Student and Family Information Guide

2026 - 2027

Information for families and students about a variety of topics including an overview of important student rights and responsibilities

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Student and Family Information Guide Introduction

Sumner-Bonney Lake School District Student and Family Information Guide provides information on a variety of topics, including school board policies, procedures, summaries of District guidelines and students' rights and responsibilities. It includes information we must, by law, provide to families, along with information we think is useful to help students be successful academically, socially and emotionally. While we strive to provide the most up-to-date information in our handbook, the District may update the handbook as needed throughout the year.

Each school publishes its own student handbook that outlines school-specific rules, guidelines and expectations. We encourage families and students to annually review the District Guide, which is online at www.sumnersd.org/handbook. Please contact your child's school to request printed copies.

ABOUT US

School Board

The Sumner-Bonney Lake School District Board of Directors governs the District, setting policies within the guidelines of the law and the State Board of Education. School Board members are responsible for:

- Evaluating progress toward district goals stated in the strategic plan
- Providing fiscal oversight through budget approval and monitoring
- Adopting District instructional programs
- Approving personnel actions and collective bargaining agreements
- Serving as a liaison among families, schools and community

Our District's five School Board members are elected by the voters within the Sumner-Bonney Lake School District to serve 4-year terms. Each Board member represents a director district.

School Board Meetings

School Board meetings are generally held the third Tuesday of most months at 6 p.m. at the Central Administration Office at 1202 Wood Ave. in Sumner. Meetings will also be live streamed. See the District website for instructions to access the live stream. The School Board welcomes the public to its meetings and encourages input. Comments from the public are taken under Board advisement and may or may not receive action at a future meeting.

SCHOOLS AND FACILITIES

Support Services

Administration	**Athletics & Facilities Scheduling**	**Family Resource Center**
1202 Wood Ave. Sumner, WA 98390 Phone: (253) 891-6000 Fax: (253) 891-6097	1707 Main St Sumner, WA 98390 Phone: (253) 891-5500 Fax: (253) 891-5557 Director: Brian Kaelin	1508 Willow St. Sumner, WA 98390 Phone: (253) 891-6153 Fax: (253) 891-6545 Coordinator: Cindy Conlin
Maintenance & Operations	**Transportation**	**Child Nutrition**
19701 104th St. E. Bonney Lake, WA 98391 Phone: (253) 891-6300 Fax: (253) 891-6320 Director: David Coutts	19701 104th St. E. Bonney Lake, WA 98391 Phone: (253) 891-6400 Fax: (253) 891-6415 Director: Pam Knapp	19701 104th St. E. Bonney Lake, WA 98391 Phone: (253) 891-6450 Fax: (253) 891-6460 Director: Charlotte Marrison

Elementary Schools

Bonney Lake	**Crestwood**	**Daffodil Valley**
18715 80th St. Bonney Lake, WA 98391 Phone: (253) 891-4450 Fax: (253) 891-4472 Principal: LeeAnn Alfano Asst. Principal: Chris Wheeler	3914 W. Tapps Dr. Bonney Lake, WA 98391 Phone: (253) 891-4450 Fax: (253) 891-4572 Principal: Jill Dornan Asst. Principal: Shai-Lee Baguley	1509 Valley Ave. Sumner, WA 98390 Phone: (253) 891-4600 Fax: (253) 891-4622 Principal: Bobbi Snider Asst. Principal: Stacy Jackson
Donald Eismann	**Emerald Hills**	**Liberty Ridge**
13802 Canyon View Blvd. E. Bonney Lake, WA 98391 Phone: (253) 891-4500 Fax: (253) 891-4522 Principal: Sarah Thompson Asst.Principal: Dani File Dean of Students: Alanah Cutright	19515 S. Tapps Dr. E. Bonney Lake, WA 98391 Phone: (253) 891-4750 Fax: (253) 891-4772 Principal: Corey Gould Asst.Principal: Brittney Schneider	12202 209th Ave. Ct. E. Bonney Lake, WA 98391 Phone: (253) 891-4800 Fax: (253) 891-4822 Principal: Annette Bowen Asst. Principal: Samantha Cargill
Maple Lawn	**Tehaleh Heights**	**Victor Falls**
230 Wood Ave. Sumner, WA 98390 Phone: (253) 891-4400 Fax: (253) 891-4422 Principal: Lisa Brozovich Asst. Principal: Hailey Hoskins	17520 Berkeley Parkway E. Bonney Lake, WA 98391 Phone: (253) 891-6530 Fax: (253) 891-6590 Principal: Jennifer Knight Asst. Principal: Mandy Green	11401 188th Ave. Ct. E. Bonney Lake, WA 98391 Phone: (253) 891-4700 Fax: (253) 891-4722 Principal: Angela Kelly Asst. Principal: Bethany Whisler

Middle Schools

Lakeridge	**Mountain View**	**Sumner**
5909 Myers Rd. Bonney Lake, WA 98391 Phone: (253) 891-5100 Fax: (253) 891-5145 Principal: Toby Udager Asst. Principal: Christine Anderson	10921 199th Ave. Ct. E. Bonney Lake, WA 98391 Phone: (253) 891-5200 Fax: (253) 891-5245 Principal: Amy Montgomery Asst. Principal: Brett McDaniel Asst Principal: Christopher Tartaglia	1508 Willow St. Sumner, WA 98390 Phone: (253) 891-5000 Fax: (253) 891-5045 Principal: Jenny Williams Asst. Principal: Dave Johnson

High Schools

Bonney Lake	Sumner
10920 199th Ave. Ct. E. Bonney Lake, WA 98391 Phone: (253) 891-5700 Fax: (253) 891-5797 Principal: Anthony Clarke Asst. Principals: Crystal Emerson, Jeanette Morse, Charlie Hilen Associate Administrator: Jason Silbaugh	1707 Main St. Sumner, WA 98390 Phone: (253) 891-5500 Fax: (253) 891-5585 Principal: Jeff Baines Asst. Principals: Brett Thompson, Robin Furlan, Kell Garrison

Programs

Sumner Early Learning Center	Elhi Hill High School Program
1500 Willow St. Sumner, WA 98390 Phone: (253) 891-4650 Fax: (253) 891-6097 Onsite Administrator: Martina Scheerer	802 Alder Ave. Sumner, WA 98390 Phone: (253) 891-6520 Fax: (253) 863-0332 Program Administrator: Gina Longland

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2026-2027 Key Dates

September 1, 2026	First Day of School, Grades 1-12
September 4 & 7, 2026	No School, Labor Day weekend Holiday (7th)
September 8, 2026	First Day of Kindergarten
October 16, 2026	No School, Staff Training Day
November 11, 2026	No School, Veterans Day Holiday
November 16, 2026	No Elementary School, Grading Day
November 25-27, 2026	No School, Thanksgiving Break
December 21, 2026 -	No School, Winter Break

January 1, 2027	
January 18, 2027	No School, Martin Luther King Jr. Day Holiday
January 29, 2027	No Middle & High School, Grading Day
February 12, 2027	Emergency Make-Up Day (if needed)
February 15, 2027	No School, Presidents Day
April 5-9, 2027	No School, Spring Break
May 28, 2027	Emergency Make-up Day (if needed)
May 31, 2027	No School, Memorial Day Holiday
June 17, 2027	Last Day of School
June 18, 2027	No School, if in session (Juneteenth)
June 21, 2027	Emergency Make-up Day (if needed)
June 22, 2027	Emergency Make-up Day (if needed)

School Day Schedules

High Schools

School	Office Hours	Regular School Day	Monday Late Start	Half Day
Bonney Lake	7:00 a.m. - 3:30 p.m.	7:25 a.m. - 2:00 p.m.	8:30 a.m. - 2:00 p.m.	7:25 a.m. - 10:25 a.m.
Sumner	7:00 a.m. - 3:30 p.m.	7:25 a.m. - 2:00 p.m.	8:30 a.m. - 2:00 p.m.	7:25 a.m. - 10:25 a.m.

Middle Schools

School	Office Hours	Regular School Day	Monday Late Start	Half Day
Lakeridge	7:00 a.m. - 3:30 p.m.	7:25 a.m. - 2:00 p.m.	8:30 a.m. - 2:00 p.m.	7:25 a.m. - 10:25 a.m.

Mountain View	7:00 a.m. - 3:30 p.m.	7:25 a.m. - 2:00 p.m.	8:30 a.m. - 2:00 p.m.	7:25 a.m. - 10:25 a.m.
Sumner	7:00 a.m. - 3:30 p.m.	7:25 a.m. - 2:00 p.m.	8:30 a.m. - 2:00 p.m.	7:25 a.m. - 10:25 a.m.

Early Start Elementary Schools

School	Office Hours	Regular School Day	Monday Late Start	Half Day
Crestwood	7:30 a.m. - 4:00 p.m.	8:25 a.m. - 3:00 p.m.	9:30 a.m. - 3:00 p.m.	8:25 a.m. - 11:25 a.m.
Daffodil Valley	7:30 a.m. - 4:00 p.m.	8:25 a.m. - 3:00 p.m.	9:30 a.m. - 3:00 p.m.	8:25 a.m. - 11:25 a.m.
Liberty Ridge	7:30 a.m. - 4:00 p.m.	8:25 a.m. - 3:00 p.m.	9:30 a.m. - 3:00 p.m.	8:25 a.m. - 11:25 a.m.
Maple Lawn	7:30 a.m. - 4:00 p.m.	8:25 a.m. - 3:00 p.m.	9:30 a.m. - 3:00 p.m.	8:25 a.m. - 11:25 a.m.
Victor Falls	7:30 a.m. - 4:00 p.m.	8:25 a.m. - 3:00 p.m.	9:30 a.m. - 3:00 p.m.	8:25 a.m. - 11:25 a.m.

Late Start Elementary Schools

School	Office Hours	Regular School Day	Monday Late Start	Half Day
Bonney Lake	8:00 a.m. - 4:30 p.m.	9:10 a.m. - 3:45 p.m.	10:15 a.m. - 3:45 p.m.	9:10 a.m. - 12:10 p.m.
Donald Eismann	8:00 a.m. - 4:30 p.m.	9:10 a.m. - 3:45 p.m.	10:15 a.m. - 3:45 p.m.	9:10 a.m. - 12:10 p.m.
Emerald Hills	8:00 a.m. - 4:30 p.m.	9:10 a.m. - 3:45 p.m.	10:15 a.m. - 3:45 p.m.	9:10 a.m. - 12:10 p.m.
Tehaleh Heights	8:00 a.m. - 4:30 p.m.	9:10 a.m. - 3:45 p.m.	10:15 a.m. - 3:45 p.m.	9:10 a.m. - 12:10 p.m.

Sumner Early Learning Center

Office Hours: 8:00 a.m. - 4:30 p.m.

Kindergarten Start: 8:35 a.m. Dismissal: 3:10 p.m. Monday late start: 9:40 a.m. - 3:10 p.m. Half-Day: 8:35 - 11:35 a.m.	Preschool (AM) Start: 8:30 a.m. Dismissal: 11:20 a.m. Monday late start: No class Half-Day Early Dismissal: No class	Preschool (PM) Start: 12:20 p.m. Dismissal: 3:10 P.M. Monday late start: No class Half-Day Early Dismissal: No class

Preschool

School	AM Session	PM Session
Crestwood Elementary	8:15 - 11:05 am	12:10 - 3 pm
Liberty Ridge Elementary	8:15 - 11:05 am	12:10 - 3 pm
Sumner Early Learning Center	8:30 - 11:20 am	12:20 - 3:10 pm
Tehaleh Heights Elementary	8:30 - 11:20 am	12:20 - 3:10 pm

ACADEMICS

ATTENDANCE

Attendance Matters - *Every Day and Every Grade Level Counts!*

Sumner-Bonney Lake School District believes daily class attendance is one of the most critical indicators for student success. Each school is committed to providing counseling services to assist with students' and families' social and emotional needs. Additionally, our district provides targeted support for students in homeless situations. (Policy 3115)

- Preschool is a great time to start building a habit of good attendance. Young children with poor attendance in preschool also lose out on valuable learning time and, if chronic absence continues into kindergarten, it can pull down academic achievement.

- Studies show many children who miss too many days in kindergarten and 1st grade can struggle academically in later years. They often have trouble mastering reading by the end of 3rd grade.

- By middle and high school, chronic absence is a leading warning sign that a student will drop out. (Chronic absenteeism is missing more than 10% of the school days.)

(Policy 3121 & 3122)

Students are expected to attend all assigned classes each day. Students are also expected to attend advisory and assemblies. Daily class attendance is one of the most critical indicators for student success. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates. Absences are considered as either excused or as an unexcused absence/truancy. Attendance and truancy in public schools are regulated in Washington state statute RCW 28A.225 and the Washington Administrative Code 392-401.

Students may be excused from school, with the consent of their parents/guardians, for:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry, pregnancy and in-patient or out-patient treatment for chemical dependency or mental health);
- Family emergency, including, but not limited to, a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless status;
- Absences due to student safety concerns (including absences related to threats, assault, or bullying);
- Absence resulting from a disciplinary/corrective action. (e.go., short-term or long-term suspension, emergency removal);
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity;
- Parent approved activities. Absence will be counted as excused when agreed to by principal and parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.

Students have unexcused absences when they fail to attend the majority of hours or periods in an average school day. Unexcused absences occur when the parent, guardian or adult student submits an excuse that does not meet the definition of excused absence or fails to submit any type of excuse statement by phone, email, or in writing, for an absence.

Unexcused absences may include:

- Leaving class without teacher permission or not returning following a break
- Hair appointments
- Oversleeping

- Shopping
- Missing the bus
- Concerts
- Babysitting
- Failure to obtain private transportation to school
- Mechanical problem
- Leaving school to retrieve forgotten items such as: work uniforms, school items, or lunch.

Tardies

Students are expected to be at school and in class on time. A student will be marked as tardy if arriving at the classroom after class begins. Excessive tardiness will be cause for progressive disciplinary action. Secondary student handbooks may provide additional information on late arrival/early dismissal and tardy procedures.

Prearranged Absences

In some cases, certain experiences may provide students with valuable educational opportunities which the school cannot duplicate and should not be denied the student. In all such cases, prior arrangements with the school, a minimum of 24 hours in advance, are to be made for the length of the absence and the student is required to complete coursework for credit or grade.

Assignments During Illness

Students who need to collect assignments due to short-term absence should contact the Attendance Office, which will request work from the student's teacher(s). Assignments can be picked up 24 hours after the request in the Attendance Office. If a student becomes seriously ill or homebound, the parent/guardian must contact the school. School personnel will notify teachers and help the parent/guardian, arrange for home tutoring.

Home Hospital

If a student is confined to home or hospital for an extended period, whenever practical, the school will arrange for the student to complete assignments in an appropriate manner due to the particular circumstances of the situations. Home Hospital is available to students who are expected to be out of school a minimum of 4 weeks due to a medical condition. This anticipated length of absence must be verified by a medical practitioner. Home Hospital status cannot exceed 18 weeks (90 school days).

Make-Up Work

It is the responsibility of the student (high school) and student or family/guardian (elementary/middle school) to timely request make up work from each teacher regarding work missed during an excused absence.

Chronic Absenteeism/Tardiness

Students who demonstrate chronic absenteeism or tardiness, may be required to meet with

school staff or the building principal, along with their parent(s) and/or guardian, to develop a plan to support the student's educational progress, be referred to a community truancy board, or have a petition and affidavit filed with the juvenile court.

BECCA Bill

In order to comply with District regulations and state law, when a student has seven unexcused absences and not fewer than 15 cumulative unexcused absences in a school year, the school is required by the state to file a petition to the Pierce County Juvenile Court System to seek assistance from the court to get our chronically absent students back to school.

Good Attendance Strategies

Students who have good attendance are sure to do the following:

- Stay healthy, get plenty of sleep, eat a balanced diet, wash your hands regularly, and make sure you are up to date on your immunizations.
- Make a plan for good attendance. Keep a copy of your school calendar accessible.
- Ask your parents to make appointments outside of the school day or on non-school days.
- Know the time you need to arrive at your bus stop.
- Keep up on your school work. Students will often be anxious and tempted to miss school if they have not done their homework or studied for a test. Approach each day with confidence.
- "Report-It." If you are not attending because someone is harassing, intimidating or bullying you, it has become a serious issue and it is time to enlist the assistance of an adult.

Parent Strategies

- Make getting students to school on time every day a top priority.
- Only keep your child home if they are truly sick, such as fever, vomiting, diarrhea, or a contagious rash.
- Avoid appointments and travel when school is in session.
- Keep track of your child's attendance. Missing more than 10% of school, excused or unexcused, could put your child at risk of falling behind. Ten percent of school equals two days per month or 18 days in a school year.
- Set a regular bedtime and morning routine; finish homework and pack backpacks the night before.
- Have a back-up plan in place with family members, neighbors, or other parents for getting your child to school in case something comes up.

Washington State's Attendance Law

It is mandatory that all children eight years of age and under 18 years of age attend school. The child will have the responsibility to attend for the full time when school may be in session, unless the child is enrolled in an approved private school or is receiving home-based instruction. Once a child who is

six or seven years old is in a public school, the child is then required to attend and that parent has the responsibility to ensure that the child attends school while it is in session. Exceptions may be granted by the superintendent for children who are 15 years of age or older if the child has specific circumstances. (RCW 28A.225.010)

EDUCATIONAL RECORDS (POLICY 3231)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age certain rights with respect to educational records. (District Policy 3231) "Education records" are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for, or on behalf of, the agency or institution. These records include, but are not limited to, grades, transcripts, class lists, student course schedules, health records, and student discipline files. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche and e-mail 34 CFR § 99.2

- Student records are the property of the District but will be available in an orderly and timely manner to students and parents. The District will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule, both of which are published on the Secretary of State's website at www.sos.wa.gov/archives/recordsretentionschedules.aspx.

- Parents/guardians have the right to request their child's educational records. Requests for educational records by a current student or the student's parent/guardian should be directed to the building administrator at the student's school. Requests for student records by a former student should be directed to the District Registrar at (253) 891-6000.

- Pursuant to RCW Chapter 42.56, Sumner-Bonney Lake School District is prohibited from releasing identifiable student educational records (except student directory information) without parent/guardian or the eligible student's permission obtained by school and/or District personnel.

Student educational records are divided into two categories: the cumulative folder and supplementary records (District Procedure No. 3231P):

1. **Cumulative folder**

   The cumulative folder may contain all information about a student that is collected and maintained on a routine basis, such as identifying information (name, birth date, sex, year in school, address, telephone number, parent's name, ethnic classification, emergency information, including parent's place of employment, family doctor, babysitter, siblings); attendance records, including date of entry and withdrawal; grades and other student progress reports; results of tests of school achievement, aptitude, interests, hearing and

vision; health and immunization status reports; records of school accomplishments and participation in school activities; verified reports of misconduct, including a record of disciplinary action taken; and such other information as will enable staff to counsel with students and plan appropriate activities. Identifying information may be limited if the student is a participant in the state Address Confidentiality Program.

2. **Supplementary records**

   Supplementary records about a student may be collected and maintained in connection with special school concerns about the student, such as confidential health information or reports connected with assessment and placement of a student who is formally identified as a “focus of concern;” reports from non-school persons and organizations such as physicians, psychologists, and clinics, except for general screening purposes; reports pertaining to specific problems associated with the student; and current reports of psychological tests and progress reports related to a student’s disabling condition. All such reports included in records will be dated and signed.

NOTIFICATION OF RIGHTS UNDER 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 educational records.

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

Parents or eligible students have the right to inspect and review the student's educational 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 parents or eligible students to review the records. Schools may charge a $.15 per page fee for copies.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date of birth, honors and awards, and dates of attendance. Parents and eligible students may, within a reasonable amount of time, request that the school not disclose directory information about them. Directory information is defined as the student’s name, photograph, address, telephone number, date of birth, dates of attendance, participation in officially-recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended. The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information. Social Security numbers, student identification numbers (with authentication factors such as a secret password or personal identification number) or other personally identifiable information is not considered directory information (District Procedure No. 3231P).

FERPA affords parents and eligible students certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days after the day the school receives a request for access.

   Parents or eligible students who wish to inspect their child's or their educational records should submit a written request to the school principal that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the school to amend their child's or their educational record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses educational records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The school it attends is to provide records on request if the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

    Student Privacy Policy Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, DC 20202

Parents and eligible students have a say in whether the student's photos, name and other directory information are used in publications on the District's website or by the media.

Parents and eligible students should think carefully before restricting this information. Unfortunately, by restricting your student's directory information for school publications, your student's name and photo cannot be included in student annuals and yearbooks. The student will not be able to be part of classroom, team or club photos, which are intended to be published in yearbooks.

And, if the parent or eligible student says "no" to providing contact information to outside organizations, the student's name, address and phone numbers will not be provided to non-District organizations including graduation supply companies, college, military recruiters and, after graduation, school reunion committees.

Publishing photos of the student in District publications and websites, or in the news media, is one of the things a parent or eligible student can restrict, if they wish.

For more information about FERPA, please visit the District website at www.sumnersd.org/FERPA.

If a parent or eligible student would like to opt the student out of directory information, publications, or photos, please complete the District Directory Information Withholding Form and return to the student's school or District Office.

GRADING AND PROGRESS REPORTS

The cooperation of school and home is a vital ingredient in the growth and education of students. The District has a responsibility to keep parents informed of student welfare and progress by issuing progress reports and providing opportunities for parent conferences to serve as a basis for continuous evaluation of student performance. These reports will help in determining changes that should be made to affect overall improvement. (2420, 2420P)

The grade point averages for grades 6-12 will be calculated in the following manner:

Each student's grade point average will be the sum of the point values, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value will be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.The numerical value of grades are:

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

The minimal passing mark/grade is D = 1.0. Pass/fail, credit/no credit, and incomplete marks may also be used.

Withdrawals: Within the first ten days of a semester, a student will be allowed to withdraw from a class in order to change the schedule.

A student's grade report may be withheld until such time the student pays for any school property that has been lost or willfully damaged. Upon payment for damages or the equivalency through voluntary work, the grade report will be released. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

ADVISORY - GRADES 6-12

Advisory supports students in developing the skills and plans they need for success in school and beyond graduation. As part of advisory in our high schools, students complete High School and Beyond Plan activities through SchooLinks, the statewide planning platform used in SBLSD, while also engaging in lessons connected to social-emotional learning, financial literacy, digital citizenship, and college and career readiness.

SOCIAL AND EMOTIONAL SUPPORTS

The Sumner-Bonney Lake School District is committed to ensuring every student is known, valued, and supported. We believe that social, emotional, and behavioral skills are essential for academic success and lifelong well-being.

Our schools provide opportunities for students to develop skills such as kindness, empathy, teamwork, self-management, responsible decision-making, and positive relationship-building. Through classroom instruction, schoolwide activities, and supportive relationships with staff and peers, students learn to contribute positively to their school community and work effectively with others.

The district uses a Multi-Tiered System of Supports (MTSS) to provide academic, behavioral, and social-emotional support based on student needs. As part of this framework, schools implement Positive Behavioral Interventions and Supports (PBIS) to teach, model, and reinforce positive behaviors and create safe, inclusive learning environments.

Families are important partners in this work. By working together, schools and families help students develop the skills and confidence needed to succeed in school and beyond.

TECHNOLOGY

The Sumner-Bonney Lake Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

The District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The District's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives. (Policy 2022)

Children's Online Privacy Protection Act (COPPA)

The Sumner-Bonney Lake School District provides students with access to various third-party websites, applications and other online resources to support student learning. The use of these online resources may involve the collection of certain personally identifying information (e.g., the students first and last name, username, and district email address) from children under 13. As permitted under the Children's Online Privacy Protection Act (COPPA), the District consents to this collection on behalf of parents of children under 13, unless the parent/guardian opts out. If you have a child under the age of 13 and wish to opt out of your child's use of online resources, you must contact your child's school. A meeting will occur with the parent, principal, and district technology representative to discuss alternative learning solutions. More information can be found at www.sumnersd.org/COPPA.

ACTIVITIES AND ATHLETICS

Sumner-Bonney Lake School District recognizes the value of activities and athletics as an integral part of the total school experience for students in offering a comprehensive and challenging educational experience. (Policy 2151)

The goals of the activities and athletic programs are to teach positive character, life skills, sportsmanship, teamwork, and respect for fellow competitors, officials, opposing team members, and opposing team fans.

The District will provide opportunities for all students and not exclude any person from participation in the interscholastic program, deny any person the benefits of such a program or otherwise discriminate against any person in any interscholastic program on the basis of the categories identified in the district's Nondiscrimination Policy (Policy 3210).

Additional information (including sports offered each season) can be found here- Athletics Overview

Athletic Eligibility/Extra Curricular Academic Standards

To ensure that extra-curricular participation supports student academic progress, an individual student must achieve and maintain a minimum standard of academic achievement. To be eligible to participate at the high school level, in addition to the WIAA requirements, students must maintain a minimum of a 2.0 GPA, and pass all classes as a full time student. To be eligible to participate at the middle school level, in addition to WIAA requirements, students must maintain a 2.0 average for all standards based components. The last grading period of a student's 8th grade year will determine initial eligibility for 9th grade Fall season participation at the high school.

Find additional information related to athletic eligibility/extra curricular academic standards.

Athletic Participation & Registration

The Sumner-Bonney Lake School District is moving our athletic registration process at both the middle and high school level to one convenient online registration platform. The platform is called FinalForms, and is a secure registration platform that provides an easy, user-friendly way to register for athletics and some activities.

Find detailed information about athletic registration.

Athletic Participation Fees

All student-athletes must complete the required forms and pay all necessary fees before participation. Student athletes will not be allowed to participate in any practice until they obtain clearance and won't be cleared the day they finish the requirements (so athletes must complete all requirements BEFORE the first day of practice). Incomplete documentation will not be accepted. Coaches will be notified of all cleared athletes as soon as your student athlete's requirements are complete. Find a list of participation fees.

SCHOOL SAFETY

School safety is a nationwide focus and an issue we take seriously. Our commitment to creating and maintaining physically- and emotionally-safe learning environments that support the social-emotional and academic excellence of every child is a top priority in the Sumner-Bonney Lake School District.

Safety Procedures

Each school has a plan with specified roles and responsibilities for handling various types of emergencies. The Emergency Quick Reference Guide is posted in all classrooms and meeting rooms throughout the District.

Specific safety procedures will be followed depending on the type of emergency. Every situation is unique, so school staff may adjust their response to address student safety first.

Report It! (Policies 3432, 3126)

Sumner-Bonney Lake School District uses the Vector Alert Incident Reporting System. If you have information about a threat to our safety, do your part and report it. You can remain anonymous. All tips submitted are taken seriously and will be acted upon. Please be responsible with your submissions.

Report Tips on:

- Bullying
- Intimidation
- Harassment
- Weapons
- Drugs
- Suicide
- Threats
- Other safety concerns

Our District Code is: 1251

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Easy ways to report:

- Website: https://1251.alert1.us
- Email: 1251@alert1.us
- Call: 253-693-3729
- Text: 253-693-3729

HearMeWA

HearMeWA is a program for students in Washington up to age 25 created by the Washington State Attorney General's Office. If you or a friend are experiencing dress, anxiety, violent threats, sexual abuse- or anything that makes life hard, HearMeWA can help. Get secure, free support any time from professions who are ready to listen. Students can connect with free, 24/7 support with trained

crisis counselors. Click on the link below to call, text or download the app in order to request help. Link: HearMeWA.

See Something, Say Something

The Sumner-Bonney Lake School District is a partner of the U.S. Department of Homeland Security's "If You See Something, Say Something®" national campaign, which is designed to raise awareness in reporting suspicious behavior to local law enforcement for safer schools and communities.

Safe Walking Routes

School safety is a top priority in the Sumner-Bonney Lake School District and a major concern for families, students, school district staff and our community. The Sumner-Bonney Lake School District, working with community partners, has established a safe walking area for each school based on the presence of sidewalks, walking paths and the location of crosswalks. At certain schools, crossing guards are present and help children get to school safely in surrounding neighborhoods. Access walking maps online at www.sumnersd.org/walkingmaps.

SERVICES

Child Nutrition Services

All schools serve breakfast and lunch daily. We offer a variety of student favorites that feature:

- A selection of fresh fruits and vegetables, many of which are sourced locally
- Entrees with healthy proteins and whole grains
- Low-fat milk and 100-percent fruit juices

2026-2027 School Meal Prices:*

	Regular Breakfast	Regular Lunch		Reduced Breakfast*	Reduced Lunch*
K-5	$ 2.50	$ 3.75	K-5	$ 0.00	$ 0.00
6-8	$ 2.75	$ 4.25	6-8	$ 0.00	$ 0.00
9-12	$ 2.75	$ 4.25	9-12	$ 0.00	$ 0.00
Milk	$ .75	$ .75	Milk	$ .75	$ .75

*Due to state funding, for the 2026-2027 school year all students who attend Daffodil Valley Elementary, Liberty Ridge Elementary, Sumner Early Learning Center, Bonney Lake Elementary, Crestwood Elementary and Maple Lawn Elementary may receive breakfast and lunch at no cost.

**Due to state funding, there are no longer co-pays for reduced priced meals.

Meal Payments:

Families can make online payments to student accounts anytime using Visa or Mastercard through Skyward Family Access. There are also options to receive email notices when student balances are low and to set up automatic replenishment of accounts. A $0.75 per student transaction fee will be applied at checkout for payments.

Cash or checks are accepted as a form of payment in the school cafeterias during breakfast or lunch.

We encourage families to check their student account balances in Family Access before school starts.

Free and Reduced-Price Meal Applications:

All families who may be eligible are encouraged to apply for free or reduced-price meals. Applications must be resubmitted each year within the first 30 days of school. Qualified students receive the benefit for the full school year, even if the family's financial situation changes.

Families receiving Basic Food, TANF, FDPIR or Medicaid may be Direct Certified for free or reduced-price meal benefits. These families will receive a letter in the mail from Child Nutrition Services notifying them of their student's meal eligibility in August. If a family receives such a letter, their students are eligible for the school year and they do not need to apply for meal benefits.

Applications may be submitted online through Skyward Family Access starting August 1st. Start by selecting your student's name, then Food Service, then click the Applications button, then Add Application. The system will walk you through the process and is very easy to use. Once Child Nutrition has processed the application, you will receive an email notification.

Printed applications are also available at each school or one can be accessed for this site:

26-27 Application for Free or Reduced-Price Meals.

Students eligible for free or reduced-price meals may receive reduced school fees. For online applications, the option to grant consent to release students' eligibility status for the purpose of reduced fees is part of the application process. For those families who will receive a letter stating their students are Direct Certified, a consent form will be included with the letter or email.For paper applications, the consent form is part of the application packet or available here:

26-27 Consent Form

Lunch Menus:

Monthly print menus, plus the link to our interactive online menus are on the Child Nutrition Services website here:

Lunch Menus

If your child has a special dietary need, please contact your school nurse.

Contact Information:

Please contact the Child Nutrition office at (253) 891-6450 if you have questions about our meal programs, payments or free-reduced applications; we are happy to help! You may also email us at child_nutrition@sumnersd.org.

FAMILY RESOURCE CENTER

The Sumner-Bonney Lake Family Resource Center offers a wide variety of human service programs, resources, health services, information and referrals. The Center's mission is to educate, strengthen and support children and families. The services provided by staff at the Center are free and focus on family empowerment, and assist families in becoming self-sufficient, active and engaged members of our school community. The Center is supported by various community partners, including Tacoma-Pierce County Health Department, the cities of Sumner and Bonney Lake, Rotary Club of Sumner, alongside Sumner-Bonney Lake School District. For more information, please contact Cindy Conlin at (253) 891-6153.

Phone Number	**Address**	**Hours**
(253) 891-6153	Sumner Middle School 1508 Willow St | Portable 705 Sumner, WA 98390	Monday-Friday: 8 a.m.- 4 p.m. Closed daily: Noon - 1 p.m.

HEALTH INFORMATION (POLICIES 3415, 3416, 3416P)

Medication at School

The Sumner-Bonney Lake School District provides administration of medications at school. By state law, RCW 28A.210.260, written permission from the parent/guardian and health care provider must be provided before medications can be administered at school. Renewal of written permission must be completed at the beginning of each school year and whenever the health care provider adjusts a medication. The intent of the state law concerning medication administration at school obligates school districts to obtain written health care provider orders and parental permission for both prescription and over-the-counter medications (i.e. Tylenol, medicated throat lozenges, vitamins). Written permission is not required for sunscreen.

For safety reasons, medications cannot be transported with students between home and school. Medication must be transported by an adult and be in the original container with a prescription label. Students are not to carry medications with them at school unless it is medically necessary

to do so and written permission from parent/guardian and health care provider to carry at school is on file.

Per board procedure 3416, the principal and nurse will take into account the age, maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma inhalers), students will only carry one day's supply of medication at a time. Violations of any conditions by the student permitted to carry and/or self-administer their own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

Your assistance in maintaining a safe medication administration routine for your child(ren) in the school setting is appreciated. If you have questions or concerns, contact the health room staff at your child's school. You can find a list of any necessary forms at this website; Medication at School Order forms

Allergy Protocol

Allergic reactions can span a wide range of symptoms. The most severe and potentially life-threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs. This protocol is stated in School Board Regulations & Procedures No. 3420P

Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to their specific allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly peanuts, tree nuts, milk, dairy products, soy, wheat, fish and shellfish)
- Insect stings (yellow jackets, bees, wasps, hornets)
- Medications
- Latex

Immunization Compliance

Immunizations are an important part of safe and healthy schools and as such, the Sumner-Bonney Lake School District is in compliance with all state and federal laws. More information can be found here. Immunization compliance is guided by SBLSD Policy 3413P.

HOMELESS EDUCATION (POLICY 3115)

The District will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school.

Homeless students will be provided District services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. Students experiencing homelessness, and who meet eligibility criteria such as academic and skill levels, can participate fully in athletic and other extracurricular activities.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence; the term includes:

- Sharing the housing of other persons due to loss of housing or economic hardship;
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodation;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
- Migratory children living in conditions described in the previous examples.

For more information on students in homeless situations (McKinney-Vento) please contact the District Homeless Liaison, Joshua Agpalza, at (253) 891-6053, or the Family Support Coordinator, Amanda Mangan, at (253) 294-3969.

NATIVE AMERICAN SERVICES

The Sumner-Bonney Lake School District Native American Education Program provides cultural and educational support for all students in the district who have Native American heritage. Students do not need to be enrolled in a tribe to take part in the program.

The Native American Education Program is run through a partnership with the Puget Sound Educational Service District and is funded by a federal Office of Indian Education grant. Funding for each year is based on the number of students who register for the program.

To be eligible for program services, a student does not need to be enrolled with a tribe but they need to complete a program registration form. The program provides services for all students who meet any of the following qualifications:

- An enrolled member of a tribe, band or other organized group of Indians
- A child or grandchild of an enrolled tribal member
- An Eskimo, Aleut or other Alaska Native

If you are interested in signing up your child for services, fill out the registration form located online and:

1. Return it to your school's front office (the form will be given to the district Native American coordinator)
2. Scan it and email it to Program Coordinator Jason LaFontaine
3. Mail it to Cindy Taylor at the Sumner-Bonney Lake School District Administration Office, 1202 Wood Ave., Sumner, WA 98390.

TRANSPORTATION (POLICIES 3115, 3243, 6605)

Sumner-Bonney Lake School District has a responsibility to provide transportation for all students that is in compliance with statutory requirements. Students arriving at the bus stop on time and exhibiting safe behaviors is a shared responsibility between the District and families to ensure that students arrive at school safe and ready to learn.

Please contact the Transportation Department with specific questions related to bus stops and rides at (253) 891-6400.

Bus Conduct (Policy 6605P)

At the beginning of each school year, a copy of the rules of conduct for students riding buses will be provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver will review the rules with the students at or near the beginning of each school year. A copy of the rules will be available upon request at the District Office.

The bus driver is responsible for the safety of his/her passengers, particularly for those who cross a roadway after leaving the bus. No bus driver will order or allow a student to disembark at other than his/her customary boarding or alighting place unless so authorized. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment. Bus drivers are expressly prohibited from allowing anyone to board the bus who is not a student or a person authorized to ride the bus by the superintendent and/or his or her designee(s).

School Walking Routes (Policy 6605)

School safety is a top priority in the Sumner-Bonney Lake School District and a major concern for families, students, school district staff and our community. The Sumner-Bonney Lake School District, working with community partners, has established a safe walking area for each school based on the presence of sidewalks, walking paths and the location of crosswalks. At certain schools, crossing guards are present and help children get to school safely in surrounding neighborhoods.

Find Safe Walking Routes to School maps online at www.sumnersd.org/walkingmaps.

Student Driving and Parking (Policy 3243)

The District provides adequate transportation for all students; however high school students may drive automobiles to and from school if the vehicle is registered with a parking permit issued by the high school. Students may not drive or leave the campus during the school day without the consent of the parent and principal (Policy 3242). A registration and permitting process is required of all student drivers. Corrective actions for violations of district driving guidelines contained in policy, procedure, student handbooks and the parking permit application may include fines, vehicle booting or towing, or loss of driving and parking privileges.

A student may use the school parking lot subject to the following conditions:

1. A student must register the car and receive a parking permit through the high school. The student must possess and maintain a valid Washington driver's license, show evidence of liability and property damage insurance coverage on the vehicle, and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property. Parking on school district property is at the owner's/driver's own risk. The school district does not assume any liability or responsibility for damage to or loss of privately owned vehicles or property in vehicles at any time.

2. Students may not occupy a vehicle (without permission) during the school day. Parking lots are considered off campus during the school day, but are still district property. All district and school policies govern conduct in any district parking lot; and

3. In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or dangerous weapons will also extend to a student's vehicle. All vehicles parked on campus may be subject to search according to Policy 3230 - Student Privacy and Searches.

Students in Homeless Situations (Policy 3115)

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student.

For more information on students in homeless situations (McKinney-Vento) please contact the District Homeless Liaison, Josh Agpalza at (253) 891-6053 or the Family Support Coordinator, Amanda Mangan at (253) 294-3969.

COMMUNITY CONNECTIONS

KEEPING FAMILIES INFORMED

The Sumner-Bonney Lake School District and all schools send general messages and emergency alerts by phone, email and text using ParentSquare. All families should log into Skyward Family Access and choose the "Skylert" link to update their contact information and select preferred messages. Families are encouraged to choose the phone number and email in which general and emergency messages are to be sent. You may add additional email addresses and phone numbers to receive school communications.

The system is also used to provide families with announcements about upcoming events, reminders, school activities, testing, grades or meal account balances.

In the event of an emergency situation, such as a lockdown at your child's school or last-minute school cancellation due to weather or utility failure, we call the number and send an email in an effort to make sure parents and guardians are notified as soon as possible.

Please register your ParentSquare account by going to parentsquare.com/signin. By registering your account, you will be able to participate in two-way communication with your child's school/teacher. Learn more at sumnersd.org/parentsquare.

To change contact information, please log into Skyward Family Access, click the "Skylert" link and adjust communication preferences. Please allow 24 hours for changes to be updated. Note: Information entered into Skylert contact information will not update your child's record at the school.

EMERGENCY INFORMATION

Emergency preparedness

The Sumner-Bonney Lake School District works in partnership with local law enforcement, public safety and emergency management agencies to prepare for emergency conditions in our schools. Each school has developed and implemented a comprehensive plan for responding to a variety of natural disasters and emergency situations, such as an earthquake, lahar, fire, bomb threat, and

hazardous materials incidents. Staff and students practice appropriate responses including evacuation and shelter-in-place.

Our system for managing school emergency situations provides students, staff and families with a plan and a sense of security. Student safety is our focus and guides our decisions. Staff members have been assigned specific tasks they are responsible for during an emergency situation. Exhibiting leadership during a school evacuation or providing first aid are as important as communicating information to families and organizing student relocation centers. Our facilities are equipped with emergency supplies, radios and equipment that may be necessary to shelter students for two or three days.

How families can help during an emergency

- Be patient – your child's safety is our first priority. We will communicate with you as quickly as possible.
- Check www.sumnersd.org or social media for updates.
- Take care not to rush to the school as this can block emergency response teams.
- Keep emergency cards up-to-date with correct phone numbers and names of people authorized to pick up your children.
- All adults who are picking up children should remember to always bring photo identification.

Emergency operations/communications protocols

Inclement weather, power outages, hazardous road conditions
The decision to close or delay schools is made as early as possible, usually around 5 a.m. Early dismissals will occur only if delay in dismissal significantly increases hazards. In the event an early dismissal is required, it is important that you have a plan for your child. For real-time announcements and updates, go to www.sumnersd.org and follow us on social media.

Closure

- All schools closed for the day
- No preschool, childcare, ECEAP or Right At School
- All before-school activities canceled
- After-school activities canceled unless otherwise announced

2-Hour Late Start

- All schools operate 2 hours later than usual
- No AM/PM preschool or AM ECEAP
- Right At School childcare starts 2 hours later than usual
- No out-of-district transportation
- No transportation to Elhi Hill High School Program or Pierce County Skills Center
- Before-school activities canceled

- Breakfast served

2-Hour Late Start Limited Transportation

- All conditions under 2-Hour Late Start apply
- Some buses operate on alternate routes in the morning only (unless otherwise announced); find routes at sumnersd.org/limitedbus

Lockdowns, police activity, bus accidents, potential threats
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. At times, we're not at liberty to share information from law enforcement. We communicate what we can, when we can. Emergency situations, and the time and method of communication, vary widely. This chart for communication protocol is used only as a guide as situations may merit alternative communication actions.

GET INVOLVED

Sumner-Bonney Lake School District's parent organizations and booster clubs comprise parents/guardians, teachers, school staff, and members of Bonney Lake and Sumner communities who are working together to support students, education programs and family involvement in schools. As a member of a PTA, PTO or booster club, you are an important partner in the Sumner-Bonney Lake School District. Parent organizations are just one way that families can be involved in their child's school.

Recreation Program

The Recreation Program, a partnership between the City of Bonney Lake and the Sumner-Bonney Lake School District, supports a healthy community by providing a variety of recreational programs and activities for people of all ages with indoor and outdoor sports, camps, classes and clinics.

From sports, art and yoga to martial arts, drama and dog obedience, our programs offer opportunities for the whole family (including furry, four-legged members) to stay fit and active.

For more information, visit the City of Bonney Lake Recreation Program webpage or call (253) 891-6500.

Before- and After-School Childcare

SBLSD partners with Right At School, a nationally-recognized school enrichment provider for before- and after-school care for elementary-aged students at all of our elementary schools and the Sumner Early Learning Center.

Right At School provides families flexibility in enrollment options and a comprehensive enrichment curriculum to keep students engaged while they participate. Students will have a healthy snack, engage in dynamic fitness activities, student-driven projects, team building, leadership development, and have the opportunity to complete homework assignments.

Program highlights:

- Open from 6:30 am to 6 pm
- Flexible schedules and pricing options
- Tuition discounts available
- Childcare available during breaks and non-school days

Learn more about Right At School. For more information, contact Right At School Area Manager Farid Najmolhoda, farid.najmolhoda@rightatschool.com or (253) 324-2345.

STUDENT RIGHTS AND RESPONSIBILITIES

The Sumner-Bonney Lake School District is in the business of educating students, helping them graduate and guide them on to career or college. Furthermore, it is part of the mission of the District to provide an environment where every student receives fair treatment, and personalized support essential for their growth and development. The Rights and Responsibilities outlined here are intended to provide all students, teachers, administrators, and parents with access to an understanding of District expectations and provides a summary of some of the laws, regulations and District policies that govern student rights, responsibilities, student discipline and due process. Specific policies are referenced by number and complete policies are available online at www.sumnersd.org.

Each year, administrators develop handbooks pertaining to student rights, conduct, and discipline, and make the handbooks available to all students, their parents, and staff. Administrators will develop such handbooks with the participation of parents and the community.

The school principal and certificated building staff will confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They will seek to develop precise definitions for common problem behaviors and build consensus on what constitutes manifestation of those problem behaviors. The definitions will also address differences between major and minor behaviors to identify those problem behaviors that teachers and other classroom staff can generally address and those problem behaviors that are so severe that an administrator needs to be involved. This work will also help district staff identify and address differences in the perception of subjective misbehaviors and reduce the effect of implicit bias.

All students who attend the district's schools will comply with the written policies, rules, and

regulations of the schools, will pursue the required course of studies, and will submit to the authority of school staff, subject to such discipline, including other forms of discipline as the school officials will determine.

Specific policies are referenced by the policy numbers (i.e, #3200). The complete policies are available on the district website: www.sumnersd.org.

Student Rights:

1. Students have the right to a safe environment free from intimidation, sexual harassment and assault.
2. Students have the right to a productive learning environment.
3. Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms.
4. Students have the right to safe passage to and from school, and while on campus.
5. Students have the right to expect staff to help them solve their problems.
6. Students have the right to engage in the grievance process.
7. Students have the right to remain anonymous when reporting a violation of school rules.
8. Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
9. Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
10. Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.

Student Responsibilities:

1. Students are responsible for their own behavior.
2. Students are responsible for respecting the property of other people and school property.
3. Students are responsible for attending school and all classes daily and on time.
4. Students are expected to exhibit conduct that is courteous, cooperative, and responsible, and that displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
5. Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
6. Students are responsible for informing staff of behavior that may be harmful to an individual or themselves.
7. Students are expected to make a determined effort to learn.
8. Students are expected to follow the instructions of teachers and other school staff.
9. Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.

CODES OF CONDUCT

ATHLETIC/ACTIVITY CO-CURRICULAR CODE OF CONDUCT

This Co-Curricular Code of Conduct is designed to establish a reasonable, high standard for participants in co-curricular activities that empower our participants to make appropriate decisions, rather than to be punitive and deny access to such activities. Co-curricular activities are a privilege and completely voluntary. Along with this privilege comes the expectation of a higher standard of behavior and conduct. Participants in these activities are considered to be in positions of leadership representing themselves, their families, the team, school, district and community. This code applies to athletics and activities.

As a condition of participation in co-curricular activities, participants will be asked during online registration to review the Co-curricular Code of Conduct and agree to abide by the code for the entire school year during which they wish to participate. During the online registration process, parents, guardians and/or legal custodians shall indicate that they have reviewed the rules, and that their student is expected to abide by them.

All members of the community, including students, parents, staff and community members should be alert and aware of the behavior of participants, and should follow up on concerns brought to their attention by reporting to district personnel. District personnel should, in turn, report alleged violations to the building administration for investigation.

BUS CONDUCT

The driver is in full charge of the bus and passengers at all times. Students must give their correct names when asked. Students may be assigned seats. In the event of an emergency, students must follow emergency exit procedures. Students must remain seated and face forward. Walking or standing is not permitted while the bus is moving. Quiet conversation with your immediate neighbor is permitted. Disruptive conduct, including aggressive play is not permitted. Improper language is not acceptable. Eating, drinking, and gum chewing are not permitted. Tampering with any bus controls or equipment is prohibited. Disciplinary procedures include, but are not limited, to the following:

- Verbal warnings
- Phone call to parent or guardian
- The first bus misconduct slip is a written warning (unless the student's conduct falls under exceptional misconduct)

- The second slip may result in a suspension of bus riding privileges from all buses
- The third slip may result in a progressive suspension of days from all buses
- The fourth slip may result in a suspension for up to 90 school days from all buses

Exceptional misconduct may result in an automatic five (5) day minimum suspension from the bus. Exceptional misconduct includes but is not limited to: weapon violations, possession of drugs/alcohol or drug paraphernalia, being under the influence of drugs or alcohol, fighting, intimidation, harassment, extortion, gang activities, refusing to comply with a reasonable request, possession of tobacco or possession of incendiary devices. Verbal abuse directed at the driver or refusing to cooperate with the driver will result in an exceptional misconduct.

TECHNOLOGY CODE OF CONDUCT (POLICY 2022)

The Sumner-Bonney Lake Board of Directors recognizes than an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Electronic Resources

The District will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The District's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The superintendent or designee will: 1) create strong electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and responsible use guidelines for staff and students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities.

Internet Safety

To help ensure student safety and citizenship with electronic resources, all students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

To promote Internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, responsible use guidelines, and, for

students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account District electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

As a component of District Internet safety measures, all District-owned electronic resources, including computer networks and Wi-Fi, in all District facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the Internet from school facilities for educational purposes, District staff will make a reasonable effort to supervise student access and use of the internet. If material is accessed that violates District policies, procedures or student guidelines for electronic resources or responsible use, District staff may instruct the person to cease using that material and/or implement sanctions consistent with District policies, procedures, guidelines, or student codes of conduct.

Email and Internet Communication/Student Use of District-Sponsored Email and Collaborative Account

Sumner-Bonney Lake School District recognizes the value of online communication and collaboration both in and out of the classroom. Email accounts play a vital role in education as a mechanism for account sign up and teacher/student communication. The District is committed to allowing responsible, learning-centered use of district-sponsored email and collaborative accounts.

- Students may use District-sponsored email and collaborative accounts as directed by the teacher.
- Students will use their accounts responsibly. Students and parents understand District guidelines pertaining to the use of digital communications.
- Email and other electronic resources are not private. The Sumner-Bonney Lake School District is a publicly-funded organization accountable to public records requests and open record laws per Chapter 434-662 WAC, Preservation of Electronic Public Records.

Social Media Guidelines

In the fast-changing world of electronic information and communication with parents, staff, and community members, the Sumner-Bonney Lake School District recognizes that social media tools can be of great value in furthering the District's mission and promoting the Board of Directors' goals. Schools and departments may be authorized to utilize social media in a manner consistent with state and federal law, Policy 2022 and 5254. The purpose of authorized social media sites is limited to promoting the mission and goals of the District.

Online communication is critical to our students' learning. Social media, web-based or Internet tools such as blogs, wikis, social networks, podcasts, email, or other Internet tools offer an authentic, real-world vehicle for student expression. Our primary responsibility to students is

their safety. Hence, the District holds those staff and students, using these tools to the same responsible use, terms of agreement, standards and expectations and must follow all established Internet safety guidelines. Furthermore, if you are going to use these tools in your official capacity the District reserves the right to monitor appropriate behavior and adherence to instructional guidelines. Anything deemed to be inappropriate will be subject to deletion.

Personal Mobile Devices and Cell Phones

Sumner-Bonney Lake School District recognizes that personal mobile devices are now an integral part of our community, culture and way of life. It is also recognized that these personal devices will play a significant part in education. Therefore, in accordance with all District policies and procedures, students, staff, parents and our community may use personal electronic devices while on District property to further the educational and research mission of the District. District and school administration will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

General Conditions for Personal Mobile Device Use

- The term personal mobile device in this policy denotes smartphones, mobile phones, laptops, notebooks/netbooks, eReaders, MP3 or game players, iOS devices, tablets, cameras or any similar mobile device that can access the Sumner-Bonney Lake School District network and/or Internet.
- All provisions, guidelines and procedures in Sumner-Bonney Lake School District Policies apply to all personal mobile devices connected to the District's network whether or not permission was granted.
- Parents or guardians must grant permission before their students can bring personal mobile devices to school whether the device will be used for emergency, personal and/or educational use.
- It is assumed students who bring any personal mobile device on District property have been granted permission to do so from their parents or guardians and agree to follow the responsible use procedures for personal mobile devices.
- Parents or guardians not granting permission for their student to use personal mobile devices on District property must notify the school in writing to the Principal or their designee.
- The responsible use procedures for mobile devices also apply to students during school excursions, camps and extracurricular activities.
- The use of a personal mobile device by staff, students, parents or community members on District property must adhere to the District's responsible use procedures for mobile devices as well as all provisions of the Electronic Resources Policy and Procedures. Failure to follow these responsible use procedures may subject staff or students to the District's Code of Conduct and may result in disciplinary action.

District's Responsibilities to Support Use of Personal Mobile Devices

- The District will provide a safe, monitored and filtered wireless network according to the Children's Internet Protection Act for students to use with their personal mobile devices.

- If the District has reasonable cause to believe the student has violated the RUP (Responsible Use Policy) or District policies, authorized personnel may search a student's mobile device.

- Any use of the personal mobile device that is deemed a criminal offense, will be dealt with as such by the District.
- The District may remove the user's access to the network and suspend the right to use the personal mobile device if it is determined that the user is engaged in unauthorized or illegal activity or is violating the Electronic Resources policy and procedures.
- District staff will reasonably monitor and supervise students.
- The District will educate students in identifying, promoting, and best practices, good digital citizenship and Internet safety specifically for personal mobile devices.
- The District assumes no liability or responsibility for students that misuse mobile devices while on school property.
- The District accepts no financial responsibility for damage, loss, theft or costs associated with the use of personal mobile devices while at school.

Responsible Use by Students

- Students will take complete responsibility for their personal mobile devices while at school.
- Students will keep the mobile device secure and locked away when not in use and never leave it in any open area unattended.
- Each school will determine specific acceptable use of a personal mobile device.
- School staff will determine the appropriate use of personal mobile devices for students, and have the right to allow or disallow the use during instructional time in the classroom.
- School staff has the right to determine whether personal mobile devices are stored out of sight or placed on the student's desk in plain sight.
- Student's personal mobile devices with Internet access capabilities are expected to access the Internet through the school's filtered network while on school property.
- Student's personal mobile devices will never be used in any manner or place that is disruptive in a classroom, school, or while participating in any other activity in the District.
- Using personal mobile phones or devices to bully and threaten other students is unacceptable and will not be tolerated.
- Pictures and videos must not be taken of students, teacher or other individuals without their permission.

Personal Device Warning

By connecting a mobile device to the Sumner-Bonney Lake School District systems, you acknowledge and agree that the Sumner-Bonney Lake School District Technology Services Department reserves the right to enforce any reasonable security measures deemed necessary to mitigate data leakage and protect students. This includes but is not limited to:

- Devices that have access to District email, student information system or other District

resources must have a secure pass lock;
- Deleting the contents of your mobile device when deemed necessary, e.g., when a password is incorrectly entered more than 10 times. The deletion may include district and personal contacts, pictures, etc.; and
- Restricting the use of applications deemed a security risk.

In addition, users of district networks with personal devices understand that documents or records prepared, owned, used, or retained by any local or public agency - including the electronic communications of a public agency--are public records under Washington state law. Using any personal device or computer for school district business can result in a requirement that you submit your personal device for examination or search if a public records request is received concerning information related to governmental conduct or the performance of any governmental function that may be stored on your personal device.

STUDENT DISCIPLINE (POLICY 3241)

The Sumner-Bonney Lake School Board has adopted Policy 3241 and Policy 3241P. In response to changes in state law, the information appearing on these pages in regard to Student Discipline is a condensed summary of key points. The full text of these policies is available on the Sumner-Bonney Lake School District web page under School Board Policy 3241 and 3241P.

“Discipline” means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to behavioral violation is more effective an increases equitable educational opportunities. The purposes of this policy and accompanying procedure include:

- Engaging with families and the community and striving to understand and be responsive to cultural context;
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents;
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible;
- Providing educational services that students need during suspension and expulsion;
- Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion;
- Ensuring fairness, equity, and due process in the administration of discipline;
- Providing every student with the opportunity to achieve personal and academic success;
- Providing a safe environment for all students and for district employees.

The Superintendent shall establish and make available rules of student conduct, designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of the district’s rules of student conduct, including behavior standards that respect the rights, person and property of others. Students and staff are expected to work together to develop a positive climate for learning.

Definitions around Discipline

- "Behavioral violation" means a student's behavior that violates the District's discipline policies.
- "Classroom exclusion" means the exclusion of a student from a classroom or instructional activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when:
    - (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and (b) the student remains under the supervision of the teacher or other school personnel during such brief duration.
- "Suspension" means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency removals. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.
    - In-school suspension means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
    - Short-term suspension means a suspension in which the student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
    - Long-term suspension means a suspension in which the student is excluded from school, more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
- "Emergency removal" means the removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530
- "Expulsion" means a denial of admission to the student's current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 392-400-480
- "Other forms of discipline" means actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency removal, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.

Creating a Safe and Healthy Environment: Behavior Management System

The most appropriate student management approach is to be proactive to help our students

understand that all choices result in natural and logical consequences. Our goals are to enable students to take responsibility for their actions, increase their capacity for making choices and keep them connected and contributing members of our school community. These goals establish a positive, safe, and caring environment for all. Students are responsible for their behavior on school grounds, en route to and from school, on school-provided transportation, at school-sponsored events, or off-campus. If such conduct causes disruption at school, law enforcement may be informed.

Progressive Discipline means student consequences increase for repeated misbehaviors. The purpose of progressive discipline is for students to learn self-management strategies and behaviors. All staff implement and support a building wide student discipline program to maintain a consistent and equitable approach to student behaviors and associated consequences.

Because each situation is handled individually, administrators have the discretion to use other forms of discipline if they so decide. This may include restitution for property damage or loss and/or restitution to victims if appropriate. Consequences assigned to inappropriate behavior will be based on the nature and seriousness of the behavior, as well as the student's past actions.

<u>General Guidelines:</u>
The District may administer suspensions and expulsions for behavioral violations. In responding to behavioral violations:

- Parents should be involved early in efforts to support students in meeting behavioral expectations and resolving behavioral violations.
- The student's individual circumstances and the nature and circumstances of the behavioral violation must be considered to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.
- Students must be provided an opportunity to receive educational services during a suspension or expulsion and should not be prevented from completing subject, grade level, or graduation requirements as a result of discipline.
- The principal or designee must report all suspensions and expulsions, and the behavioral violation that led to each suspension or expulsion, to the Superintendent or designee within twenty-four hours after the administration of the suspension or expulsion.
- Reasonable efforts should be made to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time consistent with the section on readmission within this regulation.
- Students may not be suspended or expelled from school for absences or tardiness.
- Students may be denied admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the district while under suspension or expulsion.
- Students may return to their regular educational setting following the end date of the suspension or expulsion, unless an exception is made consistent with District policy.
- Specific information regarding limitations and due process for student discipline can be

found in District policy 3241.

The Sumner-Bonney Lake School District reserves the right to immediately suspend or expel a student where exceptional misconduct is involved (i.e., conduct that is so frequent or serious in nature, in terms of the disruptive effect on the operation of the school, as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a continuing threat of substantial disruption to other students at school.

Behaviors That May Result in Discipline and/or Corrective Action

Incidents of Student Misconduct, may result in corrective action ranging from minor to major and may include possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense. For a list of behaviors and potential District responses, see Board Policy 3241 F1: Student Discipline Matrix.

STUDENT SEARCHES (POLICY 3230)

A. Searches of Students and Personal Property

- Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff will take particular care to respect students' privacy.
- School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent will have the authority to conduct reasonable searches on school property as provided by board policy.
- A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.
- A student is subject to search by District staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules.
- Prior to conducting a search, after reasonable suspicion is articulated, school officials will ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows:
    - Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.
        - "Contraband" means items, materials, or substances the possession of which is prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon.

- Staff will conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

B. Locker Searches

- Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school. Lockers and other spaces are subject to search in accordance with district policy.
- No student may use a locker, desk, or storage area to store any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.
- All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches.

SUBSTANCE ABUSE/MISUSE (POLICY 3321)

The Sumner-Bonney Lake School District recognizes that the abuse of alcohol, and the use and abuse of controlled, illegal, addictive, or harmful substances, including marijuana (cannabis) and anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being and academic performance of students. Students will not possess, use, be under the influence of, or transmit alcohol, drugs, controlled, illegal, addictive or harmful substances, including marijuana (cannabis) and anabolic steroids, substances of any kind (other than those obtained and properly used pursuant to a valid prescription); or those purported to be the same. This includes but is not limited to imitation controlled substances and/or related drug paraphernalia or delivery devices. Use, possession, or transmission of such products by students is not permitted on school property, including all district buildings, grounds and district-owned vehicles, or at school-sponsored activities or events, en route to and from school, as well as while students are or should be in attendance during the school day.

USE OF TOBACCO, NICOTINE PRODUCTS AND DELIVERY DEVICES (POLICY 4215)

The Sumner-Bonney Lake School District recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from the use of tobacco products and delivery devices on school property at all times.

Tobacco products and delivery devices includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens”, non-prescribed inhalers, nicotine delivery devices, or chemicals that are not FDA-approved to help people quit using tobacco or that produce the same flavor or physical effect of nicotine substances; and any other innovation. Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all school district property, including all district buildings, grounds and district-owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to minors is prohibited.

HARASSMENT, INTIMIDATION AND BULLYING, HIB (POLICY 3207)

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. Please contact your child’s school to submit potential HIB concerns or complaints. Link: SBLSD Harassment, Intimidation, Bullying Reporting Form

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 that supports prevention and response to HIB.

SBLSD HIB Compliance Officer
Sara O’Donnell, Executive Director of Student Services
253-891-6000
sara_odonnell@sumnersd.org

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 District Harassment, Intimidation and Bullying Compliance Officer.

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 Bullying Prevention webpage or the District's HIB Policy and Procedure 3207 Prohibition of Harassment, Intimidation and Bullying.

Link: SBLSD Board Policy 3207 Prohibition of Harassment, Intimidation and Bullying
Link: SBLSD Board Procedure 3207 Prohibition of Harassment, Intimidation and Bullying

Our Schools Stand Against Discrimination

Sumner-Bonney Lake School District does not discriminate in any programs or activities based on sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, presence of any sensory, mental, or physical disability, neurodivergence, use of trained dog guide or service animal, and provides equal access to Scouting of America and other designated youth groups. Contact the following with questions and complaints of alleged discrimination: Title IX Coordinator, TitleIXcoordinator@sumnersd.org; ADA Coordinator,

ADAcoordinator@sumnersd.org; Section 504 Coordinator, Section504coordinator@sumnersd.org; (253) 891-6000, 1202 Wood Ave, Sumner, WA 98390.

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 and Procedure 3210, click on the links below to our website:

Link: SBLSD Policy 3210 Nondiscrimination
Link: SBLSD Procedure 3210 Nondiscrimination

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 and Procedure 3205, see the links below to our website:

Link: SBLSD Policy 3205 Sexual Harassment of Students Prohibited
Link: SBLSD Procedures 3205 Sexual Harassment of Students Prohibited

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 to your child's school administration. 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: 253-891-6053, TitleIXcoordinatorsumnersd.org
Concerns about sex discrimination, including sexual harassment: ● Title IX Coordinator: 253-891-6053, TitleIXcoordinator@sumnersd.org
Concerns about disability discrimination: ● Section 504 Coordinator: 253-891-6146, Section504coordinator@sumnersd.org ● ADA Coordinator: 253-891-6027, ADAcoordinator@sumnersd.org;
Concerns about discrimination based on gender identity: ● Gender Inclusion Officer: 253-891-6046, GenderInclusion@sumnersd.org
Supports listed above are located at 1202 Wood Avenue, Sumner, WA 98390

To **submit a written complaint**, notify the school principal or Civil Rights Coordinator of your concern. They will give you a copy of the school district's discrimination complaint procedure form and supporting policies/procedures. Describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal or civil rights/Title IX coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator 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 principal or the Civil Rights Coordinator 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 the School Board by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which you received the response. If you disagree with the decision of the board, you may also file a complaint with 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)
- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)
- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)
The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.
- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.
- Website: https://www.ed.gov/about/contact-us
- Email: orc@ed.gov
- Phone: 800-421-3481

Our Schools are Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our schools will:
- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity

- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy and Procedure 3211, click on the links below:

Link: SBLSD Board Policy 3211 Gender Inclusive Schools
Link: SBLSD Board Procedure 3211 Gender Inclusive Schools

If you have questions or concerns, please contact the district's Gender Inclusion Officer.

Gender Inclusion Officer
Sara O'Donnell
GenderInclusion@sumnersd.org
253-891-6046

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 47.

NON-DISCRIMINATION STATEMENT (School Board Policy 3210)

The Sumner-Bonney Lake School District does not discriminate in any programs, services or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, age honorably discharged veteran or military status, sexual orientation including gender expression or identity, homelessness, immigration or citizenship status, the presence of any sensory, mental or physical disability, neurodivergence, or the use of a trained guide dog or serving animal by a person with a disability. The district provides equal access to the Scouting of America and other designated youth groups.

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

Inquiries about Title IX may be referred to the Title IX Coordinator, TitleIXcoordinator@sumnersd.org, 253-891-6053, the U.S. Department of Education's Office for Civil Rights, or both.

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

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the District Title IX Coordinator at TitleIXcoordinator@sumnersd.org, 253-891-6053.

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

The following supports are designated to handle questions and complaints of alleged discrimination:

Title IX/Civil Rights Compliance Coordinator Joshua Agpalza TitleIXofficer@sumnersd.org (253) 891-6053
ADA Coordinator Shelli Stickel ADAcoordinator@sumnersd.org (253) 891-6027
Section 504 Coordinator Cheri Simpson Section504coordinator@sumnersd.org (253) 891-6146
Gender Inclusion Officer Sara O'Donnell GenderInclusion@sumnersd.org 253-891-6046
These staff are located at: Sumner-Bonney Lake School District 1202 Wood Ave. Sumner, WA 98390

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 (see below). For a copy of the district's nondiscrimination policy and procedure, contact your school or district office or view it online here: Policy 3210: Nondiscrimination, Procedure 3210: Nondiscrimination.

STUDENT DRESS (POLICY 3224)

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Sumner-Bonney Lake Board of Directors. The student and parent may

determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
B. Create a health or other hazard to the student's safety or to the safety of others;
C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

A. Creates a hazard to the student's safety or to the safety of others; or
B. Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such a period as the principal may determine. All students will be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

STUDENT ARTIFICIAL INTELLIGENCE CODE OF CONDUCT

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

Student Responsibilities
When utilizing generative AI tools to create or support the creation of texts or creative works,

students are expected to adhere to these guidelines as well as additional guidance provided by their classroom teacher.

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

AI Permissibility Levels

The three AI permissibility levels—*AI Restricted*, *AI Permitted*, and *AI Required*—help clarify expectations around when and how generative AI can be used responsibly. These levels ensure that students understand AI's role in their learning process while maintaining academic integrity. By aligning their work with the specified level, students can make informed decisions about incorporating AI tools into their assignments and understand the importance of proper citation for AI-generated contributions.

<u>AI Not Allowed</u>
Generative AI use in completing this assignment or project is not allowed. Students are expected to complete the work using only their own knowledge and skills. This is the default for an assignment unless given other guidance by a teacher.

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

<u>AI Required</u>
Generative AI must be used in completing this assignment or project. Students are expected to engage with AI tools and techniques as an essential part of the learning process. Proper citation of AI-generated work products is required.