

C SHELTON SCHOOL DISTRICT SUMMER 2023 COMMUNITY LINK



Shelton School District Families and Community,

We are so happy to welcome you back for the 2023-24 school year! Reflecting on last year, we took many positive steps forward to reach our four goals and we are excited to work even harder this school year.

Below are just a few of the accomplishments we achieved last school year as well as a few areas we are focusing on this year.

HIGH-QUALITY LITERACY INSTRUCTION

Last year, we established K-6 classroom libraries. Kindergarten through 6th-grade classrooms now have between 480-680 books, including 250-350 books in Spanish for our dual-language classrooms!

This year, we are working on expanding classroom libraries to 7th – 12th-grade classrooms! Also, every student reading more minutes and pages every day.

COLLEGE AND CAREER READINESS

Last year, the Shelton Academies model grew stronger with focused pathways and participation from all SHS students.

This year, we are increasing our efforts to engage all incoming freshmen through orientation courses, support in their High School and Beyond Plan, and obtaining at least 6 credits.



INVEST IN EFFECTIVE EDUCATORS AND LEADERS

Last year, the hiring process began earlier allowing us to hire dozens of highly qualified staff well before the end of the school year.

This year, we are providing over 40 additional hours of training for all educators and 1:1 coaching for novice teachers.

SAFE AND WELCOMING

Last year, schools improved their understanding and training in crucial safety areas and evacuations/drills.

This year, we are implementing new procedures and practices focused on knowing and educating to each student's story, strengths, and needs.

As you can see, we have a lot to celebrate and a lot to look forward to. Let's make this a great school year!

-Wyeth Jessee, Superintendent

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OUR SCHOOLS



Bordeaux Elementary School (BDX)

Phone: (360) 426-3253
Español: (360) 545-7310

Principal: Kyle O'Neil
koneil@sheltonschools.org

Asst. Principal: Aimee Beutel
abeutel@sheltonschools.org



Evergreen Elementary School (EVG)

Phone: (360) 426-8281
Español: (360) 463-4393

Principal: Paula Canady
pcanady@sheltonschools.org

Dean of Students: Ron Goodale
rgoodale@sheltonschools.org

Mt. View Elementary School (MTV)

Phone: (360) 426-8564
Español: (360) 545-7136

Principal: Greg Woods
gwoods@sheltonschools.org

Asst. Principal: Alex Brownsmith
abrownsmith@sheltonschools.org



Olympic Middle School (OMS)

Phone: (360) 462-6671
Español: (360) 280-3539

Principal: Mary Johnson
mjohnson@sheltonschools.org

Asst. Principal: Mike Kraft
mkraft@sheltonschools.org



Oakland Bay Jr. High School (OBJH)

Phone: (360) 426-7991
Español: (360) 545-2189

Principal: Teresa Mayr
tmayr@sheltonschools.org

Asst. Principal: Audrey Perry
aperry@sheltonschools.org



Shelton High School (SHS)

Phone: (360) 426-4471
Español: (360) 968-9553

Principal: Bruce Kipper
bkipper@sheltonschools.org
Asst. Principals:
June Dhamers
jdhamers@sheltonschools.org
Ed Stewart
estewart@sheltonschools.org
Jordan Stray
jstray@sheltonschools.org

Cedar High School

Phone: (360) 432-549
Español: (360) 490-1235

Principal: Amber Hosford
ahosford@sheltonschools.org



CHOICE School (CHOICE)

Phone: (360) 426-7664
Español: (360) 490-1235

Principal: Vernon Bruni
vbruni@sheltonschools.org



Right to Translation and Interpretation Services: All parents have the right to information about their child's education in a language they understand. We can provide an interpreter or translated documents, free of charge when you need them. For assistance, please contact: Betty Uriostegui; 360-426-1687 ext. 10541

Derecho a Servicios de Traducción e Interpretación: Todos los padres tienen derecho a la información acerca de la educación de sus hijos en el lenguaje que ellos entienden. Podemos proveer con un intérprete o documentos traducidos de manera gratuita cuando los necesite. Para ayuda, por favor comuníquese con: Betty Uriostegui; 360-426-1687 ext. 10541

Ayon ti chi ko kamik'olne ko jatnene eloq yul ko q'anej chi jala yulaq ko na': Ka axka tu chi ko sayek maktxel chi alon ko q'anej yin janoq ab'ix bay sanail kuyuj o ma b'ay eb' mamej o ma janoq xa tx'oq ab'ixal. Chi huj e yalon bay Betty Uriostegui ta hay junoq che yoche chi ko jatne ek toq yul junoq xa txoq tiejal. 360-426-1687 ext. 10541



DISTRICT CONTACT INFO

Superintendent

Wyeth Jessee - 360-426-8231
wjessie@sheltonschoools.org

Asst. Superintendent of Finance & Operations

Brenda Trogstad - 360-426-1687
btrogstad@sheltonschoools.org

Exec. Director of Instructional Programs

Maryann Marshall - 360-426-1687
mmarshall@sheltonschoools.org

Director of Curriculum & Instruction PK-6

Adrienne Minnery - 360-426-1687
aminnery@sheltonschoools.org

Director of Curriculum & Instruction 7-12

Chelsea Cornwall-Brady - 360-426-1687
ccornwall-brady@sheltonschoools.org

Exec. Director of Human Resources

Tabitha Whiting - 360-426-1687
twhiting@sheltonschoools.org

Multi-Lingual Education Coordinator

Cat Kelly - 360-426-1687
ckelly@sheltonschoools.org

Director of Facilities Mgmt. & Construction

Robert Herron - 360-426-6322
rherron@sheltonschoools.org

Director of Special Services

Ivy Kardes - 360-426-3175
ikardes@sheltonschoools.org

IT Operations Manager

Glenn Shorten - 360-426-1687
gshorten@sheltonschoools.org

Director of Food Services

Kathryn Ward - 360-426-2533
kward@sheltonschoools.org

Intermin Director of Mason County Transportation Coop.

Delphie Gardner - 360-426-3182
degardner@sheltonschoools.org

Athletic Director

Scott Chamberlain - 360-426-4471
schamberlain@sheltonschoools.org

Director of Career Connected Learning

Gretchen Maliska - 360-490-5202
gmaliska@sheltonschoools.org

Student & Family Resource Center

Betty Uriostegui - 360-490-1235
buriostegui@sheltonschoools.org

Annual Notifications

NON-DISCRIMINATION STATEMENT: Shelton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Tabitha Whiting, Executive Dir. of Human Resources; 700 S. First Street; Shelton, WA 98584; 360-426-1687; Email: twhiting@sheltonschoools.org

Section 504/ADA Coordinator

Ivy Kardes, Director of Special Services; 700 S. First Street; Shelton, WA 98584; 360-426-2151; Email: ikardes@sheltonschoools.org;

Civil Rights Compliance Coordinator

Tabitha Whiting, Executive Dir. of Human Resources; 700 S. First Street; Shelton, WA 98584; 360-426-1687; Email: twhiting@sheltonschoools.org

Gender Inclusive School Coordinator

John Holbrook, Safety and Security Manager; 700 S. 1st Street; Shelton, WA 98584; 360-426-6322; Email: jholbrook@sheltonschoools.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view Policy and Procedure 3210 online here: Policy & Procedure - Shelton School District (sheltonschoools.org)

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

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

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view Policy 3205 online here: https://www.sheltonschoools.org/district/policy_procedure

GENDER-INCLUSIVE SCHOOLS: All students are entitled to an educational environment that is safe and free of discrimination, regardless of their gender expression or gender identity. Harassing or treating students differently because of their gender is not allowed.

All students have the right to:

- Use and be addressed by their requested name and pronouns, with or without a legal name change;
- Change their gender designation and have their gender accurately reflected in school records, including but not limited to school identification cards, classroom seating charts, athletic rosters, yearbook entries, diplomas, directory information;
- Identify with, express, and be recognized by staff and student information systems as a gender other than male or female;
- Access and use the restrooms and locker rooms that align with their gender identity;
- Participate in sports, physical education courses, field trips, overnight trips, in accordance with their gender identity;
- Keep health and education information confidential and private, including information about their legal name, sex assigned at birth, or transgender, cisgender, or nonbinary status;
- Wear clothing that reflects their gender identity and not have a dress code applied differently based on their gender or perceived gender.

Shelton School District's Gender-Inclusive Schools Policy (3211) and Procedures (3211P) and Form (3211F) may be found on the District's website by clicking on the following link: https://www.sheltonschoools.org/district/policy_procedure. Copies of the policy/procedures/forms may also be obtained by contacting the District Office at 360-426-1687, or in person at 700 S. 1st Street; Shelton, WA 98584.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT: If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, Civil Rights Coordinator, or Gender Inclusive Schools Coordinator who are listed above. This is often the fastest way to resolve your concerns.

REGULATION OF WEAPONS ON SCHOOL PREMISES: It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school provided transportation, or areas of facilities while being used exclusively by public or private schools, any firearm or any dangerous weapon (RCW 91.41. 280, RCW 69.50.435, REC 28A.210.310(2)). For more information and for the complete policy and procedures regarding weapons on school premises, see School Board Policy No. 4210, which can be found on the District's website at sheltonschoools.org.

PUBLIC RECORDS: Pursuant to RCW 42.17, parents and other members of the public have the right to inspect and copy public records retained by the District, including records pertaining to employee discipline, unless the records are exempt from public disclosure under state law. To request records, contact the Shelton School District Records Coordinator at 360-426-1687. **Cont. on next page**





700 South 1st St
Shelton, WA 98584
360-426-1687

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STAY CONNECTED

Opt in to receive text messages by texting "YES" to 67587

Do you want to receive SSD Community Link newsletters in your email?
Send an email titled "Community Link" to goodnews@sheltonschools.org



FOLLOW US
@SHELTONSCHOOLS



SCHOOL BOARD MEETINGS

School Board Meeting are held on the 2nd and 4th Tuesdays of the month starting at 6:00 P.M. Please visit our website for meeting locations.

COMPLAINT TO THE SCHOOL DISTRICT

Step 1: Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District: If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI: If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI: **Email:** Equity@k12.wa.us | **Fax:** 360-664-2967; **Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200. For more information, visit our website, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options: Office for Civil Rights, U.S. Department of Education; 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](http://www.ed.gov)
Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](http://www.wshr.com)

TEACHER AND PARA EDUCATOR QUALIFICATION NOTICE: Parents can request information regarding the professional qualifications of their students' classroom teachers and para educators. An online publication titled, Parent's Right to Be Informed, is available in English and Spanish at: <http://www.k12.wa.us/Title/ParentFamilyEngagement/ParentsGuardians.aspx>. Information regarding teacher and para educator qualifications can also be obtained by contacting the Executive Director of Human Resources at Shelton School District, by calling 360-426-1687.

NON-DISCRIMINATION NOTIFICATION – CAREER AND TECHNICAL EDUCATION: The Shelton School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The Shelton School District offers classes in many career and technical education program areas, including courses that span a wide variety of disciplines that lend to industry/business and college related to healthcare, math, environmental science, etc., under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact Gretchen Maliska, Career-Connected Learning Coordinator at 700 S. 1st St.; Shelton, WA 98584; 360-426-1687; gmaliska@sheltonschools.org. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Exec. Director of Human Resources; 700 S. 1st Street; Shelton, WA 98584; 360-426-1687.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTICE: Shelton School District may disclose appropriately designated "directory information" without written consent unless you have advised the District to the contrary in accordance with District Procedure No. 3231. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the District to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings unless parents have advised the District that they do not want their student's information disclosed without prior written consent. If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 10th of each year, or within ten days of a student's enrollment. The District has designated the following information as directory information: Student's name; Photograph; Video; Address; Telephone number; Date and place of birth; Dates of attendance; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Diplomas and awards received; The most recent previous school attended; Other information that would not generally be considered harmful or an invasion of privacy if disclosed. The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information. For more information, please access the District's Policy/Procedures #3231 at the following website: www.sheltonschools.org. Click on School Board/Policies/3000s-Students/3231.

Para obtener una copia de esta edición del Community Link del distrito escolar de Shelton en español, visite www.sheltonschools.org - Haga clic en la pestaña "Comunidad" - Haga clic en "Community Link".

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