

# Allen Creek Elementary



## Family Handbook 2023-2024

***Catch the WAVE at Allen Creek!***



**Allen Creek Elementary**  
**Engage. Inspire. Prepare.**

## INTRODUCTION

Attached you will find the Allen Creek Family Handbook. We hope this family handbook will help you navigate “the basics” as we partner with you this year. As you may know, we have several new staff this school year including Ms. Alex Trepanier, your Principal and Assistant Principal, Mr. Tarek Al-Rashid

We invite you to become familiar with these handbook basics, review the handbook with your child, and let us know if you have any questions. We have maintained most of the content from last year’s handbook with a few items ‘under construction.’ We will strive to communicate any changes to the handbook using our real time communication tools so that we can grow our future in partnership, here at Allen Creek, together.

# **Table of Contents**

<b>TOPIC</b>	<b>PAGE</b>
Principal's Message	4
Allen Creek Staff	5
School Map	6
General Student Information	7-16
Health Information	16
Allen Creek Expectations	17-19
Harassment, Intimidation, Bullying Policy	20-22

## MESSAGE FROM THE PRINCIPAL

Dear Allen Creek Families,

It is with great pride and excitement that I write this letter to you as the Principal of Allen Creek Elementary School. I am excited and honored to have the opportunity to lead a school with such a rich tradition.

I believe that every student can reach high levels of achievement. Our teachers and staff are committed to providing all students with an appropriate and challenging educational experience in a respectful environment that fosters learning and growth.

A crucial part of success for students is attendance. As a parent or guardian it is essential for you to maintain an attitude that “Every Day Counts” for students to be in school and ready to learn each day. At Allen Creek, we will assist in helping parents and families understand the importance of instructional time and school attendance. Additionally at Mayfair, we recognize that family and community support are integral to our success. This is why we encourage you to join us as a volunteer through PTSA or other avenues. Parents/Guardians play the most important roles in a student's success and I invite you to collaborate with us in your students' education. I look forward to a year of partnership and collaboration in support of students.

Allen Creek Dolphins Catch the **WAVE**:

**We Show Respect,  
Act Responsibly,  
Value Achievement, and  
Everyone is Safe**

Have a **GREAT** school year!!!

In partnership,

*Ms. Alex Trepaneir*

# **Allen Creek Elementary Staff**

**2023 - 2024**

## **Administration**

<b>Principal</b>	<b>Ms. Alex Trepanier</b>	<b>Assistant Principal</b>	<b>Mr. Tarek Al-Rashid</b>
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## **Classroom Teaching Staff**

<b>Kindergarten</b>	Laurie Andrews, Valerie Moore, Tory Royer
<b>First Grade</b>	Cristina Lillard, Star Miller, Kristen Ratcliff, Betty Nelson
<b>Second</b>	Sheila Byrd, Susan Edmundson, Kelli Hamman
<b>Third Grade</b>	Tom Cantwell, Beth Leary, Nancy Peugh
<b>Fourth Grade</b>	Janell Carle, Breanna Granston, Erin Keim
<b>Fifth Grade</b>	Kimberly Johnson, Lindsay Martinez, Caitlin North
<b>P.E.</b>	Stacey McDougall
<b>Music</b>	TBD
<b>Librarian</b>	Maggie Cameron
<b>Art</b>	Lisa Basher
<b>Safe Start/BIP Program</b>	Sheela Bowen, Bri Oehlert
<b>Spec. Ed. Resource</b>	Tessa Hamilton, Casey Williams

## **Certificated Support Staff**

<b>Counselor</b>	SarahKate Darter	<b>OT</b>	Jessica Garrett
<b>LAP Teacher</b>	Brynn Marcum	<b>OT</b>	Lisa Sinton
<b>ML Teacher</b>	Tegan Ramage	<b>PT</b>	Stephanie Reilly
<b>SLP</b>	TBD	<b>School Psychologist</b>	TBD

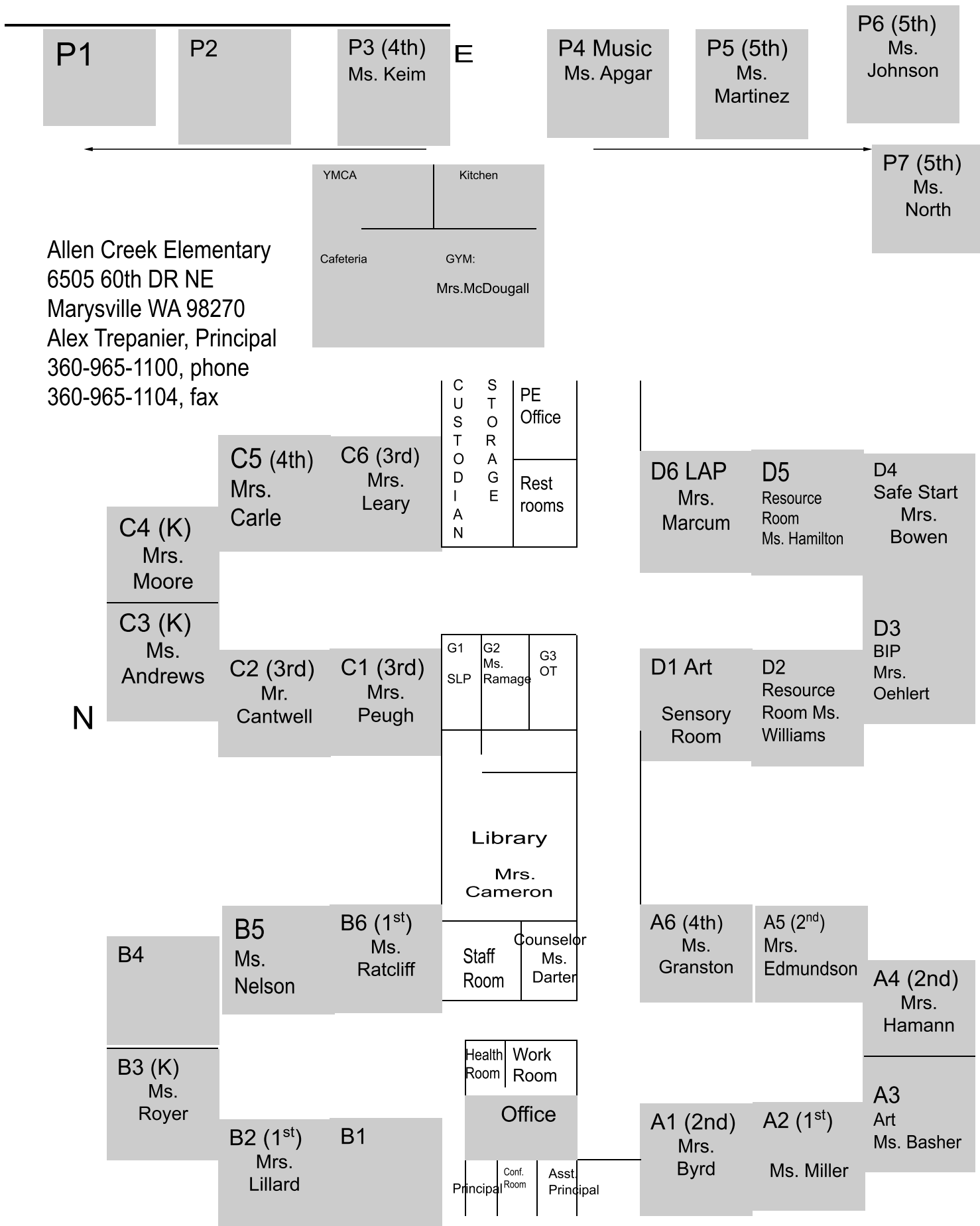
## **Support Staff**

<b>Office Manager</b>	Phyllis McCorkle
<b>Elementary Asst</b>	Wendy Ness
<b>Health Room</b>	Tiffany Bell
<b>Head Custodian</b>	Vlad Gret
<b>Custodian</b>	Magdalena Griffin
<b>Kitchen Manager</b>	Anne Haughian
<b>Kitchen Asst</b>	Shoko Bordonaro
<b>Kitchen Asst</b>	Akemi Issac

## **Paraprofessionals:**

Jaime Bombach, Nancy Carlson, Susan Deaver, Melissa Guthrie, Kari Hawkins, Sandy Hoerner, Debra Kibler, Bonnie MacDonald, Cindy Char Strom, Kaplana Dhakal, Martin Ely, Trina Chavez

\*Current staff at the time of printing- Subject to change



## **GENERAL INFORMATION**

Allen Creek Elementary  
6505 60<sup>th</sup> Dr. NE  
Marysville, WA 98270  
(360) 965-1100

School Colors: Blue and Green  
Mascot: Dolphin

### **SCHOOL HOURS**

Monday - Thursday 9:25 AM - 3:45 PM

Early Release Fridays are dismissed at 2:15 PM for grades

Early Release Conferences, Grading and Finals are dismissed at 12:40 PM

Last Day of School 11:25 AM (2 hours only)

Student drop off begins at 9:10 AM. Prior to this, there is no supervision of students. Students arriving at school may proceed to the cafeteria for breakfast or to the exterior door of their classroom to line up. See map on previous page (pg. 6).

**PLEASE REFER TO DISTRICT CALENDAR FOR SPECIFIC EARLY RELEASE DATES AND TIMES.**

### **ATTENDANCE**

Under state law, students are required to attend school full-time until they reach the age of 18 (RCW 28A.225). Good school attendance benefits students' learning and establishes a positive pattern for the future. By having students stay home only when absolutely necessary, parents can help their youngsters develop good attendance patterns. When your student is absent please call 360-965-1100 to report their absence. If we do not hear from you we will call your listed number to verify your student's absence. If we are unable to contact you, this will result in an unexcused absence. This absence may be excused by calling or sending a note to school within three days of the unexcused absence. If your child is chronically absent you will receive a letter from the school to schedule a planning meeting to improve their attendance.

### **EARLY DISMISSAL REQUESTS**

Please report to the school office if you need to check your child out of school during the school day. Our staff does not allow students to leave directly from class during the day. The office staff will call for your child in his or her classroom.

**Students will be released only to a parent, guardian, or other authorized individuals listed on their Emergency Information Cards.** Please list **ALL authorized persons** on your child's Emergency Information Card. **Be prepared to show photo ID** to our office staff so we can ensure your child's safety. We ask that appointments for students be made outside the school day. We also ask that you do not pick up your child early. This will ensure your child does not lose valuable instruction time.

You are encouraged to establish a regular routine for your child at the end of the school day. In the event of a change in plans, send a note to school or call early in the day. **Late notifications about a change in plans often make it difficult to get the message to our students. We cannot guarantee that messages after 3:00 will get to your child before the end of the school day.** We also encourage all families to minimize any pick-up changes for continuity for students and staff.

### **TARDIES**

Not only is regular attendance important, but also coming to class on time is equally important. There are some things that cannot be learned without being physically present. **We want to encourage all students to be on time.** Classrooms open at 9:25 each day. Students need to be in their seats and ready to work. Our overall goal is to ensure that all students get the best education possible. A pattern of tardies will result in a meeting with the school attendance team. A total of 18 tardies is equal to 3 days of unexcused absences and 30 tardies is comparable to 5 days of unexcused

absences. If this should occur, the Becca Bill requires a conference meeting with you and your child to discuss his/her attendance. Research shows that attendance habits formed in kindergarten actually impact high school graduation and post graduation success.

### **BEFORE/AFTER SCHOOL SUPERVISION**

The school doors open for breakfast at 9:10 AM. **Prior to this time, the school does not provide supervision for students.** If students arrive before 9:10, they will come to the office and a parent will be called to come and pick them up. All students should complete breakfast and be in class for the start of instruction at 9:25 AM. Safety Patrols are outside directly before and after school at intersections around the school to promote safety for students walking to school. Our school day ends at 3:45 PM. Unless your student is staying for a pre-arranged special activity, there is no supervision after 4:00 pm. **Please make transportation arrangements for your child and alert the school office as soon as possible should there need to be a change. Again, please minimize pick-up changes. NOTE: if you call after 3:00, we can not guarantee the student will get the message.**

### **BEFORE/AFTER SCHOOL EXPECTATIONS**

Please review with your child safe behaviors for walking to and from school. We expect students to follow the same rules of safety and respect on the way to and from school as are expected on campus.

#### **STUDENT EXPECTATIONS BEFORE SCHOOL:**

- Families walking or parking to bring students to the building on foot, please drop off outside the main front doors only; this builds independence and ensures maximum safety
- Students are not allowed in the building/hallways before school
- Students are eating at breakfast or lined up at their class pick-up area
- **If eating breakfast, calm and respectful behavior is expected**
- Students are to wear their backpacks
- Students are to keep hands and feet to self
- Walk to the gym. No running
- **No playing on playground equipment. (Even with parent present, we ask that ALL students are in line or at breakfast)**
- Climbing on planters in front and sides of school is unsafe and not allowed

#### **STUDENT EXPECTATIONS AFTER SCHOOL:**

- Students are to go directly to their pick up points, i.e. bus, car or walking bus
- Use walking feet to buses, cars or pick-up places
- Students are to wear their backpacks
- Students are to keep hands and feet to self
- Students are to wait quietly
- No climbing on planters in front and sides of school.
- *Parents with children & community members must wait to use the playground until after 4 p.m. or until after all buses have left, whichever is later.*
- Unsupervised children are not allowed on school grounds until after 4:00 p.m. or last buses have left.
- All visitors/parents shall not be on the school grounds without office check in. Parents waiting for pick-up wait at the front of the school. Siblings stay with parents while waiting to pick up students. Teachers will walk students to the front of the building after dismissal.

### **BICYCLES and other wheeled items**

- Only 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students are allowed to ride bicycles to school. **Students must have their bicycles registered in the office with a signed permission slip and obey the bicycle rules. Bike helmets are required.** Bike locks are highly recommended. Allen Creek is not responsible for lost or stolen bikes. Bike riding is not allowed on the grounds immediately before, after, or during school hours. We encourage parents to decide whether or not their children have adequate judgment to ride safely. Should students choose to not follow the basic safety rules, bike riding privileges may be suspended.



- **Scooters, Skateboards, Rollerblades, & other wheeled items are not permitted on campus.** There is no space available to securely store these items at school

### **CLOSED CAMPUS**

Allen Creek is a closed campus. This includes the fire lane on the north side of the playground fence. Please refrain from using it to walk during school hours. This is a safety issue and we ask for help in communicating this important boundary with members of our community. The playground is also closed between 9:10 AM and 4:00 PM (or after the last bus leaves campus, whichever is later). We appreciate your cooperation in ensuring safe grounds for our students.

### **CELL PHONES AND OTHER ELECTRONICS**

Many parents provide cell phones for their child for safety as well as convenience. However, cell phone use during school is viewed as potentially disruptive ([Policy 3245](#)) Therefore, we have the following policy in place:

- All cell phones carried by students must be turned completely off when a student is on school grounds and may not be used between the hours of 9:10-3:45. This policy applies during field trips and specified before & after school. Use outside of these times is permissible.
- Use includes calling, text messaging, photography and other functions.
- Phones should remain in their backpacks.

Parent-student phone contact during school hours can take place through the use of the school telephone as has been the past procedure. The policy may be altered during a time of extreme all-school emergency.

**Violation of the policy will generate typical in-school consequences, and may include confiscation of the phone until the end of the school day or a request for parent pick-up of the device for repeated infractions.**

**Electronics devices**, which may include but are not limited to, iPods, Gameboys, PSPs, digital cameras, E-readers, tablets and other similar items, are NOT allowed on campus during school hours. If a student uses these devices before/after school, they are to remain in their backpacks during the school day. Once on campus, these items are to be in backpacks. **Violation of the policy will generate typical in-school consequences, and may include confiscation of the electronics until the end of the school day or when parent contact is made. Allen Creek is not responsible for lost or stolen items. Students who bring these items to school do so at their own risk.**

### **COMMUNICATIONS**

Most communications home are sent on Mondays. The newsletter provides helpful information on upcoming events, early release dates, and other school and community news. Please post the newsletter in a convenient place and record the date and times when you want to participate in special events or need to pick up your child at a different time. The school newsletter is also posted on our school website. Many teachers send classroom newsletters periodically as well. There are communications from PTSA and other community organizations that promote special activities at Allen Creek or in the area. Thrillshare (phone calling system) is used often throughout the school year to notify families of Allen Creek information.

**Getting a message to your student will be done between 3:15 and 3:30. If the message is received from the parent after 3:30 there is no guarantee that your student will get it by 3:45.**

### **DOGS ON CAMPUS**

Unless designated a service animal, dogs are not allowed on school grounds during school hours (See PETS below).

### **DRESS CODE**

It is important that students arrive at school each day ready to learn. Learning is our focus. Clothing, make-up, or hairstyles that interfere with learning are not acceptable. We depend on students and families to assure that students arrive at school each day dressed properly; including dressed appropriately for weather conditions. Please follow these guidelines:

Clothing may not have inappropriate or disrespectful pictures or slogans. Any clothing item (shirts, jackets, hats, backpacks, etc.) exhibiting a controlled substance or the brand name of a controlled substance is unacceptable and against Washington State law to have at school. Items of sexual or suggestive nature, violent or offensive to diverse groups will not be tolerated.

Hats are allowed unless they interrupt learning, and wholly at the teacher's discretion. If interruptions occur, your child's teacher will hold onto the hat until the end of day at which time it will be returned. Repeated interruptions will result in a parent notification.

Shoes with wheels (such as "Heely's") are not permitted on school grounds for safety reasons. Flip flops, open toed shoes and sandals are to be worn at your own risk. Toes and feet can often be injured if these types of footwear are worn on the playground. Our Physical Education class requires closed toed shoes to be worn to participate in the class.

Items such as artificial fingernails, make-up or jewelry that the teacher or other staff deem interferes with the educational environment will not be allowed.

Students arriving at school inappropriately dressed will either be sent to our health room for a change of clothes (we keep a supply of clean T-shirts, jeans, and sweats), requested to wear the T-shirt "inside out", or will call home to have other clothing delivered to school.

### **EMERGENCY INFORMATION**

Allen Creek maintains an emergency plan that is in place to care for all children in the event of an emergency, such as earthquake, snowstorm, power outage, and others. Parents are encouraged to have an emergency plan in place for their families in the event of such an emergency. There is a possibility that school could be dismissed early during the day, for which families need to be prepared in advance. During an emergency, we are not going to guarantee that you will be able to get a hold of someone in the office. Please do not call the school office. Announcements are made over SchoolMessenger, TV and radio stations in the event that school is canceled, is starting late, or dismissing early. Radio and TV stations on which school news will be broadcast include:

<b>AM Radio Stations</b>	<b>FM Radio Stations</b>	<b>TV Channels</b>
KIRO 710	KLSY 92.5	KOMO Ch. 4
KOMO 1000	KUBE 93.3	KING Ch. 5
	KMPS 94.1	KIRO Ch. 7
	KUOW 94.5	

On the Internet, go to [www.schoolreport.org](http://www.schoolreport.org) Add District website information

1. **Please keep emergency information up-to-date.** In case of an emergency, we rely on this information to be accurate. Students will only be released to the person(s) listed as emergency contacts on the emergency cards. Photo ID will be required in all cases.
2. If an emergency were to occur, students would be taken to a safe area of the school. A specific area would be designated and clearly marked as "Student Pickup." Parents should report to that area, check in with photo ID, and then wait there for their child(ren). In order to avoid confusion and misinformation, we ask that parents not collect their children themselves.
3. If you should need to come to school during an emergency, it is important to maintain calm and be as patient as possible.
4. In case of an emergency, please do not attempt to phone the school. It will be important to keep our lines clear for communication and emergency services. Please know that the Allen Creek staff's priority is your child's safety. The staff will take all necessary steps to keep the students safe and comforted during an emergency.

## EXPECTATIONS FOR BEHAVIOR

The following are the expected behaviors for all Allen Creek students. They are taught and reinforced in classrooms, common areas and playgrounds. The ACRONYM **WAVE** is taught in all grades to reinforce shared, school-wide expectations:








**W**e show Respect

**A**ct Responsibly

**V**alue Achievement

**E**veryone is safe

### PBIS CREATE A RIPPLE EFFECT

Allen Creek Dolphins Catch the WAVE...	Classroom	Cafeteria	Hallway	Playground	Bathroom	Bus
						
<b>We Show RESPECT</b>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Raise your hand</li> <li>Inside voices</li> </ul>	<ul style="list-style-type: none"> <li>Use your manners</li> <li>Recognize others' space</li> <li>Inside voice</li> </ul>	<ul style="list-style-type: none"> <li>Stay on the right</li> <li>Appreciate hallway displays</li> <li>Quiet Zone!</li> </ul>	<ul style="list-style-type: none"> <li>Hands to self</li> <li>Take turns</li> <li>Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Value privacy</li> <li>Value property</li> <li>Quiet Zone!</li> </ul>	<ul style="list-style-type: none"> <li>Hands to self</li> <li>Be aware of personal space</li> <li>Inside voice</li> </ul>
<b>Act RESPONSIBLY</b>	<ul style="list-style-type: none"> <li>Take care of all learning materials</li> <li>Do your best work alone and in groups</li> <li>Be organized</li> </ul>	<ul style="list-style-type: none"> <li>Eat only your own food</li> <li>Clean your space</li> <li>Use a trash can</li> </ul>	<ul style="list-style-type: none"> <li>Hands to self</li> <li>Walking safely</li> <li>Face forward</li> </ul>	<ul style="list-style-type: none"> <li>Play safely</li> <li>Return playground equipment</li> <li>Walk back to class</li> </ul>	<ul style="list-style-type: none"> <li>Flush properly</li> <li>Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Backs against the seat</li> <li>Backpack on lap</li> </ul>
<b>Value ACHIEVEMENT</b>	<ul style="list-style-type: none"> <li>Eyes and ears on designated speaker</li> <li>Ask for help when needed</li> <li>Complete all classwork and homework on time</li> </ul>	<ul style="list-style-type: none"> <li>Listen to directions</li> <li>Raise hand</li> <li>Exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your class</li> <li>Continue directly to destination</li> </ul>	<ul style="list-style-type: none"> <li>Have a plan</li> <li>Listen to adults in charge</li> <li>Quick and quiet lines</li> </ul>	<ul style="list-style-type: none"> <li>Return promptly</li> <li>Quiet Zone!</li> </ul>	<ul style="list-style-type: none"> <li>Follow bus expectations</li> <li>Listen carefully</li> </ul>
<b>Everyone is SAFE</b>	<ul style="list-style-type: none"> <li>Sit safely</li> <li>Use materials appropriately</li> <li>Ask permission to leave</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Clean up after yourself</li> <li>Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right side</li> <li>Walking feet</li> <li>Yield to other groups</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Dress for the weather</li> <li>Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Walk to and from the bathroom</li> <li>Keep water off the floor</li> <li>Use bathroom correctly</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated</li> <li>Wait your turn</li> <li>Walk at all times</li> </ul>

These are some additional specifics you can discuss with your student to support the WAVE expectations:

- 1. Be Respectful:** Showing kindness, consideration, courtesy and appreciation for all people, property, living things and the environment
- 2. Be Responsible:** Being trusted to carry duties out reliably, carefully and in a timely manner by coming to school ready to learn and putting best effort forth
- 3. Value Achievement:** Do your personal best work, challenge yourself, set goals for yourself. Be proud of your accomplishments, focus on your learning, and allow others to focus on their learning
- 4. Be Safe:** Keeping hands, feet and objects to self

## HARASSMENT, INTIMIDATION AND BULLYING

Please see pages 20-22 for the Marysville School Districts' Policy 3207 addressing harassment, intimidation and bullying (HIB). In this section you will also find information on reporting through our Safe schools alert information.

## HOMEWORK

We appreciate partnering with families in their child's education. Each teacher will notify parents of their specific homework requirements.

## **LIBRARY**

Our librarian is eager to share the books and other resources in the library with our students. There are weekly lessons around award nominated books, character traits, and library skills. Students also make reading goals and use the Accelerated Reader program to motivate their reading progress. All books checked out to students become their responsibility to care for properly. Avoid allowing pets, younger siblings, food and water bottles near library materials. Students are expected to return books on time and in good condition. A monetary fine will be assessed for lost or damaged books.

## **LOST AND FOUND**

Annually hundreds of dollars worth of children's clothing end up in our school's Lost and Found. Please mark your children's clothing and lunch boxes by name in permanent ink, so we can return clothing items to students. Lost items may be claimed at any time during school hours from our Lost and Found, which is located in the main hallway. Please check in with the front office and wear a Visitors badge while looking through the Lost and Found. Unclaimed items are donated three times a year to local charities.

## **PARTIES (BIRTHDAYS & OTHER CELEBRATIONS)**-----*Parents will be notified if this policy change substantively*

Classroom time is to be focused on learning; therefore birthday treats will be passed out at lunchtime in the cafeteria only. **Due to Health Department Regulations, no homemade goods are allowed to be served to students.** Only store purchased food items can be allowed. Treats should be small due to the limited time students have in the cafeteria to eat lunch. Lunch needs to be eaten before treats are consumed. We have many students with possible life-threatening food allergies. Please bring any treats for the class to the office in the morning to be checked by our health room assistant. An alternative to food treats could be a book donated to the class library in the birthday child's name, for example. **Party invitations should not be distributed at school during class time.** This is a distraction to the class and may hurt the feelings of students not invited. Having balloons or flowers delivered to school also creates a disruption. If delivered, these items will be kept in the office until the end of the day.

## **PERSONAL ITEMS AT SCHOOL**

Our guideline is that we are at school to learn. Teachers will inform you of specific days for sharing or "show & tell" along with specific information about what may be brought to school on those days. While we are sensitive to the fact that many students have daycare or bus rules that may be different from those of Allen Creek, we expect all toys, stuffed animals, trading cards, and personal electronic devices, including cell phones, to remain in the child's backpack while at school or while walking/biking to and from school. If those items are taken out or used at school, students will be asked to put them away. School will contact the family for support if the problem persists. The family will be contacted to make arrangements to retrieve the item. **Student personal items are brought at your own risk. The school is not responsible for loss, theft, or damage of these items. NOTE; there are some students who have fidgets or calming accessories that have been vetted by their teacher and/or their school team or educational specialist that are permitted.** If you have any questions about these items, contact your child's teacher.

## **PETS**

To help keep all students safe, animals of any kind are not allowed on campus without prior permission from the principal. This includes during drop off/pick-up times. If families walk their dogs while taking children to/from school, they are asked to remain on the sidewalk off school grounds. Dogs are not allowed on campus during the school day (including drop off/pick up times).

## **PTSA**

The Allen Creek PTSA is open to all parents, teachers and other interested members of our community. The PTSA is intended to support student's learning and assist with special school functions. They sponsor many activities throughout the school year for our children. While we encourage all PTSA members to become active in some capacity at Allen Creek, membership does not obligate participation in school activities. PTSA meetings are held throughout the school year and are open for all to attend. We encourage all of our families to join the PTSA.

## **RECESS**

Recess is scheduled during the school day, year round, in order for students to get an exercise break. Please send your child with appropriate clothing for the weather, including coats, gloves, hat, appropriate footwear or boots, etc. as necessary. Students are not allowed to bring play equipment or toys from home out to recess. Also, lost and found during the winter months becomes very heavy. Please check the lost and found regularly to minimize lost items.

## **FOOD/GUM**

In order to keep our school clean, **gum is not allowed** unless provided by the classroom teacher under controlled circumstances. No food items are allowed outside during recess times unless it is a school sponsored event (popcorn sales, etc).

## **SCHOOL LUNCH PROGRAM**

Breakfast is available to all students from 9:10-9:25 AM. Due to a GENEROUS grant and the efforts of various personnel, Allen Creek has qualified for both free breakfast and lunch service for ALL students for the entire school year 2023.24. Families are still asked to complete and submit income verification forms to keep the qualifying data current for future years. Additionally, it is a federal requirement that students take the minimum servings that are provided and as laid out in our lunch room. Ala Carte is not allowed. Contact the school if you have questions about our lunch program.

## **SCHOOL TELEPHONE**

Students' use of our business phones is limited to emergency/urgent use. Arrangements for visiting friends, club meetings, etc. need to be made at home. Students are not allowed to use cell phones while on school grounds and may request to use school phones if a call home is urgently required..

## **STUDENT PICTURES**

Each fall, arrangements are made with a private photographer to take individual pictures of students for school records. As a service to parents, these pictures may be purchased on a prepaid basis. Classroom pictures are taken later in the year and may also be purchased by parents. Occasionally throughout the school day, teachers may photograph or video record lessons or activities with students. These photos or videotapes may be utilized in staff professional development sessions throughout the school district, may be posted on the district website, or may be compiled into a slide presentation to be viewed by Allen Creek guests and families. **If you do not wish your child to be photographed or to participate in a video presentation, be sure to notify the school office.** Such a request must also be noted on your child's emergency card. A Media Publication (photo, video) form is sent home at the beginning of the year.

## **STUDENT PROGRESS**

Report cards are issued two times per year (February and June). Report cards are intended to provide you with a good understanding of your child's progress toward meeting Washington State Standards. Parent Teacher conferences are held twice yearly in October and March. Always feel free to contact your child's teacher if you have any questions or concerns regarding your child's progress, achievement and/or behavior.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Marysville School District's "Student Responsibilities, Duties and Rights Handbook" is now available online. You can find it by clicking the Rights and Responsibilities Handbook link on the District's web page found at [www.ms25.com](http://www.ms25.com). The standards and procedures set forth in this policy have been adopted by the Marysville School District. The document describes the types of misconduct for which corrective action or punishment (i.e., discipline, suspension and expulsion) may be imposed and prescribes the substantive and procedural due process rights of students serviced by the school district. Paper copies may be requested in the office at Allen Creek or at the receptionist's desk in the School District's Service Center, 4220 80th Street NE (360-965-0000).

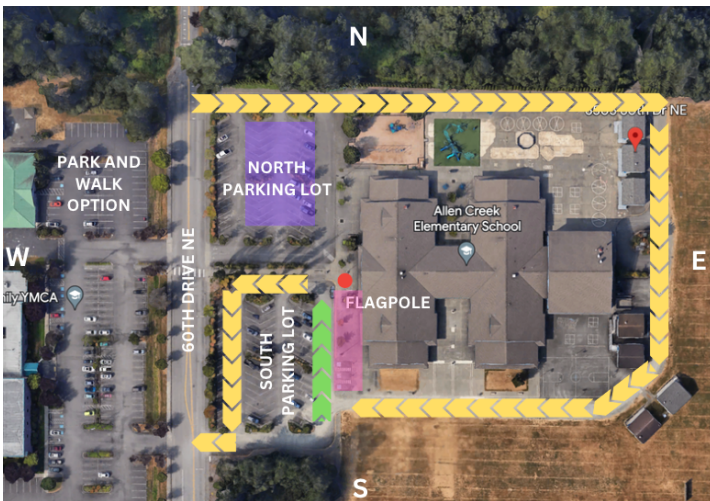


## TRANSPORTATION

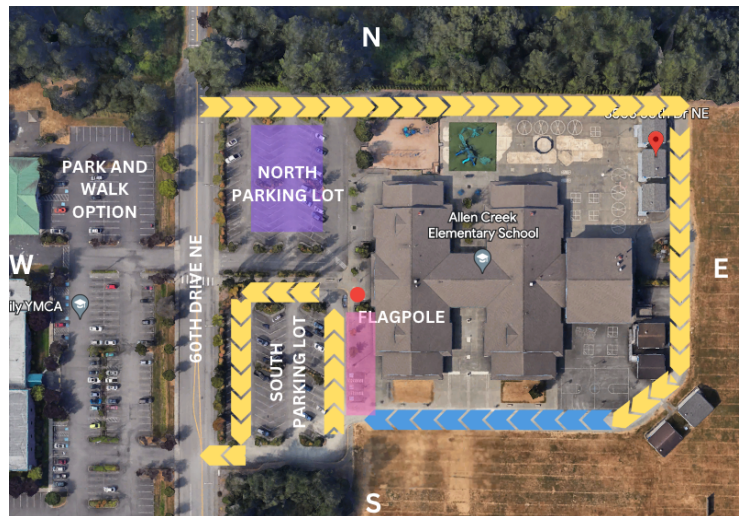
### Drop Off/Pick Up (please also refer to Drop Off & Pick Up Information distributed in September)

- Parents who drive students to school are welcome to bring them starting at 9:10 AM. Please do not arrive before 9:10 due to limited supervision in the morning.
- Car pick up is funneled through the fire lane on the north side of the campus with drop off occurring on the southside of the building at the designated area (you will see cones) reached as you drive through the lane around the building. Parking on the street (60th Dr) is not permitted for safety reasons*
- The South Parking Lot is for staff and visitors (no student pick-up or drop-off)
- Please **encourage students to use crosswalks and walkways**, and to avoid walking between cars as much as possible
- Students waiting for walking pick up should wait on the curb, away from the road, close to the planters
- For safety, **please do not block crosswalks**. Parking is also available in the YMCA lot to the west of Allen Creek. We encourage drivers to park there
- Bus Riding:** Buses pick up and drop off students at the northwest section of the building near the playground. Riding a school bus is a privilege. Students are expected to follow safety rules at all times. The driver is in charge. When on a bus, students are expected to talk in a quiet voice, keep hands, feet, and head inside the bus at all times, and remain seated
- Students are asked to arrive at their bus stops no earlier than five minutes before the scheduled bus arrival time
- Toys, pets, or any other disruptive articles are not allowed on the bus. Hazardous or cumbersome items should not be transported by bus
- Eating and drinking are also not allowed on school buses
- If a student does not follow the bus rules the driver issues a bus discipline ticket. The principal and the parent will receive a copy. The privilege of riding a bus may be lost.

AM Arrival



PM Dismissal



**Walkers:** Students who walk to school are asked to walk in groups, and time when they leave home so that they **do not arrive at school before 9:10**. Safety patrols are on duty at 64th St and 60th Dr. starting at 9:10 AM. Students should not arrive at this intersection before this time, and should be sure to cross 64th St. and 60th Dr. with the safety patrols. Walkers are also asked to stay on sidewalks and not enter neighboring yards. Student safety is a top priority therefore students are not to be walking along Highway 528 unless accompanied by an adult

### Parking Lot Rules

#### South Parking Lot

- This is the parking lot closest to Highway 528 and is designated as a staff and visitor parking area. Only parents needing to access the disabled parking area and day care pick up vans will be allowed in or out while the buses are on our campus with the following exception:

- If you need to bring your child into school, check with secretaries or teachers, or conduct any short business, then you should park in this lot

#### **North Parking Lot**

- This parking lot is designated for moving traffic

#### **Parking**

- If you need to go in the office or speak with a staff member, please park in a parking stall and use the South lot

#### **Signs**

- If the sign says “No Left Turn”, please honor the sign and don’t turn left – this helps to keep traffic moving and provides for student safety

#### **Speed**

- Please slow down and watch carefully for children. We don’t want any accidents!

#### **Crosswalk**

- Please be wary of students and staff in the crosswalk – don’t block the crosswalk or drive on the shoulder through the crosswalk.

#### **Alternative Parking**

- Parking in the YMCA across from Allen Creek is recommended. Please avoid parking on the street flanking both the YMCA and the school. Adult safety patrols will ensure that your child crosses to school and to the YMCA parking lots safely

#### ***IN SHORT, walkers:***

*If arriving before 9:10 parent supervision is required as **there is no supervision before 9:10 AM**. At 9:10 AM supervision staff will open the main front doors for parent drop off. This is the only drop-off location. Parents, please do not walk around the side of the building to access the student line-up area as this is the area where students and staff will line up at 9:10 to await their classroom teachers. Students will access this area by walking down the hall from the main entrance. Staff will be in the halls to supervise students and ensure they report to their lines.*

*Allen Creek is a closed campus! Please see the section, Volunteers, below.*

### **VISITORS**

**All parents, guardians, and visitors MUST check into the office prior to going into classrooms or other parts of the building.** In order to ensure the safety and academic success of all students, Allen Creek Elementary utilizes a written policy related to school visitors. **Visits to classrooms are to be pre-arranged with the teacher at least 24 hours prior to the visit.** Once scheduled, the visits should be of reasonable length as not to disrupt an optimal learning environment. Guests should first check in with the school secretary, sign their name(s) in the Visitor’s Register, and get a visitor’s badge. This badge should be visible and worn at all times while on campus. If a parent comes to the classroom without prior notification by the office, teachers have been asked to refer the parent to the office to check in. Our paramount duty is to ensure our children’s safety while at school. Knowing who is on campus and their purpose allows us to safely guard all who are here. If visitors are planning on being directly involved with students, they MUST possess a Washington State Patrol clearance. Forms for this process are located in the front office.

### **VOLUNTEERS**

Parents are the first teachers of their children. Schools partner with families to promote children’s growth and development as life-long learners. We welcome your involvement at school! All volunteers must complete background check information and have Washington State Patrol clearance approved before they can be involved with student activities. These forms are available in the front office. Washington State Patrol clearance is effective for two consecutive years in most cases. Once approved, **all visitors and volunteers must sign in at the front office when entering the building. They must wear a visible “VISITOR” badge at all times.** Volunteer opportunities at Allen Creek include but are not limited to:

**CLASSROOM:** Assisting teachers with preparation of materials, helping students in with reading, math, writing, and special projects

**LIBRARY:** Assisting the librarian with shelving books or other projects

**Watch DOG Program:** Is a program used across America, that allows kids to be positively impacted by the committed involvement of fathers, step-fathers, uncles, grandfathers and father figures from all different walks of life. Participants commit to a day or more helping in the classroom with reading, math, writing and social emotional learning. See the office if you would like to sign up for this program(\* Note: we are looking to start the program. Be on the lookout for additional information throughout the year).

**FAMILY NIGHTS:** assist with the setup/clean up and helping at one of our monthly events

## PRO TIPS FOR VOLUNTEERS

- We ask all volunteers to adhere to the same dress codes standards as our students (please refer to “Dress Code” section) when volunteering at our school
- The staff room is for staff only
- If on your person while volunteering, silence your cell phone while in the building, so that ringing cell phones or cell phone conversations are not a distraction to learning.

**Confidentiality:** As a volunteer in our schools, you may become aware of issues and information of a personal nature. Please follow these basic Rules of confidentiality when dealing with information on students and their families, staff, and other volunteers:

- Do not disclose confidential information publicly
- Discuss information with appropriate school professionals only.
- When seeking and sharing personal information, ask yourself,
  - Why do I/they need to know?
  - Will this information make me a more effective volunteer?
  - Who is the appropriate person with whom I should discuss this?

We respect and preserve the privacy of the families who entrust us with their children. As a volunteer, you accept that same high level of discretion. On the district volunteer form, you will be asked to agree to keep all information confidential at school and after you leave school. **If confidentiality is compromised, then your volunteer status may be revoked indefinitely.**

## VOTER REGISTRATION

Forms are available in the school office.

## HEALTH INFORMATION

### ACCIDENT-ILLNESS

If a child is ill or injured at school they will be sent to the health room. Staff will assess the situation to determine next steps and if it is necessary to call 911. Parents will be notified. If parents cannot be reached, the person listed on the student’s Emergency Card will be called. **Please list adequate emergency contacts and phone numbers on your child's emergency card.** NOTE: minor incidents such as a small scratch or bump without marks may also be communicated through a health room report issued by our Health Room Assistant (HRA). You can always contact our HRA if you have any questions about your child’s visit to the health room.

A family can request that a child stay in from recess in the front office **only** if the student has an injury and/or condition that would be further complicated by recess play. This could include sprained or broken limbs, serious bouts of asthma, or recovery from a serious illness. Unfortunately, this does not include the common cold or minor illnesses. We do not have sufficient available space/supervision in our front office to house many children during recess.

### MEDICATIONS AT SCHOOL

We encourage parents to administer all medications during non-school hours. When that is not possible, prescription and over the counter medications, including but not limited to pain relievers/fever reducers and cough drops, may be administered by trained staff under the following conditions:



- In accordance with State laws, all oral medications require a signed written order from a licensed medical practitioner and parent/guardian that includes the name of the medication, the dosage to be administered, and the reason for giving.
- All medications must be in the original labeled container. Medication forms are available in our school office and health room. **The illegal distribution of prescription medications is prohibited.**
- State law allows schools to administer oral medications only. Inhalers and nebulizers are included. Injectable medications required for life threatening events, such as epinephrine may also be administered following the same requirements. Epinephrine may come to school in the form of an EPI PEN only.

**Our Health Room is staffed by a non-licensed person who is trained and supervised by a district registered nurse.**

**When to Keep Your Child Home:** If your child is vomiting, has persistent diarrhea or has an oral temperature of 100 degrees or higher, please keep him/her home for at least 24 hours after the temperature is normal *without the assistance of a fever reducer.*

### **NURSE**

Allen Creek's registered nurse is available on an on-call basis and for emergencies as needed. She also coordinates in-school provision of health services such as medications, and scoliosis screening, and vision screening. A Health Room Assistant is on staff each day helping students with illnesses and injuries.

### **ALLERGIES**

Make sure to notify our HRA of any allergies both life threatening and non-life threatening. We maintain up to date communications with staff regarding student's health needs. We rely on information provided by the family to ensure proper monitoring.

### **INSURANCE**

Students **are not** automatically covered with medical or accident insurance by the school district, but various plans are available. If your child isn't covered by a family plan, please consider purchasing student insurance. One low-cost policy covers your student at school and while traveling to and from school. Another plan covers a student at all times. There is also a dental plan. Insurance information can be found on the district website, on the Risk Management page. This is a voluntary program offered for your convenience.

## **ALLEN CREEK EXPECTATIONS**

We are committed to continually improving the learning environment at Allen Creek. We believe shared accountability for behavior and student participation in resolving behavior issues is essential for a learning community. We try to create an environment that deals proactively with student behavior, first by establishing classroom agreements that reflect our WAVE expectations and are tailored to the developmental stages and needs of the specific class as a whole. Teachers and support staff focus on solving minor problems in the classroom, hallways, and on the playground in ways that teach the desired behavior. We communicate with parents, teachers and students to provide learning opportunities when behavior expectations break down. Students may participate in restorative conferences and/or be given a disciplinary consequence in response to a behavior. Examples of consequences at Allen Creek include, but are not limited to, alternate location for recess, loss of privileges or activity participation, short reflection assignment or letter written, time provided to learn appropriate behavior, conference with an administrator, in-school suspension, out of school suspension. If the misbehavior is chronic or severe, a referral to the office will be made and appropriate consequences will be assigned; parent contact will be made and a parent-school conference requested. We utilize a progressive consequence policy as well as consider mitigating, contributing and developmental factors.

**Please take the time to review the rules with your child.** The success of our school depends on our working together as a team to teach and reinforce appropriate behavior. This will ensure that Allen Creek remains a

safe environment for all children. Together we can help students develop the social and emotional skills to be successful members of our Allen Creek and Marysville communities, with minimal conduct violations occurring. Students shall also comply with all rules of conduct adopted by the district. Failure to do so will be sufficient cause for corrective action. All school staff will enforce district policies:

- On the school grounds during and immediately before and after school hours;
- On the school grounds at any other time when the school is being used by a school group(s);
- Off school grounds at a school activity, function, or event, including field trips;
- While being transported to or from any school-sponsored event;
- Off school grounds if the actions of the student materially or substantially interfere with the educational process

### **DANGEROUS ITEMS**

The safety of our students, parents and staff is of extreme importance to Allen Creek. To ensure that everyone who comes to Allen Creek is safe, dangerous items will not be permitted on school property. Since school buses bring students to Allen Creek, these rules also apply to the bus stop as well as on the bus.

Items considered to be dangerous include, but are not limited to, guns (real and toy), knives (real and toy), laser lights, firecrackers, fireworks, lighters and anything else that may cause injury.

If a dangerous item is brought on Allen Creek property (which includes the bus stops and buses), the individual(s) will face a disciplinary consequence and may be suspended. Though rare, expulsion can be applied, through due process.

### **SUBSTANCE FREE CAMPUS**








Marysville Schools **Policy No. 4215P** summarizes the expectations surrounding our schools as Substance Free. Tobacco, Nicotine Products and delivery devices (vape pens, etc) are expressly prohibited. Thank you for honoring this policy.

### **Catch the WAVE-School Wide Behavior Expectations**

As members of the Allen Creek Elementary School Community, we ask for you to review our expectations with your child. We care about our students and expect them to make good choices regarding their behavior here at school. Our school will be teaching appropriate behaviors and problem solving skills based on our four main school expectations:

The following are the expected behaviors for all Allen Creek students. They are taught and reinforced in classrooms, common areas and playgrounds. The ACRONYM **WAVE** is taught in all grades to reinforce shared, school-wide expectations:

**W**e show Respect  
**A**ct Responsibly  
**V**alue Achievement  
**E**veryone is safe

PBISCREATE A RIPPLE EFFECT						
Allen Creek Dolphins Catch the WAVE...	Classroom	Cafeteria	Hallway	Playground	Bathroom	Bus
						
<b>We Show RESPECT</b>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Raise your hand</li> <li>• Inside voices</li> </ul>	<ul style="list-style-type: none"> <li>• Use your manners</li> <li>• Recognize others' space</li> <li>• Inside voice</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on the right</li> <li>• Appreciate hallway displays</li> <li>• Quiet Zone!</li> </ul>	<ul style="list-style-type: none"> <li>• Hands to self</li> <li>• Take turns</li> <li>• Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Value privacy</li> <li>• Value property</li> <li>• Quiet Zone!</li> </ul>	<ul style="list-style-type: none"> <li>• Hands to self</li> <li>• Be aware of personal space</li> <li>• Inside voice</li> </ul>
<b>Act RESPONSIBLY</b>	<ul style="list-style-type: none"> <li>• Take care of all learning materials</li> <li>• Do your best work alone and in groups</li> <li>• Be organized</li> </ul>	<ul style="list-style-type: none"> <li>• Eat only your own food</li> <li>• Clean your space</li> <li>• Use a trash can</li> </ul>	<ul style="list-style-type: none"> <li>• Hands to self</li> <li>• Walking safely</li> <li>• Face forward</li> </ul>	<ul style="list-style-type: none"> <li>• Play safely</li> <li>• Return playground equipment</li> <li>• Walk back to class</li> </ul>	<ul style="list-style-type: none"> <li>• Flush properly</li> <li>• Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Backs against the seat</li> <li>• Backpack on lap</li> </ul>
<b>Value ACHIEVEMENT</b>	<ul style="list-style-type: none"> <li>• Eyes and ears on designated speaker</li> <li>• Ask for help when needed</li> <li>• Complete all classwork and homework on time</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to directions</li> <li>• Raise hand</li> <li>• Exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Stay with your class</li> <li>• Continue directly to destination</li> </ul>	<ul style="list-style-type: none"> <li>• Have a plan</li> <li>• Listen to adults in charge</li> <li>• Quick and quiet lines</li> </ul>	<ul style="list-style-type: none"> <li>• Return promptly</li> <li>• Quiet Zone!</li> </ul>	<ul style="list-style-type: none"> <li>• Follow bus expectations</li> <li>• Listen carefully</li> </ul>
<b>Everyone is SAFE</b>	<ul style="list-style-type: none"> <li>• Sit safely</li> <li>• Use materials appropriately</li> <li>• Ask permission to leave</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Clean up after yourself</li> <li>• Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side</li> <li>• Walking feet</li> <li>• Yield to other groups</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment correctly</li> <li>• Dress for the weather</li> <li>• Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to and from the bathroom</li> <li>• Keep water off the floor</li> <li>• Use bathroom correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated</li> <li>• Wait your turn</li> <li>• Walk at all times</li> </ul>

These are some specifics you can discuss with your student to support the WAVE expectations:

1. **Be Respectful:** Showing kindness, consideration, courtesy and appreciation for all people, property, living things and the environment
2. **Be Responsible:** Being trusted to carry duties out reliably, carefully and in a timely manner by coming to school ready to learn and putting best effort forth
3. **Be an Achiever:** Solve problems/conflicts using “I” messages and other appropriate problem solving strategies. Show determination and perseverance to learn new things and excel academically.
4. **Be Safe:** Keeping hands, feet and objects to self

Please review the Family Handbook Information with your child and other family members as appropriate, especially our School Wide Behavior Expectations; *Catch the Wave!*

**Marysville School District**  
**Prohibition of Harassment, Intimidation and Bullying Annual Summary Statement**  
**Policy 3207/3207P August 2019**

The Marysville School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its recurrence.

As a district, we offer four ways to students or adults to report HIB issues and other unsafe behaviors such as drug use, weapons, or other high-risk behaviors through SafeSchools Alert. Reports can either be made online, email, text or phone call. Go to: <https://msvl-wa.safeschoolsalert.com/>. Reporting forms are also available at each school site and the district's Educational Service Center. Also see Reporting – Item G of this document.

**For an action to be considered bullying, it needs to meet the following definition:**

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- Physically harming a student or damaging 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.

**How do I report bullying?**

As a district, we offer four ways to students or adults to report HIB issues and other unsafe behaviors such as drug use, weapons, or other high-risk behaviors through SafeSchools Alert. Reports can either be made online, email, text or phone call. Go to: <https://msvl-wa.safeschoolsalert.com/>. Reporting forms are also available at each school site and the district's Educational Service Center. Also see Reporting.

If you believe your child is being bullied:

- Obtain a copy of your school's anti-bullying policy and procedures. All schools are required to publish their anti-bullying policies and procedures.
- Contact the police if your child has been the victim of malicious harassment. If the bullying act was particularly vicious and the bully seriously injured your child or caused significant physical harm to your child's property, the bully may be guilty of malicious harassment.
- Follow your school's procedures for filing a written complaint. The school is required to conduct an investigation.

**Annually:**

The superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbook, is available in school and district offices and/or hallways, or is posted on the district's website.

Students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions.

Staff will receive training on the school district's policy and procedure.

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches and evidence-based prevention programs.

### **Compliance Officer**

The district compliance officer (Greg Dennis, Director of Student Safety and Security) will serve as the district's primary contact for harassment, intimidation and bullying.

### **Staff Intervention**

All staff members will intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

### **Filing an Incident Reporting Form**

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member or electronically at <https://msvl-wa.safeschoolsalert.com/> via online, email, text, or phone call. Reporting forms are available at each school site and the district's Educational Service Center.

### **Receiving an Incident Reporting Form**

All staff are responsible for receiving oral and written reports and must take appropriate action.

### **Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

### **Corrective Measures for the Aggressor**

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

### **Targeted Student's Right to Appeal**

If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the

written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

**Discipline/Corrective Action**

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

**Support for the Targeted Student**

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate. Retaliation is prohibited and will result in appropriate discipline.

If you would like more information, **please see the school board policy 3207 on Bullying, Harassment and Intimidation.**