



# Selkirk Elementary

## Parent/Student Handbook

As of May 2025

### WELCOME!

At Selkirk Elementary, we are dedicated to offering a quality educational program where all students are valued, respected, and engaged in learning. We believe that it is important for students to feel positive about themselves and to experience success in school. We look forward to working with you and your child. This handbook is designed to provide you with important information in a brief format. Additional information is available online on our website: [www.selkirkschools.org](http://www.selkirkschools.org)

Building Administrator: Nancy Lotze

Secretary: Cheyenne Maupin

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# Selkirk Elementary

## Parent/Student Handbook

### Topics from

#### ADMISSION & REGISTRATION

You must provide a copy of your child's **birth certificate** and **immunization record** to register your child. Your child must be five years old before August 31 to register for kindergarten or six to register for first grade. There are no exceptions to minimum age.

#### ARRIVAL & DISMISSAL

Selkirk Elementary School begins at **8:05 a.m.** and ends at **3:25 p.m.** Breakfast is served after the bell in the classroom for grades 1-5 and in the cafeteria for TK and K. **Students should arrive at the recess area on the side of the school. At the bell (8:05 a.m.), all students will line up at designated spaces (cones) to enter the building.**

**There are no half-days of school. The Selkirk School District operates under a 4-day school week for students. Students do not attend school on FRIDAYS** although teachers will work additional professional development days. **If you plan to pick your child up at the end of the day or want them to go to a different bus stop, you MUST call prior to 3:00 p.m. Students not walking or riding a bus should be picked up by 3:30 p.m. unless prior arrangements have been made with the principal. Supervision is available until 3:50 p.m.**

**Walkers, parent pick-ups, and late-bus students will go directly to the back playground** at the end of the school day. Parents may pick their students up from the back playground.

#### A.S.B. CARDS

Elementary students may purchase an A.S.B. card for \$25, which allows them reduced entry to away games at other schools. Students in grades K-5 have free entry to Selkirk home athletic events. ASB cards may be purchased at either the Selkirk Elementary or Selkirk High School offices.

#### ATTENDANCE ~ SAFE ARRIVAL

Students with frequent absences from school miss out on skills necessary for learning the curriculum. Too often students and parents do not realize how quickly absences (excused or unexcused) can add up to academic trouble. Chronic absence — missing 10 percent of the school year, or just 2-3 days every month—can translate into third-graders unable to

master reading, sixth-graders failing courses, and ninth-graders dropping out of high school.

A 2017 law requires that **PARENTS MUST MEET WITH THE PRINCIPAL AFTER THEIR CHILD HAS HAD 5 ABSENCES within one month or 10 cumulative absences in a school year UNLESS PRIOR WRITTEN NOTICE OR A DOCTOR'S NOTE HAS BEEN SUBMITTED** and a learning plan is in place.

*One reason the school district moved to a 4-day school week was to provide families with a day to take care of appointments, shopping, and other activities and **improve student attendance.***



**Why call the office when my child will not be at school? It is part of our Safe Arrival program!**

If your child is absent and we have not heard from you, we will call to insure you are aware your child did not arrive at school. While you may have only one or two children at our school, our secretary is tracking 130 students, so please help us out! If you have not sent a prior note, **please call the office (446-4225) or email ([cmaupin@selkirkschools.org](mailto:cmaupin@selkirkschools.org)) by 9:00 a.m. each morning if your child is absent.**

Unexcused Absence- If no note or phone call is received from the parent/guardian, the absence will be marked as unexcused. **AFTER TWO UNEXCUSED ABSENCES IN A MONTH, THE SCHOOL DISTRICT MUST TAKE FURTHER ACTION** in accordance with definitions under Chapter 28A.225 RCW Compulsory School Attendance including:

- After **one** unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After **three** unexcused absences, the school is required to initiate a parent conference to improve the student's attendance.
- No later than **7 unexcused absences** in a month, or **15 unexcused absences** in an academic year, the school district may file truancy petitions with the juvenile court or refer the parent and child to a community engagement board.



Leaving during the day: If a student must leave school during the day, parent or guardian authorization is required.

Students must be signed out in the office. **Students leaving after 2:15 will not be considered absent.**

Attendance Awards: We recognize perfect and excellent attendance at our end-of-the-year assembly.

Perfect attendance is awarded to students who have been in class every day for the majority of the school day. Perfect attendance will be recognized at monthly assemblies and at the end of the school year. Excellent attendance is recognized for students with three or fewer absences.

## BICYCLES

A bicycle rack is located near the Cutter Theatre. If a student rides a bicycle to school, it should be placed in the rack and may not be ridden during school hours. The school district will not be responsible for damaged or lost bikes. Bicycles must be walked until they are past the bus loading zone. A bike helmet is recommended when riding to and from school.

## BIRTHDAYS

Students in grades K-5 may wish to celebrate their birthday by bringing a treat for everyone in the class. **Treats must be made in a commercial kitchen or purchased from a store.** Please contact your child's teacher to see if anyone has dietary restrictions and to determine the best time to bring treats. We do ask that students **NOT** bring birthday treats on the school bus. The treats do not always arrive intact which results in crying children; not a great start to a birthday celebration.



**Please DO NOT send birthday party invitations to school for your child to hand out, even if you are inviting the entire class.** We are a small school and there are always issues of hurt feelings from students in other grades with

whom your child also plays, but didn't invite. Birthday parties are big topics on playgrounds! These out-of-school events should be coordinated from home. If you would like to invite the entire class but do not have contact information, please talk with your child's teacher and we can facilitate the process.

**WE ADDRESS THEM FOR YOU:** If you provide a **stamped** envelope with the child's name, our school staff will be happy to mail invitations home for you.

## BUSING

The bus ride to and from school can set the tone for a student's day and by following busing rules the experience should be positive for riders. It is the responsibility of every rider to be courteous of fellow riders and the driver. **Riding a school bus is a student's privilege, not his/her right; therefore, appropriate riding behaviors must be displayed.**

Students who do not display appropriate bus behaviors will be written up by the bus driver on a "School Bus Incident Report." Depending on the

severity and frequency of infractions, a student could lose his/her bus riding privileges. Rules include:

1. The driver is in charge of the bus and pupils. Students must obey the driver promptly.
2. **Students shall ride their regularly assigned bus and get off the bus at their designated stop** unless a parent note has been received by the office prior to boarding the bus.
3. **Standard practice is that students under fourth grade will not be allowed off the bus at a rural or isolated stop unless an adult is visible.** If you wish for your child to be dropped without a parent present, you must send a note or call the office. Students in grades four or higher will be allowed off the bus without an adult present.
4. Students will begin the year in an assigned seat.
5. Students should use "inside voices". No yelling, screaming, or shouting on the school bus.
6. No student shall, at any time, extend their head, hands or arms out of the windows whether the bus is in motion or standing still.
7. Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
8. For safety reasons, feet and legs must stay out of the aisle at all times.
9. No student shall sit in the driver's seat.
10. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drill, will be followed.
11. **The following items may not be transported on the bus: glass, animals, weapons (or sharp items), flammables, food that does not fit in the student's backpack or any item that does not fit on a student's lap safely.**

Parents of students damaging school buses will be responsible for paying for damages.



**Please note that drivers will not allow parents or any non-Selkirk students to board the bus without prior permission from the principal.**

## CALENDAR

Students will attend school on Monday through Thursday on a 4-Day School Week calendar. There are no half-days or school on Fridays.

## CHECK-IN & STOP AT OFFICE

We ask that parents **not** enter the building through the back doors or back gate. Those entries are only for student and teacher access. We ask that parents **ALWAYS** enter the front door which is locked for safety reasons. Please just push the intercom button for access to the building. Students who are dropped off prior to 8:05 should be let out on the playground side. Students who arrive at 8:05 or after should enter through the front door, but we ask that parents just say goodbye at the office area.



**We keep the hallway double-doors closed and non-school personnel are generally not allowed beyond the doors during the school day.** Parents are asked to wait in the office for the teacher to come to you or if the teacher is available, you may be directed to the classroom.

**Why are we doing this?** This is a safety feature so that only students and teachers are in the hallway which can be easily monitored by the adults in the building. This practice has been in effect since 2017 and allows us to ensure that no one just wanders into the building, teacher's time is respected, and classroom disruptions are minimized. Thank you for helping create a safe and respectful environment for students and teachers.

## CHILD FIND

Selkirk School District's Childfind program is designed to identify children, ages birth through 21, who may need Special Education services. The District is committed to early identification to provide children the opportunity to reach their potential. If a parent/guardian would like more information about Selkirk School District's Childfind program, contact Speech Therapist, Josh Herder, or the building principal. **In addition, all students who are four-years-old by August 31 and wish to be considered for Transition Kindergarten must be screened through the Childfind process.**

## CITIZEN'S COMPLAINT

If you have a complaint about the services offered in our Title 1 program and have not been able to resolve them through the District process, you may file a complaint to OSPI. You may visit the OSPI Title 1 website for further details

<https://www.k12.wa.us/sites/default/files/public/title1/familyinvolvement/pubdocs/handoutcitizencomplaintschoolistrictesdsubgrantee.pdf> or contact Superintendent Nancy Lotze (446-2951) for more information on the process.

## CLASS DOJO

*Class Dojo* is a digital tool that teachers in TK-5 use to communicate with parents and share student work. Your child's teacher will have sign-up details.

## COMMUNITY FLIERS

We are a small community and as such, the school is often a conduit for information about community programs that are of interest to students and families. Only materials with recreational or educational value to students will be sent home. Parents should note that by sending the information home, the school district is not making an endorsement or sponsorship of the activity. All non-school materials will contain the following (or similar) statement: "*The Selkirk School District does not sponsor or endorse this event or information and the district assumes no responsibility for the activity.*"

The school will not or cannot distribute material regarding activities or events that:

- A. Are obscene, lewd, or vulgar
- B. Are libelous
- C. Contain language that is intimidating, demeaning, harassing or threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status, including but not limited to racial, sexual or ethnic slurs.
- D. Promote commercial enterprises
- E. Promote violation of existing laws, regulation or ordinances, or official school policy, rules or regulations; or
- F. Advocate, promote, or disparage religious beliefs.

## DISCIPLINE

Two goals in dealing with student behavior are: (1) to develop a school environment where students and staff are responsible, respectful and safe; and (2) help students behave in ways that contribute to academic achievement and school success.

The vast majority of student behavior issues will be addressed at the classroom level by teachers and at the recess level by paraeducators with the understanding that conflict or misbehavior is an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and experience how to make amends. Behaviors that cannot be addressed at this level will receive more intensive interventions including possible corrective action. Staff are responsible for using those intensive interventions in a fair, consistent and non-discriminatory manner.



**Classroom Exclusion:** Parents will be notified if a child is excluded from the classroom for more than a brief time if it is in response to behavior issues.

**Corrective Action:**

Corrective action may be applied toward repeated behavior violations and exceptional misconduct. Corrective action may include: parent phone call with student and principal, lunch detention, loss of recess, after school detention or in-school intervention.

Parents will be notified of any corrective action and have the right to appeal. For serious exceptional misconduct (alcohol, drugs, weapons, bullying, vandalism, or violence), students may be subject to suspension rather than progressive discipline.

**Suspension/Expulsion:**

For students in grades K-4, the district does not administer in-school or short-term suspension for more than (10) cumulative days. Other than for a firearm exception under WAC 392-400-820, the district will not impose a long-term suspension or an expulsion for any student in K-4.

## DRESS FOR SCHOOL

Appropriate clothing in school or at school events contributes to a positive and quality environment. Attire and accessories for school may not:

1. Contain statements, messages or pictures referring to alcohol, tobacco, drugs, weapons or fire arms, sexual activity, violent behavior, divisive political statements, or offensive material.
2. Distract in any way from the educational setting in the classroom. **Clothing should cover the chest and midriff area. Underwear should generally not be seen.**

Parents will be contacted when a student is dressed inappropriately for school. Possible solutions for an immediate situation could be that parents bring different clothing or a student may be asked to turn a shirt inside out, in the case of clothing fitting the description in #1. We also have a closet of shirts and sweatpants that may be borrowed.

## DONATIONS

We accept donations of school supplies for students who do not have them, umbrellas for recess, and coats, boots, or mittens for children who come to school unprepared for weather.

## EDUCATOR QUALIFICATIONS

In accordance with federal legislation, parents may request information regarding the professional qualifications of their child's teacher(s) such as the type of Washington State Certificate held, areas of endorsements, college major and advanced degrees.

Requests should be addressed to: Nancy Lotze, Superintendent, Selkirk School District.

## EXTRA ACADEMIC HELP

Selkirk Elementary is a Schoolwide Title 1 program, which simply means that, if needed, we are able to offer additional academic intervention to any student in order to insure they are achieving at grade level. Parent involvement is essential to a child's success and an integral part of a Schoolwide Title 1 program. You are invited become a member of our Parent Advisory Council by contacting Nancy Lotze ([nlotze@selkirkschools.org](mailto:nlotze@selkirkschools.org)).

## EMAIL ADDRESSES & CELL #'s

By providing an email address and cell phone number, we will be better able to communicate with you during an emergency or for general information on our automated phone system. We also encourage parents to download the Selkirk App from your smartphone app store to receive general news.

## EMERGENCY DRILLS

Emergency drills are practiced throughout the year and include evacuation drills, shelter-in-place, lock-down, and earthquake. Every student is expected to follow the emergency procedures in each drill.

## EQUAL OPPORTUNITY/

### Non-Discrimination Statement

The Selkirk Consolidated School District complies with all state and federal rules and regulations and does not discriminate based on age, sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district Title IX/RWC 28A.640 Officer (Amanda Burnett) and/or Civil Rights/Section 504 Coordinator (Nancy Lotze) or building administrator.

## FAMILY NIGHTS

Family Nights are a component of the Title 1 Schoolwide program. These evening parent involvement activities are held 2 times per year and are designed to promote academic achievement and parent involvement by sharing strategies and ideas in a fun format! Look for details in the Monday Notes!

## FERPA

Family Education Rights and Privacy Act affords parents and students over 18 years of age certain rights with respect to educational records. Please see our website or ask the office for a copy. FERPA notices are also published annually in the August edition of the *Selkirk Success*, our school newspaper.

## FIELD TRIPS

Students participate in a number of field trips throughout the year, both locally and out of district (grades 4 and 5). To attend a field trip, a student must have a signed field trip permission slip. We have one form for all in-district field trips, which parents sign at the beginning of the year. Monday Notes will identify in-district trips. Out-of-district field trips require a separate permission form. On trips requiring a sack lunch, drinks must be in non-breakable containers. **Parents acting as chaperones may not bring other children.**

## FOOD & SNACKS AT SCHOOL

Whether students eat cold or hot lunch, we do encourage them to eat their entrée. Please note that we also discourage sharing and trading of food. Our belief is that if your parent packed it, they probably expect you to eat it, not your friend. Our noon recess is held prior to lunch so that students are more relaxed during mealtime. In the past, students would rush through lunch to get to recess. However, we do not always monitor closely everything students eat, so please check with your child regularly and let us know if there is a problem.

### FOOD SERVICE PROGRAMS

Selkirk Elementary School continues to qualify for the Community Eligibility Program (CEP), which provides **FREE breakfast and lunch to every student in grades preschool through fifth grade regardless of income levels.**



**Milk may still be purchased separately for cold lunches (\$0.35). Ask about the Enhanced Lunch option if your child regularly buys milk.**

The CEP program that provides free meals to all students is an amazing opportunity for our community so please encourage your child to try our healthy meal with unlimited fruits and veggies every day! **As part of the CEP program, all parents are asked to fill out an income survey to maintain eligibility for other programs. Please complete these forms regardless of income levels! Thank you!**

**Whether your child is eating hot or cold lunch, please do not send candy or soda pop.**

While the occasional piece of candy may slip through our radar if your child brings it, we do not allow students to drink pop at



school as they tend to fill up quickly with the carbonated beverage and do not eat their meal, making it a miserable afternoon for the teacher and student!

### **Breakfast is served in classrooms for grades 1-5.**

Teachers or students wash table areas with soap and water when done eating. Kindergarteners and TK students eat in the cafeteria each morning.

### CAFETERIA MANNERS

While we recognize that a room full of 130 children can get noisy, we expect children to be well-mannered and to refrain from pushing, shoving or being too boisterous in the lunchroom. On occasion, students may be moved to a table by themselves if they do not follow rules. Each child is responsible for his/her own place at the table. No trash should be left behind. At times, students may be asked to pick up trays and/or debris left behind by others.

### SNACKS

There will be at least one opportunity each day for students to eat a snack and most classrooms schedule snack time twice per day. The food service program will provide a free fruit or veggie snack for all students in grades TK-5 each day which will generally be provided as a morning snack. However, parents may also send a snack from home in place of school snack in the morning or for afternoon snack. The snack from home should be healthy. Please do not send candy, cookies, or messy snacks. Please consider what time your child eats lunch at school and the time they arrive home. Afternoons can be a longer stretch of time between meals so please consider sending something protein-based and healthy for the afternoon snack. The school's healthy snack program is supported with community supported levy dollars.

### SPECIAL DIETARY NEEDS

Selkirk School District adheres to the National School Lunch Program guidelines regarding accommodations for special dietary needs. If your child has a medical condition that affects their diet, they can submit a Special Dietary Needs Request Form. All students with dietary disabilities will receive school meals appropriate for their needs. The Americans with Disabilities Act (ADA) defines a disability as "a physical or mental impairment that substantially limits one or more major life activities" such as allergies, or an impairment that affects a major bodily function such as digestion. **All students with these types of disabilities will be accommodated, however student personal diet or religious preferences cannot be accommodated at this time.**

All students have the right to refuse certain food items on the lunch menu. Each day for lunch, students are offered 5 meal components including

protein, whole grain, fruit, vegetables, and milk. Of these 5 components, students must choose 3, including at least ½ cup of fruit or vegetable. For non-medical dietary preferences, students may refuse any two meal components they do not wish to eat. However, when a medical condition is present, parents are strongly encouraged to submit a Special Dietary Needs Request Form so that their student can be given alternate meals when necessary.

To request a special dietary accommodation please contact our school nurse, Misty Reed, RN ([mreed@selkirkschools.org](mailto:mreed@selkirkschools.org)) or call the office.

## FOOD SERVICE NON-DISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

## GIFTS

We recognize that parents or students may wish to express their appreciation by giving gifts to staff. In recognition of the fact that not all families can afford to show their appreciation that way, the school board passed a policy discouraging gifts and instead recommends that families write a letter or card of appreciation instead. Knowing the positive impact on the lives of students is a valuable gift in itself!

## HARASSMENT/INTIMIDATION/ BULLYING

Selkirk School District is committed to a safe and civil education environment for all students and visitors that is free from harassment, intimidation, and bullying. Please see district policies #3205, # 3207, and #5011 on the website for more information. If you need a hard copy of the policy please ask the principal or secretary. If your child feels he or she has been harassed or bullied, the incident should be reported immediately to a teacher, counselor, or principal, Title IX Officer Amanda Burnett ([aburnett@selkirkschools.org](mailto:aburnett@selkirkschools.org)) or Civil Rights Officer Nancy Lotze ([nlotze@selkirkschools.org](mailto:nlotze@selkirkschools.org)). OSPI model school handbook language is included in the back of this handbook following the signature page.

## HEALTH

### HEALTH CARE PLAN

If a student has a medical condition, a Health Care Plan, doctor's orders, and medication instructions must be signed and in the school records by the first day of school. If your student already has a Health Care Plan on file, the school nurse will contact you for an annual review. Qualifying medical conditions requiring a Health Plan include asthma, diabetes, severe food allergies, bee sting allergies, heart conditions, and seizure disorders among others. Contact School Nurse, Misty Reed, RN, for assistance with this procedure. It is the responsibility of parents to notify the school of a medical condition.

### HEAD LICE

Selkirk Elementary staff conduct periodic checks for head lice. If a child has live lice or nits, parents will be notified and given school literature regarding treatment. After being treated at home, students returning to school will be checked by designated school personnel; i.e., school nurse, secretary, teacher, etc. If live lice are still present, parents will be notified. **While Head Lice is a nuisance, it is not a sign of dirty living conditions so while families are often embarrassed, we hope that if your child has been identified as having lice, that you will share the information with parents of your child's friends so that they can be proactive or vigilant in**





**checking their own children.** In this way, hopefully, we can minimize the disruption to everyone's lives!

### ILLNESS DURING THE DAY

The office will contact the parent (or someone on the emergency contact list if the parent is not available) when a child becomes ill during the school day. An adult picking up an ill student must check in at the



office and sign the student out before removing the student from school. *In an effort to keep everyone healthy and limit the spread of germs, **students with a fever of 100 degrees or higher or who are vomiting will be sent home** regardless of whether there are additional symptoms.*

### PRESCRIPTION & OVER-THE-COUNTER MEDS

**All** medications (prescription and over-the counter) **must be brought to school BY A PARENT or GUARDIAN** in an original labeled container, checked into the office and kept there until administered. **No medication may be carried in a child's backpack or on the bus.** **All** medication stored and dispensed at the school must be accompanied by an "Authorization For Administration Of Oral Medication At School" form. You may get this form from your doctor or the school office. It is a good idea to get the form before going to the doctor, if you think a medication will be prescribed. Unfortunately, **school staff cannot administer any over-the-counter medication without doctor's written consent, not even to a bee sting or cut.** If the proper documentation is not on file, parents may choose to come to the school and administer medication to their child when needed. The school does not supply any type of medication.



On the last page of his handbook, we've provided a useful **STAY HOME reference chart** for parents.

### HIGHLY CAPABLE STUDENTS

The Selkirk School District holds that access to accelerated learning and enhanced instruction for highly capable students is a crucial aspect of our educational program and in an effort to meet the needs of all students, differentiated instruction and accelerated learning will be integrated into the basic education program options for all students in grades K-5. Please ask your child's teacher for more information on how he or she addresses the needs of highly capable of students in the classroom.

Selkirk Elementary uses the SBA as a universal screening tool to identify students who may need an accelerated or enhanced learning opportunity in grades 4-5. Data for students scoring at a Level 4 on the SBA in any subject will be reviewed to determine if a more formal evaluation should be made. Classroom performance data, curriculum-based

assessments and Developmental Reading Assessment (DRA) data will be used for students in grades K-3 or grades 4-5 students who did not take the SBA the previous spring or for other content areas. Referrals by parents for more formalized evaluation will be considered by a multi-disciplinary team.

If requested by the parent, a multi-disciplinary team may gather additional classroom teacher information to determine if students scoring at Level 4 should be referred for additional testing for identification as gifted. However, formal identification is not necessary to access accelerated programs of differentiated learning in the Selkirk School District. Parent permission will be sought prior to any additional testing beyond the SBA or DRA. Please contact your child's teacher if you have questions or would like to refer your child for testing.

### HOMELESS STUDENTS

The McKinney-Vento Act is a federal law that ensures children and youth who do not have permanent housing can go to school and preschool. It gives children and youth rights to enroll in school, stay in school, access transportation school lunch programs. If you become aware of students who may qualify for services under the McKinney-Vento Act, or are in need of services for students in your family, please contact the principal, counselor, or secretary.

### HOMEWORK

Homework is a tool used to reinforce practice of skills already learned, but it is also used to teach student responsibility in getting assignments back-and-forth from home to school. The quantity and frequency of homework assignments will be minimal Selkirk Elementary. If your child is having trouble completing homework, please talk to the teacher.



**FUN FACT:** Research shows that students who read 20 minutes per night increase academic performance because they are

exposed to more vocabulary. **According to one study, a student who reads 20 minutes per day will read 1,800,000 words by the end of the sixth grade, compared with a student who reads one minute per day, who will read only 8,000 words.** Imagine how much more information and learning the 20-minute reader experiences! A strong vocabulary and reading fluency pay off in school, college, & life!

### LOST AND FOUND

The lost and found box is located in the main hallway. Check there if your child loses something. Items that are left at the end of the year will be donated to charity. **Labeling your child's items** (mittens, boots,

jackets, shoes, etc.) helps us return the lost articles to the rightful owner!

As you can imagine, it is often difficult to match 125 children to their lost items! Let's do the math: 125 children x 2 mittens equals 250 mittens at Selkirk Elementary on any given winter day. If 20% lose one mitten, there are 50 single mittens and then 50 children bring new mittens! We now have 300 mittens (250 original mittens with 50 pair of new mittens because the original ones are still somewhere in the building) to match to lost mittens...or is it lost mittens matched to 125 children? See? It gets confusing.

## MONDAY NOTES

Each Monday, your child will bring home a newsletter from the classroom teacher. The *Monday Note* includes school or classroom event dates as well as information about what your child is learning! If your child does not bring home a note, please feel free to email the classroom teacher. All email addresses are listed: [www.selkirkschools.org](http://www.selkirkschools.org).

## PARENT ADVISORY (PAC)

The Selkirk Elementary Parent Advisory Committee includes parents who advise the principal on programs, curriculums, and building policies. The PAC considers input from surveys when making recommendations. Please contact the building administrator if you are interested in participating or have input you would like to share.

## PARENT COMPACTS

Parent Compacts are used to identify activities that parents are willing to do during the school year to help their child succeed. Student and school staff responsibilities are also listed. Parent Compacts are handed out during fall Parent/Teacher Conferences. This is simply one way to show your child how we all work together toward their success!

## PARENT CONFERENCES

The parent-teacher-student conference is a major communication link for the school with the home. It is important for the student that both the parent and teacher are honest, friendly, and open to sharing information about the child's progress and behaviors at school, as well as their reactions at home to school.

**Selkirk Elementary is on a trimester schedule for parent conferences and report cards which is different than grades 6-12 (quarters). Traditional Parent/Teacher conferences will be held first week in December and third week in March.** A third conference, which is student-led, will be held the first week of June. The final report card of the year will be sent home with K-5 students on the



last day of school. Students in grades 6-12 will still retain the traditional four quarter report cards with conferences in November at the end of March.

Remember, if you would like to conference with the teacher at any time during the year, please feel free to contact them for an appointment. Drop-in meetings are sometimes difficult to accommodate.

## PARENT INVOLVEMENT POLICY

The Title 1 Schoolwide Building Parent Involvement Policy is posted on our website. Please take a moment to read the policy. If you have suggested changes, please sign the optional section on the last page of this handbook and give your suggested changes to the building principal. All suggestions will be reviewed by the Parent Advisory Council.

## RECOGNITION PROGRAMS

In addition to recognizing attendance at the end of the school year, Selkirk Elementary has a monthly assembly with the following programs:

- ❖ The **Selkirk Way** is a program, which highlights one character trait per month. A note is sent home when a student demonstrates traits of the focus word. Students are also recognized at a monthly assembly. Words include: Respect, Glorious Kindness, Courage, Leadership, Teamwork, Creativity, Friendship, and Invincible Grit.
- ❖ **Super Improvers** is a building-wide program where teachers recognize effort which has been shown to correlate with developing a growth mindset in children and foster resilience and perseverance to work through difficult tasks. The system with 13 levels is an excellent way to nourish growth rather than innate talent. The levels are tracked by classroom teachers and to date, no student has earned the top level. However, when each student has achieved level 7 or **Cheetah**, they will earn a **Selkirk Super Improvers** gift certificate. Local businesses have partnered with the school to provide a free item (ice cream, popcorn, hamburger, etc.) once students have achieved that level.
- ❖ The **Excellence Award** in grades K-3 is given by the classroom teacher for excellent academic achievement in all three areas: reading, math, and writing. In 4<sup>th</sup> and 5<sup>th</sup> grades, students are recognized for excellent work in writing and math. A K-5 band and/or music student is also chosen by the music teacher each month.
- ❖ The **Patriotism Award** is presented to students in grades K-3 for showing respect for the flag or other patriotic traits. This award is sponsored by the American Legion Auxiliary.

- ❖ The **Perfect Attendance** ribbon is presented each month to students in grades K-5 for perfect attendance. Overall Perfect Attendance will be recognized at the end of the school year also.

- ❖ New for 2024-25, students will be able to earn **Reading Medals** when they reach the following milestones:

**Bronze** – Reading Level .4 (typically associated with ending kindergarten)

**Silver** – Reading Level 1.8 (end of 1<sup>st</sup> grade)

**Gold** – Reading Level 2.8 (end of 2<sup>nd</sup> grade)

**Reading Eagle** – Reading Level 3.8.

Students will earn the reading awards once they reach a new milestone in a school year regardless of the grade level it was earned.

- ❖ Other classroom awards are determined by the teacher and vary by month.

## RETENTION

Retention may be recommended for a variety of reasons including lack of academic progress and/or maturity. If we think your child may benefit from retention, we will begin the conversation early so that you are aware your child is not making the expected progress. A parent meeting will be requested by the end of the January, but a firm recommendation will not be made until spring. Parents will always have final say regarding retention decisions. In addition to increased interventions, teachers will provide the progress updates throughout the spring so that you can make the best decision.

## RULES

### BUILDING RULES

1. Treat others with respect. Respect school property and property of others.
2. Avoid physically harming others. Settle conflicts appropriately.
3. Use appropriate language.
4. Follow classroom, playground, & cafeteria rules.
5. Use inside voices and walk when inside. No jumping up and hitting or hanging on doorjams, doors, pipes, shelves, or any other objects.
6. No chewing gum. (It gets stuck on desks, seats, shoes, etc.)

### CARE OF BOOKS & IPAD

Each Selkirk Elementary student is expected to take proper care of the textbooks, workbooks, and technology given to them for their use during the school year. Students will be fined for lost or damaged books or for intentional damage to technology equipment. **Theft or intentional damage to technology or books will be handled as a disciplinary infraction.**

### CARE OF SCHOOL PROPERTY

The following procedure will be followed should there be malicious damage to school property:

1. Student and parent will be contacted and confirmation of the damage determined.
2. Assessment and cost of the damages will be determined and a bill will be submitted to the parent/guardian.
3. Other disciplinary consequences as deemed appropriate by the principal.

### BUILDING BEHAVIOR PROGRAM

*"No one has the right to interfere with the learning, safety or well-being of others. Do what is expected and do it the best that you can."*

Selkirk Elementary staff implement discipline with the philosophy that provides students the opportunity to reflect on their behavior and make appropriate changes. We try to empower students and give them a measure of control over their behavior and themselves by giving them time to think and problem-solve solutions. Occasionally, it may be necessary to implement corrective action discipline, but teaching students self-control and appropriate behavior is like teaching any academic subject. Students need time to practice, reflect, and readjust. If you have questions, we encourage you to contact your student's teacher or principal.

### PLAYGROUND RULES

1. General Rules:
  - Play in a safe manner at all times.
  - Use all play equipment as it is intended.
  - Playground supervisors may establish rules for students or pieces of equipment.
  - Wait your turn. No pushing, no cutting in lines, etc.
  - No throwing rocks, dirt, sand, or snowballs.
  - Respect all private property around school grounds.
  - No electronic devices on the playground.
2. Slides: No jumping on or off the slide. No walking or running up the slide. No objects are to be thrown up or down the slides.
3. Big Toy: Use the toy as designed. No climbing over railings.
4. Swings: One person per swing. You may only swing straight forward and straight back. No jumping out of swings.
5. Gliders: Kindergarteners may not use gliders until after Christmas break.
6. Touch football only. **NO TACKLING!**

7. For safety reasons, students must have playground supervisor's permission to enter the school building or leave the play area.

## SAFETY

The safety of Selkirk Elementary students takes precedence over all other factors connected with their education. To this end, in addition to the other safety rules in this handbook, the following are adopted:

1. Unsafe conditions and/or practices or accidents should be reported to the principal immediately.
2. Families are encouraged to have their own insurance policy in case of accidents; however, if your child does not have insurance, there are other resources. Please call the school for more information or review free Washington Apple Care for children: <http://www.hca.wa.gov/free-or-low-cost-health-care/apple-health-medicaid-coverage>

In 2023-24 the Selkirk School District hired a Safety & Security Director to coordinate drills and other safety programs for students and staff.

The purpose of the safety and security services program is to foster school safety as well as a positive educational climate at Selkirk schools.

Our current School Safety & Security Director, Alan Botzheim, is non-commissioned officer integrated into the school community through participation in faculty training, student meetings, and student activities. He will support school climate in each of the Selkirk School District buildings by developing positive relationships with students, parents, and staff, and by promoting a safe, inclusive, and positive learning environment by supporting staff and students. Alan Botzheim is also an integral part of the School Based Threat Assessment Teams, which are preventative in purpose. He can be contacted at: [abotzheim@selkirkschools.org](mailto:abotzheim@selkirkschools.org).

## SECOND STEP & KELSO

*Second Step* is research-based social skills program that we use in grades TK-5 to help children learn how to make friends, manage emotions, and solve problems. *Second Step* is taught once a week for about 8-10 weeks, by Speech & Language Therapist, Josh Herder or by our Behavior Specialist, Katie Hunt. In addition, we also use a problem-solving program called *Kelso's Choices*. For more information about either program please contact Josh or Katie.

## SCHOOL SUPPLIES

A school supply list for your child is available from the classroom teacher or the office. **Check with your child's teacher periodically to see if these items need to**



**be replenished.** If you are in need of assistance, please let school personnel know as we often have donated supplies to share.

## SOCIAL MEDIA & PHOTOS

We recognize that in this era of digital communication parents often post pictures of their children online or post comments on social websites like Facebook regarding their child's antics. However, not all parents appreciate the humor or the distribution of their child's photo on social media without their permission so to protect the rights of all students, **we ask that parents and volunteers NOT post on social media or send to other parents any photos taken at school or post comments (funny or negative) about what happens at school.** **Violation could impact a parent or volunteer's access to the classroom.**



## TECHNOLOGY

Selkirk Elementary integrates computers and iPads in classroom instruction. Students are monitored when on the internet and the district network is filtered in accordance with Children's Internet Protection Act (CIPA) requirements. Students have access to programs like *IXL* and *Happy Numbers* to practice skills on home computers. iPads are used to reinforce basic skills, for research, and as a creative tool. For more information, please ask your child's teacher how technology is used in the classroom.

## TELEPHONE MESSAGES

You may leave a message for your child's teacher with the secretary. Teachers will contact you as soon as possible. Please call the main office number during work hours (446-4225). Messages for students will be written down by the secretary and will be delivered to the student at the end of the day.

## TOBACCO, ALCOHOL, & DRUG FREE ENVIRONMENT

The Selkirk School District is a drug and tobacco free environment. No employees, students, or other persons may use any kind of alcohol, drug or tobacco product in or on district property (Board Policies 3240 & 4215, RCW 28A210310, RCW 69.50.435).

## TOYS & PERSONAL ITEMS

At Selkirk Elementary, we recognize the rapidly evolution of an array of technology devices (phones, video games, iPods, etc.) and corresponding changes in how students learn and spend their free time. We also understand how technology devices, trading cards, or small toys may make the bus ride more comfortable for students. However, if they become a



disruption on the bus or in the educational setting, the bus driver, teacher, or principal will collect the item and notify parents. All students must follow the guidelines below:

1. Students may bring their own personal items to school but they may not be used in the classroom or recess.
2. **Technology devices will not be allowed on the playground**, in the bathroom, or during emergency drills.
3. **The school accepts no responsibility for students' personal items** and parents need to consider the risk when allowing students to bring technology, toys, or other items from home. The school will not be responsible for lost or damaged items.
4. In addition, we **do not allow children to give or trade items** at school. If your child comes home with a toy that is not theirs, please contact the teacher and we'll try to get it back to the original owner. Finally, we would ask that there are **NO POKEMON CARDS** at school or on the bus. Trading often ends up with a child upset or in tears over a transaction and this becomes a distraction to the class setting.



## VISITORS

All visitors must check in at the office. All visitors to the classroom must be pre-approved by the principal and wear a name tag while in the building.

## VOLUNTEERS

All volunteers must sign-in at the office and wear a name tag. Parents or community members wishing to volunteer at school must complete a volunteer application form. Classroom teachers will arrange for volunteers and notify the office of the scheduled volunteer time.

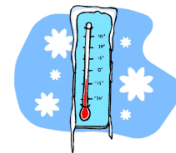
## WEAPON FREE ENVIRONMENT

It is unlawful for a person to carry weapons on public or private elementary or secondary school premises, school-provided transportation or areas of non-school facilities while being used exclusively by public or private schools (RCW9:42.250 and RCW 9:42.2880, Board Policy 4210 RCW28A.600.420) Students violating this policy will be subject to expulsion. Adult violations will be reported to the police.

It is also against school rules for students to carry any knife, lighter, or other weapon-related item on campus. Items will be collected for parent pick-up and students could be subject to discipline.

## WEATHER

Please dress your child appropriately for the weather. Selkirk Elementary students are outside in the morning before school, during lunch recess, and for an afternoon recess. **We are outside everyday even in light rain.** If temperatures drop below 20 degrees Fahrenheit in the winter, other weather factors are considered (sun, wind, snowfall, etc.) in determining inside or outside recess, but most often children are outside, as they need the fresh air and opportunity to run. **Only when temperatures drop below 10 degrees Fahrenheit will students automatically stay inside.**



## WEBSITE

Selkirk Elementary School maintains a website that includes information about school events. The website is hosted on the district page. Please visit [www.selkirkschools.org](http://www.selkirkschools.org) and click on the SCHOOLS tab and then SELKIRK ELEMENTARY.

## WELLNESS POLICY REVIEW

The school district website ([www.selkirkschools.org](http://www.selkirkschools.org)) includes information on our Wellness policy. Please visit the Food Services page for details. Small committees reviewed the required components which were compiled for the Triennial Assessment. The next review is scheduled for Spring 2027. The school district's Nutrition & Wellness policy meets the required components, however, updates to Food Service Procedures were undertaken in spring 2024. School health policies are reviewed by the school nurse with the assistance of ESD 101 staff for guidance and updated as needed. Please contact the superintendent if you have questions.

## WHOLE BRAIN TEACHING

Most teachers use Whole Brain Teaching strategies to increase student-engagement. Whole Brain Teaching is a highly interactive form of direct instruction using gestures, chunking and repeating to emphasize key concepts. When students learn through Whole Brain Teaching all areas of the brain are engaged, leading to greater academic retention.

On Whole Brain Teaching tool used by each teacher is the **Selkirk Super Improvers League** is a specially designed tool that emphasizes a student's improvement and effort in order to move up on the Super Improver scale. Each classroom has a **Super Improver** board so students can track their progress toward individual goals!

We encourage parents to their children about their goals and what level they are on in the Super Improver's League.



**ZZZZZ....**



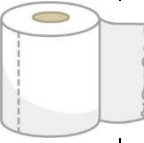
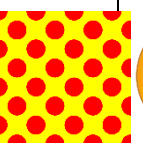

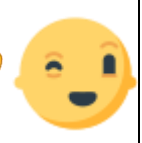

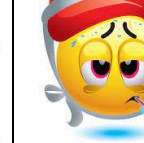
Are you asleep yet? Did you make it through this entire handbook? If so, reward yourself and your child with a big hug and sign the attached Parent Acknowledgement form. We are looking forward to a great year! Buzz in any time to talk to the principal if you have questions, concerns, or thoughts to share!



## UPDATED INFORMATION ~ 2024-25 SCHOOL YEAR

This chart is provided as a reference for parents. Post on a refrigerator or cabinet for easy review. Please contact the school nurse if your child experiences symptoms listed in the gray boxes. While this is not a comprehensive list of illnesses, this chart is provided as a reference for parents. Post on a refrigerator or cabinet for easy reference.

### MY CHILD NEEDS TO STAY HOME IF HE/SHE:

Has a fever	Is vomiting	Has diarrhea	Has a rash	Has head lice	Has an eye infection	Has been hospitalized	Cough, loss of taste/smell, sore throat, head/body aches
							
A fever of 100 degrees or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head with active head lice	Redness, itching, and crusty or with drainage from eye	Hospital stay or ER visit	New cough or shortness of breath, loss of taste/smell, sore throat/runny nose, head/body aches

### MY CHILD IS READY TO GO BACK TO SCHOOL WHEN...

Fever free for 24 hours without the use of fever reduction medication (Tylenol, Motrin, etc.)	Free from vomiting or at least 2 solid meals. <i>(Follow fever guidelines also if a symptom).</i>	Free from diarrhea for at least 24 hours	Free from rash, itching or fever and evaluated by a doctor, if needed.	Treated with appropriate head lice treatment and no live lice are evident when inspected by school staff.	Evaluated by doctor and have note to return to school.	Released by medical provider to return to school.	If one or multiple of above symptoms, contact school nurse for guidance
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## **Parent Acknowledgement 2024-25**

We ask that parents sign the acknowledgement form annually. After reviewing the handbook and all of the items on this page, please sign and return this page to your child's teacher. You may return one form per family.

*We have read and discussed the contents of this handbook with our child(ren) and understand the importance of its contents including the value of consistent school attendance.*

_____ <b>DATE</b>	_____ <b>PARENT SIGNATURE</b>	_____ <b>STUDENT'S NAME</b>
_____ <b>STUDENT'S NAME</b>	_____ <b>STUDENT'S NAME</b>	_____ <b>STUDENT'S NAME</b>

Parent Email address: \_\_\_\_\_

\*\*\*\*\*

### **OPTIONAL – Parent Advisory Council**

*I would like to participate on the Selkirk Elementary Parent Advisory Council and would be available to meet in the evenings. Please contact me at the email address above.*

_____ <i>Date</i>	_____ <i>Parent Signature</i>
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### **OPTIONAL - Input on the Title 1 Schoolwide Parent Involvement Policy**

*I have read the Selkirk Elementary Parent Involvement Policy for the Title I Schoolwide Program that is posted on the school's website and would like to suggest changes. I have attached the suggestions to this signature page or included them on the back of this form. I understand that my input will be reviewed by the Parent Advisory Site Council at the next meeting.*





## OSPI Model School Handbook Language on HIB

As of SY 2024-25 all Washington K12 public schools must include this language in handbooks. Please contact OSPI if you have questions about the language in this section: 360-725-6000. However, you may also contact school personnel listed below.

### Schools Protect Students from Harassment, Intimidation, & 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 HIB Compliance Officers that support prevention and response to HIB. Amanda Burnett and Nancy Lotze serve as HIB Compliance Officers.

#### 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 website ([www.selkirkschools.org](http://www.selkirkschools.org)) for *HIB Policy 3207*.

## **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, visit [www.selkirkschools.org](http://www.selkirkschools.org).*

### **What is sexual harassment?**

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

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

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

*To review the district’s Sexual Harassment Policy, visit [www.selkirkschools.org](http://www.selkirkschools.org).*

### **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: Nancy Lotze, Superintendent, [nlotze@selkirkschools.org](mailto:nlotze@selkirkschools.org), 509-446-2951, P.O. Box 129, Metaline Falls, WA 99153

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Amanda Burnett, Principal, [aburnett@selkirkschools.org](mailto:aburnett@selkirkschools.org), 509-446-3505, 10372 Hwy 31, Ione, WA 99139

**Concerns about disability discrimination:**

Section 504 Coordinator: Katie Hunt, School Psychologist, [khunt@selkirkschools.org](mailto:khunt@selkirkschools.org), P.O. Box 129, Metaline Falls, WA 99153

**Concerns about discrimination based on gender identity:**

Gender-Inclusive Schools Coordinator: Nancy Lotze, Superintendent, [nlotze@selkirkschools.org](mailto:nlotze@selkirkschools.org), 509-446-2951, P.O. Box 129, Metaline Falls, WA 99153

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

### ***What happens after I file a discrimination complaint?***

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

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to the Superintendent or to the School Board if the Superintendent issued the outcome, 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 Policy (3210) and Sexual Harassment Policy (3205) or outlined in the student handbook.

### ***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 Policy (#3210) and the HIB Procedure 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

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

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [ocr@ed.gov](mailto:ocr@ed.gov)
- Phone: 800-421-3481

## **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school is required by state law to:

- 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

The District's Gender-Inclusive Schools policy language is incorporated in the Non-Discrimination Policy #3211 and Procedure #3211P, visit [www.selkirkschools.org](http://www.selkirkschools.org). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Nancy Lotze, Superintendent at [nlotze@selkirkschools.org](mailto:nlotze@selkirkschools.org) or 509-446-2951.

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