

Utsalady Elementary



Home of the Eagles

Family and Student Handbook 2023-2024

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Michael Hanna, Principal

Together we teach, learn and grow.

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General Information from A-Z

ACADEMIC DAILY SCHEDULE(S)

Daily Schedule

8:30	Teacher Contracted Day Begins
8:40	Students may enter building
8:45	Students allowed in classrooms
9:00	School Day Begins
3:30	Student Dismissal / Parent Pick Up
4:00	Teacher Contracted Day Ends/Office Closes

Late Start Wednesday Schedule

8:30	Teacher Contracted Day Begins
10:00	Students may enter building
10:05	Students allowed in classrooms
10:20	School Day Begins
3:30	Student Dismissal / Parent Pick Up
4:00	Teacher Contracted Day Ends/Office Closes

ALLERGIES

Utsalady has several students with SEVERE and even LIFE THREATENING allergies. For this reason, Utsalady has a “no-food and no-utensil trading or sharing” policy.

ATTENDANCE –

Dear Parent/Guardian,

This year, Utsalady is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the office at (360) 629 1260.

OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that requires an assessment to determine how to best meet the needs of your student and reduce absenteeism if they are in middle or high school.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made a plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition will be automatically stayed and your student and family may be referred to a Community Truancy Board or other coordinated means of intervention. If your student continues to be truant you may need to go to court.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Guidelines for Attendance:

Absences

- Monitored weekly by Utsalady staff
- Written notice or phone calls **MUST** be turned in within **72 hours** of returning to school after the absence for it to be excused
- Parents/Guardians of students with 2 unexcused absences in a month are required to conference with Utsalady's principal.
- If a student has five or more unexcused absences within a month or ten unexcused absences for the year, a petition will be filed with the Island County Juvenile Court.
- After five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually

agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student.

- A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made a plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

Tardies (Late to school)

- Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student's parent/guardian will be contacted so a plan can be put into place to reduce tardiness.

Early Dismissals

Please remember to send notes in the morning for transportation changes. Only call for emergency changes. Please make calls to the office prior to **3:00 pm** to ensure there is adequate time to inform your child and child's teacher of the change in plans.

BIRTHDAYS

If families want to send a small goodie to celebrate your child's birthday, please send store bought food items or a non-food item such as pencils or stickers. All students must be included when passing items out. Balloons, bouquets, party items and gifts are not allowed at school or on school buses. Birthday invitations are allowed to be handed out at school. The invitations will be given to the classroom teacher so they can be discreetly passed out. Parents and/or students are not allowed to pass out the invitations. This process is in place to lessen the amount of disappointment that happens with a student who is not invited.

BREAKFAST AND LUNCH

School meals this year are no longer free for all students. Please complete the free and reduced meals application to access meals at a reduced rate. If your child is buying breakfast or lunch, you may add funds to their account using the [online payment system](#).

BUS INCIDENTS

Before any student will be moved into the level system, the following prerequisites will be implemented.

- ◆ Proactive steps to alleviate the problem.
- ◆ Documentation that the problem has been ongoing and which proactive steps have been implemented.

Parent contact has been made to discuss the problem. Documentation should be made on the write-up form.

Level System of Discipline –

Lower levels of misbehavior can usually be handled at Levels 1 and 2. Repeat offenses of lower level misbehavior and higher levels of misbehavior move to Level 3 immediately.

- **Level 1:** Bus Conduct Report written up, parent contact made, interventions with a positive conclusion and/or consequences administered by driver or transportation supervisor.
- **Level 2:** Short form write up, parent contact, documentation, with discipline administered by transportation supervisors. If suspension is a potential consequence, it should be noted in writing on the form at this level.
- **Level 3:** Long form write up, student conference with school administrator. That conference may include transportation staff and/or parents. The driver should not make recommendations for disciplinary actions on write up form.

BUS PASSES

Notes are needed for all of the following types of transportation changes:

- A student being picked up by a parent rather than riding the bus
- A student who needs to ride a different bus. Please include the bus route number AND address of where your child will be going.
- A student who needs to get off at a different bus stop, when riding their regular bus

In case of emergency changes, please try to call the school office by 3:00 pm.

For consistent changes (Cub Scouts, Girl Scouts, Soccer, Baseball, etc.) one note or phone call to the office before the schedule begins will be sufficient. Any student leaving school by any means other than their normal method must present a note or have a parent call the office.

CARE OF BOOKS & EQUIPMENT

Students are responsible for the care of any books issued or checked out to them during the school year. Lost or severely damaged books will be assessed on their replacement costs.

CHANGE OF ADDRESS/PHONE NUMBER

Please notify the office through written communication whenever there is a change of address, home location or phone numbers (home, work, cell), or employment during the school year.

CHILD PROTECTIVE SERVICES (CPS)

Mandatory Reporters RCW 26.55.030 All professional school personnel are, by law, mandatory reporters of suspected child abuse or neglect. RCW 28.44.030

COMMUNICATION

Weekly school-wide Eagle News is distributed using email to all families each week.

COMPUTER USAGE

Students have access to a computer network, including the Internet. Students who wish to use the computer network must have a parent or guardian sign an “Acceptable Use Policy”. A copy of

this policy will be distributed to each student and completed agreements will be kept on file throughout your child's entire educational career at Utsalady.

CLASSROOM PROCEDURES

All of the classroom teachers are using PAX, a positive behavior program. We also follow the district adopted social emotional curriculum Character Strong.

CONFERENCES: PARENT/ GUARDIAN / TEACHER

Parent/teacher conferences are reflected in the yearly calendar distributed by the district during the summer. Education requires close involvement between school and home. We strongly urge parents to attend conferences. If you have questions, jot them down and bring them to the conference. Specially scheduled conferences may be held at the request of parents or teachers.

DANGEROUS WEAPONS

It is a violation of the district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion.

(Stanwood-Camano School District #401: Board Policy #4210)

DISCRIMINATION

WHAT IS DISCRIMINATION?

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity

- Honorably discharged veteran or military status

What should I do if I believe my child is being discriminated against?

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days, **which** will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing?

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the School Board's decision?

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction

(OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI Phone (360) 725-6133
Administrative Resource Services
P.O. Box 47200
Olympia, WA 98504-7200

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

DISCIPLINE POLICY & PROCEDURE

Please refer to the district policy and procedures found online:

Policy: <https://www.stanwood.wednet.edu/common/pages/DisplayFile.aspx?itemId=21694777>

Procedures:

<https://www.stanwood.wednet.edu/common/pages/DisplayFile.aspx?itemId=21703393>

DISMISSAL

All pick up students are dismissed at 3:30 pm. All bus-riding students are dismissed at 3:30 pm and will go immediately to their bus. Students being picked up for carpool will wait in the covered area and/or the gym. Pick up or bus notes should be sent with the student and given to the teacher in the morning. **Please call the office before 3:00 pm for last minute changes.**

DRESS CODE

It is expected that students will wear clothing appropriate to a school setting as well as clothing appropriate for our marine climate. We suggest layered clothing for a greater barrier to cold and wet weather. We also suggest that parents **label** outside clothing with the child's name so it does not stay in the lost and found.

All children will be outside during daily recess and should have warm clothing to wear when they are outside.

Wearing of hats in the classroom and/or building is not allowed. Children who wear hats will be asked to remove them. Any type of clothing that promotes alcohol or tobacco will not be allowed.

ELECTRONIC DEVICES

We strongly discourage students bringing any electronic devices to school. This includes: cell phones, electronic watches, hand-held video games, iPads, etc. If your child chooses to bring any of these to school, they must adhere to the following:

- Electronic devices must stay in the backpack at ALL times while on school grounds.
- Cell phones and smart watches may not be used to make phone calls during the learning day. Cell phones must be turned completely off and in backpacks
- If electronic items are taken out during school or on school grounds, they will be confiscated and will require a parent/guardian to pick them up.
- **Please remember Stanwood Camano School District is not responsible for lost or stolen items.**

Some bus drivers allow electronics...your child needs to make sure their electronic device is not out of their backpack until they are physically seated on their bus.

EMERGENCY CLOSURE INFORMATION

In the case of inclement weather or school emergency, local radio and TV stations will carry announcements of delayed opening, emergency closing or early dismissal. Decisions to cancel school, delay the opening, or have an early dismissal are made by the Superintendent of Schools. Decisions are made based on weather predictions and road conditions through the Stanwood-Camano area.

- Whenever possible, the district will use the family's "Primary Contact" phone number to send out a pre-recorded message using "School Messenger" to inform families about emergency closures.

EMERGENCY PLAN

Regular drills are held at school so that children will know what to do in case of a fire, earthquake, "shelter in place" or lockdown. In the event of an emergency occurring during school hours, a plan is in place to ensure the safety of all students, staff and volunteers.

EXCEPTIONAL MISCONDUCT

Harassment, sexual harassment and possession of weapons and explosives are prohibited during school time, on school premises or the school bus. The following are exceptional misconduct and can be cause for discipline.

- **Harassment:** Harassment is intentionally intimidating or harassing another person because of that person's race, color, sex, religion, ancestry, national origin, or disability. Repeated "teasing" is also considered as harassment.
- **Weapons and Explosives:** Possessing or using weapons, explosives or other items apparently capable of causing bodily harm is a "Weapons" or "Explosives" violation. When determining whether or not something is considered a weapon, it is necessary to look at what is the intended use of the object and how the student was using the weapon. There is a one-year mandatory expulsion for firearms at school, on school grounds, in

school provided transportation, or at school events. Chief school officer may modify the one-year expulsion requirement. Law enforcement must be notified. Parent/guardian must be notified. Parents have the right to appeal. Board policy 4210
<https://www.stanwood.wednet.edu/common/pages/DisplayFile.aspx?itemId=1587522>

- **Sexual Harassment:** Sexual harassment in the educational environment is defined as any unwanted attention experienced in the school or in a school related activity. The range of behavior includes: unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical contact of a sexual nature. It might include, but not be limited to: leering, pinching, grabbing and suggestive verbal comments, etc. In compliance with new state laws and regulations regarding harassment, intimidation and bullying, the school district has developed a policy and procedures for instances of harassment, intimidation and bullying. The procedures include both informal and formal processes. A complete copy of these procedures is available in the school office for parents. Each year all staff review this policy and these procedures.

FIELD TRIPS

All students attending a field trip must have a parent permission slip filled out. Siblings are not allowed on field trips due to insurance reasons. Students are required to ride the bus to and from the field trip.

FOOD

Utsalady has several students with SEVERE and even LIFE THREATENING allergies. For this reason, Utsalady has a “no-food and no-utensil trading or sharing” policy.

HARASSMENT, INTIMIDATION & BULLYING (POLICY 3207)

Board policy #3207 “Prohibition of Harassment, Intimidation and Bullying” states...

Harassment, intimidation and bullying (HIB) means any intentional electronic, written, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, sensory or physical disability or other distinguishing characteristics, when the intentional electronic, written verbal or physical act:

- *Physically harms a student or damages the student’s property;*
- *Has the effect of substantially interfering with a student’s education;*
- *Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or*
- *Has the effect of substantially disrupting the orderly operation of the school.*

HEALTH:

In the spirit of minimizing the spread of contagious illness to other students or staff adhere to the following guidelines:

Symptoms that indicate staying home from school

- Cough (new, changed, or worsening); any cough that would be distracting to yourself or others
- Temperature 100 degrees or greater within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Runny nose with drainage that is cloudy, yellow, or green
- Mucous or cloudy drainage from the eye or pink eye
- New crusty rash on face or around nose
- New body rash, especially with a fever or itching
- Sore throat, especially with fever or swollen glands in the neck
- Shortness of breath or difficulty breathing
- New loss of taste or smell

Neither staff nor students should attend school until symptoms are significantly resolving even with a mask.

HOMEWORK

The staff has collaborated and carefully planned amounts of time matching the developmental level of each grade level. Working with your child on homework allows you to get a glimpse into work they are doing in the classroom and how they are growing in their abilities. If you have questions about homework, contact your child's teacher.

INSURANCE PROGRAM

Group Accident Insurance is available for students during the school year. This insurance will cover most expenses incurred in an accidental injury to a student on the way to and from school as well as at school. Information regarding this insurance is sent home at the beginning of the school year.

INTERVENTION TEAM (IT)

The purpose of the Intervention Team (IT) is to support students and families with attendance, academic and behavior issues. Parents and staff can make referrals to the Intervention Team. The team meets weekly with a combination of various staff to problem solve in a positive, proactive manner.

LUNCHROOM PROCEDURES

- As a courtesy to others, students are to use "inside voices."

- Students are expected to finish eating.
- All students are responsible for cleaning their table / floor area of wrappers and containers.

MEDICATIONS

Washington State requires that any student who needs to take medication (even Advil, Tylenol, cough drops, etc.) during the school day must:

- Have a doctor's signed form on file with the school nurse explaining what is being taken, the dosage and at what times. These forms are available in the health room or main office.
- **Parents** need to bring medications to school in the original bottle, labeled with the student's name, the name of the medication, the time the medication is to be taken, and the medication dosage.
- All medications are locked and stored in the nurse's office. Students cannot have any medication in their backpack or on their person while at school.
- With proper documentation and procedure, some students are allowed to carry their own inhalers and EpiPens.

PERSONAL ITEMS (LOST & FOUND)

- Mark your child's name on coats, hats, footwear, lunch pails, lunch sacks, musical instruments, or any other item that could be lost
- Items not claimed in our "Lost and Found" will be donated to charity at the end of each quarter
- Personal play equipment (toys, trading cards, breakable items, video games and audio equipment) should not be brought to school.
- The school is not responsible for lost or damaged student property.
- According to the Stanwood-Camano School Board Policy, under no circumstances may a student bring a toy or real weapon to school. This may include: water guns, cap guns, nail clippers, knives or any other item that may cause a distraction or harm another person.
- Electronic equipment is **not** allowed out of backpacks while at school.

PHYSICAL EDUCATION (PE) / RECESS PARTICIPATION

Students need to wear appropriate clothing for running, jumping, crawling and climbing. Some outside PE activities may require a jacket or sweatshirt. Students should wear good tennis shoes fitting tightly around the foot and that stay on during activities and games. If your child is dressing up for school, please have them bring a pair of shoes and socks for PE or leave a pair in their cubbies.

- All recesses are outdoors. A covered area is provided for students wishing to stay out of the inclement weather. Please provide your child with appropriate clothing required for an outside recess.
- If an illness or injury prevents a student from participating in PE and/or going out to recess, please send a note to school.

PLAYGROUND PROCEDURES

Verbal and/or physical aggression is not tolerated. Teasing of any kind is not tolerated.

Students will refrain from:

- Play fighting, tripping, kicking, tackling, and spitting.
- Using foul, disrespectful language or rude gestures.
- Bringing food or drink on the playground.

Students will play in appropriate areas of the playground.

Students will:

- Follow all posted and stated rules (games, toys, etc.).

Students will remain on the playground unless:

- They obtain a bathroom pass from a Playground Assistant
- They obtain a health room pass due to injury or illness
- A parent has checked their child out through the office and presents a pass.

Students will leave the following items at home:

- Personal equipment such as footballs, soccer balls, etc.
- Electronic equipment
- Trading cards
- Any type of toy

PICK- UP AND DROP- OFF PROCEDURES

Please read the procedures carefully and review them with your child.

DROP-OFF PROCEDURE: Drivers will drive around to the front of the school pulling up past the double door main entry as far as they can. Students can unload from there and walk into school no earlier than 8:45 am and 10:05 am on Wednesdays/Late Start.

PICK-UP PROCEDURE: Car line up begins at the gate that leads to the playground area. The gate opens at 3:15, at which time 4 lines of cars proceed carefully through the playground to the stop line by the portable. Two rows of cars will form. The left lane will stay to the left of the yellow line. One patrol person will be at the line by the portable holding a **STOP sign**. This person will be the one to let the kids who have been called for get into their pick-up car once every car is through the gate. Students will not be allowed to leave the covered area to get into their car until all cars are turned off and parked. Cars may NOT leave until the patrol person by the covered area puts down the **STOP** sign, signaling you to drive through. Cars will take turns leaving the back playground in a single file. Once all cars with their child have gone through they will slowly continue around the school out by the buses and out the main road. The last two cars waiting for their child in the next group calling will pull up to the **STOP** sign and wait until all cars have done the same and process will start again.

1. **Please do NOT call your child over to your car from the covered area if you see they will be waiting safely under the covered area with the patrol person until they are given the okay to head down the middle of the two lanes to get into their cars.**
2. **Please do NOT stop once you have your child secured and are pulling around the school through the bus zone, as this can cause back-up traffic for both pick-up and busses. Continue to exit slowly out of the school area.**

3. If you are picking up your child through the pick-up line, the driver **MUST** remain with the car, be off their cell phone and have your car in park and turned off.
4. Students need to walk at all times and stay in the middle of the two lanes until they reach their destination.
5. **NO Parking in the bus zones between 8:30-9:00AM and 3:00-3:45 PM.**

Each day after school, various staff will be out to make sure the students leave safely. Please follow their guidance as they help direct traffic and enforce the procedures.

SAFE SCHOOLS DISTRICT ALERT REPORTING SERVICE

Safety is a top priority of our schools and that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration:

- Visit the website <http://1621.alert1.us>
- Email your tip to 1621@alert1.us
- Call to report your tip 425.366.7201
- Text your tip to 425.366.7201
- App: Search for "SafeSchoolsAlert" in the App Store to download for free

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

SEXUAL HARASSMENT

Sexual Harassment of Students Prohibited

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in district activities.

Definitions

The following definitions apply to this procedure:

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Title IX Coordinator, Investigator and Decision-Maker

The district will designate and authorize one employee to act as “Title IX Coordinator” to coordinate the district’s state and federal sex discrimination and sexual harassment regulation compliance efforts. The decision-maker who reaches the final determination of responsibility for

alleged Title IX sexual harassment will be the Superintendent or designee. The decision-maker cannot be the same person who services as the Title IX Coordinator or the investigator of a complaint.

Notice of Sexual Harassment Policy and Procedure

The District will provide notice of the following to students, students' parents/guardians (in a language that they can understand, which may require language assistance), employees, applicants, and union/professional organizations holding agreements with the district::

1. The Title IX Coordinator's name, office address, email address, and telephone number;
2. The district's nondiscrimination statement that it complies with Title IX's requirement to not discriminate on the basis of sex in its education programs and activities, including admissions and employment. Inquiries about Title IX's application to the District may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the Department, or both; and
3. The process for reporting or filing a complaint of sexual harassment as contained in this procedure. The District will prominently display the Title IX Coordinator's contact information and its nondiscrimination statement on its website and in each handbook or catalog it makes available.

Information about the District's sexual harassment policy and procedure will be posted throughout each school building, and will be reproduced in each student, staff, volunteer and parent handbook. This notice will be provided in a language that each parent and guardian can understand.

Responding to Notice of Sexual Harassment

In response to notice of sexual harassment, the district will take prompt and appropriate action to investigate and take prompt and effective steps reasonably calculated to end harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects.

The district is on notice and required to take action when any employee knows, or in the exercise of reasonable care should know, about possible sexual harassment.

Any staff member who becomes aware of an incident of possible sexual harassment must promptly notify the Title IX Coordinator, school principal or designee. The school principal or designee will promptly notify the Title IX Coordinator. In addition, in the event of an alleged sexual assault, the school principal will promptly inform law enforcement and notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Once on notice of possible sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures and explain to the complainant the process for filing a formal complaint.

Supportive Measures must be offered to the complainant by the Title IX Coordinator upon notice of possible sexual harassment, before or after the filing of a formal complaint, or where to no formal complaint has been filed. Supportive measures may also be provided to the respondent. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the district's education program or activity without unreasonably burdening the other party.

Examples of supportive measures may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Modifications of work or class schedules;
- Counseling;
- Mutual restrictions on contact between the parties;
- Increased security and monitoring of certain areas of the campus or school building; or
- Providing staff and/or student training.

The district will inform the complainant and, as appropriate, their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Confidentiality

The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.

If a complainant requests that his or her name not be revealed or asks that the District not investigate or seek action against the respondent, the request will be forwarded to the *Title IX Coordinator* for evaluation. The *Title IX Coordinator* will inform the complainant that honoring the request may limit the district's ability to respond fully to the incident, including pursuing disciplinary action against the respondent.

If the complainant still requests that his or her name not be disclosed or that the District not investigate or seek action against the respondent, the District will need to determine whether it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in District activities, including the complainant. Although a complainant's request to have his or her name withheld may limit the District's ability to respond fully to an individual allegation of sexual harassment, the District will use other appropriate means available to address the sexual harassment.

Non-Retaliation

Title IX and state law prohibit retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When a complaint of sexual harassment is made, the District will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The District will investigate all allegations of retaliation and take actions against those found to have retaliated.

Formal Complaint Process

I. Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the district is already responding to the issue by other means.

The district adopts preponderance of the evidence as the standard of proof it will use in reaching decisions regarding complaints.

A. Filing of Complaint

A formal complaint must be in writing and will set forth the specific acts, conditions or circumstances alleged to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The Title IX Coordinator may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.

Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator. Any District employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

B. Title IX Coordinator’s Review of the Formal Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will review it and determine whether it will be investigated under *the Standard Complaint Process or the Title IX Complaint Process*.

A complaint must be investigated under the *Title IX Complaint Process* if the alleged conduct constitutes sexual harassment as defined by Title IX regulations¹, and:

- The written complaint is filed by the complainant of the alleged sexual harassment, by the complainant’s legal guardian, or by the Title IX Coordinator;
- The complainant requests that the district investigate the allegation(s) of sexual harassment as defined under Title IX Regulations;
- The complaint is against a named respondent who, at the time of the alleged harassment, was under the control of the district (such as a student, employee, or volunteer);
- The alleged sexually harassing conduct occurred in the United States; and
- The complainant is participating in or attempting to participate in the district’s educational program or activity at the time.

A formal complaint that does not meet these criteria for investigation under the *Title IX Complaint Process* will be investigated under the *Standard Complaint Process* (**Skip to Section D on page six**). The Title IX Coordinator will provide prompt notice to the complainant and respondent that the complaint will be processed under the *Standard Complaint Process* rather than the *Title IX Complaint Process* and the reasons therefore.

C. Title IX Complaint Process

Formal complaints of sexual harassment that the Title IX Coordinator determines qualify for the *Title IX Complaint Process* under the standards in Section B, above, will be processed according to the steps described in this section.

1. Acknowledging a Formal Title IX Complaint

¹ Under Title IX, the term “sexual harassment” means:

- An employee of the district conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
- conduct that creates a “hostile environment,” meaning unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
- “sexual assault,” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will offer supportive measures to both parties.

The district will acknowledge receipt of the formal complaint by providing the following written notice to the respondent(s) and complainant:

- A copy of the complaint procedure in a language the parties can understand.
- Notice of the allegations of sexual harassment with sufficient time for the parties to prepare a response before any initial interview and with sufficient detail. Such sufficient detail includes the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident I known.
- Notice that the parties may have an advisor of their choice who may be an attorney or non-attorney, and who may inspect and review evidence of the alleged sexual harassment.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility for alleged sexual harassment is made at the conclusion of the grievance process.
- Notice of any provision in student conduct policies and procedures that prohibits false statements or submitting false information.

2. Investigation of a Title IX Formal Complaint

The district's investigation of a Title IX complaint must:

- Include a prompt and thorough investigation into the allegations in the complaint.
- Ensure that the district bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility for the alleged sexual harassment. The district may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in their professional capacity and made and maintained in connection with the provision of treatment to the party unless the district obtains the party's voluntary, written consent to do so.
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

- Provide the parties with the same opportunities to have others present during any grievance proceeding; including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be an attorney or non-attorney. The district will apply any restrictions regarding the extent to which an advisor may participate equally to both parties.
- Provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, interviews, or other meetings, with sufficient time for the parties to prepare to participate.
- Prior to the completion of an investigative report, provide an equal opportunity for the parties to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes evidence that the district does not intend to rely on in reaching a determination of responsibility for the alleged sexual harassment, regardless of the source of the evidence. The parties will have at least ten (10) days to submit a written response for the investigator to consider prior to completion of the investigative report.
- At least ten (10) days prior to a determination regarding responsibility, create an investigative report that fairly summarizes relevant evidence, and send the investigative report in an electronic or hard copy format to each party and each party's advisor for their review and written response.
- After transmitting the investigative report to the parties, but before reaching a final determination regarding responsibility, the decision-maker must give each party the opportunity to submit written, relevant questions that a party wants asked to any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless they are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or unless they concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

The district's Title IX investigative and grievance process is not required to include investigative hearings.

At the conclusion of the investigative process, the investigation report will be submitted to the Superintendent for processing in accordance with Section (E) below.

a. Discipline and Emergency Removals for Alleged Sexual Harassment under Title IX

A respondent who is accused of sexual harassment under Title IX is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The district may not impose any disciplinary sanctions, or other actions that are not supportive measures, against the respondent until the district has determined the respondent was responsible for the sexual harassment at the conclusion of the grievance process.

These additional Title IX sexual harassment procedures do not preclude the district from removing a student from school on an emergency basis consistent with Policy and Procedure 3241.

b. Title IX Informal Resolution Process

At any time prior to a determination in a Formal Title IX complaint, the district may permit a complainant to waive the formal complaint grievance process in favor of an informal resolution process not involving a full investigation and adjudication, provided that the district obtains the parties' voluntary, written consent; the district does not offer informal resolution of sexual harassment allegations against a respondent who is an employee of the district, the district provides reasonably prompt time frames for the informal resolution process; and the district provides the parties with written notice disclosing the allegations, the requirements for the informal resolution process, and the circumstances in which the parties would be precluded from continuing with a formal resolution process for the same allegations.

A party has the right to withdraw from the informal resolution process and resume the formal Title IX grievance process at any time prior to agreeing to a resolution.

The district may not require the waiver of the right to an investigation and adjudication of formal complaints of sexual harassment under Title IX as a condition of enrollment, employment, or enjoyment of any other right, nor may the district require the parties to participate in an informal resolution process. The district will not offer an informal resolution process unless a formal complaint is filed.

D. Standard Complaint Process

Formal Complaints of sexual harassment that the Title IX Coordinator determines to not qualify for the *Title IX Complaint Process* under standards in Section B, above, will be processed as described in this section.

1. Acknowledging a Standard Formal Complaint

Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure in a language the complainant can understand. Upon receipt of a complaint, the Coordinator will offer supportive measures to both parties.

2. Investigating a Standard Formal Complaint

Investigations will be carried out in a manner that is prompt, thorough, reliable, and impartial. During the investigation process, the complainant and respondent(s) will have an equal opportunity to present witnesses and relevant evidence. Complainants, respondents, and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The district and complainant may also agree to resolve the complaint in lieu of an investigation.

The investigation must be completed within 25 calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the parties in writing of the reason for the extension and the anticipated response date.

At the conclusion of the investigative process, the investigation report will be submitted to the Superintendent for processing in accordance with Section E, below.

a. Mediation of Standard Formal Complaint

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, the district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedure.

Mediation must be conducted by a qualified and impartial mediator who may not: (1) be an employee of any school district, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or (2) have a personal or professional conflict of interest. A mediator is not considered an employee of the district or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent

complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

E. Superintendent Response to Formal Title IX Complaints and Standard Complaints

At the conclusion of a Formal Title IX or Standard Complaint Investigation, the decision-maker (Superintendent or designee) must issue a written determination of responsibility regarding the alleged sexual harassment within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit (exceptional circumstances may include complying with the procedural requirements of the Formal Title IX complaint process). In the event an extension is needed, the District will notify the parties in writing of the reason for the extension and the anticipated response date. At the time the District responds to the complainant, the District must send a copy of the response to the Office of the Superintendent of Public Instruction (OSPI).

The written determination must be issued to the parties simultaneously and must include:

- 1) Identification of the allegations potentially constituting sexual harassment;
- 2) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interview with parties and witnesses, site visits, and methods used to gather other evidence;
- 3) Findings of fact supporting the determination;
- 4) Conclusions regarding the application of the district's code of conduct to the facts;
- 5) A statement of, and rationale for, the result as to each allegations, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant;
- 6) A statement of whether the district failed to comply with Chapter 392-190 WAC; and
- 7) Notice of the parties' right to appeal to the school board and the necessary filing information.

Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

The District will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address

continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

II. Level Two - Appeal to Board of Directors

Notice of Appeal and Hearing

- If the complainant or respondent(s) disagrees with the district's decision to dismiss a formal complaint or any allegations therein or the Superintendent's or designee's written decision, the disagreeing party may appeal the decision to the District's Board of Directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the superintendent's response.
- The district will implement appeal procedures equally for both parties and provide written notice to the other party when an appeal is filed.
- The district will ensure that the decision-maker for the appeal is not the same decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator.
- The district will ensure that the decision-maker(s) for the appeal have received the training required for decision-makers as required by this procedure.
- Both parties will be allowed a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome of the initial determination.

Board Decision

- Unless otherwise agreed to by the parties, the Board will render a written decision simultaneously to both parties within thirty (30) calendar days following the filing of the notice of appeal.
- The written decision will describe the result of the appeal and the rationale for the result.
- The decision will include notice of the complainant's or respondent's right to appeal to the Superintendent of Public Instruction (OSPI) and will identify where and to whom the appeal must be filed. The District will send a copy of the appeal decision to the office of the superintendent of public instruction.

III. Level Three - Complaint to the Superintendent of Public Instruction

Filing of Complaint

- If a complainant or respondent disagrees with the decision of the Board, or if the District fails to comply with this procedure, the complainant may file a complaint with OSPI.
- A complaint must be received by OSPI on or before the twentieth (20) calendar day following the date upon which the complainant or respondent received written notice of the Board's decision, unless OSPI grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant or respondent; 3) The name and address of the District subject to the complaint; 4) A copy of the District's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested.
- If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information for the student; and the name of the school and school district the student attends.

Investigation, Determination and Corrective Action

- Upon receipt of a complaint, OSPI may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the District has failed to comply with applicable state law and will issue a written decision to the complainant and the District that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the District voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing, State Requirement

A party or school district that desires to appeal OSPI's written decision may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options

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

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Recordkeeping

The district will maintain, for a period of seven years, records of all sexual harassment investigations.

The district will maintain, for a period of seven years, records of each Title IX sexual harassment investigation, including an determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant; and any appeal from the result of a determination regarding responsibility.

The district will maintain, for a period of seven years, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX.

The district shall maintain for a period of seven years records of any informal resolution and the result; and all materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, and make such materials available on the district's website.

Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this procedure and the corresponding policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of their responsibilities when on notice of sexual harassment, of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

Any individual designated as the Title IX coordinator, an investigator, or decision-maker and any person who facilitates an informal resolution process must receive training on the following:

- The definition of sexual harassment under Title IX and state law;
- The scope of the district's education program or activity;
- How to conduct an investigation, grievance process, and informal resolution process; and
- How to serve impartially.

District investigators must also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Policy and Procedure Review

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Adoption Date: 12.17.13

Stanwood-Camano School District

Revised: 12.04.18; 8.5.21 Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

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

Examples of Sexual Harassment:

- Pressuring a person for sexual favors

- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Maurene Stanton, 360-629-1213.

SNACKS

Utsalady has several students with SEVERE and even LIFE THREATENING allergies. For this reason, Utsalady has a “no-food and no-utensil trading or sharing” policy. We appreciate your serious consideration of this request.

SPECIAL EVENTS/GIFTS

Please save any special gifts such as flowers, balloons, etc. for home. If they are given at the event this creates inequity and disrupts the learning environment. This also goes for bringing ‘gifts’ (flowers, etc.) to the Spelling Bee, concerts or any other event here at school. Please save the ‘gifts’ to give at home with your child.

STAFF CONTACT / EMAIL

The Utsalady staff encourages frequent, open communication between families and school. Email is a great way to communicate without interrupting learning in the classroom. Please feel free to use the district’s email system to contact your child’s teacher

TESTING / ASSESSMENTS

Several different testing and assessments take place throughout the school year.

- Kindergarten: Screening of basic skills, WaKIDS
- K-5: AIMSweb (Universal Screener & Progress Monitoring)
- 3-5 : MAP (Measure of Academic Progress)
- Third, Fourth & Fifth Grade: Smarter Balanced Assessment
- Fourth Grade: Washington State Required Classroom Based Assessments (CBA): Civics
- Fifth Grade: Washington State Required Classroom Based Assessments (CBA): PE and Art
- All Students: Journeys and Math Expressions curriculum based unit assessments

THREATS

All threats, even those made in jest, are taken seriously and investigated immediately upon report. Please speak to your child about the importance of this issue.

VISITORS / VOLUNTEERS

We LOVE having volunteers here at Utsalady. It's so important for you to be involved in your child's education. Volunteering is one way to be involved. Whether it's working at a Booster Club event, helping in the classroom, being a Watch D.O.G.S. or chaperoning a field trip. Before volunteering you must:

1. Have your Washington State Patrol (WSP) background check completed and into our computer system. The WSP background check lasts for 2 years.
2. Take the Harassment Intimidation Bullying (HIB) training offered by the district or school before volunteering. This is to be completed yearly.

Click the links below for the application and HIB training.

- [Volunteer Page](#) - Contains all Volunteer Forms and HIB Training
- [SCSD HIB Training](#) - Self-guided form for Volunteers to complete

All visitors must sign in and out of the office. Visitors must wear a visitor badge while in the building. Visitors differ from volunteers in that they are at the school to attend an event, assembly, fun run, classroom publishing party, or Utsalady Booster Club activities. Visitors are not typically in close proximity to students for an extended period of time. This means, there are no vaccination requirements.

We are committed to the vision of the
Stanwood-Camano School District:

“One Community Dedicated To The Success Of Every Student”

As evidence of my commitment, as a **teacher**:

- ✓ I can provide a safe and engaging environment for learning.
- ✓ I can build positive and respectful partnerships with students, parents, and staff.
- ✓ I can provide instruction that meets the needs of the diverse learners in my classroom.
- ✓ I can demonstrate a professional attitude.
- ✓ I can model lifelong learning by staying professionally current.
- ✓ I can share responsibility for consistent communication between home and school._

As evidence of my commitment, as a **parent**:

- ✓ I can ensure my child goes to school well-rested, fed, and ready to learn.
- ✓ I can support my child in developing respectful, responsible, and safe behaviors.
- ✓ I can share responsibility for consistent communication between home and school.
- ✓ I can offer praise and encouragement for effort and achievement.
- ✓ I can read to my child and listen to my child read.

As evidence of my commitment, as a **student**:

- ✓ I can attend school regularly, arrive on time, and be prepared to do my personal best.
- ✓ I can participate in class, share ideas, and ask for help when I need it.
- ✓ I can bring home important papers and discuss school activities with my family.
- ✓ I can read daily and discuss the books that I am reading.
- ✓ I can actively practice the Character Strong: Purposeful People monthly themes.
- ✓ I can be a PAX Leader.

Teacher

Parent

Student
