she has anything missing.

Band, and Orchestra
4th and 5th grade students will have the opportunity to participate in band and/or orchestra this year. This is optional for those that choose to participate. Students will need to have an instrument to participate. There are options for acquiring an instrument. Parents can reach out to the band and orchestra teacher for more information on instruments.

School Records Update
Each year, it is required for families to update contact information with the school office.. We need to know where you can be reached during the school day in case of emergencies while your child is in school. Many times we can not reach parents when their child is sick or is in need because of incorrect and out of date contact information.

Student Arrival Time
Students are not to be dropped off before **9:05 AM** in the morning. AM preschool should arrive at school no earlier than five minutes before the start of class. There will be no supervision available or activities on our site prior to 9:05 AM. Students at school before 9:05 am will NOT be allowed in the building or on to the school playground. Parents will be contacted immediately.

Picking Up Students After School
If you pick up your student after school, please make arrangements to meet him/her outside promptly at **3:25 PM.** We do not have staff available to watch them after this point. For students who are chronically picked up late (after 3:30), the school reserves the right to notify Child Protective Services (CPS) and/or the police.

Students Late to School
In the event students are late coming to school, they need to check in with the office. It is important that each student makes every effort to be on time, as breakfast will be served at the

beginning of each day. Teachers will be sharing important information at the start of the day, after attendance is taken. Medical, counseling and court appointments do not count as tardy, but all other late arrivals do count as tardy regardless if the parent has excused the child or not. Students who are late from eating breakfast are considered tardy unless the buses have arrived after 9:25. Your cooperation in this matter is appreciated.

Birthday Parties/Invitations/Items to be Sold

Invitations to after school or weekend birthday parties are not to be distributed at school. Please be aware that items to be sold by students at school for non-school fundraisers are **not** permitted. In the past many students have lost money or merchandise.

Use of the Telephone

Our school phone is for business and emergencies. Before coming to school, students need to make arrangements about where they are to go after school and what activities they are going to attend. We do not allow students to use the phone to arrange after school activities. Students will not be allowed to use their classroom phone to call home. This is only done at the office. We do allow students use of the office phone in emergencies.

Cell Phones and Other Electronic Devices

We understand that cell phones have become an integral part of our society and that many parents feel safer knowing that their children have a way to contact their parents in the event of an emergency or just to let them know where they are. However, cell phones can be a major disruption during school hours. Students may have cell phones at school, but, **cell phones must be turned off and kept in a backpack while on school grounds**. Students will not be allowed to call or text anybody during school hours, including parents. If students must contact a parent or guardian, they can use the office phone. Other electronic devices, such as games or tablets, are not allowed at school.

If students violate these rules, the following steps will be taken:

- On the first incident, the phone will be confiscated for the day, and then returned to the student at the end of the school day.
- On the second incident, the phone will be confiscated, and may only be returned directly to the parent or guardian.
- On the third incident, the phone will be confiscated and will only be returned to the parent on the last day of school.

If cell phones are used in conjunction with other offenses (i.e. bullying, harassment, etc.), other consequences will apply in addition to possible confiscation. The school assumes no responsibility if cell phones or other electronic devices are lost, stolen or damaged.

Messages to Students from Home

While we are happy to deliver critical messages from you to your child during the school day, please be aware of the fact that any messages called in or left on our school voice mail may not reach your child before school ends. It is important to make after-school arrangements with your child before sending them to school in the morning. In the event of a message needing to be delivered to your child, **please call the school office no later than 2:45 PM to ensure the message is delivered.**

Student Absences

Attendance is a critical building block for student learning. If students are not present, they cannot engage in learning. Attendance is a leading indicator of equity that signals when students might need additional support and areas for system and school improvement.

Please call the school each morning before 8:45 AM if your child is absent. The school will contact parents of students who do not call. **Students who are absent may not participate in any school-sponsored activities on the day of their absence. On occasions, there are**

exceptions to this policy, exceptions to this policy must be cleared in advance with the principal.

Regular attendance at school is critical to a student's overall success. **Absences are generally considered excessive when the student is gone for more than 10% of the school days within one year (18 days).** Excessive absences can result in the school sending attendance letters; coordinating school and family attendance conferences; and the requirement of filing a truancy petition with the court. An emphasis will be made during the coming school year to limit absences to no more than 10%. If you would like more information regarding the state requirements for attendance, please contact Ms. Love, Principal, at 360-538-2150 or email tlove@asd5.org

Washington State Attendance & Truancy Legal Requirements:

RCW 28A.225.005: Beginning of school year ~ Information letter to all students and parents that includes the benefits of regular school attendance; the effects of absenteeism, excused and unexcused, on academic achievement and graduation; the school's expectations regarding attendance; the resources available to assist the child and the parents; the responsibilities of the school; and the consequences of truancy; communicated in a language in which the parents are fluent.

RCW 28A.225.020: After 1 unexcused absence ~ Inform the student's parent/guardian by notice in writing or by telephone, in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.

RCW 28A.225.020: After 3 unexcused absences within any month ~ Schedule conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family and the steps to be taken to support the student to attend.

RCW 28A.225.020: Between 2 and 7 unexcused cumulative absences in a school year ~ Take data-informed steps to eliminate or reduce student's absences.

RCW 28A.225.018: After 5 excused absences within any month or 10 cumulative excused absences in a school year ~ Schedule conference with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene.

RCW 28A.225.030: Not later than the 7th unexcused absence in a month ~ District shall do one of the following: • Enter into an agreement with the student and parent establishing attendance requirements, OR • Refer student to a Community Engagement Board (CEB), OR • File petition under subsection (1) of RCW 28A.225.030

RCW 28A.225.035: After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year ~ File truancy petition with Juvenile Court. Court stay petition.

This year, Stevens Elementary will be placing an emphasis on student attendance. Attendance incentives have been added into the building wide PBIS plan.

- Classroom Recognition: Each morning during announcements, classrooms that had perfect attendance the previous school day will be announced with a perfect attendance shout out during morning announcements.

- School-Wide Recognition: Attendance Bingo

Each time a classroom has perfect attendance for the day, the teacher name will be added to a school-wide bingo board. When a bingo board has a “blackout”, the whole school will receive a reward.

Daily perfect attendance qualifies when a student is at school on time (9:25 AM), does not leave school for appointments; and does not leave school early (prior to 3:25 PM).

Medicines

The parent and physician must complete medication forms if a child is to take medication of any type including over the counter during school hours. **This is required yearly.** Copies of the required form may be picked up in the office. All medication (including over the counter) and completed forms must be turned into the office. School staff will supervise the administration of the medication. **Please do not send your child to school with any medication (such as aspirin, cough syrup, etc.)** Parents must personally drop off any medication in the office in the original container.

Communicable Diseases/Parasites

Please notify the school if your child should contract a communicable disease, such as; head lice, fifth's disease, measles, MRSA, or chicken pox. If your child attends school with head lice, he/she may be sent home. A notice is sent home with the student explaining the situation and how the child may return to school. The students in a class with a student with head lice will also be notified so the parents can be looking for signs of head lice on their child. Head lice are a common problem that can be kept in check if the school and parents work together cooperatively. Students who are sent home for head lice need to come to school with their parent and be checked before going to class. If a student with a returning lice case has nits, he/she will be sent home.

Food from home

The health and nutrition of our students is one of our primary concerns. We have numerous children and adults who suffer from various allergies; some are life threatening. In addition, our district has adopted a policy to limit the number of non-nutritional snacks offered at school. Classrooms may have two parties each year. Those dates are selected by the teacher. Many classrooms have limited the types of treats that may be served at their two parties during the school year due to allergies and dietary restrictions. When a treat is permissible, please remember, all treats to be distributed at school must be commercially made and fruit must be cut and processed in a commercial kitchen. **We can not distribute home baked goods or home cut fruits due to potential problems with Hepatitis and other infectious diseases.** Please contact your child’s teacher 24-hours in advance to plan for birthday treats in the classroom.

Weapons Free Zone

By state law, schools are drug and weapon free zones. Weapons include but are not limited to the following list: knives (of any sort or size), guns (real or look alike), martial arts instruments, and common items used with intent to inflict bodily harm to another person. Any student who brings dangerous objects to school is subject to discipline as outlined by state law, which includes but is not limited to expulsion.

Weapons Policy

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. It is also a violation of district policy for any person to carry or use in a threatening or disruptive manner any device, which resembles or is intended to look like a dangerous weapon. Any such violations shall be taken seriously by school officials and will be subject to corrective action or punishment. School officials shall notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year

expulsion for a violation involving a firearm. The superintendent may modify the one-year expulsion on a case-by-case basis.

Tobacco Policy
District policy prohibits the use of tobacco by students, staff or visitors on school district property. Possession or distribution of tobacco products by minors is prohibited. School district property includes all district buildings, grounds and district-owned vehicles. Students are subject to discipline for violations of this policy. E-cigarettes are treated as tobacco products and subject to the same policies.

Stevens Elementary School PTO
The Parent/Teacher Organization at Stevens Elementary School is a busy, dedicated group. You are welcome to be a part of the group and we welcome each of you. They also sponsor our Library, Family Bingo Nights, Assemblies, Field Trips, Playground Equipment, and MORE!

If you would like to help or want more information, please contact one of the officers listed below or the school office.

President: Tiffini Galvan
Vice President: Eva Board
Secretary: Chereda Peters
Treasurer: Angelica Estrada

PTO meetings are held monthly on the 2nd Tuesday of each month at 6:00 PM. Meetings are held **in person** 3 times a year at Stevens Elementary: **September, February and May**. All other PTO meetings will be held on ZOOM.

Student Government
We elect student body officers twice each year. ASB positions are: President, Vice President, Secretary, Treasurer, and Sergeant at Arms. The ASB is supervised by Mr. Rees Sturm. Elected officers meet monthly and plan events to encourage school spirit and student engagement.

School Mascot/Colors
Our school mascot is the Husky and our colors are purple and gray. We encourage students and staff to wear these colors on special days.

Volunteers
We are always interested in having parents and community members work in our school. Volunteers are needed for both long and short-term projects. We also have things that can be done at home. If you would like to volunteer your time and talents, please contact the school office. School volunteers must complete a yearly Washington State Patrol background check prior to beginning to help at school. Information and the forms are available in the school office. **All volunteers must check in at the office and pick up a visitor's button before entering the classroom buildings or a classroom. The visitor's sticker identifies authorized visitors for our staff and students.**

Special Programs
Stevens Elementary offers programs for students who need special assistance learning. One program is Special Education. This program provides assistance for students with learning disabilities and handicaps. Students who qualify for this program receive assistance in the resource room in qualifying subject areas. To qualify for resource, students must be referred for testing and meet state standards determined through individualized testing administered by the school psychologist. The other program offered is the Multi-Tiered System of Supports (MTSS). This provides assistance to students who are not performing up to grade level standards in the areas of reading or math. To qualify for MTSS, students must be referred by their classroom

teachers and meet a predetermined criteria based on the student's performance in reading or math.

Counseling Services

Our counselor,Danielle Rosetta, provides weekly classroom lessons and guidance activities at every grade level. Students may also see the counselor from time to time in a group or individual setting. The focus of group or individual meetings is to help a student acquire the skills needed to succeed in a school setting or to help resolve a conflict. **Please remember if a child discloses information that they or someone else is being harmed or harming others there is the duty to report to the proper authorities/agencies.** If requested by the court systems information may be released. Information gained during counseling sessions may be shared with parents/guardians or other necessary school personnel when deemed appropriate. Information will not be shared with other students or other families.

Internet and District Network Usage

The school district network is provided for students to conduct research and receive instruction from the worldwide web. An Internet Acceptable Use Policy agreement is filled out when a student registers in the Aberdeen School District. This form is renewed as it is revised by the District or when the students transition to a new building.

Dress Policy

School dress standards set a tone that impacts the learning environment. Students should be dressed appropriately each day for the variety of activities in which they may participate, including PE and recess. Dress standards for school differ from what students might wear to the mall or at home. Clothing that directly or indirectly advertises gangs or suggests the use of drugs, alcohol, tobacco products or which attracts undue attention is considered disruptive to the educational process and therefore may not be worn.

These guidelines must be followed:

- Students will come to school prepared for all learning environments, such as P.E. and recess: wearing shoes, pants (or skirts/dresses), shirts, and a jacket or sweatshirt for outside.
- Shirts/tops need to cover students back, stomach area and shoulders. Shirts that are low-cut or backless are not allowed.
- Appropriate fitting clothing is encouraged. Pants will cover the buttocks and under clothes when sitting.
- Pajamas and slippers are allowed **only** on school themed days.
- Clothes need to be without reference to drugs, tobacco, alcohol, gangs, violence, or sexual themes.
- Due to safety concerns head coverings (such as ball caps, bandanas, and hoods) are not allowed in the building or classrooms. There is a no hat rule in the building or classrooms, unless permission is given by the principal or for themed days planned by the ASB with principal permission.
    - Hooded sweatshirts are permitted, but hoods may not be worn indoors and they are not considered to be hats on “hat days.”
- Shorts, skirts, and dresses should be long enough to cover the mid-thigh on the student. A good rule of thumb is to make sure the clothing item is longer than the finger tips when arms are straight at the side.

Students will be asked to change if their clothing does not follow the school dress policy. We have a limited amount of clothing for students to borrow if their attire is not appropriate for school. Sometimes what we have does not fit the child. In those cases, the parent will need to bring a change of appropriate clothes before the student may return to school activities. Parents will be contacted if their student's dress interferes or disrupts the overall learning atmosphere at school.

Other General Information

1. If a student has been ill and parents are requesting that he/she not be allowed outside for recess, a dated note should be sent to your student's teacher each day. In general terms, if a child is too ill to participate in all school activities, including recess and PE, they are too ill to come to school.

2. Students are allowed in the school building at 9:05 A.M. There is no adult supervision prior to 9:05 A.M, so students should not be on school grounds before 9:05 in the morning. Students that walk to school or are dropped off need to line up at the front of the school. The bus area/gate is for bus students only. This is to keep the traffic in the parking lot limited and safe. Students that ride the bus will be dropped off in the designated bus area. Upon entering the school, students will go to the cafe for breakfast until 9:20am. Teachers will meet their students in the designated area at the start of school.

3. Students who walk home or get picked up after school will be required to leave as soon as school is dismissed at 3:25 P.M. Students will leave school at the end of the day through the front of the building. Bus students will board their designated bus in the bus zone. To ensure safety for all students and staff, students are not allowed on the playground or school grounds after school is dismissed.

4. An adult crossing guard will be available to assist the students crossing at the corner of Boulevard and Cushing Street starting at 9:05 am each morning. Students should use the cross streets where there are crosswalks so injuries can be avoided.

5. If you want to visit your child's classroom, please call the principal with a minimum of 24 hours advance. To ensure the safety of the students and staff, all visitors must enter through the main entrance and must check in at the office to pick up a visitor's button before entering the halls or a classroom. All visitors must wear a visitor's button that helps to identify authorized visitors for our staff and students and a background check must be completed prior to visiting.

7. If you have something to deliver to your child, please bring it to the office and we will see that he/she gets it.

8. Any time a student is dismissed from school prior to the end of the school day, the adult picking up the student must sign him/her out from the office. Students will not be dismissed directly from classrooms.

Emergency School Procedures

Each month during the school year, Stevens Elementary will participate in an emergency drill. This is to practice the different types of emergency drills so that staff and students know what to do in case of a real emergency. Stevens follows the Standard Response Protocol: **HOLD, SECURE, LOCKDOWN, EVACUATE AND SHELTER**. Types of drills practiced throughout the year will include: fire, earthquake, tsunami, dangerous intruder, shelter in place, hold in class and secure in the building.

EVACUATE For:

Fire

In the event of a fire during school hours, the students will evacuate the building/classroom with their teacher and line up at the designated fire line. The teacher will take attendance and report out to the principal or designee if all students are present or if/who may be missing. The teacher would then walk the students to Pioneer Park. We will hold students in this location until parents are contacted to pick them up. No student would be dismissed until all students were accounted for**.** In the event of a fire, parents/guardians can check in at the reception table that will be set up at the front of Pioneer Park. It will be required that parents/guardians complete a "student check-out" slip before a student will be released.

Earthquake
Students will “stop, drop, and hold” in the area in which they are located during the drill and/or earthquake. When the shaking has stopped, and it is safe, students will exit the building with their teacher and go to the classroom fire drill line. The teacher will take attendance and report out to the principal or designee if all students are present or if/who may be missing. A safety inspection will be conducted to determine safety before students will be allowed to go back in the classroom/building. If needed, students may be taken to Pioneer Park and families will be contacted in the quickest way possible. In this event, parents/guardians can check in at the reception table that will be set up at the front of Pioneer Park. It will be required that parents/guardians complete a “student check-out” slip before a student will be released.

Tsunami
Tsunami warnings usually allow for adequate time to dismiss students from school. In case of an emergency situation, Stevens students would walk with their teacher and other school staff to a rendezvous point at the top of the hill on S Evans St. The teacher will take attendance and report out to the principal or designee if all students are present or if/who may be missing. Parents would then be contacted to pick up students from that point. In the event of a tsunami, parents/guardians can check in at the reception table that will be set up at the front of the designated reunification site on S Evans St. It will be required that parents/guardians complete a “student check-out” slip before a student will be released.

LOCKDOWN
In the event of a dangerous intruder, notification of the situation will go out to the staff and students using the school-wide intercom system and 911 will be called immediately. The notification will include what the intruder looks like; where it is headed; and what the potential threat may be. At the notification, each staff member will make the best decision of how to respond to the situation, such as exiting the building through the hallways or windows; going into classroom lockdown; and barricading the doors. Staff and students that exit the school will go to Miller Junior High to gather. In the event of this emergency, parents/guardians can check in at the reception table that will be set up at a designated area of Miller Junior High. It will be required that parents/guardians complete a “student check-out” slip before a student will be released.

HOLD
At Stevens Elementary, we use the **“Hold”** protocol as part of our Standard Response Protocol to maintain safety and order inside the building when movement in hallways needs to be restricted. During a Hold, students and staff remain in their classrooms with doors closed and continue regular instruction. No one should leave the room, and there are no restroom breaks or hallway travel until the “All Clear” is announced. This allows staff to focus on teaching and supervision while ensuring that any situation requiring restricted movement—such as a medical emergency or hallway spill—is handled safely and efficiently.

SECURE
At Stevens Elementary, we use the **“Secure”** protocol as part of our Standard Response Protocol when there is a potential safety concern outside the school building. During a Secure, all students and staff move inside the building, and exterior doors are locked to prevent entry. Learning continues as normal inside classrooms, but no one leaves or enters the building until the “All Clear” is given. This means there are no recess, outdoor activities, or hallway transitions beyond essential movement within classrooms. Using the “Secure” response allows us to maintain a calm, safe environment while law enforcement or administration addresses the situation outside.

SHELTER
At Stevens Elementary, we use the **“Shelter” protocol** when there is a need to protect students and staff from a specific environmental or weather-related threat such as severe storms, hazardous materials nearby, or an earthquake. During a Shelter, everyone moves to designated safe areas inside the building and follows the directions of staff for protective actions like taking cover, sealing doors, or moving away

from windows. Classroom doors remain closed, and instruction pauses until the “All Clear” is announced. Using the “Shelter” response ensures that everyone knows exactly what to do to stay safe and calm during emergency weather or environmental situations.

Student Discipline Guidelines and Procedures

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequence which will occur when said standards are not met. These are guidelines to be interpreted by specifically trained, professional staff members at Stevens Elementary School. Each incident will be considered according to the individual merits of the case. As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation. School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alternation as becomes necessary for the routine operation of the school.

Stevens Elementary School has the authority to discipline for off-campus activities which take place at any time of the year if it can be established that there is a detrimental effect on the educational atmosphere’s safety and good order. Please also refer to Board Policy #1330.

Restorative Discipline Guidelines and Procedures

Students who are assigned restorative discipline will complete this after school during the hours of 3:25-4:00pm. Parents or guardians will be notified immediately and will need to sign their student out when they arrive to pick up their child.

Day 1: Identify the action. How do we fix it?

Day 2: Reflection - How does the incident impact you, your class or the person you affected? Why is this bad? What are serious outcomes if this continues?

Day 3: Present your project to the person or people who were affected. A project may include but not be limited to: a poster, a letter, a slideshow.

Students in grades Kindergarten and 1st will be expected to serve 1 day of after school restorative discipline to complete their project.

Students in grades 2nd, 3rd, 4th, and 5th will be expected to serve a minimum of 2-3 days of after school restorative discipline. Students may present their project on day 2 if completed.

Note: the student will be expected to attend after school restorative discipline until the completion of their project - even if it takes longer than the days specified in this policy.

The principal will have and use discretion on all restorative referrals.

Anti Harassment and Bullying Procedure

Stevens Elementary takes harassment, intimidation and bullying very seriously. Every report will be fully investigated. If the report is found to be true, the following steps will be taken:

Step 1: Phone call home, Major Referral, Lose Privilege, Restorative Letter to affected person

Step 2: Phone call home, Major Referral, After School Restorative Discipline for 3 days

Step 3: Meet with Parents, Major Referral, 1 Day In-School Suspension, Restorative Project

Step 4: Meet with Parents, Major Referral, 1 Day Out of School Suspension, Re-Entry Meeting with Principal, Parents, Counselor; Restorative Project.

Parents have the right to complete a HIB form and if necessary a student safety plan will be put into effect! Please report any concerns right away!

District Wide Discipline Procedure

All students will be expected to follow the school-wide and classroom expectations while at school. When a student does not follow an expectation, he/she can expect some form of restorative justice or consequence. Depending on the severity of the situation and the circumstances surrounding the problem, one or more of the following will occur:

1. An individual conference with a teacher or para-educator is the first step. This is a proactive strategy to discuss the incident; review classroom/school wide expectations; and problem solve a plan to prevent further incidents. This may be done during class time or during a recess.
2. The student may be referred to the principal (this option can be exercised by teachers or para-educators). The adults will then work together to determine the best plan. Consequence(s) may be a verbal warning, loss of school privileges (i.e. recess), suspension or expulsion. The principal will be involved in all cases requiring suspension or expulsion.

3. Depending on the severity or frequency of a situation, parents/guardians may be called. This is to report the incident, as well as any action steps to prevent further incidents. At this time, a meeting may be requested.

4. General guidelines: The Aberdeen School District believes that schools and families work together for the good of the students. Early involvement of parents when discipline issues arise is essential to a student's successful school career. When students know that home and school expect the same behaviors and believe the student is capable of good behavior, the more likely the student is to make good choices. The principal's role in supporting the student is also essential.

5. If a student receives a major office referral from a staff member, the child will meet with the principal. The principal will write a brief report outlining the incident and expectation that was not followed, as well as the steps the school has taken or is taking to correct the behavior. Two copies of the written (office referral) will be sent home for parent review. One copy is for the parent to sign and return to school and the other copy is for the parent to keep.
    a. If the incident is serious enough to warrant a suspension either in school or out of school, the parents will be contacted immediately.

6. Always, if any parents have concerns or questions, they are encouraged to contact the principal or classroom teacher by email or calling the school office at 360-538-2150.

Building and Playground Guidelines

At Stevens Elementary School, we have 4 (four) simple building and playground guidelines. We expect these guidelines to be followed by every member of our school community, including students, staff, and any visitors to our building. These guidelines are learned and practiced in each classroom, and are posted in each room and classroom in the building. They are in place in classrooms, on the playground, in the hallways, lunchroom, and bathrooms. In addition, Stevens Elementary School uses the CHAMPs model from Positive Behavior Interventions and Support (PBIS) to specifically identify and teach behavior expectations and procedures to students.

We follow these guidelines for success:

1. Be respectful
2. Be responsible
3. Be safe
4. Be kind

Playground Expectations

On the playground we expect that everyone is:

1. Being respectful
2. Being responsible
3. Being safe
4. Being kind

We also have some *specific* game rules made to help keep everyone safe and having fun! These will be taught to all students during the first two weeks of school, and revisited after Winter Break and Spring Break and as needed throughout the year.

If you would like a copy of the specific game rules, please let the office know. We can email them to you or send home a paper copy.

PBIS Recognition Assemblies and Incentives

Monthly PBIS assemblies to recognize students for demonstrating outstanding Husky Habits will be held on the last school day of each month. There will be two assemblies Kindergarten - 2nd grade and 3rd - 5th grade. Staff nominates students each month for the Husky Habit Award, Principal's Award, and various classroom based awards. Parents/families will be notified with a phone call that their child will be receiving an award for the month. We encourage parents and families to attend our PBIS assemblies.

Husky Habit Celebrations will be held three times a year. Students that have not had an office referral will be able to participate in various experienced based celebrations. Students in grade K-2 who receive a referral in the month of the celebration will owe: 15 minutes for each minor referral or owe the entire celebration if they receive a major referral. Students in grades 3 - 5 that receive a minor referral at any point between celebrations will owe 15 minutes for each referral or owe the entire celebration if they receive a major referral. Students will be sent to the incentive celebration at the end of their designated time if applicable.

Recess Ambassadors Program is a new opportunity for fourth and fifth grade students to participate in positive reinforcement and interactions with the kindergarten and first grade students. Students can apply to be a Recess Ambassador with the recommendation of a teacher and parent approval. The students will be assigned to support Stevens staff during primary recess by engaging in positive play and interactions, while teaching game rules and cooperative play.

Husky Bucks and School-Wide Husky Store Husky Bucks are earned throughout the school day in all settings for modeling and following the Husky Habits of respectful, responsible, safe and kind. The Husky Store is held once each month for students to purchase items and experiences using their Husky Bucks. Examples of items that students can purchase are: chalk; bubbles; photo with staff or friends; fancy lunch; and Principal for the Day.

Stevens Expectation Matrix

	Be Respectful	Be Responsible	Be Safe	Be Kind	Voice Levels

Cafeteria	*Follow Adult Directions *Wait in Line Patiently	*Find a Seat Quickly *Use your Time to Eat *Stay Seated *Keep it clean	*Face Forward in Line *Walking Feet *Two Hands on Tray	*Help Others *Kind Words and Actions *Use Manners	Level 2
Bathroom	*Respect Others Privacy *Wait your Turn *Return to Class Quickly	*Flush the Toilet *Wash Hands *Keep it Clean	*Walk Safely In and Out	*Use Manners *Report Concerns to an Adult	Level 1
Hallways	*Admire Hallway Art with eyes only *Follow Adult Directions	*Face Forward *Stay with Class	*Walking feet *Walk on the edges	*Hold the Door for Others *Say Excuse Me	Level 0
Playground	*Follow Game Rules *Keep Playground Clean	*Use Kelso's Choices *Report Problems to Playground Staff *Bell Rings, line up	*Use Playground Equipment and Toys Correctly *Stay in Fenced Areas	*Kind Words and Actions *Include Everyone Be Polite	All Levels
Library	*Take care of Books *Respect other's Reading	*Use Shelf Markers correctly *Return Books to Proper Place and on time	*Walking Feet *Ask for Help with Out of Reach Books *Sit on the Risers	*Give Damaged Books to the Librarian	Level 1
Assembly	*Be Attentive	*Participate when Expected *Sit Criss-Cross	*Walk In and Out Safely *Wait your Turn	*Clap at Appropriate Times and nicely *Be a Role Model	Level 0
All Settings	Hands, Feet, and Objects to Self in All Areas				

General Expectations

1. Assaultive behavior, harassment of any kind, use of bad language, bothering others' belongings without permission, disorderly conduct, damaging school property, disobedience, or defiance will be reported as an office referral and will result in a meeting with the principal and some form of disciplinary action.

2. Students may not bring any personal play items to school (this includes toys, balls, electronic devices and make-up or finger nail polish). The school will issue playground

equipment for use on the playground. In the past, personal items brought to school have been lost, stolen or broken. The school takes no responsibility for unauthorized items brought to school.

3. Students may not be on school grounds prior to 9:05 am and should leave at the end of the school day at 3:25pm as there is no adult supervision.

4. Students are expected to follow the directions of any adult in the building, on the playground, or at any school activity at all times. Students are expected to follow adult directions with respect and with an appropriate attitude.

5. Stevens students should refrain from:
    a. spitting
    b. running in the halls
    c. screaming
    d. climbing over the walls
    e. going into the building before school starts without permission from an adult
    f. stopping for drinks or using the restroom on the way to class from recess
    g. gum chewing
    h. tag games
    i. rock throwing

Don't Lose Your Bus Privilege!

Rules for Riding School Buses

1. The driver is in full charge of the bus and students.
2. Students shall ride their regularly assigned route at all times unless permission has been granted by school authorities to do otherwise.
3. Bus drivers have the authority to assign seating on the bus.
4. Classroom conduct must be observed on the bus.
5. Eating and drinking will not be permitted on regular to and from school bus routes. Students shall help to keep the bus clean.
6. Students are to remain quiet when a bus is stopped at a railroad crossing.
7. Students are to remain seated while the bus is in motion.
8. A more comprehensive list of bus rules is located in District Procedure 6605P.
9. Failure to observe these rules may result in the suspension of a student's riding privileges in accordance with school district policy.

An Important Reminder

In life, natural consequences face us each day, in every decision we make. School is a safe place where children learn which decisions are the most productive: those which produce positive natural consequences. Thus, even playground and social situations are vast learning grounds for making good decisions. Therefore, logical 'natural consequences' are used when less positive decisions are made. This could include being "out", receiving a short time-out, a conference with a supervisor, the counselor, teacher, or sometimes the principal. All of these consequences have the same positive goal: to help each child learn to make good decisions.

In the event a child demonstrates repeated behaviors that may be considered bullying, intimidation and/or harassment, a HIB form may be completed. The HIB form is in the school office and can be found online at the Aberdeen School District website. These incidents will be directed to the principal immediately and will be investigated promptly. An investigation may include talking to those students involved; talking with possible witnesses; reviewing past offenses or behaviors; etc. The parents will be contacted by the principal and district policies and discipline procedures will be used. While these instances are rare; they are taken seriously and handled immediately. The policies and procedures pertaining to this are covered in the District Policy and Procedure manual which is sent home each year.

Aberdeen School District Parent Involvement

The board believes that the education of children is a joint responsibility, one it shares with the parents and the community. To ensure that the best interests of the child are served in this process, a strong program of communication and/or collaboration between home and school must be maintained. The board believes that it is the parents who have the ultimate responsibility for their children's in school academic achievement and behavioral conduct. During school hours, the board, through its designated staff, shall strive to serve the interests of parents in providing for the safety, health and welfare of their children.

The board directs the superintendent to develop activities that will enhance homeschool cooperation. Such activities may include, but not be limited to:

- Conducting parent-teacher conferences which facilitates two-way communication between home and school;
- Holding open houses which provide parents with the opportunity to see the school facilities, meet the staff and review the program on a first hand basis; For the 2025-2026 school year, there will be “Welcome Back Open House” August 27th, 2025. This event is an opportunity for students and families to learn about important changes for the Aberdeen School District and Stevens Elementary, as well as visit the classroom and meet the staff!
- Disseminating building and room newsletters to parents on a monthly basis;
- Conducting meetings of parents and staff members to explain and discuss matters of general interest with regard to child school, childhome, or child school home relationships.
- Conducting meetings of staff member(s) and individual or groups of parents of those students who have special abilities/aptitudes, disabilities, needs or problems.
- Sponsoring or cosponsoring special events of a cultural, ethnic or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community.
- Collaborating with parents, students and staff in school improvement planning, development and implementation;.

- Providing interested parents of preschool children with information and/or training on successful parenting practices.

For the benefit of children, the board believes that parents have a responsibility to encourage their child's performance in school by:

- Supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in school behavior;
- Sending children to school with proper attention to their health, personal cleanliness and dress;
- Maintaining an active interest in the students' daily work and making it possible for the student to complete assigned homework through providing a quiet place and suitable conditions for study;
- Reading all communications from the school, and signing and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information on the child's progress in school.
- Participating in school activities and special functions.

Stevens Elementary School Parent Involvement Policy

Annual Title 1 / Learning Assistance Program (LAP) Parent Meeting

During a PTO meeting in the fall, the Title 1 / LAP plan will be presented. Changes in the plan

from the previous year will be highlighted.

Yearly Parent Meetings and Activities

We strive to involve families in a variety of meaningful meetings and activities. These meetings include but are not limited to:

- Open House: August 27, 2025 at 5:30-7:00 PM
- PTO Meetings: the 2nd Tuesday of each month at 6:00 P.M
- Family Activity Nights
- School Concerts and Performances
- Assemblies

Community Members & Parents Right to Know!

You can use the websites below to find important information about your local schools and district, such as the results of state testing, enrollment numbers, facts and figures about the teachers in your school, and much more. You can also ask for a copy of the report card at the administration office.

Additionally, the federal "Every Student Succeeds Act" legislation requires that school districts notify parents each year of their right to request information regarding the professional qualifications of your student's classroom teacher and/or paraeducators. If you have any questions about:

- If your teacher met state qualifications and certification requirements for the grade level and/or subject they are teaching;
- Did they receive an emergency or conditional certificate through which state qualifications were waived;
- What undergraduate or graduate degrees the teachers holds;
- Whether your child receives help from a paraprofessional and what qualifications they hold;

This information is available at the links below, or you can request this information through the Human Resources Department at 360-538-2000. Parents Right to Know Guide - Title 1 State Report Card: OSPI School Report Card for Stevens Link to National Report Card: NAEP Report Card

School Performance Profiles

Each year a school performance profile is made available to parents. Also available is a more comprehensive profile using information gathered by the School Improvement Team. The data collected and reported by the School Improvement Team includes information regarding student achievement and behavior.

Assessment results are shared and explained during parent-teacher conferences. Letters are also sent home inviting parents to arrange conferences with the principal for further explanation and planning regarding assessment results.

Testing, curriculum and student standards are reviewed during Open House, PTO meetings and specially called meetings.

Aberdeen School District

Student-Parent-School Compact (To be signed during 1st Conferences)

During the fall of each school year students, parents and school staff will be asked to sign the student-parent-school compact. The compact explains the responsibilities of each party in regards to student achievement.

As a school, we will:

- know your child's needs and try to meet them.
- communicate regularly with families.
- provide a safe and positive learning environment for your child.
- provide meaningful learning activities both in and out of school.
- assist your child in the selection of reading materials.

As a parent/guardian, I will:

- attend one evening school function and all regularly scheduled student-parent-teacher conferences.
- help my child read at least 15 minutes at the minimum of four nights a week.
- visit the library on a monthly basis with my child or provide a source of new reading material for my child.
- send my child to school on time and make sure he/she is well rested.
- talk to my child about school and assist with homework.

As a student at Stevens School, I will:

- respect myself, my school and all others.
- read at least 15 minutes a day or more.
- complete and turn in all my schoolwork on time.
- go to bed at a reasonable hour and eat a healthy breakfast and lunch.
- come to school on time and ready to learn.

We agree that students will have the greatest opportunity to succeed in school when we work together to accomplish these things.

Student Signature

Parent/Guardian Signature

Teacher Signature

Date

Discrimination and Sexual Harassment

The Aberdeen School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination:

- Christy Clinkingbeard, Title IX Coordinator and Civil rights Compliance Coordinator, 216 North G St., Aberdeen, WA 98520; (360) 538-2222; csayres@asd5.org;
- Stefanie Lamont, Section 504/ADA Coordinator, 216 North G St., Aberdeen, WA 98520; (360) 538-2017; slamont@asd5.org.

DISCRIMINATION
You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedures (5010/5010P), contact your school or district office or view it online here:
http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceID=1357&ViewID=7B97F7ED-8E5E- 4120-848FA8B4987D588F&RenderLoc=0&FlexDataID=569&PageID=17.

SEXUAL HARASSMENT
Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedures (5011/5011P), contact your school or district office, or view it online here:
http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceID=1357&ViewID=7B97F7ED-8E5E- 4120-848F-A8B4987D588F&RenderLoc=0&FlexDataID=569&PageID=17.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT
If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with the principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

To view the district's full complaint process you can access the nondiscrimination procedures and the sexual harassment procedures on the district's webpage using the links above.

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

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

What is HIB?

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

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

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

How can I make a report or complaint about HIB?

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

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Lynn Green, Co-Superintendent (;lgreen@asd5.org) and/or Traci Sandstrom, Co-Superintendent (tsandstrom@asd5.org) (360) 538-2002) 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 (HIB Link) or the district's *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district's Nondiscrimination Policy [5010] and Procedure [5010P], visit [Policy Link].

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they

must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

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

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

To review the district's Sexual Harassment Policy [5011] and Procedure [5011P], visit [Sexual Harassment Policy].

What should my school do about discriminatory and sexual harassment?

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

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

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

> Concerns about discrimination:
> Civil Rights Coordinator: Christi Clinkingbeard, HR Director, 216 N G St. Aberdeen, WA 98520 cclinkingbeard@asd5.org (360) 538-2003)
>
> Concerns about sex discrimination, including sexual harassment:
> Title IX Coordinator: Christi Clinkingbeard, HR Director, 216 N G St. Aberdeen, WA 98520 cclinkingbeard@asd5.org (360) 538-2003)
>
> Concerns about disability discrimination:
> Section 504 Coordinator: Dr. Richard K Bates, Special Education Director 216 N G St. Aberdeen, WA 98520, rbates@asd5.org (360) 538-2018)

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.

Stevens Elementary Handbook Receipt Form

This handbook is intended to be a general guide toward student behavior. It is not intended to be an exhaustive list of rules. We believe it is our duty to try to provide a warm, caring environment for learning. We expect that students will give their best effort and treat others with kindness and respect. We view educating your child as an important task requiring teachers, parents, and your child to work together. If you have any questions, please contact the school office, 538-2150, or your child's teacher. Thank you

We have read and understand Stevens Elementary School's Student Handbook and agree to follow the rules and procedures therein.

Student _____

Parent/Guardian _____

Date _____

*Please return this signed form to your child's teacher.