

SHINING MOUNTAIN ELEMENTARY SCHOOL

Student & Parent Handbook



*21615 38th Ave E
Spanaway, WA 98387*

Website: <https://sme.bethelsd.org/>

*Office 253-683-5200
Health/Attendance 253-683-5293*

Shining Mountain Pledge

We, the Shining Mountain Rams,
Respect everyone, actively learn,
make good choices, and stay safe.
Mountain Mode Activate

School Colors

MAROON & SILVER

Mission & Vision Statements

Mission: At Shining Mountain, we work together to ENSURE that ALL students learn at grade level or higher.

Vision: To be a safe, inclusive learning environment that builds and supports resilient problem solvers.

Dear Shining Mountain Families,

On behalf of the staff at Shining Mountain Elementary School, I am excited to welcome you to the upcoming school year! At Shining Mountain, we believe that a strong partnership between home and school helps our students exceed their greatest potential. We recognize that in order to be successful in school, our students need support from both the home and school. As partners, we share the responsibility for our student's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that they:

1. Attend school daily and arrive on time, ready for the day's learning
2. Complete all work assignments given by teachers
3. Read daily to develop a love for reading and to improve literacy skills
4. Share daily school experiences with you
5. Inform you if they need additional support in any area or subject
6. Know that you expect them to achieve success

At Shining Mountain, we believe that all students want to be successful. We recognize that behavior can play a large role in the success of our students. Because of this, our staff familiarizes our students with our conduct expectations not only at the beginning of the year but continually reteaches expectations throughout the year. We will emphasize a positive and proactive approach in teaching our students the types of behaviors we expect from them.

Within this document, you will find a copy of our school rules so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. Please feel free to review the Shining Mountain Student and Parent Handbook below.

We look forward to partnering with you and look forward to an amazing school year. Please feel free to contact us with concerns or questions at (253) 800-5200.

Sincerely,
Julia Butela
Principal

Important Phone Numbers

Office Hours: 9:00- 4:30

Office Staff:	253-800-5200
Health Room:	253-800-5293
Attendance:	253-800-5292
Social Worker:	253-800-5270
Food Service	253-800-3190
Bethel Emergency line	253-800-6001
Transportation	253-800-5900
Bethel Rec	253-800-4301

School Hours: 9:30 - 4:00

Breakfast:	9:15
School begins:	9:30
School dismissal:	4:00
Early dismissal:	12:00
1-hour late arrival:	10:30

Grade	Lunch	Recess
Kindergarten	11:15 - 11:45	11:47 - 12:20
1st Grade	12:20 - 12:50	12:52 - 1:25
2nd Grade	12:55 - 1:25	12:20-12:53
3rd Grade	2:00 - 2:30	1:25 - 1:58
4th Grade	1:25 - 1:55	1:57 - 2:30
5th Grade	11:50 - 12:20	11:15-11:48
FOSS K-2	1:15 - 1:45	1:45 - 2:15
Foss 3 - 5	11:10 - 11:40	10:40 - 11:10

You can find the most up-to-date Student Calendar here:

<https://www.bethelsd.org/about-our-district/district-calendar>

Change of Student Information

[ParentVUE](#) is the main portal to enroll new students and to complete the required annual information updates. Parents will receive an email at the address we have on file that describes the process for activating your [ParentVUE](#) account. Please follow the instructions within that email to activate your account. When you first sign in, you will view the Introduction page. Please read through this information and click "Continue" at the bottom to be guided through a process to validate your student's information. If you did not receive this email, please check your Junk or Spam folders. If you still do not receive it, please contact us at ParentVUE@bethelsd.org

Volunteers & Visitors

Volunteers & Visitors

We value the positive impact that volunteers and visitors bring to our school community. Your contributions enhance our programs and support our students and staff in meaningful ways. To ensure a safe and organized environment, we have established the following guidelines for all adults visiting our campus.

General Guidelines for All Visitors

- **Identification:** Please carry a photo ID at all times.
- **Check-In/Check-Out:** Follow the building check-in and check-out processes at the main office.
- **Consent:** Obtain consent for your visit at the main office.

Volunteers

Volunteers are individuals who are likely to work closely with others while present at a school building or other district-facilitated site for extended periods. To ensure a smooth and productive visit, volunteers are required to:

- **Background Check:** Complete a background check.
- **Pre-Arrange Visits:** Schedule your visit with the building principal and classroom teacher in advance.
- **Follow Protocols:** Adhere to all building protocols during your visit.

Visitors

Visitors include family members, vendors, and community members who participate in meetings or provide supplies. While their visits are generally brief, it is important for all visitors to:

- **Check-In/Check-Out:** Follow the building check-in and check-out processes at the main office.
- **Identification:** Carry a photo ID at all times.

Attendance Procedures

Attendance Expectations

Students are expected to attend all classes each day. The district informs students and parents/guardians about the importance of regular attendance, the consequences of truancy, the district's role, and available support resources at the beginning of each school year.

Excused Absences

Absences are excused for the following reasons:

- Health Issues: Physical or mental health symptoms, illness, medical appointments (including counseling, dental, optometry, pregnancy, and behavioral health treatment).
- Family Emergency: Death or illness in the family.
- Religious or Cultural Observance: Observance of a holiday or participation in instruction.
- Legal Obligations: Court appearances, judicial proceedings, or jury service.
- Post-Secondary Activities: Visits to colleges, technical schools, apprenticeship programs, or scholarship interviews.
- State-Recognized Activities: Participation in search and rescue activities.
- Homeless or Foster Care Status: Absences related to the student's status.
- Military Deployment: Activities related to the deployment of a parent or guardian.
- School Discipline: Suspensions, expulsions, or emergency expulsions if the student is not receiving educational services.
- Student Safety Concerns: Related to threats, assaults, or bullying.
- Migrant Status: Related to the student's migrant status.
- Approved Activities: Activities agreed upon by the principal and a parent/guardian.
- Lack of Instructional Tools: Including internet access or connectivity.

Unexcused Absences

An absence is unexcused if it does not meet the criteria for an excused absence.

How to Report Attendance

- Call the attendance office 253-800-5293
- Send a note when your child returns to school.
- Log onto Family Access and enter an absence request

How to Support Good Attendance

1. Set a regular bedtime and morning routine.
2. Prepare for school the night before, finish homework, and set out your outfit and backpack the night before.
3. Make sure your child has the required immunizations.

4. Only let your child stay home when they are truly sick.
5. Make appointments and plan extended trips with school is not in session
6. Develop backup plans for getting to school if something comes up
7. Keep track of your student's attendance with a goal of less than 9 absences for the year.
8. Talk to your student's teacher if you notice sudden changes in your student's attitude toward school.
9. Talk to your student about the importance of attendance.

Unexcused Absences

Any absence from school for more than **50%** of an average school day is unexcused unless it meets one of the criteria listed for an excused absence.

State Law and Consequences

- **Three unexcused absences** in one month, state law (RCW 28A.225.020), requires a scheduled 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 may require an assessment to determine how to meet the needs of your student and reduce absenteeism.
- **Five excused absences** in any month, **ten or more excused absences** in a school year, require the school district to contact you to schedule a conference at a mutually agreeable time with at least one district employee, to identify the barriers and supports available to you and your student. A meeting is not required if your student has provided a doctor's note, a pre-arranged absence in writing, or 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.
- **Seven unexcused absences** in any month or **ten unexcused absences** within the school year, requires a petition to be filed with Pierce County Juvenile Court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. If your student continues to be truant, you may be required to appear in court.

Tardies

Students not in the classroom by 9:30 am will be marked tardy.

Day of Transportation Change

All changes to a student's typical mode of transportation home must be to the main office **no later than 2:30 PM** to ensure we safely get all students to their proper destinations. For your convenience, you may send a note with your child to give to the main office, email your child's teacher, or call the main office and leave a message detailing the transportation change.

Unless it is an emergency, we are asking that you avoid early dismissal for your students after 4:00 as our teachers utilize this time for class meetings, planner checks, and announcements.

Shining Mountain Safe Walking Route

Students who need to cross 38th Avenue East to walk to and from school must use one of the two supervised crosswalks. The first crosswalk is near 217th Street; the second crosswalk is near 215th Street. Both crosswalks are supervised from 9:15 to 9:30 AM and 3:55 to 4:15 PM. The expectation is that students arrive at school and leave school during these designated times to ensure their safe walk home.

Students living behind Shining Mountain in Classic View must walk to the entrance of Classic View on 114th Street, and use the side gate from the parking lot. All walkers are expected to walk directly home from school using appropriate, respectful, and safe behavior. For additional resources and information on safe walking routes visit the Bethel District website at <https://www.bethelsd.org/programs-departments/transportation>

Student Bus Riders

To ensure everyone's safety, all students who ride bicycles to school must wear an approved helmet. Please note that students in kindergarten through grade three are not permitted to ride bicycles to school. Additionally, only students who live in the Classic View neighborhood may ride their bikes to school, following the designated walking routes listed above. Before a student is allowed to ride a bike to school, a permission slip with parent authorization and the student's acknowledgment of safety rules must be submitted to the office.

END OF DAY: BUS RIDERS

Our primary focus is ensuring each student gets home safely. Our teachers will be organizing their students in line orders per their bus color and/or pick-up routine. They will then walk their students to the bus loop. The teacher will dismiss the students to the correct bus.

PARENT DROP OFF/PICK UP

Thank you in advance for your **courtesy, flexibility and patience** when dropping off and picking up students. These procedures are in place for the safety of our children.

In order to ensure safe passage to school and the end of the day destinations are possible for our students we are asking for the following support:

Arrival (Parent Drop Off)

- Please be sure you drop your students off so they can be on time to class. Class starts at **9:30AM**. Breakfast is served at **9:15AM**.
- Please remain in your vehicle and **pull as far forward** as possible. This is for safety and to ensure minimal impact to the traffic on 38th.
- **Once staff members are outside to supervise** (9:15), you may release your child if you are in the lane next to the curb. Please ensure staff are outside to supervise for your child's safety.
- Students getting breakfast will enter through the gym door. Students not receiving breakfast will go through the gates in front of the bus loop.

- Staff members will be posted along both routes to supervise and support students.

Dismissal (Parent Pick Up)

- Parents **must** remain in their cars in the drop off/pick up lanes. Please do not leave your vehicle for any reason to prevent blocking traffic.
- A staff member will come to your vehicle and take your **child's full name and teacher**.
- Please continue to move as far forward as possible.
- You will remain in your vehicle until your child is brought to your vehicle.
- Staff members will walk your child as far forward as possible before loading students. This is for safety and to ensure minimal impact on the traffic on 38th.

Before and After School Clubs

Participation in before- and after-school clubs run by SME staff is a privilege for students. In order to ensure a safe and positive experience for all participants, the following expectations must be followed:

- Students must **arrive on time** for before-school clubs and be **picked up promptly** at the designated end time for after-school clubs, as indicated on the club sign-up information.
- Students are expected to **follow all school rules and behavioral expectations** during the school day and throughout club meetings.
- Students should come prepared to participate and follow directions from the staff member leading the club.

Failure to follow these expectations, including repeated late pickups or inappropriate behavior, may result in **dismissal from the club**.

Student Class Placement

At Shining Mountain, we prioritize creating an equitable and supportive learning environment for every student. Our staff carefully consider each student's needs and strengths, using their professional expertise to place students in classrooms where they will thrive. As part of this process, we do not accommodate parent requests for specific teachers. Please be assured that every placement decision is made with the best interest of the student in mind, focusing on their academic and social-emotional growth. After classes are formed or within the school year, if a parent would like alternative placement to be considered, they may complete a Placement Request Form. Each request will be reviewed and consideration will be given following the Request for Alternative Student Placement process. Forms can be picked up in the SME office.

PBIS (Positive Behavior Intervention System) Guiding Principles

As we begin a new school year, questions often arise regarding behavior management within the school. Our School-wide PBIS guiding principles provide the foundation for the behavior expected in our learning community. At Shining Mountain, we follow the **Rams Way: Respect Everyone, Actively Learn, Make Good Choices, and Stay Safe**. We have developed specific behavior expectations because

when clear expectations are outlined, explained, and taught, parents, children, and the school can work together to provide the best educational climate possible.

1. Students will show **respect** for themselves, peers, and adults. Profanity and inappropriate language are not allowed. Threatening will not be tolerated. This includes any harassment or intimidation that may occur verbally, through body language, in writing, or electronically.

2. Students will keep **all body parts** and objects to themselves. Physically aggressive behaviors (pushing, shoving, hitting, kicking, etc.) and fighting are not allowed. This includes any kind of play fighting because it is unsafe and can quickly escalate to a fight. If a student is hit or treated in a disrespectful manner, that student is expected to walk away and get adult help. Hitting back is not acceptable and will result in consequences for that student as well.

3. Students will treat the school building and property with **respect and care**.

4. Students will **walk quietly** at all times in the school building and on school grounds except in designated play areas. This includes standing quietly in line and demonstrating appropriate behavior.

5. **Food** (including candy) will be eaten only in designated eating areas, demonstrating appropriate manners. Shining Mountain is a gum-free school for the safety of students and maintenance of the school building and campus.

6. To be served **breakfast**, students must go directly from the bus or parent drop-off to the breakfast line upon their arrival. Breakfast will only be served from 9:15-10:00 AM (10:15-10:45 on late start).

7. At all times during an **assembly**, including entering and leaving, students will demonstrate appropriate audience behavior.

8. Personal property such as toys, **electronic devices** (including but not limited to cell phones, handheld games, and smartwatches), sports equipment, and distracting or expensive accessories should be kept at home. Any exceptions need to be discussed with the teacher and/or principal. If families find it necessary for students to bring cell phones or smartwatches to school, the devices must remain in backpacks throughout the school day.

9. UNIVERSAL DRESS CODE

Dress is defined as what students wear, and professionalism is defined as how students behave. All students are expected to dress, groom themselves, and behave in ways that reflect appropriate public behavior and do not disrupt the learning environment.

As per School Board Policy 3224, students may not wear clothing, jewelry, or personal items that:

- Displays obscene or sexual words, pictures, messages, innuendoes, etc.;
- Displays drug or alcohol-related words, pictures, messages, innuendoes, etc.;
- Displays threats, violent conduct, weapons, etc.;
- Demonstrates hate group association/affiliation and/or uses hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups, or gang association/affiliation, etc.;
- Shows private parts (clothing must cover private parts in opaque - not able to be seen-through material);

- Covers the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose);
- Attire worn in observance of a student's religion is not subject to this policy.

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

10. Shining Mountain is a **closed campus**. All students must stay within the boundaries of the school and only in designated areas with staff supervision during school hours. The school building opens at 9:15 AM; students may not be dropped off before 9:15 AM.

11. Students must make **phone calls** through the office only. Students are NOT to make calls or text on cell phones during school hours.

12. Use of personal electronic devices at school: Students may have personal electronic devices at school, however, they must be kept in their backpacks and powered off during the academic school day.

13. After-school activities should be planned in advance and communicated with the school by the parents. **All changes to dismissal** must be done through the office either with a note or a phone call before **2:30 pm**.

14. All visitors must ring the doorbell and show ID. All visitors must sign in at the office. People picking up students must show ID and sign them out.

Behavior Philosophy

At Shining Mountain, we believe:

- That every attempt should be made to maintain the dignity of both the adult and the student.
- That students should be guided and expected to solve the problems they create without making problems for anyone else.
- That behaviors should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack.
- That behaviors should be handled with natural (logical) consequences instead of punishments whenever possible.
- That it is best if the student does most of the thinking.
- That there should be a logical connection between behavior and resulting consequences.
- That students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- That students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.

1. We expect all students, staff, and visitors to exhibit the **RAMS Way**:

Respect Everyone, Actively Learn, Make Good Choices, and Stay Safe.

2. At Shining Mountain Elementary, we are focused on strong academics and student achievement. Students will actively participate in their own learning and will not interfere with the learning or safety of others. At SME, learning is required.

3. We believe that it is the responsibility of SME staff to identify and teach the desired school behaviors to all students. At SME, we begin the year by teaching students about the SME Character traits and about what each trait exemplifies. School-wide lessons are taught by all teachers at the beginning of the year so that students know how to conduct themselves in the classroom, hallway, bathroom, commons, and any other portion of our building and grounds. Lessons are also taught throughout the year as teams determine the behavioral needs of students.

4. In the event a student does not demonstrate expectations staff will redirect and reteach these expectations as needed. Repeated violations of school expectations will result in progressive discipline to reinforce appropriate behaviors in the school setting to support student achievement. Additionally, student behavior which results in significant disruption of the educational process including but not limited to interruption of classwork, creation of disorder, and/or the invasion of the rights of students to participate in a safe school environment may result in progressive discipline. All discipline decisions are in alignment with Bethel School Board Policy and are outlined in the Students Rights and Responsibilities document on the district website. Length of discipline will be determined by the Principal and/or Assistant Principal and will reflect the offense committed.

5. At Shining Mountain Elementary, we are dedicated to our students' ability to learn to their full potential in every classroom. When student behavior interferes with their own or others' ability to learn and interventions do not successfully redirect the behavior, disciplinary action will be taken. This is also true for behaviors outside of the classroom setting. The nature of the consequence for any misbehavior will be dependent upon its frequency and/or severity and the presenting circumstances of the issue.

Restorative Practices

Restorative Practices are...

- Using other means of discipline to help students learn from their behaviors
- Working with the stakeholders to help restore what has been damaged and work together to help the student change his/her behavior
- Taking time to learn what triggered the behavior
- A method of delivery that requires administration and stakeholders to work together to ensure components of the alternative discipline are put into place and implemented with fidelity
- Holding students accountable for their actions while educating them on how their behavior impacts others.

Restorative Practices are not...

- Ignoring those who have been affected by the student's behavior
- Assigning the same discipline for every student without knowing the reason for the misbehavior
- Assigned without consistent implementation and follow-through

Progressive Discipline

1. Classroom-Based Response
2. Buddy Room (Students go to another classroom for self-reflection)
3. Recess Zone or Lunch Detention
4. After-School Detention/In-School Suspension/Out-of-School Suspension
5. Formal Behavior Referral (Refer to MTSS Team)

Positive Behavior Supports

Students deserve recognition for improvement and achievement. At Shining Mountain, we have several programs designed to recognize our students. Here are a few with more to be added as the year progresses.

1. **Rams Slips** - Students are recognized for: Respecting Everyone, Actively Learning, Making Good Choices, and Staying Safe. The yellow copy goes into a weekly drawing for prizes. Names are drawn on random days and on Fridays.
2. **Super Ram Awards** - Two students from each staff member are recognized for the characteristic of the month (problem solver, compassion, etc). They have a small group celebration with the administration at the end of the month.
3. **Get on the Horn**- Teachers will nominate students for a special call home by the administration, highlighting something that they did that was exceptional.
4. **RAM Squad** - 5th Grade Leadership/ Safety Patrol- The Shining Mountain RAMS Squad is our school's safety patrol group. These 5th graders assist with before and after school duties as well as various tasks throughout the day (including morning announcements, small errands and assemblies). Students are selected by their exceptional abilities in modeling our school-wide expectations.

Free Breakfast and Lunch

Free breakfast and lunch prices are available through federally funded programs. The necessary forms are available at the school office. You may complete the application online at <https://www.bethelsd.org/programs-departments/meals> For questions about the Bethel School District Child Nutrition, please call 253-800-6910. You must reapply each school year. **However, this year, the USDA's Community Eligibility Provision (CEP) does allow schools with high numbers of low-income children to serve free breakfast and lunch to all students. Nine schools in Bethel school districts meet the requirements for CEP. All students enrolled in Shining Mountain Elementary will receive free meals for the 2023-2024 school year.** Please note on late start days NO breakfast will be served. On early release only breakfast will be served, but NO lunch.

Curriculum

The Common Core State Standards are our curriculum. Students demonstrate their knowledge of these standards when taking the Smarter Balanced Assessment during their third through fifth-grade years. Exceptional educational program offerings at Shining Mountain include: music, band, orchestra physical education, library, technology, art, services supporting learning

disabilities, speech, occupational and physical therapy. Identified highly capable students in grades K-5 may have the opportunity to participate in Challenge.

Library

Most students visit the library once a week to check out books. Books become overdue after two weeks. If a student has overdue books or fines for damage, they may not checkout new books until the books are returned or the fines are satisfied. Books may be renewed if a student is still reading them.

Technology/iPads

Students are expected to demonstrate digital citizenship and appropriate use of technology at all times. All school devices will remain in the building. Students who misuse their technology are subject to disciplinary consequences.

Conferences

Though report cards serve as a good means of communication, they may not always be sufficient for some individual situations. Parents, as well as teachers, are urged to initiate a conference to clarify concerns and solve problems. All conferences should be scheduled for a mutually agreed time either before or after school hours.

Formal parent-teacher conferences occur twice a year and are a very important part of the school program. The purpose of our parent conferences is to share both the academic and social emotional growth as well as other information with parents. It is also a time to build relationships with families. Our goal is to support parents as they support their students in readiness for each successive year. This is a time for staff, students, and families to connect, communicate and plan collaboratively.

Health Services

Immunizations

Washington state law requires children enrolling in public schools to provide proof of immunity to specific communicable diseases. Immunizations shall be provided against Hepatitis B, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella and Varicella. Beginning with the 2020-21 school year, all students must have medically verified documentation of their immunization status on or before the first day of attendance. The regulation for medically verified records pertains to students in grades that require new immunization documentation. This includes students in preschool, kindergarten, seventh, and new enrollees. Visit bethelsd.org/health for more information.

When should kids stay home?

Help keep students and staff safe by limiting the spread of infectious illnesses and keeping your child home from school when sick.

- If they are too sick to participate in normal activities
- If they need a level of care or observation not manageable at school
- If they create an unhealthy or unsafe environment for others

Use the link below for additional guidelines from the Tacoma-Pierce Health Department to help decide when your child needs to stay home from school and which illnesses require them to stay home from school.

[When to keep your child home](#)

Emergency Weather Procedures

When weather forces a change in the normal operating routine of the district, Bethel follows a process to make decisions concerning cancelation or delay of school, and to ensure students and families receive information and updates as quickly as possible.

Please ensure that your children have an alternate place to stay (neighbors, family members, etc.) if you must be at work on a day when school has been canceled or delayed. We will make every effort to adhere to the established school calendar, however, the safety of students and employees is the highest priority.

Learn more at <https://www.bethelsd.org/resources/emergency-info>

Students At School Before and After Hours

Students may not arrive at school in the morning before the scheduled arrival time or remain at school after the dismissal time (9:15 AM - 4:00 PM) unless a supervised activity is planned. Parents will be informed if there is a planned activity. Students are asked not to play on the sidewalks or around the buildings after school hours. Skateboarding is prohibited on school property. Parents are asked to remind their children of the need to protect our school from potential vandalism and abuse.

Social-Emotional Support

Shining Mountain uses an adopted social-emotional curriculum as a basis for age-appropriate topics in grades K-5 called Second Step. All grades also receive instruction in Comprehensive Health Education. Additionally, our Social Worker, Campus Safety, and PBIS para provides support for students.

Report Cards

Report cards are issued two times a year, according to the district calendar. Report cards are posted on ParentVue and are not printed and sent home. Detailed information regarding levels of achievement is noted on the report card each grading period.

HIB

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

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

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

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

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

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

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

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

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage or the district’s *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

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

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or

persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy:

[Policy 3207 – Prohibition of Harassment, Intimidation and Bullying](#)

[Procedure 3207 – Prohibition of Harassment, Intimidation and Bullying](#)

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

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

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

To review the district's Sexual Harassment Policy:

[Policy 3205 – Sexual Harassment Related to Students](#)

[Procedure 3205 – Sexual Harassment Related to Students](#)

What should my school do about discriminatory and sexual harassment?

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

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

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

- Concerns about discrimination:
 - Civil Rights Coordinator: Debbie Carlman, Director of Equity and Achievement:
253.800.2019, Email
- Concerns about sex discrimination, including sexual harassment:

- Title IX Coordinator: Bryan Streleski, Director of Athletics and Security: 253.800.4302, Email
- Concerns about disability discrimination:
 - Section 504 Coordinator: Andrea Landes, Executive Director of Special Education: 253.800.2301, Email
- Concerns about discrimination based on gender identity:
 - Gender-Inclusive Schools Coordinator: Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email

All individuals may be reached at this address: 516 176th Street East, Spanaway, WA 98387.

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

What happens after I file a discrimination complaint?

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

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to [identify the decision maker on appeal identified in board policy (e.g., the School Board)] and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted a HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your

school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

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

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

Our School is Gender-Inclusive

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

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

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211PR, visit [insert website]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Debbie Carlman, Director of Equity and Achievement: 253.800.2019, Email

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

Rights and Responsibilities

You can find the most up-to-date Student Rights and Responsibilities here:

<https://www.bethelsd.org/resources/students-rights-responsibilities>

