



BURLINGTON-EDISON
S C H O O L D I S T R I C T

Volunteer Handbook

The Burlington-Edison School District Mission

“To educate each student for lifelong success”

Welcome!

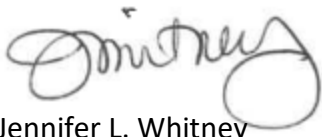
Volunteers are important to helping fulfill our promise that every student in the Burlington-Edison School District is empowered to learn in an inclusive setting and is prepared for the future of their choice.

Volunteers bring to our students and teachers the extra time and personal contact that is vital to student success. You are giving students the powerful message that people care about them. Thank you for recognizing this need and reaching out to help.

There are many opportunities for volunteer involvement. Depending on your interest and availability, you may work with students of all ages and abilities in the classroom, assist with clerical tasks for staff, help on the playground or accompany students on field trips and activities. Regardless of the area you choose to be involved, you will be enriching the programs of our schools.

This handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff, and volunteers. All volunteering relationships established through the Burlington-Edison School District must take place with students on the school campus during school hours or at other authorized school activities only.

If you have any questions about volunteering, please do not hesitate to ask.



Jennifer L. Whitney
Director of Human Resources
(360) 757-3311, ext. 1005
jwhitney@be.wednet.edu

The Burlington-Edison School District does not discriminate in any programs or activities on the basis of race, ethnicity, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to school facilities to the Boy Scouts of America and other designated youth groups listed in Title 36 of the United States Code as a patriotic society. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance/Title IX Coordinator, Jennifer Whitney, jwhitney@be.wednet.edu (360-757-3311); ADA/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>. The Burlington-Edison School District is an equal opportunity employer. The District is a smoke-free/drug-free workplace.

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Allen School 17145 Cook Road Bow, WA 98232	757-3352	Elizabeth Churape-Garcia, Principal
Bay View School 15241 Josh Wilson Road Burlington, WA 98233	757-3322	Lance Longmire, Principal
Edison School 5801 Main Avenue Bow, WA 98232	757-3375	Amy Staudenraus, Principal
Lucille Umbarger Middle School 820 South Skagit Street Burlington, WA 98233	757-3366	Kevin Johnson, Principal Lea Wallace, Assistant Principal
West View School 515 West Victoria Avenue Burlington, WA 98233	757-3391	Maureen (Mo) Lyden, Director of Special Education and Early Learning Programs
Burlington-Edison High School 301 North Burlington Boulevard Burlington, WA 98233	757-4074	Alejandro Vergara, Principal Amy Gray, Assistant Principal Andrea Lemos, Assistant Principal
Auxiliary Services 491 North Burlington Boulevard Burlington, WA 98233	757-3387	Jess Hackler, Asst. Director
District Office 927 E Fairhaven Avenue Burlington, WA 98233	757-3311	Dr. Chris Pearson, Superintendent
Human Resources 927 East Fairhaven Avenue Burlington, WA 98233	757-3311	Jennifer Whitney, Director
Transportation Office 491 North Burlington Boulevard Burlington, WA 98233	757-3386	Chad Wesson, Transportation Supervisor



2025 - 2026 Calendar Kindergarten - 5th Grade

August 2025

S	M	T	W	Th	F	S
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September 2025

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October 2025

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November 2025

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December 2025

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January 2026

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Student Half Days

Sep 3 - Sep 5	Family Connection Meetings
Nov 25 - 26	Targeted Parent Conferences
Dec 5	End of 1st Trimester
Mar 20	End of 2nd Trimester
Apr 2 - Apr 3	Student-led Conferences
June 17	Last Day of School

Important School Dates & Non-School Days

August	January (16)
27 - Principal Day	5 - School Resumes
28 - District Day	19 - MLK Jr. Day
	26 - PLC Day
September (20)	February (16)
1 - Labor Day	13 - 16 Presidents' Day
2 - Teacher Day	
3 - School Begins	March (22)
8 - Kindergarten Starts	
October (22)	April (16)
13 - PLC Day	6 - 10 Spring Break
	13 - PLC/Weather Make-up
November (17)	May (19)
11 - Veteran's Day (Obs)	22 - Weather Make-up Day
27 - 28 - Thanksgiving Break	25 - Memorial Day
December (18)	June (13)
22-Jan. 2 - Winter Break	17 - Last Day of School
	18 - Alternate PLC Day

Key

 	- First Day / School Resumes after Winter Break
 	- 1 hour Early Release
 	- No School / Holiday
 	- No School / Professional Learning
 	- Student Half Days

February 2026

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March 2026

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April 2026

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May 2026

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June 2026

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Weather Make-up Days

Weather Make-up days will be used in the following order:

May 22nd

April 13th

School Directory

Allen: 360-757-3322	West View Early
Bay View: 360-757-3322	Learning Center:
Edison: 360-757-3375	360-757-3391
Lucille Umbarger	Food Services:
Middle School	360-757-3377
360-757-3366	
	Transportation
B-EHS: 360-757-4074	360-757-3386

For emergency or weather/closure information call 360-542-3420, or for online calendars visit www.be.wednet.edu. General Information - 360-757-3311 (updated 8/8/2025)



2025 - 2026 Calendar Middle and High School

August 2025

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September 2025

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October 2025

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November 2025

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December 2025

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January 2026

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Student Half Days

October 31	End of 1st Quarter
November 4 & 26	Parent Conferences (26th Make-up Day)
January 23	End of 1st Semester / 2nd Quarter
February 19 & 20	Student-led Conferences (20 Make-up Day)
April 3	End of 3rd Quarter
June 17	Last Day of School

Important School Dates & Non-School Days

August	January (18)
27 - Principal Day	5 - School Resumes
28 - District Day	19 - MLK Jr. Day
	26 - PLC Day
September (20)	February (18)
1 - Labor Day	13 - 16 Presidents' Day
2 - Teacher Day	
3 - School Begins	April (16)
8 - Kindergarten Starts	6 - 10 Spring Break
	13 - PLC/Weather Make - up
October (22)	May (19)
13 - PLC	22 - Weather Make-up Day
	25 - Memorial Day
November (17)	June (13)
11 - Veteran's Day (Obs)	12 - High School Graduation
27 - 28 - Thanksgiving Break	16 - 8th Grade Promotion
	17 - Last Day of School
December (15)	18 - Alternate PLC Day
22-Jan. 2 - Winter Break	

Key

 	- First Day / School Resumes after Winter Break
 	- 1 hour Early Release
 	- No School / Holiday
 	- No School / Professional Learning
 	- Student Half Days

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March 2026

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June 2026

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For emergency or weather/closure information call 360-542-3420, or for online calendars visit www.be.wednet.edu. General Information - 360-757-3311 (updated 8/1/2025)

Volunteer Checklist

- ☑ Complete a volunteer application/background check form (Chapter 43.43 RCW) before service begins. The application materials can be found at our website: <https://www.be.wednet.edu/page/volunteer-at-besd>. Paper copies of the materials are also available in the school office. Turn in the completed application form to the school office or district office.
- ☑ Review this entire handbook. It includes important information that will help ensure that the experiences of students, staff and volunteers are safe and positive.
- ☑ Complete the *Volunteer Confidentiality Statement / Policies, Protocol and Handbook Acknowledgement* form on the last page of this handbook and submit with your application form.
- ☑ Complete the *Volunteer Release/Hold Harmless Agreement* form.
- ☑ Once approved, your volunteer application is valid for two years from the date it is approved. It can be renewed by completing the application process again.

Volunteer Opportunities

Volunteers can help with classroom activities, special school events/projects, parties, dances, after school programs, field trips, and sports. Each school also has a PTA or booster organization that can often use extra volunteers for its programs. Contact your school PTA directly for more information on these opportunities.

Volunteer Coaches

Individuals who wish to become volunteer coaches for any school in the Burlington-Edison School District must complete the following steps:

- Contact the B-EHS Athletic Office or the Middle School Athletic Director for approval.
- Complete the volunteer application and be approved as a District volunteer.
- Complete WSP fingerprint background check.
- Provide proof of a current First Aid and current CPR card.
- Complete any training required by the school athletic program in which you plan to volunteer.
- Review the Volunteer Handbook and agree to comply with all expectations and district policies and return a signed handbook acknowledgement form.

You Are Part of a Team

Our district schools depend on volunteers and value their contributions. Your willingness to serve the students and staff of the district is greatly appreciated.

Volunteer Program Goals:

- Contribute to the fulfillment of the District's mission, to educate each student for lifelong success.
- Enhance all aspects of the educational process and enrich student learning opportunities.
- Expand opportunities for individualized attention to students.
- Establish a school and community partnership for quality education.
- Assist students in developing positive relationships with role models.
- Provide opportunities for volunteers to best use their time and talents in the education of children and find satisfaction and fulfillment in these opportunities.

Sometimes a volunteer placement may not be a fit for the volunteer, the teacher or the school. If your volunteer placement does not work for you, the teacher, or the school for whatever reason, your volunteer assignment may be ended, modified or changed to a new assignment.

Volunteers are expected to:

- Be prompt and reliable. Please contact the school if you are coming in late or will be absent.
- Sign in and out at the office and always wear an ID badge while on school grounds.
- Become familiar with school policies and procedures and abide by all school policies, procedures and rules of conduct.
- Dress in attire that is neat, clean, comfortable and appropriate for the school setting.
- Behave in a professional manner, showing respect for all staff and students.
- Follow the direction and suggestions of school staff members. Seek help from the teacher when you need additional information or instruction.
- Understand, accept, and celebrate the background and values of all students.
- Respect the privacy of teachers and students by not discussing school matters away from the classroom. Use good judgment in talking about volunteer experiences to ensure the confidentiality of what you see and hear at school.
- Refer to the classroom teacher or appropriate school staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature. Share concerns regarding students with the school staff only.
- Recognize that school staff has final authority in decisions regarding instruction and building management.
- Talk to the teacher or principal if you have a concern or are not finding your experience rewarding. Everyone has a stake in the success of volunteers.

Rules of Conduct

Volunteers are expected to familiarize themselves with school district policies and procedures. Please see the Important Policies section of this handbook. Inappropriate behaviors include, but are not limited to:

- Willful neglect and/or physical, verbal or written abuse of a student
- Unauthorized use of school equipment and/or supplies
- Neglect, willful abuse or destruction of school property
- Misuse of confidential information or breach of confidentiality
- Disregard of school policies and/or procedures
- Fighting on school property
- Dishonesty
- Chronic absence and/or tardiness
- Working while under the influence of, or suffering from the effects of, alcohol, non-prescribed drugs or other intoxicants
- Falsification of official records, including student grades
- Insubordination
- Practice, or toleration of, discrimination or harassment.

Ground Rules for School District Facilities

- No smoking or tobacco allowed, including on athletic fields and in district vehicles.
- No weapons allowed.
- No drugs or alcohol allowed.
- Do not use school equipment for personal purposes.
- Use building restrooms in school buildings that are designated for adults.

Confidentiality

Federal law prohibits school districts from releasing non-directory student information without parent/guardian permission. Disclosing this information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA). It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others – even their parents. Do not make references to student’s abilities in front of other students. The only person who should be told about a student’s work is their teacher. If parents ask about their student’s progress, suggest in a friendly way that they contact the teacher.

All information concerning students and teachers is strictly confidential and should not be shared with others. Keep ALL student information confidential, including scholastic and health records, test scores and grades, discipline and classroom behavior, and children’s character traits and other personal information. If asked for information an appropriate response is “School policy does not permit me to give out this information.”

If you are made aware of information that you believe impacts the personal safety of a child, you are obligated to share that information with a school staff member; teacher, counselor or principal. **PLEASE NOTE: While school volunteers are not legally mandated reporters of suspected child abuse, the District's expectation is that volunteers speak to an administrator promptly regarding any inappropriate incident, conduct, or behavior.**

Student Photos

Volunteers cannot take photos of students during their volunteer activities. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission. If a volunteer is taking images for school-related use, appropriate district and school procedures must be followed.

Chain of Command

The Burlington-Edison School Board is responsible for setting policies for school staff and volunteers. The Board is comprised by elected board members and employs the Superintendent, to whom it delegates responsibility for day-to-day school administration. The Superintendent oversees the Principals who manage the teachers, staff and volunteers in their respective schools, using policies approved by the board.

Any questions or difficulties should be presented initially to the staff member or teacher involved. Should further resolution be required, the appropriate chain of command is to talk with the principal, superintendent and school board in that order.

Community members are welcome to attend the Board meetings which are open to the public. Meetings are scheduled for the fourth Monday of each month and convene in the Board Room at the District Office. Meeting agendas are posted at www.be.wednet.edu.

Working with the Classroom Teacher

Working in the classroom has tremendous rewards. Classroom volunteers should establish a good working relationship with the classroom teacher to maximize the experience. Several topics should be discussed with the teacher prior to beginning a classroom volunteer experience:

- Days and times the volunteer will work.
- Procedures the volunteer will use to keep in touch, such as email or telephone.
- Alternate plans for days when the teacher is absent and a substitute is in the classroom.
- Procedures to follow if the volunteer will be absent.
- How the teacher will communicate assignments or duties to the volunteer, such as a folder, note, email or other means.
- Where materials and supplies are kept and the location of available workplaces.
- Teacher's classroom policies, procedures and rules, such as management style, discipline issues and where the volunteer can leave personal belongings.
- School procedures for volunteers to follow during fire and earthquake drills, as well as lockdown procedures.
- Special needs and strengths of the student(s) and skills that need to be developed.
- Tips for working with the student(s), such as learning styles and reinforcement techniques.
- Alternate plans if student(s) is/are absent.
- What to do if you have questions while the teacher is teaching (it is important not to interrupt instruction).

Working with Students

Developing a positive relationship with students will make your volunteer experience more enjoyable as well as more beneficial to the kids. Here are some tips for working with students:

- Be accepting of children of all ages, abilities, backgrounds, and personalities and encourage the best from each student.
- Provide help and assistance without doing the work for students.
- Show a genuine interest in each student by being friendly and positive.
- Be patient and kind when working with students.
- A student's name is very important. Learn the students' names the right away, how to pronounce and spell them correctly, and use them often.
- Be sure that all students know your name. Introduce yourself to them.
- Let students take their time warming up to you. Trying too hard to establish a relationship with them may intimidate or alienate kids who don't know how to deal with that kind of "enthusiasm." Instead, make yourself accessible to them and be kind – students gravitate toward these qualities!
- Get to know each other by talking about things students like. Listen carefully to what the student has to say.
- Be fair, consistent, trustworthy and honest in your approach, attitude, and interactions with students.
- Avoid making comparisons between students, between teachers and between schools.

Field Trips

- While participating in a District-sponsored event, chaperones are expected to follow the directions given by the district's supervising staff member, comply with District policies, and work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
- School rules are in effect during the entire field trip. Please monitor the behavior of all students assigned to you. If you have difficulty with a student, inform the teacher or staff member in charge immediately.

- Students are to be supervised at all times. Remember, “if you can’t see them, you are not supervising them.”
- Drug, tobacco, vaping, or alcohol use is not permitted.
- Chaperones may not use, sell, provide, possess, or be under the influence of drugs or alcohol during a District sponsored event.
- Chaperones are not permitted to possess any weapon during a District sponsored event.
- Chaperones are not permitted to administer prescription or non-prescription medications to students.
- For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- Chaperones understand that many of the activities on field trips are outside the control of the Burlington-Edison School District and are fully aware of any risk inherent in participating in such activities. Chaperones are attesting that that they have read and understand the school rules and know that these rules and the chaperone requirements are in force the entire trip.

Sign In and Sign Out Procedures

Please sign in in the main office when you arrive at the school, and pick up your name badge. ***Please wear your name badge at all times while at school.*** Be sure to sign out when you leave. This sign-in and sign-out procedure will help to ensure student safety and facilitate building evacuation in the event of an emergency. It is imperative that we know who is in our school facilities at all times.

Important District Policies

School employees and volunteers help ensure student safety. District policies and procedures are in line with state and federal laws that protect both students and adults. Volunteers are expected to familiarize themselves with school district policies and procedures, including the following:

- Sexual Harassment of Students Prohibited – [Policy 3205](#) and [Procedure 3205P](#)
- Sexual Harassment of District Staff Prohibited – [Policy 5011](#) and [Procedure 5011P](#)
- Maintaining Professional Staff/Student Boundaries – [Policy 5253](#) and [Procedure 5253P](#)
- Prohibition of Harassment, Intimidation, and Bullying of Students – [Policy 3207](#) and [Procedure 3207P](#)
- Nondiscrimination – [Policy 3210](#) and [Procedure 3210P](#)
- Child Abuse and Neglect – [Policy 3421](#) and [Procedure 3421P](#)

The complete listing of district policies and procedures is available on the district website at <https://www.be.wednet.edu/o/besd/page/school-board-policy-manual>.

B-ESD Harassment, Intimidation and Bullying (HIB) Handbook

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](#) and [Procedure 3205P](#), 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
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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 3211P](#), 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.
