



STEVENS ELEMENTARY STUDENT HANDBOOK

2022-2023

Main Office Line: 354-4200
24 Hour Attendance Hotline: 354-4242

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Principal's Message:

Dear Stevens' families,

Welcome to the 2022-2023 school year! At Stevens we are dedicated to your child(ren) learning in a safe and caring environment. We strive to create classrooms and school experiences that excite and engage children in learning while supporting the development of the unique talents and interests of each child. We look forward to working with you as partners in your child's education. This handbook is the beginning of our communication with you about the experiences and expectations for your child. Throughout the school year, we will continue to communicate with you about your child's success towards meeting grade level standards and his or her social and developmental growth. Working together, your child will succeed!

Sincerely,

Adrian Espindola
Principal

Schedule

Instructional Day 8:30 AM- 3:00 PM

Arrival:

- Students should arrive at school before 8:25 AM. Students who are eating breakfast at school should arrive to school after 8:00. Breakfast service will begin at 8:00 AM
- Students line up outside and enter the building with their classes at 8:25.
- For safety reasons we are requesting that parents limit their presence in hallways and playground; please do not walk child to classroom unless you have obtained approval by administration.

Tardy Check in:

- Students arriving late who do not need breakfast, after 8:30 must check in at the office by signing in tardy and taking a pass.
- Students requiring breakfast can get breakfast after checking in with the office.

Dismissal:

- Students are expected to leave the premises as soon as school lets out.
- Students may not return to play on school grounds until 4:00 PM or until school has been out for 60 minutes on early release days.
- Students meeting adults, siblings or friends after school must determine a location outside of the school in which to meet as all students must exit the building with their classrooms.
- Parents please limit early pick up unless absolutely necessary (appointments, family emergencies), these requests inundate office staff, inhibiting their ability to effectively manage/monitor dismissal.
- For safety reasons we are requesting that parents limit their presence in hallways; Parents will not be permitted into hallways without prior approval by building administration.

School Contact Information:

It is important to keep the school informed at all times of any changes of your child's information, such as address or telephone number at home or work, neighbor to contact, and health information. Changes should be sent to the school office as soon as possible. This information is essential in order to provide assistance to your child in case of an emergency.

TELEPHONE NUMBERS AND ADDRESSES

Main Line 354-4200

Absence Line 354-4242

Fax 354-4220

Stevens Elementary School 1717 E. Sinto Ave
Spokane, WA 99202

Stevens Website Address: <http://spokaneschools.org/Stevens>

Spokane Public Schools Website Address:

<http://spokaneschools.org/>

Complaints can be directed to 509-354-4200 or submitted at the following link: <https://www.spokaneschools.org/domain/182>

Attendance Policy

Regular school attendance and punctuality are extremely important to your child's success in school. However, when a child is ill, he/she should stay home. Requests for children to remain indoors will not be honored unless requested by a doctor. Parents are required to call the school attendance line, 354-4242, if your child is going to be absent.

- Please contact the school by 8:30 to report your child's absence and the reason for the absence.
- Please contact the school if your child will be tardy and provide a reason
- You may also provide a written excuse when your child returns to school.

Student Early Release for Medical Appointments

- Please do your best to schedule appointments outside of the school day to ensure your student has maximum access to instruction. Please inform the teacher and office of known absences. The parent or designated adult must come to the school to sign the student out. Students will only be released to individuals on student records. Adults unknown to the office will be required to show identification.

ATTENDANCE POLICY: BECCA BILL

- Washington State has a compulsory attendance law. This means that students are to be in school every day, on time, for the entire year. State Board of Education regulation No. WAC 180-4C-100 states: "Pupils shall be punctual and regular in attendance and shall obey all rules and regulations of the school district as determined by the Administration and Board of Directors."
- This bill requires schools to inform a child's parent whenever the child has an unexcused absence. The law also requires the school to schedule a conference with the parent after two unexcused absences within any month.
- If the actions taken by a school are not successful in substantially reducing an enrolled student's absence from school, upon the fifth unexcused absence in any month, the school shall file a petition with juvenile court alleging a violation of RCW 28A.255.010 by the parent, the child, or by the parent and child.

- If the parent/child fails to comply with the court order to attend school, the court may: 1) order the child punished by detention or impose alternatives to detention such as community service hours or participation in dropout prevention programs, or 3) referral to a community truancy board, if available. Additionally, parents may be fined a maximum of \$25 per day.

Behavior Expectations

Stevens uses a Positive Behavior Interventions and Support (PBIS) model for supporting student success at school. This system sees students learn specific expectations for common areas such as the hallway, playground and lunchroom, while also helping them learn about how their brains handle frustration and other emotions that can prevent them from being learning ready. Stevens has four common school-wide expectations that allow everyone to learn, grow and enjoy themselves while here at school: Positive incentives are provided to encourage students to meet SOAR expectations. SOAR BUCKS (green) are given to individual students who demonstrate school expectations. Students cash in their SOAR Bucks with their classroom teacher for teacher determined prizes and privileges. Additionally, classrooms can earn Blue SOAR Bucks for meeting schoolwide expectations together. When a class earns a set number of Blue SOAR Bucks, a classroom wide incentive is earned!

A complete listing of expectations for each common area of the school can be found on the last page of this handbook.

SCHOOL-WIDE SUCCESS PLAN

At Stevens Elementary, we believe that all students are capable of meeting SOAR expectations, given the right level of support. Stevens' School-Wide Success Plan focuses on supporting students in using self-regulation strategies to ensure they are emotionally, mentally, and physically ready to learn. When a student demonstrates difficulty meeting SOAR expectations, a four-step process is followed. Students should be highly encouraged to view self-regulation as an opportunity to take a break and get themselves ready to learn.

- **STEP 1:** In the first step, students are asked to demonstrate learning readiness by following and adhering to the specific classroom behavior management plan and expectations. Depending on the severity of the behavior, students are provided an opportunity to adhere to the norms and expectations in the classroom. One example might be a warning or an opportunity to calm his/her body with a pause at their desk where they reflect on the actions or circumstances that led to their disruptive behavior and quickly prepare themselves to transition back to learning. The teacher will follow their normal and usual process for allowing the student to transition back to learning when they demonstrate that they are ready.
- **STEP 2:** If the student continues to not meet SOAR expectations, he/she is directed to a regulation space in the classroom. Most classrooms will have a designated space where students can access tools and resources to help them regulate and transition back to learning. The teacher will follow up with the student to make sure they ready to learn before he/she leaves the regulation space.
- **STEP 3:** After the third instance of not meeting SOAR expectations, students visit a Buddy Room, which is a classroom other than his or her own. The student then repeats the process from STEP 2 by sitting at the regulation space in the buddy room. The teacher in that room will process with the student before he/she returns to class. It is important to note that students should not feel that they are "in trouble" through steps 1-3. There are no additional consequences, office referrals or calls home. This only changes if the student refuses to move to the requested place to regulate or makes a classroom disruption on the way. In these cases, a principal is contacted immediately to process with the student, an office referral is completed, and a phone call is made home.
- **STEP 4:** When a student fails to meet SOAR expectations for a fourth time, the student is referred to the office. He/she will meet with a principal and may be placed in an alternate classroom for the remainder of the day. At this step, an office referral is written and home contact is made. Additionally, the student and referring teacher will meet and process before the student returns to class the next day.

Note: Administration reserves the right to skip steps depending on the severity of the behavior.

Bicycling to School

At times, when weather permits, students enjoy bicycling to school. For the safety of all students, please abide by the following expectations:

- The District Safety Officer recommends that only students in grades 3 - 6 ride bikes to school.
- All bikes and wheeled transportation must be parked in the racks provided and locked. The school cannot accept responsibility for damaged or stolen items. No wheeled items will be stored inside of the school building.
- Bicycles must be walked while on school grounds and across patrolled crossings. Students failing to abide by this expectation will be subject to the loss of this privilege on district property.
- All students must wear helmets in accordance with city ordinance.
- Skateboards and scooters will not be permitted on site due to an inability to store them safely.

Birthdays

Families are welcome to help their children celebrate a birthday at school. Because our first priority is education, we ask that families follow a few requests.

- If bringing treats, Spokane Public Schools recommend the treats be store bought and easy to pass out (cupcakes, cookies, individually wrapped items are best).
- Sheet cakes and things that require utensils to cut and serve are discouraged.
- We also ask that celebrations be low key. Large balloon bouquets and party favors will be distributed at the end of the school day or at the discretion of the classroom teacher to limit distraction.
- Lastly, sending the treats with your child or dropping them off at the office works best, as it gives the teacher flexibility as to the best time of the afternoon to pass out the treat.

Books and Supplies

Spokane Public Schools provides textbooks and materials for students. A student may be assessed the cost of replacing any materials or property which is lost, stolen, or damaged.

Books and Lunch Program

Free Meals for Every Student

Spokane Public Schools has selected Stevens Elementary to participate in the USDA Community Eligibility Provision again this school year. This means that ALL students enrolled at Stevens are eligible to receive breakfast and lunch at no charge. Students who eat a school lunch will receive a milk at no charge. Students who bring a lunch from home will not be provide a milk and can purchase milk for .70 cents.

What We Need From You

To maintain our school funding, we need each family to fill out the "Information Request for School Funding" form and return it to the school office. If your student moves to a school other than Stevens, a meal application will need to filled out to qualify your student for the free or reduced lunch program. In addition, there are stringent requirements to the program, one specific provision is no food sharing with other students or family members.

Bus Policy

Stevens wishes to work in partnership with parents and Durham to provide safe, efficient transportation to and from school.

Due to liability concerns, no student may ride a bus unless he/she has been determined to be eligible. To determine eligibility, please visit the district website at www.spokaneschools.org and select the Parent & Students tab > Information > Student Bus Information.

In addition, students are not allowed to ride the bus to a friend's house.

BUS BEHAVIOR EXPECTATIONS

Riding a bus to school is a privilege and not a right, and that privilege can be lost if students repeatedly refuse to follow bus riding expectations. In addition, Washington State Law, RCW. 392.145, makes certain behaviors on the school bus a crime. Lastly, student behaviors that require the driver to divert his/her attention from the road place all students' safety at risk and will not be tolerated.

Expectations for a bus rider are as follows:

- Due to COVID students must wear face coverings on bus.
- Loading
 - Leave home early enough to arrive at the bus stop before the bus is due, but no earlier than five minutes before the scheduled pickup time.
 - Students are expected to respect the people and property in and around the bus stop.
 - Do not stand or play in the roadway or across the street while waiting for the bus.
 - When the bus approaches, stand 10 feet from the bus and wait for the driver's signal to load.
 - After school, line up behind the yellow line at the bus loading zone.
 - When instructed, walk in a single file line, remaining on the sidewalk and inside of the yellow line.
- Entering/Exiting
 - When entering or exiting the bus, proceed in an orderly fashion and be in view of the driver.
 - Board and exit at your assigned stop.
 - Always cross in front of the bus, waiting for the driver's signal to cross.
- Personal Belongings
 - Each student must see that his/her backpack, band instrument, etc. is kept out of the aisle.
 - Special permission must be granted by school authorities to transport any large items.
- While on the bus, students are required to:
 - Sit in their assigned seats
 - Follow all directions of the driver and comply the first time asked.
 - Show respect for the driver and other riders.
 - Remain seated.
 - Keep all parts of their bodies inside the bus.
 - Speak in a "classroom" voice level and show appropriate "classroom" behavior.

There will be four progressive steps for citations written by drivers:

- 1st Citation: Warning, parent contact from school
- 2nd Citation: Loss of riding privileges for 3-5 school days- A parent meeting will be held to help the student repair relationships and or property.
- 3rd Citation: Loss of privileges for 20 school days
- 4th Citation: Loss of privileges for the remainder of the school year.

Note: Depending on the circumstances of the event, the principal or designee may exercise discretion or pursue a restorative option in lieu of the progressive steps listed above. Any behavior which is determined to be exceptionally dangerous, defiant, or disrespectful may result in immediate loss of riding privileges for a time to be determined by building administrators and Durham

supervisors. Parents have the right to appeal any loss of privileges to the building administration and Durham. Extreme behaviors of the buss may also include school-based discipline up to and including suspension and/or emergency expulsion.

For safety reasons and to assist in handling discipline related issues, all buses have security cameras mounted in the front and rear of the bus. If you have any transportation related questions, please call the district transportation office at 354-7320.

Civility

Our primary mission at Stevens Elementary is to create an environment that is safe, production and conducive to learning for all students and staff members. Parents, guardians, and community members are expected to behave in manner that promotes this value. Failure to uphold this value could result in exclusion from the building at premises.

Administration will have the discretion to make a determination around exclusion based on the severity of the incident(s).

Communication with Families

Stevens Elementary will regularly supply a newsletter that will exist on the school website or the Peachjar digital backpack platform. This is where you can find current information on school and district activities and initiatives as well highlighting the accomplishments/successes students and staff at Stevens Elementary.

Blackboard Communication System:

In order to provide immediate and accurate school information, the Blackboard messaging system is employed to notify families via recorded telephone message, text message or email of important school events and other valuable information.

The phone numbers generated by the system are pulled from the school's electronic record system and therefore, it is important that parents keep the school informed of any changes to contact phone numbers.

PEACH JAR

The free digital service, called Peachjar, puts school fliers at your fingertips. No more lost or forgotten fliers buried in the bottom of the backpack. Peachjar will send information right to your device via a free app. Digital school fliers will come directly into your virtual backpack and remain there until they expire for easy review and reference.

Facebook/Instagram

Families can also access information on the school social media pages. The social media pages offer up to date and relevant content related to Stevens Elementary.

Stevens Elementary Website

Families can also reference the Stevens Elementary home webpage for up-to-date information related to Stevens Elementary.

Conferences and Report Cards

Parents and guardians will be invited during the school year to meet their child's teacher to discuss their child's progress during a scheduled time in November and March of each year. During conference weeks, an early dismissal schedule will be followed on designated days.

Report cards for grades 1 through 6 and checklists for kindergarten are issued each semester (January and June). Parents and classroom teacher should be in regular communication if a child's progress is unsatisfactory. At the end of the year students will bring home report cards on the last day of school. No early report cards will be issued.

Parents and guardians should not hesitate to contact the school with concerns. If you have a concern regarding your child's progress or development at school, please contact your child's

teacher to schedule an appointment or discuss concerns on the phone.

Counseling Support

It is the mission of the Elementary Counseling Program in Spokane Public Schools to provide equitable services by a certified counselor that:

- Build psychological and emotional resiliency in children
- Support the learning climate at the school
- Provide connections between schools, families, and students

Our counselors provide multiple forms of support for students through classroom lessons using the 2nd Step and Zones of Regulation Curriculums, social skills groups and individual student support. They identify students having emotion or social difficulties and collaborate with parents, school staff, and community members to develop opportunities for them to experience success.

Dismissal Time

Below are the following end of day expectations:

- Campus will be closed until 4 PM on weekdays and during school sponsored events
- Parking lot is closed for student safety; only staff and individuals with special accommodations are permitted into the parking lot (Handicap placard)
- No visitor or patron will be permitted access to hallways before and after school unless authorized by administration
- Students are dismissed at 3:00 PM daily.
- Walkers are expected to leave ground immediately.
- Bus students must line up in designated pick-up area.
- Any child being detained after school will have had their parent/guardian called or provided a note from the teacher on the previous day
- Students are not to return to campus until 60 minutes after school releases unless they are participating in approved after school activity.

Parents, please refrain from picking your child up early unless it is for appointments or family emergencies. Picking students up before end of day dismissal makes it difficult for office staff to monitor and manage dismissal. Please do not walk through the hallway or to your child's classroom without the permission of the principal and/or designee before, during or after school. This reduces disruption to classrooms and ensures that all students are kept safe.

Dress Code

All of us at Stevens would like to thank you for supporting us in maintaining an appropriate learning environment for our students by sending them to school dressed for academic success. Dress and personal appearance should not disrupt or distract from the learning atmosphere.

Dress Code Guidance (Spokane Public School Procedure/Policy 3224)

- School dress and grooming standards will be gender-neutral and will not restrict a student's clothing choices on the basis of gender.
- Preserving a safe, conducive and appropriate learning environment will be paramount. Student's well-being and safety are our primary concerns.
- Student choice in matters of dress should be made in consultation with the parents. Keeping in mind the preservation of a safe, conducive and appropriate learning environment for all students.
- Student dress will only be regulated when, in the judgement of the school administrators, there is a reasonable expectation that a disruption to the learning environment will result from a student's dress or appearance. Once again, preservation of the learning environment is paramount and will be weighed when considering if dress is suitable for the environment.



Emergency Procedures

Stevens has a well-developed plan in place in case a school emergency were to present itself. The plan includes preparations for evacuating the school or locking it down depending on the situation.

In coordination with local emergency responders, Stevens' Crisis Plan utilizes Rapid Responder technology which provides detailed information about the school to officials who would respond to Stevens in case of an emergency.

In addition to the plan, the school conducts evacuation (fire) drills, lockdown crisis drills, earthquake, and Shelter in Place drills throughout the school year in order to be prepared in case an emergency were to present itself.

In the event of an emergency, the buildings primary function is the safety and well-being of all staff and students. Please note: Calling the building during an emergency event is not a best practice as the building staff are focused on ensuring the safety of all in building.

End of Day Interruptions

Learning continues through the end of the school day at 3:00 PM.

Interruptions during this time are extremely disruptive to the learning process. Our practice is to not interrupt learning in the classroom to deliver messages. Any messages that must be given to a student will be delivered to the classroom after 2:45 p.m. If you are trying to reach a teacher, we recommend that you leave a voice message, and they will return your call as soon as possible.

Your understanding of our efforts to keep classroom interruptions to a minimum is appreciated.

We strongly encourage you to wait until 3:00 p.m. to pick up your child so the learning process flows smoothly. Also, please make sure your child knows where to go after school as he/she leaves home in the morning.

Evening Events

There are many evening events during the school year for families to attend. These events are family focused, so it is our expectation that all students who attend an evening event be accompanied by an adult chaperone. Students can be excluded from participating in school sponsored events.

Field Trips

During the year, field trips may be planned by individual teachers.

The following procedures will be followed:

- Only students with signed permission slips are allowed to participate.
- Verbal permission over the phone will not be accepted.
- Parents participating in their child's field trip must complete and clear the Washington State Patrol screening.
- It is the expectation that during field trips students will conduct themselves according to Stevens's school wide expectations. Parents may be requested to accompany their child on a particular field trip if the child's behavior has indicated that there may be safety risks on the trip without the parent's supervision.

GUM

Stevens is a gum-free school. Due to its difficulty to remove from carpets and other surfaces, students and adults are to avoid chewing gum while on the school campus at all times.

Harassment, Intimidation and Bullying

Spokane Public Schools has a harassment/sexual harassment policy.

According to this policy, harassment is the deliberate choice to say or do something to hurt another person (either physically or emotionally) because of their race, religion, color, sex/gender, national origin, disability, or use of sexually degrading words toward an individual. It also means to say or do (words or actions) something of a demeaning, derogatory, or intimidating nature that negatively affects a student's learning environment (such as obscenities, defamatory statements, teasing about physical differences, etc.)

At Stevens we expect that all students and staff will always be treated with respect.

Head Lice

There are many myths that exist when thinking about head lice. Here are a few facts to help dispel some of these myths:

- Anyone with clean or dirty hair can get head lice.
- They spread from person to person, but do not spread disease.
- They are a nuisance, but not considered a health risk.
- Head lice need human blood to live. They'll die within 48 hours if they can't get it.
- They are dependent on a person's body temperature and moisture.
- Lice do not jump or fly, but they are fast crawlers.
- They only live on humans. Pets do not carry human head lice.
- They are almost always transmitted by head-to-head contact.
- It can be hard work to get rid of them.
- An itchy scalp is the most common symptom of having head lice and may continue for a while after treatment.
- Families are encouraged to contact Stevens' School Nurse for resources or information.

Helmet

City ordinance requires all people to wear a helmet when riding bikes, skateboards, scooters, etc. on streets, sidewalks, and other public property. Students must wear a helmet when riding their bikes, to and from school.

Many children in the Spokane area are treated each year for bicycle-related injuries that are sometimes critical or cause life-long brain damage. The goal of the city ordinance is to help reduce the number of head injuries among young people by requiring helmet use.

The Spokane C.O.P.S. website has important information on helmet safety and appropriate fitting. Visit them at <http://www.spokanecops.org/bicycle-safety-the-helmet>.

Immunizations

Washington state law requires that children attending kindergarten through twelfth grade MUST be properly immunized in order to attend school. You must present on or before your child's first day of school, proof of:

- full immunization, or
- initiation of the schedule of immunization, or
- a certificate of exemption (religious, personal, or medical).
- Proof constitutes completion of the Certificate of Immunization Status Form and your signature.

Insurance

School insurance is made available through a commercial agency as a service to school families. Information regarding this service is sent home in September.

Lost and Found

Please mark your child's name on personal items such as lunch boxes, hats, coats, gloves, and any other items brought to school.

The school cannot accept responsibility for lost or broken items.

A lost and found area is located by the northeast entrance to the gym.

Please check this area frequently for missing items. Unclaimed clothing/items will be displayed by the building entrance at the end of each semester. Unclaimed items are donated to charity following conference weeks and following school letting out for the summer in June.

Medication at School

According to state law, Spokane Public Schools may permit district personnel to dispense oral medication at school only when the following requirements are met:

- A medication request form must be completed for each student receiving any kind of prescription or non-prescription medication at school. It must be signed by the child's parent/guardian and a health care provider or dentist. It must be for the current school year only.
- All medication must be in a properly labeled container.
- Prescription medication must be in an original container labeled by the pharmacist and be brought to school by the child's parent/guardian. Many parents, when getting the prescription filled, ask the pharmacist for an extra properly labeled bottle for school use.
- Non-prescription medication must be brought to school in its original container.

There is a self-carry policy in Spokane Public Schools. For the safety of all students, we prefer that all medications are stored securely and administered by trained school staff. However, at times, parents/guardians may thoughtfully decide that their child needs to carry his/her medication to school. To self-carry medication the student must be able to self-administer without any assistance or reminders.

The following requirements must be met if medication is to be carried by a student:

- Only one day's dose may be carried.
- The note and medication will be in a container with the following information:
 - Date(s) the student will be carrying medication
 - Name and dose of the medication
 - Parent signature and contact information
 - Dr's name and contact information

Parents must make arrangements to pick up medication at the end of the school year or when a student transfers. Medication will be disposed of if it is not picked up.

Parking/Pick Up and Drop Off

For the safety of all students, please abide by the signs posted along the streets adjacent to the school. In the front of the school, the drop-off zone signs say that drivers must remain with the vehicle. The north side of the field, along Sinto Street, is a designated bus zone. Please avoid dropping off or picking up students in this area.

Due to students traversing the sidewalk along Sinto in the morning after 8:00 and when school lets out at 3:00 PM, the parking lot is closed for drop off and pick-up.

Only staff members and permitted (Handicap/disabled) vehicles will be allowed access to the parking lot.

Personal Items

We ask that students not bring personal belongings such as phones, IPADS, cell phone, other electronic devices, cameras, toys, laser pointers, personal sports equipment, fidget spinners etc... or any item deemed to disrupt the learning environment, as they are frequently broken or lost, and the school cannot be responsible for them. In addition, these items can be a distraction to the learning environment.

The following consequences will occur if a child chooses to bring items from home:

- 1st time any item is confiscated: Item is sent to the office, logged in, and kept until the student picks it up at the end of the school day.
- 2nd time any item is confiscated: Item is sent to the office, logged in, and kept for a period of one week, or until a parent picks it up.
- 3rd time any item is confiscated: Item is sent to the office, logged in, and kept until the end of the school year, or until a parent picks it up.

Please see the Wireless Phones section later in this handbook for Stevens' wireless phone policy.

Pets

The busiest and most hectic times of the day are those times when students are arriving and departing. Many parents walk with their children to and from school, a practice that we support. However, some parents also take this opportunity to exercise a dog.

A loving pet can enrich the family and home environment but may also add to the confusion during an already hectic period of time here at school. Even the most docile of animals, has been known to nip or bite when overwhelmed with attention.

For the safety of students and your pet, please leave your pet home when you come to school.

Due to student allergy and safety issues, students and families are asked not to bring pets to school.

Pictures

Individual and class pictures will be taken during the school year.

Pictures are regarded as a service to parents and students, and the school does not require purchase of the pictures. Written notices will always be sent home with each student announcing when the pictures will be taken, and the costs involved.

SafeSchools Hotline

If you have information regarding weapons, drugs, alcohol, or other criminal behavior in or around Spokane Schools, please call 354- SAFE (7233).

All calls are completely anonymous 24 hours a day, year-round. Thank you for your continued cooperation and support in keeping our schools safe.

Safety Patrol

Stevens, in cooperation with the Spokane Police Department, trains fifth and sixth grade students to act as safety patrol crossing guards at the intersections nearest school. Students must obey the safety patrol and cross with the patrols in a safe and responsible manner.

Adult and student patrolled crossings include the intersections of:

Mission & Magnolia
Madelia & Sinto
Magnolia & Sinto
Napa & Sinto

Skateboards, Scooters, Rollerblade, etc.

Skateboards, scooters, rollerblades are not allowed at school.

They are considered personal items, and unlike bicycles, are not able to be properly secured outside of the school during the day. This expectation also includes Heely's (shoes with wheels in the heel).

Due to safety concerns and district liability, skateboarding is not permitted on Spokane School District Property at any time.



Snow Expectations

All students and staff are responsible for ensuring everyone's safety while on the playground.

For everyone's safety and enjoyment, please follow these expectations:

- Snow is to remain on the ground.
- Throwing, kicking, or splashing snow/slush creates an unsafe playground.
- Students may make snowmen or snow angels if they wish.
- Stay away from snow piles or berms.
- Avoid sliding on snow or ice while on the blacktop or on frozen areas in the playfield.
- Look for cones. Cones will be placed in off-limit areas.
- Students will be taught that closed areas are non-negotiable and that this is done for safety reasons.
- Have fun!

Supervision

Proper supervision is required at all times to ensure student safety.

Students are not allowed to work in hallways or rooms without direct supervision. If a student approaches a room that is unoccupied, it is the student's responsibility not to go into the room. Students are expected to remain in designated areas and must have a pass when moving around the building without an adult.

- Before school:
 - Students are not allowed on school property before 8:25, as there is no supervision outside before this time. Students coming for breakfast may enter school grounds after 8:00 and proceed directly to the breakfast room through the playground doors.
- After school:
 - There is no adult supervision after 3:10. Students are expected to go directly home. Playground equipment and school grounds are closed until 4:00, or 60 minutes after school lets out on early release days. Grounds are also closed during school sponsored events.

Students Rights, Responsibilities and Records

Spokane Public Schools has adopted policies, rules, and regulations regarding student responsibilities, rights, and records. In addition, the district has prepared a detailed description of statues and rules relating to the rights, responsibilities, and authority of teachers and principals with respect to the discipline of students. The following is a brief synopsis of the information contained within the above documents. Each of the documents is available in the principal's office of each school and can be reviewed by the parents, students, or teachers by making a request to the school principal. In addition, the documents are available in the student services office.

Student Conduct

Policy and Procedure 3200 explain the general policy of the district regarding student conduct. The procedures describe the disciplinary actions that may be imposed by Spokane Public Schools if a student should violate district policy. A student's rights are also outlined in this policy and due process is explained under the Due Process section of this brochure.

Disciplinary action may include restorative practice, suspension, expulsion, or emergency action. It may also include a recommendation for counseling, mediation or other options. Due process rights of students regarding notice of intended disciplinary action are also included in this policy and procedure.

Student Records

Policy and Procedure 3400 explain that information about individual students (other than Directory Information) will not be released to persons or agencies without the written consent of parents/guardians. However, this policy also states that Spokane Public Schools will forward school records, without parent consent, to schools in other districts to which a student transfers. This facilitates the prompt and appropriate placement of students in new school settings.

Spokane Public Schools also forwards, without consent, transcripts or other information requested by high school students to colleges or other post-secondary school educational institutions. Special Education records will be maintained by Spokane Public Schools in accordance with applicable state records retention schedules.

Parents or adult students who wish to obtain copies of a student's records should submit a written request to Student Services at any time during the school year, but no later than thirty (30) days after graduation or completion of the school year.

Policy and Procedure 9375 explain that Spokane Public Schools may withhold grades, diplomas, and/or transcripts of any student responsible for theft of, or willful damage to, school property until restitution is made by payment of monetary damages or by volunteer work if the student is unable to pay restitution.

Tardy Policy

Stevens values every minute of instructional time. Students who enter classrooms even a few minutes late, face a rough start to the day as they miss morning routines, announcements, and instructional activities. The first bell rings at 8:25, signaling that students have five minutes to be in their classrooms. Students are considered tardy if they are not physically in the classroom when the tardy bell rings at 8:30.

Students arriving late who do not need breakfast must check in at the office by signing in the tardy book and taking a pink "admit one" pass. Student requiring breakfast are to go to the MPR for breakfast after signing in with the front office.

Telephone Use

School phone lines need to be kept open for parents and others who need to reach the school. Prior to leaving home, please make arrangements for your child's after-school activities since we must limit students' phone use to emergencies only. Students will not be allowed to call home to arrange play dates or sleepovers.

Please support us in teaching your child the responsibility of coming to school prepared. As a general rule, students are not allowed to call home for

forgotten items (i.e., homework, gym shoes, lunch money, library books, instruments, etc.).

Students will not be allowed to call home until after 3:15 due to high activity in the office after school.

Students are not to use personal cell phones until after they have left the school grounds.

Tobacco

Policy and Procedure 3200 explains that the use and/or possession of any and all tobacco products in/on property owned or leased by Spokane Public Schools is prohibited. Please note that Washington state law prohibits minors from possessing any tobacco product regardless of how the minor obtained it. Violation of this policy will subject students to intervention, as well as disciplinary action referenced in Policy and Procedure 3200.

Vehicle Safety

We all need to work together to ensure student and driver safety.

We ask that all adults act as positive models for our students.

Our safety expectations are:

- Insist your child cross the street at the nearest corner
- Double and triple parking at any time is illegal and a safety hazard
- Cooperate with and respect our safety patrol
- Drive in a responsible manner
- The staff parking lot should not be used to pick up or drop off students before and after school.

Visitors

For everyone's safety, all visitors, including parents/guardians, are required to check in at the school office immediately upon entering the building. Visitors will be asked to sign the visitor's log and wear a visitor's badge.

Stevens is a secure single point entry school. All visitors are required to enter through the front doors and be buzzed in by our office staff. You will not be permitted entry if the office has an obstructed view of your face, including hats, hoodies, and other non-religious garments. Hostile and aggravated visitors will not be permitted entry into the building.

Any individual posing acting or behaving in a manner that is not conducive to a positive learning environment will be asked to leave the premises. Continued disruptive and uncivil behavior by any patron may result in a no trespass order. The building administrator retains the right to restrict access for any reason and to any individual who poses a threat to the learning environment.

Entry through the playground doors is prohibited and is reserved for students and staff members only. Please do not disregard this expectation, it is for the safety of students. Thank you for ensuring a safe and secure environment at Stevens Elementary.

****Due to COVID all patrons entering the site must wear a face covering throughout the duration of their visit. Visitors will not be permitted entry without a face covering. Cloth face coverings only, face guards are not sufficient.**

Volunteers

Volunteers are vital part of the education process at Stevens. Anyone with time, special talents, or an interest in children may be a volunteer. Common activities handled by volunteers include instructional support with small groups of children, preparation of learning materials, assistance with classroom clerical duties, and guest speakers.

All volunteers must complete and clear a Washington State Patrol screening before working with students. Volunteers work under the supervision of the classroom teacher and need to sign in at the front office and pick up their identification badge. If you are interested in helping at school, we will

happily put you to work. PLEASE REMEMBER TO ALWAYS SIGN IN AT THE OFFICE.

Parents and community volunteers are appreciated and an extremely healthy resource. If you would like to volunteer, please stop by the office to receive further information regarding the process. We would love to have you.

Voter Registration

Citizens may register to vote or transfer voting precincts because of a new address at the school office.

New voter registration or change in precinct must be completed 30 days prior to an election to be eligible to vote.

Weapons

Our school district staff is dedicated to working with parents, police and lawmakers to create the safest possible environment. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement. The firearm need not be loaded or even in operating condition.

A tougher law against dangerous weapons is also now in effect. The dangerous weapon list includes objects such as slingshots, air rifles, knives and anything that propels a projectile, such as a rubber dart gun, etc. Even a young child bringing such an object to school for "show and tell" faces serious consequences. Toy weapons should not be brought to school under any circumstances.

Weather

When the weather is severe, please be careful to ensure that your child arrives at the regularly scheduled time. To avoid after-school confusion, please have a foul weather plan if your child walks or rides a bike. This helps keep your child safe and keeps our phone lines free in emergencies. Please check our district website for information on school closures or listen to major radio and TV stations beginning around 5:30 a.m.

Fresh air and exercise are important parts of a child's development. We make every effort to provide this to students each day while they are at school. Students should come dressed appropriately for the weather and be prepared to be outside for recess. During cold weather, the principal will assess current conditions and review weather charts to ensure that it is safe for students to be outside.

Wireless Phones

In a busy world, many parents wish to stay in touch with their children before and after school. Stevens recognizes this desire.

However, to ensure that wireless phone use does not interfere with the educational process, students must turn them off when arriving at school, store them in a backpack, and leave them off until after school is over.

Stevens will not assume any responsibility for a phone that is broken, lost, or stolen. Failure to follow these guidelines will lead to the phone being confiscated and held in the school office, until a parent can pick it up. Students are to keep phones stored while in the bus line and on the bus.

Students who need to contact a parent should use the office phone instead of a personal phone while on campus. For the privacy of all of our students and staff we ask that students refrain from taking pictures and video with personal phones while on district property.

SOAR EXPECTATIONS

	Line Up	Hallway	Bathroom	Cafeteria	Recess	Bus	COW's
Safe	<ul style="list-style-type: none"> *Keep hands, feet & objects to self *Walk quietly at all times *Be under control 	<ul style="list-style-type: none"> *Walk single file *Use handrail *Take one step at a time 	<ul style="list-style-type: none"> *Always flush *Wash hands with soap & water *Keep hands, eyes & feet to self 	<ul style="list-style-type: none"> *Keep hands, feet and objects to self *Walk at all times 	<ul style="list-style-type: none"> *Use equipment properly *Follow directions the first time *Keep hands, feet & objects to self 	<ul style="list-style-type: none"> *Walk quietly to & from bus *Stand quietly at bus stop * Keep hands, feet and objects to self 	<ul style="list-style-type: none"> *Remove power cord carefully *Report problems to an adult
Organized	<ul style="list-style-type: none"> *Stand with the line between your feet *Stand single file *Face forward 	<ul style="list-style-type: none"> *Face forward *Keep hands, feet and objects to self 	<ul style="list-style-type: none"> *Wear bathroom pass *Throw paper products in trash 	<ul style="list-style-type: none"> *Know your choice *Have all your items *Keep food on tray *Stay in ABC order 	<ul style="list-style-type: none"> *Return equipment *Know the rules 	<ul style="list-style-type: none"> *Stay in assigned seat *Sit appropriately 	<ul style="list-style-type: none"> *Use correct login *Plug in laptops on correct cart & shelf *Laptops with cows
Act Responsibly	<ul style="list-style-type: none"> *Stand quietly in line *Line up on time *Stay in line until you are dismissed by your teacher 	<ul style="list-style-type: none"> *Go directly to your destination *Have a pass or be with an adult *Keep hallway clean 	<ul style="list-style-type: none"> *Go quickly and quietly *One person in stall *Report problems to an adult 	<ul style="list-style-type: none"> *Raise hand for help & dismissal * Clean up when finished *Carefully empty tray 	<ul style="list-style-type: none"> *Wear a pass to come inside *Follow game rules *Line up on time 	<ul style="list-style-type: none"> *Keep hands, feet & objects in bus *Report problems truthfully *Be on time 	<ul style="list-style-type: none"> * Allow updates to load *Always shutdown from start
Respectful	<ul style="list-style-type: none"> *Look to Stevens' Staff for directions *Respect personal space 	<ul style="list-style-type: none"> *Silent voice *Silent feet 	<ul style="list-style-type: none"> *Use a quiet voice *Use appropriate language *Keep bathroom clean 	<ul style="list-style-type: none"> *Use inside voice at all times *Use manners 	<ul style="list-style-type: none"> *Use appropriate words, voice level, actions *Show sportsmanship *Accept consequences *Include others 	<ul style="list-style-type: none"> *Use caring language *Use a quiet voice 	<ul style="list-style-type: none"> *Carry laptops securely *Food and drink away from computers

Parent Involvement Plan

Stevens Elementary School

A School-wide Title I, Part A Educational Community*

Revised: 7/2/2021

Communication with Parents	
When and how Title I, Part A requirements are explained to parents	A informational flyers and newsletters will routinely be supplied to parents inside of school newsletter and during parent involvement events At a PTG meeting, requirements will be explained, and an open forum will be held for parents to give input about their wishes for their school.
How and when additional meetings will be held	At regularly scheduled PTG meetings during which the Principal's report will be presented
How parents will be involved in planning, review, and improvement of this plan/policy	Regularly scheduled PTG meetings A survey will be disseminated during the Stevens Family Nights seeking input on how to help parents be more involved and specifics parents have for making Stevens a better place for children.
How parents will be provided information about the Title I, Part A program throughout the year	The monthly newsletter will keep parents informed. Family Nights and Parent/Teacher Conferences will also provide opportunities for effective partnering. The PTG is the main conduit for communication and input for parents at the school.
How parents may request meetings, provide suggestions, and participate in decisions regarding their children's education	Parents may request meetings via email, in person, or by phone. Parents may provide suggestions through the annual school survey, attending PTG meetings, or contacting the school directly. Parents attending parent/teacher conferences, or requesting meetings outside of conference weeks, are encouraged to actively participate in decisions regarding interventions on behalf of their children. When limited English proficiency exists, the school utilizes district interpreters.
How school personnel will respond to parent's requests and suggestions	Staff members are committed to returning phone calls or emails the same day, or at least within 24 hours. Parent suggestions for school improvement will be directed to building decision making bodies depending on the issue
How parents will be involved in the development of the school/parent compact	Members of the PTG will work to draft the Stevens School/Parent Compact.
Ways parents may be more effectively involved with school personnel in improving their children's academic achievement	Volunteer opportunities surveys are sent home at the beginning of the year. Parents are encouraged to attend Family Involvement Events. Parents are encouraged to participate in Parent/Teacher Conferences in December and March. Progress Reports are given to parents at Parent/Teacher conferences in December and March. Additionally, a final report is given in June at the completion of the year. Parents may access Curriculum Connections by visiting the district website at: http://www.spokaneschools.org/curriculum Parents are provided with a pamphlet for each grade level in which they have a child attending at fall Open Houses. This pamphlet outlines learning for the year. Books are provided through classroom libraries and the school library for students to read at

	home with families.
How this plan will be disseminated to parents	Parent –Student Handbook and calendar Blackboard Messenger Social Media During PTG meetings

Title I Parent Involvement/Communication Opportunities Throughout the Year

Daily Opportunities

Home communication/Examples of Student Work and Progress	Classroom folders/binders sent home with school communication, student work samples and homework
Volunteering	Survey of volunteer opportunities sent home in fall packet
Stevens Website	Provides information regarding school events, how to contact staff members, other school/district information
Family Information Calendar and Student Handbook	Sent home the first day of school and includes information about school activities, student recognitions, rules/expectations, etc.
Stevens Social Media Account	Provide regular updates on happenings in building, school events, important parent information and other critical information

Weekly/Ongoing Opportunities

Monthly Newsletter	Sent home each month with pertinent school information, ideas on how to help children and an upcoming events calendar
Classroom Parent Newsletters	Provides information specific to each classroom.
Stevens Social Media Account	Provide regular updates on happenings in building, school events, important parent information and other critical information

Fall Opportunities

Classroom Open Houses	Opportunity to meet classroom teacher, learn about curriculum and expectations for the year.
Parent Teacher Conferences	Opportunity for parents to confer with classroom teachers about student progress.
Book Fair	Opportunity for families to purchase inexpensive books to read with their children.
Harvest Festival	Opportunity for fun school activity.
Trunk or treat	Opportunity for fun family activity.
2 nd Harvest Food Distribution	Access to healthy food for all families.
PTG Turkey Bingo	Opportunity for fun family activity.

Winter Opportunities

Parent Teacher Conferences	Opportunity for parents to confer with classroom teachers about student progress.
Cookies and Kits with Santa Family Night	Opportunity for fun family activity.
Stevens Family Night	Opportunity for families to learn how to support their students socially, emotionally, and academically.

Spring Opportunities

Cultural Night	Opportunity for families to explore and embrace the many cultures that make up the Stevens community.
PTG Donuts with Grown-Ups	Opportunity for fun family activity.
Stevens Family Night	Opportunity for families to learn how to support their students socially, emotionally, and academically.

* Stevens is a School-wide Title I, Part A Educational Community. This means that federal Title I dollars support programs at Stevens to meet the needs of any student in the school that has been shown to need academic intervention in order to be successful.

Student, Teacher, Parent Compact 2021-2022 Stevens Elementary School

Stevens Elementary School is committed to empowering each child to achieve his/her potential. In partnership with students, parents, and community, we foster high expectations, promote positive attitudes, respect individual differences, and the desire for lifelong learning. Through a safe and nurturing environment, each student shall become a contributing member of society.

As a Stevens Eagle I will:

- Choose to be great each and every day!
- attend school regularly and arrive on time
- practice all school wide, classroom, and bus rules
- show respect for myself and others
- come to school prepared with my homework and supplies
- choose to learn and do my best in school
- do my best to participate in classroom activities and try to participate in extra-curricular activities
- ask questions and share my own ideas
- bring notes home from school to share with my parents
- take pride in Stevens Elementary and the community

As a Stevens staff member I will:

- Love and care for every Stevens student
- believe that each child can learn
- have high expectations for all students
- Support each child in all aspects of schooling including academics, social emotional learning and behavior
- Respect, value and celebrate the cultural and personal uniqueness of each child and her/his family
- Actively communicate with families around their student's progress
- Actively teach and encourage students to promote a positive learning environment for all students
- Establish classroom practices that are equitable and promote a positive school and classroom climate
- take pride in Stevens Elementary and the community

As a Stevens Parent/Guardian I will:

- see that my child attends school regularly and arrives on time
- establish and maintain a positive relationship with my child's teacher and the school
- provide an environment that supports lifelong learning
- support my child with homework
- talk and read with my child and encourage effort
- communicate regularly with my child's teacher and school staff
- talk with my child about her/his school activities every day
- support the school's building wide expectations by promoting and teaching positive behaviors
- take pride in Stevens Elementary, the community, students, and staff

As members of the Stevens educational community, together we are partners in your child's education as we uphold the intent of this compact.

As administrators, Principal Adrian Espindola, and Principal Assistants Kristin Day, and Darren Cromeenes represent all Stevens Elementary staff in affirming this compact.

Full Non-Discrimination Statement

Revised: February 2022

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate in the admission, treatment, employment, or access to its programs or activities on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, to the use of a trained guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer.

The following **Civil Rights Compliance Coordinators** have been designated to handle questions and complaints of alleged discrimination:

- Civil Rights Coordinator and Title IX Coordinator: [Jodi Harmon](#), [509.354.7344](tel:509.354.7344)
- Section 504 Coordinator: [Melanie Smith](#), [509.354.7284](tel:509.354.7284)

Other district contacts:

- ADA Officer: Stephanie Busch, [509.354.5993](tel:509.354.5993)
- Affirmative Action Officer: Nancy Lopez-Williams, [509-354-5651](tel:509-354-5651)

- AHERA Officer: Robert Findley, [509.354.7143](tel:509.354.7143)
- ALE Officer: Heather Bybee, [509.354.7361](tel:509.354.7361)
- Certification Officer: Cindy Coleman, [509.354.7318](tel:509.354.7318)
- Claims Agent: Rebecca Doughty, [509.354.7298](tel:509.354.7298)
- Contract Officer: Cindy Coleman, [509.354.7318](tel:509.354.7318)
- Copyright Compliance Officer: Mark Martell, [509.354.7212](tel:509.354.7212)
- Equal Opportunity Officer: Nancy Lopez-Williams, [509-354-5651](tel:509-354-5651)
- Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer: Melanie Smith, [509.354.7284](tel:509.354.7284)
- Personnel Officer: Nancy Lopez-Williams, [509-354-5651](tel:509-354-5651)
- Public Records Officer: Terri LeFors, [509.354.7395](tel:509.354.7395)
- Safety/OSHA/WISHA Officer: Rebecca Doughty, [509.354.7298](tel:509.354.7298)
- Secretary, Board of Directors: Adam Swinyard, [509.354.7268](tel:509.354.7268)

Address: 200 N Bernard Street, Spokane 99201-0282.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Officer, listed above. You also have the right to file a complaint (see below).

- [Spokane Public Schools Policy 3210: Nondiscrimination](#)
- [Spokane Public Schools Procedure 3210: Nondiscrimination](#)

Unlawful Discrimination

Allegations of discrimination should be reported to your child's teacher or principal immediately. This will allow the school the opportunity to address your concerns and resolve the situation as soon as possible. Unlawful discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to

reasonably accommodate a student or employee's disability. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington state law include: sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression or identity, honorably discharged veteran or military status, or the use of a trained dog guide or service animal. If you are unable to resolve your concerns with your child's teacher or principal, contact Melanie Smith, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, (509) 354-7284, MelanieSm@spokaneschools.org to discuss your concerns or to file a complaint. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. Procedure 3210 provides the procedure for filing a discrimination complaint. **There are three (3) steps: *Step 1:*** Complaint to School District Superintendent, ***Step 2:*** Appeal to the School Board, and ***Step 3:*** Complaint to OSPI. The instructions on how to follow these steps may be found at k12.wa.us/policy-funding/equity-and-civil-rights/complaints-and-concerns-about-discrimination.

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on 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, or 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. You can find a copy of the district's policy and procedure 5011 on the district's website www.spokaneschools.org, at your school, or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member, contact their building administrator, or contact Jodi Harmon, Title IX/Staff Civil Rights Officer, at (509)354-7269. Further information and instructions on how to file a formal complaint can be found at <https://spokaneschools.org/domain/182>.

Complaint Options: Discrimination and Sexual Harassment

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 officers: Title IX/Staff Civil Rights Officer, Jodi Harmon, (509) 354-7269 *Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Melanie Smith, (509) 354-7284 *504 Compliance Officer, Melanie Smith, (509) 354-7284 * ADA Officer, Stephanie Busch, (509) 354-5993 * Affirmative Action Officer, Nancy Lopez-Williams, (509) 354-5651 * Equal Opportunity Officer, Nancy Lopez-Williams, (509) 354-5651

Complaint to the School District

1. **Write Out 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.

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.
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. You can do this in the following methods.

- 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

Harassment, Intimidation or Bullying (HIB)

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and [Policy and Procedure 3207](#) defines harassment, intimidation or bullying as any intentionally written message or image— including those that are electronically transmitted— verbal, or

physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when 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; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Rights Officer, Jodi Harmon 354-7306. Further information and complaint forms can be found at [spokaneschools.org/nondiscrimination](https://www.spokaneschools.org/nondiscrimination).

Translated versions of the Nondiscrimination Statement can be found at: <https://www.spokaneschools.org/Page/3955> and will be available in Russian, Spanish, Karen, Arabic, and French.