

# VALLEY VIEW ELEMENTARY SCHOOL 2020-2021 STUDENT/PARENT HANDBOOK



## **Valley View Elementary School**

1508 East Third  
Ellensburg, Washington 98926

Mr. Rob Moffat, Principal (509) 925-8133  
Mrs. Kelly Rotter, Assistant Principal (509) 925-8351  
Mrs. Rachael Crosby, Counselor (509) 925-8138  
Mrs. Sarah Hatfield, Secretary (509) 925-7316

### **For up-to-date information:**

Valley View Elementary School's Web Site <http://www.esd401.org/valley-view>  
Facebook Page @ValleyViewBobcats

# **WELCOME TO VALLEY VIEW ELEMENTARY SCHOOL**

## **Daily Schedules**

**Monday:** school starts at **9:35 a.m.** and ends at **3:05 p.m.**  
**Tuesday – Friday:** school starts at **8:35 a.m.** and ends at **3:05 p.m.**

As we begin a new school year, join with us in continuing on the road to excellence for student achievement as well as providing a quality setting for students. Please take a few minutes to read the Student Handbook and then discuss it with your child.

## **Valley View Elementary School's Mission Statement**

At Valley View Elementary our mission is to create a challenging, safe, and supportive learning environment where staff, families, and community work together to ensure children receive:

- Successful experiences based on high expectations for achievement.
- Differentiated instruction to address academic needs.
- A variety of opportunities to promote growth as citizens and life-long learners.

## **Ellensburg School District's Vision Statement**

All students in the Ellensburg School District will graduate from high school prepared for life's opportunities.

## **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.

Per Washington State Law (2SHB 2449), we are required to conference with the guardian and child in an elementary school for any student who has **five or more excused** absences in a month or **ten or more excused** absences in the current year except when:

- 1) Prior written notice was given or a doctor's note was provided. If you plan to take your child(ren) out of an extended period of time, you will be asked to complete a *Pre Arranged Absence Form*. This includes family vacations. These are located in the office.
- 2) An academic plan was put in place to keep the student on track.

Your child will learn more easily and with a greater sense of purpose by attending school regularly. Valley View hours are 8:35 a.m. - 3:05 p.m. Skills are introduced and reviewed in each of the classrooms daily, so student attendance is important. Please call the school office at 925-7316 by 9:00 a.m. to excuse your child if he/she is going to be absent or late. Our secretary attempts to make contact with the families of absent students each day. Your call saves possible interruption for you. **Please make any special arrangements with your child before he/she leaves for school each day.** We do not interrupt the classroom instruction with calls except in emergency cases. Notes are placed in the teachers' mailboxes before lunch or sent to the classroom by 2:50 p.m. prior to dismissal time at 3:05 p.m.

### **Breakfast/Lunch Program**

Each child has an account to use to purchase food from the cafeteria. Breakfast and lunch are served daily, except the last day of school. Students may bring a lunch from home or purchase a lunch. Breakfast is served 8:00-8:30a.m. Money for student accounts can be deposited 8:00-8:30 a.m. in the cafeteria. Prices: **Students** breakfast-\$2.25/lunch-\$2.75. **Adults** breakfast-\$3.00/lunch-\$4.00. Milk .50. \*K-3<sup>rd</sup> graders who qualify for reduced priced meals will receive meals at no charge. 4<sup>th</sup> & 5<sup>th</sup> graders who qualify for reduced price meals will pay \$0.40/meal. For more information contact the ESD Food Service Director @ 925-8217 or visit the ESD Food Services Website. <https://www.esd401.org/departments/food-services>

#### **How to track student's meal account:**

**Online:** Mealtime online ([www.my.mealtime.com](http://www.my.mealtime.com))-

**In Person:** Please feel free to check with your school's cafeteria cashier.

**Notifications via email:** Please make sure your email address is updated with the office. Low and negative account balance notifications are sent out weekly.

### **Bus Passes & Transportation Changes**

If a student needs to ride a different bus than normal, or is going to get off at a different stop, a note from home is required. The note is brought to the office first thing in the morning and a bus pass will be given. **A note must be sent, by the parent, for changes in your child's usual after school routine. Otherwise your child will be instructed to follow their normal routine.** For more information, contact the ESD Transportation Department at 925-8100.

## **Cafeteria Expectations**

Good table manners are expected of students with appropriate clean-up before they leave. Students are provided up to 30 minutes to eat lunch. They are required to remain in the cafeteria for 15 minutes. After 15 minutes, those who have not finished eating may remain for an additional 15 minutes. While those who are finished will exit the cafeteria to recess. Students will:

- Use quiet and normal conversation voices.
- Enter and exit quietly and orderly.
- Walk at all times.
- Raise their hand to request assistance or to leave their seat.
- Not engage in “saving places” at the tables.
- Never touch, handle, or waste other people’s food.
- Stay seated while eating.
- Use good table manners and be considerate of others at all times.
- Leave the eating areas neat and clean. Including removing food and trash from the table and floor.
- Exit the cafeteria quietly. Walking directly through the main hall to the playground.
- Not return to the classroom or pod area.

In case of an emergency evacuation, students are to line up quietly and quickly and follow the lunchroom supervisors out the north exit doors to the designated area.

## **Cell Phones/Electronic Devices**

Cell phones, and other personal communication devices, are not to be out or in use during school hours. If at school, these devices are to be kept "off" and stored in student backpacks.

## **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.

## **Dress Code**

Students are expected to dress appropriately for school and the weather. Students’ appearance, dress, or accessories shall not be disruptive, nor interfere with the educational process, nor the general health and safety of the students. Clothing that compromises modesty or depicts violence is not in the best interest of maintaining a healthy learning environment for students.

### **Specific Guidelines:**

**Shorts:** Shorts should be below fingertips when hands are placed at the student’s sides.

**Tank Tops:** Tank tops with large arm holes are allowed with a shirt underneath.

**Shirts:** Shirts that are too short and show the stomach are not allowed.

**Pants:** Pants that sag and show underwear are not allowed.

**General Rule:** Any clothing that shows too much skin or underwear will not be allowed.

## **Emergency Procedures**

Valley View has prepared a Crisis Procedure Manual that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and

welfare of your child(ren) in the event of a crisis. It is impossible to foresee all potential emergencies, but we have researched the most effective way to use our resources to respond immediately to emergencies that cannot be avoided. Any disaster will disrupt the “normal” way of doing things. It will cause inconvenience to all of us. We share the responsibilities as a staff and you as parents.

In most emergencies, your child(ren) will remain and be cared for at school. If we have sufficient advance warning about an emergency situation, students will be sent home as usual. However, in the rare event of an emergency affecting the school, that prohibits re-entry to the building, students and staff will be relocated to a safe location. We ask you to follow this procedure if you hear rumors of any school emergency:

1. Turn on your radio or television. We will keep the media accurately informed of any emergency or go to [www.schoolreport.org](http://www.schoolreport.org) for latest updates. We will also communicate via email, text messaging and voicemail when necessary.
2. Please do not telephone the school. We have limited phone lines. These must be used to respond to the emergency.
3. Please do not come to the school. Any emergency involving Valley View may mean emergency vehicles and disaster workers must be able to get to the building.

### **Emergency School Closure**

Occasionally, a decision may be made that the start of school is delayed, closed early, or not to be held. Decisions are not made lightly. Student safety will be the determining factor for such decisions. If change in the normal school day is made due to weather, announcements will occur on KXLE and KQBE and through the school messaging phone and email systems.

### **General Safety Rules**

It is the hope of the Valley View staff that children will practice good safety habits at school, on the playground, and on the bus. Please review the following rules with your child:

- Valley View school hours are 8:35 a.m. – 3:05 p.m. Students should arrive at school **no earlier than 8:00 a.m.** as supervision is not available prior to 8:00 a.m. After 8:00 a.m., students are to go directly to the playground after placing backpacks by the outside classroom door when they arrive to school in the mornings, unless they will be eating breakfast. In which case, they would enter the cafeteria. During the winter months, the cafeteria will be used as a warm up room for students to get warm. The Valley View library will let students know when it is available in the mornings for students. Students are expected to remain outside in the designated play area before school starts unless directed by their teacher to do otherwise. Students are not permitted to play in front of Valley View. We have no after school supervisor on the playground.
- Students must stay on Valley View premises at all times unless they have special written permission to leave from a parent or teacher and have checked out in the office.
- Personal toys, games, or athletic equipment are not to be brought to school.
- Students are to obey the safety patrol crossing guards when crossing the streets.
- Students may ride bicycles to school, but not on the school grounds during the day. A bike rack is provided for locking their bikes.
- Students may not bring chewing gum or candy to school.
- Students may not throw snow in any form. Students are not permitted to slide on ice or hard snow. Snow sculptures, snowmen and snow forts may be destroyed by the builders or left with the understanding that they may be gone when builders return.

- Students should not be using the area in front of the school as part of the playground.
- All water and mud areas are off limits. Orange safety cones are used to signal an off limits area for students.
- Students are to go down the slide one at a time, facing forward and sitting down.
- Students should always walk on the sidewalks. Do not race around the building and big toys.
- Students should play tag football only.
- Games that involve wrestling, roughhousing, or pretend fighting are not permitted.
- Hats are not worn in the building unless a special event has been scheduled.
- Use jump ropes to jump rope, not for other purposes.
- Balls are to be kicked in grass areas only.
- Obtain a bathroom pass, from a recess supervisor, when at recess.

## **Lost and Found**

Articles of clothing, or other items, found on the school grounds are brought to the designated lost and found area located in the cafeteria. Please help get your child's lost clothing back to them by **clearly marking their coats, jackets etc. with their name.** Lost and found articles are donated bi-annually to a local clothing bank in January and June. Feel free to check the lost and found area for any items your child may be missing.

## **Medication , Accidents, and Wellness**

### **Medication at School**

Policy 3416 notes prescribed medication may be dispensed to students on a scheduled basis upon written authority and instructions from a parent with a signed and dated verification accompanied with written directions from a licensed physician or dentist. Requests shall be valid for not more than the current school year. The prescribed medication must be properly labeled and be contained in the original prescription bottle. Copies of the authorization for Administration of Oral Medication at School, Form 3416, are available at the child's school.

### **Accidents**

If a student is injured at school, first aid will be administered as necessary by the school nurse, office personnel, or the administration. Parents will be contacted in cases which are serious enough to warrant communication. If a parent is unable to be reached, the emergency numbers, provided by the parent, will be called to find someone to pick-up the child. Please assist us by leaving up-to-date emergency numbers as well as your doctor's name in case we cannot reach you. Parents will be contacted to take their child home if the child is too sick to stay at school. Our procedures for more serious injuries are to administer first aid, then contact a parent. If the injury is so serious 911 will be called and parents will be called.

### **Wellness Emphasis**

Nurses provide coverage for each of the buildings in the District. They respond to the emergency needs of students and staff, as well as the routine hearing/vision screening, immunization, first aid, and other requirements. They also assist with instruction in maturation, weight gain/loss, personal safety, HIV/AIDS, and other medical and mental health issues.

## **Parking**

At the end of the day, parents picking up their student(s) are **requested to use the pick-up area south of Valley View.** Drivers may enter the parking area from Capitol Ave. **Please park your car in a designated parking spot.** For the safety of children, drivers need to exit their cars and pick-up students directly from the classroom teacher on the grass south of Valley View. Please keep your child with you as you return to your car. When students are delivered to school by car in the morning, please use the drop-off area located in the front of Valley View. Please do not use the bus parking area north of Valley View for picking up or dropping off students.

### **Playground Expectations**

In the management of children on the playground, it is important for students to be aware of what is expected of them and what their choices are. Children are expected to demonstrate being responsible for themselves and in control of their behavior. If a child demonstrates a behavior that is unwanted such as rough or aggressive play, any type of harassment to another individual, inappropriate use of playground equipment, or inappropriate language or put downs, the supervisor will ask them to walk with them and to talk about the situation. If the walk ends and later a behavior continues, playground will engage in the school's PBIS process outline below:

1. "Bobcat Pride"- Student is given this reminder as warning they are approaching a "PAWS" report.
2. PAWS report (PAWS)- The child is having a problem and is directed to remove himself/herself from the activity and think it over, or the playground supervisor requests the child to leave the area to prevent further difficulty. Designated areas are provided for students. Students will sit out for five minutes or until their report is filled out sufficiently. Reports will be turned in to the supervisor at the end of the "PAWS" time.
3. Make it Right- Supervisor calls office for a "Make it Right" as the students behavior continues or they refuse to complete the "Paws Report."

The principal or assistant principal reserves the right to use professional judgment in determining discipline of a student.

## Specialized Programs for Students

Valley View provides the following services for students as needed.

**Title I** Valley View is a Schoolwide Title I School. This program is designed to provide individual or small group instruction, as necessary, to increase achievement of all students in reading, writing, and math.

**E.L.L.** E.L.L. (English Language Learners) is designed to provide individual or small group help for students with English as a second language.

**Challenge/ Discovery** The Challenge & Discovery programs provide services for highly capable elementary students. Parents, teachers, students, or community members may nominate a student for the program. This program is for students that qualify, based on assessment results.

**Special Education** Individual educational programs are designed to provide instruction for students who qualify. These students, by law, have a right to a free and appropriate education. Steps within this program are referral, assessment, individual education program, and placement.

## Student Registration

Parents wishing to register their child for kindergarten need to provide the child's birth certificate, immunization record and proof of address to the school, at the time of registration. Kindergarten students must be 5 years old before August 31st. Please have the name of your family doctor, an emergency phone number where a parent can be located during the day, and information regarding monthly or weekly salary for free or reduced school breakfast/lunch applications. Student accident and health insurance applications are available, as are transportation routes.

## Volunteering and Visiting

Parents are welcome and encouraged to volunteer at school. There are many benefits to having volunteers or guest speakers in classrooms. Research indicates that the more parental involvement in a child's education/school, the more that child will learn. However, the volunteer program is not meant to interfere with the teacher/student relationship. The volunteer is there to assist the teacher and help with students when a need is identified by the teacher. If you wish to visit a classroom, please check with the teacher to arrange a time. **All volunteers must complete a volunteer background check** that can be picked up at the main office. Background checks are good for two years. Volunteers and visitors **must** sign in at the office where they will receive a volunteer or visitor badge to be worn while in the building. Upon visiting your first time, please come prepared with your Driver's License to register in our electronic visitor management system. If a student needs to leave school during school hours for an appointment, parents must stop at the office and check the student out with the building secretary. Please do not leave with your child by a side or back classroom door without prior check-out at the office.

**Ellensburg School District  
Visitor Policy & Procedure**

*The Ellensburg School District encourages parents and other invited guests to visit our schools and believes that there are many potential benefits that can result from increased interaction with the public. At the same time, we have a duty to avoid disruption to the educational process and protect the safety and welfare of the children and staff. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our building.*

This Visitor Policy is in place to ensure the safety of our students and staff. Our policy has many purposes:

- To enhance the safety of students and staff while maintaining a welcoming environment
- To easily identify visitors, volunteers and parents
- To assist administrators, school staff, safety personnel and police in identifying trespassers
- To provide administration with the names of people in the school in the event of a school emergency.

Each school shall have the authority to determine which visits are to be permitted. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

**Procedure:**

- Each school has designated a main entrance where all students and visitors enter. Visitors are not permitted to enter any other door during the school day.
- All visitors entering during school hours are required to check in at the main office for the school.
- All visitors must provide photo identification and state the reason for their visit.
- All visitors will be cross-referenced against our databases for non-custodial parents and registered sex offenders.
- Once approved, visitors will be issued a name badge. This badge shall be visibly worn during the entire length of their visit and will be returned to the main office upon departure.
- If visitor is entering the building the office staff will verify their appointment or destination prior to allowing visitor to enter.
- All exterior campus doors will be locked throughout the day except for the main entrance when supervised by assigned staff.
- Staff entering doors other than the main entrance should be aware of people trying to follow them in. Building staff should be encouraged to inform visitors of the process and let the main office and/or SRO/SSO know if they are expecting someone.

**While some of these measures may be perceived as creating inconvenience or delay, they are necessary steps to provide the safest and most secure learning environment possible. Thank you for being a partner in this important effort.**

## **School-wide Student Management Plan**

### **Positive Behavioral Interventions and Support (PBIS)**

At Valley View Elementary, we have developed a PBIS approach to working with students. PBIS is a process we believe is essential for providing our students with an opportunity to be successful school-

wide. The PBIS process focuses on improving a school's ability to teach and support positive behavior for all students.

Valley View Elementary has adopted the acronym P.A.W.S. which stands for important student/staff characteristics necessary for a positive and successful learning environment and life.



- P** Positive Attitude
- A** Accept Responsibility
- W** Work Hard
- S** Show Respect

As a school community, we are asking ourselves to examine the relationship of positive to negative actions and words we provide students. Our school and the PBIS program are centered on the belief that through positive feedback and encouragement, students can improve their behavior and in turn their learning and the learning of those around them. It is our goal to offer four positive interactions with students to every negative one. These interactions can be as simple as a smile or as involved as a Student of the Month recognition and everywhere in between. The hardest part? Those students misbehaving the most, are the ones who need the most positive feedback and encouragement.

The staff at Valley View School has committed to the full implementation of PBIS in all areas of our school such as the classroom, hallways, cafeteria, restrooms, assemblies, playground, and/or with an individual student. PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. PBIS is based on the idea that when students are clearly taught behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80--85% of students will meet these expectations.

Each classroom teacher will adopt and use a classroom management system that reflects the school wide PBIS philosophy. In some cases individual discipline plans will be developed for students who may need some extra help to be successful. These plans will involve a team process with parent and student input being essential.

## **Valley View Parent Teacher Association**

The Valley View PTA is a non-profit group composed of parents who are generous with their time, talent and interests in making our school a caring and stimulating setting. The Parent Group works closely with the staff to enhance the educational experiences for our children. Annual dues for membership are under \$15.00. Please check monthly newsletters for meeting times and dates.

### **2019-2020 Parent Group Officers:**

President - Deitra Underhill  
Vice President - Jenny Samples  
Treasurer - Christina Frye  
Secretary - Shannon Cooper  
Volunteer Coordinator - Keesha Poyer  
Member at Large - Catherine Barkus

### **2019-2020 Meeting Dates:**

Social: 5:30-6:00pm  
Meeting: 6:00-7:00pm  
@ Valley View Library  
\*Complimentary child care is provided.

**September:** Monday, September 16th

**October:** Monday, October 21st

**November:** Monday, November 18th

**December:** No Meeting this month

**January:** Tuesday, January 21st

**February:** Tuesday, February 18th

**March:** Monday, March 16th

**April:** Monday, April 20th

**May:** Monday, May 18th

### **Contact Valley View PTA at:**

Facebook- Valley View Elementary PTA (@vvbobcatpta)

Email- vvbobcatpta@gmail.com

# **DISCIPLINARY INFORMATION**

## **Committing Crimes at School**

The following acts or commissions by a student while on school district property 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
  - 2) vandalism to personal/public property
  - 3) fights/assault/battery
  - 4) burglary/theft/robbery
  - 5) explosives
  - 6) extortion or coercion
  - 7) firearms
  - 8) gambling
  - 9) malicious mischief/vandalism
  - 10) sale, use, influence or possession of alcoholic beverages, illegal drugs, or tobacco
  - 11) trespass
  - 12) threats to bomb or injure persons or properties
  - 13) harassment/hazing/intimidation
- 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 or 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.

The following is a list of examples, but not limited to “other forms of discipline”

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

**9. 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 decisions on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.

**10. School board:** means the governing board of directors of the local school district.

**11. 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.

**12. School day:** means any day or partial day that students are in attendance at school for instructional purposes.

**13. 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.

- **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.
- **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.

*Valley View 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.*

Valley View 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.

Valley View students who attend school sponsored activities after school hours off the VALLEY VIEW campus are subject to the same rules that apply during the school day or on the VALLEY VIEW 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 search 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(s) 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 will not be tolerated. All persons, including students, must, upon request, identify themselves to school personnel in the school building, on 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.

## **Non-Discrimination Policy**

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.

It is the policy of Ellensburg School District to provide a free and appropriate public education to each qualified student with a disability within its jurisdiction. The Ellensburg School District does not discriminate on the basis of disability in admission, access to service, treatment, or employment in its programs or activities. Any complaints of discrimination in violation of federal or state law should be addressed through the building 504 coordinator and in accord with District Policy #3210. Students having a grievance should contact the building principal and/or the district Superintendent.

## **Student Conduct and Weapons**

### ELLENSBURG SCHOOL DISTRICT POLICY 3240

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.

## **Harassment**

Valley View School is committed to a positive and productive educational environment free from discrimination including race, religion, gender, and sexual harassment. Threatening and bullying behavior is not allowed.

## What if you have a concern?

If you have a concern regarding your child(ren), the following steps might be helpful:

1. If it's a classroom situation, contact your child's teacher by either calling the Valley View office (925-7316) or schedule a time to meet with the teacher.
2. In any school related situation, please contact the building principal.
3. The school nurse is available to assist with health problems and can be reached through the school office.
4. The school counselor is available for counseling assistance and can also be reached through the school office.



## Complaints Concerning Staff or Programs

Ellensburg School District Procedures

2019-2020

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 outlined in step E.