

EAGLE CREEK ELEMENTARY STUDENT/PARENT HANDBOOK 2025-2026



1

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Arlington, WA 98223
Office: (360)618-6270

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<https://www.asd16.org/o/eaglecreek>

This handbook is also available online

Table of Contents

● Eagle Creek Daily Schedule.....	Page 3
● Attendance.....	Page 4-6
● General Info.....	Page 7-13
● Emergency.....	Page 9
● The Big 5.....	Page 14-15
● Behavior.....	Page 13
● Harassment.....	Page 16-19
● Health.....	Page 26-31

Eagle Creek Elementary School

Daily Schedule

Monday – Thursday

8:40	Teacher’s Contract Day Begins
8:55	First Bell
9:10	School Begins Flag Salute Attendance Lunch Count
3:40	End of School Day
4:10	Teacher’s Contract Day Ends

Grade	AM Recess	Lunch	Lunch Recess	PM Recess
1st	10:00-10:15	11:40-12:05	12:05-12:25	2:30-2:45
2nd	10:45-11:00	12:25-12:45	12:45-1:05	2:30-2:45
3rd	10:45-11:00	12:25-12:45	12:45-1:05	2:30-2:45
4th	10:00-10:15	12:05-12:25	12:25-12:45	2:45-3:00
5th	10:45-11:00	12:05-12:25	12:25-12:45	2:45-3:00
Kindergarten	10:00-10:15	11:40-12:05	12:05-12:25	2:30-2:45

Friday Schedule *(Lunch and two recess times are scheduled)*

8:40—Teacher’s Day Begins
8:50—Breakfast
9:10—School Starts
2:40—Dismissal
3:10-4:10—Staff Professional Development

Attendance

Regular school attendance is a key factor in academic success. Students who miss less than **nine** days of school each year stay engaged, successful, and on track to meet standards and graduation.

What does research say about school attendance?

- Attendance affects achievement.
- Attendance is a habit.
- Kids who miss school in the early grades are more likely to be chronically absent in later years.
- Attendance = Graduation
- By 6th Grade absenteeism is one of the three signs that a student will drop out of high school.
- Attendance is a team effort!

School staff are here to work with families when students are missing too much school.

WHAT WE NEED FROM YOU	OUR PROMISE TO YOU
<ul style="list-style-type: none">-Support regular school attendance by sending your child to school every day!· Establish regular evening routines.· Send your child to school unless they show signs of severe illness....fever, vomit, diarrhea, severe cough, strep throat or doctor order to stay home.· Schedule appointments and vacations outside of school hours when possible. If this is not possible, complete a pre-arranged absence form with the front office.· Call the school attendance line when your child is absent 360 618 6271.	<ul style="list-style-type: none">·Track daily attendance and notice when your child is not at school.·Communicate with you to understand why your child is absent.·Work with you to identify barriers and supports available to overcome attendance challenges.· School staff who are here to support:<ul style="list-style-type: none">• Classroom Teacher• School Counselor• Administration

GUIDING PRINCIPLES

- The purpose of taking daily attendance is to provide educators with meaningful data that signals when a student is missing instructional time.
- Absences should not be used in a punitive manner; they give us an opportunity to respond proactively to support students to re-engage.

EXCUSED ABSENCE

Regular school attendance is necessary for mastery of the educational program provided to the students of the District. At times, students may be appropriately absent from class. The following are valid excuses for absences: (Board Policy #3122)

- Participation in District or school approved activity.
- Illness, Medical Appointment, Medical/Health Condition
- Family Emergency
- Court
- Religious
- Absence due to mental health
- Post secondary appointments
- State recognized search and rescue activities
- Absence related to the student's homeless status
- Absence related to disciplinary/corrective action
- Pre-arranged Absence (form required)

PRE-ARRANGED ABSENCE (EXCUSED)

A parent/guardian may request a pre-arranged absence for their student for a reason that does not meet one of the above requirements, however it must be mutually agreed upon and determined that it will not have a serious adverse effect on the students' educational progress. Requests at least one day in advance for each day of absence using the District Pre-Arranged Absence Form is required and includes a plan to ensure the student does not fall behind.

EXCUSED ABSENCE CONFERENCE (ELEMENTARY)

Any absence can be impactful to a child's academic progress. State law requires schools to meet with parents to identify barriers to regular school attendance when a child has accumulated:

5 excused absences in a month.

10 excused absences in a year.

When your child reaches this level of absenteeism, you will receive a letter requesting you to set up a meeting with a school official (Meetings are not required for prearranged absences or those that are accompanied by a doctor's note). The goal of the meeting will be to identify barriers to attendance and create a plan to improve attendance.

ATTENDANCE NOTIFICATION

Parents/Guardians must notify the school as soon as possible when their child will be absent from school via Family Access, phone, Log in to Family Access and mark the appropriate reason for the absence or call the school attendance line: **360-618-6271**

UNEXCUSED ABSENCE and TRUANCY- Mandatory School Attendance Law

The mandatory school attendance law (RCW.28A.225.010) requires all juveniles between 8 and 18 years old attend school.

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria outlined in Policy 3122. Failure to attend class without parent/guardian or school authority knowledge is truancy and will result in school intervention and may result in juvenile court proceedings.

Under state law (RCW.28A.225.010):

- After 1 unexcused absence in a month, the school will inform the parent by phone.
- After 3 unexcused absences in a month, the school will initiate a parent conference to improve the student's attendance. If the parent or guardian does not attend the conference, the parent/guardian will be notified of the steps the District will take to reduce the absences.
- After 5 unexcused absences in a month, or 10 unexcused absences in an academic year, the District will enter into an agreement with the student and parents/guardians to improve the student's attendance. The District may refer the student to a Community

Truancy Board, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

- If the student is not in compliance with a court order resulting from a truancy petition, the school will file a contempt motion.

Please work to make regular attendance at school a habit for your child.

TARDIES (Arriving late or leaving early)

Punctuality is important. Parents must come into the office window and check their child in when arriving after 9:10, to get a pass to class. Parents will be contacted if the child has excessive tardies or early dismissals to determine a solution.

GENERAL INFORMATION

BATHROOM USE

Students need to practice proper hygiene when entering and inside the bathrooms. Students should wash their hands in the bathroom and will be encouraged to use the hand sanitizer when re-entering the classroom.

BOOKS AND EQUIPMENT

Classroom, library books and equipment should be treated with respect at all times. The student is responsible for replacement costs if an item is damaged or lost and/or not returned. If a lost book is found, refunds can be made by returning the book and the payment receipt.

BREAKFAST AND LUNCHES

K-5 Breakfast and lunch are free for the 2025-2026 school year.

All school families can access meal accounts by logging on to Family Access.

Breakfast will include a main item like cereal, breakfast bar, muffin, etc. with their choice of milk and fruit. Students are expected to be seated while they eat, clear their own garbage, wipe their area clean, and leave the cafeteria by 9:08. Students arriving after 9:05 can still get breakfast but will need to eat in their pod outside their classroom.

Lunches include a hot item, milk, fruits, and vegetables. Students are required to take 3 items, students must take at least 1 fruit or 1 vegetable. Students eat at an assigned table with their class. Students are expected to enter the lunchroom from recess calmly and quietly, be seated while they eat, clear their own garbage, and wipe their area clean.

BUS RULES AND SAFETY

Students are given a copy of the Bus Rules at the beginning of the school year to ensure safe operation of the bus. If you have concerns, please contact Transportation at 360-435-3307.

Bus Rules can be found at

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5628/APS/5795281/APS_Bus_Rules.pdf

CHANGE IN ROUTINE

Changes in routine ***must be*** communicated from the legal parent/guardian in the following ways:

- Written communication in advance of the school day delivered to the office.
- Call our school office by 2:00 to inform staff.

CHANGE OF INFORMATION/MOVING

It is extremely important that the school be given any change of pertinent information regarding your children: home telephone number, day care provider, alternate emergency telephone number and/or change of address.

When moving from the district, you are asked to send a note to the office as soon as possible giving the following information: Child's name, new address and last date of attendance. Also, please personally withdraw your student at the school office.

Please note: If you live in the district but want to apply to a school outside of your boundary, you may apply for an intra-district transfer. Intra-district transfer forms are available at each school site. Students living outside of the district may apply to attend in-district by completing the out-of-district transfer process with their current district.

DISASTER PLAN

Regular drills are held at school so that children will know what to do in case of an intruder, fire, earthquake or other emergency situation. In the event of an emergency, such as a snowstorm that closes roads or an earthquake which occurs during school hours, a plan has been designed and is reviewed and practiced periodically throughout the year to ensure the safety of all students, staff and parent volunteers.

Each classroom is equipped with a first aid kit. Water, blankets, batteries and other emergency supplies are stored at each building site. Walkie-talkies are available for communication between personnel should phone lines become inoperable. Areas of responsibility have been designated for all staff. The goal is to ensure the safety and comfort of all students in the event of an emergency or natural disaster.

We will continue to perform required drills. Flexibility to conduct verbal "tabletop" drills with students is provided.



Eagle Creek Emergency Procedures

When there is an emergency, we realize that it is the natural tendency to go straight to your child, but please help us by following these procedures:

- Please park on the street. Do not park on campus. Emergency vehicles need access to our building.
- Bring a picture ID.

The student reunification station will be set up at the gate where the buses exit **after all students are accounted for.**

STEP 1: ID CHECK WITH STAFF AT STUDENT RELEASE TABLE

- Students will only be released to guardians and individuals on the emergency contact list.
- Show picture ID
- Move to the next area of the gate
- A runner will bring your student to the gate

STEP 2: STUDENT PICK UP GATE

- Please wait patiently
- Due to the number of students at the school, student reunification may take some time.
Please be patient and remain calm

Lockdown and Shelter In Place Procedures

- ☐ Doors will be locked and a “Lockdown” or “Shelter in Place” sign will be in the window of the front door. Police may or may not be present.
- ☐ Shelter In Place means people inside are protected from outside airborne hazards.
- ☐ Please return to your vehicle. We cannot release students during a Lockdown or Shelter In Place situation.
- ☐ Please do not call the school. Phone lines must remain open for contact with emergency agencies.
- ☐ Connect-Ed will notify parents of the situation as time permits.
- ☐ If the Lockdown or Shelter In Place lasts for an extended period of time, families may need to go through Steps 1 and 2 procedures to pick up their student.
- ☐ If a Lockdown or Shelter In Place occurs during arrival or dismissal times, please follow directions from staff.

Our first goal is to keep students safe!

STUDENT DROP-OFF

This is the best system that we have found that can get students to class safe and on time.

Parents will use the **DRIVE AND DROP OFF** loop. Students can be released from cars at 8:55 AM.

- Parents need to stay in cars and in the loop
- Do not go around cars, wait until the line moves
- Pull up as far as you can to the car in front of you (don't leave big gaps between cars)
- Students will move directly from their car to the nearest sidewalk and then walk the outside way to class.

DISMISSAL ROUTINES

For parents picking up their children from school, we will use **DRIVE AND PICK UP ONLY**. Please remain in the car and staff will bring the child to the car. The person picking up may be asked to provide ID. If it is someone other than the child's usual pick-up person, a note must be provided with the name of the person picking them up, and all changes must be communicated by **3:00 PM daily**.

Parents can register their child as a walker. Staff will cross walkers and parents can meet them on the other side of the crosswalk.

Instruction continues to the end of the school day at **3:40**. Student pick-up begins then. Students not picked up by **4:10** will be taken to the office. All students are to leave the school area when school is dismissed. Supervision is not provided by the school unless students are part of an organized after school activity.

*Please avoid picking your child up early, as instruction continues until **3:40** each day. In addition, early pickup disrupts the class. Students who are picked up early are counted for attendance similar to when they are tardy. If you must enter the building to pick up your child, we ask that you meet them in the foyer area of the entrance. This allows the staff to monitor halls and ensure the safety of the children. You must sign in and out and wear a visitor sticker if you go to the hallways or classroom. Our arrival and dismissal procedures are designed for the safety of your children.

Students riding the bus will load the buses near the gym. Parents may not pick children up in any area near the school buses. Staff members supervising the loading of buses have 2-way radios. If you happen to be late, go to the front office and the staff will be radioed. They will remove your child from the bus if possible and send them to the office.

DRESS CODE

Students are expected to dress appropriately and to avoid extremes in clothing that will cause disruptions to the education process or create a hazard.

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Board of Directors. Students' choices in matters of dress should be made in consultation with their parents. Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress or appearance;
- Damage to school property shall result from the student's dress; or
- A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the School District. Prohibited conduct includes the use of profane, lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

EMERGENCY CLOSURES

On occasions when it becomes necessary to close school due to extreme weather conditions or other unusual circumstances, announcements will be made on local radio and TV stations by 5:15, 5:45, or 6:30 a.m. You can check <https://flashalert.net/id/ArlingtonSD>

All activities scheduled to be held in the public school buildings affected by changes in the school schedule will be considered canceled when schools are closed for the day. Bus drivers are instructed NOT to try any difficult side roads, if in their opinion they cannot be traveled safely.

PLEASE DO NOT CALL THE SCHOOL OFFICE FOR INFORMATION REGARDING SCHOOL CLOSURES.

FAMILY ACCESS

The District provides *Family Access* for grades K-12. *Family Access* allows family members to access student information over the Internet. Secure usernames and passwords are available from the office.

FIELD TRIPS

Students are required to complete a Field Trip Permission Form from their teacher. We love to have families volunteer during field trips, please communicate with your student's teacher if you are interested. Students are required to follow the Big 5 and all school expectations during a field trip.

LEGAL CUSTODY

A legal document is required to support any questions of custody between divorced or separated parents; otherwise, either parent is considered to have the right to have contact with their children on school property.

Please provide the school with any legal documents as needed or as changes occur.

LOST AND FOUND

Clothing and lunch boxes should be name tagged for easy identification. Periodically, items left in the lost and found are donated to a local agency to help people in our community.

LUNCH PROGRAMS

K-5 breakfast and lunch are free for the 2025-2026 school year.

RECESS

Students will engage in recess activities for all recesses. Equipment is available in a central location for all students to use at recess. We provide enough equipment for students to learn appropriate social play and for recess staff to safely supervise. If you are interested in donating equipment, please contact the school office. Students are discouraged from bringing items from home to play with at recess. Students are expected to follow the Big 5. There are recess aides on the playground to assist students with games, answer questions, resolve issues, and provide supervision. If your student is having issues at recess, please consult with your student's teacher.

VOLUNTEER PROGRAMS

Participation in the volunteer program is critical to the successful functioning of any elementary school. Parents and teachers working together provide the best instruction for our children. Volunteering is both stimulating and fulfilling.

All volunteers are required by law to have a Washington State Patrol Identification form and Harassment, Intimidation, and Bullying Training completed two weeks prior to volunteering in the school or chaperoning on field trips. Training needs to be completed annually. Information is available in the office.

VISITING SCHOOLS and VOLUNTEER PROGRAMS

All school visitors/volunteers must report to the office to sign in and pick up a visitor ID before entering a classroom or the playground. Arlington Public Schools is using a new volunteer and visitor management system called SafeVisitor Solutions. This system is designed to strengthen safety and security in our schools and streamline the visitor registration sign-in process and volunteer approval process.

How does SafeVisitor work?

When SafeVisitor Solutions is available at a school building, volunteers and visitors will no longer sign in on paper when visiting the school. Instead, visitors will provide a government issued identification card or be asked to answer questions about their identity. This information is used to build an approved visitor list. All visitors are checked against a national sex offender registry. All volunteers undergo an additional Washington State Patrol background check which is good for one year. The volunteer database is managed and maintained by Arlington Public Schools.

What if I'm volunteering at a school?

Volunteers will be asked to complete an application at the district's website
<https://secure.safevisitor.io/Safe/Volunteer/Arlington/volunteer>

The application asks the same questions we have always asked volunteers about their identity and any criminal history. **You will need to complete this process, even if you have already filled out the paper background check that we have used up to this point.**

Approved volunteers will be sent an email (some email applications may consider it spam so check there for a message too) that includes information about the SafeVisitor mobile application and assigned an electronic badge, which is accessible through the SafeVisitor mobile app (free download on App Store or Google Play). The first time a volunteer signs into the building using SafeVisitor, they will be asked to be photographed and staff will print a self-expiring ID badge for use on campus. Please bring a government issued, valid photo identification with you to the school on your next visit as part of the verification process.

What if I'm just visiting a school building and not volunteering?

Visitors will be asked to show a state issued identification like a driver's license, or be asked to answer a few questions about their name. Visitor names will be checked against the national sex offender registry. Approved visitors will receive a self-expiring name badge that cannot be reused.

STUDENT BEHAVIOR & EXPECTATIONS

The Big 5

Use kind words and actions

Walk in designated areas

Keep hands, feet, and objects to self

Listen to and follow directions from all adults

Use appropriate voice level and tone when speaking

Discipline will be administered with flexibility to meet the needs of individual students and situations. Students will always be encouraged to think of solutions to problems.

MINOR INFRACTIONS: Handled on the spot. Classroom plans will vary by teacher.

MAJOR INFRACTIONS: Referred to an administrator.

EXCEPTIONAL MISCONDUCT: Incidents are classified as exceptional misconduct when they are frequent or serious in nature and disruptive to the learning environment. Behavior that is defined as exceptional misconduct is listed in **Policy 3240P**. Consequences for Exceptional Misconduct are outlined in **Policy 3241P**.

Parents will be notified by phone or in writing when a student is assessed a disciplinary consequence greater than a warning.

ELECTRONIC DEVICES

All personal hand-held devices will be turned off and put away upon arrival and kept off until leaving the building. Smart watches may be utilized as a time-keeping device. Smartwatches may not be used to text, make calls, take photos, or access the internet during school hours. Students who violate this will be asked to put their watch in their backpack. Should one of these items be lost, damaged, or stolen it is the owner's responsibility to replace.

INTERNET EXPECTATIONS

- I will only use the Internet when I have teacher permission.
- I will only go into the area of the Internet that my teacher gives me permission to.
- I will tell my teacher right away if I find information that makes me feel uncomfortable.
- I will not give out any personal information.

****Consequences for not meeting expectations may include losing Internet privileges.**

MEMORANDUM OF UNDERSTANDING

The Arlington Police Department and the Arlington School District have jointly agreed on a procedure that focuses on providing a safe and healthy environment for students and staff. We have mutually agreed that all

violations of the law will be promptly reported to the police department and that an investigation will take place. This action is in addition to any administrative action taken by the school.

The Principal or his/her designee is required to report to the Arlington Police Department the following crimes when they occur on school district property or at school district functions within the city limits:

- Physical intimidation
- Violence
- Possession of Weapons or Drugs

STUDENT SEARCHES

A student shall be free from searches of his/her clothing and other personal property unless there is a cause to believe that something is concealed that may be of danger to the student or to other students and/or is in violation of a school rule. School officials shall request the student to remove all items from pockets or other personal effects. If there is reason to believe that the student is in violation of a civil law, the school official may consult with a law enforcement officer. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events. Administrators may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

VIDEO SURVEILLANCE

The Board authorizes the use of video surveillance on District property for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect District equipment and facilities. The Board authorizes video surveillance in common areas on District property and further authorizes the Superintendent or designee to determine exact locations for cameras. The Board further authorizes the Superintendent or designee to install cameras to address specific incidents or need. However, the District will not install or use cameras in restrooms and locker rooms.

In general, only those individuals with a legitimate administrative or educational purpose may be permitted to view the video recordings. In most instances, those persons will be the Superintendent, principals, supervisors, and other administrators. Under no circumstances will video be exploited for purposes of personal gain, profit or commercial publication. Video will not be disclosed to parents, students or members of the public except as may be authorized by law.

The District will notify staff, students and members of the community through signage, handbooks and the District website that video surveillance may occur on District property. The District may use footage from video surveillance for student disciplinary action. In addition, the District reserves the right to use footage from video surveillance for staff discipline or discharge, although this is not the primary purpose of video surveillance.

In certain instances, video recordings may become a part of a student's educational record or a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance, retention, and disclosure.

POLICY FOR CIVILITY

The Board of Directors supports efforts to bring about a positive learning climate in the schools by promoting mutual respect, civility and orderly conduct among District employees, parents, students, and the public. Staff will treat parents, students, and other members of the public with respect and expect the same in return.

In the interest of providing positive role models to the children of this District, as well as the community, Arlington Public Schools encourages positive communication and discourages volatile, hostile or aggressive speech and/or actions.

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

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

What is HIB?

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 repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

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

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Eric DeJong, eric.dejong@asd16.org) that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

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

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

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

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

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

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district’s Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#), visit <https://www.asd16.org/page/nondiscrimination-and-inclusive-schools>.

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](#), visit <https://www.asd16.org/o/aps/page/harassment-intimidation-or-bullying-hib>.

What should my school do about discriminatory and sexual harassment?

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

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

Talk to a Coordinator or submit a written complaint ([Link to Form](#)). 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:

Mr. Eric DeJong

Executive Director, Human Resources

315 N French Ave.

Arlington, WA 98223

360.618.6212

eric.dejong@asd16.org

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator:

Mr. Eric DeJong

Executive Director, Human Resources

315 N French Ave.

Arlington, WA 98223

360.618.6212

eric.dejong@asd16.org

Concerns about disability discrimination:

Section 504 Coordinator:

Ms. Kerri Helgeson

Director of Special Education (HS+) & Student Support

315 N French Ave.

Arlington, WA 98223

360.618.6228

kerri.helgeson@asd16.org

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator:

Ms. Kerri Helgeson

Director of Special Education (HS+) & Student Support

315 N French Ave.

Arlington, WA 98223

360.618.6228

kerri.helgeson@asd16.org

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

What happens after I file a discrimination complaint?

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

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to the Superintendent or designee 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 an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the [Nondiscrimination Procedure 3210P](#) and the [HIB Procedure 3207P](#) to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

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

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

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

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

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

- Website: <https://www.ed.gov/>
- Email: 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
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3210](#) and [Procedure 3210P](#), visit <https://www.asd16.org/page/nondiscrimination-and-inclusive-schools>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Kerri Helgeson, Director of Equity and Student Well-Being, kerri.helgeson@asd16.org, 360-618-6228, 315 N French Ave, Arlington, WA 98223.

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

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

Arlington Public Schools is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" is an intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by race, religion, creed, color, national origin, age, marital status, honorably discharged veteran or military status, sex, sexual orientation, including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or other distinguishing characteristics, that:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;

- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include, but are not limited to, physical appearance, clothing or other apparel, socio-economic status and body mass. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

BEHAVIORS/EXPRESSIONS

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other District policies or building, classroom, or program rules.

TRAINING

This policy is a component of the District’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

PREVENTION

The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the District may seek partnerships with families, law enforcement, and other community agencies.

INTERVENTIONS

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies for targeted student(s) and perpetrator(s). Interventions will range from education, counseling, correcting behavior and discipline, to law enforcement referrals.

RETALIATION/FALSE ALLEGATIONS

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, or bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

COMPLIANCE OFFICER

The Superintendent will appoint a Compliance Officer as the primary District contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the Compliance Officer will be communicated throughout the District.

The Superintendent will develop procedures addressing the elements of this policy.

Arlington Public School Compliance Officer is Eric DeJong.

eric.dejong@asd16.org

SEXUAL HARASSMENT

This District is committed to a positive and productive education and working environment, free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult-to-student, student-to-adult, student-to-student, adult-to-adult, male-to-female, female-to-male, male-to-male and female-to-female.

The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate School District services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The Superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff members are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate District personnel of the complaint or report for investigation and resolution. All staff members are also responsible for directing complainants to the formal complaint process.

See something, Say something!

Report it on the SafeSchools Tipline!

Easy ways to report

Visit the website: asd.wa.safeschoolsalert.com

Email your Tip to: 1348@alert.us

Call to report your tip: 844-241-1346

Text your Tip to: 844-241-1346

Report on: Bullying, Intimidation, Harassment, Weapons, Drugs, threats

GENERAL HEALTH INFORMATION

ALLERGIES/ILLNESSES

Please notify your child's teacher and your school nurse personally of any allergies, illnesses or health conditions which may affect his or her performance at school. According to state law, children with life-threatening conditions require a **care plan** with physician orders in place before the student begins school each fall.

CARE PLANS FOR LIFE-THREATENING CONDITIONS

Washington State Law, SHB 2834, now requires that the necessary order, medications, equipment and nursing plan must be in place before a student with a life-threatening condition may attend school.

This law means that parents must have health care provider orders completed, fill the prescription, and take all the supplies and paperwork to school *before the first day the child attends*.

The following are some, but not all of the conditions that are termed potentially life threatening:

- Severe bee sting reaction
- Life threatening food allergy
- Allergy requiring Epi-Pen use
- Asthma requiring medication or diagnosed with an allergy
- Diabetes
- Seizures

- Under treatment for cancer
- Students with an organ transplant
- Significant heart conditions
- Students with immune deficiencies (hemophilia)

Each fall the health care provider orders, care plans and medications must be updated. A new care plan must be done each year. The following steps will help you to meet these requirements:

- Contact your child's healthcare provider to discuss whether your child has a life threatening condition requiring a plan to be safe at school.
- Request that the health care provider sign the *Authorization for Medication at School Form* for medications or treatments needed at school. These forms are available at the schools, enrollment offices, Health Services or online at

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/5628/APS/5754855/Form_3416F1_Authorization_for_Administration_of_Medication.pdf.

- Make sure that both your signature and the health care provider's signature are on the form with current dates. This legal requirement also applies to over-the-counter (OTC) medications.
- Fill any prescriptions or medications needed at school.
- Fill out a *Health Checklist Form*
- Take all documents, medications, and any necessary equipment to your student's school prior to the start date. Medications must be delivered by an adult/guardian.
- Talk with the school nurse to be sure the plan is appropriate for your child.

EMERGENCY CONTACT INFORMATION

The importance of current telephone numbers for parents/guardians cannot be overly emphasized. It is important that the school have an accurate primary phone number, updated work number(s), cell number(s) and reliable alternate phone number(s) of a person who could pick up your child or respond to an emergency on record throughout the school year in case of an emergency. Please notify the school of any change of address and/or telephone number(s) so that we have the most current information available. These are the numbers that will also be used for School Emergency Connect-Ed messages.

IMMUNIZATIONS

Immunization compliance for other school years is as follows for all K-5 students. Under the terms of the law, students who are not in compliance may not attend school or be assigned to a class. Although it is not encouraged, a parent may also choose personal or religious exemption (a parent signature required). However in the event of an outbreak, exempted students will not be allowed to attend school. Medical Exemption will require the licensed Health Care Provider's signature. The minimum requirements for school attendance are:

- DPT: five doses (or 4 or 3 depending on age when vaccine was given).
- POLIO: three doses provided the last dose is given on or after the 4th birthday.
- MMR: two doses both given on or after the 1st birthday and at least 28 days apart, or blood test showing immunity.
- HEPATITIS B: three doses, the third dose must be on or after 6 months of age.

- VARICELLA: Grades K-1, two doses before beginning Kindergarten 2009, the two doses given on or after the 1st birthday, Blood test (titer) showing immunity, and/or health care provider report of verification of the illness (chickenpox). Grades 2-3, one dose on or after the 1st birthday.

Kindergarten and any newly enrolled students will not be able to attend school and/or be assigned to a classroom until all immunizations are in compliance. If you have any questions, please call your school nurse.

INJURY OR ILLNESS AT SCHOOL

The principals and school nurse are responsible for planning a program of first aid care for your children. Minor cuts and abrasions will be treated at school. In the event a student is seriously injured at school or is too ill to remain at school, the child will be sent home. It is the parent's responsibility to provide transportation in this event.

Please note: A child with a fever of 100 degrees or more should remain home until the temperature drops to below 99 degrees for 24 hours and the child is well enough to return to school and participate in all activities including recess and PE. If symptoms include vomiting or diarrhea, it is best to keep the child home until he/she is symptom free for 24 hours.

MEDICATIONS

In accordance with Arlington District Policy (3416), Procedure 3416 and the requirements of RCW 28A. 210.260 and RCW 28A.210.270, designated school personnel will administer **only** prescribed medication to students if the following procedures have been completed. No over-the-counter medication will be given, except in special circumstances, and will require both parents and a Licensed Health Care Provider's authorization to administer to students. The medication procedure is to ensure that students receive only medication at the direction of the student's health care provider and with the knowledge and authorization of the parent/legal guardians.

Administration of Medication

1. An authorization form for administration of prescribed oral medication must be completed for **each** medication. (These forms are available at school and in local health care providers and dentist's offices). Forms may also be faxed between the doctor's office and school with a signed consent form for release of information from parent/guardian.
2. The authorization form is for the current school year only. Parent and physician authorization will automatically expire at the end of the school year. Any medication that is not picked up at the end of the school year will be discarded.
3. The authorization form is to be completed and signed by the parent/legal guardian and the student's licensed health care provider prescribing within their scope of practice. Medication must be supplied by parent/guardian in the **original prescription container** and labeled with the child's name, name of medication, dosage, time to be administered, route, and expiration date.
4. Administration time cannot be altered from the written instructions and prescription container without a new and updated authorization form, signed by both the parent/legal guardian and licensed health care provider prescribing within their scope of practice.

5. The licensed health care provider's written authorization must state that valid health reasons exist requiring that the medication be administered during school hours or during such time that the student is under supervision of school officials.
6. Medication and completed authorization forms must be brought to and from the school by the parent or legal guardian unless directed to do by licensed health care provider for life threatening conditions.
7. The parent/legal guardian is responsible for maintaining the supply of medication to be given. Not to exceed 25 days.
8. A new written order must be presented for any changes in medication.
9. The student is responsible for coming to the Nurses office to take the medication.
10. Failure to follow medication procedures above, including the completion and delivery of forms and medication, could result in exclusion from school until such steps are taken to ensure the safety of the student while at school.

MEDICATION TAKEN INDEPENDENTLY BY STUDENT

Parents/guardians **and** licensed medical practitioners may request the student be allowed to take their medication on their own. This medication may include such items as inhalers, Epi-Pens, short-term antibiotics, Tylenol, cough tablets, etc.

In a situation where parent **and** licensed medical practitioner believe it is in the best interest of the student to carry medication, the student shall have **only one day's dose in the original, labeled container** (*prescriptions must contain students name, name of medication, dosage, time to be administered, route, and expiration date*). Parents are responsible for adequately informing the school personnel of the student's medication program. **A required medication form needs to be completed before medication can be carried independently.** The school district assumes no responsibility for the administration of this medication.

1. Students are **not permitted** to carry more than **one** day's dosage of any medication, whether prescription **or** over-the-counter
2. **All Narcotics/Prescription-Stimulants** must be administered through the health room.
3. In the event an issue regarding safety or compliance with the above policy arises, the school administrator or school nurse has the right to refuse or discontinue the self-medication privilege. In that case, parents/guardian are notified and the medication will be distributed from the health room once the required medication forms are obtained from the parent/guardian and licensed medical practitioner.

A GUIDE FOR PARENTS

IS MY CHILD TOO SICK TO GO TO SCHOOL?

[¿Está muy Enfermo Mi Hijo Para Ir a la Escuela? Una Guía para Padres de Familia](#)

APPEARANCE/ BEHAVIOR– unusually tired, pale, no appetite, hard to wake, or confused.

EYES– If there is drainage, vision change, and/or redness of the eyelid, itching, pain or sensitivity to light. This may be a sign of “pink eye” (conjunctivitis) and the student should be checked by a healthcare provider.

FEVER– temperature of 100 degrees Fahrenheit (38 degrees C) or higher. Students need to be fever free for 24 hours before returning to school WITHOUT medications to reduce the fever.

BAD COLD AND/OR COUGH – Students need to be able to cover their cough to be at school. If a cough is new or persists, the student may need to be seen by a health care provider.

DIARRHEA– 2 or more watery stools in 24 hours, especially if the student acts or looks ill. Students should stay home for 24 hours after the last watery stool.

VOMITING– vomiting 2 or more times in 24 hours. Students should stay home for 24 hours after the last time they vomited.

RASH– Bothersome body rash, especially with fever or itching. Some rashes may spread to others and should be checked by a healthcare provider.

INJURY/SURGERY – if students are unable to concentrate due to pain or pain medication, they should stay home. Please have your health care provider contact the school nurse to help your child safely return to school. Letting the school nurse know in advance of any planned surgery will be helpful.

STILL HAVE QUESTIONS about whether or not your student is healthy enough to come to school? Contact the school nurse or your child’s health care provider.

Keeping ill students at home, encouraging frequent hand washing, and covering coughs protects everyone, including those with fragile immune systems.

Students are expected to participate in all parts of the school day including recess or PE. If your doctor has restricted activity please send a doctor’s note, for example: “No contact sports x 1 week.”

Thank you for your support to keep students safe & healthy.

NON-DISCRIMINATION NOTICE

Arlington Public Schools provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with hearing, vision, or speech disabilities.

The following employees have been designated to handle questions and complaints of alleged discrimination:

TITLE IX/SEX EQUITY OFFICER AND CIVIL RIGHTS COMPLIANCE COORDINATOR

Mr. Eric DeJong
Executive Director, Human Resources
315 N French Ave.
Arlington, WA 98223
360.618.6212
eric.dejong@asd16.org

HARASSMENT, INTIMIDATION AND BULLYING (HIB) COMPLIANCE OFFICER

Mr. Eric DeJong
Executive Director, Human Resources
315 N French Ave.
Arlington, WA 98223
360.618.6212
eric.dejong@asd16.org

SECTION 504/ADA COMPLIANCE COORDINATOR

Ms. Kerri Helgeson
Director of Special Education (HS+) & Student Support
315 N French Ave.
Arlington, WA 98223
360.618.6228
kerri.helgeson@asd16.org