



MT. STUART
ELEMENTARY SCHOOL

Student/Parent Handbook



2020-21

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****Important Health & Safety Notice****

- *All visitors MUST check in at the Main Office upon arrival to Mt. Stuart Elementary whether before, during or after school hours.*
- *If you have flu-like symptoms such as cough, fever, sore throat, runny nose, or feel unwell please do NOT enter the building. Instead, call the front office at 925-8400 to be assisted over the phone.*

We are following health guidelines set forth by the state of Washington. Masks are required upon entry to the building for any purpose. If you do not have a mask of your own, one will be provided for you prior to entry. Please take note of and honor social distancing markers while waiting to be seen by front office staff.

Add Board Policy Regarding COVID-19 Health and Safety (masks, etc.)

Mount Stuart Expectations

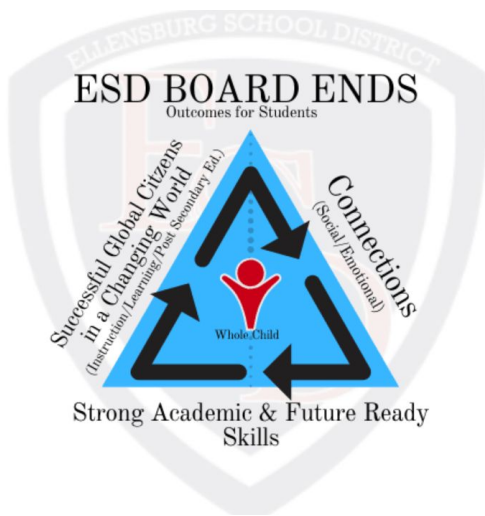
“Eagle I’s”

I am respectful

I make good decisions

I solve problems

Ellensburg School District Board Ends



Foundations for Academic and “Future Ready” Skills

Academics:

1. Ellensburg School District students attain milestones to ensure long term academic success. Ellensburg School District measures and monitors individual student success against these milestones.
2. Students demonstrate levels of achievement and the ability to apply their knowledge across all academic areas in the Washington Academic Standards, including the fine arts, health/physical education, world languages and career and technical education. Students will have multiple opportunities to engage in project/problem-based learning and thematic units throughout their journey in Ellensburg School District.
3. Students experience successful transitions between grade levels, especially between Fifth and Sixth grades, and Eighth and Ninth grades.
4. Early literacy will continue to be a priority for Ellensburg School Dist.

21st Century Competencies:

1. Students demonstrate competency in the 21st century skills of collaboration, communication, creativity, empathy and critical thinking.
2. Students exhibit healthy behaviors within the school environment and the Ellensburg community. These behaviors include increasing and sustaining physical fitness and mental health.
3. Students have opportunities to excel in their personal areas of interest.

Successful Global Citizens in an Ever Changing World

Successful Citizenship

1. Students will have multiple opportunities as students in Ellensburg School District to help solve real-world problems and participate as a volunteer in community service projects.
2. Upon graduation, students will demonstrate knowledge of the many ways they can contribute to society to make the world a better place.

Post-Secondary Preparedness:

1. Upon graduation, every student will demonstrate college and/or work readiness.
2. Students will have multiple opportunities to identify their strengths and authentic experiences where they are able to explore potential career interests.

Connections

Ellensburg School District students feel academically and socially connected to their school.

1. Every Ellensburg School District student experiences extra-curricular opportunities during their K-12 journey through Ellensburg School District.
2. Students learn restorative practices that create a sense of community within the school.
3. Students learn essential social emotional skills to experience increased connections between peers and between staff and students.
4. Students will demonstrate the ability to cooperate and collaborate within a diverse group of people in order to attain desired outcomes.

Mount Stuart Staff

2020-21

Principal: Kathi Keefer

kathi.keefer@esd401.org

Dean of Students: William Lorenz

william.lorenz@esd401.org

Kindergarten

Schelaine Barnsley

Loni Edie

Daphne Race

First

Maggie Marley

Chezla Madson

Kelly Moore

Jennifer Thompson

Second

Joseph Chang

Kristy Dwight

Kelly Montgomery

Ann Wichterman

Third

Michelle Beeman

Heather Burnham

Jamie Phillips-Schneider

Stephanie Ristine

Fourth

Emily McLaughlin

Tonieka Kokjer

Scott Robertson

Fifth

Megan Haydon

Cynthia Hilburn

Jamie Hurter

Special Education

Kathy Dixon

Pearl Rossi

Connections

Brandon Shields

Title 1 Services

Shannon Cernick

EL

Michelle Rossow

Library

Lisa Withrow

PE

Jason Eng

Music

Shanna Simonson

Strings

Kara Hunnicut

Speech

Paula Schnebly

Occupational Therapy

Kristen Floan-Wood

Nurse

Sally Karam

Counselor

Malarie Benfield

Challenge/Discovery

Marlene Hughes

Theresa Anderson

K-3 STEAM Specialist

Angie Duby

School Psychologist

Elizabeth Periman

Title 1/LAP Paraprofessionals

Jennifer Johnson

JoDee Mulder

Dawn Hugo
Julie Stacy
Lisa Bejsovec-Dunn

Kari Seamons
Selena Young
Janel Malella

Kindergarten Paraprofessionals

Hilda Zimmerman
Jolie Frick
Glynda Fewkes

Office Staff

Lori St. John - Secretary

Ellen Walton – Office Assistant

Recess Supervisors

Kellie Bullard

Adrianna St. John

Safety Patrol/Morning Arrival Supervisor

JoDee Mulder

Cafeteria Supervisors

Katie Janes

Kathy Haines

Food Service

Jane Schlachter - Cook

Tina Engel - Cashier

Special Education Paraprofessionals

Sandy Goudge

Samantha Prpich

Adrianna St. John

Custodians

Patsy Aarstad – Head Gary Caskey - Afternoon/Evening

Dave Wakefield – Evening

Library

Ellen Walton - Library/Media Assistant

School Procedures, Policies and Rules

Arrival to School

- Supervision of students begins daily at 7:15am.

There will be NO Late Start Mondays while in a Hybrid Model of A/B schedules.



Mt. Stuart Elementary Breakfast and Lunch Schedule M T Th F

Grab-N-Go Breakfast Bags	
7:15-7:30	<ul style="list-style-type: none"> Students dropped off at school-Supervision available on playground Before School Recess
7:25-7:30	<ul style="list-style-type: none"> Breakfast bell rings Breakfast students line up with social distancing at south cafeteria door Students proceed through cafeteria to receive their Grab-n-Go Breakfast Bag and exit out Mt. Stuart main entrance Students line up with their class for teacher pick up at playground
7:30-7:45	<ul style="list-style-type: none"> Late student arrival and breakfast pick up South cafeteria doors will remain open for late students to walk through and grab breakfast bag Student stops at main office for tardy slip and proceeds to class
Eagle Cafe Lunch Service (Sack Lunches - “Eagle Eats”)	
7:30-7:45	<ul style="list-style-type: none"> Teachers take lunch count
<p>See linked Master Schedule for grade level lunch times for cafe deliveries Light blue blocks indicate lunch times</p>	<ul style="list-style-type: none"> Grade level teachers escort their students to the their assigned cafe (North or West) Each grade level will use BOTH cafeterias--half in each cafe
<p>https://docs.google.com/spreadsheets/d/1L_PaCE4aXOQQdJ7z4GJ-ZM74tyP1F1evAPxViyBRvps/edit#gid=0</p>	<ul style="list-style-type: none"> Teachers will seat their students to ensure proper social distancing and wait with their class until “Eagle Eats” are delivered on carts by cafe staff.
	<ul style="list-style-type: none"> Teachers will help cafe staff distribute “Eagle Eats” to students
	<ul style="list-style-type: none"> At end of cafe time, students are released to Recess: <ul style="list-style-type: none"> ❖ North cafe students exit through south pod ❖ West cafe students exit through south cafeteria door

Cont.

2. Once students arrive at school, they are not to leave their classrooms or playground boundaries without permission of school staff.
3. Adults accompanying students to school after the start of school **must take their student to the main office to check in and NOT directly to the classroom.** If you would like to walk your child to the classroom **you must check in at the office and obtain a name badge.**

- *All visitors MUST check in at the Main Office upon arrival to Mt. Stuart Elementary.*
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Attendance

Compulsory Attendance Law

Washington House Bill 2449 regarding student absenteeism directly affects the way schools work with absentees and their families. The bill requires each school to:

- Inform students and parents about the compulsory attendance law each year.
- Inform a juvenile's parent/guardian in writing or by phone if the juvenile has one unexcused absence within any month during the school year.
- Schedule a conference with the parent/guardian and juvenile after two unexcused absences within any month during the current school year; if a regularly scheduled parent-teacher conference day is to take place within thirty days of the second unexcused absence, the district may schedule the conference on that day.
- Permits a school to take one of the following actions after five or more unexcused absences:
 1. Attendance officer may intervene by requiring the student to work with the community truancy board.
 2. Attendance officer may petition the juvenile court to assume jurisdiction for the purpose of alleging a violation of the compulsory attendance law by the parent.
 3. A petition alleging a violation of the compulsory attendance law by a child may be filed with the juvenile court by the child's parent or the school attendance officer at the parent's request.

Attendance Philosophy

At Mt. Stuart Elementary regular daily attendance is an expectation and priority. Research shows learning is directly tied to whether or not the student is present to participate in the learning. Regular and prompt school attendance contributes to overall student success and achievement. It is important that students are in class on time to participate in the learning from bell-to-bell each day.

Excused Absences

Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions, shall be excused, but are counted against perfect attendance.

If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the teacher, except that in participation-type classes a

student's grade may be affected because of the student's inability to make up the activities conducted during a class period. **Because each student will be issued a school ipad or chromebook and the availability of weekly virtual learning opportunities, students who are absent may access continued learning through these means when absent.**

Reporting Absences

Please call the school office at 925-8400 by 8:00 AM if your child is going to be absent or late, and no later than 1:30 for changes in dismissal plans. Our office attempts to make contact with the families of absent students each day—so your call saves time and a possible interruption for you. Please make any special arrangements (such as after school transportation) with your child before he/she leaves for school each day, to ensure he/she has the correct information. Phone call messages are welcomed and passed to the student or teacher, usually by noon. We do not interrupt classroom instruction with phone calls except in emergencies. Notes are placed in teachers' mailboxes or sent directly to the classroom. **For safety reasons, if you need to pick up your child from school during the school day, you MUST come into the office to sign your student out.**

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Arrivals Cont.

4. Students arriving by car and bus must get out at the curb and make their way to the playground (or “warm room” November 29-March 18). If vehicles are parked away from the curb, students should be accompanied to the curb by an adult to ensure safety in this high traffic area during school arrival and dismissal times.
5. Students walking or riding bikes, scooters, or skateboards should cross at the crosswalk and walk to the recess area. Except for use to and from school, skateboards, skates, roller blades, or “Heelies” will not be allowed to be used on school grounds during school hours.
6. While on school grounds from 7:15 to 2:10 use of **cell phones and/or personal electronic devices are not allowed. Such devices must be turned off and kept put away.** Violation of this rule will result in confiscation of the electronic device until day's end. Continued misuse will result in the device being held for parents. Please do not contact your child on his/her cell phone until after school hours.

Student Departure and Checkout

1. Due to our staggered dismissal times, which lessens congestion created by all students being dismissed at the same time, **phone calls requesting changes in students' after school plans should be made no later than 1:30pm.**
2. At dismissal, students should walk in line with their teacher to the bus area (if they ride the bus) or to the sidewalk/flag pole if they are meeting someone. **Parents may also arrange to meet students on the Cora Street side of the playground.**
3. Students may not stay on school grounds to play on the playground unless accompanied by an adult.
4. Adults picking up students from school before 1:55pm **must check in at the office and NOT go directly to the classroom.**
5. Only those specified as designated persons may pick up students.
6. Students riding in a car or other vehicle must wait at the sidewalk/flag pole to be accompanied by an adult to the vehicle. To ensure safety, students are not to walk in the parking lot by themselves during dismissal time.

7. **Late Start Mondays (In an “All Back to School Model” ONLY)**

There will be NO Late Start Mondays while in a Hybrid Model.

Each Monday, school will begin one hour later than normal. 8:30am

Bus schedules will be one hour later.

Students are not to arrive at school until 8:15am at the earliest.

Breakfast Bags will be available for pick up at 8:25am

Positive Behavior Supports and Interventions (PBIS)

PBIS is a comprehensive philosophy based upon research of what really works in schools to increase adherence to schoolwide expectations. It focuses on applying positive behavioral interventions and other proven techniques to help students learn proper ways to socialize and handle their behavior. We have developed a schoolwide matrix for expected behaviors in every area of our school. These expectations are taught and retaught frequently throughout the year. As a PBIS school we recognize that each behavior is a form of communication. Students behavior is a direct reflection of a need they are attempting to satisfy. To address students’ needs, we teach students socially appropriate alternatives to get what they need. This is significant, because we are committed to teaching children to handle themselves appropriately when a need isn’t being met instead of punishing a behavior without providing replacement strategies. This breaks maladaptive patterns and allows students to control their needs through positive choices.

Each teacher develops their own matrix of expectations aligned to our school-wide Eagle I’s. These expectations are taught and reviewed frequently.

Mt. Stuart Continuum of Consequences

At Mt. Stuart our continuum of consequences adheres to applicable Washington State law. The following Behavior Flow Chart is implemented in every classroom.

https://docs.google.com/drawings/d/13WMQUkSrD4NL0WXHHN42YnR_zrVlzENwo774VODjxDc/edit

Eagle Bucks

To encourage students to meet school-wide expectations, students may earn “Eagle Bucks”. Students may use Eagle Bucks to “purchase” enrichment experiences once a month from the school-wide menu of options linked here: [ADD Menu link](#)

Golden Tickets

Golden Tickets are used the last 4-6 weeks of the school year to acknowledge students adherence to schoolwide expectations. It is a far more intense program than Eagle Bucks and is used to create a more positive atmosphere during the “spring fever” time of the year.

Student Recognition Assemblies

Character and Academic awards are given by each classroom teacher at our monthly Awards Assembly held on the last school day Friday of each month.

DISCIPLINARY INFORMATION

School Rules and Discipline Policy

One of the greatest challenges facing a school staff is promoting a wholesome and supportive learning atmosphere. An effective disciplinary policy promises an orderly and safe environment, as well as the ideal that the student is deterred from repeat offenses, and at the same time is encouraged to learn self-discipline. Essential to the accomplishment of this ideal is the recognition that adult intervention and modeling, staff and parents alike, is both desirable and necessary.

Mt. Stuart strives to maintain a positive and productive environment during the school day, on district properties, and at school sponsored events. We are aware that infractions of school/district policies may occur. The administration reserves the right to bypass the progressive steps outlined when appropriate and address the other issues as needed in the event that the health, safety and welfare of students and staff may be at risk. Mt. Stuart may apply federal and state statutes as situations warrant.

Movements in the building:

1. Students will walk quietly and quickly to their destinations.
2. Students will line up quietly by doorways while waiting for outside entry into classrooms.

Mount Stuart Playground Rules

Students Will...

1. Keep hands, feet and objects to yourself.
2. Play in a safe and courteous manner.
3. Use appropriate language.
4. Play in designated areas.
5. Follow the rules of the game.
6. Stay outside at recess, unless approved by a staff member to come in. Check in with a recess supervisor to use the restroom.
7. Stop playing when the bell rings, return any equipment to the equipment container, and go to your classroom.
8. Settle differences peacefully. Use "Kelso's Choices."
9. Not bring toys, hand held games, cell phones, iPods etc. from home on the playground, except for balls that have been pre-approved by a recess supervisor.
10. Not display affection to others, such as kissing and hand holding.
11. Wear their own clothes, shoes, jewelry, and accessories. Don't trade these items with others.

Mt. Stuart Climate Committee

Meets monthly to analyze student behavioral data and discuss areas of concern and patterns of behavior. The team then develops a plan to address areas of concern with reteaching strategies, improved supervision and/or Kid Focus Committee (KFC) meetings.

Mt. Stuart Kid Focus Team (KFC)

Our KFC is a major part of our Multi-tiered System of Supports (MTSS) at Mt. Stuart. The purpose of the KFC is to use a team approach and protocol to review data of the whole child to develop a plan for interventions both behaviorally and academically for students in need.

Committing Crimes at School

The following acts or commissions by a student while on school district properties or at any school district-sponsored activity, or event or event off school district properties, are prohibited and shall constitute cause for discipline, suspension, or expulsion by authorized school district authorities, as well as possible legal action:

A. The commission of any criminal act under the laws of the State of Washington, including, but not limited to:

- | | |
|---|---|
| 1) Arson | 8) Gambling |
| 2) Vandalism to personal/public property | 9) Malicious mischief/vandalism |
| 3) Fights/assault/battery | 10) Firearms |
| 4) Burglary/theft/robbery | 11) Trespass |
| 5) Explosives | 12) Threats to bomb or injure persons or properties |
| 6) Extortion or coercion | 13) Harassment/hazing/intimidation |
| 7) Sale, use, influence or possession of alcoholic beverages, illegal drugs, or tobacco | |

B. Refusal to identify oneself; all students must, upon request, identify themselves to proper school authorities.

C. Any act of conduct directly or indirectly cause substantial or material disruption or obstruction of any school function or operation.

D. Failure to comply with school district policies or school rules or with the directions of staff.

E. The possession, handling, or transmission of any object that can reasonably be considered a weapon.

F. Any lewd, indecent, or obscene conduct, expression, or clothing.

Student Discipline

All students shall yield to the reasonable discipline of the superintendent or his designees, and refusal to comply with written policies, rules and regulations established for the governing of the schools shall constitute cause for further discipline and suspension; however, no student shall be disciplined, suspended or expelled except for sufficient cause. For purposes of all disciplinary policies and procedures, the following definitions will apply:

1. **Behavioral violation:** means a student's behavior that violates the district's discipline policies.
2. **Classroom exclusion:** means the exclusion of a student from a classroom or instructional activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when:
 - (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and
 - (b) the student remains under the supervision of the teacher or other school personnel during such brief duration.
3. **Culturally responsive:** has the same meaning as "cultural competency" in RCW 28A.410.270, which states "cultural competency" includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students' experiences and identifying cultural contexts for individual students.
4. **Discipline:** means any action taken by a school district in response to behavioral violations.

5. **Disruption of the educational process:** means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.
6. **Emergency expulsion:** means the removal of a student from school because the student’s statements or behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530
7. **Expulsion:** means a denial of admission to the student’s current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 392-400-480
8. **Length of an academic term:** means the total number of school days in a single trimester or semester, as defined by the board of directors.
9. **Other forms of discipline:** means actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.

Examples of “other forms of discipline” may include, but are not limited to, the following.

Reminder/Verbal Correction	Parent contact (Call/or electronic contact of parent to request support)
Parent Conference	Proximity
Private Check-In	One-on-one Conference
Revisit Mt. Stuart Expectations	Reflection Time or Reflection Sheet
Classroom Circle	Seat Change

10. **Parent:** has the same meaning as in WAC 392-172A-01125, and means (a) a biological or adoptive parent of a child; (b) a foster parent; (c) a guardian generally authorized to act as the child’s parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; (d) an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student’s welfare; or a surrogate parent who has been appointed in accordance with WAC 392-172A.05130. If the biological or adoptive parent is attempting to act as the parent and more than one party meets the qualifications to act as a parent, the biological or adoptive parent must be presumed to be the parent unless he or she does not have legal authority to make educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the “parent” of a child or to make educational decision on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.

11. **School board:** means the governing board of directors of the local school district.
12. **School business day:** means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes or terminates upon the closure of the Superintendent’s office for the calendar day.
13. **School day:** means any day or partial day that students are in attendance at school for instructional purposes.
14. **Suspension:** means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.

15. **In-school suspension:** means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

16. **Short-term suspension:** means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475. **Long-term suspension:** means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

Mt. Stuart reserves the right to contact local and state authorities in the event that a pupil's behavior warrants such contact or is legally necessary. The superintendent shall also designate which certificated employees have the authority to initiate or to impose suspensions or expulsions.

Mt. Stuart students are expected to be responsible citizens. When a student repeatedly exhibits irresponsible and disruptive behaviors and does not respond to normal disciplinary procedures, the administration reserves the right to place that student on suspension or expulsion.

Mt. Stuart students who attend school sponsored activities after school hours on or off the Mt. Stuart campus are subject to the same rules that apply during the school day while on Mt. Stuart campus.

Student Conduct

Any student who willfully violates or fails to follow district or individual school rules or regulations, or performs any act which materially interferes with or is detrimental to the orderly operation of a classroom or school, a school-sponsored activity, or any other aspect of the educational process in school, shall be subject to discipline, suspension, or expulsion. A student may be removed from a class, with loss of credit, based on continued misbehavior, proper documentation of incidences, and parent contact by the staff member. In the case of suspension, the nature and circumstances of the violation must reasonably warrant a suspension and the length of the suspension imposed. As a general rule, no student shall be suspended unless another form of corrective action or punishment reasonably calculated to modify his or her conduct has reasonably been imposed upon the student as a consequence of misconduct of the same nature. If, however, the violations of School District rules for student conduct constitutes "exceptional misconduct" as defined below, suspension may be imposed notwithstanding the fact the prior alternative corrective action or punishment has not been imposed upon the student involved.

Disciplinarians and hearing officers may grant exceptions to the suspension of students who are guilty of "exceptional misconduct" in cases involving extenuating and/or exceptional circumstances.

Student Rights

In addition to other rights established by law, each student served by or on behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

1. No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental, or sensory handicap.

2. All students possess the constitutional right to freedom of speech and press and the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievance, subject to reasonable limitations upon the time, place, and manner of exercising such rights.
3. All students possess the constitutional right to be secure in their persons, papers, and effects, against unreasonable searches and seizure.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
5. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law. The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the State of Washington or the rights retained by the people.

Fights, Assaults or Battery (*defined as Involvement, Instigation, video on electronic device or Promotion of Physical Conflict*)

- Administration will investigate the situation.
- Concluding the investigation administration will apply appropriate consequences, which may include suspension. Law enforcement and or juvenile probation may be notified.
- Parents will be notified.
- Administration will attempt to use Restorative Justice practices with students.

Tobacco/Nicotine Products (*defined as Possession or Use of Tobacco Products, including Vape devices on School District Properties or Events*)

- Administration will investigate the situation.
- Concluding the investigation administration will apply appropriate consequences, which may include suspension. Law enforcement and or juvenile probation may be notified.
- Parents will be notified.
- Administration will attempt to use Restorative Justice practices with students.

Drug Products or Alcoholic Beverages (*Transmission, Transport, Possession, Use, or Influenced by*)

- Administration will investigate the situation.
- Concluding the investigation administration will apply appropriate consequences, which may include suspension. Law enforcement and or juvenile probation may be notified.
- Parents will be notified.
- Administration will attempt to use Restorative Justice practices with students.

Electronic Devices in Classrooms

1st Offense: Item confiscated by teacher; student may pick up the electronic device at dismissal.

2nd Offense: Item confiscated by the teacher and delivered to the Principal or Assistant Principal; parent will be asked to come to school to retrieve the electronic device.

Additional Offense(s): School discipline. Refusal to turn over electronic device will result in more severe disciplinary action.

Inappropriate Internet Use

- Teacher or administrator will investigate the situation.
- Concluding the investigation administration will apply appropriate consequences, which may include loss of internet access.
- Parents will be notified.

Search and Seizure

School officials may search students and their personal property, including that property or facility provided by the school, if reasonable suspicion exists that a student has violated school policy. Property may be seized which is deemed injurious or detrimental to the safety and welfare of the students and staff, or if school officials have reasonable cause to believe that an illegal act or violation of school rules and regulations is being committed or is about to be committed.

Disruption of a School Event/Activity

Any student who willfully performs any act, conduct or expression which either materially interferes with or is detrimental to the orderly operation of school, a school-sponsored activity, or any other aspect of the educational process within the Ellensburg School District shall be subject to discipline, suspension, or expulsion. Administrative discretion may be applied to each individual case. Law enforcement authorities may be informed.

Initiations/Hazing

Any student who is involved in the transportation, physical or verbal intimidation, or coercion of a student to perform acts against his/her will either on or originating on school district properties may receive discipline including suspension or expulsion, and legal action may be pursued based on the situation.

Chemical Defense Spray

A student who inappropriately dispenses a chemical defense spray may be placed on suspension or emergency expulsion.

Harassment/Bullying/Intimidation

Students are prohibited from harassing, bullying, and/or intimidating other students or staff. All such reports will be taken seriously, investigated immediately, and appropriate school discipline applied. Identities of victims will be protected if possible.

Gang/Hate Group Symbolism

Student behavior, dress, signing, or symbolism intended to represent gang or hate group affiliation will not be tolerated on school district grounds or at school sponsored events. Violation of this policy may result in discipline, suspension, and/or expulsion. Students whose behavior is in question may be required to have a parent-administrator-student conference and/or may be required to sign an Anti-Gang Behavior Contract.

Insubordination

Failure to comply with the reasonable requests of school district staff is considered insubordination. All persons, including students, must, upon request, identify themselves to school personnel in the school building, on the school

grounds, or at school sponsored events. Any act of intimidation or coercion by a student directed toward any other student, teacher, administrator, or other school personnel is prohibited.

Complaints Concerning Staff or Programs

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member. The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the superintendent that describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member.

B. The principal and staff member shall respond to the superintendent in writing or in person.

C. The superintendent shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.

D. If the matter is still not resolved, the superintendent shall present the issue to the board. If the board deems the complaint worthy, they may choose to proceed with a hearing.

E. A hearing date will be set. If the complaint is against a staff member, the complaint shall be handled in executive session in the presence of the staff member, unless the staff member chooses to exercise his or her rights under the open public meeting act. The board shall attempt to make a final resolution of the matter. Any formal actions by the board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the board shall give written notice to the staff member of his/her rights to a hearing.

F. Complaints against the Superintendent shall proceed directly to the Board Chair. The Board Chair shall present the complaint to the entire Board. The Board will then proceed as out-lined in step "E".

ELLENSBURG SCHOOL DISTRICT POLICY 3240

Student Conduct and Weapons

The Board acknowledges that conduct and behavior are closely associated to learning; an effective instructional program requires a wholesome 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. Special rules are also applicable while riding on a school bus.

Students are expected to:

1. Respect the rights, person and property of others;
2. Pursue the required course of study;
3. Preserve the degree of order necessary for a positive climate for learning; and
4. Comply with district rules and regulations;
5. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

The board also 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.

The superintendent will develop written rules of conduct that will carry out the intent of the board and establish procedures necessary to implement this policy.

The following acts by a student on school premises, at designated school bus stops, or off school premises at any school-sponsored activity shall constitute sufficient cause for discipline, suspension or expulsion: disruptive conduct; disobedience to reasonable instructions of school authorities; immoral conduct; vulgarity or profanity; use/possession of tobacco; use or possession of alcoholic beverages, drugs or narcotics not prescribed by a physician; destruction or defacing of school property; extortion or intimidation of another student or a staff member; assault of another student or staff member; stealing; possession or use of any dangerous weapon or object as defined in RCW 9.41.250; 9.41.270; and 9.41.280; and the commission of any criminal act as defined by law. (Cross Reference-Policy 3233)

Any student in possession of a firearm(s), dangerous weapon(s) or explosive device(s) or a "look alike" on school property, at a designated bus stop or a school-sponsored event will be expelled from the Ellensburg School District. In all such cases, police authorities will be notified by the principal (or designee) of the school.

A dangerous weapon shall include, but not be limited to, the following: any knife; any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; any device commonly known as "throwing stars," which are multi-pointed metal objects designed to imbed upon impact from any aspect; any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; look alike weapons; or any other object not specifically defined in this policy, but intended to result in physical harm to another person.

Appeal, Reconsideration, and Petition

Optional Conference with Principal

1. If a student or the parent(s) disagree with the district's decision to suspend, expel, or emergency expel the student, the student or parent(s) may request an informal conference with the principal or designee to resolve the disagreement. The parent or student may request an informal conference orally or in writing.
2. The principal or designee must hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parent(s).
3. During the informal conference, the student and parent(s) will have the opportunity to share the student's perspective and explanation regarding the events that led to the behavioral violation. The student and parent will also have the opportunity to confer with the principal or designee and school personnel involved in the incident that led to the suspension or expulsion. Further, the student and parent will have the opportunity to discuss other forms of discipline that the district could administer.

An informal conference will not limit the right of the student or parent(s) to appeal the suspension or expulsion, participate in a re-engagement meeting, or petition for readmission.

Appeals

Requesting Appeal

The appeal provisions for in-school and short-term suspension differ from those for long-term suspension and expulsion. The appeal provisions for long-term suspension or expulsion and emergency expulsion have similarities but the timelines differ.

1. A student or the parent(s) may appeal a suspension, expulsion, or emergency expulsion to the Superintendent or designee orally or in writing. For suspension or expulsion, the request to appeal must be within five (5) school business days from when the district provided the student and parent with written notice. For emergency expulsion, the request to appeal must be within three (3) school business days from when the district provided the student and parent with written notice.
2. When an appeal for long-term suspension or expulsion is pending, the district may continue to administer the long-term suspension or expulsion during the appeal process, subject to the following requirements:
 - a. The suspension or expulsion is for no more than ten (10) consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;
 - b. The district will apply any days of suspension or expulsion occurring before the appeal is decided to the term of the student's suspension or expulsion and may not extend the term of the student's suspension or expulsion; and
 - c. If the student returns to school before the appeal is decided, the district will provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.

In-school and Short-term Suspension Appeal

1. For short-term and in-school suspensions, the Superintendent or designee will provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.
2. The Superintendent or designee must deliver a written appeal decision to the student and parent(s) in person, by mail, or by email within two (2) school business days after receiving the appeal. The written decision must include:
 - a. The decision to affirm, reverse, or modify the suspension;
 - b. The duration and conditions of the suspension, including the beginning and ending dates;
 - c. The educational services the district will offer to the student during the suspension; and
 - d. Notice of the student and parent(s)' right to request review and reconsideration of the appeal decision, including where and to whom to make such a request.

Long-term suspension or expulsion and emergency expulsion appeal

1. For long-term suspension or expulsion and emergency expulsions, the Superintendent or designee will provide the student and parent(s) written notice in person, by mail, or by email, within one (1) school business day after receiving the appeal request, unless the parties agree to a different timeline. Written notice will include:
 - a. The time, date, and location of the appeal hearing;
 - b. The name(s) of the official(s) presiding over the appeal;
 - c. The right of the student and parent(s) to inspect the student's education records;
 - d. The right of the student and parent(s) to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing;
 - e. The rights of the student and parent(s) to be represented by legal counsel; question witnesses; share the student's perspective and explanation; and introduce relevant documentary, physical, or testimonial evidence; and

f. Whether the district will offer a re-engagement meeting before the appeal hearing.

2. For long-term suspension or expulsion, the student, parent(s) and district may agree to hold a re-engagement meeting and develop a re-engagement plan before the appeal hearing. The student, parent(s), and district may mutually agree to postpone the appeal hearing while participating in the reengagement process.

Hearings

1. A hearing to appeal a long-term suspension or expulsion or emergency expulsion is a quasi-judicial process exempt from the Open Public Meetings Act (OPMA). To protect the privacy of student(s) and others involved, the district will hold hearing without public notice and without public access unless the student(s) and/or the parent(s) or their counsel requests an open hearing. Regardless of whether the hearing is open or closed, the district will make reasonable efforts to comply with the Family Educational Rights and Privacy Act (FERPA) concerning confidentiality of student education records.

2. When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

a. A single hearing will not likely result in confusion; and

b. No student will have his/her interest substantially prejudiced by a group hearing.

3. If the official presiding over the hearing finds that a student's interests will be substantially prejudiced by a group hearing, the presiding official may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.

4. For long-term suspension or expulsion, the district will hold an appeal hearing within three (3) school business days after the Superintendent or designee received the appeal request, unless otherwise agreed to by the student and parent(s).

5. For emergency expulsion, the district will hold an appeal hearing within two (2) school business days after the Superintendent or designee received the appeal request, unless the student and parent(s) agree to another time.

6. The school board may designate a discipline appeal council to hear and decide any appeals in this policy and procedure or to review and reconsider a district's appeal decisions. A discipline appeal council must consist of at least three persons appointed by the school board for fixed terms. All members of a discipline appeal council must be knowledgeable about the rules in Chapter 392-400 WAC and this policy and procedure. The school board may also designate the Superintendent or a hearing officer to hear and decide appeals. The presiding official(s) may not have been involved in the student's behavioral violation or the decision to suspend or expel the student.

7. Upon request, the student and parent(s) or their legal representative may inspect any documentary or physical evidence and a list of any witnesses that the district will introduce at the appeal hearing. The district must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing. The district may also request to inspect any documentary or physical evidence and a list of any witnesses that the student and parent(s) intend to introduce at the appeal hearing. The student and parent(s) must make this information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

8. Upon request, the student and parent(s) may review the student's education records. The district will make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

9. If a witness for the district cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness' nonappearance if the district establishes that:
- a. The district made a reasonable effort to produce the witness; and
 - b. The witness' failure to appear is excused by fear of reprisal or another compelling reason.
10. The district will record the appeal hearing by manual, electronic, or other type of recording device and upon request of the student or parent(s) provide them a copy of the recording.
11. For long-term suspension or expulsion, the presiding official(s) must base the decision solely on the evidence presented at the hearing. The presiding official(s) will provide a written decision to the student and parent(s) in person, by mail, or by email within three (3) school business days after the appeal hearing. The written decision must include:
- a. The findings of fact;
 - b. A determination whether (i) the student's behavior violated this policy; (ii) the behavioral violation reasonably warrants the suspension or expulsion and the length of the suspension or expulsion; and (iii) the suspension or expulsion is affirmed, reversed, or modified;
 - c. The duration and conditions of suspension or expulsion, including the beginning and ending dates;
 - d. Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request; and
 - e. Notice of the opportunity for a reengagement meeting and contact information for the person who will schedule it.
12. For emergency expulsion, the district will provide a written decision to the student and parent(s) in person, by mail, or by email within one (1) school business day after the appeal hearing. The written decision must include:
- a. The findings of fact;
 - b. A determination whether the student's statements or behaviors continue to pose (i) an immediate and continuing danger to students or school personnel; or (ii) an immediate and continuing threat of material and substantial disruption of the educational process;
 - c. Whether the district will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the district converts the emergency expulsion to a suspension or expulsion, the district will provide the student and parent(s) notice and due process consistent with the disciplinary action to which the emergency expulsion was converted; and
 - d. Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request.

Reconsideration of Appeal

1. The student or parents may request the school board or discipline appeal council, if established by the school board, review and reconsider the district's appeal decision for long-term suspensions or expulsions and emergency expulsions. This request may be either oral or in writing.
2. For long-term suspension or expulsion, the student or parent(s) may request a review within ten (10) school business days from when the district provided the student and parent(s) with the written appeal decision.
3. For emergency expulsion, the student or parent(s) may request a review within five (5) school business days from when the district provided the student and parent(s) with the written appeal decision.

- a. In reviewing the district's decision, the school board or discipline appeal council, if established, must consider (i) all documentary and physical evidence from the appeal hearing related to the behavioral violation; (ii) any records from the appeal hearing; (iii) relevant state law; and (iv) this policy adopted.
 - b. The school board (or discipline appeal council) may request to meet with the student and parent(s), the principal, witnesses, and/or school personnel to hear further arguments and gather additional information.
 - c. The decision of the school board (or discipline appeal council) will be made only by board or discipline council members who were not involved in (i) the behavioral violation; (ii) the decision to suspend or expel the student; or (iii) the appeal decision. If the discipline appeal council presided over the appeal hearing, the school board will conduct the review and reconsideration.
4. For long-term suspension or expulsion, the school board (or discipline appeal council) will provide a written decision to the student and parent(s) in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:
- a. Whether the school board (or discipline appeal council) affirms, reverses, or modifies the suspension or expulsion;
 - b. The duration and conditions of the suspension or expulsion, including the beginning and ending dates of the suspension or expulsion.

Annual Review

The Discipline Review Committee, composed of three parents, three teachers, three students and one administrator, shall meet periodically during the school year to review and/or develop statements pertaining to students' rights, conduct, corrective action, punishment and/or enforcement standards as described in the Student Handbook or the District Policy and Procedures Manual.

District Policies & Administrative Regulations:

All school District policies and procedures are available for review at the Administration Building, 1300 East 3rd Avenue, and at each school library in the District.

Student Records, Directory Information & Student Rights & Responsibilities:

A copy of the School District's policies and procedures pertaining to student records, directory information, and student rights and responsibilities is available for review at each school building.

Harassment, Intimidation or Bullying

Harassment at Mt. Stuart and Off Campus is serious

If harassment, intimidation or bullying is happening via social media outside of school hours, contact the Ellensburg Police Department and notify Mt. Stuart administration.

Harassment Policy

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, which is free from harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment Reporting Procedures

Any person who believes he or she has been the victim of harassment by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute harassment, should report the alleged acts to the building principal or district superintendent. The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

To file complaints related to harassment or to seek counsel and assistance in resolving matters of this nature, contact the school administration.

Any report of harassment will start an investigation by Mt. Stuart administration. The investigation may include a letter being sent home, meeting with the parents/guardians and counselor, and progressive discipline

Cafeteria Expectations

- | | |
|----------------------------------|------------------------------|
| 1. Be responsible and respectful | 5. Come in quietly |
| 2. Remain seated | 6. Use indoor voices |
| 3. Clean up after yourself | 7. Line up and leave quietly |
| 4. Eat only your own food | |

Dress Code

Mount Stuart students are expected to dress appropriately for school and for the weather. Students must maintain an appearance that is not distracting or disruptive to students and staff. Items that advertise or promote tobacco, alcohol or drugs, or contain pictured or verbal sexual references are not appropriate for a school setting and are not to be worn. No undergarments or midriffs are to be exposed, and no tank tops with spaghetti straps (less than one inch in width). No gang related clothing or accessories will be allowed. Shorts and skirts need to be long enough to reach below a child's fingers when their arms are placed at their sides.

Homework Policy

The Ellensburg School Board believes that homework is a constructive tool in the teaching/ learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; must be evaluated and returned to students in a timely manner.

Homework may be assigned for one or more of the following purposes:

1. Practice – to help students to master specific skills which have been presented in class;
 2. Preparation – to help students gain the maximum benefits from future lessons;
 3. Extension – to provide students with opportunities to transfer specific skills or concepts to new situations; and
 4. Creativity – to require students to integrate many skills and concepts in order to produce original responses.
- The purposes of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment. The school principal shall establish guidelines which clarify the nature and use of homework assignments to improve school achievement.

Health Services

Add Covid 19 Protocols

Mount Stuart has a health room in the office where sick and injured children can be cared for during the school day. First aid is administered by either the nurse or secretary. Parents/guardians may or may not be notified when a child visits the health room, depending upon the reason for the visit.

Please do not send students to school who have been vomiting, have had diarrhea, or have had a fever over 100 degrees in the last 24 hours.

The nurse reviews health information and develops care plans for students who have life-threatening health conditions and other significant issues. Diet prescription forms must be submitted for students who have food allergies or special dietary needs. Forms are available at the office. The nurse also oversees vision and hearing screening, medications, and immunizations.

Medication at School

If it is necessary for a child to receive medication at school, please contact the nurse. No prescription medication or over-the-counter medication can be administered by school staff unless the Medication Authorization Form has been filled out by a health care provider and parent/guardian. Forms are available at the office. Medications include cough drops, topical ointments, nose sprays, eye drops, medicinal patches, and oral liquids or pills. All medications must be brought to the school by the parent/guardian. Prescription medications must be in a pharmacy labeled bottle and over-the-counter medication must be in the original container with the child's name on the label.

Immunizations

Washington State law and school district policy require all students who attend school to be fully immunized, unless an exemption is signed by a parent **and a healthcare provider**. If a disease outbreak occurs, exempt students may have to be excluded from school until it becomes safe for them to return, which could be up to twenty-one days.

Title 1 Information

Mount Stuart receives federal funding as a Title 1 school-wide school. This funding allows the hiring of additional teaching and support staff.

The following documents are available on the Ellensburg School District Title/LAP web page at <http://www.esd401.org/academics/title-i>. Hard copies are available upon request in the school office.

Ellensburg School District OSPI Report CardThis report from the Office of the Superintendent of Public Instruction (OSPI) provides information on student achievement for the Ellensburg School District.

Written Citizen Complaint ProceduresThis document from OSPI outlines procedures for resolving issues of violation of a federal statute or regulation that applies to federal programs.

Parent and Family Engagement PolicyThe district Title I Parental Involvement policy outlines guidance for parent involvement.

Lockdown

In the event of the school being placed in a lockdown, phone calls to the school may not be answered until the lockdown is completed or calls may be forwarded to the District's main office.

Nondiscrimination:

The Ellensburg School District No. 401 is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere. ESD School Board Policy 5011 and 5011P define and outline complaint procedures for any employee facing such discrimination. Policy 5011 can be found at <http://bit.ly/2i6toqT>; Procedure 5011 can be found at <http://bit.ly/2uIK11y>.

This district complies with all federal rules and regulations and does not discriminate on basis of race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures may be directed to the School District Title IX Officer, Cole Kanyer, and/or Section 504 Coordinator, Patty Kimmel; 1300 East Third Avenue, Ellensburg, WA 98926 or phone [\(509\) 925-8000](tel:5099258000).

The Superintendent shall provide for an annual evaluation, periodic surveys, and annual notice and complaint procedures as required by law to insure that there is in fact equal opportunity for all students in the District. No pupil shall be deprived of an equal educational opportunity by a school district without due process of law.

Under the provisions of Title IX of the Education Amendments of 1972 and RCW 28A.85, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education or employment program or activity in the Ellensburg school system. The Board of Directors shall designate the Superintendent to serve as affirmative action/Title IX compliance officer.

Breakfast and Lunch Purchases

You may make deposits to your student's account with cash, a check made out to Ellensburg School District, or online.

Prices: Breakfast - \$2.25 Lunch - \$2.85 Milk - .50 Adult Pricing: Breakfast - \$3.00 Lunch - \$4.00 Milk - .50 For free and reduced meal information, call the school – 925-8400.