South Bend Schools

"A Great Place for Kids"

Welcome Back to School!

The South Bend School District staff are eager to welcome students back for the 2026-27 school year! Call 875-6041 to enroll!





Message from Superintendent Jon Tienhaara

Hello!

As we welcome students back for the 2026–27 school year, we are excited for the opportunities ahead. At South Bend School District, we remain committed to creating strong relationships, knowing they are essential to creating a learning environment where every student feels valued, supported, and inspired to succeed.

We are fortunate to have a team of dedicated educators who are passionate about guiding our students, and a community that values education and partners with us to help them thrive. Together, we ensure every child has the opportunity to excel.

As I begin my 13th year serving as your superintendent, I am deeply honored to be part of a community that consistently supports and invests in our students' futures. I encourage you to connect with me at any time—whether by visit, call, or email. Your involvement and feedback are vital to our shared success.

*We look forward to welcoming students on **August 28th** and beginning another year of learning, growth, and achievement—together.*

Jon Tienhaara

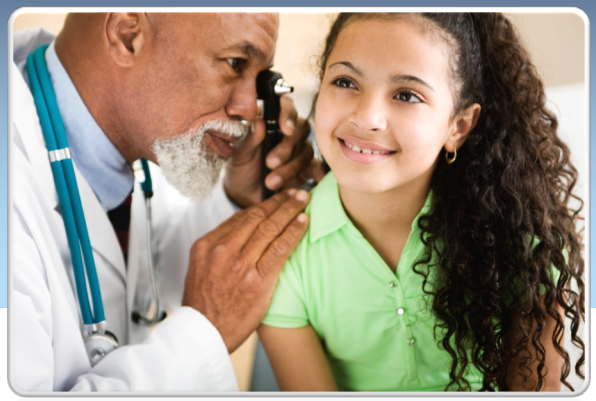
South Bend School District strives to prepare students to be life/career/college ready by providing supportive, meaningful, and challenging opportunities in every aspect of the educational experience.

District Report Card Available

The school district must report to their school District constituents, information including, but not limited to, test scores, financial information, dropout rates, highly qualified teacher information and student demographic information. Please visit: http://bit.ly/2FvgYQb for this information.

If you do not have access to a computer or if you simply do not find all the information you are looking for, please feel free to call the district office at 875 – 6041 and we will do the best we can to answer your questions.



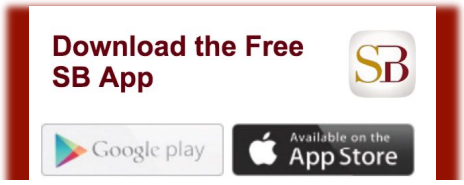


Immunization Update

The school nurse will be reviewing all immunization records to ensure that all students are current with state requirements and will be contacting parents regarding deficiencies. Changes in the state law as well as other information may be found at http://www.doh.wa.gov/cfh/Immunize/ schools/exemption-info.htm. Other questions may be directed to the Pacific County

Please be sure to check our school website at www.southbendschools.org for current information related to the school district and schools. For information not available on the website, please call the respective school office so that we may assist you.

Visit https://southbend.parentlink.net/smartlink/ to get our school app!



Get our app by scanning this QR code on your smart phone:

Asbestos Update

Each year the district must notify parents of any asbestos containing materials in our schools. With the remodel of the junior senior high we no longer have asbestos other than in the glue of some floor tiles and marble creet in some of the walls. If you have any questions regarding these materials, please contact Jon Ashley, maintenance supervisor at 875-6041.

Homeless Education Act

The McKinney-Vento Homeless Education Act requires school districts to ensure that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school. Homelessness is defined as lacking a fixed, regular and adequate nighttime residence including: 1) sharing the housing of other persons due to loss of housing, 2) living in motels, hotels, trailer parks or campgrounds due to alternative adequate accommodations, 3) living in emergency shelters or hospitals, 4) living in public or private places not normally designed or designated as regular sleeping accommodations for human beings, 5) living in cars, parks, public spaces, abandoned buildings, travel trailers, substandard housing, or similar, 6) migratory children living in any of the circumstances described above.

To the extent practical and is required by law, the district will work with homeless students and their families to provide stability and school attendance and other services. More information is available by contacting Jon Schray at 875-6041.

Indian Education Program

The Indian Education Program is federally funded by the US Department of Education in Washington DC. Funds to operate the program are based upon the total number of eligible students in our school district who have a Title VII Student Eligibility Certificate (506 form) on file with the district. Students in preschool through 12th grade with parents, grandparents or themselves registered with a federally recognized tribe are eligible to enroll and participate in the program. The focus for the 2026-27 school year will be on cultural education and academic support. Eligible students needing academic support will be provided with extra help. Classrooms with students enrolled in the program will have materials provided to support native education in the curriculum. Parent information and meeting notices will be sent in the mail. Contact Jon Schray at 875-5327 for more information.



¡Nosotros hablamos español! Si necesita un traductor, por favor pregunte a nuestro personal de la oficina de la escuela.

Weather Closures and Delays

In the event that we have severe weather this year, please tune to our local television or radio stations for the most updated information. You will also receive an automated call from her school's telephone alert system if we have your most up-to-date telephone number. Please use these methods to know if we have delays or closures. Staff are not always available to answer the phone on these days, and the Transportation Department is extremely busy during this decision-making time.



Birth to Three Program

South Bend School District is the North County special needs service provider for children birth to three years with special needs or developmental delays. If you suspect your child has a delay in development, or if you just want to be sure everything is okay, call for more information about the services the district can provide for you, please contact Amy Nelson at 875-5327.

BECCA Bill & School Attendance

The BECCA bill requires that the district and parents enter into an agreement on school attendance no later than the fifth absence, or the district will file a report with the courts. The school must notify parents of the consequences of continued unexcused absences.

The law allows the court to order a child to attend the current school, another public school, seek alternative placement, be punished by the court, or provide community service. Parents may also be fined $25 per day for violating the law. To learn, students need to be in school.

The compulsory attendance age for attending school is 16 years of age. Parent permission is required for a child to leave school to go to work unless they are emancipated from their parents. The law defines an unexcused absence as: not attending the majority of hours or periods in an average school day, or failing to comply with the attendance policy.

The district reports to the courts any student with seven on excused absences in a month or 10 within a school year and may file a report for fewer absences if deemed necessary.

See http://www.k12.wa.us/attendance/default.aspx for more information.

Preschool Open to All

South Bend School District offers a full menu of preschool services for children birth to five including playgroups for infants and toddlers, preschool for three and four-year-olds, and support programs for expectant mothers.

For more information on our early childhood programs, please call our Early Learning Center at 875-5327.

Health & Accident Insurance Info

South Bend School District encourages all students to have health and accident insurance. Low income families may be eligible to obtain free or low-cost insurance under the State's Apple Health program. District secretaries may be contacted for more information. Information is also available through Willapa Harbor Hospital.

The district's Board of Directors have agreed to allow Myers Stevens Insurance Company to offer insurance to our students for a very nominal fee. In order to ensure our records are correct, we will be asking parents to provide the name of each child's insurance company and policy number. This allows the district to respond quickly in the case of an accident. All information of this nature is confidential and not shared with others.

Your School Board We are fortunate to have a very intelligent and dedicated Board of Directors to make thoughtful, kids first decisions. The South Bend school board is made up of Chairman Chuck Spoor, Todd Strozyk, Jim Rose, Wendy Manlow, and Andy Seaman. Many thanks go to our board members for their dedication and support!

District is Drug, Tobacco, and Weapon-Free Zone

The Board of Directors has declared, as required by law, South Bend School District to be a drug, tobacco, and weapon free zone. This means that it is illegal to possess drugs, tobacco or weapons in or near the school complex. The district has a no tolerance policy on drugs, tobacco and alcohol in and around the school campus. It should be noted that the South Bend Police Department may utilize a drug dog to make random, periodic inspections. State law requires that school authorities notify law enforcement and a student's parent or guardian if a student possesses a firearm or dangerous weapon on school premises. It is also understood and a requirement that the district must expel for one year a student who brings to, or possesses a firearm at school. However, the superintendent also has the discretion, on a case-by-case basis to modify the expulsion period.



This section should be construed in a manner consistent with the IDEA Act, 20 U.S.C. Sec 1401 et seq. Contact the school district office for more information.

Breakfast & Lunch Program

The popular South Bend cafeteria program will be in operation the first day of school. Cooks Bailey Johnson, Trista Johnson, and Sally Kunke are looking forward to the students' arrival. **Breakfast and lunch are both provided free of charge to all students attending South Bend Public Schools!** Please contact your school office for more information.

Parent's FERPA/PPRA Rights

The Family Educational Rights and Privacy Act affords parents and students over 18 years of age certain rights with respect to student education records. These rights are noted on the district website and available in the district office. The Protection of People Rights Amendment gives parents and students over the age of 18 certain rights regarding the way the district conduct surveys, collects and uses information for marketing purposes, and certain physical examinations. Parents of students who believe their rights of been violated have the right to file a complaint with the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave, Washington DC 20202. Visit https://studentprivacy.ed.gov/resources/ppra-model-general-notice-rights for more information.

Admission & Access Open to All

The South Bend School District Board of Directors have publicly stated all district students, without regard for race, color, national origin, sex, or handicap have the opportunity to access all academic and vocational

classes, programs and extracurricular activities. Any concerns, questions or complaints should be directed to the District's Title IX and ADA officer Barb Cenci or 504 Coordinator Jon Tienhaara at the district office.

Under the Individuals with Disabilities Education Act (IDEA), a school district must give parents of a child with a disability a copy of its procedural safeguards one time per year, and upon initial referral or parental request for an evaluation, the filing of a first request for a due process hearing, a disciplinary action constituting a change in placement, and at the request of a parent. Parents may choose to receive the procedural safeguards notice and other notices under the IDEA by email, if the LEA makes this option available. Please contact Superintendent Jon Tienhaara for questions or more information at 360-875-6041.

The South Bend School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. South Bend School District offers classes in many career and technical education program areas under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact Principal Jason Nelson at 360-875-6041. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Jon Tienhaara, Superintendent
360-875-6041
jtienhaa@southbendschools.org

Integrated Pest Management (IPM) Annual Notification

(RCW 17.21.415)

South Bend School District uses an Integrated Pest Management (IPM) program to reduce pesticide use while effectively managing pests. Pesticides (including herbicides, insecticides, and fungicides) may be used as a last resort when other control methods are ineffective.

Parents/guardians and staff who wish to be notified in advance of pesticide applications at school facilities and grounds should contact the district office at 875-6041.

Pesticide application records and a copy of the district's IPM policy are available for review at the district office during regular business hours.

Asbestos Management Plan Availability

(AHERA – 40 CFR 763.84)

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), South Bend School District has an Asbestos Management Plan on file at the district office. The plan is available for public inspection during regular business hours.

For questions or to review the plan, contact:
Jon Ashley, Maintenance Supervisor
360-875-6041 | [Email Address]

Public Records Availability Statement

(RCW 42.56)

The public has the right to inspect and copy public records maintained by South Bend School District, unless the records are exempt from disclosure under state law.

Public records requests should be submitted to:
Jon Tienhaara, Public Records Officer
South Bend School District
PO Box 437, South Bend, WA 98586
Phone: 360-875-6041

USDA Meal Program Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

2. Fax: (833) 256-1665 or (202) 690-7442; or

3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Career & Technical Education (CTE) Annual Nondiscrimination Statement

(Required separate notice – WAC 392-190-065)

South Bend School District offers a variety of Career and Technical Education (CTE) programs. Admission to these programs is open to all students.

South Bend School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its CTE programs, services, activities, and employment. Lack of English language skills will not be a barrier to admission and participation in CTE programs.

The following people have been designated to handle inquiries regarding nondiscrimination policies:
Section 504 Coordinator:
Jon Tienhaara, Superintendent | 360-875-6041 | jtienhaa@southbendschools.org
CTE Program Contact: Jason Nelson, Principal | 360-875-6041 |

Child Find Annual Notice

(IDEA & WAC 392-172A-02040)

South Bend School District conducts Child Find activities to locate, evaluate, and identify children with suspected disabilities from birth through age 21 who may be in need of special education and related services, regardless of the severity of their disability. This includes children who attend private schools, are homeschooled, are homeless, or are wards of the state.

If you know a child who may have a disability and may need special education services, please contact:
Jon Schray
Phone: 360-875-6041

Title I Parent Right-to-Know Notification

(ESSA §1112(e)(1)(A))

Parents/guardians of students in Title I schools have the right to request information regarding the professional qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met state qualification and licensing criteria;
- Whether the teacher is teaching under emergency or provisional status;
- The teacher's college degree major and any graduate certification;
- Whether the child is provided services by paraprofessionals and their qualifications.

Parents will be notified if their child is taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the assigned subject or grade level.

For more information, contact:
Kresta Byington
Phone: 360-875-6041

Student Safety and Civil Rights Annual Notice

2026–27 school year

Our School Protects Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment 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 explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

(A) Physically harms a student or damages the student's property;

(B) Has the effect of substantially interfering with a student's education;

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(D) Has the effect of substantially disrupting the orderly operation of the school."

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer (Jon Tienhaara, Superintendent; 304 Adams Street South, PO Box 437, South Bend, WA 98586; jtienhaa@southbendschools.org; 360-875-6041) who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form (available from any school office or the School Safety Center Public Notices page on www.southbendschools.org).

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Report Form (available from any school office or the School Safety Center Public Notices page on www.southbendschools.org), and the incident meets the definition of

HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

A summary of what the investigation found

A decision about whether the HIB was substantiated (found to have happened)

Any steps the school will take to address the problem

Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

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

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

If you disagree with the school district's decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they've assigned) to review the investigation. They will send you a written decision.

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

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

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's HIB Policy 3207 and Procedure 3207P, available at https://www.southbendschools.org/our-district/school-safety-center-public-notices.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a protected status, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, 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 behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a hostile environment. A hostile environment is created when behavior 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 3210 and Procedure 3210P, visit https://drive.google.com/drive/folders/0BwJBSYEeevbkVGItbkt3QmljeTA.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously 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 accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

• Pressuring a person for sexual actions or favors.

• Unwelcome sexual touching.

• Written, graphic, or electronic messages that are sexual in nature.

• Sharing sexually explicit texts, emails, or pictures.

• Making sexual jokes, spreading sexual rumors, or making suggestive comments.

• Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit https://drive.google.com/drive/folders/0BwJBSYEeevbkVGItbkt3QmljeTA.

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening 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 to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination:

Civil Rights Coordinator: Barb Cenci, Business Manager; 304 Adams Street South, PO Box 437, South Bend, WA 98586; bcenci@southbendschools.org; 360-875-6041

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Barb Cenci, Business Manager; 304 Adams Street South, PO Box 437, South Bend, WA 98586; bcenci@southbendschools.org; 360-875-6041

Concerns about disability discrimination:

Section 504 Coordinator: Jon Tienhaara, Superintendent; 304 Adams Street South, PO Box 437, South Bend, WA 98586; jtienhaa@southbendschools.org; 360-875-6041

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jason Nelson, Principal; 304 Adams Street South, PO Box 437, South Bend, WA 98586; jnelson@southbendschools.org; 360-875-6041

To submit a written complaint, describe the behavior or incident that you believe may be discriminatory. 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 so the school district can investigate it promptly. You must submit your complaint within one year of the behavior 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 will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

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

A summary of the investigation results.

A determination of whether the school district failed to comply with civil rights laws.

Any corrective actions or remedies that are needed.

Information about how to appeal the decision.

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

If you disagree with the decision about your complaint, you may appeal the decision to the South Bend School District Board of Directors. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school 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 be discrimination if it is based on a protected status. 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 address your concerns.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

Title IX Reporting and Support

South Bend School District does not discriminate on the basis of sex in its education programs, activities, admissions, or employment. Title IX requires this protection. Questions about Title IX may be directed to the district's Title IX Coordinator or the U.S. Department of Education Office for Civil Rights.

Title IX Coordinator: Barb Cenci, Business Manager; 304 Adams Street South, PO Box 437, South Bend, WA 98586; bcenci@southbendschools.org; 360-875-6041

Report a concern

Any person may report sexual harassment or sex discrimination to the Title IX Coordinator in person, by telephone, by mail, or by email at any time, including outside school business hours. Students and families may also tell any school employee. Employees must notify the Title IX Coordinator when they learn of possible sexual harassment. Employees may file complaints at the district office at 304 Adams Street South.

Support is available

The Title IX Coordinator will promptly discuss available supportive measures, consider the person's wishes, and explain how to file a formal complaint. Appropriate supportive measures are available without charge whether or not a formal complaint is filed. These may include safety planning, schedule adjustments, counseling referrals, or measures to preserve access to school programs. Confidentiality will be maintained to the extent permitted by law and consistent with providing support and a fair investigation.

Formal complaints and a fair process

A formal Title IX sexual harassment complaint must be written, signed by the complainant or their parent/legal guardian, or signed by the Title IX Coordinator, and request an investigation. The coordinator can help prepare it. Submit it by mail, fax, email, or hand delivery. Procedure 3205P explains jurisdiction, deadlines and exceptions, the investigation, decision, and appeal process. The district will apply the procedures appropriate to the alleged conduct under Title IX and Washington law. Conduct outside the federal Title IX process may still be addressed under state law and district policies.

Both parties receive an impartial process, notice of the allegations, opportunities to review relevant evidence and respond, and a written determination with applicable appeal information. A respondent is presumed not responsible until the process reaches a determination. Retaliation against anyone who reports a concern or participates in an investigation is prohibited. Report retaliation promptly to the Title IX Coordinator.

Policies and further assistance

District Policy 3205 and Procedure 3205P: https://www.southbendschools.org/our-district/school-safety-center-public-notices

U.S. Department of Education Office for Civil Rights: www.ed.gov; ocr@ed.gov; 800-421-3481. A sexual assault may be reported to law enforcement as well as to the district. Call 911 for an immediate emergency.

Translation Services (Servicios de traducción)

South Bend School District provides translation services to students and families. These services include translated documents and interpreting. Families, parents, and students who require translating or school documents in their native language should contact their school office at 360-875-6041. Parents and students who do not receive adequate translations may contact Superintendent Jon Tienhaara to file a concern.

South Bend School District provee servicios de traducción a estudiantes y familias. Estos servicios incluyen traducción de documentos e interpretación. Las familias, los padres y los estudiantes que necesitan traducir o documentos escolares en su idioma nativo deben comunicarse con escuela al 360-875-6041. Padres y estudiantes que no reciben las traducciones

adecuadas pueden ponerse en contacto con el Superintendente Jon Tienhaara para presentar una inquietud.

SOUTH BEND PUBLIC SCHOOLS