



# TEAM HANDBOOK

Together Everyone Achieves More

**2024-2025**

**Bernice Vossbeck Elementary 1301 Bridgeview Drive Lynden, WA 98264**

**(360) 354-0488**

**FAX (360) 318-8318**

**[lynden.wednet.edu/bernice-vossbeck-elementary](http://lynden.wednet.edu/bernice-vossbeck-elementary)**

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.

### 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

<b>Teacher Arrival Time</b>	<b>7:50 AM</b>
<b>Student Arrival Time</b>	<b>8:45 AM</b>

<b>School Begins</b>	<b>8:55 AM</b>
<b>School Ends</b>	<b>3:05 PM</b>

#### Late Start Wednesday

<b>School Begins</b>	<b>9:55 AM</b>
<b>School Ends</b>	<b>3:05 PM</b>

ITK/Kinder AM Recess	10:00 AM – 10:15 AM
2 <sup>nd</sup> Grade AM Recess	10:20 AM – 10:35 AM
1st Grade AM Recess	10:40 AM – 10:55 AM
5 <sup>th</sup> Grade AM Recess	11:00 AM – 11:15 AM
3 <sup>rd</sup> Grade PM Recess	1:25 – 1:40 PM
ITK/Kinder PM Recess	1:45 – 2:00 PM
4 <sup>th</sup> Grade PM Recess	2:05 – 2:20 PM

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

### 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. If you are dropping off your child, please do not arrive before 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 an elementary 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 are valid excuses for 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. This will eliminate any confusion on your child's part and will ensure that he/she arrives safely at his/her destination. Also, the office should be informed of any changes in your child's daycare provider.

### **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:** Parents/guardians may learn about Lynden school closures, delays, or bus snow routes in multiple ways. Lynden Schools posts updates on their Facebook page and Twitter account. You may also view a list of school closures by clicking on [KGMI](#) or [MyNorthwest](#) websites. Remember to refresh your webpage to view updated information. Please listen to the following stations on snowy and icy days to determine if school buses will operate on a regular or delayed schedule: KGMI 790AM, KPUG 1170AM, KWPZ 106.5FM, KAFE 104.1FM, and KISM 92.9FM. Beginning at 6:00 AM, school closure and delay changes are announced every fifteen minutes. You can also watch any of the following Seattle TV stations: KOMO – channel 4, KING – channel 5, KIRO-channel 7 or KCPQ-channel 13.

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 going east on Bridgeview Road for safety and to use the crosswalk if necessary.

## Breakfast & Lunch

Breakfast is eaten in our classrooms. Lunch will be served in the cafeteria. Students may bring a sack lunch or use their account to purchase lunch with milk. Parents may deposit any dollar amount on their child's account which will be automatically deducted daily. [Free and Reduced meal application forms](#) are available in the office and must be filled out each school year. *Note: meal prices will be updated in the fall.*

### **Meal Prices:**

	<b><u>Daily:</u></b>
Breakfast	\$1.50
Lunch	\$3.00
Milk	\$0.50
Juice	\$0.50

### **Reduced Meal Prices:**

Breakfast	\$0.00
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Lunch (K-3)	\$0.00
Lunch (Grades 4-5)	\$0.00

### **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.

### **Visiting Bernice Vossbeck Elementary**

You are always encouraged to visit or volunteer in your child's room. Volunteers must complete [a volunteer application packet](#). Please be sure to stop by the school office first to sign in and put on a "Visitor Pass." We ask that you contact the teacher whenever there is a concern or question. The best time to reach teachers by phone are 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 our learning process.

### **Volunteering at School**

For the safety of our students, anyone who volunteers in the classroom and/or accompanies field trips with students Volunteers must complete [a volunteer application packet](#). Forms are available online or at the school office and need to be completed and returned to us five days before the event. Volunteering can occur after the forms have been processed. There is no cost involved and certification is good for two years.

### **Student Information**

The school is responsible for your children 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 enclose the heels and toes. If flip flops are worn to school, appropriate shoes need to be brought along for recess and P.E.

**Shorts/pants:** Shorts need to be modest and not too short. A rule of thumb would be a hand width above the student's knee. Pants should not have large tears on them and should be worn in a respectful manner.

**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 (no large tears, no spaghetti straps, no midriff shirts).

**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. **Accessories:** Any item worn that would suggest gang affiliation is not allowed. (This might include chains for wallets, clothing, necklaces, or other items). If a student wears a hooded sweatshirt, the hood should only be worn in a respectful manner (not indoors and not used to hide the face).

### **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.

### **Weapons Policy**

The safety of students and staff in our school is paramount. Weapons on school grounds are an immediate threat and are prohibited by law. Therefore under state law [RCW 9.41.280](#) and school board policy [4210](#), any student who possesses, handles, or transmits any object that can be considered a firearm or dangerous weapon onto public school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools shall be expelled from school for not less than one year under [RCW 28.A.600.420](#).

### **Harassment/Intimidation/Bullying (HIB) – [District Policy 3207](#)**

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons; free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” (HIB) means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in [RCW](#)

[9A.36.080\(3\)](#), (race, color, religion, ancestry, national origin, gender sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written verbal, or physical act:

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

- Has the effect of substantially disrupting the orderly operation of the school?

Nothing in this section requires the affected student to possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, or physical actions. “Intentional acts” refer to the individual’s choice to engage in the act rather than ultimate impact of the actions(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation, false reports or retaliation for harassment, intimidations or bullying also constitute violations of this policy.

The district’s HIB compliance officer is Mr. Tim Metz, Director of Student Services. All formal and informal complaints should be directed to him at the District Office, 516 Main Street., Lynden WA.

### **Non-discrimination**

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

Civil Rights Coordinator – Tim Metz; [metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu) 360-354-4443

Title IX Officer – Tim Metz: [metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu) 360-354-4443

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

### **Sexual Harassment**

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

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

• A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision or

• The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

#### **Examples of Sexual Harassment**

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

**You can report sexual harassment** to any school staff member or to the district's Title IX

Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Lynden School District Board Policy 3205P](#).

#### **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 Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

#### **Complaint to the School District**

##### **Step 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.

### **Step 2: School District Investigates Your Complaint**

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

### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether the district failed to comply with civil right laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil right laws. Corrective measures will be put into effect within 30 calendar days after this written response – unless you agree to a different time.

### **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 have occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

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

**Email:** [equity@k12.wa.us](mailto:equity@k12.wa.us) / Phone: 360-725-6162

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200 For more information, visit our [website](#), or contact OSPI’s Equity and Civil Rights Office at 360- 725-6162/TTY:360-664-3631 or by email at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options:**

Office for Civil Rights, U.S. Department of Education 1-800-368-1019 | TDD: 1-800-537-7697 |

[OCRMail@hhs.gov](mailto:OCRMail@hhs.gov) | [OCR Website](#)

Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-233-3247 | [Human Rights Commission Website](#)

**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 3200.

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.). It is against the school board policy and state laws for a student to have illegal drugs, tobacco products, or alcoholic materials at school. It is also against school board policy to have taken illegal drugs or alcohol before coming to school. Unless there is a doctor’s note on record, prescription drugs are also not allowed. ([RCW28A.210.310](#))

**This is a gun-free zone. Law enforcement will be notified of any violation.**

## 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.

### **Saving for Education**

There are ways that parents can help Bernice Vossbeck Elementary School receive materials and equipment for our students. We participate in the following programs and ask for your help in saving and turning in labels and receipts:

1. Box Tops for Education – we receive \$.10 for each “Box Tops for Education” logo from General Mills products. Please see below for information on how to participate.

### **HOW TO EARN CASH VIA RECEIPTS AND THE APP**

**Download the App.** Download and access the App via your mobile device (*Box Tops for Education™*). Your wireless service carrier's standard charges, data rates and other fees may apply. In addition, downloading, installing, or using certain mobile services may be prohibited or restricted by your carrier, and not all mobile services may work with all carriers or devices. By using the App, you agree that General Mills may communicate with you regarding the App, in accordance with their Privacy Policy. You agree to only use the App on supported mobile devices that you own or control.

**Register for an Account.** To earn for your school and access the features of the App you must register for an account. Membership is free. If you are currently a registered member of the Box Tops for Education website ([www.BoxTopsForEducation.com](http://www.BoxTopsForEducation.com)) (the “Website”), you must use that established log-in information. If you are not currently registered at the Website, you can register via the App. You can also use the username and password created on the App to log-in on the Website.

**Shop.** Beginning June 1, 2019, purchase products participating in the Box Tops for Education program. Keep your receipt!

**Redeem your Receipt.** Redeem the Box Tops for Education earnings from your purchase by scanning your full receipt with the App within 14 days of your date of purchase as indicated on the receipt. You may scan a maximum of 50 receipts per day per registered account.

2. There are several stores that donate to schools such as Safeway, Fred Meyer, and Target. Ask for information when you shop.
3. AmazonSmile Charity Lists is a meaningful way for you to shop and donate items directly to charities in need. Simply find the charities you would like to support, add items from their lists to your cart, and check out – it is that easy. Here is the link to our own Parent Teacher

Association (PTA) charity, [Amazon.com. Spend less. Smile more.](https://www.amazon.com/spendless-smile) The name of our account is Parent Booster USA.

Thank you for your help and support!

The following pages are a required inclusion and wording from OSPI:



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

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

### What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

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

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

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Tim Metz, Director of Student Services, [metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu), 360-354-4443) that supports prevention and response to HIB.

### What happens after I make a report about HIB?

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

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

### What is the investigation process?

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

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

- A summary of the results of the investigation

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

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

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

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

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

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

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

## Our School Stands Against Discrimination

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

### What is discriminatory harassment?

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

*To review the district’s Nondiscrimination Policy 3210 and Procedure 3210, visit <https://lynden.wednet.edu/school-board/board-policies-and-procedures/3000-students/>.*

### What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

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

*To review the district’s Sexual Harassment Policy 3205 and Procedure 3205, visit <https://lynden.wednet.edu/school-board/board-policies-and-procedures/3000-students/>.*

## What should my school do about discriminatory and sexual harassment?

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

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

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Tim Metz, Director of Student Services, [metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu)

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Tim Metz, Director of Student Services, [metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu)

Concerns about disability discrimination:

Section 504 Coordinator: Tim Metz, Director of Student Services, [metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu)

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Tim Metz, Director of Student Services,  
[metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu)

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

## What happens after I file a discrimination complaint?

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

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

## I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will

notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

## Who else can help with HIB or Discrimination Concerns?

### Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

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

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

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

## Our School is Gender-Inclusive

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

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211, visit <https://lynden.wednet.edu/school-board/board-policies-and-procedures>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:  
Tim Metz, Director of Student Services, [metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu)

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