

CASCADE ELEMENTARY SCHOOL

PARENT / STUDENT HANDBOOK

2023-2024



Cascade Elementary
Marysville School District No. 25
5200 100TH Street NE
Marysville, WA 98270
Phone: 360-965-1200
Fax: 360-960-1204

Alene Arakawa, Principal
Elisa Strong, Assistant Principal

Cascade Elementary
5200 100th Street NE
Marysville, WA 98270
(360) 965-1200

School Colors: Blue and Gold
Mascot: Cougar

VISION: Cascade students, staff, families and community are committed to engage, inspire and prepare each student to be critically thinking, resilient, life-long learners who demonstrate academic excellence, strong moral character, and who are life ready.

CORE BELIEFS AND GUIDING PRINCIPLES

1. All students will learn with appropriate instruction and support.
2. Quality education requires a safe, supportive, caring, and academically challenging environment.
3. Differences in learning styles are recognized and addressed through a variety of instructional strategies.
4. The students, staff, families, and our community share responsibility for education and learning.
5. Education empowers individuals to create their future.
6. High expectations and accountability lead to high performance.
7. All people are of inherent worth and are our greatest resource.
8. Diversity strengthens our community.
9. Quality employees are essential to a quality school.
10. Decision-making is a complex process that requires knowledge, guidelines and involvement.

Dear Cascade Families:

Welcome to Cascade Elementary!

The information in this handbook contains our school rules, procedures, and guidelines here at Cascade Elementary School. These procedures and guidelines are intended to protect the safety, welfare, and well-being of our students. We hope it will be a useful resource for you throughout the year. Please be aware that there are additions and/or revisions to this handbook each year. You are encouraged to review the contents of this handbook and share all appropriate information with your child. As a parent or guardian, your interest and involvement with your child's education will promote a positive attitude toward learning and academic achievement. Should you have any questions about the contents of our Cascade handbook, please contact me.

We look forward to working with you to provide a quality educational experience. Thank you for sharing your children with us. We appreciate the opportunity to work together.

Sincerely,

Alene Arakawa
Principal



Cascade Elementary

5200 – 100th Street NE, Marysville, WA 98270

#360-965-1200

Building Map



Cascade Elementary School

TRACK

TRACK

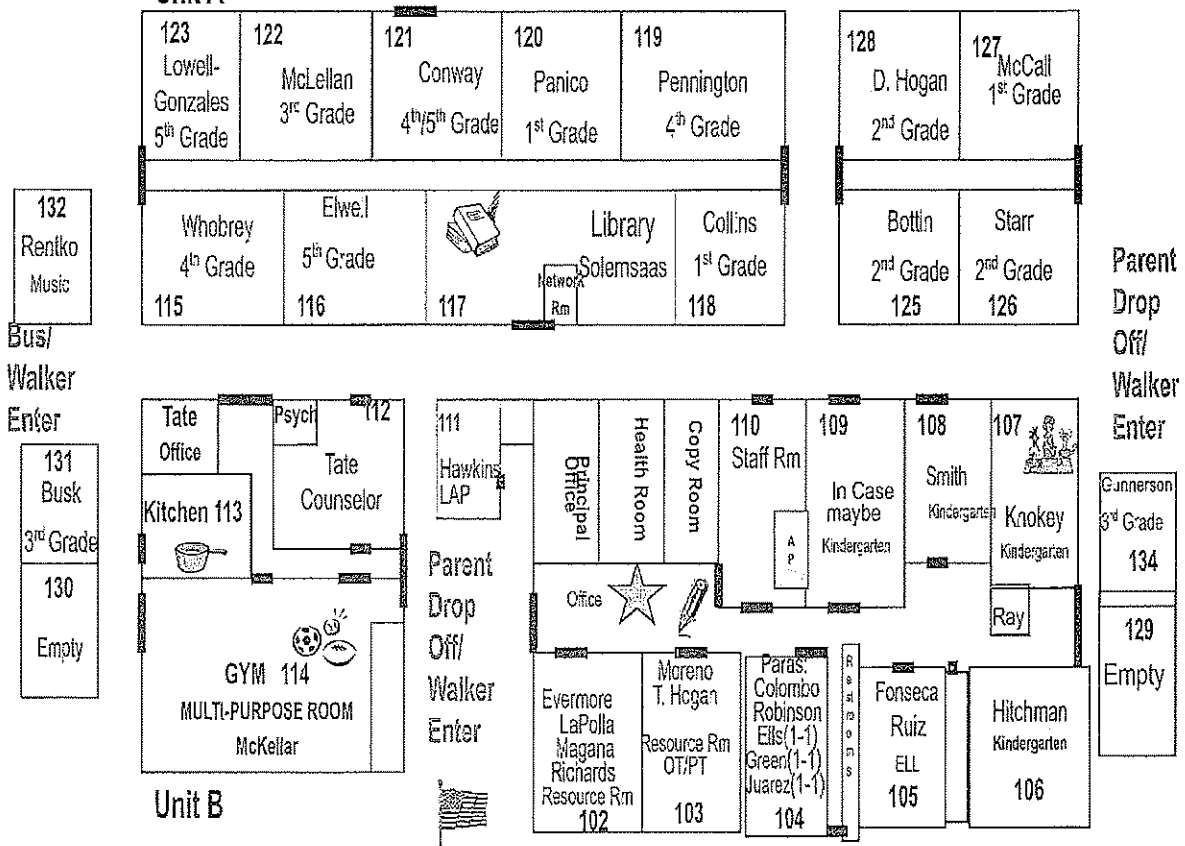
2023-2024



Covered Area

Unit A

Unit C



Cascade Elementary Staff

2023-2024

ADMINISTRATION

Principal	Alene Arakawa
Asst. Principal	Elisa Strong
Office Manager	Tracy Armstrong
Office Assistant	Cindi Davis

Kindergarten	Sarah Hitchman Jennifer Knokey Shandi Smith	First Grade	Cyndi Collins Kaitlyn McCall Melissa Panico
Second Grade	Stacie Bottin David Hogan Deborah Starr	Third Grade	Donna Busk Dustin Gunnerson Michelle McLellan
Fourth	Melanie Pennington Kelly Whobrey Brianna Conway (⁴ / ₅)	Fifth	Brianna Conway (⁴ / ₅) Paige Elwell Marshall Lowell-Gonzales
Counselor	Erica Tate	LAP	Tammie Hogan Ross Hawkins
Resource Room	AlmaLee Evermore Luna Moreno	P.E. Specialist	Karen McKellar
ELL	Ana Fonseca	Librarian	Susan Solemsaas
Music Specialist	Karen Rentko		
Psychologist			
OT		SLP	Dave Ray
PT		RN	Mary Nyblod

Head Custodian
Custodian
Health Room Assistant
Paraeducator
Paraeducator
Paraeducator
Paraeducator
Para Educator
Paraeducator
Paraeducator
Paraeducator - ELL
Kitchen Manager
Kitchen Assistant
Kitchen Assistant
Native American Liaison

Megan Wright (Day Shift)
Joyce Burling (Swing Shift)
Sheryl Hillman
Mary Colombo
Monica Ells
Jen Green
Sylvia Juarez
Kelsey Lapolla
Jazmin Magana
Kelly Richards
Diane Robinson
Ana Ruiz
Kimala Erickson
Sharon McKenzie Tutlis
Julia Collins



Cascade Student Support Services

Occupational Therapist

Cascade's OT works here and at other sites with children who qualify for special help because of demonstrated needs in the areas of gross and fine motor skills (large and small body movement skills-for example, walking, holding a pencil). Parental permission is required for assessment and all services.

School Counselor

Cascade's full-time school counselor supports students by working with them individually, in small groups, and within the classrooms. Problem solving, friendship skills, empathy, respect for self and others, and self-management are among the areas of focus the counselor utilizes to assist students so they can do their best learning. Support with parenting and behavioral issues is also available, and referrals for parents and students who need further support can be provided.

School Psychologist

Cascade's school psychologist works here at Cascade and at other sites within the District. They collaborate with school staff and parents to better understand student's learning, development and behavior. The psychologists' responsibilities include testing and coordination of assessment for special programs. Students are referred to a psychologist by a school team of professionals with permission of the parent/guardian.

Speech and Language Therapist (SLP)

Cascade's Speech and Language Pathologist assesses students and works individually, in small groups, or in the classroom with students who might qualify for special education services in the areas of pronunciation (articulation), processing and other language areas.

STUDENT INFORMATION

SCHOOL HOURS

Grades K - 5

9:25 AM - 3:45 PM

ATTENDANCE:

If your child is going to be absent for five (5) days or longer for a reason other than illness, please ask your child's teacher for an Independent Study Contract prior to the absence. This request should occur at least five (5) days prior to the absence so that the teacher can plan accordingly. Work must be completed during the absence and returned to the teacher the first day of the student's arrival back to school.

BACK-TO-SCHOOL / OPEN HOUSE EVENTS

Back-to-School / Meet and Greet events are an opportunity for you to meet your child's teacher, receive information regarding class curriculum and instruction, view classroom and student materials and review student standards and expectations. Should you want to speak with the teacher regarding your child specifically, a conference may be scheduled for another time. Both students and family members are welcome at these events.

BEFORE / AFTER SCHOOL SUPERVISION

The school doors open for breakfast at 8:55 AM. If your child is having breakfast, they may arrive and go straight to the cafeteria. Outside school supervision begins at 9:05 and your child should **not** arrive before 9:05 am. Prior to this time, the school is not able to provide supervision for students. (Safety Patrols are outside directly before and after school at intersections and crosswalks around the school to promote safety for students walking to school.) Our school day ends at 3:45 PM. Unless your student is staying for a pre-arranged special activity, there is no supervision after 3:45 PM. **Please make transportation arrangements for, and with, your child before the school day begins and alert the school office as soon as possible should there need to be a change.**

BICYCLES

Students in 3rd, 4th, and 5th grades may ride their bikes to school. Students interested in riding a bike to school must complete a bicycle registration form available in the front office. Bicycles are to be ridden to school and back home, and not on the school grounds. Students using bicycle transportation are to walk their bikes to and from 100th Street or 51st Street during school hours. Because safety is a primary concern to all of us, rules of the road are to be followed by all bike riders. Helmets and bicycle locks are recommended for all riders. Students who choose not to follow the bicycle safety rules will have their bike riding privileges suspended.

BUS SAFETY

Students riding the school buses are to follow five (5) basic rules in order to provide a safe bus ride to and from school:

1. Listen to and obey the bus driver at all times.
2. Remain safely seated. Speak softly and use appropriate language.
3. Respect other people and all property.
4. Keep head, hands, and all objects inside the bus windows.
5. Eating and drinking are not allowed on any buses.

COMMUNICATION

We believe that parent-school communication is essential for a successful educational experience. All flyers and notices will go home each Monday in our "Monday Mail" folders. The School/ PTA newsletter is published once each month and provides information regarding school activities, important dates, and programs. Please discuss with your child the importance of bringing all letters and flyers home. Families may also receive school information on our Cascade Cougar Facebook Group and via Thrillshare or our Remind App.

We encourage families to contact the school with questions or concerns regarding their child's progress. **The classroom teacher is the best initial contact.** Parents are encouraged to email the teacher directly or call the office and leave a message. The teacher will return your call to discuss your concern and/or set up an appointment. The principal and assistant principal are also available to you as part of that process, both during and after a conference with the teacher.

CONFERENCES

Teachers will schedule at least two conferences with each student's parent during the school year. Parents are encouraged to contact the teacher at any time if they have questions or concerns. Regular communication between the home and school is critical.

SUGGESTIONS FOR PARENTS AT A SCHOOL CONFERENCE:

1. Decide in advance what you want to ask the teacher. Write down questions to prepare for the conference.
2. Ask the child if there is anything he/she would like you to discuss with the teacher.
3. Share information about your child with the teacher. We are more effective in working with your child when we know about him/her.
4. If you have a concern, remain calm until you and the teacher have had time to discuss it thoroughly.
5. Ask the teacher how you can help meet some of your child's needs at home and try some of the suggestions.
6. Schedule informal conferences in advance. Teachers cannot interrupt their classes during the day.

The principals, learning support teachers, and counselor are available to discuss parent concerns or questions; however, **PARENTS SHOULD TALK TO THE TEACHER FIRST, UNLESS IT IS AN EMERGENCY OR URGENT MATTER.**

CURRICULUM AND INSTRUCTION

All students receive a comprehensive balanced educational program that includes instruction in Balanced Literacy (reading, writing, listening, and speaking), mathematics, science, social sciences, physical education, library/media tools, and music. Extracurricular activities exist on campus to support the academic program. We welcome any family or community involvement in the educational program here at Cascade.

DAILY SCHEDULE

School hours are from 9:25 am – 3:45 pm Monday through Thursday and 9:25 am – 2:15 pm on Fridays. All students have a 15-minute recess in either the morning or afternoon and a 30-minute lunch/recess break. **Students are to arrive on campus no earlier than 8:55 am if eating breakfast at school; 9:05 if not eating breakfast.** If not eating breakfast, students are to line up in their designated area following our LINE UP policy. Similarly, there is no supervision after school. All students are expected to leave campus right after dismissal unless they are involved in an approved after-school activity.

Students should not be on Fantasy Fortress at dismissal unless they are with a parent or caretaker.

DISASTER PREPAREDNESS

Cascade Elementary has an emergency disaster plan that is reviewed and modified each year. Monthly “fire” and/or “earthquake” drills are conducted so our students are familiar with the process of exiting the buildings rapidly and reporting to designated areas for accounting purposes. We also hold “lockdown” drills during the year in the event that there may be police activity in the near vicinity. In that case, students move immediately to the nearest building and remain “locked in” that building until the situation is resolved. **During a lockdown, no one is allowed to either enter or exit the building until the lockdown is canceled.** Specific information will be sent home in the event of a lockdown. The safety of all concerned will continue to be our highest priority.

DISMISSAL / LEAVING EARLY

Students are expected to be picked up or begin their walk home promptly after dismissal time. Any student dismissed early from school must be signed out of the office by an adult listed by the parents on the Emergency Information Card before the student is allowed to leave. Parents are asked to list **ALL authorized individuals** on the student’s emergency cards. Any adult arriving at the office to pick up a student must be prepared to have a photo **ID** to show to our office staff in order to ensure your child’s safety.

You are encouraged to establish a regular routine for your child at the end of the school day. In the event of a change in plans, send a note to school or call early in the day. **Late notifications about a change in plans often make it difficult to get the message to our students in a timely manner.**

DRESS CODE

We believe that appropriate clothing for school contributes to the child’s total attitude toward school. The appearance of the student is a direct reflection of pride in themselves and in their school. Student dress and appearance must not be hazardous to the health and safety of anyone in school, nor can it have a negative effect on or be disruptive to the learning process. T-shirts, sweatshirts, jackets, jewelry, and hats with words or pictures that display alcoholic beverages, tobacco products, drugs, inappropriate language or designs, racial slurs, etc., or that display offensive words, obscenities, pictures or gestures that endorse violent behavior are not allowed.

Appropriate footwear protects feet and is necessary for student safety at recess and PE. **Flip-flops** should not be worn to school. **“Heelys”** as well are not to be worn at school with the wheels in place. Our uneven paved areas prove to be unsafe for these shoes. Gang-related clothing is not suitable, including bandanas and altered caps with gang tags.

A violation of the dress code will result in the student being asked to change the clothing in some manner to come into compliance with the code. A phone call home may also be made asking parents to bring a change of clothing. If a parent cannot be contacted or is unable to bring a change of clothing, alternate clothing may be loaned to the student from the Health Room.

EMERGENCY INFORMATION

Cascade maintains an emergency plan that is in place to care for all children in the event of an emergency, such as an earthquake, snowstorm, power outage, and others. Parents are

encouraged to have an emergency plan in place for their families in the event of such an emergency. It is critical that we have **accurate and current emergency information** on file for your child at school. This includes a home phone or cell phone listing and two (2) additional local phone listings should we be unable to reach you. These additional listings should be people who would be able to come to school should the need arise.

There is a possibility that school could be dismissed early during the day, for which families need to be prepared in advance. We will contact you via our voice messaging service if that is happening. **Phoning school during an emergency is not a realistic expectation.** Please do not call the school office. It will be important to keep our lines clear for communication and emergency services.

On the Internet, go to www.schoolreport.org

1. **Please keep emergency information up-to-date.** In case of an emergency, we rely on this information to be accurate. Students will only be released to the person(s) listed as emergency contacts on the emergency cards. **Photo ID will be required in all cases.**
2. If an emergency were to occur, students would be taken to a safe area of the school. A specific area would be designated and clearly marked as "Student Pickup." Parents should report to that area, check in with photo ID, and then wait there for their child(ren). In order to avoid confusion and misinformation, we ask that **parents not collect their children themselves from classrooms or the playground.**
3. If you should need to come to school during an emergency, it is important to maintain calm and be as patient as possible.

HEALTH INFORMATION

If a child is ill or injured at school he/she will be given emergency treatment in the Health Room and parents will be notified. If parents cannot be reached, the person listed on the student's Emergency Card will be called. **Please list adequate emergency contacts and phone numbers on your child's emergency card.**

A family can request that a child stay in from recess in the front office **only** if the student has an injury and/or condition that would be further complicated by recess play. This could include sprained or broken limbs, serious bouts of asthma, or recovery from a serious illness. Unfortunately, this does not include the common cold or minor illnesses. We do not have sufficient available space in our front office to house many children during recess.

We recognize that at times it is necessary for students to take medication at school. **Only medication prescribed by a physician can be administered at school by office or health room personnel.**

In accordance with State laws, all oral medications require a signed written order from the licensed medical practitioner and parent/guardian that includes the name of the medication, the dosage to be administered, and the reason for giving. All medications must be in the original labeled container. Medication forms are available in our school health room. **The illegal distribution of prescription medications is prohibited.**

State law allows schools to administer oral medications only. Inhalers and nebulizers are included. Injectable medications required for life threatening events, such as

epinephrine may also be administered following the same requirements. Epinephrine may come to school in the form of an EPI PEN only.

When to Keep Your Child Home: We coordinate with the Snohomish Health District in protecting children from certain symptoms of communicable diseases. Please see the last page of this publication for a list of common symptoms, which may require your student to be kept home.

INSURANCE

Students **are not** automatically covered with medical or accident insurance by the school district, but various plans are available. If your child isn't covered by a family plan, please consider purchasing student insurance. One low-cost policy covers your student at school and while traveling to and from school. Another plan covers a student at all times. There is also a dental plan. Insurance information will be sent home with all students. This is a voluntary program offered for your convenience.

LIBRARY

Our librarian is eager to share the books and other resources in the library with our students. All books checked out to students become their responsibility to care for properly. Please urge your child to return books on time. A monetary fine will be assessed for lost or damaged books.

LOST AND FOUND

Annually hundreds of dollars worth of children's clothing end up in our school's Lost and Found. **Please mark your children's clothing with their full name in permanent ink, so we can return clothing items to students.** Lost items may be claimed at any time during the school year from our Lost and Found, which is located in the gym hallway. Please check in with the front office and wear a Visitors badge while looking through the Lost and Found. Unclaimed items will be donated to a local charity twice each year.

NURSE

Cascade's registered nurse is available on an on-call basis and for emergencies as needed. Our Health Room Assistant is on staff each day helping students with illnesses and injuries. She also coordinates in-school provision of health services such as medications, vision, and other health screenings.

PTA

The Cascade PTA is open to all parents, teachers and interested members of our community. The PTA is intended to support student's learning and assist with special school functions. They sponsor many activities throughout the school year for our children. Membership fee is \$11.00 for individual memberships per year. While we encourage all PTA members to become active in some capacity here at Cascade, membership does not obligate participation in school activities. PTA meetings are held monthly here at Cascade and are open for all to attend.

RECESS

Recess is scheduled periodically during the school day, year round, in order for students to get an exercise break. Please send your child with appropriate clothing for the weather, including coats, gloves, hat, appropriate footwear or boots, etc. as necessary.

REPORT CARDS

Report cards are issued two (2) times per year (January and June), based on a semester system. Report cards are intended to provide you with a good understanding of your child's progress toward meeting Washington State standards. Always feel free to contact your child's teacher if you have any questions or concerns regarding your child's progress, achievement and/or behavior.

SCHOOL ACCESS / PARKING

The entrance for visitors/volunteers to the school is the north, main entrance. Parking is available in the front lot or in the Mountain View Presbyterian Church lot across the street. The drive on the east side of the building, near the portables, is for buses and staff parking. **The two lanes in the front lot are not intended for parked cars. Please do not leave your vehicle unattended.** The right lane is for pick-up, while the **left lane is for drive-through. There is no left turn onto 100th Street before or after school.** Both lanes should turn right onto 100th Street, being considerate of all other drivers. Please drive slowly and carefully and be patient with the heavy traffic.

SCHOOL LUNCH PROGRAM

Breakfast and Lunches are available to all students for no cost. Breakfast is available from 8:55-9:25 AM. If your student is bringing a home lunch, please make sure it is non-perishable and your child can open all of the packages or containers.

SCHOOL TELEPHONE / CELL PHONES

Pupil use of our business phones is limited to emergency use. Arrangements for visiting friends, club meetings, etc. need to be made in advance at home. All calls must be made from the school office. **Students are not allowed to use cell phones or other devices from home while on school grounds.** All cell phones must be turned off and must remain in backpacks during school hours.

STUDENT PICTURES

Each fall, arrangements are made with a private photographer to take individual pictures of students for school records. As a service to parents, these pictures may be purchased on a prepaid basis. Classroom pictures are taken later in the year and may also be purchased by parents. Occasionally throughout the school day, teachers may photograph or video record lessons or activities with students. These photos or videotapes may be utilized in staff professional development sessions throughout the school district, may be posted on the district website, or may be compiled into a slide presentation to be viewed by Cascade guests and families. **If you do not wish your child to be photographed or to participate in a video presentation, be sure to notify the school office. Such a request must also be noted on your child's emergency card.**

TARDIES

Not only is regular attendance important, but also coming to class on time is equally important. There are some things that cannot be learned without being physically present. **We want to encourage all students to be on time.** The tardy bell rings at **9:25** each morning, so students need to be in line ready for class at that time. Our overall goal is to ensure that all students get the best education possible. A pattern of tardies will result in a referral to the district truancy officer. A total of **18** tardies is equal to **3 days** of unexcused absences and **30** tardies is comparable to **5 days** of unexcused absences. If this should occur, the Becca Bill requires a conference meeting with you and your child to discuss his/her attendance.

TOYS / VALUABLES

Because toys often cause disruption of the educational process, we limit most toys at school. The use of **cell phones and other electronic games or devices will not be allowed during school hours.** Such electronic tools must be turned off and kept in backpacks until after school hours.

VOLUNTEERS

Parents are the first teachers of their children. Public schools partner with families to promote children's growth and development as life-long learners. **We welcome your involvement at school!** All volunteers must complete background check information and have **Washington State Patrol clearance** approval before they can be involved with student activities. These forms are available in the front office and may take up to two weeks for processing. Washington State Patrol clearance is effective for **two (2) consecutive years** in most cases. Once approved, **all volunteers must sign in at the front office when entering the building. They must wear a visible "VISITOR" badge at all times.** Volunteer opportunities at Cascade include:

CLASSROOM:

Assisting teachers with preparation of materials, helping students in reading, math and spelling, providing arts, crafts, and special projects and activities, etc.

LIBRARY:

Typing, shelving books, creating bulletin boards, etc.

LUNCHROOM / PLAYGROUND:

Helping to supervise, organizing games, walking the track with groups of students, etc.

ALL volunteers and visitors are required to check in at the office prior to working in the classroom or school.

VISITORS

We welcome the legal guardians of our students to visit the classroom and their child. A class visit does not require a volunteer clearance but has other requirements. Please schedule classroom visits with the classroom teacher 24 hours prior to the visit and check in with the office regarding the visitor policy requirements. On the day of the scheduled classroom visit, sign in at the office and get a visitor badge.



Cascade Elementary Visitor Policy

We welcome the legal guardians of our students to visit the classroom of their child. Please read through the visitor guidelines and sign below indicating agreement to these policies.

- Teachers require a 24 hour notice that a visitor will be coming to their classroom, please schedule this visit with the teacher or the office.
- When scheduling, communicate the reason for your visit:
 - Help your child focus or with academic tasks
 - Observe your child academically or socially
 - View classroom procedures, teaching materials & class conduct
- If you would like to have a discussion with your teacher, please schedule an appointment when students are not in the classroom.
- Prior to visit, stop by the office to sign in and get a visitor badge.
- Keep any information regarding students, families and staff confidential. Any concerns should be reported to the teacher, school principal or designee.
- Visitors will follow district, school and classroom rules, procedures and policies.
- Visitors are not required to complete the volunteer application with a background check. Volunteers who have been approved with a volunteer application may interact with other students in the classroom as directed by school staff. Visitors will only interact with their child.
- If a visitor becomes disruptive or interferes with the learning environment, they will be asked to leave the classroom.

Parent /Guardian Signature

Parent /Guardian Signature

VOTER REGISTRATION

The school office staff has mail-in voter registration forms available in the front office.

WEEKLY FOLDERS or "MONDAY MAIL"

A student work folder, including work produced during the prior week, will be sent home each week on Mondays. Parents should review the weekly progress of the student and make arrangements for a conference with the teacher if necessary. Parents should keep the material that is in the folder. We make an effort to include any special bulletins or announcements in this folder, so be on the lookout for these important communications.

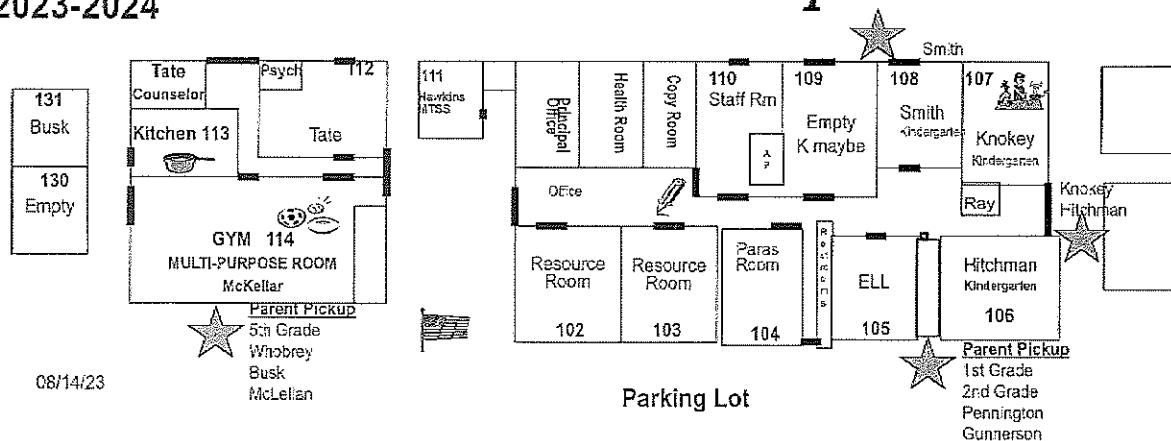
Dismissal Procedures

Parents - please help us with a safe and orderly dismissal!

- Patrol students will pick up Kindergarten and 1st Grade students who take the bus and walk them to the bus.
- Kindergarteners may be picked up at their classroom at the end of their school day.
- 1st - 5th grade teachers will be taking students to the designated pick up spot for their classroom. If you meet with your student on campus, please look at the map for the pick up spot.
- If you have a change in dismissal (example-bus to parent pickup) please send a note with your student or call the office 30 minutes prior to their dismissal. Do NOT send change of dismissal plans via email or Remind since teachers do not always check their email until the end of their day. If we do not hear from you, we will send them home their usual way.
- Except for kindergarten, parents are asked to stay outside of the gates around the school to maintain safety protocols and social distancing requirements.

Dismissal Map

2023-2024



DISCIPLINE POLICY

Cascade Elementary believes that in order for students to develop and maintain a positive self-image and behave in a productive manner, it is necessary to have a discipline policy which emphasizes the positive, recognizes and rewards responsible actions, and stresses student decision-making. We believe that good behavior will, in turn, lead to improved learning and academic success for all students.

The following guiding principles are designed to guide students toward positive choices in determining their own behavior.

Cascade Cougars: Will **Be Respectful**
Will **Be Safe**
Will **Be Kind**
Will **Be Ready to Learn**
Will **Be in the Right Place**

These student expectations are visible to all students in all classrooms, displayed on posters and are made available to parents and families through the Student/Family Handbook, which is revised annually and available online at the beginning of the school year. Parents and students are expected to read and discuss the handbook carefully.

Students are actively encouraged to learn and develop responsibility for their own behavior. The **consequences** are a direct reflection of the choices they make. Positive choices will result in positive consequences. **Classroom incentives / activities** will be determined by the students and the teachers in each class to acknowledge students' academic achievement and social successes.

In order to support students with these expectations, Cascade employs a part time Assistant Principal and a full-time school counselor. Proactive approaches to discipline include teaching students about self-control (the true definition of discipline) and positive, appropriate choices in life. Student involvement in the classrooms with programs such as Second Step, Zones of Regulation, and Kimochis are utilized at all grade levels K-5. Student self-referral, parents and families, and classroom teachers make referrals to the school counselor.

Please take the time to review the rules with your child. The success of our behavior plan depends on our working together as a team to teach and reinforce appropriate behavior. This will ensure that Cascade remains a safe environment for all children. Together we can help them develop a positive attitude and teach them to be successful members of our Cascade and Marysville communities. Students shall comply with all rules of conduct adopted by the District in this policy. All school staff will enforce the rules:

- on the school grounds during and immediately before and after school hours;
- on the school grounds at any other time when the school is being used by a school group(s);
- off school grounds at a school activity, function, or event, including field trips;
- while being transported to or from any school-sponsored event;
- off school grounds if the actions of the student materially or substantially interfere with the educational process

STUDENT SAFETY

Every student has the right to feel safe and secure at school. We have a no-tolerance policy in place regarding the possession or use of drugs, alcohol and tobacco on school property, or possession of any object that can reasonably be considered a weapon. Possession of a firearm or other dangerous weapon, as defined by law enacted by the Legislature, will result

in the student's expulsion and notification of law enforcement and the parents or guardians. **We also will not tolerate exceptional misconduct actions including physical or verbal harassment of any kind (bullying, sexual harassment), vandalism, theft or intentional physical injury of peers. Consequences for offenses can include suspension or expulsion. Behavioral compliance with these policies is mandatory.**

Students will be reminded of this policy if they choose not to follow it, or they may be referred directly to the office for repeated incidents.

Misbehavior is rated as mild, moderate or severe. Circumstances may dictate different responses to different students, depending on the intention, developmental abilities of the child and the frequency of the behavior. At Cascade we view mild and moderate misbehaviors as teaching opportunities and respond accordingly.

The principal will handle serious violations, which will result in one or more of the following consequences:

- Conference with student
- Loss of privileges
- Assignment of additional tasks (restitution)
- Phone call to parents
- Request for parent conference
- Written or direct apology by student
- Repair or cleanup of any damaged area
- Payment for any destroyed property
- Exclusion from classroom
- Restorative conference with teacher and/or classmates
- In-school and out-of-school suspension or expulsion
- Threat Assessment & creation of safety plan

Drug Free School Policy

Illicit drugs and unlawful possession and use are illegal and harmful. Possession, use, manufacture, distribution, showing evidence of having consumed, selling, soliciting, or facilitating the use of alcohol or illegal drugs is prohibited. Possession of drug paraphernalia or any time thought to be such is also prohibited. The illegal distribution of prescription medication is also prohibited. While in attendance at school or school-sponsored events, students must remove themselves from any situation where such activities are occurring. Students understand

that the community *encourages* them to report any situation which poses a danger to the health or safety of themselves and fellow students or which represents a violation of state laws, district policy, and the code to which school leaders are committed. Counseling is available for any student(s) who may be involved or thought to be involved with alcohol or illicit drugs.

Gang Activity

Gang activity or displaying the symbols of gang affiliation is prohibited. A "gang" consists of three or more persons with identifiable leadership who, on an ongoing basis, regularly plan together and take actions mainly for criminal purposes. Gang symbols include the use of hand signals, handwriting and/or the presence of clothing, jewelry, accessories, graffiti, or manner of grooming, which because of its colors, arrangement, trademark, symbol alteration, or any other attribute, designates membership in a gang. Corrective action for gang

affiliation or use of symbols can include confiscation of gang related items, parent notification, and possible suspension depending on the circumstances.

Harassment, Intimidation, and Bullying

Cascade will not tolerate any form of harassment, intimidation, and/or bullying behavior. Students shall not participate in, plan to participate in, or plan with others to engage in harassing acts that injure, degrade or disgrace, or then to injure, degrade or disgrace other individuals. Harassment is any intentional written, verbal, or physical act or attack on another person by individuals or groups that:

- physically harms an individual or damages an individual's property; or
- has the effect of substantially interfering with an individual's education; or
- is so severe or persistent that it creates an intimidating or threatening school environment; or
- has the effect of disrupting the orderly operation of the school

Some of the prohibited harassment behaviors include, but are not limited to, verbal taunts, name-calling and put-downs, physical violence, physical restraint, and attacks; threats and intimidation; extortion or stealing of money and possessions; or exclusion from the peer group.

"Bullying" is generally systematic or repeated acts of harassment used to threaten, intimidate, or abuse another person or group.

This policy applies to students while on campus, adjacent to the school grounds, while walking to/from school, on or during transportation to school-sponsored activities, or at the bus stop. Possible consequences for violations of this policy can include a warning and/or appropriate discipline up to and including in-school suspension, or short-term out-of-school suspension, depending on the severity of the violation. No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten (10) school days during any single semester, and no

loss of academic grades shall be imposed due to the suspension. No student in grades 5 and above shall be subject to short-term suspensions for more than a total of ten (10) school days in a single semester. All students subject to corrective action are afforded due process under the law. Reference may be made to WAC 180-40.

Any person who experiences or observes this type of behavior should bring the matter to the attention of the school principal or other school personnel immediately. The appropriate school authorities will investigate all incidents promptly. No form of retaliation against the reporting person will be tolerated.

Weapons (and school security)

Board policy has long forbidden students to bring weapons to school or school-sponsored activities. Items in the following categories are defined as weapons:

- A) any firearm (hand or long guns, bombs, grenades, rockets with a propellant charge of more than 4 oz., mines, missiles with more than ¼ oz. charge), spring-loaded BB or pellet guns, any air gun that propels a BB, pellet or other projectile with compressed air or gas, any other device from which a projectile may be fired by explosive force, or any part which can readily be assembled into a firearm or bomb;

- B) any knife or similar item dangerous to others defined as follows:
- 1) Any knife having a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle, or which opens by gravity or centrifugal force, the blade of which, when open, projects from the handle;
 - 2) Any knife having any device of any kind that holds the blade partially or totally open, the blade of which when opens projects from the handle;
 - 3) Any knife, dirk, or dagger of any kind (including pocket knives and jack knives). This is intended to include all knives such as butcher knives or other knives that do not close, other than those provided and supervised by, and used as part of a school's curriculum program;
 - 4) Any razor or ice pick, other than those provided by, supervised by, and used as part of a school's curriculum or program;
- C) devices commonly known as "sling shots," "slung shots," "sand clubs," "metal knuckles," "nun-chu-ka sticks," or "throwing stars"; fireworks or firecrackers
- D) any other object that is carried for the purpose or with intent of inflicting injury on or intimidating other persons including mace, pepper spray, stun gun, chemical spray or personal protection devices designed to disable an individual.

Consequences for bringing a firearm as described above are as follows:

- A. One calendar year mandatory expulsion
- B. Notification of law enforcement
- C. Notification of parents
- D. Modification on a case by case basis by the chief school officer

***Note: Plastic and other toys replicating weapons, such as guns or knives are not allowed on school grounds. Possession of these toys may result in up to three (3) days of suspension. This is a weapon-free school, which includes replicas.**

Search and Seizure

The principal, assistant principal, and/or an authorized representative possess the authority to investigate and correct student misconduct. To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and his/her effects and may seize any illegal or unauthorized materials discovered in the search. This could be any item considered dangerous to the health or safety of students or school personnel, or any item considered disruptive to the functions and mission of the school. All searches by school employees shall be reasonably related to the objectives of the search and excessively intrusive. The school official may search when she/he has a reasonable suspicion, "just cause", to believe that a student is in possession of illegal or unauthorized materials.

There shall be no expectation of privacy for the students in certain areas such as cubbies, desks, and/or book bags should there be a particular and focused suspicion on an individual. These searches may be made at any time and without notice in accordance with RCW 28A.210.240.

RCW 70.155.080 A person under the age of eighteen who purchases or attempts to purchase, possesses, or obtains or attempts to obtain cigarettes or tobacco products commits a class 3 civil infraction under chapter 7.80 RCW and is subject to a fine as set out in Chapter 7.80 RCW, or participation in up to four hours of community service, or both. In order to protect children in the public schools from exposure to the addictive substances of nicotine, the use of all tobacco products on public school property is prohibited according to RCW 28A.210.310.

Marysville School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW28A.640 Officer, Section 504 Coordinator and/or ADA coordinator.

Marysville School District is a drug and tobacco free workplace

Rights and Responsibilities of the Entire MSD Community

Student Rights and Responsibilities	Parent/Guardian Rights and Responsibilities
<p>All students have the right to:</p> <ul style="list-style-type: none"> • Be treated with courtesy, respect, and dignity. • Attend school and be valued members of the school community. • Learn in a safe environment that is free of bullying, harassment, and discrimination. • Receive instruction in order to learn school behavior expectations and social and emotional skills. • Access appropriate support and services to succeed in school. • Receive a written copy and clear explanation of the SSBH, including the process to appeal disciplinary decisions. • Tell their side of the story and/or report unfair treatment to a person in authority. • Participate in decision-making to determine which interventions and consequences will be used in response to disciplinary issues. • Maintain personal privacy. Personal belongings may be searched only if the principal has a reasonable suspicion that the student possesses evidence of a crime, stolen goods, drugs, weapons, or other illegal or prohibited items (MSD policy). • Have a parent/guardian or advocate present at conferences on readmission from out-of-school suspension. 	<p>All parents/guardians have the right to:</p> <ul style="list-style-type: none"> • Be treated with courtesy, respect, and dignity. • Feel welcomed, valued, and connected to school staff and the school community. • Access opportunities to learn school behavior expectations. • Receive a written copy and clear explanation of the SSBH, including the process to appeal disciplinary decisions. • Work in partnership with school staff to support their child's learning and healthy development at home and at school. • Engage in regular, two-way, meaningful communication with school staff regarding their child's academic and behavioral progress. This includes the right to be notified in a timely manner when their child is removed from the instructional environment for a substantial amount of time due to their behavior. • Monitor student academic progress (e.g., through Family Access). • Actively participate with school staff in solving problems related to the child's behavior. • Advocate for their child and report any unfair treatment to a person in authority.
<p>All students have the responsibility to:</p> <ul style="list-style-type: none"> • Show respect and courtesy to all students, staff, families, and school visitors. This includes respecting individual differences, cultural diversity, and the property of others. • Attend school daily, be prepared for class, engage in classroom activities, and complete all assignments. • Contribute to a safe learning environment by managing their own behavior and reporting harmful or dangerous situations to an adult. • Understand and follow all school rules and instructions given by school staff. • Bring to school only those materials that are allowed. • Inform parents/guardians of school-related issues and give them any materials sent home by the school or district. 	<p>All parents/guardians have the responsibility to:</p> <ul style="list-style-type: none"> • Show respect and courtesy to all students, staff, families, and school visitors. This includes respecting individual differences, cultural diversity, and the property of others. • Provide a working phone number in order for schools to effectively communicate with families. • Review the content of the SSBH with their child. • Understand the school's behavior expectations. • Work with the school as a collaborative partner. This includes working with staff to maximize their child's strengths and to support the child to make changes in their behavior as needed. • Inform school officials about concerns in a timely and respectful manner. • Support their child to resolve problems peacefully while at school in order to contribute to a safe and positive school climate. This includes helping the child express anger without verbal attacks or physical violence.

Teacher/Staff Rights and Responsibilities

All teachers/staff have the right to:

- Be treated with courtesy, respect, and dignity.
- Work in a safe environment that maximizes staff performance and student learning.
- Access opportunities for professional development and training to assist in creating and maintaining a thriving classroom environment that is respectful, engaging, vibrant, and culturally relevant.
- Access support for addressing student behavior when such conduct cannot be handled within the classroom environment.

All teachers/staff have the responsibility to:

- Show respect and courtesy to all students, staff, families, and school visitors. This includes respecting individual differences, cultural diversity, and the property of others.
- Intentionally implement race-conscious interventions in an effort to reduce disproportional behavior outcomes for students and have plans for monitoring and evaluation.
- Foster ongoing, positive relationships with all students and families.
- Welcome families to be engaged in the learning process both in the classroom and at home.
- Create a positive classroom and school climate for all students, using effective classroom management strategies that extend to all school environments.
- Explicitly teach, acknowledge, and reinforce behavior expectations.
- Provide social and emotional skill instruction.
- Intervene promptly when inappropriate behavior occurs. This includes providing corrective feedback, reteaching behavioral expectations, following the Individual Education Programs (IEPs) and Behavior Support Plans of students, and adhering to procedures for student removals from the learning environment when needed.
- Work with students and their parents/guardians to develop, implement, and monitor behavior interventions that support students in changing their behavior using a progressive system of support.
- Apply the SSBH in a fair, equitable, and consistent manner and accurately record inappropriate student behavior following the established protocol.
- Respect the right of students to maintain personal privacy. Personal belongings may be searched only if the principal has a reasonable suspicion that the student possesses evidence of a crime, stolen goods, drugs, weapons, or other illegal or prohibited items (MSD policy).
- Follow up promptly on reports of bullying as required by MSD policy.

School Administrator Rights and Responsibilities

All school administrators have the right to:

- Be treated with courtesy, respect, and dignity.
- Work in a safe environment that maximizes staff performance and student learning.
- Access support from the district central office to create and maintain a thriving school environment that is respectful, engaging, vibrant, and culturally relevant.

All school administrators have the responsibility to:

- Show respect and courtesy to all students, staff, families, and school visitors. This includes respecting individual differences, cultural diversity, and the property of others.
- Intentionally implement race-conscious interventions in an effort to reduce disproportional behavior outcomes for students.
- Foster ongoing, positive relationships with all students and families.
- Create a safe and caring school climate that maximizes learning.
- Welcome families to be engaged in the learning process both in the classroom and at home.
- Create, monitor, and assess a schoolwide management system.
- Welcome parents/guardians as valued partners in their child's learning. This includes creating opportunities for regular, two-way communication and active participation at problem-solving meetings by accommodating schedules and meeting language needs.
- Review the SSBH with students, staff, and parents at the beginning of each school year and revisit it as necessary throughout the year.
- Guide the School-Based Leadership Team and Student Support and Intervention Team in using and reviewing schoolwide behavior data and evaluating the effectiveness of behavioral interventions. This includes monitoring data to identify and address disparities.
- Ensure that all school staff meets the expectations outlined in the section entitled "Teacher/Staff Rights and Responsibilities."
- Support staff in implementing appropriate behavior interventions.
- Apply the SSBH in a fair, equitable, and consistent manner and accurately record inappropriate student behavior and interventions and consequences following the established protocol.
- Follow procedures for student removals from the learning environment.
- Notify parents immediately if a student's inappropriate behavior results in an out-of-school suspension.
- Notify parents, in a timely manner, of inappropriate behavior and the consequence if there is not an out-of-school suspension.
- Respect the right of students to maintain personal privacy. Personal belongings may be searched only if the principal has a reasonable suspicion that the student possesses evidence of a crime, stolen goods, drugs, weapons, or other illegal or prohibited items (MSD policy).
- Respond promptly to reports of bullying as required by MSD policy.
- Ensure that accurate and complete data-entry procedures are being followed and ensure that collection, monitoring, and evaluation systems are utilized at the school level. This includes using disaggregated data to allocate resources to support student behavior as well as evaluating program and staff effectiveness.

Central Office Rights and Responsibilities
All central office staff have the right to:
<ul style="list-style-type: none"> • Be treated with courtesy, respect, and dignity. • Work in a safe environment that maximizes staff performance.
All central office staff have the responsibility to:
<ul style="list-style-type: none"> • Show respect and courtesy to all students, staff, families, and school/district visitors. This includes respecting individual differences, cultural diversity, and the property of others. • Intentionally implement race-conscious interventions in an effort to reduce disproportional behavior outcomes for students and have plans for monitoring and evaluation. • Provide schools with the necessary resources, professional development, and technical assistance to implement the <i>SSBIH</i>. • Communicate to all district staff that creating a positive school culture, supporting positive student behavior, and developing appropriate interventions and consequences are critical district priorities. • Ensure that accurate data collection, monitoring, and evaluation systems are available and utilized at the school and district levels. This includes using disaggregated data to allocate resources to support student behavior as well as evaluating program and staff effectiveness. • Create a safe and caring climate for all district stakeholders. • Engage in ongoing monitoring of the implementation of the <i>SSBIH</i> and intervene as needed to ensure that it is enforced in a fair and equitable manner.

Board of Directors Rights and Responsibilities
All Board of Directors members have the right to:
<ul style="list-style-type: none"> • Be treated with courtesy, respect, and dignity.
All Board of Directors members have the responsibility to:
<ul style="list-style-type: none"> • Show respect and courtesy to all students, staff, families, and school visitors. This includes respecting individual differences, cultural diversity, and the property of others. • Use qualitative and quantitative data to evaluate, approve, or reject policies that promote thriving school environments that are respectful, engaging, vibrant, and culturally relevant. • Ensure that district administrators utilize appropriate data collection, monitoring, and evaluation systems. • Receive regular data reports. • Expect schools to develop and implement research-based, data-driven plans to reduce lost learning time and disproportionality in student consequences.

Protections for Students With Disabilities

Nothing in this handbook replaces or substitutes any student rights as guaranteed by the Individuals with Disabilities Education Act (IDEA) or state law. Students with a disability will always be entitled to the rights and protections afforded to them by state and federal law and shall not be removed from the learning environment unless doing so is in accordance with the law.

Washington Rules for the Provision of Special Education

The Marysville School District is committed to providing all students with a fair and equitable application of behavior support systems. For information regarding students with disabilities, under IDEA, including students in the referral process, please refer to Chapter 392-172A WAC. For information regarding students with disabilities under Section 504, please refer to the MSD Section 504 Guidebook.

Attendance

Absences and School Attendance

Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates. Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAC 392-400-325 will also be considered excused. Parents or guardians should notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence.

Truancy

Under Washington state's truancy law RCW 28A.225.030, the school/district is required to take specific actions when students are truant.

- Parents will be notified in writing or by phone after one unexcused absence in a month.
- A parent conference will be initiated after three unexcused absences in a month in order to improve the student's attendance.
- The parent and school must enter into a contract to improve the student's attendance after five unexcused absences in a month, or the case may be referred to a Community Truancy Board,
- The school district may file truancy petitions with the juvenile court after seven unexcused absences in a month or ten unexcused absences in an academic year.

Students who demonstrate chronic absenteeism or tardiness may be required to meet with school staff or the building principal to develop a plan to support the student's educational progress.

All students are expected to remain on campus for the entire school day. There are exceptions for high school students whose parents request that they be excused during lunch and students whose parents request attendance at another school or school-related activity during the school day.

PRACTICE RESPONSIBLE ELECTRONIC AND CELL PHONE USE: POLICY 3245

Students in possession of electronic devices (electronic devices include but are not limited to cellphones, MP3 players, games, and headsets) shall observe the following conditions:

- Electronic devices shall not be on or out during class. Electronic devices may be turned on and operated only during non-class time unless an emergency situation exists that involves imminent physical danger or a school staff person authorizes the students to do otherwise;
- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual;
- Devices shall not be used to threaten, harass or intimidate: Violators are subject to both school and legal consequences;
- Devices are used with the permission by the teacher, including Chromebooks and headsets;
- Misuse of devices and cell phones will result in confiscation in any classroom, including distraction to the learning environment;
- Teachers may confiscate students' cell phones and return them at the end of the period or turn them into the office for students to retrieve at the end of the day. In this case security and/or administration will send an email home to parents reminding them of the policy;
- If a student continues to violate the policy, their devices (including cell phone) will be confiscated and may only be retrieved by the parent/guardian at the end of the day;
- If students have an emergency and need to use a phone, they may come to the Main Office to do so.

UNDERSTAND THE CONSEQUENCES OF CHOOSING NOT TO ADHERE TO THE RESPONSIBLE USE OF ELECTRONIC DEVICES

First Offense: Students who "forget" are warned the first time;

Second Offense: The teacher will confiscate the device and return it at the end of the period;

Third Offense: The device will be taken to the front office for the remainder of the day and may be picked up when a student is ready to leave school;

Fourth Offense: The device will be taken to the front office and must be picked up by a parent/guardian;

After the fourth offense, the device will be taken to the front office, and a meeting will be set up, which may result in the device being required to be left in the front office daily;

- Students who do not follow teacher directives will be acting in defiance, which could result in a disciplinary referral;
- Students who violate this policy will be subject to disciplinary action, including confiscation and losing the privilege of bringing the device onto school property.
- After repeat offenses, the device may only be returned to the student's parent/guardian.

ings to watch for....

- Unexplained damage or loss of clothing and other personal items
- Evidence of physical abuse, such as bruises and scratches
- Loss of friends
- Reluctance to participate in activities with peers
- Loss of interest in favorite activities
- Unusually sad, moody, anxious, lonely, or depressed
- Problems eating, sleeping,
- Headaches, stomachaches, or other physical complaints
- Decline in school achievement
- Thoughts of suicide

Kindness: Pass it around



What to do if you're bullied....

- Look at the person bullying you and tell him or her to stop in a calm, clear voice.
- If speaking up seems too hard or not safe, walk away and stay away. Don't fight back. Find an adult to stop the bullying on the spot.

How can you report bullying:

4 EASY WAYS

- <http://1248.alert1.us>
- 1248@alert1.us
- 360.799.5414
- Text your tips to 360.799.5414



SAFESCHOOLS
ALERT



Tips for Students:

- Stay away from bullies
- Tell someone
- Avoid bad situations
- Make friends
- Project confidence

Bystanders can:

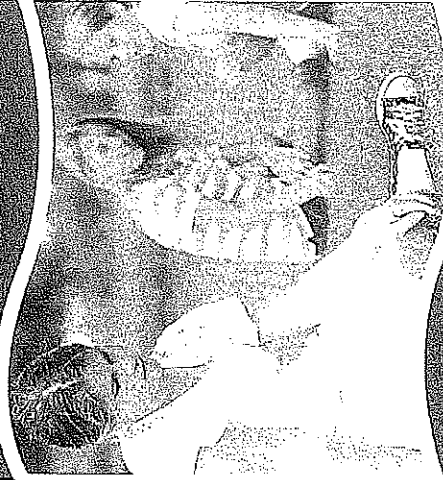
- Speak Up
- Stand Up
- Go tell someone
- Your involvement makes a difference

Staff Training:

- All Staff receive annual HIB training



Harassment, Intimidation and Bullying (HIB)



4220 80th Street NE Marysville, WA 98270
360-965-0000

Definition of Harassment, Intimidation and Bullying:

harassment, intimidation or bullying" means any intentionally written message or gesture - including those that are electronically transmitted - verbal, or physical act, including, not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical ability or other distinguishing characteristics, in an act:

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



Conflict vs. Bullying –

What's the difference:

Conflict is a disagreement or argument in which both sides express their views.

- Equal power between those involved
- Generally stop and change behavior when they realize it is hurting someone
- Remorse – take responsibility
- Is a natural part of human relationships

Bullying is negative behavior directed by someone exerting power and control over another person.

- Goal is to hurt, harm or humiliate.
- Person bullying has more power*.
* "Power" can mean the person bullying is older, bigger, stronger, or more popular.
- Continue behavior when they realize it is hurting someone.
- No remorse – no effort to solve a problem

Bullying occurs in many different forms, with varying levels of severity. It may involve:

- Physical Bullying: poking, pushing, hitting, kicking, beating up
- Verbal Bullying: yelling, taunting, name-calling, insulting, threatening to harm
- Relational Bullying: excluding, spreading rumors, getting other to hurt someone
- Cyberbullying: Sending hurtful messages or images by Internet or cell phone

Kindness: Pass it around



Cyberbullying:

Cyberbullying is a type of bullying that happens online or through text messages or emails.

- Always think about what you post. You never know what someone will forward. Being kind to others online will help to keep you safe. Do not share anything that could hurt or embarrass anyone.
- Keep your password a secret from other kids. Even kids that seem like a friend, they could give your password away or use it in ways you don't want.
- Talk with your child about safe and responsible use of the Internet and cell phone, and about the dangers of cyberbullying.
- Most of all encourage them to tell you if they are being cyberbullied or if they know others who are.

Marysville School District

Report it!





SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.


REPORT TIPS ON:


- Bullying
- Intimidation
- Harassment
- Weapons
- Drugs
- Other

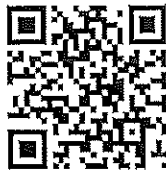
4 EASY WAYS

 <http://1248.alert1.us>

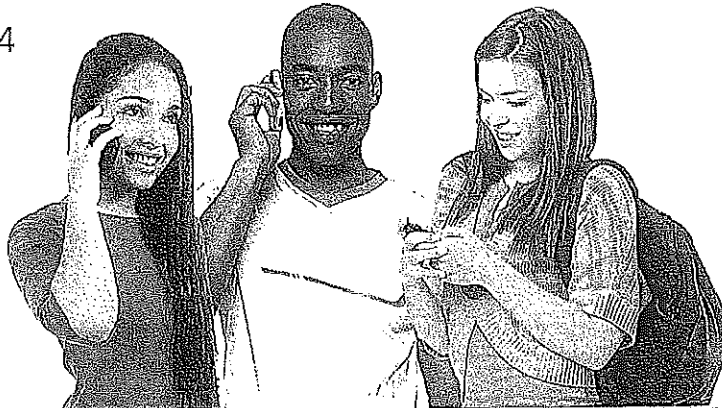
 1248@alert1.us

 360.799.5414

 Text your tips
to 360.799.5414



 safeschools
ALERT



For emergencies, always call 911. All tips submitted to our SafeSchools Alert system are taken seriously and will be acted upon. Please be responsible with your submissions.

NONDISCRIMINATION AND SEXUAL HARASSMENT

Under state law, information about every school district's sexual harassment policy and complaint procedure must be included in staff and student handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school or district (WAC [392-190-058](#)). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC [392-190-060](#)).

The Equity and Civil Rights Office at the Office of Superintendent of Public Instruction (OSPI) has developed the following sample language that districts can include in student and staff handbooks to meet these requirements.

NONDISCRIMINATION

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

- Civil Rights and Harassment Intimidation & Bullying Coordinator – Gregg Kuehn, Director of Risk Management, Facilities, and Maintenance, gregg_kuehn@msvl.k12.wa.us, 360-965-0110; 4220 80th St NE, Marysville, WA 98270
- Title IX Coordinator- Tracy Souza, Director of Student and Staff Well-Being tracy_souza@msvl.k12.wa.us, 360-965-0076; 4220 80th St NE, Marysville, WA 98270
- Section 504 Coordinator and ADA Coordinator - Stephanie King, Executive Director of Special Education, stephanie_king@msvl.k12.wa.us, 360-965-0174; 4220 80th St NE, Marysville, WA 98270
- Gender Inclusive Coordinator - Eneille Nelson, Executive Director of Equity & Family Engagement, eneille_nelson@msvl.k12.wa.us, 360-965-0008; 4220 80th St NE, Marysville, WA 98270

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here [Board Policy:3210](#) and [3210P](#)

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: **Board Policy 3205** and **3205P**.

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Gender Inclusivity

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

Discrimination and discriminatory harassment may be reported to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a written complaint. Address: 4220 80th Street NE, Marysville, WA 98270. Website: www.msd25.org.

Policies that address these issues are 3210 "Non-Discrimination," 5010 "Non-Discrimination and Affirmative Action," 3205 "Sexual Harassment of Students Prohibited," 3207 "Prohibition of Harassment Intimidation and Bullying," 3211 "Gender-Inclusive Schools" and 2162 "Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973". These Policies are available online at www.msd25.org at your school or at the District office: 4220 80th Street NE, Marysville, WA, 98270, 360-965-0000.

Gender Inclusivity

Info from Eneille.Policy 3211and 3211P

Complaint Process to the School District

- **Non-Discrimination: Policy and Procedure** **Board Policy 3210 3210P**
- **Sexual Harassment: Policy and Procedure** **Board Policy 3205 3205P**
- **Gender Inclusivity: Policy and Procedure** **Board Policy 3211 3211P**

Step 1. Write Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the

complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand-deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](http://www.k12.wa.us/equity), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](http://www.ed.gov/ocr)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](http://www.humanrights.wa.gov)