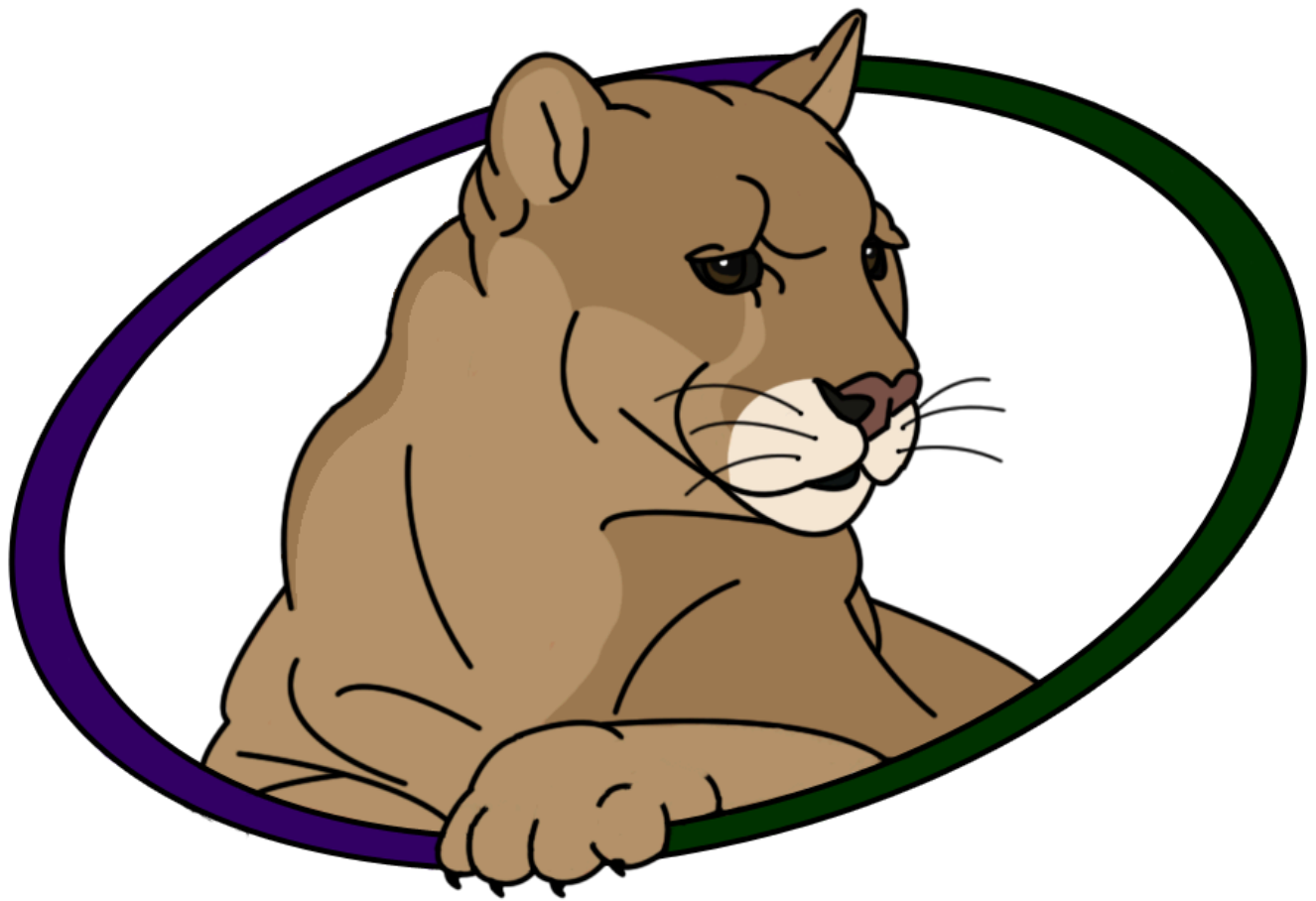


# Mission View Elementary Student & Parent Handbook

2024-2025



Learning for ALL, learning for LIFE!

**Mission View Elementary**

60 Terminal Ave.

Wenatchee, WA 98801

Phone Number: (509) 663-5851

**SCHOOL HOURS**

Monday 9:15 am-2:30 pm

Tuesday-Friday 7:45 am – 2:30 pm

**\*\*There is no campus supervision before 8:45 am on Mondays and 7:15 am Tuesday through Friday.\*\***

**Wenatchee School District (WSD)**

235 Sunset Ave.

Wenatchee, WA 98801

Phone Number: (509) 663-8161

Transportation: (509) 662-6168

Food Services: (509) 662-9345

Special Education: (509) 663-7117

Highly Capable: (509) 662-9047

District Website: [www.wenatcheeschools.org](http://www.wenatcheeschools.org)

School Website: [www.wenatcheeschools.org/mv](http://www.wenatcheeschools.org/mv)

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

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

**TUNE IN FOR SCHOOL CLOSURES**

Our school district notifies for school delays and closures using the web site, social media, phone calls and radio stations. The web site is located at:

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

Classes will begin at 9:15 am on an inclement weather delay. Parents: The final decision on whether your child attends school is always your call as a parent. Please call us at 663-5851 to let us know you kept your child home due to your local road conditions.

Note: This notification is also posted on the district website: see inclement weather.

Mission View Elementary also utilizes a notification system called Bloomz, which sends out notifications to inform staff, students and parents of late starts or canceled school due to weather.



# Table of Contents



<b>Parent Information</b>	<b>5</b>
Before and After School Entry	5
Family Education Rights to Privacy Act (FERPA)	5
Help Students at Home	6
Lost and Found	6
Parking/Pick up and Drop Off	6
Pets on School Property	6
Skateboards/Bicycles/Scooters	6
Volunteers	7
Walking to and from School	7
<b>School Information</b>	<b>7</b>
Attendance Policies and Procedures(RCW 28A.225, RCW 28A.205.010)	7
GUARDIAN’S RESPONSIBILITY	7
SCHOOL POLICIES AND STATE LAWS	7
IMMUNIZATION DEFICIENCY ABSENCES	8
TARDIES	8
EARLY CHECK OUT	8
CHOICE STUDENTS WSD POLICY 3131 & 3141	8
Dress Code WSD POLICY 3224	9
Drug Free Schools	9
Positive Behavior Interventions and Supports (PBIS)	9
Recess Temperature	10
Safety Drills	10
Safety Patrol/Crossing guards	10
School Day	10
School Food	10
School Phone	10
Sexual Harassment (WSD Policy 3205)	10
Social Networks	11
Special Education	11
Student Messages	11
Student Records	11
Student Report Cards	11
<b>Health Information</b>	<b>11</b>
Medication At School	11
Student Illness	11

Head Lice	12
<b>Principal Expectations</b>	<b>12</b>
Bullying, Intimidation & Harassment	12
Bus Behavior	13
Counselor	13
Discipline Policies & Procedures Policy 3241	14
<b>Classroom Expectations</b>	<b>15</b>
Cell Phones/Smart Watches/Electronic Devices/Toys	15
Classroom Food	15
Gum	15
Classroom Technology Device Responsibility	16
Late Work Policy	16
Perfumes/Colognes	16
<b>Specialists Expectations</b>	<b>16</b>
Library Fines	16
P.E. Shoes	16
Strings Music	17
<b>Language for WSD</b>	<b>17</b>
Non-Discrimination Statement	17
Sexual Harassment	17
Gender Inclusive Schools	20
Student Identification Badge	20
<b>Acknowledgement, Review and Agreement of 2024-2025 Student/Parent Handbook</b>	<b>21</b>

# **Parent Information**

## **Entering Mission View Elementary**

In the event that you need to pick up (early) or drop off (late) your child please enter through the front door, this includes after school. The wing doors are for student entry/exit only and help students feel safe at school. We ask that you respect the safety of our students by waiting outside the school for your child. We recognize some students take longer to complete their day, but know that staff do everything they can to dismiss your child in a reasonable time. If you need to speak with a staff member please do so by entering the front of the school and speak with office staff first or make an appointment with a staff member. When parents/guardians check in at the front office, office staff will verify that teachers are available before letting parents come to their classroom.

## **Drop Off and Pick Up Procedures**

Safety is priority number one with our students during drop off and pick up times. The expectation is parents stay in their vehicles when picking up and dropping off students at school in the morning and in the afternoon. There is a designated pick up and drop off zone located at the upper parking lot for all Kindergarten to second grade students. (See pick up and drop off map) These areas are staffed by school personnel and support getting your child in and out of the car. In the event that you need to exit your vehicle you are expected to park and use proper crossing zones for safety. Third through fifth graders are to be dropped off in the lower lot. Parents are not to enter the bus lane unless designated.

## **Family Education Rights to Privacy Act (FERPA)**

The Family Education Rights to Privacy Act (FERPA) requests school districts to notify parents/guardians yearly of students currently in attendance, and eligible students currently in attendance, of their rights.

Parents/guardians, or 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

The District shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of school as required by law. All information related to individual students shall be treated in a confidential and professional manner. When information is released in compliance with state and federal law, the District and District employees are immune from civil liability unless they acted with gross negligence or in bad faith. Student records are the property of the District but shall be available in an orderly and timely manner to students and parents/guardians. A parent/guardian may challenge any information in a student record believed inaccurate, misleading or in violation of privacy or other rights of the student.

Student records shall be forwarded to other school agencies upon request. Parental consent shall be required before the District may release student records other than to a school agency or organization, except as otherwise provided by law.

A grade report or transcript shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only

records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling school district within two (2) school days and copies of the records shall be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being held due to an unpaid fee or fine.

## **Help Students at Home**

Families often look to best help at home. There are many resources and procedures that greatly benefit students. Students benefit from having a designated quiet space to complete learning activities at home. Students also benefit from a scheduled time to complete these tasks. The general belief of all educators is that reading is an expectation and a necessary tool for growth. We encourage all students to spend twenty minutes reading each evening. Other tasks or ideas to support learning include:

- checking backpacks
- supporting homework completion
- providing nourishment
- getting students to school on time
- discussing daily learning
- reading with students
- having a routine bedtime

Digital resources include but are not limited to the school website where numerous resources are available at – <http://www.wenatcheeschools.org/mv/students>

## **Lost and Found**

Lost and found items will be placed near the library. The school does not accept responsibility for lost items left by students in the hallways, classrooms, or playground. We do our 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.

## **Parking Lot Safety**

Our goal both before and after school pick up and drop off is student safety. Please honor traffic laws including: bus lanes, school zone speed limit, legal parking, use of crosswalks and yielding to crossing guards. All students are expected to cross at crosswalks either at the front or side of the school.

## **Pets on School Property**

No pets are allowed on school property, this includes during pick up and drop off time before and after school. For service animal regulations see WSD Policy 2030.

## **Skateboards/Bicycles/Scooters**

Students may ride bikes, scooters, and skateboards to and from school. They need to **walk** their bikes, scooters, or skateboards in the crosswalks and until they are off school property. We encourage children to lock their bikes to the racks provided and helmets are required. When scooters are on school grounds they must be folded up. Rollerblades and skates are not allowed on school grounds.

## **Volunteers**

Staff is encouraged to have volunteers in the classroom and on field trips. However, volunteers need to follow specific guidelines for being in the building. This is to ensure the safety of our students. All volunteer registrations are found on our district website at [www.wenatcheeschools.org](http://www.wenatcheeschools.org) ***Volunteer forms must be completed and submitted 48 hours prior to volunteering for a field trip. Field trip chaperones ARE NOT allowed to bring non-Washington children with them on any field trip.***

If you need assistance, please contact the District Office at 509-663-8161.

## **Walking to and from School**

Students walking to and/or from school are expected to walk directly to their predetermined location, i.e. home, babysitter or school. We ask that all students/parents/guardians leave campus **immediately** due to the large number of students we are dismissing in a very short amount of time. Students are expected to use sidewalks when available, as well as, crosswalks to be as safe as possible. Younger students should either be accompanied by an adult or elder sibling when walking to or from school.

# **School Information**

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

### **GUARDIAN'S RESPONSIBILITY**

When students are absent, please call the office (509.663.5551) or report their absence online (<https://www.wenatcheeschools.org/mv>). To help ensure the safety of all our students, we ask guardians to call or fill out the form online, any time their child is home ill or not in school. Please notify the office or leave a voicemail prior to 8:00 am of any absences. A student is considered unexcused unless we receive notice/notification from you.

### **SCHOOL POLICIES AND STATE LAWS**

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. 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 student has an unexcused absence. State law (RCW 28A.225.020) requires the following for absences:

**Two unexcused absences in one month:** If your student has two unexcused absences, administration must schedule a conference with you to identify the barriers and supports available to ensure regular attendance. At the conference, we will also need to discuss and sign an attendance contract.

**Five unexcused absences in one month:** If your student has five unexcused absences, another face-to-face conference with an administrator will be conducted, an additional contract will be discussed and signed, and a letter will be sent to you with intent to file a truancy petition with the Wenatchee Juvenile Court system.

**Seven unexcused absences in one month or 10 unexcused absences in one year:** We are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws.

**Five excused absences in one month or 10 in one year:** In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to schedule a face-to-face conference or phone call with you. A conference is not required if your student has provided a doctor's note, or pre-arranged the 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, to notify you when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available 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 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. **Tardy times are any time after 9:15 am on Monday and 7:45 am Tuesday-Friday.** They will go to class with an admit slip from the office.

### **FIVE unexcused tardies in a trimester**

If five or more unexcused tardies occur within a trimester, a meeting will be held with parent/guardian, and an administrator to identify the barriers and supports available to ensure regular on time arrival. At the conference we will discuss and sign an attendance contract.

### **EARLY CHECK OUT**

If a student must leave early for an appointment that cannot be scheduled outside of the school day, please send a note with the student, call, or email **in the morning before school** so that the office and teacher are prepared for the student's early departure from school. All students leaving during school hours must be checked out by an adult in the main office, for the safety of our students. Please do not ask your child to communicate appointments to school staff, as often students do not remember until being picked up early.

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

Once choice students are enrolled at Mission View Elementary School, he/she must maintain good attendance (limited tardies and unexcused absences) and behavior. Parents of choice students must be cooperative with school and district staff as well. Students must also 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 Wenatchee School District, 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 the district, parents have 5 school days to notify the school that they no longer live in the Wenatchee School District. Failure to do so may result in immediate withdrawal from Mission View Elementary School.



## **Dress Code WSD POLICY 3224**

School is a place of learning and we want every student to wear clothing that makes them feel safe and comfortable with themselves. The District supports students dressing in a manner that is consistent with their gender identity and/or gender expression within the constraints of this policy and procedure. **The following items are strictly prohibited in any of our schools:**

- Any clothing or accessories which might imply gang membership/ affiliation
- Any clothing or accessories that are drug/alcohol-related
- Any clothing, accessories that are hate group related, including the groups' symbology
- Any clothing, accessories that are weapon-related

A complete list of prohibited items can be found on the district website.

If the student's dress or grooming is a violation of this policy and procedure, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent or guardian and request that person to make the necessary corrections. If both the student and parent/guardian refuse, the principal shall take appropriate corrective action. Students may be suspended, if circumstances so warrant. All students shall be accorded due process safeguards before any corrective action may be taken.

## **Drug Free Schools**

**Definition of Drug** – Any substance that alters perception or behavior reducing that 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.

## **Positive Behavior Interventions and Supports (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 not a curriculum or scripted intervention, but rather 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. Teachers are expected to teach and reteach behaviors, 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, guardians, and school personnel to best enhance student achievement while expecting the most from our students. Please note any student visiting with administration will receive a call home to further this communication. A final component of PBIS is a reward system. Examples of these rewards are: Mission View tickets, Positive Office Referrals, Recess Rockstar Tickets, and classroom based incentives.

## **Recess Temperature**

Mission View Elementary School will conduct outdoor recess during the winter months and days with poor air quality if the following conditions are met:

- Ambient temperature is 20 degrees or higher
- Heavy rain is not present.
- Smoke 150+ indoors.

If the above conditions are not met, indoor recess will occur. The National Weather Service website is utilized for this information.

## **Safety Drills**

Mission View Elementary conducts safety drills monthly to meet the requirement of state law. This includes earthquake, fire/evacuation, shelter in place, and lock down drills.

## **Safety Patrol/Crossing guards**

To qualify for safety patrol, students **MUST** be 10 years old in 4th or 5th grade and have parent and teacher approval for the commitment and responsibility. The patrol responsibilities include completing the application process, being committed to patrol for the school year, coming prepared to complete their job in ALL types of weather, and being on time. Patrol students are expected to be on corners by 8:45 am on Mondays and 7:15 am Tuesday-Friday. After school students patrol from 2:15-2:30 pm. Patrol schedules run Monday to Friday.

## **School Day**

**There is no adult supervision until 8:45 am on Mondays and 7:15 am Tuesday-Friday.** School hours are listed at the beginning of this handbook. Students are not to enter the school building until it is unlocked at 8:45 am on Monday and 7:15 am Tuesday-Friday unless they are 5<sup>th</sup> grade patrol students. **Students are not to loiter in the hallway or on school grounds after school.** The teachers' workday starts at 7:30 am, therefore, no parents are allowed in the hall prior to that time.

## **School Food**

Students will eat in the cafeteria or at the outside tables. Students are responsible for the cleanliness of their area prior to leaving their lunch space.

**Please monitor what your student is bringing from home for lunch. Due to health concerns, students are not allowed to share food at any time.**

## **School Phone**

The school office phone number is 509-663-5351. 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. Phones in the classroom may be used only with teacher permission.

## **Sexual Harassment (WSD Policy 3205)**

This 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.

## **Special Education**

Special education services are available for students with disabilities who qualify. If you have questions about this service, please contact the office and ask to speak with the school psychologist.

## **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 2pm and the message will be delivered to your child.

## **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 their 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.

# **Health Information**

## **Medication At School**

With the exception of emergency medications, students should receive medication at home. However, there may be times when it needs to be given at school. State laws dictate who may give medicine at school and the authorization needed for it. All prescriptions and over the counter medications require authorization for medication administration to be completed by a medical provider. Those authorization forms are available at your school office. Students may not self-carry medication (exceptions could include inhalers) but must be signed in by a parent at school. Cough drops are considered medication and cannot be sent with students to school. If you wish to have your student have cough drops please speak to our school nurse.

## **Student Illness**

**Students are to stay home if they exhibit the following symptoms within the past 24 hours; vomiting, diarrhea, or fever. Students may return to school if they are symptom free of vomiting, diarrhea or fever without the use of medication.** Students who become ill or are injured during the day are sent to the office or school nurse. A parent or guardian may be called by the school office or nurse to notify of illness or injury or to pick up their student. It is imperative that the school has valid working contact numbers for parent/guardian(s) in case of an emergency.

## **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. 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. 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.

# **Principal Expectations**

## **Bullying, Intimidation & Harassment**

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB 3207 but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Mike Lane, Executive Director of Schools, [lane.michael@wenatcheeschools.org](mailto:lane.michael@wenatcheeschools.org) , 509-663-8161 that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

**For the student designated as the “targeted student” in a complaint:**

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

**For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB [webpage](#) or the district's *HIB Policy 3207 and Procedure 3207P*.

## **Bus Behavior**

Students with behavior incident referrals from bus behavior will be dealt with according to the Wenatchee School District Range of Sanctions Chart. Students may be restricted from bus privileges with extreme or continued behavior.

## **Counselor**

The school counselor is available to assist in solving conflicts, resolving personal problems, behavioral issues, and conducting individual and group counseling. Student initiated appointments with the counselor should be made before/after school or at recess/lunch. The counselor will notify a student's teacher of any scheduled appointment when appropriate.

## **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 Wenatchee School District website.

**Students on out-of-school suspension are not to be on any school district property for the duration of the suspension.**

### **Disciplinary Action**

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

### **Suspensions and Expulsions**

Serious behavior or chronic misconduct may result in the student's removal from school. The removal may range from short-term suspension (10 days or less), a long-term suspension (11 days or more), or expulsion (removal for a period of 18-36 weeks).

### **In-School Suspension**

Behaviors that are serious enough to warrant removal from the classroom environment may warrant in-house suspension. In-school suspension will only be used in certain instances and assignment is at the administrator's discretion. In-school 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 has the authority to remove a student for misbehavior for a specific time (not to exceed 10 school days) at his/her discretion. 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 other than days suspended for 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 all parents of students that are suspended or expelled.

# Classroom Expectations

## Cell Phones/Smart Watches/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. Staff members who see these items with students during the school day will confiscate them and take the cell phone to the office starting at 7:30 am to 2:30 pm daily.

- 1<sup>st</sup> offense – student can pick up @ the office at the end of the day
- 2<sup>nd</sup> offense – parent/guardian will be notified that they need to come and pick up the phone/device
- 3<sup>rd</sup> offense – is considered “defiance of authority” and will be handled with disciplinary action

**Smart watches** (i.e. Gizmo, Apple Watch, Galaxy Watch, etc.) If students wear a smart watch to school they are to use it as a watch only. If students cannot use the watch appropriately the same consequences will occur per our cell phone policy above. Inappropriate use could include but not limited to games, photos, making phone calls, or messaging during school hours.

**Electronic devices** (i.e. iPods, laser pointers, cameras, tablets, game systems, etc.) are not allowed on the school grounds at any time without the express permission of staff.

**Toys from home**, such as trading cards (Pokemon, Magic, sport cards, etc.), fidget toys (including popits, spinners, etc.), stuffed animals, slime or **anything** that distracts from education are not allowed.

Discipline procedure is the same for toys as it is for cell phones and electronic devices as noted above. Teachers may at times request a stuffed animal or toy for a specific day, if this occurs toys may come to school with the expectation that they stay in the classroom and are taken home that day.

\*Heelys shoes are not to be worn with wheels in them due to the disruptive nature of the shoes.

**Headphones** are to be brought from home as a supply list item. Please do not bring highly expensive headphones (i.e. Beats/Bose/etc.). No Bluetooth headphones are allowed.

**Due to the expense associated with cell phones, smart watches, headphones and any 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 Birthday Treats

Students are welcome to bring **store bought items** as birthday treats. This includes cupcakes, rice crispy treats, and treat bags. Homemade treats are not permitted for student safety and allergy concerns. If homemade treats are brought they will be returned with the student at the end of the school day.

## Classroom Food

Students may bring healthy choice snacks such as apples, veggies, raisins, etc. \*\*\*Chips, Taki's, cookies, and other sweets are not considered healthy snacks.

## Gum

Chewing gum from **home** is not allowed at Mission View Elementary School. Staff may use gum as a support tool during testing but will provide gum to students. The expected behavior is that it is chewed in the classroom and then disposed of before going to specialists, recess or another location.

## **Classroom Technology Device Responsibility**

Students will be using devices and the internet for learning purposes throughout the school year. All students are taught appropriate school device usage in library class. Students who search for inappropriate content, attempt to visit inappropriate websites or uses school devices in inappropriate ways will have the following consequences:

- 1<sup>st</sup> offense – warning conference with the principal and a phone call home.
- 2<sup>nd</sup> offense – 1 week device removal and a phone call home.
- 3<sup>rd</sup> offense – 2 week device removal, a phone call home, and disciplinary action
- 4<sup>th</sup> offense – extended device removal, a parent conference, and in-school suspension

## **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.

## **Perfumes/Colognes**

Because strong odors can be disruptive, as well as dangerous to students and staff with asthma, students and adults should not use perfumes, colognes, scented lotion, scented deodorant (i.e., Axe Body Spray), or scented hairspray at school.

# **Specialists Expectations**

## **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 to be submitted to the office by the teachers at the end of each school year. **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.**

## **P.E. Shoes**

Students need to have 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. appropriate 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. If a student is unable to participate or has modifications necessary to participate please send a note/doctors with the student or drop off at the office.

Shoes that are **not approved** for P.E. due to safety concerns include sandals, flip flops, heels, heelys, bella ballerinas, crocs, cowboy boots, snow boots, slippers, water shoes, high heeled tennis shoes, or black soles that leave marks. In the event that a student does not have appropriate shoes they will sit out for the p.e. session.



## **Strings Music**

4<sup>th</sup> and 5<sup>th</sup> grade students are able to participate in the strings program at Mission View Elementary. Students are expected to attend practices weekly. Students may choose 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 local music stores including Avalon and Chinook Music Stores. Rental prices range from \$17-\$30 a month depending on the instrument. There is also a mandatory parent meeting in the fall for more information regarding the strings program.

# **Language for WSD**

## **NON-DISCRIMINATION STATEMENT**

The Wenatchee School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: **Civil Rights Coordinator, Title IX Officer, Section 504 Coordinator, HIB Compliance and Gender Inclusive Schools Coordinator:** Mike Lane, Executive Director of Schools, [lane.michael@wenatcheeschools.org](mailto:lane.michael@wenatcheeschools.org), 235 Sunset Ave. Wenatchee, WA 98801, 509 663-8161

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [Policy 3210](#) and [Procedure 3210P](#)

## **SEXUAL HARASSMENT**

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

*To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit our [website](#).*

What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to

unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

*To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit our [website](#).*

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Mike Lane, Executive Director of Schools,  
[lane.michael@wenatcheeschools.org](mailto:lane.michael@wenatcheeschools.org) 235 Sunset Ave. Wenatchee, WA 98801, 509 663-8161

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Mike Lane, Executive Director of Schools,  
[lane.michael@wenatcheeschools.org](mailto:lane.michael@wenatcheeschools.org) 235 Sunset Ave. Wenatchee, WA 98801, 509 663-8161

Concerns about disability discrimination:

Section 504 Coordinator: Mike Lane, Executive Director of Schools,  
[lane.michael@wenatcheeschools.org](mailto:lane.michael@wenatcheeschools.org) 235 Sunset Ave. Wenatchee, WA 98801, 509 663-8161

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Mike Lane, Executive Director of Schools,  
[lane.michael@wenatcheeschools.org](mailto:lane.michael@wenatcheeschools.org) 235 Sunset Ave. Wenatchee, WA 98801, 509 663-8161

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the administration and the school board of directors and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

#### **Office of Superintendent of Public Instruction (OSPI)**

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

#### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's

K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

## **GENDER INCLUSIVE SCHOOLS**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit our [website](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Mike Lane, Executive Director of Schools, [lane.michael@wenatcheeschools.org](mailto:lane.michael@wenatcheeschools.org) 235 Sunset Ave. Wenatchee, WA 98801, 509 663-8161

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

## **STUDENT IDENTIFICATION BADGES**

All Wenatchee School District students are required to have a photograph taken and will be provided with a photo identification badge. All *middle and high* school students are required to wear or carry their identification badge at all times while on District property and must display it to any school official upon request. Cards may also be used for other administrative purposes such as, but not limited to, accessing meals in the cafeteria, checking out library materials, classroom attendance and riding District buses.

# **Acknowledgment, Review and Agreement of** **2024-2025 Student/Parent Handbook**

The handbook was sent home to be shared with parent(s)/guardian(s) on the student's first day of school.

Parents/Guardians:

Please review this handbook with your child/children. Their 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 assure that all students meet the high expectations for behavior established in our Code of Student Conduct. 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 within the handbook, please sign and return this form to the school.

As the parent/guardian of \_\_\_\_\_  
(student's name), 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, including buildings and grounds; on all school vehicles and at all school, school related, or 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 business or commercial establishments.

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

☐ I understand that my signature is an acknowledgment of reviewing the Mission View Elementary student handbook as a parent or guardian and have reviewed pertinent content with my child/children.

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Parent's/Guardian's Signature

Date

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Student's Signature

Date