

# **LA CONNER ELEMENTARY STUDENT & FAMILY HANDBOOK 2024-25**



**SERVING KINDERGARTEN TO 5TH GRADE**

**School day:** 8:05am – 2:40pm  
**Phone:** (360) 466-3172

**Early release dismissal:** 11:40am

**Mailing address**  
P.O. Box 2103  
La Conner, WA 98257

**Street Address**  
403 North 6<sup>th</sup> St.  
La Conner, WA 98257

Heather Fakkema, Principal  
[hfakkema@lc.k12.wa.us](mailto:hfakkema@lc.k12.wa.us)

Annie McCoy, Secretary  
[amccoy@lc.k12.wa.us](mailto:amccoy@lc.k12.wa.us)

## AT LA CONNER ELEMENTARY:

- We value our diverse **community** and are deeply connected to one another by a commitment to learning.
- We **care** passionately about the well-being of the whole child.
- We believe each **child** is unique and capable of learning, and that all children are worthy and deserving of our best.
- We are **committed** to grow and evolve as we learn how to best serve our students, our community and one another.



## WE ARE LA CONNER BRAVE!

### OUR SCHOOL CULTURE VISION

The La Conner Elementary community is working to build a **joy-filled** school that is **collaborative** and **inclusive**, where each member knows they are **valued**.

### OUR COMMITMENT TO OUR FAMILIES

At La Conner Elementary, we believe that strong partnerships between parents and the school are essential for the academic success and overall well-being of our students. We are committed to fostering a culture of engagement and collaboration with our families. This commitment statement outlines our approach and strategies to promote meaningful involvement of parents in their children's education.

#### Welcoming Environment-

We will strive to create a welcoming and inclusive environment that encourages parents to actively participate in their child's education. This includes:

- Open-door policy: Parents are welcome to visit the school, meet with teachers, and participate in school activities throughout the year. *For issues of safety, we ask that parents pre-arrange classroom visits and check in at the office for a visitor's pass before entering student spaces.*
- Effective communication: We will maintain open lines of communication with parents through regular newsletters, emails, phone calls, Remind App announcements, and a dedicated school website that provides updates on events, academic progress, and important school information.



### **Volunteering and School-Home Collaboration-**

We encourage parents to actively participate in school activities and collaborate with teachers to create a positive learning environment. To achieve this, we will provide the following:

- **Parent volunteers:** We will welcome parent volunteers and allow them to contribute their time and skills in various capacities, such as classroom assistants, field trip chaperones, and event organizers.
- **Parent-teacher conferences:** We will schedule regular parent-teacher conferences to discuss student progress, address concerns, and collaborate on strategies to support each child's individual needs.
- **Homework and learning support:** We will provide parents with guidelines and resources to support their child's completion of homework assignments, encourage regular reading habits, and engage in educational activities at home.

### **Community Partnerships-**

Recognizing the importance of community involvement, we will foster partnerships with local businesses, organizations, and community members. This collaboration will provide additional resources and opportunities for parents to engage with the school and contribute to their child's education.

### **Evaluation and Feedback-**

We are committed to continuous improvement and will regularly evaluate the effectiveness of our parent engagement efforts. We will seek feedback from parents through surveys, focus groups, and informal conversations to identify areas of success and areas for improvement.

At La Conner Elementary, we value the partnership between parents and the school community. By implementing this Parent Engagement Policy, we aim to create a supportive and collaborative environment that empowers parents to actively participate in their child's education. By publishing this family handbook, we aim to create a common understanding of how families and the school can work together to help our students learn. Together, we can ensure the success and well-being of every student in this school.

**La Conner School District Staff**

Superintendent	Dave Cram	360-466-3171
District Secretary	Cherri Kahns	360-466-3171
Director of Teaching & Learning	Beth Clothier	360-466-3171
Director of Special Education	Beth Mills	360-466-3171
Director of Food Services	Kelly Kjarstad	360-466-3171
Registrar	Sarah Walls	360-466-3171
Transportation Coordinator	Marlene Brenton	360-466-3171

**La Conner Elementary Staff**

Principal	Heather Fakkema	360-466-3172
Secretary	Annie McCoy	360-466-3172
Custodian	Kayla Paulson	
Nurse	Monica Cook	

**Certificated Staff**

Kindergarten	Kelly Jungquist, Judy Zimmerman
First Grade	Lisa Hedlund
Second Grade	Michelle Avila
Second/Third Split	Stacy Silver
Third Grade	Becky Swanson
Fourth grade	Eric Adam
Fourth/Fifth Split	Cammy Alumbres
Fifth Grade	Christi Malcomson
Art	Katie Wigal
Music	Karen Rentko
Health & Fitness	Lisa Thomas
LAP/Title	Keith Hunter
Special Education	Kerry Salaz, Danielle Reynolds
Social Worker	Maureen Brennan
Speech Therapy	Tahna Lindquist
Occupational Therapy	Tammie Hallingstad

**Educational Support Staff**

LAP Supports	Heidi Palmgren, Jen Gudmundson, Sally Azure, Naomi Williams, Coral Harper
SpEd Supports	Debbie Forrest, Nicole Taipale, Lindsay Osborne, Maizie McCollum
Tribal ESAs	Cat Nickerson, Sunee Lagerwey, Delia Kaubin, Amber Cayou

## Attendance and Tardy Policy

*On-time daily attendance* makes a big impact on learning! Learning is a social activity, and most classroom learning experiences can't be recreated on an individual basis or through independent work at home. Good attendance in elementary grades helps students learn what they need to know from year to year, and it helps them to be successful in middle and high school. We ask all families to *make on-time daily attendance at school a priority*.

### Chronic Absences

Washington State uses the word "Chronic" to describe absences that add up to 10% or more of the school year. It doesn't matter whether absences are excused or not; the impact on student learning is the same. If a student's absences are "chronic", it means they're missing about a month of school in a year.



### Daily Attendance Procedures

All students are expected to attend school daily from **8:05 AM – 2:40 PM**, in accordance with Washington's compulsory school attendance law (RCW 28A.22S.010).

- The start time for Late Start Wednesdays is **9:25 AM**
- Early release (half) days dismiss at **11:40 AM**

Only the school office can excuse an absence based on timely information.

Excused Absence	Unexcused Absence
<ul style="list-style-type: none"> <li>• Illness (physical or mental)</li> <li>• Family emergency</li> <li>• Medical or dental appointments</li> <li>• Disciplinary action</li> <li>• Military deployment/reunion</li> <li>• Pre-planned vacations when the office is notified prior to the vacation</li> <li>• Religious or cultural observations</li> <li>• Funerals</li> </ul>	<ul style="list-style-type: none"> <li>• Oversleeping</li> <li>• Vacation, when the office is not notified beforehand</li> <li>• Failure to contact the office within 2 days after an absence</li> <li>• Reason given does not meet one of the "excused absence" reasons listed</li> </ul> <p>→ Office contact information is provided below this chart</p>
<ul style="list-style-type: none"> <li>• Five <i>unexcused</i> absences in a month or 10 unexcused absences in a year must be reported to Skagit County Truancy Court.             <ul style="list-style-type: none"> <li>• When this occurs, La Conner Elementary will enter into an attendance agreement with the student and parents to establish requirements for attendance.</li> </ul> </li> <li>• After the 10th <i>excused</i> absence, a <i>note from a healthcare provider will be required</i> for each subsequent illness-related/mental health absence.             <ul style="list-style-type: none"> <li>• Absences will remain unexcused unless a note is received within three school days.</li> </ul> </li> </ul>	

If your child is absent for any reason, please do the following:

- Call the office, 360.466.3172 **OR** email the office [amccoy@lc.k12.wa.us](mailto:amccoy@lc.k12.wa.us) **OR**

text the school using the Remind app

- Contact the classroom teacher to ask for assignments to be made up
- Provide a note from the doctor *if* the absence is 3 days or more for health reasons
- If the absence is pre-planned, make plans with the classroom teacher to make up missed classroom work
- To help us stay connected, update your home, cell, work, and emergency phone numbers on a regular basis. This can be done through FinalForms (on the District website) or by contacting the school office.

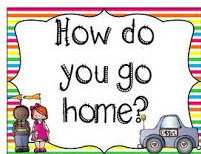
**Our goal is for kids to participate in the learning environment as much as possible. On-time daily attendance is critical to their success!**

## Arrival and Dismissal

Our school doors open daily at 7:55 AM. Prior to that time, there is no student supervision. For this reason, it is important that students do not arrive before 7:55 AM. If you are driving your student to school, and you arrive prior to 7:55 AM, please wait with your child until the school doors open. If your child walks or bikes to school, please ensure that they leave home in time to arrive between 7:55-8:05 AM.

Our drop-off/pick-up loop gets congested quickly in the mornings and afternoons. Please keep traffic moving by pulling all the way forward when you arrive, staying in or with your vehicle (do not park and leave your car unattended), and exiting the loop as soon as it's safe.

## After School Plans



Your child's usual after-school routine should be documented in Qmlativ/FinalForms, as part of the yearly registration process. If the usual routine permanently changes at some point during the school year, please communicate that to the school office and update this information on Final Forms (accessible on our website: [lcsd.wednet.edu](http://lcsd.wednet.edu)).

If you have a short-term or one-time change in your child's after-school routine, it is important that those changes are communicated to the school office by a parent or legal guardian. This can be done by contacting the school office (phone, email, or Remind message) **before 2:15 PM**. It is also important that your child is clear about any changes to their usual after-school routine **before** school each morning, whenever possible.

If the school does not receive notice from a parent or guardian, the student will be sent to their usual after-school destination, as identified in Final Forms. Students will not be permitted to call parents from school at the end of the day to arrange a change, as school telephones must be kept available for school business.

If it is necessary to pick up your child before dismissal time, parents or guardians must sign him/her out in the office **before 2:15 PM**, unless prior arrangements have been made with the school. The

doorbell will not be answered after 2:15 PM, due to the high volume of end-of-day activity at this time.

### **After School Child Care – Braves Hub**

The Braves Hub is LCSD's after-school enrichment/childcare program. It is aligned with the school district calendar and closely follows district policies. Registration is required, but there is no cost to attend the Braves Hub.

The Hub is open immediately after school to 6:00 PM daily, on both full and half days. On Late Start Wednesdays, the Hub is open for before-school care at 7:45 AM. Registered students are escorted by Hub staff from the elementary school to the Hub at the end of the school day.

For information or registration please contact the Hub at 360-399-1921 or call the school office. See the district website for more information.

## **Behavior Management and Discipline**

At La Conner Elementary, our goal is to create a supportive school climate where all students can thrive. Positive Behavioral Interventions and Supports (PBIS) is a proactive framework we use to improve school safety and promote positive behavior. The framework focuses on teaching students clear expectations for behavior, recognizing and rewarding positive behaviors, and providing consistent consequences for inappropriate behaviors. By emphasizing positive reinforcement and preventive measures, PBIS helps us address issues before they become problems, ensuring a safe and productive learning environment for every child. Through collaboration with parents, teachers, and students, we strive to foster a community where kindness, safety (both physical and emotional), responsibility, and readiness to learn are valued and practiced daily.

At LCE, we are-

- Kind
- Safe
- Responsible



Within the PBIS framework, we have designed behavior management systems that aim to **teach students self-discipline**, not to coerce students into compliance through fear, guilt or shame. Self-discipline involves the ability to regulate emotions, understand and relate to the feelings of others, and make responsible decisions about, and take responsibility for, their own behavior. This goal applies to all students, regardless of their learning speed, socio-economic status, race, gender, or any other factors.

In order to achieve this positive learning environment for our students and our school community, La Conner Elementary will proactively:

- Explicitly and consistently teach our behavior expectations
- Focus on prevention and early interventions

- Empower children to build skills for communication, behavior, regulating emotions, and problem-solving

When a response to behavior that negatively impacts our learning environment is required, La Conner Elementary will:

- Respond in a way that is instructional, restorative, and reflective
- Preserves the student's dignity and self-respect
- Involve students and parents in the behavior modification process
- Provide reasonable assurance and clear communication following serious incidents
- Provide, or refer to, additional intervention services, which might include counseling or behavioral health services

La Conner Elementary will always start with behavior responses that are non-exclusionary. However, we may use exclusionary discipline if a student poses an imminent threat of material and substantial disruption of the educational process, or poses an imminent danger to students or school personnel.

All LCSD students are governed by school policy, and regulations are subject to the direction of school authorities under the following circumstances:

- a. On or adjacent to school grounds immediately before, during, or after school hours
- b. At any time when the school is being used by any school group
- c. At a school-sponsored off-campus events
- d. On the school bus

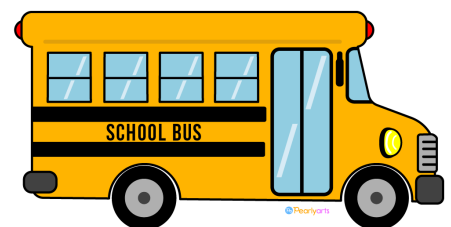
For more information regarding our district's discipline procedures, student and parent rights, etc., please refer to District Board Policy No. 3240 and 3241. For board policy on **harassment, intimidation, and bullying**, please see School Board Policy No. 6590. For board policy on dangerous weapons, please see School Board Policy No. 4210. These and all school board policies are available on our district website.

## Birthday Celebrations

Please see your child's classroom teacher for their in-school birthday celebration policy. Invitations to private birthday parties will only be passed out in school if all students in the class are invited. If only select students are invited to a private party, invitations must be delivered outside of school.

## Bus/Transportation Information

Bus route information is published on the District website. Parents are reminded that students are to ride their assigned bus **unless** parents contact the school directly. **Please see the**





**[Transportation page](#) on the district website for the bus rider rules and procedures for families.**

Parent volunteers are welcome to ride on the bus with children on field trips if space allows, however, other siblings are not allowed to ride. Parents wishing to transport their own children on field trips must fill out a student release form prior to the trip.

### **Cell Phones/ Smart Watches**

In order to limit disruptions to the learning environment, students may not use cell phones or smart watches during the school day. These items may be brought to school with the understanding that once the student arrives at school, the phone/watch will be turned off and will stay in the student's backpack until they leave the school building. If these expectations are not followed, staff will take temporary possession of the device, and it will be returned to the student at the end of the day, on the first offense. If this happens a second time, the device will be held in the office for the student to pick up at the end of the day. If inappropriate device use continues to happen, the device will be kept in the office until a parent or guardian comes to pick it up.

Parents are asked to contact the school office (by phone, email, or Remind text) if they have information that needs to be passed on to their child. Please don't attempt to call or text your child on their personal devices during the school day.

### **Counseling Services**

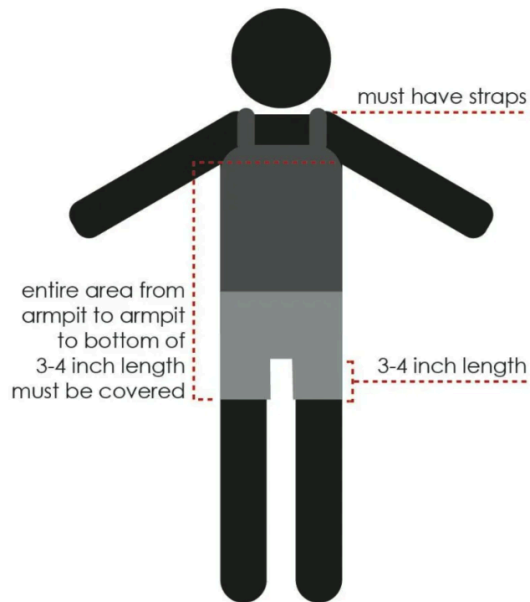


La Conner Elementary has a full-time social worker on staff, rather than a school counselor, who works with students and families to help identify and meet the social and emotional needs of students in order to ensure their success at school.

The social worker's role involves assisting families with needs and services that will support the health and well-being of their student. This includes connecting them with community-based resources and agencies to meet basic needs, including but not limited to food, clothing, shelter, physical/medical care, and social/emotional needs.

If a parent or guardian feels that their student would benefit from these services, including one-on-one counseling or small group social skills practice, please contact our social worker Maureen Brennan by calling the school office at (360) 466-3172, or by email at [mbrennan@lc.k12.wa.us](mailto:mbrennan@lc.k12.wa.us).

## Dress Standard Expectations



Students attending La Conner Elementary are expected to meet the minimum dress requirements for school and age-appropriate dress, as shown in the graphic below.

- Clothes must cover from one armpit across the other armpit, down to approximately 3 or 4 inches in length on the upper thighs
- Tops must have shoulder straps
- Rips or tears in clothing should be below 3 to 4 inches on the upper thigh
- See-through or mesh clothing must have coverage underneath that meets these minimum requirements
- Shoes must be safe for the school environment, which means no heels or slippers, except for school-approved activities
- Hats, hoods, and caps are not to be worn indoors, except for religious reasons, or for school-approved activities

Dress should be comfortable and allow each child to express his/her individuality, while at the same time not infringe upon the rights, or in any way showing disrespect for others. Parents are responsible to see that their child does not dress in:

- Clothing with distasteful or derogatory slogans which includes but is not limited to clothing with reference to drugs, alcohol or violence
- Clothing depicting gang colors or affiliation
- Clothing that states, implies or depicts hate speech or imagery targeting groups based on any protected classification

\*The Administration reserves the right to determine the appropriateness of clothing.

## Emergency Closures

In cases of extreme weather conditions or other emergencies, a school closure or delayed start time may be necessary. For up-to-date information on school operations in these cases, please access our [LCSD website](#), download the Remind app and connect to LCSD, sign up for weather alert texts at King5.com, or listen to local television/radio announcements. If students must be sent home early due to severe weather or health factors, parents of elementary children will be contacted by our emergency response system.

## Field Trips

Each grade level has at least one field trip each year. To be eligible, a student must show that they are reliably able to follow school behavior expectations.



Student safety on off-campus field trips is the responsibility of the staff on the trip. Parents will be required to sign and return a field trip permission slip and medical release form for each field trip. Permission slips are due by the due date listed. Exceptions will only be made if the family communicates that need to the teacher by the due date. **Permission slips will not be accepted on the day of the field trip, no exceptions.**

Parents/guardians are welcome to chaperone field trips, as need is determined by the teacher. Those interested in chaperoning must complete a Volunteer Packet and submit to a State Patrol background check. The packet is available in the school office and on the district website. *The deadline for this paperwork to be submitted to the office is one week prior to the trip.* This process must be completed annually.

## Head Lice Information

We recognize that lice are a nuisance, but they are not a life-threatening issue. In a continued effort to minimize the number of head lice infestations, La Conner Elementary follows the Skagit County Health Department's guidelines on the detection and treatment of lice. If a case of lice is reported, the school verifies (checks) and contacts the parents/guardians to let them know, at which time parents may pick their student up prior to dismissal. If a parent or guardian is unable to come, the students may stay at school, per the Skagit County Health Department, Center for Disease Control, American Pediatrics and Association of School Nurse's recommendations. Families are notified via email if a case of head lice has been reported in their child's classroom. More information is available on the [nurse's page](#) on our district website.

**If your child has a case of head lice**, please treat the student at home immediately and again seven days later.

## Homework

Please check with your child's teacher for their homework policy and requirements. Parents are encouraged to take an active interest in their child's homework and are discouraged from doing the work for the child. Please support your child's success by creating a routine that establishes a time set aside for homework and/or reading every day.

## Lost and Found

**Please label all articles of clothing, backpacks, lunch boxes, etc. with your child's name.**

Students begin leaving sweatshirts and coats behind on the first day of school. If a found item has a student's name on it, the item is returned to the student. If not, it goes on the Lost and Found rack. We make every effort to see that lost items find their owners, but due to volume, we must take the remaining lost items to a local charity twice a year; once at the halfway point, and again at the end.

We highly recommend that parents clearly label their child's coats and other belongings. It will save you money and frustration.

## Meal Information

La Conner Elementary serves free breakfast and lunch every day to every student. Breakfast is served first thing in the morning, in the classroom. Students have the option of eating or not. School lunch is served in the gym and is provided to any student who does not bring lunch from home. Students who bring a lunch but want milk are provided a "3 for free" bag, which includes milk and two servings of fruit/vegetable (a requirement of the federal food program). Families do not need to request or qualify for these meals.



## Medications

If a child needs a prescription or over-the-counter medication during school hours, it must be stored in the office and dispensed by authorized school personnel. The medications must be labeled with the original prescription including the student's name, dosage, physician, and directions for dispensing the medication. **Each year a "Medication Form" must be completed by the parent and signed by the physician and must accompany the prescription stating the exact dates and times the medicine is to be taken.** For more information, please see the nurse's page on the district website. If you have further questions, please contact the school office.

## Parent-Teacher Conferences

Parent-teacher conferences are held twice a year. Please check the student calendar (last page of this document) for the dates. Families schedule their conference times with teachers through Qmlativ, and directions for this process are shared with families prior to the conference dates.

We encourage families to take advantage of both of these opportunities to meet with their child's teachers and learn about their successes in the classroom. Conferences are a time to get to know one another and work together to support your student's learning. Teachers share assessment

data and information about general classroom progress, and families share insights into their child's strengths and struggles.

## **Personal Belongings**

Cash, electronics, toys (including toy weapons), candy, pets, or any other valuable or hazardous item should not be brought to school. If a student chooses to bring a valuable or hazardous item to school, and it becomes damaged or goes missing, the school will not be held responsible.

## **Report Cards**

La Conner Elementary is organized around a trimester grading cycle. Report cards are issued at the end of each trimester (see trimester end dates on the student calendar, last page of this document). Report cards are sent through the mail, to the mailing address provided by families in FinalForms.



We used standards-based grades at La Conner Elementary, rather than the traditional A-B-C-D system. Standards-based grades provide feedback on your child's level of mastering the essential standards in their grade level.

The goal is for each student to achieve a level 3 by the end of the school year; 1's and 2's are not unusual at the start and middle of the year. A "3" is defined as "meeting" or mastering the standard. A "2" is "approaching" or progressing toward the standard; a "1" is "beginning" or below meeting the standard; a "4" is "extending" or moving well beyond the standard.

## **Safety Procedures**

La Conner Elementary understands our responsibility to keep your child as safe as possible in all situations. To this end, we follow Standard Response Protocols which are in place for a variety of emergencies. Protocols are posted in every classroom, and they are explicitly taught and practiced on a monthly basis. Staff members are trained in appropriate emergency responses and have access to first aid and other emergency supplies in the school.

Visitors to campus must sign in at the office and wear a visitor's badge while in the building. Classroom visits must be pre-arranged with that classroom teacher. After the visit, visitors must sign out in the office and return the badge.

In the event of a school-based emergency, families will be notified through our emergency response system. Phone calls to the school office are discouraged in this case, as the office staff will be handling the situation and will need the telephone for emergency use only.



## School Supplies

Students do not need to bring their own school supplies to school. They only need a backpack (clearly labeled with the student's name), and a lunchbox, if they're bringing lunch from home.

Instead of purchasing individual supplies, **families are asked to pay a \$30 supply fee** for each child, each year. This fee covers the cost of paper, pencils, coloring utensils, glue, scissors, etc., for the entire school year. By ordering in bulk, the school is able to purchase these items at a discounted price, saving families money and frustration.

## Student Assessments

Academic assessments take place throughout the school year, in several ways. Teachers assess learning using classroom-based assessments. Benchmark assessments are given to all students, K-5, three times a year, to measure academic growth in reading and math. La Conner Elementary uses the iReady Assessment for this purpose, at the beginning, middle, and end of each year. Each spring, the State of Washington requires standardized testing (Smarter Balanced Assessment), starting in 3rd grade. Results of these tests will be shared with parents as they become available. Each test is just one indicator of the child's academic growth and achievement.

## Student Records

La Conner School District will not release student cumulative record information to persons or agencies without a written parent or guardian consent. Under federal law, schools are authorized to forward student records to schools in other districts to which a student has transferred.

In compliance with the Family Educational Rights and Privacy Act, parents who wish to review their child's records may do so by making a request to the principal. If you feel that something in the record is inaccurate, you may ask to have it corrected or you may have your comments added to the record. If you and the principal cannot agree to the corrections or additions, a hearing with the superintendent may be requested.



## **Volunteer Opportunities**

La Conner Elementary encourages family members to volunteer time assisting classroom teachers, monitoring kids on the playground, and chaperoning field trips. **To be available for any of these opportunities, family members must complete a Volunteer Packet and agree to a State Patrol background check every year.**

Additionally, La Conner School District believes that students should benefit from the vast talent available within our community. We encourage those with real-life experience to share that experience with our students. We welcome family and community members to read with a beginner, help with math, teach a skill, do a project, or just join in the learning experience. For more information on how to volunteer, or to share your talents, please visit the [LCSD website](#) or call the office at 360-466-3172. **\*All potential volunteers must complete a Volunteer Packet and agree to a State Patrol background check.**

**Nondiscrimination Statement for La Conner SD** - La Conner School District does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX, and Section 504 Coordinator, Laurie Crothers, 360-466-3171, [lcrothers@lc.k12.wa.us](mailto:lcrothers@lc.k12.wa.us); P.O. Box 2103, La Conner 98257-2103.



## New Annual Notice Requirements for Student Handbooks & School Websites

Beginning with the 2024–25 school year, [a new Washington state law](#) requires each school district to publish OSPI's model student handbook language in handbooks and on websites to notify their school community of district policies and procedures related to harassment, intimidation, and bullying (HIB); discrimination; sexual harassment; and gender-inclusive schools.

On April 5, 2024, OSPI published a bulletin to outline these new requirements, introduce the new model handbook language, and provide guidance on implementation:

- [OSPI Bulletin No. 018-24: New Requirements for Annual Notices Regarding Discrimination, Harassment, Intimidation, and Bullying](#)
- [Model Student Handbook Language \(DOCX\)](#)

The Model Student Handbook Language is also available on OSPI's [Notification Requirements, Staff Training, and Outreach Materials](#) webpage.

## Questions and Assistance

For questions regarding this bulletin or the new requirements, please contact Sarah Albertson, Managing Attorney, Equity and Civil Rights, at 360-725-6162 or email [Sarah Albertson](#).

For questions regarding discriminatory harassment, sexual harassment, or gender-inclusive schools, contact the [Equity and Civil Rights Office](#) at 360-725-6162.

For questions regarding HIB, please contact the School Safety Center at 360-725-6068 or email [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us).

## 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, during school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and outlines our school's response process.

### What is HIB?

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

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school”

HIB may involve an observed or perceived power imbalance and is either repeated multiple times or highly likely to be repeated. By law, HIB is not allowed in our schools.

### How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whomever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([HIB Reporting Form](#)) but reports about HIB can be made in writing or verbally. If you are uncomfortable revealing your identity, you can make your report anonymously, or you can make it confidentially if you prefer not to share it 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, Director of Teaching and Learning Beth Clothier, 360-466-3171 ext. 3294, [bclothier@lc.k12.wa.us](mailto:bclothier@lc.k12.wa.us) PO Box 2103, 404 N 6th Street, La Conner, WA 98257 who 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 action 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 of 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.

Please see the district's HIB Policy [\[3207\]](#), Procedure [\[3207P\]](#), and Form [3207F](#) for more information about the HIB complaint process, including important timelines.

## **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. It occurs 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 [321Q](#) and Procedure [321OP](#).*

### **What is sexual harassment?**

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment.

Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

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

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

*To review the district's Sexual Harassment Policy [3205](#) and Procedure [3205P](#).*

### 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 also address any effects the harassment had on the student, including eliminating the hostile environment and ensuring that it 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:** Superintendent David Cram, 360-466-3171 ext. 4005, [dcram@lc.k12.wa.us](mailto:dcram@lc.k12.wa.us)  
PO Box 2103, 404 N 6th Street, La Conner, WA 98257

Concerns about sex discrimination, including sexual harassment:

**Title IX Coordinator:** Secondary Principal Christine Tripp, 360-466-3171 ext. 2117, [ctripp@lc.k12.wa.us](mailto:ctripp@lc.k12.wa.us),  
PO Box 2103, 404 N 6th Street, La Conner, WA 98257

Concerns about disability discrimination:

**Section 504 Coordinator:** SPED Director Beth Mills 360-466-3171 ext. 4006, [bmills@lc.k12.wa.us](mailto:bmills@lc.k12.wa.us)  
PO Box 2103, 404 N 6th Street, La Conner, WA 98257

Concerns about discrimination based on gender identity:

**Gender-Inclusive Schools Coordinator:** Director of Teaching and Learning Beth Clothier,  
360-466-3171 ext. 3294, [bclothier@lc.k12.wa.us](mailto:bclothier@lc.k12.wa.us) PO Box 2103, 404 N 6th Street, La Conner, WA  
98257

Concerns about discrimination based on Harassment, Intimidation, and Bullying:

**Harassment, Intimidation, and Bullying:** Director of Teaching and Learning Beth Clothier,  
360-466-3171 ext. 3294, [bclothier@lc.k12.wa.us](mailto:bclothier@lc.k12.wa.us) PO Box 2103, 404 N 6th Street, La Conner, WA  
98257

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, Superintendent David Cram will provide 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 the La Conner

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](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

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

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: [equity@k12.wa.us](mailto: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](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

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

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

- Website: <https://www.ed.gov/>
- Email: [ocr@ed.gov](mailto:ocr@ed.gov)
- Phone: 800-421-3481

### **Our School is Gender-Inclusive**

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

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity

- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender

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- 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 [3211P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Director of Teaching and Learning Beth Clothier, 60-466-3171 ext. 3294, [bclothier@lc.k12.wa.us](mailto:bclothier@lc.k12.wa.us) PO Box 2103, 404 N 6th Street, La Conner, WA 98257.

## 2024-25 District Calendar

## 2024-2025 La Conner District Calendar

## August

- 26 New Staff Orientation  
 27 Staff In-Service Training (incl. Safe Schools)  
 28 Teacher In-Service Training  
 29 Teacher In-Service Training  
 0 Student Days

## August 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## September

- 2 Labor Day (No School)  
 3 Braves Day  
 4 First Day of School (Early Release)

19 Student Days

## October

- 14 Indigenous Peoples Day (No School)

22 Student Days

## October 2024

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## November

- 1 End of 1st Quarter  
 11 Veterans Day (No School)  
 25-26 No School Students (Conferences)  
 27-29 Thanksgiving Break (No School)

17 Student Days

## December

- 2 End of Trimester  
 6 Early Release  
 20 Early Release All  
 23-31 Winter Break  
 15 Student Days

## December 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## January

- 1-3 Winter Break  
 20 Martin Luther King Jr. Day (No School)  
 22 School Day - Treaty Day (Swinomish)  
 31 Early Release Students - End of Sem (2nd Qtr)  
 19 Student Days

## February

- 2 Groundhog Day  
 14 Snow Makeup Day or (No School)  
 17 President's Day (No School)

18 Student Days

## February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## March

- 13 Early Release Students (PM Conferences)  
 14 Early Release Students (Conferences)  
 14 End of Trimester

21 Student Days

## April

- 2 End of 3rd Quarter  
 4 Early Release  
 7-11 Spring Break (No School)

17 Student Days

## April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May 2025

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## May

- 23 Early Release (All)  
 26 Memorial Day (No School)

21 Student Days

## June

- 6 Last Day for Seniors  
 10 Awards for Seniors  
 11 8th Grade Promotion (630pm)  
 12 High School Graduation (5pm)  
 16 Early Release - Last Day of School  
 17 Snow Makeup Day or (No School)  
 11 Student Days

## June 2025

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## KEY

	EARLY RELEASE STUDENTS
	EARLY RELEASE ALL
	SNOW MAKEUP DAY
	LATE START WEDNESDAY
	NO SCHOOL ALL
	NO SCHOOL STUDENTS
	STAFF PD

## LCSD WILL HOLD ACTIVITIES IN REMEMBRANCE OF THE FOLLOWING DATES

- 9/17 Constitution & Citizens Day  
 10/14 Indigenous Peoples Day  
 11/2025 Treaty Day (Swinomish)  
 4/22 Earth Day  
 6/14 Flag Day  
 6/19 Juneteenth