

Parent Handbook Index



Index.....	1
Introduction.....	2
Mission and Vision.....	3
Staff (1).....	4
Staff (2).....	5-6
Daily Schedule.....	7
Services and Activities.....	8-13
Helpful Reminders.....	14-22
Make Your Day.....	15-19
Range of Sanctions.....	19-20
General Rules.....	21-24
Nondiscrimination Statement.....	25
District Policies.....	26-2



Mission View Elementary

As individuals we are SMART, but together we are BRILLIANT!

Principal: Jeff Jaeger

60 Terminal Ave

Wenatchee, WA 98801

(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 to provide students and their parents with some of the rules and guidelines relating to Mission View Elementary. The Elementary Student/Parent 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 telephone the school office.

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

Sincerely,
The Mission View Staff

Mission View Mission Statement

Our mission is to provide a safe (nurturing) environment in which to work collaboratively (parents, staff, students) to empower each other to reach our full potential as productive, well rounded, informed citizens and life long learners in an ever changing world.

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 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 on-going team building which helps to create a fun loving, supportive atmosphere in a non-threatening safe environment with high moral.

SCHOOL BOARD

Kevin Gilbert, President
Gary Callison, Vice-President
Jesus Hernandez
Dr. Walter S. Newman
Laura Jaecks

ADMINISTRATION

Brian Fones, Superintendent
Jon DeJong, Asst. Superintendent
Jodi Smith, Asst. Superintendent for Learning & Teaching
Lisa Turner, Director of Human Resources
Les Vandervort, Chief Financial Officer
Phone: (509) 663-8161

MISSION VIEW ELEMENTARY STAFF

Jeff Jaeger, Principal
Linda Beaty, Office Manager
Alejandra Chimal, Assistant Secretary
Karen Luft/Linda Holmes-Cook, Counselor
Veronica Mendoza, Family Advocate
Phone: (509) 663-5851

K-5 Teachers

Grade	Name	Room
K	Mrs. Mary Berdine	110
K	Mrs. Elizabeth Orozco	107
K	Mrs. Suzanne Porter	109
K	Mrs. Marcy Wright	105
1	Mrs. Maria Chang-Marr	204
1	Mrs. Sarah Brown	201
1	Mrs. Brooke MacPhee	206
1	Mrs. Patty Montalvo	203
2	Mrs. Carol Hill	205
2	Mrs. Jennifer Christensen	104
2	Mr. Socorro Yañez	106
2	Mr. Douglas Hale	202
3	Mrs. Laurie Bonniwell	305
3	Ms. Gaby Chavez	303
3	Ms. Lupe Martinez	311
3	Mrs. Sue Wilson	309
4	Mr. Mario Avila	304
4	Mrs. Coni Morgan	306
4	Mr. Armando Avila	312
4	Mrs. Tammy Savage	310
5	Mrs. Angie Alto	208
5	Mrs. Lisa Douglass	314
5	Mrs. Desilee Valeri	207
5	Mrs. Theresa Phelps	316
Counselor	Mrs. Karen Luft/Mrs. Linda Holmes-Cook	503
Enrichment	Ms. Kathy Moody	231
Librarian	Mr. Dan Gemeinhart/Mrs. Donna Wendt	222
Instructional Coach	Mrs. Kathy Anderson	
Intervention Specialist	Mrs. Joni Britt	230
Intervention Specialist	Mrs. Lauri Hallock	229
Intervention Specialist	Mrs. Christine Burns	407
Intervention Specialist	Mr. Fred Martinez	234
Intervention Specialist	Mrs. Julie Taylor	235
Music	Mrs. Angela Richmond/Mrs. Cheryl Martinez	404
Nurse	Mrs. Linda Dimmitt	408
PE	Mrs. Heidi Toigo/Mr. Ben Dotson	403
Resource	Mrs. Christi Lewis	103
SLP	Mrs. Cathy Ingram	225
Tech	Mrs. Liz Lewis	
Art	Mr. Chester Ferrell	



Paraeducators
Maria Banelos, Resource Room
Mrs. Veronica Mendoza, Family Advocate
Mrs. Kerith Cornell, Kitchen
Mrs. Tami Long, Kitchen
Mrs. Denise Dale, Lunch Room/Recess
Mrs. Tami Feldman, Rainbow Room/Recess
Mrs. Lori Wisemore, Lunch Room/Classrooms/Recess
Mrs. Lori Lange, Cafeteria/Recess/Daycare
Mrs. Marisol Sitio, Classroom/Recess/Cafeteria
Mrs. Sandy Hawkes, Daycare/Recess
Mrs. Lange
Custodians
Mr. Dennis Swanson, Lead Custodian
Mr. John McIntire, Utility Custodian
Mr. Bob Leishman, Night Custodian

MISSION VIEW ELEMENTARY

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	9:00 – 9:40
Tuesday through Friday	7:35 – 8:10

LUNCH SCHEDULE

Grade	Time	Recess
Kindergarten	11:40 – 12:15	12:15 – 12:45
First Grade	11:20 – 11:45	11:45 – 12:15
Second Grade	12:25 – 12:50	12:50 – 1:20
Third Grade	11:15 – 11:40	11:40 – 12:10
Fourth Grade	12:30 – 12:55	12:55 – 1:25
Fifth Grade	11:55 – 12:20	12:20 – 12:50

SERVICES AND ACTIVITIES

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.



Library Classes

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.

Check Out Policies/Check out times:

Students may check out books and magazines during their regularly scheduled library time. However, students may have a need for information, or may finish a book before their next scheduled class time. These students are invited to return and check out books on any school day, with permission from their classroom teacher.

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 on 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 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. Occasionally, the book does not cancel correctly on the computer and may be on the shelf. Sometimes, you may send a book back to the school with your child, but it does not make it to the library. Either way, please let us know of the missing book bag and we'll "track it down" for you.

Damaged and lost book policy:

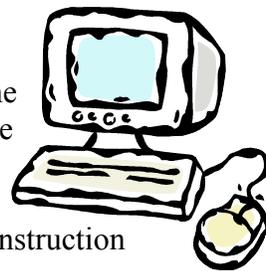
Students are responsible for the books checked out to them. During library class time, students learn important rules that will help them take care of books.

1. Keep books in a safe place away from pets and small children.
2. Keep books dry by carrying them in a waterproof backpack or Ziplock-type bag.
3. Turn the pages carefully from the edges.
4. 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.
5. Return books to the library each week, so that you may check out different books.
6. If you are new to our school, return the parent information slip before checking out books.
7. 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.

Internet Access:

The Internet provides access to a wealth of information to support the curriculum. Mission View Library has a Code of Conduct for using the World Wide Web. Students must agree to use the WWW for accessing information only (no e-mail is allowed unless supervised by a teacher), and to make responsible choices by searching only appropriate web sites. See Instruction Technology Acceptable Use Policy No. 2022 on next page.





Policy No. 2022 – Acceptable Use Policy
Instruction Technology Acceptable Use Policy: Purpose

The Wenatchee School District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the District. Computer resources are provided and maintained at the District's—and, therefore, the public's—expense and are to be used by members of the school community with respect for the public trust through which they have been provided. The Appropriate Use Procedures that follow provide details regarding the appropriate and inappropriate use of District computers. The procedures do not attempt to articulate all required or proscribed behavior by users. Successful operation of the District computer network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the District computers. The user is ultimately responsible for his or her actions in accessing and using District computers and the District computer network. All users (students, staff, parents, community members) of district computers are expected to review and understand the guidelines and procedures in this document.

*Cross References: Board Policy 2020 Curriculum Development and Adoption of Instructional Materials
2025 Copyright Compliance*

3241 Classroom Management, Corrective Actions or Punishment

5252 Staff Participation in Political Activities

5281 Disciplinary Action and Discharge

*Legal Reference: 18 USC §§ 2522. Enforcement of the Communications Assistance for Law
Enforcement Act*

USC Title 18, Part I, Chapter 119 Wire and Electronic Communications

Interception and Interception of Oral Communications, Sections § 2510-2522

Adoption Date: July 11, 2006

Wenatchee School District

Privacy Notice Disclaimer

Official Web Disclaimer

The purpose of computer and network resources (including the material contained in the Wenatchee School District Web site) is to meet the educational and community-related activities of our staff, students, and their families. Every reasonable attempt has been made to ensure that outside links are educationally appropriate and do not violate the District's Acceptable Use Policy. The coordination and development of the District Web resources has been given to the District Web Team, composed of webmasters from every school.

Information posted on the Wenatchee School District Web site is provided by many different people at many different sites. Although we will attempt to keep information accurate, the accuracy of the information provided cannot always be guaranteed. If you see something that should be corrected or updated, send an e-mail to the address on the document (or to hunter.laurie@mail.wsd.wednet.edu if the document is unsigned). Be sure to give the full URL of the document in your note.



Dear Parents:

The Wenatchee School District has the ability to enhance your child's education by providing access to current technologies, including the Internet. The rich sources of information available on the Internet augments the quality of education available to all students by improving their ability to do research, communicate and collaborate with others, and access content appropriate for their educational program. It is our intention to provide an Internet environment that is safe and appropriate for all of our students. The district currently uses a commercial Internet screening product that filters Internet content and does not allow access to pages and/or sites with objectionable material. In addition, district personnel monitor Internet use to ensure that students are using the resources appropriately and design use according to the student's grade level:

Grades K-3: Limited use for specific projects. Use is teacher-directed and only sites selected by the teacher are accessed. Some teachers within this grade band post grades and/or assignment scores.

Grades 4-5: Use is project-focused and adult-directed and supervised. The teacher selects most of the sites accessed. Search engines used are education-oriented and screened. Some teachers within this grade band post grades and/or assignment scores.

Grades 6-8: Use is adult-directed and monitored. Some independent Internet use is permitted but is supervised and screened. Most teachers within this grade band post grades and/or assignment scores.

Grades 9-12: Students may use the Internet independently and use it as part of class assignments and projects. Computers are monitored and sites are screened. Most teachers within this grade band post grades and/or assignment scores.

At the beginning of each school year, your child's teacher will discuss the appropriate use of technology, including the Internet. The district's Acceptable Use Policy will be reviewed, and students will be expected to follow the rules established in the policy. Your local school may require additional Internet and computer use guidelines to make the experience safe and engaging for students.

Because Internet use is an integral part of learning, all students are granted access when they enroll in our schools. **If you DO NOT want your child to have access to the Internet, please contact your school office, and access will be denied. If assignments require the use of the Internet, alternatives will be provided.**

The Wenatchee School District is using all of the strategies described in this letter to ensure the safety of students and to restrict access to inappropriate material. However, access to the Internet brings with it the availability of material that is of no educational value, abusive, racially biased, or is otherwise offensive. While district personnel seek to ensure appropriate access, we cannot **guarantee** that students will not locate material that may be objectionable. We continue to rely on a student's judgment to use the Internet ethically, responsibly, and in accordance with the guidelines outlined by the district.

If you would like to review the district Acceptable Use Policy with your child, it may be viewed and printed from the Wenatchee School District web site at <http://home.wsd.wednet.edu/?q=content/learning-teaching-acceptable-usepolicy>, or you can request a copy from the District Office at 663-8161, and it will be mailed to you. Your cooperation in helping students understand appropriate use of the Internet is greatly appreciated.

Sincerely,

Brian Flones
Superintendent
Wenatchee School District

MUSIC

Mission View Elementary is very proud of its music program. The students are involved in many activities, which help build confidence, self-esteem, and 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.



In addition, Mission View Elementary provides an optional Strings Program and Choir for fourth and fifth grade students before school in the morning. Every other year in the spring, the district has an "All City Arts Festival."

We greatly appreciate your attendance and support as your children participate in our music programs, which will both entertain and delight you.

P.E.

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 attempt to help them feel good about themselves as movers so they'll learn to feel comfortable participating in new and different activities. We try to 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.



Parent Teacher Organization (PTO)

The mission of the PTO is threefold:

- To support and speak on behalf of children and youth in the 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, community, and place of worship
- 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 between educators and the general public such united efforts that will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education

Volunteers



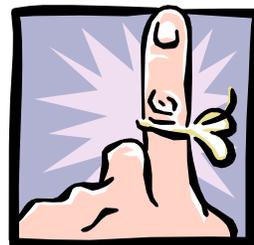
The opportunity to volunteer as a member of Mission View Elementary PTO is as great as it is varied. Members have the opportunity to serve on the PTO Board or to serve on project teams. Board Members are directly responsible for spearheading projects such as fundraising, enrichment, student assemblies, and membership drives. All PTO members are highly encouraged to join project teams and/or, when appropriate, to chair such teams. Individual responsibilities as part of project teams can be highly involved or comfortably passive—you always have the choice to determine your level and degree of involvement.

Whatever you choose, you will be called upon throughout the school year to provide support in whatever way you can. Your involvement will enrich your child's experience with his/her education at Mission View Elementary.

SOME HELPFUL REMINDERS

ABSENCE

Every day of school is important to your child. 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. Our District's policy of absence accountability is the BECCA LAW. The BECCA LAW requires that actual parent/guardian contact be made to verify any/all absences. Please call the school by 8:30 a.m. any day that your child will not be in school. Please send a note with your child when he/she returns to school stating the reason for the absence. Students arriving after the start of school need to check in at the attendance window.



BEFORE AND AFTER SCHOOL

1. Do not arrive at school before 7:40 a.m.
2. All students go to the playground at the back of the building upon arrival.
3. Cross streets with the crossing guards when they are on duty and always use the crosswalks.
4. Students need to stay in their area of the building unless they have permission to go to another wing (i.e. primary in primary wing and intermediate in intermediate wing).
5. Students are to leave school grounds promptly after school. If for any reason your child needs to stay after school, please register him/her in our after school day care. There is no supervision available in the classroom or in the office after the school day. It is our intent to insure the safety and well being of all students.

BICYCLE SAFETY

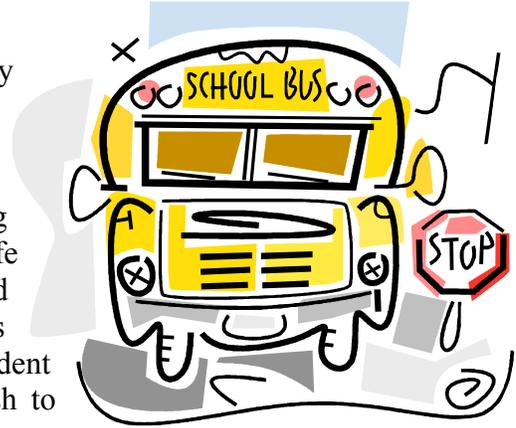
Students in Kindergarten and First Grade are not to bring bikes to school. Bikes are to be walked at all times while on any sidewalk, crosswalk, or school district property. When in these areas, you are a pedestrian. While riding in the street, bikes are subject to the same regulations as automobiles. Ride on the right-hand side, signal when turning, and ride carefully and defensively.



Bikes are to be locked when not in use. The school does not assume responsibility for missing items.

BUS STANDARDS

Many of our students ride the school bus. From a safety standpoint, it is imperative that proper behavior be rigidly adhered to at the bus stop and during the ride on the bus. Parents will be notified of infractions and of any consequences. We, too, would appreciate being informed by parents of behavior contributing to unsafe conditions. Riding the school bus is a privilege. Should students fail to behave properly according to guidelines established by the bus driver and school personnel, a student may lose bus-riding privileges. In the event you wish to have your child get off at a bus stop other than the regular one, you must send a note to the school office and a bus pass will be issued to give to your child's bus driver on 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.



LUNCH



Please be aware that students are unable to charge lunches. Under our current operating system, this is not an option. The school office does not maintain a cash fund for this purpose. Please check to make sure your child has his or her lunch money in a secure place before leaving for school. You can put money on an account at school for your child to use any time during the school year. Deposits can also be made online.

MAKE YOUR DAY

Make Your Day is a citizenship program.

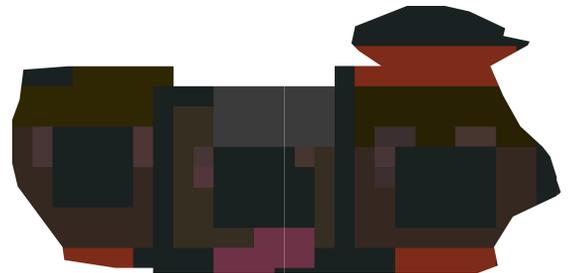
ALL STUDENTS are given:

The opportunity to learn in a positive, caring atmosphere.

The opportunity to make choices.

The opportunity to evaluate and self-correct.

The opportunity to make their day.



"No one has the right to interfere with the learning or safety of others."

"Do what is expected and do it the best that you can."

This model is based on the premise that every person within the school environment has the right to expect to complete their responsibilities without interference from others. From the students' point of view, this means that they can expect a school environment that is enhanced by a focus on the importance of learning. Students are able to communicate directly with those persons who are interfering with their learning in order to effect a change.

Every student is held accountable to every staff member in order to provide consistency throughout the school environment. Consequences are clearly outlined and consistently enforced. These procedures are implemented without blaming, demoralizing, or showing anger. Throughout the school day, students are aware of the fact that the consequences of their behavior, both positive and negative, are the result of their choices—not arbitrary decisions made by the staff.

Daily Evaluation:

Points are used as a measure of a student's effort to "DO WHAT IS EXPECTED, AND DO IT THE BEST YOU CAN" in every school setting. In order for students to make positive changes in their behaviors, they learn to review and evaluate their efforts. By having students assign their own point value to their efforts, students learn to understand if they are meeting school and personal expectations or if there is room for improvement. Points take a few minutes each period and provide an opportunity for students to enhance their decision-making, problem solving, and communication skills.

The Make Your Day Point procedures are explained in the following paragraphs:

1. Students earn points by doing what is expected the best they can and not interfering with the learning or safety of others.
2. At the conclusion of designated periods, students review their own academic and behavioral performance - "HAVE I DONE WHAT WAS EXPECTED AND HAVE I DONE IT THE BEST THAT I CAN?" Students in grades K-3 have the opportunity to earn a maximum of 10 points, while students in grades 4-5 earn a maximum of 45 points for each academic period.
3. After all students have evaluated their own performance a student can provide feedback to another student whose behavior directly interfered with their learning or safety. Teachers may also address academic and behavioral concerns. Disagreements are monitored closely by the teacher to ensure that this is done in a helpful, and caring manner.
4. Students earn extra points during special area classes such as Library, Music, and P.E. First and second grade students can earn a maximum of 13 points, while third through fifth grade students can earn 50 points.
5. Lunch and lunch recess are also periods in which students can earn extra points (maximum of 13 points for grades K-3 and 50 points for grades 4-5). During lunch recess, we encourage the following actions:
 - a. Students make a clear and honest attempt to solve their problems with each other.
 - b. A staff member on recess duty is informed of the conflict.
 - c. A report is sent to the classroom teacher.
6. A student may have difficulty assessing points or communicating disagreements. The teacher will assume this responsibility, model appropriate assessment/ interactions, and determine when a student is ready to independently participate again.
7. Students may choose to earn 0 points because they did not do what was expected for the entire period. As a result, students go on Step 1 for that period the following day. While on

Step 1, students can earn all points and may request to make up work. However, no academic credit will be given.

8. Students are expected to practice their citizenship skills in a less structured environment before and after school and during lunch and recess. Students will conduct themselves in a way that respects the rights and safety of others. This includes traveling to and from school in a safe and orderly fashion and playing safely and cooperatively on the playground.

Procedures for Inappropriate Behavior:

Students are aware that behavior **interfering with the learning or safety of others** is monitored and adjusted through Steps. During this time, students may mentally review their behavior, think of alternative choices, and make a decision to rejoin the group.

THE FIVE-STEP PLAN

Step 1:

If a student's behavior interferes with the learning or safety of others, he chooses to take a seat that faces away from the academic environment. For a short period (no more than five minutes) the student may quietly think about his behavior. If a student is able to verbalize the inappropriate behavior and indicates a willingness to behave appropriately, he returns to his seat.



Step 2:

If a student continues to interfere with learning while on Step 1, he moves to Step 2, which means he now stands. After a brief time, if the student is able to verbalize the inappropriate behavior and indicates a willingness to behave appropriately, he returns to Step 1.

Step 3:

If a student continues to interfere with learning on Step 2, he is choosing to focus on the school rule “NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING AND SAFETY OF OTHERS,” which is placed in front of him. This helps the student focus and concentrate on the decision making process. After a brief time, if the student is able to verbalize his inappropriate behavior and indicates a willingness to behave appropriately, he returns to Step 2.

Step 4:

If a student chooses to continue to Step 4, he will be given a Step 4 Conference Referral and sent to a phone to contact his parent. With an adult present, the student is expected to explain to his parent why he has chosen to call a parent conference. The student will remain out of class in a

partner classroom until he/she has the opportunity to meet with the parent to determine if the student is ready to return to class for the purpose of learning. The student presents his plan of action to the staff member. The student then returns to Step 3, then 2, and then 1.

Step 5:

A student chooses to advance to Step 5 when he/she is out of control, exhibits behavior that is totally inappropriate for school, exhibits inappropriate behavior when waiting for a Step 4 parent conference, or is demonstrating actions that are clearly a Step offense. At this point, an administrator or designee will contact the parent so that the child will be immediately removed from school.

Conferences Procedures for Steps 4 and 5:

The purpose of a Step 4 or Step 5 conference is to help the student understand what is expected at school and make a commitment to try to fulfill school expectations. Because it was the STUDENT'S CHOICE to have a conference, the STUDENT IS EXPECTED TO CONDUCT THE CONFERENCE. The student must (a) state the problem, (b) offer acceptable alternatives to making future choices, and (c) request per-mission to return to class. Both the staff member and the parent must agree that the student has conducted the conference appropriately and is ready to return to the classroom. The conference is considered successful when:

1. The student states the problem honestly and completely.
2. The student takes responsibility for his actions.
3. The student uses problem-solving skills to verbalize positive alternatives.
4. The student expresses a desire to return to the classroom.
5. The parent agrees that the student is ready to return to the classroom.

Behaviors constituting immediate advancement to Step 4 and possible advancement to Step 5 (severity and/or repetition of offence will determine advancement):

1. Willful tampering, abusing, or destroying of school or private property. Students and parents will be held responsible for the replacement or repair of damaged or destroyed property.
2. Fighting:
 - Premeditated: intended, planned.
 - Non-premeditated: impulsive, unable to deal with anger, no forethought.

(In the case of fighting, all parties involved will be subject to consequences regardless of who initiated the fight.)

3. Defiance or disrespect of valid authority.
4. Leaving assigned area or campus without permission (subject to teacher and/or administrator interpretation).

5. Acts of “dishonesty” (stealing, cheating, etc.)
6. Threatening others.
7. Inappropriate and/or abusive language or actions.
8. Behavior that is severely disruptive to learning or threatens the safety of others.

Behaviors constituting immediate advancement to Step 5:

1. Severity and/or repetition of any Step 4 offense can be considered an automatic Step 5.
2. Inappropriate behavior while waiting on Step 4.
3. Behavior that is severely disruptive to learning or threatens the safety of others.
4. All offenses that would normally constitute suspension as described in the **Wenatchee School District Student Discipline Policy** and Range of Sanctions. School suspension may be a consequence of the Step 4 or Step 5 conference.

You are welcome to visit your child’s classroom to see these procedures or discuss them with your classroom teacher. If you have questions about Mission View School’s Make Your Day plan or would like to visit your child’s classroom, please call.

Behaviors Resulting in an Immediate Referral to Administration

RCW 28A.600.040
School Board Policy 3241P

I. EXCEPTIONAL MISCONDUCT

- Alcohol use or possession**
- Burglary/Robbery**
- Defiance (refusal to identify self or follow directives)**
- Extortion or Coercion**
- Fighting**
- Gambling**
- Gang Intimidation or Behavior**
- Harassment – Sexual or Other**
- Illegal Fire Alarm Use**
- Lewd or Indecent Conduct**
- Malicious Mischief (minor property damage)**
- Profanity Directed at School Staff**

- Theft**
- Tobacco**
- Trespass**
- Vandalism (major property damage)**
- * **Alcohol, Drugs – Sale or Delivery**
- * **Arson**
- * **Assault (grievous or student to staff)**
- * **Threats to Bomb or Injure Property (including false reports)**
- * **Weapons/Firearms/Explosives (#)**

(*) These behaviors require emergency expulsions.

(#) In the case of firearms on school grounds by a student, the student will be placed on an Emergency Expulsion on the basis of SAFETY. The state law gives the right to all students and parents to appeal the decision made. It also allows for parents to request reenrollment at any time. But, it is the law and the practice of Wenatchee School District to keep an Emergency Expulsion in place for one year when a student is on campus with a firearm. After that time, the principal or a district administrator may determine that there is no longer a safety concern.

NEW RANGE OF SANCTIONS CHART

Corrective Actions or Punishments: As a general rule, the Wenatchee School District expects that each educational site works to improve student behavior prior to removal from school. The following guidelines are in effect for students to establish a range of corrective actions, which may be imposed as a consequence of exceptional misconduct on the first offense. The appeal process for short and long-term suspensions shall remain in effect for short and long-term range suspensions imposed as a result of this procedure. These guidelines and certain incidents may require advancing the discipline to align with the severity of the behavior.

EXCEPTIONAL MISCONDUCT	RANGE OF CORRECTIVE ACTION	ACTION THAT MAY BE TAKEN
Arson, Assault on staff or grievous assault on student, Sale or delivery of controlled substance	Minimum	Emergency Expulsion
	Maximum	Expulsion
Cheating, Plagiarism, Forgery	Minimum	School Discipline
	Maximum	Long-Term Suspension
Defiance, Attendance Issues, Failure to Complete Disciplinary Action	Minimum	School Discipline
	Maximum	Long-Term Suspension
Driving/Parking Violations, Off Campus without Permission	Minimum	School Discipline
	Maximum	Long-Term Suspension
Explosives, Firearms and Weapons	Minimum	Emergency Expulsion
	Maximum	Expulsion
Fighting, Intimidation, Extortion	Minimum	Short-Term Suspension
	Maximum	Expulsion

Gambling, Theft	Minimum	School Discipline
	Maximum	Expulsion
Gang Intimidation/Behavior, Profanity directed at staff member	Minimum	Short-Term Suspension
	Maximum	Expulsion
Harassment, Disruptive Behavior, Malicious Mischief	Minimum	School Discipline
	Maximum	Expulsion
Illegal Fire Alarm, Bomb Threat	Minimum	Emergency Expulsion
	Maximum	Expulsion
Inappropriate Display of Affection, Inappropriate Dress	Minimum	School Discipline
	Maximum	Expulsion
Profanity, Lewd or Indecent Conduct	Minimum	School Discipline
	Maximum	Expulsion
Possession or use of alcohol or any controlled substance, Robbery	Minimum	Long-Term Suspension
	Maximum	Expulsion
Tobacco, Minor assaults, Criminal Acts, Burglary	Minimum	Short-Term Suspension
	Maximum	Long-Term Suspension
Trespass, Truancy	Minimum	School Discipline
	Maximum	Long-Term Suspension

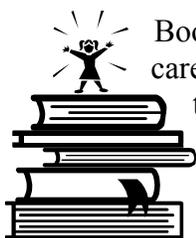
MEDICINE

Students are not to transport medication to and from school. Medication includes prescription and over-the-counter medicine. 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.**



Please note: **All medication dispensed at school must be in its original container (as per board policy) and have a permission form signed by both parent and physician.** The parent or guardian needs to deliver the medication to the secretary. Medication forms are available in the office.

SCHOOL BOOKS



Books owned by the District are loaned to the students and it is their 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.

SCHOOL SAFETY

In an effort to provide a safe learning environment for your child, Mission View Elementary will do a number of safety drills throughout the year. These drills may include, but are not limited to, fire, lock downs, earthquake, and all-school evacuation.



SNOW



Students may not be allowed on the playground without proper, warm clothing; i.e., boots, hats, coats, and gloves in extreme weather. Throwing snowballs is restricted. 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 get some fresh air. 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.



STUDENT LEAVING BEFORE REGULAR DISMISSAL

To ensure the safety of all students, a note from home must be presented to the classroom teacher and cleared through the school office before a child is released. If you come to the school to pick up your child before the regular dismissal time, check in at the office. Your child will be called from class to meet you at the office. Thanks for helping us to keep instructional time interruptions to a minimum.

VISITING SCHOOL

All visitors, parents, and volunteers are required to sign in at the office before going anywhere in the building. Parents are always welcome at our school. If you wish to visit a class, please call and notify the office and teacher at least one day in advance. When children are involved in standardized tests, we prefer to maintain a controlled environment of just the teacher and students. Remember that during class time the teacher is too busy with the children for much conversation. All phone calls to staff during instructional time are on a return-call basis. Before school or after school would be the best time to call. All volunteers not employed by the Wenatchee School District need to have a Volunteer Application on file in the school office. Forms are available in the Newbery office or online.

GENERAL RULES

Weapons:

Pursuant to State law, students who possess or carry onto school premises, school-provided transportation, or areas or facilities being used exclusively by public or private schools any firearms, other dangerous weapons, nun-chu-ka sticks, throwing stars, air guns, or other projectiles **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.

Tobacco:

Using tobacco in District facilities or vehicles or on District property is prohibited. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

OTHER RULES AND REGULATIONS

Students are always to follow any verbal direction given by any staff member.

With the exception of patrol, students should not come into the main part of the building prior to the starting bell at 7:50. Students eating breakfast may enter the cafeteria area only at 7:20 a.m.

Students are to go directly home following dismissal. Students who miss the bus or, for some reason are not picked up after school, are to report to the office.

All students and staff will adhere to the Make Your Day rules.

Gum is not allowed unless a special occasion warrants gum chewing i.e. MSP testing.

RULES FOR SPECIFIC AREAS OF THE BUILDING

OFFICE

1. Students need a pass to come to the office.
2. Students need a pass to use the telephone.
3. Students are not to accompany another to the office unless instructed to do so.

HALLS

1. No running at any time.
2. Always move in the halls with minimal noise always.
3. No "horse playing" or loitering.
4. When passing through the halls as a group, remain in a Make Your Day line.
5. Keep to the right when possible to avoid collisions.

LUNCHROOM

1. Use a reasonable tone of voice at all times.
2. No running or "horseplay."
3. No food throwing.
4. No sharing of food.
5. Stay seated when eating.
6. Use proper eating manners.
7. Do not leave your eating space until it is clean.
8. Enter and leave the lunchroom in an appropriate manner.
9. Remember to be courteous to lunchroom workers.
10. Stay in line while waiting for the cashier to take your name.

BATHROOMS

1. Use classroom hall pass.
2. No loitering or "horseplay."
3. Keep the restrooms clean (this includes flushing)!!
4. Obtain a pass from the duty person to use the restroom during recess time.
5. Use a reasonable voice at all times.
6. Only one person in a stall at a time.
7. Wash hands before leaving the bathroom.



**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 Chet Harum, Executive Director of Student & Support Services.

**DECLARACIÓN DE NO DISCRIMINACIÓN
PARA PUBLICACIONES ESCOLARES
Y ANUNCIOS PÚBLICOS**

El Distrito Escolar de Wenatchee cumple con todas las normas federales y estatales y no discrimina basado en sexo, raza, credo, religión, color, origen nacional, edad, si ha sido dado de baja honorablemente como veterano o estado militar, orientación sexual incluyendo expresión de género u identidad, la presencia de cualquier incapacidad sensorial, mental o física, o el uso de un perro guía entrenado o un animal de servicio por una persona con una incapacidad en los programas y actividades y brinda igualdad de acceso a los Boy Scouts y a otro grupos de jóvenes designados. Esto es cierto para todo el personal y los estudiantes que estén interesados en participar en programas educativos o actividades extracurriculares de la escuela. Las consultas pueden ser dirigidas al Oficial de RCW, Título IX y coordinadora de ADA Lisa Turner. Asuntos relacionados con 504, deben ser dirigidos a Chet Harum, Director Ejecutivo de Servicios & Apoyo Estudiantil.

**Lisa Turner, Director of Human Resources
RCW Officer Title IX and ADA Coordinator**

**Chet Harum, Executive Director of Student & Support Services
504 Coordinator**

**Wenatchee School District No. 246
235 Sunset Avenue
Wenatchee, WA 98801
(509) 663-8161**

Approved: June 29, 2012 (12:15 pm) c

Wenatchee School District - Student Dress Policy #3224

STUDENT DRESS

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. A health or safety hazard shall be presented by the student's dress or appearance.
- B. Damage to school property or injury to others could result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the student's dress or appearance.

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 obscene, sexual, drug or alcohol-related messages, gang-related apparel, or dress of the opposite sex**

In addition to the dress regulations outlined in district policy #3224, the district has established dress standards that identify and restrict specific clothing articles for student dress. The following dress standards apply to all students grades K-12 in the school district.

DRESS STANDARDS

1. **Head Coverings - The wearing of any covering over the head is prohibited.** This includes, but is not limited to, hats, bandanas, scarves, hairnets, etc.
2. **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, holes in clothing exposing inappropriate body areas.
3. **Clothing and/or other accessories that would be considered a safety hazard or could result in injury to the individual or others, and that would be considered a disruption to the learning environment are prohibited.** This includes, but is not limited to, chains, sharp protruding objects affixed to necklaces, collars, bracelets and rings, sunglasses, portable cassette/CD players and headphones.

DRESS FOR EXTRACURRICULAR ACTIVITIES

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others.

- B. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

WENATCHEE SCHOOL DISTRICT NO. 246

Attendance Process for Policies 3121 & 3122

The Board of Education feels that regular attendance is necessary for a quality education. In addition to developing an appreciation for lifelong learning the student must also develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance, which the majority do, generally achieve higher grades, enjoy school more and are more employable after leaving high school. Nonetheless, it is recognized that at times students appropriately may be absent from class. Therefore, the following principles shall govern the development and administration of attendance procedures within the district.

- A. Absences due to illness or a health condition, a religious observance, when requested by a student's parent(s), school-approved activities, and emergencies and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. In addition, a student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property during the school day.
- B. If an absence is excused, students shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. Excused absences are to be verified by the parent or school representative authorizing the absence.
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the natural consequences of his/her truancy. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is truant/unexcused.
- E. Loss of credit for missed assignments due to unexcused absences shall not be a disciplinary device. Therefore, if no graded activity or assignment is missed during an unexcused absence, a truant student's grade shall not be affected.

It shall be the responsibility of building principals and certificated staff to enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents is necessary for the success of the policies and procedures, these shall be disseminated broadly and made available to parents and students.

Attendance Procedure

- 1. Students are expected to attend and be on time for all assigned classes each day. A record shall be kept of student absences and tardiness.
- 2. **Excused Absences and/or Tardiness.** Depending on school procedures, a parent phone call on the day of the absence or a signed parent note of explanation is required for verification. Missed work assignments and activities may be made up in the manner provided by the teachers. The following valid absences fit in this category.
 - a. **Participation in school-approved activity.** To be excused this absence must be authorized by a staff member and the affected teacher(s) notified prior to the absence unless it is clearly impossible to do so.
 - b. **Absence caused by illness, health condition, or family emergency.** The parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon request of his/her parent, may be excused for a portion of a school day to participate in religious

- instruction provided such is not conducted on school property.
- c. **Absence for parental-approved activities.** This category of absence shall be counted as excused for purposes agreed upon by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such case, a parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course.
 - d. **Absence resulting from disciplinary actions or short-term suspensions.** As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments or examinations will be a substantial lowering of the course grade.
3. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his or her schoolwork, or if there are major requirements of a particular course, which cannot be accomplished outside of class, the student may be required to take an **incomplete** or **withdraw** from the class without penalty.
 4. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent or guardian shall apply to the principal or counselor for a limited program to be approved by the school principal. The staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected (at the parent's request).
 5. **Unexcused Absences.**
 - a. Each unexcused absence will be followed by a warning letter to the parent of the student. Each notice shall be in writing in English or in the primary language of the parent. Students with handicapping conditions shall receive a copy of the rights and responsibilities of handicapped students. A student's grade shall not be affected if no graded activity is missed during such an absence.
 - b. When a student evidences repeated truancies, a conference shall be held between the parent, student and principal. If a student has a handicapping condition, a special service director will be notified and an IEP conference will be held to discuss appropriate action to be implemented. At such a conference the principal, student and parent shall consider: adjusting the student's program; providing more individualized instruction; preparing the student for employment with specific vocational experience or both; transferring the student to another school; assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence or, imposing other corrective actions that are deemed to be appropriate.
 - c. If the above action fails to correct the truancy problem, the student shall be declared a habitual truant. The principal shall interview the student and his/her family and prescribe corrective action, which may include suspension for the current semester and referral to juvenile court.
 - d. A student who has been suspended for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
 - e. Any student who presents false evidence, with or without the consent of his/her parent, in order to wrongfully qualify for an excused absence, shall be subject to the same corrective action that would have occurred had the false excuse not been used.
 6. Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conference, or disciplinary action is ineffective in changing the student's tardy behavior, he or she may be suspended from the class or from school.
 7. All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding student discipline.