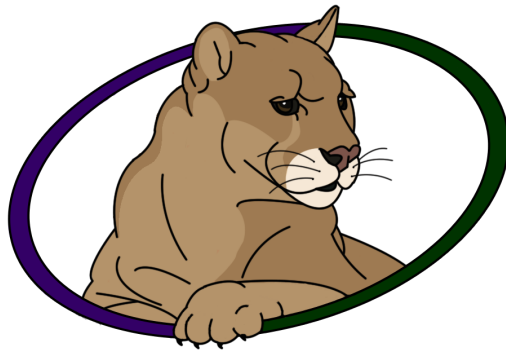


Mission View Elementary



Handbook of Rules and Procedures for Students and Parents

Show Respect
Make Good Decisions
Solve Problems

Learning for all. Learning for Life.

60 Terminal Ave.
Wenatchee, WA 98801
(509) 663-5851

Wenatchee School District (WSD)

235 Sunset Ave.
Wenatchee, WA 98801

Main Phone Number: 663-8161

Transportation Department: 662-6168

Food Services: 662-9345

Special Education: 663-7117

Highly Capable: 662-9047

District Website: www.wenatcheeschools.org

School Website: www.wenatcheeschools.org/mv

WSD Facebook Page: <https://www.facebook.com/wsd246/>

MV Facebook Page: <https://www.facebook.com/MissionViewElementary/>

Emergency Information:

TUNE IN FOR SCHOOL CLOSURES

WSD notifies for school delays and closures using the district website, social media, phone calls and radio stations.

Website: <http://www.wenatcheeschools.org/parents/inclement-weather>

Classes will begin at 9:15 a.m. when we have a one-hour delay and 10:15 a.m. on a two-hour delay.

The final decision on whether your child attends school is ultimately yours as a parent. Please call the Mission View office at 663-5851 to let us know if you decide to keep your child home due to local road conditions.

Note:

In cases of inclement weather, Mission View Elementary utilizes an automated calling system, "School Messenger," to inform staff, students, and parents of late starts or school cancellations.

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Parent Letter



Mission View Elementary

Learning for ALL, learning for LIFE!

Principal: Jeff Jaeger / Gracie Helm 60 Terminal Ave. Wenatchee, WA 509.663.5851

Dear Parents,

Welcome to Mission View School! We are looking forward to meeting you and your children. We, the staff at Mission View, hope that this year will be the very best your child has yet experienced.

Education plays a very important role in the life of a child. Home and school are two of the most influential contributors to a child's development. We desire to work with you to help your child receive an excellent education and the success he or she truly deserves.

This handbook has been prepared for students and their parents to highlight some of the rules and guidelines relating to Mission View Elementary. The handbook covers school attendance as well as rules of conduct for students.

It is the responsibility of the school principal, faculty, and staff to help students and parents understand and follow the rules of conduct. Parents are urged to read and discuss this handbook with their children in order to help them adjust more successfully at school. The support of parents is needed continuously as we provide a safe and friendly place for children to learn.

If you have any questions, please feel free to come by or call the school office at 663-5851.

Thank you for giving us the opportunity to work with you and experience the growth of your children.

Sincerely,
The Mission View Staff

Mission & Vision Statements

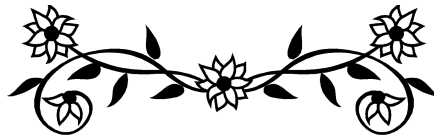
Mission View Motto

Learning For All. Learning For Life.



Mission View Mission Statement

Our mission is to ensure high levels of academic and social emotional learning for all.



Mission View Vision Statement

- We are a community of active learners sharing best practices that treat each other with respect and value and appreciate each other's differences.
- We are dynamic and flexible enough to meet the changing needs of all learners.
- We make the connection between school and home by providing opportunities for interaction and communicating expectations and academic progress.
- We have the reputation of excellence, and our students are excited to learn and exceed standards from the district, state, and beyond.
- Mission View is a great place because of ongoing team-building, which helps to create a fun-loving, supportive atmosphere in a non-threatening, safe environment with high morale.

Administrators & Staff

MV Admin and Office Staff

Principal: Jeff Jaeger

Assistant Principal: Gracie Helm

Office Manager: Alejandra Chimal

Assistant Secretary: Natalie Mendez

Counselor: Justin Neilson

Nurse: Shelly Zehm

Family Advocate: Veronica Mendoza



District School Board

President: Dr. Michele Sandberg

Vice-President: Sarah Knox

Laura Jaecks

Sunny Hemphill

Dr. Walter S. Newman



District Administration

Superintendent: Brian Flones

Deputy Superintendent: Jon DeJong

Asst. Superintendent for Learning & Teaching: Jodi Smith

Executive Director of Human Resources: Lisa Turner

Chief Financial Officer: Les Vandervort

Executive Director of Student Services: Mark Helm

Mission View Elementary Schedules

DAILY SCHEDULE

Monday	Kindergarten through 5 th	9:45 – 2:45
Tuesday through Friday	Kindergarten through 5 th	8:15 – 2:45

BREAKFAST SCHEDULE

Monday	9:05 – 9:40
Tuesday through Friday	7:35 – 8:10

LUNCH SCHEDULE

Grade	Lunch	Recess
Kindergarten	10:55-11:20	11:20-11:50
First Grade	10:35-10:55	10:55-11:26
Second Grade	12:25-12:45	12:45-1:16
Third Grade	11:20-11:40	11:40-12:11
Fourth Grade	12:05-12:25	12:25-12:56
Fifth Grade	11:45-12:05	12:05-12:36

Note: Early release days will start at normal Tuesday-Friday start time (8:15 a.m.), and students will be released at 11:45 a.m. Please make appropriate arrangements for your child on those days. See [school calendar](#) on the WSD webpage to plan in advance.

Parent Information

Community and Parent Visitation

Parents and community members are always welcome at Mission View. However, all visitors, parents, and volunteers are required to sign in at the front office and wear their badge before going anywhere in the building. In addition, volunteers must register at: <https://registration.careercruising.com/app/components/partnerRegistration/signup.html?sid=24>

Volunteer forms must be completed and submitted a WEEK prior to volunteering for a field trip. Other important notes about visitation include:

- If you wish to visit a class or speak with a staff member, please call and notify the office and teacher at least one day in advance.
- When parents/guardians check in at the front office, office staff will verify that teachers are available before letting parents go to their classroom.
- In the event that you need to pick up or drop off your child, please enter through the front doors. This includes after school. The wing doors are for student exit only.
- When picking up your child at the end of the day, please respect the safety of our students by waiting in the foyer or outside.

Family Education Rights to Privacy Act (FERPA)

The Family Education Rights to Privacy Act (FERPA) requires that school districts notify parents/guardians and eligible students of their rights. Parents/guardians and eligible students have a right to:

- (1) Inspect and review the student's education records
- (2) Request that records be amended to ensure accuracy
- (3) Allow others to view personal information about the student
- (4) File a complaint with the department of education if they feel their right to privacy has been violated
- (5) Obtain a copy of the FERPA policy from the Wenatchee School District

For more information regarding FERPA, please visit the [U.S. Department of Education](https://www.ed.gov/).

Helping Students at Home

There are many resources and procedures that greatly benefit students. Some of these include the following:

- Students benefit from a designated quiet space to complete learning activities at home.
- Students benefit from a scheduled time to complete these tasks.
- The general belief of all educators is that reading is an expectation, not a choice, as it is a necessary tool for growth.
- Other tasks or ideas to support learning include:
 - checking for work in backpacks
 - supporting homework completion
 - providing nourishment
 - getting students to school on time
 - discussing daily learning
 - reading with students
 - having a routine bedtime (e.g. 7:30-8:00)

Note: Digital resources include but are not limited to the student section on the MV website where numerous resources are available: <http://www.wenatcheeschools.org/mv/students>

Lost and Found

Students who find lost clothing items are asked to take them to the office where they may be claimed or placed in the lost and found area.

- The school will not accept responsibility for items left by students in the hallways, classrooms, or playground.
- The school will do its best to collect lost items and keep them for a sufficient amount of time to be reclaimed.
- Unclaimed lost and found items are periodically donated to a local charity.

Parent & Teacher Conferences

At MV, we believe strongly that parents are partners in the education of their child. Parent input is welcome, and you are invited to request a conference at any time during the school year. Please contact your child's teacher to set up an appointment time.

In addition, MV has fall and spring conferences. These conference times are important for parents and teachers to communicate regarding student progress. During fall conferences, each parent is assigned an appointment. It is to every child's advantage that parents attend this individual conference. Prior to your conference, it may be helpful to write down any questions you have, so that all your questions and/or concerns are addressed. This year, fall conferences will be held [November 1-3](#). Students will not be attending school on conference days.

Parent & Teacher Organization (PTO)

For information on how to join and become involved with the MV PTO, please visit the [Mission View PTO Facebook page](#) to send a message. Also check back often to see photos and current activities happening at MV. If viewing this online, please click [here](#) to view the PTO sign-up form.

The mission of the PTO is threefold:

- To support and speak on behalf of children and youth in schools, in the community, and before government bodies and other organizations that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of the nation.

Objectives of the PTO:

- To promote the welfare of children and youth in home, school, and community
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To build a closer relation between the home and the school so that parents and teachers may cooperate intelligently in the education of children and youth
- To develop united efforts between educators and the general public that will secure the highest advantages in physical, mental, social, and spiritual education for all children and youth

Parking/Pick up and Drop Off

Mission View Elementary has some challenges for parking. Our goal, both before and after school, is student safety. Please honor traffic laws, including: bus lanes, school zone speed limit, legal parking, and yielding to crossing guards. All students are expected to cross streets at crosswalks.

Pets on School Property

No pets are allowed in the building, including the MV office. Also, please do not have your pets near the primary (grades K-2) pick-up areas after school, for safety reasons. For service animal regulations, see WSD Policy [2030](#).

Skateboards/Bicycles/Scooters

- Students in kindergarten and first grade are not to bring bicycles to school.
- Skateboards, bicycles, and scooters are not to be used on MV grounds during regular school hours.
- Bicycles must be WALKED on MV property, not ridden. Students MUST wear a helmet and provide their own lock, as the school does not assume responsibility for missing items.

Walking to School

Students walking to and/or from school are expected to walk directly to their predetermined location (i.e. home, babysitter, or school). Students are expected to use sidewalks and crosswalks, when available, in an attempt to be as safe as possible. Younger students should be accompanied by an adult or elder sibling when walking to or from school.

School Information

After-School Program (Extended Learning Center)

Lion's Den is Mission View's after-school program, limited to select students in grades 3-5. A specific selection criteria is utilized to determine eligibility. The program runs daily from 2:45-5:15 p.m. Students participate in various activities, in addition to homework support, recess, and a small meal. The after-school program is a privilege, not a right; therefore, students are held to the same standards as during the school day. Students who are disruptive and who choose not to comply with school rules will not be invited, or will be asked to leave. This will be a joint decision, made by the after-school site coordinator and school administration.

If you have further questions about the program or would like to see if your child has received an invitation, please contact Lion's Den Coordinator, Jonathan Umana at (509) 630-8564.

Attendance Policies and Procedures (RCW 28A.225, RCW 28A.205.010)

Every day of school is important to your child; therefore, as a school we encourage regular attendance. On the other hand, a child should not be sent to school if he or she shows any signs of illness.

WHAT WE NEED FROM YOU:

- Please ensure that your student attends school regularly.
- If your student is going to be absent, please contact the MV office by 8:30 a.m. on the day of the absence at **663-5851**.
- Please send a note with your child when he/she returns to school, stating the reason for the absence.

SCHOOL POLICIES AND STATE LAWS

- State law for mandatory attendance, called the Becca Bill, requires children from ages 8-17 to attend a public school, private school, or a district-approved home school program.
- Children that are 6 or 7 years old are not required to be enrolled in school. However, if parents enroll their 6 or 7-year-old, the student must attend full-time.
- Mission View Elementary is required to take daily attendance and notify you when your child has an unexcused absence. State law (RCW 28A.225.020) requires the following for absences:

One unexcused absence:

- The school must inform the parent when there is one unexcused absence. This is often done by a phone call home.

Two unexcused absences:

- After the second unexcused absence, the school is required to schedule a meeting with the parent/legal guardian and student to discuss the causes of the unexcused absences and find solutions to prevent further absences. This is a team effort.

Five unexcused absences within 30 days:

- The school must enter into a written truancy agreement with the family, where the parent, student and school agree on the necessary steps to resolve the student's attendance problem.

Seven unexcused absences in one month or 10 unexcused in one year:

- The school is required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws.

Note: A conference is not required if your student has provided a doctor's note or notice of a pre-arranged absence in writing, and the parent, student, and school have made plans so your student does not fall behind academically.

OUR PROMISE TO YOU

We promise to track attendance daily, notify you when your student is missing from class, communicate with you to understand why they were absent, and identify barriers and available supports to overcome challenges you may face in helping your student attend school.

IMMUNIZATION DEFICIENCY ABSENCES

According to RCW 28A.210.080, students are to be withheld from school unless their immunization record meets with state requirements. As this is a condition of attendance, all students who are unable to attend school due to their immunizations not being up-to-date will be charged with an unexcused absence until such immunizations are completed.

TARDIES

Students tardy to school must check in at the office before going to class. They will go to class with an admit slip from the office. School start time is 9:45 a.m. on Mondays and 8:15 a.m. Tuesday-Friday.

CHECKING STUDENTS OUT OF SCHOOL

If a student must leave early for an appointment, please send a note with the student **in the morning before school** so that the office and teacher are prepared for the student's early departure from school.

CHOICE STUDENTS WSD POLICY [3131](#) & [3141](#)

Once choice students are enrolled at Mission View Elementary School, they must:

- maintain good attendance (limited tardies and unexcused absences) and discipline
- be cooperative with school and district staff
- make academic progress in all of their classes

Students who do not adhere to district policy may be asked to return to their home district or boundary school.

Please understand that attendance of choice students, in the WSD, is a privilege and not a right. Students should be informed that the completion of the choice admission process does not guarantee continued admittance in following years. Class size is taken into consideration to determine if there is room for out-of-district students.

If a current in-district student moves out of district, parents have 5 school days to notify the school that they no longer live in the WSD. Failure to do so may result in immediate withdrawal from Mission View Elementary School.

Bus Standards

Many of our students ride the school bus. From a safety standpoint, it is imperative that students rigidly adhere to proper behavior at the bus stop and during the bus ride. Parents will be notified of infractions and any consequences. If you notice unsafe behaviors, please notify MV staff. Other guidelines include:

- Riding the school bus is a privilege.
- Should students fail follow the guidelines established by the bus driver and school personnel, they may lose bus-riding privileges.
- In the event that you wish to have your child get off at a bus stop other than their regular one, you must send a note to the school office, and your child will be issued a bus pass to give to the bus driver that day.
- Students who normally do not ride the bus must have a permission slip written by their parents as well as a bus pass issued in the office requesting the ride.

Dress Code WSD POLICY [3224](#)

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the board of directors. Students' choices in matters of dress should be made in consultation with their parents. Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress or appearance, including possible membership in a gang or hate groups;
- Damage to school property shall result from the student's dress; or

- A material and substantial disruption of the educational process will result from the student's dress or appearance. Clothing articles that inappropriately reveal body areas of the shoulder, back, chest, waist and upper thighs are prohibited. This includes, but is not limited to,

- tank tops, halter tops, midriff shirts, skirts and shorts above mid thigh, cutoffs which are not hemmed, exposed underwear/undergarments, and holes in clothing exposing inappropriate body areas.
- Shirts must have a clear neckline, and any part of the chest should not be exposed.
- Shirts need to have shoulders if the sleeveless style has a full seam at the shoulder.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, gang-related apparel. The uniforms of nationally recognized youth organizations and clothing worn in observance of a student's religion are not subject to this policy.

Drug Free Schools

Definition of Drug – Any substance that alters perception or behavior, reducing the individual's ability to function appropriately in the academic setting.

The Wenatchee School District and the school board recognize that abuse of controlled illegal, addictive and harmful substances including anabolic steroids is a problem and may represent impairment to development, well-being and academic performance of students. The Wenatchee School District is committed to a comprehensive program, which emphasizes alcohol, tobacco and other drug prevention, intervention, recovery support and necessary disciplinary actions.

Internet Access

The Internet provides access to a wealth of information to support the curriculum. Mission View students are taught to make responsible choices by searching only appropriate web sites. See Instructional Technology Acceptable Use Policy No. [2022](#) on the WSD webpage.

Positive Behavior Interventions and Supports (PBIS)

What is PBIS?

- PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavior interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.
- PBIS is a proactive way for school personnel to organize evidence based practices, improve the implementation of those practices and maximize academic and social behavior outcomes for students.
- PBIS supports the success of ALL students.
- Through PBIS, teachers are expected to teach and reteach behaviors, and follow a basic set of expectations while focusing on both teaching and learning.
- One of the most important components of PBIS is communication toward partnerships with all students, parents, and school personnel to best enhance student achievement while expecting the most from our students.
- A final component of PBIS is a reward system, which consists of 3 components: Golden Lion tickets, classroom scout awards, and monthly character assembly certificates.

Recess

Incident Weather: Mission View Elementary School will conduct outdoor recess during the winter months if the following conditions are met:

- Ambient temperature is 20 degrees or higher
- Heavy rain is not present.

If the above conditions are not met, indoor recess will occur. MV utilizes information from the National Weather Service.

Special Note: During winter weather, students may not be allowed on the playground without proper clothing (i.e. boots, hats, coats, and gloves). In addition, throwing snowballs, and running or sliding on icy spots is not allowed.

Staying in at Recess: When a child is absent due to illness and returns to school, parents often ask to have them stay inside during recess. It is Mission View's policy that children who are well enough to be at school are well enough to be outside. Teachers have their contractual break at recess time, and since students have to be under adult supervision at all times, they need to go outside with the class.

Safety Drills

Mission View Elementary conducts safety drills monthly to meet the requirement of state law. This includes earthquake, fire, and lockdown drills, and all-school evacuation.

Safety Patrol/Crossing guards

To qualify for safety patrol, students MUST be at least 10 years of age. Students also need to complete an application form which requires parent and teacher approval. Responsibilities for safety patrol include: being committed for the school year, being prepared to complete their job in ALL types of weather, and being punctual. Patrol students are expected to be at school by 9:10 am on Mondays and 7:30 am Tuesday-Friday. After school, students will patrol from 2:45-3:00.

School Books



Books owned by WSD may be loaned to students during the school year. It is the student's responsibility to care properly for them. Any student who misuses a book and returns it in a condition that would exceed normal wear will be responsible to pay for the misuse. Complete destruction or loss of a book will result in a charge based on the value of the book. This regulation applies to textbooks and library books. In addition, if any outstanding fines exist on a student's account, their report card will be held until the fines are paid.

School Day

School hours are listed at the beginning of this handbook. Students may not enter the school building until it is unlocked at 7:30 a.m. At this time, students are not to loiter in the hallway. They may either eat breakfast in the cafeteria or wait on the playground behind the school until start time, as these are the supervised areas. When students are on school grounds before, during, or after school, they must be under the supervision of school personnel and remain in their respective area of the building unless they have permission otherwise (i.e. primary students in primary wing; intermediate students in intermediate wing).

School Meals

Please check to make sure your child has his or her meal money in a secure place before leaving for school or that he/she has sufficient funds on their meal account. These deposits can be made online. Under the district's current operating system, students may not charge meals. For meal prices and other meal-related questions, please see the WSD Food Services web page (<http://www.wenatcheeschools.org/food-services>).

School Food

Students will eat their meals in the cafeteria. Students are responsible for the cleanliness of their area prior to leaving the lunchroom. **If your child brings food from home, please monitor what they are bringing to eat. Also, due to health concerns, such as allergies, students are not allowed to share food.**

School Phones

The school office phone number is 663-5851. The office phone is for business use. Secretaries will take and deliver **emergency** messages to teachers and students. Students are to use the designated office phone only in the event of an emergency and under the supervision of the office staff before and after school. Classroom phones may be used with teacher permission.

Sexual Harassment (WSD Policy 3205)

The Wenatchee School District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students 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 or school training held elsewhere.

Social Networks

Students should not request to be “friends” with staff members on social networking sites such as Facebook, Twitter, or Instagram. Staff have been advised to “ignore” such requests due to the professional nature of the student and staff relationship. However, feel free to follow MV on Facebook at <https://www.facebook.com/MissionViewElementary/>.

Special Education

Special education services are available for students with disabilities who qualify. If you have questions about this service, please contact the special education personnel in the school office.

Student Messages

Please make every effort to plan after-school arrangements prior to the day’s start. If there is an emergency and those plans need to be changed, contact the school office prior to 1:00 pm.

Student Records

A student’s records are available to school personnel on a need-to-know basis. The records are also available for access by school personnel with the student and his/her parent/guardian by appointment during regular school hours.

Student Report Cards

Official report cards are issued at the end of each trimester in grades K-5. Any questions regarding report cards should be directed to the teacher issuing the grade. See [district calendar](#) for trimester ending dates.

Tobacco

Using tobacco inside WSD facilities or vehicles or on WSD property is prohibited. Employees and students are subject to discipline for violations of this policy. School district employees are responsible for the enforcement of this policy.

Weapons

Pursuant to state law, students who possess or carry any firearms, other dangerous weapons, nun-chu-ka sticks, throwing stars, air guns, or other projectiles onto school premises, school-provided transportation, school areas, or school facilities being used exclusively by public or private schools, **shall be subject to expulsion**. Students who, with malice, display what appears to be a firearm **shall be subject to suspension or expulsion** of up to one (1) year. Students carrying or possessing a firearm **shall be expelled** for a period of not less than one (1) year.

Health Information

Head Lice

In the event that a student is found to have head lice, the parent will be contacted and educated on the treatment of head lice.

- Because lice do not transmit disease and are not considered a public health threat, a student with live lice or nits (eggs) cannot be excluded from school. However, this will be determined case by case.
- Children with lice are uncomfortable and may suffer social stigma, so families are encouraged to treat them with proven methods immediately upon notification of head lice.
- Remind your child to not share personal belongings (hats, combs, hair accessories, etc.) as this will also help contain the spread of head lice from student to student.

Medication At School

Students are not to transport medication to and from school. This is an unsupervised time, and the possibility of inappropriate handling of the medication and/or potential for misuse with resultant harm to a student is great. **No exceptions to this rule can be granted.**

- Medication includes prescription and over-the-counter medicine, as well as inhalers and diabetes medication.
- With the exception of emergency medications, students should receive medication at home.
- All prescriptions and over-the-counter medications require authorization from a medical provider to be administered during school.
- State law dictates who may administer medicine at school and authorization requirements. Authorization forms are available in the MV office.

All medication dispensed at school must be in its original container (Board Policy [3416](#)) and include a permission form signed by both the parent and a physician.

Student Illness

- Students should stay home if they have exhibited the following symptoms within the past **24 hours**; vomiting, diarrhea, or fever.
- Students who become ill or are injured during the day are sent to the office or school nurse.
- The school office or nurse may call the parent to pick up his or her child.
- It is imperative that the school have **valid phone numbers** for parent/guardian(s) in case of an emergency.

Principal Expectations

Bullying, Intimidation & Harassment

The district is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristics in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act: physically harms a student or damages the student’s property; or has the effect of substantially interfering with a student’s education; or, is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment, or has the effect of substantially disrupting the orderly operation of the school. A complete copy of the policy addressing harassment, intimidation, and bullying (Policy [3207](#)) is available in the school office and district website. Parents and students with questions or concerns related to this topic should contact the building principal or assistant principal.

Counselor

The school counselor is available to assist in solving conflicts, resolving personal problems, managing behavioral issues, and conducting individual and group counseling. Student-initiated appointments with the counselor should be made before or after school. The counselor will notify a student’s teacher of any scheduled appointments.

Discipline Policies & Procedures (Policy [3241](#))

Students are responsible for treating each other fairly and for acting in compliance with school policies and reasonable directions from school staff. For full policies and procedures, see the WSD website.

Disciplinary Action

Since students spend the majority of their time in classroom environments, most discipline matters are managed in the classroom. Some student behavior is managed by the office through an office referral. Consequences of an office referral will vary based on the severity and nature of the infraction. Parent/guardian involvement is critical to maintaining a safe and orderly environment. Parent/guardian notification is *desired* at all levels of consequences, but it is *required* whenever there is the possibility that a student be removed from the regular school environment.

Suspensions and Expulsions

Serious behavior or chronic misconduct may result in the student’s removal from school. This could be a short-term suspension (10 days or less), long-term suspension (11 days or more), or expulsion (removal for a period of 18-36 weeks). **Students suspended from school are not to be on school district property for the duration of the suspension.**

In-House Suspension

Some serious behaviors may warrant removal from the classroom setting, or in-house suspension. In-house suspension will be used at the administrator’s discretion. In-house suspension, though completed at school, is still considered a suspension.

Short-Term Suspension

Short-term suspension means the removal for disciplinary reasons of a student from school for a period of not more than 10 days by a school principal. The principal or designee will meet with the student to explain the allegations against the student and allow the student to respond to them. A letter will be sent to the parent/guardian. This letter will contain the reason for suspension and a brief description of the evidence for the action. The letter will also contain a brief synopsis of the student’s due process rights.

Long-Term Suspension

Long-Term Suspension means the removal for disciplinary reasons of a student from school for a period of 11 days or more by a school principal and follows the same rules as short-term suspension.

Expulsion

Expulsion means the removal of the student from the student's regular school program for a period of 18-36 weeks. The Superintendent or his designee must review each expulsion request to determine if the expulsion is appropriate. Documentation and/or appeal paperwork will be given to parents of students that are suspended or expelled.

Lunch Detention

Teachers/administrators may assign lunch detention for the following reasons:

- As a consequence for violation of the school rules and regulations.
- As a way for students to complete classwork missing assignments.

Classroom Expectations

Cell Phones/Electronic Devices/Toys

Time in the classroom is an opportunity for learning. We work hard to limit the number of distractions that occur during class. Due to the TREMENDOUS and FREQUENT distractions that they cause, there is a campus-wide cell-phone policy. Cell phones are to be turned off and stored in backpacks for the duration of the school day, from 7:30 a.m. to 2:45 p.m. Staff members who see students with cell phones during the school day will confiscate them.

- 1st offense – item returned at the end of the day.
- 2nd offense – parent/guardian will need to come and pick up the phone/device.
- 3rd offense – is considered “defiance of authority” and will be handled with appropriate discipline.

Like cell phones, **toys**, such as trading cards (Pokemon, Magic, sport cards, etc.), fidget spinners, and stuffed animals can become distractions. For this reason, they need to be used at appropriate times. Otherwise, similar discipline procedures as noted above will be followed.

Due to the expense associated with cell phones, toys, and other electronic devices, Mission View Elementary School will not be liable for loss, damage or theft of items. Students bring them on campus at their own risk. The school district is not financially responsible or liable for personal property that is stolen or damaged.

Classroom Food

Students may bring healthy snacks such as apples, veggies, or raisins. However, snacks are not a requirement and may differ by grade level. Chips, Taki's, cookies, and other sweets are not considered healthy snacks.

Gum

Chewing gum is not allowed at Mission View Elementary School.

Late Work Policy

Students are expected to complete and turn in assignments on time. Teachers develop their own late work policy. Contact your child's teacher for specific details. Teachers need to be able to determine as soon as possible whether or not students have understood key concepts, or have mastered specific skills. If students do not turn in assignments on time, the teacher cannot adequately evaluate the student's progress. In addition to teaching subject matter, one of the school's goals is teaching students to be responsible for their own learning and for meeting deadlines that will be important throughout life.

Specialist Expectations

Library Media Center

The Mission View Library, located at the center of the school, is an inviting facility that houses a collection of English and Spanish books. Our library provides our students and staff with a wide selection of materials to support the school curriculum and encourage recreational reading.

- All first through fifth grade classes have a 35-minute scheduled library class time each week.
- Kindergarten classes have a 35-minute scheduled class time twice a week.

During library media class sessions, the library media specialist teaches lessons in literature appreciation and information skills. The Big Six Skills™ Approach to Information Problem-Solving is used to teach research/information literacy skills. Whenever possible, students are taught skills that directly relate to their classroom assignments. Our goal is to help students become effective users of information and lifelong learners.

Selection of Books

Students are allowed to select library books that interest them. During library class time, students learn strategies, such as the five-finger test, for selecting books at an appropriate reading level. However, sometimes very young students may select a book simply because they like the subject, the pictures, or an older sibling has read it. Usually, they discover that their inappropriate choices are not as exciting or fun as expected, and they begin making better choices. If your child continually makes selections you feel are inappropriate, please send the book back with the child the next day and ask him or her to make a better choice.

Due dates, renewals and overdue books

Books may be kept for one week. If students need a book for a longer time, they should bring the book to the library for renewal. If books are kept beyond the due date, an overdue notice may be sent. Overdue books must be returned before other books may be checked out. If you have questions about an overdue notice, please contact the librarian.

Damaged and lost book policy

Students are responsible for the books checked out to them. Students learn important rules that will help them take care of books.

- Keep books in a safe place, away from pets and small children.
- Keep books dry by carrying them in a waterproof backpack or Ziploc-type bag.
- Turn the pages carefully from the edges.
- If a book is damaged, return it to the library for mending. **NEVER** try to mend it at home. We have special materials for mending books.
- Return books to the library each week, so that you may check out different books.
- Share your books with your parents. They'll enjoy them, too!!!

Unfortunately, accidents happen. Puppies chew on books; lunches leak in backpacks; and younger siblings use them as coloring books. If a book becomes accidentally damaged, encourage your child to report the damage to the librarian. In many cases, we can mend the book. If the book is beyond repair, you will be billed for the replacement cost.

Library Fines

Fines for books not returned or damaged beyond use will be charged based on the district's replacement cost of the book. All fines for damage to school materials are submitted to the office by the teachers at the end of each school year. Students owing fines may be excluded from field trip participation and/or field day activities, have report cards held or incur other disciplinary measures for damaging school materials. Fines will follow the student to high school in which they will not receive their diploma unless fines are paid. Fines will be mailed home after being overdue by one month.

Music

Mission View Elementary is very proud of its music program. Students are involved in many musical activities that help build confidence and self-esteem, and that allow for creative expression. In addition to learning music theory and appreciation, students have opportunities to perform individually and with larger groups during our grade-level programs. Our music teachers work closely with the classroom teachers to coordinate music instruction with the educational themes teachers emphasize during different times of the year. We greatly appreciate your attendance and support as your children participate in our music programs, which will both entertain and delight you.

Strings

4th and 5th grade students are invited to participate in the strings program at Mission View Elementary. Strings participants are expected to attend classes before school at least two or three times a week. Students may pick their instrument including violin, viola, cello, or bass. The Wenatchee School District has a FEW instruments that can be borrowed, on a limited basis. Students may opt to rent instruments from the local music stores, including Avalon and Chinook Music. Rental prices range from \$22-26 a month for a violin and \$40-\$60 a month for a cello. There will be a mandatory parent meeting in the fall for more information regarding the strings program.

Physical Education

Physical education is more than recess, more than a time to play. It's a time for learning. Our first aim is to help improve movement skills. In addition to helping children become more skillful, we help them feel good about themselves as movers so they'll learn to feel comfortable participating in new and different activities. We help children experience success in physical education so that they'll enjoy and participate in physical activity both at school and at home. If we give a good foundation of skill development, cognitive understanding, and positive attitudes towards themselves in physical activity, they'll be well on their way to becoming adults who derive the benefits of physically active and healthy lifestyles. Highlights include the All-City Track Meet and Field Day.

P.E. Shoes

Students need to have a pair of non-marking shoes that are made for participating in sports, such as running shoes, basketball shoes, or basic tennis shoes. In the winter, it is helpful if students can keep a pair of P.E. shoes in their backpack or locker. Students and parents should be aware that P.E. is a class, like reading, writing, math, or any other subject area and should not be viewed as a recess time.

Shoes that are **not approved** for P.E. due to safety concerns include sandals, flip flops, heels, hee-lies, bella ballerinas, crocs, cowboy boots, slippers, water shoes and high-heeled tennis shoes.



Nondiscrimination Statement

FOR SCHOOL PUBLICATIONS AND PUBLIC ANNOUNCEMENTS

The Wenatchee School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries may be directed to RCW Officer, Title IX and ADA Coordinator Lisa Turner. Issues related to 504 should be directed to Mark Helm, Executive Director of Student & Support Services.

Acknowledgement, Review and Agreement of 2017-2018 Student/Parent Handbook

The handbook was sent home to be shared with parent(s)/guardian(s) during parent and teacher conferences.

Parents/Guardians:

Please review this handbook. Your child's teacher has discussed it in class, and the policies it references are an important part of daily student life, supporting a safe and secure learning environment. It is important that you review this handbook in its entirety so you understand how the policies and procedures affect you and your child.

It is essential that the school and home work together to ensure that all students meet the high expectations for behavior established in our parent and student handbook. This enables students to succeed in school and the community. Your support is vital in this process.

After you have reviewed the Student/Parent Handbook, please sign and return this form to the school.

I have read and discussed the Student/Parent Handbook with my child. I understand that it and the policies it references apply to all students at all times on Mission View Elementary School property, on all school vehicles, and at all school-related and school-sponsored activities, including but not limited to school field trips, whether such activities are held on school property or at locations off school property, including private businesses or commercial establishments.

I understand that Mission View Elementary School uses an automated calling system to inform or remind me of important information related to my student or school activities and agree to continue to participate in receiving these automated calls/texts.

Parent's/Guardian's Signature

Date

Student #1

Student #2

Student #3

Student #4