



TEAM HANDBOOK

Together Everyone Achieves More

2026-2027

Bernice Vossbeck Elementary 1301 Bridgeview Drive Lynden, WA 98264

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lynden.wednet.edu/bernice-vossbeck-elementary



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Rex Fraser – Principal • Tawnee Parcher – Dean • Joelle Dodd – Interventionist

Welcome to Bernice Vossbeck Elementary School!

We are committed to ensuring that every student is offered the opportunity to grow and learn in a positive, safe, and caring environment. Our dedicated and talented staff strives to encourage and support every student to reach their potential.

We believe that family involvement and strong school/family relationships are essential for student success. We encourage you to partner with us to provide the best possible educational experiences for your child(ren). It is our hope that you will work with us in the development and achievement of our district and school goals. You are invited to join the PTA (Parent Teacher Association) to work with us on activities planned by families and teachers. We also encourage you to volunteer in the school and in our classrooms.

To facilitate communication between families and our school, this handbook is designed to provide you with beneficial information regarding expectations, services, and programs available to you and your children. It includes descriptions of practices, policies, and procedures, as well as staff information. I encourage you to contact me or faculty whenever you have questions, comments, or concerns. If we can assist you in any way, please do not hesitate to reach out in person, call, or email.

Bernice Vossbeck Vision Statement

At Bernice Vossbeck Elementary School, our goal is to equip our students to make their school, their community, and their world a better place for all by providing rigorous educational opportunities in a safe, welcoming, and respectful environment.

Bernice Vossbeck Mission Statement

Our team is committed to academic and personal excellence! We emphasize...

- * A quest for quality in literacy and other basic skills
- * Building a foundation of respect for people and property
- * TEAM involvement in opportunities for on-going productive and creative learning
- * The importance of life-long learning.

Building Leadership

Rex Fraser, Principal- fraserr@lynden.wednet.edu | Tawnee Parcher, Dean of Students-
parchert@lynden.wednet.edu | Joelle Dodd, Interventionist- doddj@lynden.wednet.edu

Office phone 360.354.0488 | Fax 360.318.8318

Daily Schedule (subject to change)

Office Hours	7:30 AM – 4:00 PM
Teacher Hours	7:50 AM – 3:20 PM
Student Hours	8:55 AM – 3:05 PM

Teacher Arrival Time 7:50 AM

Student Arrival Time 8:45 AM

School Begins 8:55 AM

School Ends 3:05 PM

Late Start Wednesday

School Begins 9:55 AM

School Ends 3:05 PM

ITK/Kinder AM Recess 10:00 AM – 10:15 AM

2nd Grade AM Recess 10:20 AM – 10:35 AM

1st Grade AM Recess 10:40 AM – 10:55 AM

5th Grade AM Recess 11:05 AM – 11:20 AM

ITK/Kinder PM Recess 1:25 – 1:40 PM

3rd Grade PM Recess 1:45 – 2:00 PM

4th Grade PM Recess 2:05 – 2:20 PM

Note: lunch & recess schedules are not completed until the last week of August. Times may shift.

Bernice Vossbeck Elementary Website

Bernice Vossbeck Elementary has an active website that has information about school events and other items. The web address is [Bernice Vossbeck Elementary \(wednet.edu\)](http://BerniceVossbeckElementary.wednet.edu).

Arrival/Dismissal Time

School begins at 8:55 AM and finishes at 3:05 PM. Doors open at 8:45 AM. If you bring your child to school after 8:55 AM, please walk them to the school office to check in. Additionally, if you pick your child up after school, please be sure to do so at 3:05 PM.

Attendance

There are two periods in the K-5 school day. Students who arrive 20 minutes or more past the start of a period or leave prior to 20 minutes before the end of a period will be marked absent for that period. The absence will be considered unexcused unless they have a signed note, or we receive a phone call from their parent/guardian with an explanation that fits the criteria for an excused absence. All late students must check into the office and receive a tardy pass to be admitted to class.

The following will be marked as excused absences:

- Participation in school-approved activities (school competitions, field trips, etc.)
- Illness, health condition, or religious purposes ([sick day guidelines](#))
- [Attendance – Absence Request Form](#) for purposes agreed to by the principal and the parent/guardian (vacations, extended absences, etc.)
- As required by law, absence resulting from disciplinary actions or short-term suspension

Unexcused absences are defined as follows:

Failure to submit a note signed by the parent/guardian or a phone call of explanation within 48 hours of the student's return to school.

A signed note of explanation which does not have a valid reason for the absence per criteria listed above.

ParentSquare

The Lynden School District has partnered with ParentSquare, a proven technology for reliable communication between schools and student households. ParentSquare is a service to communicate absences, emergencies, weather-related closures/delays, early release notices, and meal balances. You will receive communication relating to your student via your phone # and email contact information on record at your child's school. Please make sure your contacts are up to date.

Release of Students

No child shall be removed from any school classroom, building, grounds, or school function except by a parent having legal custody, a legal guardian, or a person designated by the parent/legal guardian and listed in our school records. The person must present to the satisfaction of the school office staff, evidence of proper authority to remove the student from the school. ALL STUDENTS MUST BE PICKED UP AT THE OFFICE AND SIGNED OUT. To minimize disruption to learning, we ask that you avoid removing your child during the day. We understand that at times this is unavoidable.

Should your child become ill at school, the office will first attempt to contact a parent or guardian at home or work. If the office is unable to reach a parent, they will call the emergency contact names listed in your child's records.

Should a student need to be sent home due to discipline, suspension, or expulsion (except in emergency expulsion), the principal or designee shall attempt to inform a parent or guardian about the school's action and will request the parent to come to school for the child.

Home a Different Way

Students are expected to go straight home by the usual means of transportation. If your child is to go home with a friend, on a different bus, or to be picked up early or by someone other than their parent/guardian, written permission or a phone call from a parent is required. If we are not notified of a change in transportation by a note or phone call from the parent, we will send students home the usual way. Whenever possible, please try to avoid last-minute decisions to change your child's

plans concerning their way home. The office needs to be called before 2:30 PM with any transportation changes for the day. Cell phone text messages cannot be honored. Please do not text your child with changes to their way home; always contact the office to discuss changes to after school plans. This will eliminate any confusion on your child's part and will ensure that he/she arrives safely at his/her destination.

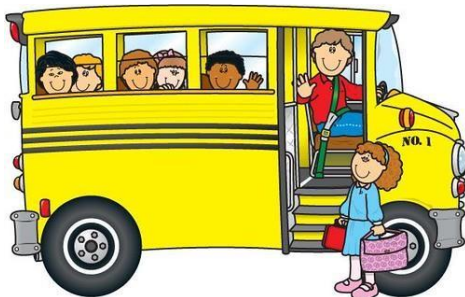
Bus Riding

Many of our students will ride the bus to and from school. We want the ride to be safe and pleasant. Bus drivers and teachers go over safety rules with children, and we would like parents to follow this up at home. Bus rules are sent home with all children at the beginning of the school year. You may check your child's bus route on our [district bus transportation website](#).

Riding the bus is a privilege. Students who consistently misbehave on the bus may lose this privilege.

Glass items, pets, and medication are not allowed on school buses for safety reasons. Children should be extremely careful at bus stops and when crossing streets. Children should understand that bus stops become dangerous when pushing and shoving occur. Please note that balloons, flowers, and open food items (suckers, ice cream, etc.) are not allowed on the school buses.

Concerns regarding the bus should be directed to your child's bus driver or Shane Stanfill, Transportation Supervisor. Mr. Stanfill may be reached by phone at the bus garage at (360) 354-5469.



Bus Schedule & Inclement Weather

Operation of buses during snow and/or ice conditions: School closures and/or delays due to inclement weather will be communicated to families via ParentSquare and posted on the district website and social media pages. We also provide this information to local media, though we cannot control what they choose to do with it. In some cases, modified bus routes may need to be implemented. If so, the district will include that information in their communication to families.

The Lynden School District encourages families and staff to use their best judgement when traveling to and from school on inclement weather days.

Bicycles/Scooters and Walkers

Students are permitted to ride their bicycles and scooters to and from school. Bicycles will be locked in the school gated area when parked at school. The school is not responsible for personal property. Please instruct your child thoroughly about bicycle/scooter safety. All children must wear bicycle helmets.

Students who regularly walk to and from school need to have a note signed by a parent once a year giving permission for their child to walk. Bike riders and walkers will all leave school by going east on Bridgeview Road for safety and using the crosswalk if necessary.

Please click the link below to review the district policy on E-Bikes and Personal Mobility Devices.
[E-Bike and Personal Mobility Devices on School Property](#)

Breakfast & Lunch

Breakfast is optional and designed to ensure that all students can begin their day with a full tummy. Breakfast begins when our doors open at 8:45. Students may bring a sack lunch or choose to receive lunch from the school. Both breakfast and lunch are free of charge for all families again this year. However, we do ask that you still fill out a free and reduced application form as it supports our funding. [Free and Reduced meal application forms](#) are available in the office and must be filled out each school year.

Parking

We request that all visitors use the parking lot when visiting school. Please park in designated spots only and follow proper parking lot rules. We want to be good neighbors, so please refrain from parking along the curbs on Bridgeview whenever possible.

Use of the School Phone

The school telephones are intended for school business use only. The office will make every effort to deliver urgent messages from parents to students. Students will be allowed to use the telephone for calls of an urgent nature with permission from a school employee. Calls to see if one student can go home with another are not permitted.

Invitations and Gifts

We want to be sensitive to the feelings and needs of our students and ask that you do not bring gifts or invitations for parties, get-togethers etc. to school. Please coordinate with your student's classroom teacher if you feel you have an exception to this guideline.

Visiting Bernice Vossbeck Elementary

You are always encouraged to visit or volunteer in your child's room. Reach out to your child's teacher to determine volunteer opportunities. Please be sure to stop by the school office first to sign in and put on a "Visitor Pass."

If there is a concern or question you have, please contact the teacher via a ParentSquare message, and email or you can try via phone during these times- 8:00 AM – 8:30 AM and 3:05 – 3:20 PM.

Visits to our school by other children are discouraged. Visiting children can often be a distraction to the learning process.

Volunteering at School

For the safety of our students, anyone who volunteers in the classroom and/or accompanies field trips with students must complete a volunteer packet. [Volunteer packets are available online](#) or at the school office, and need to be completed and returned to the office two weeks before the event.

Volunteering can occur after the forms have been processed. There is no cost involved and certification to volunteer is good for two years.

Student Information

The school is responsible for your children for approximately six hours a day. It is important that we have up-to-date information such as address, current telephone numbers and emergency contacts. Please call the office if any information needs to be updated on your child's records. Inform the school as soon as possible if you are moving.

Reporting Student Progress

Report cards are sent home three times a year. The first report card is reviewed during the parent-teacher conference. Please take time to talk over report cards with your child. It is an important part of their learning. If you have any questions, please contact your child's teacher.

Parent-Teacher Conferences

Conferences regarding student progress are scheduled in November. Conferences are a very important part of the education process for your child and Bernice Vossbeck Elementary expects 100% parent involvement.

Student Supplies

A list of [student supplies](#) is sent home with report cards at the end of each school year indicating the items teachers ask families to furnish for the following school year.

Care of the Building

In keeping with the high standards of the Lynden School District, it is incumbent upon the Bernice Vossbeck TEAM to maintain the building, ground, and equipment in the best possible condition.

Items Not Allowed at School

Cell phones, skateboards, iPods, roller skates, roller blades, trading cards and toys, electronics and video games, radios and headphones, toy guns, knives, baseball bats and hard balls, cleated shoes, hats, golf balls, gum, Gizmo's, or SMART watches, etc.

Expectations for Dress

We want Bernice Vossbeck Elementary to be a safe and friendly environment where students can excel in their learning. For this to work, we do have expectations for how students come to school in appropriate clothing.

Shoes: We have recess, P.E., and time in the cafeteria. Wearing flip-flops on the playground equipment area or in P.E. are not appropriate. Students wearing them can get injured more easily. Shoes need to cover the heels and toes. If flip flops or Crocs are worn to school, appropriate shoes need to be brought along for recess and P.E.

Shirts: We do not allow any words or pictures that are inappropriate or disrespectful (i.e., violence, controlled substances, sexually explicit information, gang related material etc.). Students also need to have shirts that cover the body appropriately.

Hats: Hats are not to be worn in the buildings or on playground unless students are given permission (If it is severe weather, then hats, gloves and other warm clothing is important to wear). Any items like bandanas and other things that cover the face are not allowed.

Lost & Found

The school maintains a lost & found for unclaimed items. Students and parents are encouraged to check the lost & found for articles of clothing, jewelry, eyeglasses, and coats. Parents are expected to place suitable identification on all items to help us return these items to their owners. Unclaimed items will be donated to local charities at the end of each school year.

Safety Drills and Disaster Preparedness

Fire, earthquake, and lock-down drills are necessary for the safety of students and staff. Students are continually taught and reminded of Bernice Vossbeck Elementary safety drill procedures.

School Safety

The Lynden School District adheres to a “zero tolerance” policy concerning threats of violence, acts of violence, and possession of dangerous items (i.e., knives, guns, etc.). This is a gun-free zone. Law enforcement will be notified of any violation.

Threats/Harassment: Students may not threaten to hurt someone or property. This includes teasing, verbal abuse, sexual harassment, intimidation, threats, or threatening statements. This also means on the way to or from school. ([RCW 28A.300.285](#)) ([Board policy 3207, 3207P](#))

Weapons/Gun Free School Zone: It is against school board policy and state laws to carry or possess a firearm or dangerous weapon (as outlined in [Board Policy 4210](#)) on school premises or school-transportation. The penalty for this shall be expulsion from school ([RCW 9.41.280](#) & [Board Policy 4210](#)) for one year. This can be modified if deemed appropriate by the superintendent. If a weapon is brought to school, both parents and law enforcement must be notified.

Gang Activity: Any student enrolled in public or alternative school that is engaged in gang activity or is a member of a gang on school grounds, may be suspended or expelled from school. ([RCW 28A.600.455](#) & Board Policy 3200)

Drugs, Tobacco Products, and Alcohol: It is against school board policy for a student to have illegal drugs, tobacco products, vapes and accessories or alcohol at school. It is also against school board policy to have taken illegal drugs or alcohol before coming to school. Any medications brought on campus must be approved through the appropriate building authorities. Discipline for these actions could result in suspension or expulsion from school ([RCW 28A.210.310](#) & [Board Policies 4215](#)).

Right to Appeal process: If a student is accused of one of these incidents, he or she will be afforded an appeal process that is outlined in Board Policy 3241.

About Your Child's Health

Medication

Due to [Washington State Law](#) regarding administration of oral medications at school, the following rules apply. The medication must be furnished in the ORIGINAL container from the pharmacy, with the student's name, the name of the medication, and dosage to be given. Non-prescription medication must be furnished in the ORIGINAL container from the manufacturer. All the medication should be ready to be administered and must not require any preparation by building staff. It is the parent/guardian's responsibility to deliver and maintain an adequate supply (not more than one month supply) of medication at the school. The medication MAY NOT be delivered by the child or school bus driver. If delivered by the student or bus driver, medication will not be dispensed, and the parent will be contacted to come to school to verify medication and amount. An [AUTHORIZATION FOR ADMINISTRATION OF ORAL MEDICATION AT SCHOOL](#) form must be completed by parent and physician prior to administration of any medication including all over the counter medications such as Tylenol, Advil, cough drops, etc.

Vaccines Required for School Attendance

- 5 doses of Diphtheria, Tetanus, Pertussis (DTP) or DT vaccine with the last dose on or after the fourth birthday.
- 4 doses of Oral Polio vaccine (OPV) or 4 doses of Inactivated Polio vaccine (IPV) with the last dose on or after the fourth birthday.
- 2 doses of Measles, Mumps and Rubella (MMR) vaccine with the last dose on or after the fourth birthday
- 2 doses of Varicella vaccine with the last dose on or after the fourth birthday
- 3 doses of Hepatitis B

Illness at School

If a student becomes ill at school, we will make every attempt to reach parents or guardians by phone and request that you come to school and pick up your child. For this reason, it is paramount that we have an updated, working phone number for you as well as emergency contacts in Skyward. We do have temporary facilities to help comfort the sick child while they are waiting.

Keeping Your Sick Child Home

If your child has a fever or is obviously not well, we ask that you please keep them home. This helps your child recover more quickly and helps to prevent other students and staff from becoming ill. A child that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, or impetigo, will be sent home from school and must remain home until the condition or disease is treated.

A reminder from the school nurse of what to look for when your child is not feeling well:

FEVER: No child with a fever should be sent to school. A fever is 100.4° or higher. If no thermometer is available, then feel the child's forehead with the back of your hand. If it feels hot,

keep the child at home. A child needs to be free of fever for 24 hours, without medication, before returning to school.

COLD: A child with a heavy cold and a deep or hacking cough belongs at home in bed even without a fever. Greenish discharge from the nose is a sign of bacterial infection. Please have a doctor check this condition. If your child has a sore throat, with a fever and/or white spots on the back of the throat, call the doctor.

HEADACHES: A child with a headache, stiff neck, and chills along with a high fever should be seen by a doctor.

VOMITING: **Children who have vomited in the afternoon or evening should remain home the following day.** They should remain at home until they are vomit free for 24 hours and able to eat and drink more than clear liquids.

School Accident Insurance

School accident insurance is available for students at a reasonable rate. Application forms are available in the school office and are sent home with each student in the fall.

**The following pages include required language prescribed
by the Office of the Superintendent of Public Instruction (OSPI):**

Our School Protects Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment 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 explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB 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 status) 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 often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer (Tim Metz, Director of Student Services, metzt@lynden.wednet.edu, 360-354-4443) who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an [Incident Reporting Form](#).

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the [HIB Incident Report Form](#) and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

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

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

If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they’ve assigned) to review the investigation. They will send you a written decision.

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

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

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

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

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member’s behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, 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 behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior 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](#), and [website](#) (visit Section II).

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously 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 accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's [Sexual Harassment Policy 3205](#) and [Procedure 3205P](#), visit [website](#) (visit Section II).

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

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

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination:

Civil Rights Coordinator: Tim Metz, Director of Student Services, metzt@lynden.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Tim Metz, Director of Student Services, metzt@lynden.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Tim Metz, Director of Student Services, metzt@lynden.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: David VanderYacht, Superintendent,
vanderyachtd@lynden.wednet.edu

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. 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 so the school district can investigate it promptly. You must submit your complaint within one year of the behavior 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 will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

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

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision.

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

If you disagree with the decision about your complaint, you may appeal the decision to the School Board. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school 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 be discrimination if it is based on a protected status. 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 address your concerns.

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, whether or not they have legally changed their name.
- Update students' gender designation so they accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's [Gender-Inclusive Schools Policy \[3211\]](#) and [Procedure \[3211P\]](#), [visit the website](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: David VanderYacht, Superintendent,

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 12.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, violated state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none exists, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

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, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

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

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

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

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

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- Email: OLA@k12.wa.us

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

The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and 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: www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481