

Family Handbook

Pre-School - 8th Grade



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B-E School District
927 E. Fairhaven Ave.
Burlington, WA 98273

Table of Contents

Education and Racial Equity Policy	4
Language Access	4
Family Support Resources	4
District and School Achievement	5
Start / End Times	5
Breakfast and Lunch	5
Attendance	5
Acceptable Excused Absences	
Approval of Absences	
Chronic Absenteeism and Truancy	
Student Health Services	7
When your student is sick...	
Emergency medications and students with Life-Threatening Conditions	
Chromebooks and Internet Access	8
Student Technology Support	
Internet Access Support	
Student Internet Use and Electronic Communication	9
Digital tools and online resources	
Student Email	
Medications	10
Student self-administration/self-carry of medication	
Asthma inhalers and emergency medications	
Field trips and School-sponsored Events	
Immunizations and vaccines	
Student Alcohol and Drug Use Policy	12
Naloxone/NARCAN	
Student Conduct	14
Administrative Guidelines / Potential Disciplinary Action	
Forms of Discipline:	
Violations Against School Administrative Procedures	
School Buses	
Search and Seizure	
Student Dress	18
Civil Rights	19
Harassment, Intimidation and Bullying	
Nondiscrimination	

Sexual Harassment of Students Prohibited	
Complaint Options: Discrimination and Harassment	
Gender Inclusive Schools	
Special Programs	25
McKinney-Vento	
Section 504 of the Americans with Disabilities Act	
Special Education, Individuals with Disabilities Education Act	
Pandemic	27
Communications	28
Skyward Family Access	
Skyward	
District Mobile App	
Inclement Weather / Emergency information	29
How do I know if school is closed or operating on an abnormal schedule?	
Emergency Preparedness	30
Standard Response Protocol:	
Family-student reunification	
See something, Say something	
Transportation	31
Facilities Operations	31
Integrated Pest Management Program (IPM)	
Compliance with Asbestos Regulations	
Pesticide application practices	
Asbestos Management Plan	
Water quality testing	
Community use of district facilities	32
Annual Notification of Rights Under FERPA	32
Notification of Rights Under the Family Education Rights and Privacy Act (FERPA)	34
Directory Information: Opting Out	34
Complaints Concerning Staff or Programs	34
Process to Address Your Concerns	
Complaints Related to Federal Programs	35
B-ESD Non Discrimination/Equal Opportunity Statement	35

Education and Racial Equity Policy

Our Education and Racial Equity Policy serves as a foundation for our decisions and highlights our commitment to all students, families and staff. Please read our commitment to the Burlington-Edison School District community: [B-ESD Education and Racial Equity Policy](#)

Language Access

District parents and guardians have the right to participate in their students' education, including communicating with teachers and staff. The district will take reasonable steps to provide families competent oral interpretation and/or written translation of materials or information about any program, service, and activity and to facilitate any interaction with staff significant to a student's education. The district will provide such service when it might be reasonably anticipated as necessary or upon request by families.

The district has Spanish language support to assist district families and students with communicating directly with schools and answering questions regarding district/school programs and events, enrollment or any matter related to your student's education. If you need to speak with a school or have questions and need assistance in Spanish, please call the number listed below and ask to speak with the Bilingual Resource Specialist.

- Allen School - 360-757-3352
 - Bay View School - 360-757-3322
 - Edison School - 360-757-3375
 - Lucille Umbarger School - 360-757-3366
 - West View School - 360-757-3391
 - Burlington-Edison High School / Burlington North - 360-757-4074, ext. 3513
 - General District Information - 360-757-3311
-

Family Support Resources

We understand that families continue to need support during the school year. As family situations change, we are here to offer support and direct you to resources. If you have an urgent need, please contact your school or reach out for support using the contact information below:

- 360-757-3311
 - questions@be.wednet.edu
-

District and School Achievement

To view student achievement data and other academic and accountability indicators, please visit the Office of the Superintendent of Public Instruction (OSPI) Report Card website, <https://washingtonstatereportcard.ospi.k12.wa.us/>. In the search area type in Burlington-Edison School District or the specific school name you would like to review, then click "Go." There is "Washington School Improvement Framework" data within each school's report card.

Start / End Times

- Kindergarten - 8th grade
 - 9:15 am - 3:35 pm (doors open at 9:00am)
 - 9:15 am - 2:35 pm (Wednesdays only)
 - High School
 - 7:50 am - 2:20 pm
 - 7:50 am - 1:20 pm (Wednesdays only)
-

Breakfast and Lunch

This year breakfast and lunch are free for all students! You do not need to worry about paying for or packing school meals.

Menus include whole grains, low fat proteins, fresh fruits and vegetables with a choice of milk. Specific menus are available on our website: <https://www.be.wednet.edu/page/food-services>

If you have any questions about breakfast, lunch, or general food service in B-ESD, please email questions@be.wednet.edu.

Attendance

The Burlington-Edison School District is making a special effort to ensure that all students fully benefit from their education by attending school regularly. We want to remind families that attendance is essential to the academic achievement of each and every student. Students with poor attendance miss critical instruction in key concepts, quickly fall behind in school and are less

likely to achieve academic success. Please continue to encourage your students to stay focused and access school resources.

Please note that the information below outlines the current state & district policy. Please visit the District Attendance website for the most up-to-date information:

<https://www.be.wednet.edu/families/attendance>

Acceptable Excused Absences

- Participation in a district or school approved activity or instructional program;
- Physical or mental health symptoms, illness, health condition, or medical appointment;
- Family emergency, including, but not limited to, a death or illness in the family;
- Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homelessness or foster care/dependency status;
- Absences related to deployment activities of a parent or legal guardian who is an active duty member;
- Absence resulting from disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion);
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- Absences due to a student's migrant status;
- Principal and parent, guardian, or emancipated youth mutually agreed upon activity; and
- Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

Approval of Absences

We encourage families to stay in constant communication with your students' school. The current school district policy requires notification of absence/tardy within two days of the student returning to school. This can be done by a phone call, note, email, or in-person in the office. If the office does not receive notification within the two day window, the absence will be considered an unexcused absence.

- Allen School - 360-757-3352
- Bay View School - 360-757-3322
- Edison School - 360-757-3375
- Lucille Umbarger School - 360-757-3366

- West View School - 360-757-3391
- Burlington-Edison High School / Burlington North - 360-757-4074

Chronic Absenteeism and Truancy

Every absence, excused or unexcused, is a learning opportunity lost and can have significant impacts on a student's success in school and life. A student who misses 10 percent or more of their school days, which can mean just two days a month, for any reason, is considered chronically absent. A student is considered truant if they miss seven or more unexcused days in a month or 15 or more unexcused days in a year. Five or more unexcused days may lead to a conference with the school.

Student Health Services

Student Health Services staff can help all students with preventive care, such as vision screening, case management planning for health concerns, as well as acute and emergency care. Qualified, professional nurses provide this care to the Burlington-Edison School District. For students with chronic or life-threatening health conditions, school nurses and other health care providers play a larger role in the daily management of their conditions. Student Health Services staff are responsible for coordinating care for these students by communicating with the student's family, school staff and health care providers. If your student has a health condition, please contact your school building to connect with your school building's nurse.

The nurses at the Burlington-Edison School District encourage all students to have a primary health provider, as this is the key to wellness. Wellness care with a consistent health care provider gives students a better chance of staying healthy. A primary health provider provides:

- Regular screening exams
- Information on developmental milestones – movement skills, speech and language skills, social skills, emotional, and self-care skills
- Immunization information and vaccine administration
- Health and safety tips

Contact your building nurse if you need assistance accessing health care resources and services.

When your student is sick...

We care about protecting students and their families from illness. Please keep ill students home so we do not place other students at risk of contracting the illness. Some symptoms to keep a child at home include the following:

- Body temperature over 100 degrees Fahrenheit
- Persistent nasal drainage and/or chronic cough
- Sore throat with swollen glands
- Diarrhea
- Nausea
- Vomiting
- Muscle or body aches
- Rash with fever and itching
- Active scabies
- Pink eye
- Chickenpox

If your student becomes ill at school with any of the above symptoms or any other symptoms that could indicate a communicable illness, you will be notified immediately by the school to pick up your student.

In addition, if your student has been diagnosed with a contagious illness, please notify the school. Exposure to contagious illness can affect students with fragile immune systems or certain medical conditions. All health information will be treated with confidentiality.

More detailed information about Health can be found on the district [Health Resources Webpage](#).

Emergency Medications and Students with Life-Threatening Conditions

For the health and safety of students with Life-Threatening Conditions (LTC), our school district considers compliance with Washington state's Life-Threatening Conditions Law (RCW 28A.210.320) to be of the highest priority.

Examples of possible LTC include severe allergies (anaphylaxis) to food, insect stings, or contact with certain substances; diabetes; seizures disorders; certain cardiac conditions; and many more. If you are unsure if your student has an LTC, consult with your student's school nurse.

A student with an LTC must have the following *on-site* before they can start school:

1. A health plan developed for the school environment addressing the Life-Threatening Condition (this plan is written by the school nurse in collaboration with the student's parent/guardian and health care provider);
2. Emergency medications and/or equipment orders by a licensed health care provider with prescriptive authority, with written instruction – if needed;
3. Actual medication and/or equipment – if needed.

Chromebooks and Internet Access

All Burlington-Edison School District students, PreK thru 12th grade, have the opportunity to use a Chromebook to support their learning. Many educational resources and other adopted and

supported online tools are available to students. All technology and software provided for educational use are available thanks to voter-approved Capital/Technology levies. Please contact individual schools for distribution information.

All families are encouraged to read through district policies related to internet safety and responsible use of district resources. See [Board Policy 2022](#).

Student Technology Support

- helpdesk@be.wednet.edu
- 360-757-3344

Internet Access Support

There are options available for all students who need support accessing the internet. Families may be eligible for reduced-cost internet access or WiFi hotspot devices. Please visit the [Family Support Website](#) for details.

Student Internet Use and Electronic Communication

The Burlington-Edison School District provides all students with access to networked services as well as to the internet and some forms of electronic communication. Technology has become an integral part of education and our students' learning experience. Having access allows students to use online curriculum and resources purchased by the district to support student learning, to access district systems such as their school library catalog, as well as access to free educational internet sites. Our society is rich with information and technology to access this information, and it is important that our students learn to access this information effectively, ethically, and safely.

Having our students' safety in mind is key. While using educational tools, students will abide by the Burlington-Edison School District Acceptable Use Guidelines and Internet Safety Requirements, which can be found [here](#). If you have any questions regarding specific tools, please talk to your student's teacher(s) about the technology tools used in their particular class.

Digital tools and online resources

Digital tools are used to provide or support the district-adopted curricula and to enhance the learning experience. Digital tools are reviewed by several district teams, and we strongly consider the importance of privacy and protection of student information and data. Student accounts often require the use of student data which may include first and last name, school email address, class enrollment, grade level and the name of school/teacher. Applications/tools that we choose are for educational purposes with the intent for classroom use only.

Digital resources

Digital resources for elementary students include but are not limited to:

- Newsela
- Sora ebook collection
- Destiny library catalog
- Britannica
- Google apps
- YouTube
- Code.org
- Common Sense Media
- Peardeck

Additional tools and resources may be used by individual schools, programs, and teachers, once the application has been reviewed and approved by the district.

Student Email

Students 3rd to 12th grade in the Burlington-Edison School District are issued a school email account as part of their Google account. Email accounts are used for account creation/access for various approved digital tools. Elementary email accounts can only send and receive messages within the school district and from a few approved digital tools.

It is assumed that parents grant their child the right to access the network and have a desire to have their child use network resources, which include the internet as an educational resource unless their school has a signed Internet and Electronic Communication Exclusion form on file.

Medications

Medication should be given before or after school under the supervision of a parent/guardian. If necessary, medications can be administered in school on a daily, temporary, or on an as-needed basis under the supervision of a Certificated School Nurse.

Prescription and over-the-counter medications will require written authorization from a parent/guardian with a written request by a licensed health care provider with prescriptive authority. If the medication is to be administered for more than fifteen consecutive days the written request from the licensed health care provider must be accompanied by written instructions. The medical order is valid for the current school year only.

Medications must be brought to school by the parent/guardian and stored in the Health Room. Prescription and over-the-counter medication must be properly labeled and be contained in its original container. The school will only accept a 20 day supply of medication at one time.

Student self-administration/self-carry of medication

If a health professional and a student's parent/guardian request that a student be permitted to self-carry their own medication and/or be permitted to self-administer the medication, our district provides this practice-based on the consult with your student's school nurse and building administrator on the following:

- Student circumstances such as the type of medication, age and developmental level, grade, and general safety concerns; all elements are taken into consideration for the appropriateness of this activity;
- Controlled substances are not allowed under this provision;
- If the student has been approved to self-administer/self-carry, the student is required to have on their person only one daily dose (with the exception of multi-dose devices such as inhalers) needed during school hours, and any additional school-sponsored events.

Asthma inhalers and emergency medications

For the use of asthma inhalers and emergency medications at school, a note from a parent/guardian is not sufficient. The following elements need to be in place at school for a student to self-carry and self-administer asthma inhalers or emergency medications:

- A medication written request from the student's healthcare provider must be on file with the school;
- The parent/guardian written authorization and completed documentation required by the school;
- The student has to demonstrate to the healthcare provider and a registered nurse at the school the ability to use the inhaler safely and/or emergency medications as prescribed.

Field trips and School-sponsored Events

Under Washington state law, certain medications can be administered by unlicensed school staff following training and delegation by a school nurse during field trips and other school-sponsored events.

For students traveling out of state or out of the country, other arrangements will need to be made as the school nurse is only able to delegate within Washington state. Due to the out of state/out of country restrictions, if it is anticipated that your student may be participating in a field trip of that description, please consult with your school nurse early in the school year to discuss accommodations.

It is important that if your student is participating in a field trip or a school-sponsored activity and requires medication not typically provided during normal school hours to coordinate with your student's teacher and school nurse four weeks prior to the event for planning.

Immunizations and vaccines

The School Board requires that students present medically verified evidence of their immunization status against preventable diseases as required by the Washington State Department of Health for school entry. Students may begin school only if they received all of the required immunizations they are due to receive and submitted a medically verified record on or before the first day of attendance. If additional vaccine doses are needed after initiating a vaccine series, students may start school in conditional status and remain until the next dose becomes due. The Department of Health recognizes proof of immunization status with a Certificate of Immunization. Any and all exemptions must be processed and reported on a Certificate of Exemption (COE) as provided by the Washington Department of Health. The district has access to the Washington State Immunization Information System (IIS) School Module to view and enter student immunization records. There are legal considerations when accessing the WA IIS as it is considered a medical record and both Health Insurance Portability and Accountability Act (HIPAA) and the Family Education Rights and Privacy Act (FERPA) are applied to school immunization management in the IIS. The HIPAA Privacy Rule recognizes the need for public health authorities and others responsible for ensuring public health and safety to have access to protected health information to carry out their public health mission ([Section 164.512\(b\)](#)). The Family Educational Rights and Privacy Act ([FERPA](#)) guides the school's authority to disclose information. According to the act, a school nurse or assignee should have written parent/guardian consent to add immunization information to a student's record in the Washington State Immunization Information System.

Student Alcohol and Drug Use Policy

The Burlington-Edison School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district is committed to the development of a program that emphasizes prevention, intervention, aftercare support, and necessary corrective actions.

The district also recognizes the effects to the school, home, and community resulting from drug, alcohol and substance use/abuse. While the primary obligation to seek assistance rests with the student and their parent(s)/guardian(s), school staff shall work with families and community resources to develop and implement a comprehensive alcohol and drug prevention and intervention program.

Part of our responsibility is to inform you each year of the district's policy on student use of drugs/substances/alcohol. This policy is as follows:

Any student who is under the influence of or possesses, sells, offers for sale, or distributes alcohol, controlled substances or drug paraphernalia will be subject to disciplinary action, including short-term or long-term suspension from school or expulsion from school.

Naloxone/NARCAN

For the purpose of assisting a person at risk of experiencing an opioid-related overdose, schools will maintain nasal spray opioid overdose reversal medication and dispensed in accordance with RCW 69.41.095. School employees such as a school nurse or a designated trained school employee may administer the school-owned opioid overdose reversal nasal spray medication to respond to symptoms of an opioid-related overdose. Opioid reversal medication may be used on school property, including buildings, school grounds, and school buses.

Student Conduct

The Burlington-Edison School District focuses on the educational achievement of each and every student. The District holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. "Discipline" means any action taken by the school district in response to behavioral violations, including exclusionary as well as positive and supportive forms of discipline. The district intends that these practices be implemented in a manner that supports a positive school climate, maximizes instructional time, and increases equitable educational opportunities.

As outlined in school board [Policy 3241](#), student conduct and behavior is closely associated with learning. An effective instructional program requires a healthy and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus, and off school grounds if a student's actions materially or substantially affect or interfere with the educational process or District operations. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Respect the rights, person and property of others;
- B. Pursue the required course of study;
- C. Preserve the degree of order necessary for a positive climate for learning;
- D. Comply with district rules and regulations; and
- E. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

The Board recognizes that schools must take reasonable steps so that students who fail to adhere to the district's rules and regulations and who receive discipline for such misconduct remain engaged or are effectively reengaged in their educational program.

Student Conduct

Administrative Guidelines / Potential Disciplinary Action

Discipline for students who fail to adhere to the district's rules and regulations are in accordance with [school board policy](#) and [procedure 3241](#). Additional details are listed in [Form 3241F1 - B-ESD School District Matrix](#), and [Form 3214F2 - District Continuum of Discipline Responses](#).

Discipline must be reasonable and necessary under the circumstances and reflect the district's priority to maintain a safe and positive learning environment for all students and staff. Any discipline assigned may result in probation from extra-curricular activities as per Athletic/Activities Code.

Students who involve themselves in criminal acts on school property, off school property, at school-supervised events, and which acts have a detrimental effect upon the maintenance and operation of the schools or the district, are subject to disciplinary action by the school and prosecution under the law.

Forms of Discipline¹ generally in order of severity

Steps:

1. Other Alternatives to Removal from School or Class ²
2. Notify Parent/Guardian of Student Misconduct
3. Problem Solving Conference with Student and/or Family
4. Detention/Classroom Exclusion
5. In-School Suspension (ISS)
6. Out-of-School Short Term Suspension (1-10 days)
7. Out-of-School Long Term Suspension (More than 10 days)
8. Emergency Removal

¹ In accordance with the school policy and procedure, the administration determines the step of discipline based upon the severity of the offense.

² School staff will consider and utilize, as they deem appropriate, disciplinary alternatives that minimize a student's removal from class or school and that teach students appropriate behavior while holding them accountable for their behavior. Such alternatives may include exclusion from extracurricular, athletic or other school-sponsored activities or events; re-teaching of expectations and skills; training on topics such as bullying, social skills, appropriate behavior, conflict resolution and anger management, restorative justice, behavioral contracts, mediation, written apology, reflective essay or activity or referral to community-based services. In certain circumstances, however, a student's behavior may warrant immediate removal from class or school.

9. Expulsion

Parents will be notified if classroom exclusion is utilized to address student misconduct

Any discipline assigned from steps 4 through 9 may result in probation from co-curricular activities as per the Athletic/Activities Code

Violations Against School Administrative Procedures *In alphabetical order, NOT severity of misconduct*

- ❖ **Arson:** The intentional act of setting a fire
- ❖ **Assault:** The unlawful threat (verbal or physical) or attempt to do physical harm to another person(s) (i.e. fighting). Behaviors including intimidation, hazing, initiation, and harassment constitute assault.
- ❖ **Burglary, Malicious Mischief, Theft, Vandalism:** Breaking and entering of school or another's personal property with the intent to steal or do damage.
- ❖ **Cheating, Gambling, Forgery, and Plagiarism:** Academic misconduct: cheating on homework, class work, assignments, or tests. Interfering with documents or communication between school and home (i.e. forging Parent/Guardian signature, intercepting reports, trip request, etc.) Forging school documents is a serious offense.
- ❖ **Computer/Internet Usage Violation:**
 - Level One: This violation includes having food and/or drink at computers; changing configuration files of individual or network computers; playing games or accessing social media without permission; loading and downloading games; using another person's password (with or without permission).
 - Level Two: This violation includes trespassing into another person's folder; violating copyright laws (downloading music); illegally copying programs; stealing or using stolen passwords; using chat lines.
 - Level Three: Intentionally loading a virus; Employing network for commercial purposes or monetary gain; Viewing and/or distributing obscene material, pornography, violent or racist material; Using sex-oriented chat-lines; Theft/damage of hard drive and/or computer. Police may be involved at this level and a violation could lead to the extent of being charged with a felony.
- ❖ **Dangerous Weapons:** Possession of a weapon refers to behavioral violations that meet the definition of an offense under [RCW 9.41.280](#). The size or length of the object does not matter if the intent of its use is to inflict physical harm. Look-a-like weapons violations may also fall into this category.
- ❖ **Disruption of the Educational Environment:** Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves and cannot be a disruption of the educational process. The use of obscenities or personal attacks is prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process as authorized by the administration.

❖ **Drug and Alcohol:**

- **Illegal Substance:** Any drug, alcohol, controlled or mood-altering substance, inhalant, or medication which is not prescribed for the student's use by a licensed practitioner according to the district's medication policy.
- **Drug Paraphernalia:** Any item, implement, object, or material employed in the use, possession, transport, or sale of any controlled or mood-altering substance as defined by laws and district policy.
- **Breathalyzer Test:** If the administration has reason to believe that the student is under the influence of alcohol, a breathalyzer test will be given.

Possession, use, being under the influence of illegal substances, inhalants, manufacturing/possession of drug paraphernalia, sale or delivery of illegal substances or drug paraphernalia during regular school hours, on school premises, or at school sponsored events, is prohibited. The following consequences, or other consequences, may result, as appropriate: referral to drug/alcohol prevention specialist, emergency expulsion, expulsion, suspension, Parent/Guardian and student conference with administration before returning to school, student placed on a behavior contract, referral to law enforcement agency by the administrator.

- ❖ **Electronic Devices:** All extraneous devices, including but not limited to, cell phones, smart phones, smart watches, tablet PCs, mobile presenters, wireless tablets, digital recorders, iPods, MP3 players, digital cameras, laptop computers, as well as any other personal device that could interfere with teaching and learning, are not to be used in the classroom or during class time unless the teacher permits their use for a class-related purpose. In particular, cell phones and headphones are to be silenced and stored away. The use of a cell phone or any electronic devices during any exam other than those approved by the teacher is strictly prohibited.

The school is NOT responsible for personal electronic devices that are lost, stolen, or damaged while on campus. These items are brought to school at the student's own risk.

The school will not expend resources to search for lost or stolen personal electronic devices.

- ❖ **Firearms:** The Burlington-Edison School Board intends that all district facilities and activities will be safe for students, staff and the community. To ensure this intention, it is prohibited for any person to be in possession of a firearm on school premises, in a vehicle, or at any school activity. Staff is directed to refer all firearm violations immediately to the school principal or designee for action.

Firearms would include any air gun, including any air pistol or rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

In most situations involving dangerous weapons, there is a need to remove the student(s) from school at the time of the event on an "emergency" basis. Building principals have the authority to remove student(s) from school immediately to investigate offenses regarding dangerous weapons. Referral will be made to a law enforcement agency, if warranted.

- ❖ **Failure to Follow Reasonable Directions of School Personnel - Insubordination, Defiance of Authority, Disrespect, or Refusing to Identify Self or Others:** Students may not show disrespect for a teacher or adult, disrupt classes, show insubordination, refuse to comply with an adult request, blatant disrespect for school authority, or show behavior directed toward an adult or another student in school demonstrating aggression, vulgar language, or indecent gestures.
- ❖ **False Alarms:** Pulling or setting off fire alarms including falsely reporting a fire or bomb on school property is prohibited. Repeated violations may result in a requirement to participate in a fire safety education course.
- ❖ **Fighting:** As a general rule, when two students are in a fight, fault can be found on both sides. Therefore, both students will receive appropriate disciplinary consequences determined by an administrator.
- ❖ **Freedom of Speech and Assembly:** Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process as authorized by the administration.
- ❖ **Gang Activities:** Affiliation with a gang, gang activities, or claiming gang membership by students is considered exceptional misconduct. Students displaying gang colors, using gang terms, wearing bandannas, displaying gang symbols or other gang related activities, etc., is prohibited.
- ❖ **Harassment, Intimidation and Bullying (HIB):** Intimidating any student, staff member, administrator, teacher, or classified employee by threat of force or violence is unlawful (RCW 28A.635.100). For additional information, please see the HIB Policy below.
- ❖ **Inappropriate Behavior:** Disruptive behavior or inappropriate conduct during regular school hours, school activities (including assemblies), field trips, and overnight trips is prohibited. Depending on the magnitude of the offense, in some situations (food fights, large scale class or campus disruptions, crowd conduct at school contests or events, or any exceptional misconduct, etc.) the school may elect to go immediately to higher level consequences such as a short-term suspension for a first offense. Excessive public display of affection is also subject to disciplinary action. In addition, the exhibiting of behavior or gestures which symbolize gang membership, or causing or participating in activities, which intimidate, or affect the attendance of another student at a school or at a school sponsored event is prohibited.
- ❖ **Profanity:** Language found to be offensive or obscene
- ❖ **Sexual Harassment:** Sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if

the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

- ❖ **Smoking, Chewing, Vaping or Possession of Tobacco Products:** The B-E School District is a smoke and tobacco free environment, mandated by state and federal law. It is prohibited for minors or adults to use tobacco products anywhere in the school facility or on campus.

School Buses

All school rules apply when students are riding a school bus.

When there is a violation of school rules on a school bus the following discipline may result:

- Bus driver advises student of expected behavior and potential discipline
- District personnel contacts parents/guardians; report is sent home
- Student is removed from bus for up to five (5) days
- Student is removed from bus for extended period (over five (5) days)
- Student is removed from bus for the remainder of semester or school term

Search and Seizure

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

- General searches of school property may be conducted at any time.
- Any search of a student and/or an area assigned to a student would be for a specific item and based on reasonable suspicion.
- Illegal items (firearms, weapons, drugs, drug paraphernalia or other possessions reasonably determined to be a threat to the safety or security of others) will be seized by school authorities and referred to a law enforcement agency.
- Items which are used to disrupt or interfere with the educational process may be removed from the student's possession.

Student Dress

It is an established fact that the attire of students has an important influence on the attitude toward learning within any school. Although matters of taste should appropriately be left up to students and their Parents/Guardians, we feel a strong responsibility as a school to provide recommended guidelines for parents/guardians and students to use in determining what is and is not appropriate. The key guideline is that dress and grooming should never interfere with anyone's right to learn or teach or endanger health or safety. Where the nature of a learning

activity rules out certain modes of dress and grooming because of health or safety, appropriate standards will be developed and made available to students involved in those activities.

The following general guidelines are designed to allow enough room for individual expression:

- Shoes/footwear must be worn at all times.
- An adequate coverage of the body is required. Revealing clothing will be determined inappropriate if it disrupts the learning environment.
- Clothing decorated or marked with illustrations, words, or phrases, that are vulgar or obscene or promote behavior, which violates school conduct standards, is not allowed.
- Drug and alcohol related clothing, artwork, jewelry, or symbols will not be allowed to be worn at school.

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

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

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

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again.

Our district also has a HIB Compliance Officer (Jeff Brown, Executive Director of Students Support Services) that supports prevention and response to HIB. Jeff Brown can be reached at 360-757-3311 or jbrown@be.wednet.edu.

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 [B-ESD Equity and Nondiscrimination webpage](#) or the district's [HIB Policy 3207 \(Spanish\)](#) and [Procedure 3207 \(Spanish\)](#).

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district's Nondiscrimination [Policy 3210 \(Spanish\)](#) and Procedure [3210 \(Spanish\)](#), visit [B-ESD Equity and Nondiscrimination webpage](#).

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 3205 \(Spanish\)](#) and [Procedure \(Spanish\)](#), visit [B-ESD Equity and Nondiscrimination webpage](#).

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: Jennifer Whitney, Director of Human Resources
927 E. Fairhaven, Ave., Burlington, WA 98233
360-757-3311, jwhitney@be.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Jennifer Whitney, Director of Human Resources
927 E. Fairhaven, Ave., Burlington, WA 98233
360-757-3311, jwhitney@be.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Jeff Brown, Executive Director of Student Support Services
927 E. Fairhaven, Ave., Burlington, WA 98233
360-757-3311, jbrown@be.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jeff Brown, Executive Director of Student Support Services
927 E. Fairhaven, Ave., Burlington, WA 98233
360-757-3311, jbrown@be.wednet.edu

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

What happens after I file a discrimination complaint?

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

investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

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

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

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

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

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

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination

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
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

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

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

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
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
 - Email: orc@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 will:

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

To review the district's Gender-Inclusive Schools [Policy 3211](#) and [Procedure](#), or visit [B-ESD Equity and Nondiscrimination webpage](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Jeff Brown, Executive Director of Students Support Services at 360-757-3311 or jbrown@be.wednet.edu.

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

Student Support Services

The McKinney-Vento Act

The [McKinney-Vento Homeless Assistance Act of 1986](#) is a federal law that provides money for homeless shelter programs. "Homeless" children are also entitled to the protections of the McKinney-Vento Act.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children sharing housing due to economic hardship or loss of housing or similar reasons;
- Children living in "motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations"
- Children living in "emergency or transitional shelters"
- Children whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- Children living in "cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations..."
- Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (a) through (e).

The McKinney-Vento Act ensures homeless children transportation to and from school free of charge, allowing children to attend their school of origin (last school enrolled or the school they attended when they first become homeless) regardless of what district the family resides in. It requires schools to register homeless children even if they lack normally required documents, such as immunization records or proof of residence.

Given the guidance above the Burlington-Edison School District (B-ESD), has developed Board Policy 3115.

The [B-ESD Student Housing Questionnaire](#) is used during student enrollment, and when a student has moved, to assist Building and District McKinney-Vento Liaisons in determining if the student(s) qualify for services under the Act.

If you believe you, or your child, may be eligible and in need of services under the McKinney-Vento Act, please seek the assistance of Jeff Brown, B-ESD McKinney-Vento Liaisons, or speak with a counselor at the student's school.

If you feel the district's McKinney-Vento Liaisons made an incorrect determination in regards to McKinney-Vento eligibility or school or origin, please utilize the [McKinney-Vento Dispute Resolution](#) process.

Section 504 of the Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate disability discrimination in programs and activities that receive federal funds. Since all public school districts receive federal funds, all public school districts must comply with Section 504. Under Section 504, denying a disabled student a free appropriate public education constitutes disability discrimination.

Section 504 requires the provision of appropriate educational services; services that are designed to meet the individual needs of qualified students to the same extent that the needs of students without a disability are met. Essentially, Section 504 was designed to "level the playing field," to ensure full participation by individuals with disabilities.

Who is a disabled student under Section 504? A school-aged student is a disabled student under Section 504 if the student:

- Has a physical or mental impairment that *substantially limits* one or more major life activities,
- Has a record of having such an impairment, or
- Is regarded as having such an impairment.

Who can I talk to about Section 504? The school counselors at each school act as case managers for students needing assistance under Section 504. In addition to the resources below, your school counselor can be of enormous help in determining if Section 504 is the appropriate support for your child. Furthermore, as the Section 504 Case Manager, the school counselor will take the lead in taking your referral through evaluation and development of a 504 plan if needed.

If you have additional questions regarding Section 504 please visit Jeff Brown at the District Office, or call him at 360-757-3311 ext 1006.

Special Education, Individuals with Disabilities Act

Special Education Services are provided to all qualified students ages birth to 21. To inquire about services for students currently enrolled in the district, contact the school psychologist at your local school. For students not currently enrolled, please call the District Office at 360-757-3311.

Across the Burlington-Edison School District, we provide a wide spectrum of service options for the students we serve. Special education provides supplemental services to students with special needs who meet three criteria:

- The student has a substantiated disability. This determination involves an evaluation process by a school-based team that also includes the parents.
- The disability adversely affects educational performance; and,
- The adverse effects of the disability cannot be addressed exclusively through general education classes, with or without individual accommodations.

Childfind is a program for developing and implementing awareness and screening activities for the purpose of locating, identifying, and evaluating resident students, or students enrolled in a K-12 private school in Burlington-Edison, who are suspected of having a disability.

The Special Programs Department helps families determine if their student(s) are in need of receiving special education and related services. These procedures encompass students aged birth through 21 regardless of the severity of the disability.

Families living in Burlington-Edison with a child between birth and two years of age should contact [Skagit Preschool and Resource Center \(SPARC\)](#) at 360-416-7570.

Regarding youth three to 21 years of age. Questions or concerns about how your child is developing may be directed to the school psychologist at the student's school, or directed to the Special Programs Office at 360-757-3311 ext. 1012. [Referrals \(Spanish\)](#) for a special education evaluation can be obtained at the District Office or [online](#).

If your family is living in a temporary situation you may contact the district where you are currently staying for a screening.

District policies, procedures, and any required reports relating to Special Education are available to the public, upon request, through the district's Special Programs Office and on the district website at <https://www.be.wednet.edu/page/special-programs>.

Pandemic

During a pandemic, Burlington-Edison School District will follow guidelines provided by the Centers for Disease Control and Prevention, Washington State Department of Health, and Skagit County Public Health. In the event of a pandemic the district, in order to safeguard the school community, will follow the recommendations and requirements provided by the Skagit Public Health and Washington State Department of Health. Requirements include:

- Notifying Skagit Public Health of a reportable communicable disease and follow up on the Health Officer's directives,
- Reporting conditions and absenteeism above 10 percent based on Skagit Public Health's recommendations.

- Following the joint document guidelines by the Washington State Department of Health's and the Office of Superintendent of Public Instruction's "Infection Disease Control Guide for School Staff".

Different forms of communication will be used to keep staff and the school community informed of announcements associated with Burlington-Edison School District's response to the pandemic. Please ensure that your school has access to your family's current contact information to notify you in the event of an emergency.

Communications

Skyward Family Access

Skyward Family Access is our student information system and contains important information like grades, attendance and other important information for each family and student. Please visit the [Skyward account access website](#) for details.

Learning Management Systems

Google Classroom is the Learning Management System (LMS) for 3rd through 12th grade students. Google Classroom is the "home base" where teachers may share assignments, links to resources, information, and other forms of communication with students and their families. To receive updates from Google Classroom, contact your child's teacher and provide an email address.

Skyward

Through Skyward, you can control how the district and schools contact you for emergencies, attendance calls, food & nutrition services, District news and other communications. We'll use the phone numbers, email addresses and text-capable numbers we have on file to contact you. Please use Skyward Family Access to change/update your contact information. You may contact your school's main office to update your contact information.

District Mobile App

Burlington-Edison School District's mobile app is free and available for Android, iPhone and iPad. Download it by searching "Burlington-Edison SD" in the Apple App Store or Google Play Store. The mobile app connects with all the latest school and district applications, including Skyward, lunch menus, and district social media accounts:

- Download for [Android](#)
- Download for [iPhone](#)

Inclement Weather / Emergency information

How do I know if school is closed or operating on an abnormal schedule?

FAMILIES, STAFF AND STUDENTS – IT IS IMPORTANT TO NOTE: If the Burlington-Edison School District does NOT send out a specific message regarding school hours, then *our schools are operating on a normal schedule*.

On the day of a possible schedule change, every effort will be made to inform our community no later than 6 a.m. from the following sources:

- LISTEN OR WATCH area radio and TV stations;
- LOG ON to
 - www.flashalert.net
 - www.be.wednet.edu
- VOICEMAIL
 - Delay and Closure Line: 360-542-3420 (from approximately 5:15 a.m. to 7:30 a.m.)
 - Schools: your child's school may provide updates on its voicemail system. Call the school's main number for more information.

When schools are closed

- All schools and programs are closed for one day.
- All after-school activities and all evening events at district buildings (including non-district events) are canceled.
- School days lost for weather closures must be made up. See the May and June calendar pages for the designated make-up days.

When schools start two hours late:

- Classes begin two hours after a school's regular start time.
- Buses arrive for student pick up two hours after the regular pick up time.
- No A.M. special education preschool.
- All student activities (after-school athletics and academic clubs) take place as scheduled unless otherwise notified.
- Students will be dismissed at the regular dismissal time unless otherwise announced.
- No out-of-district transportation.
- No A.M. NCTA programs.
- P.M. NCTA programs will be in session as usual.
- Breakfast and lunch services will still be available once school starts on that day.

Emergency Preparedness

Our schools have adopted The "[I Love U Guys](#)" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol. The SRP is based on an all hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter. These are the actions that staff and students will take when they practice drills throughout the school year.

The SRP is action-based, flexible, and easy to learn. It rationally organizes tactics for response to weather events, fires, accidents, intruders and other threats to personal safety. The SRP's development is ever-evolving, created with extensive collaboration between experts such as first responders, public safety, school, districts, and communities. Its tactics are data-driven, researched and based on experience and contemporary practices.

Past tragedies have demonstrated that simply having students lockdown and attempt to hide is not always the most appropriate response.

For more information on the Burlington-Edison School District's emergency preparedness plans, please contact your child's school.

Family-student reunification

In the event of a school lockdown or evacuation for an actual emergency, the district will provide notification of a family reunification site. Please wait for that notification and do not respond to the school unless instructed to do so. Students will only be released to parents/guardians or emergency contacts authorized in Skyward Family Access to pick up their child. Please ensure that you have ID during an emergency and have updated your Skyward Family Access information with proper contact information for you and any friend(s) or family member(s) who may be responsible for picking up your student.

See something. Say something

The Burlington-Edison School District is constantly evaluating and adjusting safety protocols and procedures to ensure our schools remain safe and comfortable learning environments. However, policies and equipment can only do so much. To achieve truly safe schools takes the entire campus community. Bullying, harassment, intimidation, threats, bringing weapons and drugs to school all have significant impacts on student success and the ability to maintain a safe school environment. One of the essential keys to maintaining a safe environment is, "see something, say something." If you see or hear something inappropriate, dangerous, or something that makes

you feel unsafe, report the incident to a teacher, counselor, administrator or report an anonymous [Safe Schools Alert](#) online, call or text 855-714-0195. The actions you take will not only keep our schools safer, it may save the lives of the people you care about.

Transportation

Student bus route information was sent home to families in the mail and is available in Skyward Family Access under the Busing tab. Please visit the Transportation website for details: <https://www.be.wednet.edu/page/transportation>.

Facilities Operations

Integrated Pest Management Program (IPM)

Burlington-Edison School District No. 100 has implemented an Integrated Pest Management Program (IPM). The IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense practices and education, custodial practice, landscaping, preventative maintenance, record keeping, notification, pesticide purchase and storage as well as judicious use of conventional control methods. The only pesticide the District itself applies is Round-up, which is used for vegetative control around fences and some structures.

Occasionally the District will hire a contractor to apply other specific pesticides in/or around school buildings as needed for insect control. Interested persons can register with the District to receive 48 hour notification of pesticide applications set forth in RCW 17.21.415. The District will send home prior notifications to those persons requesting it by calling Auxiliary Services at 360-757-3387. Auxiliary Services will maintain pesticide application records in accordance with 17.21.100. Pesticide application records, post monitoring records, material safety data sheets (MSDS) and pesticide product labels will be on file at Auxiliary Services.

Compliance with Asbestos Regulations

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires school districts and other agencies to identify asbestos containing materials (ACM) and to inform employees regarding how the materials are being managed. The Burlington-Edison School District No. 100 is in full compliance with all governmental regulations regarding asbestos. All new buildings and renovation projects are constructed with asbestos free materials. Old buildings which contain asbestos are inspected twice each year to make certain there are no problems.

Pesticide application practices - Our district has established Integrated Pest Management (IPM) to help provide a safe and healthy learning, working and playing environment for students, staff, families and users of our properties.

Asbestos Management Plan - The district developed an Asbestos Management Plan for each school, as required by the Asbestos Hazard Emergency Response Act of 1986.

Water quality testing - The district tests water quality from drinking fountains and water sources used for cooking.

For more information about pest management, asbestos and water quality, please contact Auxiliary Services at 360-757-3387.

Community use of district facilities

District-owned buildings and facilities are public property to be used in the best interest of the entire community. District and school uses of district-owned buildings and facilities have priority over any other uses, but community groups are encouraged to make use of district facilities.

Due to COVID-19, district facilities may not be available. At any time, building and field rental use may be canceled with short notice.

Please contact Shelly Hiatt at 360-757-3387 or shiatt@be.wednet.edu for more information about facility use.

Annual Notification of Rights Under FERPA

Parents/guardians ("Parents") and eligible students have a right to inspect and review "education records" and other rights under the Family Education Rights and Privacy Act (FERPA).

"Education records" means any record (in handwriting, print, tapes, film, computer or other medium) maintained by the Burlington-Edison School District or an agent of the district that contains personally identifiable information directly related to a student, except personal working notes kept by a staff member.

Parents of dependent children have the right to inspect education records regarding their children except for certain health care records. An eligible student (age 18 and older) may inspect his/her education records. If a record contains information on more than one student, access will be

provided only to that portion of the record or document which relates to that student. The review will occur promptly after a request is received unless a written explanation for the failure to do so is supplied by the records official. In no case will access occur more than 45 days after the request is made.

Inspection and review will be conducted during normal working hours, unless the records official consents to other arrangements. Records officials will provide reasonable assistance in the interpretation and analysis of student records as requested. Although records must remain within district control, they may be copied or reproduced for the parent or eligible student at their own expense. Upon graduation from high school, a student may request to receive a final transcript in addition to his/her diploma.

At the time of inspection and review, the parent or eligible student granted access to records may challenge the appropriateness and accuracy of any record directly related to the student and may request correction or deletion. Records officials may honor such requests by correcting or deleting records which are inaccurate, misleading, or otherwise in violation of privacy, provided that the superintendent or designee concurs.

Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the *school district* to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-5901

For more information, read [School Board Procedure 3231P – Procedure Student Records](#).

Notification of Rights Under the Family Education Rights and Privacy Act (FERPA)

FERPA affords parents and students over 18 years of age certain rights with respect to the student records. They are: 1) The right to inspect and review education records within 45 days of the day the district receives a request for access; 2) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading; 3) The right to consent to disclosure of personally identifiable information contained in the student's education records; 4) The right to file a complaint concerning alleged failures of the district to comply with the requirements of FERPA. (34 Code of Federal Regulations Part 99 - Chapter 28A.600 RCW.)

Directory Information: Opting Out

The Burlington-Edison School District defines directory information as a student's name, photograph, school, grade, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended.

The Burlington-Edison School District will routinely release directory information for the purpose of providing education, scholarship, vocational/occupational and/or military information, or to the news media and law enforcement. This information shall not be released for commercial purposes. You have the right to withhold directory information. The "Do Not Release Directory Information" form may be completed by a parent, guardian or an eligible student over 18 years of age and returned to a school office. Please contact your child's school for more information about withholding directory information.

Complaints Concerning Staff or Programs

The Burlington-Edison School District Board of Directors welcomes constructive feedback about district programs and other district responsibilities, but the Board has the legal and ethical responsibility to protect its staff and students from criticism and/or disruption of school programs.

The board will not entertain complaints regarding any individual staff member or student in a public session of board meetings unless that individual has requested a public hearing. The district welcomes any questions, comments or concerns that are presented in a professional manner. The district encourages those who have a concern to follow district protocol outlined below for processing concerns. [School Board Policy 4220](#) / [Procedure 4220P](#)

Process to Address Your Concerns

Despite our best efforts, there may be a time when something in the Burlington-Edison School District does not work for you – a time when you question why something was done, or not done. When you find yourself in this situation, we ask that you work together with us by following the steps below as established by our School Board.

- Step 1: Discuss the issue with the teacher or a guidance counselor at school, or the appropriate person in a department or program.
- Step 2: Discuss the issue with the principal. If it is a school wide concern, this becomes Step 1.
- Step 3: Contact the Assistant Superintendent's Office.
- Step 4: Contact the Superintendent's Office.

If you are unable to resolve the concern during any of the above steps, please request the person at that level to assist you in moving the process to the next step. Board members may ask the superintendent to discuss citizen concerns with the appropriate staff person.

Complaints Related to Federal Programs

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

To file a complaint against a school district, education service district (ESD) or other service provider (subgrantee), please visit the Office of the Superintendent of Public Instruction Citizen Complaints website, www.k12.wa.us/TitleI/CitizenComplaint.aspx, for an outline of the 5-step process.

B-ESD Non Discrimination/Equal Opportunity Statement

The Burlington-Edison School District does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any

sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. The Burlington-Edison School District offers many Career and Technical Education (CTE) programs/courses in the following areas: Agriculture Education; Business and Marketing; Family and Consumer Sciences; Health Sciences; Skilled and Technical Sciences; and STEM (Science, Technology, Engineering and Mathematics). For more information about CTE course offerings and admissions criteria, contact Kirk Hamilton, CTE Director, 927 E. Fairhaven Ave., WA 98233, 360-757-4074. Lack of English language proficiency will not be a barrier to admission and participation in CTE programs. The following employees have been designated to handle questions and complaints of alleged discrimination:

- Civil Rights Compliance Coordinator, Jennifer Whitney, jwhitney@be.wednet.edu (360-757-3311)
- Title IX Coordinator, Jennifer Whitney, jwhitney@be.wednet.edu (360-757-3311)
- ADA Coordinator, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)
- Section 504 Coordinator, Jeff Brown, jbrown@be.wednet.edu (360-757-3311)

Address: 927 E. Fairhaven Avenue, Burlington, WA 98233

Title IX Inquiries may also be directed toward the U.S. Department of Education, Office of Civil Rights (OCR): <https://www2.ed.gov/about/offices/list/ocr/index.html>.

Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint:
<https://www.be.wednet.edu/page/b-esd-equity-and-nondiscrimination>.

The Burlington-Edison School District is an equal opportunity employer and provides equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. The District is a smoke-free/drug-free workplace.