

**South Whidbey Alternative Learning Experience
A Grade 1-8 ALE Parent Partnership Program**

Student & Parent/Guardian Handbook

2026-2027



South Whidbey
SCHOOL DISTRICT

Phone: 360-221-6808 ext. 4632
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School website: <https://swa.sw.wednet.edu/ale-k-8>
Attendance: jzundel@sw.wednet.edu ■

The South Whidbey ALE Student and Parent Handbook outlines the expectations and information specific to our school. Please refer to the South Whidbey School Districts Rights and Responsibilities for additional information on policies and procedures related to students. This handbook is current at the time of printing but may change as needed throughout the year. Please refer to the school website for the most current version of the handbook.

South Whidbey ALE Program Mission Statement:

The South Whidbey ALE Program is a parent partnership and support to families to ensure high achievement for each child with certificated teacher oversight. Recognizing that parents are the primary educators, South Whidbey ALE provides guidance and resources to cooperatively meet each student's educational endeavors.

Shared Beliefs:

We are committed to doing our best for each child. We will work together to accomplish this goal.

South Whidbey ALE Program Staff:

Principal	Jordan Young	360-221-4600	jyoung@sw.wednet.edu
Assistant Principal	Kristin Codda		kcodda@sw.wednet.edu
7-8 Teacher	Andrea Mitchell	360-221-6808 ext 4644	amitchell@sw.wednet.edu
5-6 Teacher	Andrea Mitchell	360-221-6808 ext 4644	amitchell@sw.wednet.edu
3-4 & 5-6 Teacher	Joy Broughton	360-221-6808 ext 4645	jbroughton@sw.wednet.edu
1-2 Teacher	Joy Broughton	360-221-6808 ext 4645	jbroughton@sw.wednet.edu
ALE Secretary	Jamie Zundel	360-221-6808 ext. 4632	jzundel@sw.wednet.edu
Office Support Team SWES K-5	Deann Houck	360-221-4600	dhouck@sw.wednet.edu
Nurse Support Team SWES K-5	Amy Goodman	360-221-4600	agoodman@sw.wednet.edu

We welcome your email questions, please drop us a note, ask a question and give us feedback.

South Whidbey ALE Contact Information:

5380 Maxwellton Road

Langley, WA 98260

Ph. 360-221-6808 ext.4632 - Fax 360-221-6929

Website: <https://swa.sw.wednet.edu/ale-k-8>

Operating Guidelines – Enrollment & Student Learning Plans

The South Whidbey ALE School operates as an alternative school under WAC 392-121-182 Alternative Learning Experience Requirements. Students in this program are reported to the state as public school students enrolled in an alternative learning homeschool program.

The South Whidbey ALE School recognizes parents and certificated teachers as educators of their children. Each student has a Written Student Learning Plan developed by the certificated teacher in partnership with the parent/educator to ensure high achievement for each child.

Application and Procedures

We work as partners with parents to plan and provide the best educational plan for each individual student. We look forward to partnering with you for the educational success of your student(s). South Whidbey ALE is a choice school for students who reside in the South Whidbey School District (SWSD) attendance boundaries. Students living outside SWSD must have an approved Choice Transfer prior to enrollment.

Shared Students: SWSD ALE students shared with another SWSD school:

- Students will be part-time enrolled, and all guidelines apply to access classes/programs not offered at South Whidbey
- At least 50% of the student's learning is through their WSLP.
- Please contact your WSLP Certificated Teacher Advisor for information regarding shared schooling within the district.

Families will:

- Complete appropriate South Whidbey School District enrollment/registration paperwork
- Cooperatively develop a Written Student Learning Plan (WSLP) with their WSLP certificated teacher advisor
- Attend a Written Student Learning Plan (WSLP) conference with their advisor for approval
- Register for classes with an advisor teacher
- Make weekly in person contact with a certificated teacher as required for all SWSD ALE students. This contact can be done through a minimum of one hour per week in person class attendance or an individual communication between student and advising teacher.
- Participate in state-mandated and district assessments or have a current district refusal on file.
- Complete a Volunteer Application with South Whidbey Public Schools

- Complete monthly Progress Report for WSLP Certificated Teacher Advisor by the 15th.

Smaller class sizes are part of SWSD ALE. Class limits are generally 15 students depending on the subject, but do not exceed 24. Classes at SWSD ALE are scheduled on a semester and full year basis. Each fall families will register for classes and meet with a WSLP Certificated Teacher Advisor to finalize the Student Learning Plan.

Curriculum and Supplies

Curriculum and supplies are available to assist the parent educator in accomplishing the goals set forth in the approved Written Student Learning Plan. Materials identified from a Student Learning Plan meeting must be added in the materials and learning activities section of the WSLP. Materials are available through the SWSD ALE Library or SWSD adopted materials. If materials are needed that are not available through the library, please work with the WSLP Advisor. Please be aware that all non-consumable items become property of South Whidbey ALE Library and will be checked out to you.

On-site Classes

SWSD ALE offers interdisciplinary and elective classes for grades 1-8. If a student does not have a class with a certificated ALE teacher, parents are responsible for scheduling weekly contact with their students certificated WSLP Advisor.

Student Learning Plans

Each student enrolled in the South Whidbey ALE Program must have a Written Student Learning Plan (WSLP). A draft WSLP is cooperatively developed and supervised by a certified SW ALE teacher. All WSLPs are approved by the WSLP certificated advisor teacher. On designated report days, the student, parent, and teacher are required to review the learning plan and assess progress. Parents must submit a monthly report by the 15th of each month for their students' Home Learning portion of their WSLP. Each month Overall Student Progress will be reported by the WSLP Certificated Teacher Advisor.

Student Learning Plan Changes

Any proposed changes to the approved Student Learning Plan, including adding or dropping a class after the first day of classes, must be done through the WSLP Certificated Teacher Advisor. You must contact your WSLP Certificated Teacher Advisor for a meeting before you add or drop a class to your student's schedule. The meeting must take place before any WSLP changes can be made. Parent educators or WSLP certificated advisor teachers can request a meeting to review the plan at any time. See teachers current office hours to schedule a meeting.

Student Learning Plan Progress – Satisfactory & Unsatisfactory

Student Learning Plan Progress is reported on [SchoolData](#) monthly by the WSLP Certificated Teacher Advisor. Parents must submit their Home Learning report which demonstrates student progress to their WSLP Advisor no later than the 15th of each month. Overall Progress is determined by the certificated teacher each month. Students who do not make Overall Progress in the reporting period will be required to have a meeting to set up an intervention plan within 5 days of the progress determination. Students who do not make sufficient overall progress over two consecutive months will have a change to their WSLP and may be exited from the program. Parent-educators must provide their off site progress report by the 15th each month or unsatisfactory progress will be given for the course as there is no evidence for the WSLP certificated teacher advisor to review. This Overall Unsatisfactory cannot be changed after completion. Unsatisfactory progress for an offsite and/or onsite course may result in an Overall Unsatisfactory progress for the month.

A few reminders:

- If students are not participating in on site class work and activities they may receive an unsatisfactory score on their progress report.
- Because most of our classes only meet 4 times per month, missing just one class can be up to 25% of class time that month. If a student misses an on-site class, please follow the teacher system for accessing missed activities. All work from absences should be completed by the progress reporting day to be included in that month's progress report. However, in unusual unforeseen emergency situations a WSLP Certificated Teacher may adjust class progress when work is completed.
- Students are expected to complete all on-site courses they sign up for. If a student chooses to drop a course, families need to schedule a meeting with their Certificated Teacher to adjust their Off Site/Home Learning plan hours on their students WSLP.

Staff and Family Responsibilities

Staff Responsibilities

The South Whidbey ALE Program Staff is here to provide the following services to families:

- ☒ Help you select curriculum
- ☒ Ensure a quality education for your child
- ☒ Develop and approve the Written Student Learning Plan
- ☒ Help you develop learning activities and teaching strategies
- ☒ Provide access to materials and tools for on-site and home use
- ☒ Assist with assessment of progress

Family Responsibilities

- ☒ Communicate weekly with school staff
- ☒ Read announcements & SWSD ALE Newsletter to stay informed of SWSD ALE happenings
- ☒ Check email on a regular basis
- ☒ Attend scheduled district and state assessments or have a current district refusal on file
- ☒ Provide instruction for courses conducted at home
- ☒ Partner with the WSP certificated teacher advisor to implement WSLP
- ☒ Assess student progress in collaboration with your WSP certificated teacher

Operating Guidelines – Day to Day on Campus Items

Absences & Tardiness

Attendance is important for successful learning. Absences and consistent tardiness will impact your child's progress. Unsatisfactory progress will be given if your student is consistently late or absent without excuse and work is not completed. If your student has regular scheduled medical appointments, please make every effort to schedule them on the day the child is not on campus. Once class has started, students need to report to the SWSD ALE Office before going to class. We ask that students be on time to classes.

Absence Reporting

If your child is ill, please keep him or her home and contact the South Whidbey ALE Office as soon as you know your child will be absent. Parents are encouraged to use the Attendance email address to report your student's absences: jzundel@sw.wednet.edu

Please provide:

Student Name

Date(s) absent:

Reason for the absence:

Parent/Guardian name:

Make sure you are sending this from the email that is on record with the school. If you leave a voicemail on the SWSD ALE Office phone, please also provide a written note or email within 30 days of your student's first day back to school. Please continue to email or call on the days your child would be in class.

COVID Related Absences and Return to Classroom Protocol

Please refer to the EPS COVID 19 EPS Family Handbook for the Health and Safety guidelines: <https://www.sw.wednet.edu/our-district/district-office/health-services/covid-19>

Planned Absences

If a family vacation or travel must occur while school is in session, it must be pre-arranged prior to the absence and approved in advance by the principal. The principal may excuse up to five school days for a prearranged absence per student each school year. Vacation absences not prearranged or exceeding 5 days will be recorded as unexcused absences. Under the state BECCA Law, students are required to attend school until they reach the age of 18 (RCW.28A.225), and a truancy petition can be filed if the student has 7 unexcused absences within one month or 10 unexcused absences within the school year. If 20 consecutive days of school are missed the student will be withdrawn from the district and if the registrar does not receive a request for records within 10 days of withdrawal, a BECCA petition will be filed. Please contact the South Whidbey ALE Office to pick up a Planned Absence form, complete the form and return it to the SWSD ALE Office for processing at least a week prior to the planned absence.

Missed Classwork

Contact your student's teacher(s) and WSLP Certificated Teacher Advisor to make arrangements for missed classwork and/or make up hours on-site. Assignments requested for a prearranged absence will be provided to the student or parent if requested five school days prior to the absence.

School Day Attendance for Extracurricular & Afterschool Events

South Whidbey ALE students are encouraged to participate in afterschool activities such as sports, clubs and PTSA events. Each of these district-approved activities have specific rules & requirements established by the WIAA, coach, school administration, district policy and procedures that your student must follow. Students participating in extracurricular, co-curricular or any events at school must be in attendance the day of the event in order to participate. Any unusual circumstances allowing attendance at an event on the day of an absence requires principal approval.

Birthday Parties and Other Celebrations

We want birthdays and other celebrations to be happening within our South Whidbey ALE family; however, we do not want anyone to feel excluded from the fun.

Please use the following guidelines for inviting to or celebrating with classmates:

1. For events during school hours, please plan on celebrating your child's birthday during our scheduled break or lunch time, not during class time. This allows teachers to provide the maximum instruction during our class time.
2. Bring enough treats for the whole class. Please remember that we have students and staff with allergies. Please let your class teacher know at least 3 days in advance so they can make sure all students will have a safe alternative if necessary. All treats must follow snack guidelines.
3. When written invitations are involved, please use your personal time to hand out invitations. If invitations are to be distributed at school, we ask that all students in the grade/class are invited so that no one feels excluded.

Safety

Students in grades three and above are allowed to ride bicycles to and from school. Students are required to have helmets on at all times when riding bicycles, skateboards, etc.

Skateboards, scooters, roller blades, roller shoes and similar devices may not be ridden on district property. The district cannot be responsible for the loss or theft of these devices or any other student property. Students are responsible to secure all bicycles, scooters, etc.

Student Supervision

Parents/guardians are responsible for the supervision of their own children when they are not attending a class, including directly before or after classes and events. A parent may designate another adult to be responsible for his or her children; however, the child must know who is responsible for him or her. Please contact the SWSD ALE Office with the name of who you have designated as the responsible parent.

If a parent/guardian is not waiting for the student at dismissal the student must wait in the designated area with their teacher or SWSD ALE office. The pickup location is dependent on where there is staff supervision.

Teacher Contact

We welcome teacher/parent communication. Please connect directly with your student's Teacher Advisor via email to schedule time to meet.

Emergency Procedures

Each month we are required to practice emergency procedures including lockdown, earthquake and evacuation/fire drills for the continued safety of our students. While more often than not any situation has been a drill or false alarm it is important, we practice each situation as though it is

a real emergency. If you are present, follow the directions of school staff. This is one reason why it is very important to check in and out at the ALE office when volunteering.

Our District has implemented the “I Love you Guys” Safety Protocols for Emergency Situations. These protocols provide us with a set of “emergency language” that reflect real world situations and new research and understanding on emergency procedures in schools. You can find more information about our protocols here:

https://docs.google.com/presentation/d/1G_8NNIDSnQeN2Q5OsLGzi9NgKTh-SMk6tIncPDN-4Gk/edit?usp=sharing

Picture Day

Each year an individual picture day and retake day will be scheduled. Please see picture forms for pricing and details.

Individual Pictures

- Each student will have a picture taken for the yearbook. Families may choose to purchase individual photos by ordering online by the deadline. Picture packages will be printed only for students purchasing by the deadline.

Retakes

- Retakes will be available for students who missed picture day or would like a new photo taken. Students wanting retakes need to return the original picture packet or purchase a new picture packet.

Family Participation & Wearing a Volunteer or Visitor Badge on Site

The success of the SWSD ALE relies on dedicated and committed parent educators. To assist in facilitating this success, all families enrolled full time are required to fulfill two hours per month of family participation by choosing a volunteer opportunity. Every SWSD ALE adult that is on campus must fill out a volunteer online application with the South Whidbey School District. The online application is on the South Whidbey School District's main website:

<https://www.sw.wednet.edu/get-involved/volunteers>. Please make arrangements with the teacher in advance if you would like to volunteer in the classroom.

ALE also uses a lot of parent volunteers to help provide transportation for field trips. All parent drivers must complete the regular district volunteer application as well as the district's Volunteer Driver Packet available in the ALE office.

Volunteers

- Check in and sign in at the SWSD ALE Office on the SWES South Campus and get a Volunteer badge first if volunteering anywhere on campus.

- Wear the Volunteer badge at all times.
- Return the badge to the SWSD ALE Office after volunteering and sign out.

Parents Staying on Site During Class

- Check in and sign in at the SWSD ALE Office and get a Visitor badge first if you are staying on campus.
- Wear the Visitor badge at all times.
- Return the badge to the SWSD ALE Office when leaving and sign out.

(Please note: Parents just dropping off students and leaving do not need to get a badge.)

On Campus Guests

If you are planning to bring a guest to campus, please make arrangements in advance and get permission from the teacher and principal. All visitors must check in at the SWSD ALE Office when they arrive on campus, sign in and get a Visitor Badge. School aged guests are not permitted to attend SWSD ALE classes or school day events.

Leaving Campus/Loitering

Students are expected to be in class during the hours that are reflected on their individual schedules. Students are not to be on campus if they do not have a class. A student shall be expected to leave school property and grounds in reasonable proximity thereto, at the end of their school day unless permission to do otherwise has been granted by school staff.

Classes, Special Education and Extracurricular Activities at district schools

Students who attend South Whidbey ALE are eligible to take classes and participate in extracurricular activities such as athletics and music through their grade level school (SWES K-5, & SWMS). Additionally, eligible student's special education services will be provided at an appropriate school site. You may contact your WSLP Certificated Teacher Advisor or the building principal for more information.

Special Education Services Classroom-level Supports

If any member of a student's academic team is concerned about a student's language or motor development, behavior, or acquisition of academic skills the first step is to contact the student's classroom teacher or WSLP Certificated Teacher Advisor. The parent educator and classroom teacher can problem solve and develop strategies to support student learning.

Building-level intervention:

If classroom-level support is not effective and a student continues to demonstrate difficulties in language or motor development, behavior, or acquisition of academic skills, the student may be referred to the building-level Student Assistance Team (SAT) or Child Study Team (CST.) The SAT or CST, including the parent, will work to identify specific areas of need, develop appropriate interventions, assist in the implementation of interventions, and review intervention data. Recommended interventions are documented over a period of 6-8 weeks and then reviewed by the SAT. If interventions are successful and student performance improves, the parent and classroom teacher continue to monitor progress. If interventions are unsuccessful and student performance does not improve, the SAT uses the intervention data collected to revise the intervention plan. The revised interventions are implemented for an additional 6-8 weeks. After this time, the SAT convenes again to determine if the revised interventions have improved student performance. The SAT or CST may then choose to revise interventions again or recommend pursuing additional services.

Federal programs

504 Accommodation plans are provided for students with a documented medical diagnosis or disabling condition that presents a barrier to the student's successful participation in the educational setting. A team, which may include a parent, classroom teacher, counselor, and administrator, meet to discuss the needs of the student and develop any accommodations the student may need to allow them to successfully participate in the classroom. 504 plans are reviewed annually, or more frequently if needed, by the team. A 504 plan can be accessed through the counselors at SWES K-5 or SWMS in collaboration with the South Whidbey ALE Program staff.

Special Education/Individualized Education Program (IEP) Services

After all classroom and building level interventions have been unsuccessful resulting in inadequate student progress, a referral may be initiated for special education evaluation. A referral may be made by any member of a student's educational team. If a parent wishes to initiate a referral, they must submit their request in writing to the South Whidbey ALE principal. The referral request should include the specific areas of concern, a description of interventions, and the outcome of the interventions. The referral will be reviewed by a Multidisciplinary Team (MDT) including the parent, classroom teacher, administrator, special education teacher, school psychologist, and any other related services staff appropriate to the referral made (SLP, OT/PT, Vision specialist, etc.). Within 25 school days, the MDT will determine whether there is enough evidence to suggest a disability may be present and whether or not to recommend a special education evaluation.

Students meeting state eligibility criteria, demonstrating a need for specially designed instruction (SDI), and presenting with skills adversely impacting their ability to access instruction in the general education program are recommended for an Individualized Education Program (IEP). More information about the special education eligibility process and parent rights and

responsibilities are located in the South Whidbey ALE office or at the OSPI website:
<https://ospi.k12.wa.us/student-success/special-education/family-engagement-and-guidance>

South Whidbey ALE Dual enrollment process (Special Education Services and South Whidbey)

The following process will be followed for inquiries about enrollment at South Whidbey:

1. The South Whidbey ALE registrar will notify the Principal and School Psychologist that a student receiving special education services is inquiring about enrolling at SWSD ALE.
2. The School Psychologist will obtain special education records for the student.
3. The Principal and the School Psychologist will review the records and determine what services the student will need based on the recommendations of the IEP team.
4. The parent contacts the student's current case manager to schedule an IEP team meeting and request that a representative from South Whidbey ALE attend the meeting.
5. If the student's special education services can reasonably be provided by the student's assigned school for special education services and also be enrolled in the ALE, the registration process at the ALE can proceed.
6. Special services department will determine the location where services will be provided. The ALE registrar will notify the parent to enroll the student in the special education services at the student's assigned school for special education services.
7. When the special education services are scheduled with the assigned school, the student's ALE classes will be scheduled around those services.
8. The School Psychologist will confirm with the assigned school providing special education services that the student is appropriately enrolled.
9. The School Psychologist will provide copies of the student's accommodations to the ALE teachers.
10. The assigned school providing special education services will notify the ALE team of any changes to the student's IEP including changes in accommodations and invite the ALE team to any future IEP or evaluation meetings.

Part time Enrollment

Washington Administrative Code (WAC) 392-121-182 allows for part time enrollment of independently homeschooled students through alternative learning programs. You must fill out a Declaration of Intent to Homeschool and a Part-time Student Status Application. Part-time students are eligible for classes on a space available basis. Part time students must be enrolled in a core academic class.

Counseling Services

Guidance counseling services are available for students at South Whidbey ALE through the counselor at SWES K-5 or SWMS. You may call 360-221-4600 to set up an appointment.

Probation/Exiting the Program

Families may be placed on contract for not following the South Whidbey ALE Program Guidelines. Reasons to be placed on contract are listed below:

1. Failure to attend Student Learning Plan meetings.
2. Failure to document learning through scheduled progress reports.
3. Failure to have weekly contact.

Families that are placed on probation will need to meet with the administrator to discuss the circumstances.

Students in Need of Clothing and Shoes

If your student is in need of shoes or clothes, please contact your WSLP Certificated Teacher Advisor, or Principal to find out about available programs for free or reduced clothing and shoes.

Student Records

South Whidbey School District takes very seriously its duty to protect student records and privacy. Student transcripts and other education-related records are protected by multiple security measures. Only those teachers, administrators, and other staff who work directly with the student and have an educational need to know about the student have access to individual student records. Staff members are expected to maintain confidentiality about information contained in a student's records.

Vision and Hearing Screening

Vision and Hearing Screening dates will be determined in October. The purpose is to recognize, at the earliest stages, any deviation from normal so that the need for treatment can be determined.

Assessment

Students enrolled in the South Whidbey ALE Program are required to participate in state and district mandated assessments. The state assessments assess critical state standards, including higher-level thinking, communication, reasoning, problem solving and application of knowledge and skills in new situations. If a parent wishes to refuse testing for their student from the required State or District testing, he or she must first schedule a meeting with the Student Learning Plan Advisor and/or Principal to discuss options and the consequences of refusal. After the meeting, if the decision is made to refuse testing, the parent submits the completed online written refusal form stating the desired refusal. Any refusal is on a per test basis. Submit the online form to the South Whidbey ALE Program staff member with whom you met or the SWSD ALE Secretary PRIOR to the start of testing. This must be completed annually.

Please refer to the SWSD ALE Calendar for the specific dates

1st - 2nd Developmental Reading Assessment (DRA)

1st - 8th i-Ready Math Assessment

1st - 8th i-Ready Reading Assessment

3rd - 8th Smarter Balanced (SBAC) English/Language Arts (ELA) and Math

5th & 8th WCAS (Science) Assessment

7th-12th World Language Assessment- Allows students to earn high school credit and demonstrate competency in Reading, Writing, Listening and Speaking in a language other than English

ALE Schedule

Every student's schedule varies based on their WSLP. If you have questions, please contact your student's Teacher Advisor.

Early Release Schedule

Please refer to the South Whidbey School District and ALE Calendar

Late Start/Emergency Closure Schedule

Please refer to South Whidbey School District's website www.sw.wednet.edu, watch for ParentSquare updates, listen for other media announcements, call our district information line at 360-221-6100.

SWSD One hour delay: does not impact ALE classes.

SWSD Two hour delay: a.m. session will be canceled, p.m. session as usual.

Our Commitment to Non-Discrimination

The South Whidbey School District #206 (SWSD) does not discriminate, and Title IX requires the schools not to discriminate, on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

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

Civil Rights Compliance Coordinator - Dr. Becky Bell

Address: 5675 Maxwellton Road, Langley, WA 98260 Telephone Number: 360-221-6100

Email: bbell@sw.wednet.edu

Section 504/ADA Coordinator - Superintendent Becky Clifford

Address: 5476 Maxwellton Road, Langley, WA 98260

Telephone Number: 360-221-6100

Email: bclifford@sw.wednet.edu

Title IX Coordinator - Dr. Becky Bell

Address: 5675 Maxwellton Road, Langley, WA 98260

Telephone Number: 360-221-6100

Email: bbell@sw.wednet.edu

Gender-Inclusive Schools - Dr. Becky Bell

Address: 5675 Maxwellton Road, Langley, WA 98260

Telephone Number: 360-221-6100

Email: bbell@sw.wednet.edu

[SWSD Title IX training is available to all employees and is linked on our website here.](#)

This handbook is current as of September 4, 2026.

South Whidbey School District ALE Partnership Agreement

Parent/Guardian Agreement

I, (parent)_____ have read this Handbook and agree to abide by the following points in order to maintain a physically and emotionally safe environment for all members of the South Whidbey ALE Program community.

1. I understand that I am the parent educator of my children and that I am in partnership with South Whidbey ALE Program to reach all of the Student Learning Plan goals.
2. I will attend all Student Learning Plan conferences, document student progress each month by the deadline, and meet the agreed upon requirement of weekly contact for instructional purposes.
3. I understand that the success of the school relies on the partnership of dedicated and committed parent- teachers/guardians and SWSD ALE Staff. To assist in facilitating this success, I will fulfill a minimum of two hours per month of family participation by choosing a volunteer opportunity either in the classroom, around the school or helping with PTO events.
4. I understand that students enrolled in the South Whidbey ALE Program are required to participate in state-mandated and district assessments.
5. I understand that I am responsible for the supervision of my own children when they are not attending a class, including directly before or after classes and during events.
6. I understand that my child's attendance is critical to academic success and have reviewed the SWSD and SWSD ALE calendars for planning family trips outside of scheduled school and SLP days. I understand that all absences must be excused and any pre planned absences require prior approval.
7. I will check my personal email regularly to ensure I receive information from the school.
8. I will check the ALE website to stay current on news and class information.
9. I understand that I will be asked to either pick my student up or stay on-site if my student(s) progress or behaviors are of concern.
10. I understand that student safety while doing outdoor education is top priority. I will make sure my child is dressed appropriately for the elements or understand they will be sent home. Rain gear is required upon outdoor education drop off.
11. I understand that included in outdoor safety, if your student does something to harm themselves or others, they will get one warning and then you will be asked to take them home.

By signing this, I also agree to be sure that my children are aware of the details of this agreement.

Parent Signature

Date

Names of Current ALE Students:

**South Whidbey School District
ALE Partnership Agreement**

Student Agreement:

1. I will follow all school rules.
2. I agree to stay in areas with adult supervision during breaks and lunchtime.
3. I will not leave the school while my parent/guardian is not present.
4. I agree to play safely during unstructured times.
5. I understand that if I am 6th grade or above being allowed to stay on-site without a parent/guardian is a privilege.
6. I understand that at outdoor school safety is very important and if I don't follow the outdoor rules provided, I will get one warning and then will be sent home. If I harm myself or someone else intentionally I will be sent home immediately.
7. If I have any difficulty following the rules of this handbook, I understand that my parent/guardian will be asked to stay on-site with me.

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

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 (<https://www.sw.wednet.edu/connect/report-safety-concern>) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not to 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.

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 against the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

- A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.
- For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage--
<https://www.sw.wednet.edu/connect/report-safety-concern>.

Our School Stands Against Discrimination

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

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating.

Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy <https://www.sw.wednet.edu/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 3205 - Sexual Harassment of Students Prohibited](#) and [Policy 5011 - Sexual Harassment of District Staff Prohibited](#) visit this page--<https://www.sw.wednet.edu/our-district/public-annual-notice>.

What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination:

Civil Rights Compliance Coordinator - Dr. Becky Bell, Address: 5476 Maxwellton Road, Langley, WA 98260
Telephone Number: 360-221-6100, Email: bbell@sw.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator - Dr. Becky Bell, Address: 5476 Maxwellton Road, Langley, WA 98260,
Telephone Number: 360-221-6100, Email: bbell@sw.wednet.edu

Concerns about disability discrimination:

Section 504/ADA Coordinator - Superintendent Becky Clifford, Address: 5476 Maxwellton Road, Langley, WA 98260, Telephone Number: 360-221-6100, Email: bclifford@sw.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools - Dr. Becky Bell, Address: 5476 Maxwellton Road, Langley, WA 98260, Telephone Number: 360-221-6100, Email: bbell@sw.wednet.edu

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

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

If you do not agree with the outcome of your complaint, you may appeal the decision. Please review how to solve and issue--

<https://www.sw.wednet.edu/our-district/superintendent/how-to-solve-and-issue>.

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.oeeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

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

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

Our School is Gender-Inclusive

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

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

To review the district's Gender-Inclusive Schools Policy and Procedure, visit [Policy 3211](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator. For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Nondiscrimination

The South Whidbey School District #206 (SWSD) does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator - Dr. Becky Bell
Address: 5476 Maxwellton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bbell@sw.wednet.edu

Section 504/ADA Coordinator - Superintendent Becky Clifford
Address: 5476 Maxwellton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bclifford@sw.wednet.edu

Title IX Coordinator - Dr. Becky Bell
Address: 5476 Maxwellton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email : bbell@sw.wednet.edu

Gender-Inclusive Schools - Dr. Becky Bell
Address: 5476 Maxwellton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bbell@sw.wednet.edu

Appeals: <https://www.sw.wednet.edu/our-district/superintendent/how-to-solve-and-issue>
HIB Form: <https://www.sw.wednet.edu/connect/report-safety-concern>

Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): <https://www2.ed.gov/about/offices/list/ocr/index.html>

Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint:

<https://www.sw.wednet.edu/resources/title-ix>
[SWSD Title IX training is available to all employees and is linked on our website here.](#)

Non-Discrimination: Students [Policy 3210](#) and [Procedure 3210P](#); Staff [Policy 5010](#) and [Procedure 5010P](#)

Sexual Harassment: Students [Policy 3205](#) and [Procedure 3205P](#); Staff [Policy 5011](#) and [Procedure 5011P](#)