

TIETON ELEMENTARY SCHOOL

Parent and Student Handbook

711 Franklin Road

Tieton, WA 98947

(509)678-8700

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**Message from the Principal**

**Welcome to the 2023-24 school year. Please read the handbook carefully and review the information with your student. It is important that you and your son/daughter understand the information in the handbook.**

**If you have questions or concerns, please bring them to our attention right away. The role you play as a parent supporting the education of your child is as important as ours. Please contact me at any time at 678-8700 or email me at** [bjensen@highland.wednet.edu](mailto:bjensen@highland.wednet.edu)

**Sincerely,**

**Brandon Jensen**

|  |  |  |
| --- | --- | --- |
| Staff, Parents & Students Working together! | | |
| Responsibilities of Staff  Assign relevant, challenging and meaningful homework that reinforces classroom learning  Give feedback and/or correct homework  Communicate with other teachers  Involve parents and contact them regarding student’s work, behavior and attitude, for both positive and concerning  Have a growth mindset about their practice and teach students to have a growth mindset | Responsibilities of Parents  Attend at least two parent/family events during the school year  Set a regular, uninterrupted study time each day  Make sure that the student has regular full day attendance  Help student work to find the answer, not just get it done  Be supportive when the student gets frustrated with difficult assignments  Parent signature on the homework planner and 20/20 reading calendar  Contact teacher to stay informed about the student’s learning | Responsibilities of Students  Give good effort and have a positive attitude everyday  Believe in and practice having a growth mindset.  Attend school all day/every day  Set aside a regular time for studying  Independently produce quality work.  Make sure assignments are done according to the given instructions and completed on time; don’t be afraid to ask questions if necessary |

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**Tieton Elementary School**

**“A Place to Grow”**

**Building Procedures for Parent Involvement**

The goal of the Highland School District and specifically Tieton Elementary is to provide quality education for every child. Partnerships between the school, the home and the community are not only necessary but vital for OUR students to grow and succeed at the highest levels they can.

Tieton Elementary recognizes that some students may need extra assistance to reach the state’s high academic standards. One avenue of help is through the Title 1 program. Tieton Elementary intends to include parents in all aspects of the school’s Title I program. The goal is a school-home partnership that will help all students to succeed which will be guided by the following:

School Parental Involvement Procedures

* Parents and staff will review the previous year’s Parent Involvement Procedures
* Revisions and edits will be at the beginning of the 2023-2024 school year.
* Final procedures will be posted in the buildings and on the district website.

Annual meeting,

* We will hold a meeting to review the procedures for 2023-2024.
* We will offer two meetings to accommodate parent schedules, one in the fall and the other in the spring.
* All parents will be invited to this meeting through a school bulletin or flyer
* The agenda of the meeting will include:
  + Parent’s right to be involved
  + Information about what the program is doing and how that is helping their students
  + Building plans will be available at annual meetings for review and input as well as information from the spring program survey
* Efforts will be made to schedule Title 1 meetings in other buildings at alternative times to allow parents to attend and receive information about similar programs.

Notification

* Parents will be informed with the school messenger system and flyers of school events.
* Parents are notified of their student’s participation in programs as soon as possible. The Title 1 student participation letter will be sent out in the fall when the program has established student needs. Additionally, the parents of ELL students will be notified of their program participation and their most recent WIDA results.
* Update website with support programs link, support programs contact name and phone number, information as to what the Title 1 program is and consists of.
* We will look into adding a social media as a way to communicate with parents.
* Upon request, regular meetings with teachers and parents will be held for the purpose of responding to suggestions relating to program operation.
  + Building Parent Councils will also be informed of this organization.
  + The district will explore adding this link to its website: <http://www.chswpirc.org/>

School-Parent Compact

* Tieton Elementary School currently conducts Parent/Teacher conferences twice a year. Attendance at these conferences is required.
* Goals are established for each student which review student academic progress and establish support for student success by outlining the roles of the student, school and parents. This is in addition to the general school compact included in the Student/Parent Handbook and which reviews the expectations for teachers, parents and students.
* Report cards are sent home at the end of each semester.
* The district website has a link at www.highland.wednet.edu that allows parents online access to attendance, grades, and provides a link to email their child’s teacher.
* Teachers contact parents via email, Parent Square, or phone calls to notify when students are not making adequate academic progress, or when students are doing well.
* Parents are always welcome in the building to talk with their student’s teacher(s), volunteer in and/or observe the classroom activities. Parents should inquire in the office as to specific procedures.

Additional opportunities for parents,

* At various times during the year, meetings/trainings will be held to increase parents’ knowledge in educationally related information, how to monitor a child’s progress and work with educators to improve the achievement of their children.
* We will share information about DIBELS and other available assessments at the annual meeting.
* TES will have orientation on August 17, 2023, and reading/math nights during the school year. A parent volunteer sign-up sheet will be available.
* Other reasonable support for parental involvement will be provided as needed. For example, childcare has been made available when needed.

To maximize the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, TES will provide, to the extent it is practical, information and school reports in a format and language these parents can understand.

* Translation of written materials into parents’ primary language (including these procedures, notices, etc.)
* Translation at meetings, as is practical, to afford parents opportunities to participate in activities.
* Tieton Elementary’s Parental Involvement Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.
* These Parent Involvement Policy/Procedures will be developed/revised by Tieton Elementary at the first Parent Association meeting of the year and will be in effect for the period of the 2023-2024 school year. The school will distribute these Parent Involvement Policy/Procedures to all students/parents through this handbook and make it available to the community on or before 8/22/2023

**We at Tieton Elementary School believe in providing a quality education to all our students. This means that we will do everything we can to ensure that your children receive engaging instruction, rigorous aligned curriculum, and purposeful assessment. Our mission, our focus, is to provide the best instruction possible.**

Tieton Elementary School promotes effective schools by:

* Putting basic education first over other school activities.
* Providing a school-wide climate of high expectations for academics, personal conduct, and involvement.
* Encouraging family/community involvement in the educational process.

## General Information

## Assemblies

Occasionally academic and activity assemblies are scheduled at TES. Students are expected to behave in a positive, respectful manner, including showing respect during the pledge to the flag. Students may lose the privilege of attending school assemblies if they are unable to meet behavioral expectations.

**Attendance Policy**

A full day absence is defined as missing more than half the school day. Students who have been absent need to:

1. Present a note to the office signed by their parent/guardian explaining the reason for the absence. This should be done prior to the tardy bell on the day of their return or
2. The parent/guardian can telephone the school notifying the school of the cause of the absence. This must be done within one day of the date of the absence.
3. Student absence is considered to be unexcused if:
   * The student fails to bring a written note from the parent/guardian and the school does not receive a telephone call from the parent.
   * The student skips school; the student leaves school and/or is absent from class without permission.
4. Students who fail to bring a written note will be marked unexcused and given one more day to bring a note. The school will contact parents by telephone or mail to inform them of an absence without a written excuse.
5. Parents are encouraged to not pick students up early unless it is a medical appointment.
6. Upon teacher discretion, students may be required to make up work missed by staying after school or come in before school, up to 7 absences for the school year.
7. Upon the eighth absence, the students will be required to make up the work by staying afterschool or coming in before school. The student has 3 days from returning from the absence to get the time made up. If by the third day the student has not made up the absence, the teacher will keep them after school for at least 30 minutes. Parents will need to make arrangements to pick up their child. (A note will be sent home on 2nd day.)

Absences will be acknowledged as excused with receipt of a parent note or phone call for up to **ten (10) absences per year**, excluding school related absences, pre-arranged absences, or extended illness. Upon the eleventh occurrence, absences will be considered unexcused unless:

1. A doctor's note is provided which documents a diagnosis preventing regular attendance at school.

2. The parent/guardian has received prior approval from the building principal for their child to be absent.

**Students who miss school, leave early (more than 15 minutes) from school or are tardy (more than 15 minutes) to school will be required to arrive early or stay after school to receive the instruction that was missed, to make up the assignment, or assessment missed due to being out of class.**

Students who have extended absences from school are expected to make up the work that is missed during their absence. Some participation activities are impossible to make up. This, in combination with missing instruction, often results in a student's learning to be negatively impacted.

All Washington State Schools are required by State statute to set up a meeting with the Community Truancy Board and file a petition with the juvenile court when students accumulate five unexcused absences in a month or ten in a year (RCW 28A.225.015).

## Breakfast/Lunch Program

Full Price Reduced

Student Lunch $2.25 $.40

Student Breakfast $1.25 Free

Student Milk $.50 $.50

Student Juice $.50 $.50

Adult Lunch $4.25 Breakfast: $2.25 Milk: $.50

**Lunch Line**

Students will stand in alphabetical sequence with their lunch card by homeroom class.

**Field Trips**

Attending a field trip is considered a privilege at TES. Students who have been suspended (in or out of school) may not go on fieldtrips unless approved by an administrator. Misbehavior on a field trip will result in loss of future field trip privileges for the year. At different times during the school year, students may take in district or walking field trips without a permission slip being sent home.

**Fund Raisers**

TES annually holds fundraisers which are the main source of funding for student activities and field trips. The only sales allowed at TES will be TES sponsored sales and/or a Parent Association fund raising event.

**Physical Education/Health Class**

The goal of physical education is to develop physically individuals who have the knowledge, skills, and confidence to enjoy a lifetime of healthy physical activity.

To have a lifetime of healthy physical activity, a physically fit person:

• Has learned the skills necessary to participate in a variety of physical activities.

• Knows the implications and benefits of participating in various types of physical activities.

• Participate regularly in physical activity

• You are in good physical shape

• Values physical activity and its contributions to a healthy lifestyle.

**Homework and Late Work Policy**

Each teacher at Tieton Elementary School assigns homework designed to support the instruction in the classroom. The students are required to bring their homework back completed on the due date. If there are any questions about the homework please contact the classroom teacher. Failure to do and turn homework will negatively impact student learning and may result in a lower grade in the subject area.

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis may receive a lower grade in the subject area, miss reward activities, and/or loss of recess. Students may receive any of the following based upon individual teacher discretion or grade level policy.

Students who miss homework because of an excused absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It’s the student’s responsibility to get work missed due to illness or absence. **Students who miss school, leave early from school or are tardy to school may be required to arrive early or stay after school to receive the instruction that was missed, to make up the assignment, or assessment missed due to being out of class.**

**Illness/Injury at School**

Any student injured at school needs to inform the adult supervisor present at the time of the injury. Students who feel too ill to continue in classes should let their teacher know and come to the office where arrangements will be made.

**Internet and Network Use Agreement**

Internet access is available to students and teachers in the Highland School District. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Highland School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, Highland School District, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Highland School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

**Internet - Terms and Conditions**

1) Acceptable Use - The purpose of Washington State K-20 Network, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Highland School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a Highland School District faculty member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Highland School District may request the system administrator to deny, revoke, or suspend specific user accounts.

3) Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal your personal address or phone numbers of students.
4. Do not use the network in such a way that you would disrupt the use of the network by other users.
5. All communications and information accessible via the network should not be assumed to be private property.

4) Downloading of software of any kind is prohibited on Highland School District Computers. Not all software is compatible with every computer and operating system. If software is needed for a class put in the request to a staff member for the software. If you are found to be downloading software, you will lose your computer privileges for the remainder of the year.

5) Highland School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Highland School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Highland School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet, as anyone else but yourself will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

7) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but not limited to, the uploading/creation of computer viruses.

8) Servers – Use of the servers is a privilege. Downloading or using servers inappropriately will result in the loss of user privileges. This includes creating folders not in your file folder. Publishing instructions for using a server for other than correct use or saving installation programs to them.

**Internet – Code of Ethics**

All employees and students shall use software only in accordance with its license agreement. Unless otherwise noted in the license, or in the event that software arrived without a license agreement, any duplication of copyrighted software, except for backup and archival purchases, is a violation of federal law and Highland School District policy.

* + - 1. I will use software according to the provisions of the license agreements.
      2. I will not make unauthorized copies of software under any circumstances.
      3. I recognize that the Highland School district will not tolerate the use of any illegal software copies on Highland School District computers.
      4. I understand that anyone found copying software other than for backup purposes is subject to Highland School District disciplinary actions.
      5. I understand that anyone found making illegal software copies may be subject to civil and criminal penalties up to $250,000 per worked copied and/or expulsion from the school district.
      6. I will report any suspected misuse of software to the District Software Manager.

Any additional questions should be addressed to Software Manager.

**Internet Safety, Electronic Resources and One to One Technology Use Rules**

In November of 2018, the school board added the items below to Board Policy 2022. In addition to the specific requirements and restrictions detailed in the full policy, it is expected that students and families will apply common sense to the care and maintenance of the district provided laptop. In order to keep laptops secure and damage-free, please follow these additional guidelines:

* Do not loan your laptop or charger and cords to anyone else.
* Do not leave the laptop in a vehicle or leave it unattended at any time.
* Do not eat or drink while using the laptop or have food or drinks in close proximity.
* Keep your laptop away from locations like table edges, floors, seats or pets.
* Do not stack objects on top of your laptop, leave it outside, or use near water.

Just like textbooks, team uniforms and other school property issued to your child for school purposes, there is a responsibility to care for and appropriately use the resource. We know accidents and/or loss may happen, even when students attempt to take good care of the device. In these instances, district policies and state regulations require a fine be levied to cover the repair or replacement cost of district property.

* If a laptop is reported stolen or lost by a student, the parent or guardian must file a police report and bring a copy to school. If it stolen on campus, the student should report it directly to a school administrator.
* If a family leaves the District, but does not return the laptop, they will be fined for the full replacement costs, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering district property.
* Willful abuse and/or intentional damage to the laptop (i.e. damage caused by writing on the machine, willful destruction, prying off keys, spilling liquid in the machine, etc.) will be treated as vandalism by the school and may include additional disciplinary action. This includes missing keys from the keyboard (Keys do not just fall off of a laptop keyboard.)

HSD is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. This is to inform parents and students that by using HSD district-issued technology, you (students) agree to abide by the conditions listed above and assume responsibility for the care and proper use of HSD district-issued technology. You (students) understand that should you fail to honor all the terms of this Policy, access to laptops, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action as outlined in the HSD Student Code of Conduct.

|  |  |
| --- | --- |
| **Technology Repair Fees** | **Schedule** |
| **One-to-One Technology Use Fee (HHS only)** | **$20.00** |
| **Replace a Power Cord** | **$16.00** |
| **Missing Keys or fix a broken keyboard** | **$20.00** |
| **Repair a damaged device corner** | **$30.00** |
| **Replace a cracked screen** | **$50.00** |

**Medicine at School**

The office **cannot** give medicine to students. (Aspirin, Tylenol, etc.) Students should not bring medications without a doctor’s prescription to school. Students using prescription and over the counter medicine are required to make arrangements to keep the medicine in the office. Students who bring unapproved medication to school, may be suspended from school.

**Promotion**

Each student’s progress toward academic promotion standards is a shared responsibility of the student, parent(s)/guardian(s), and TES staff. These expectations are clearly defined in the TES “Parent-Student-Teacher Agreement”for learning and are intended to ensure academic success for all TES students.

Students who demonstrate a zero (0) performance score, “No documentation of progress or evidence of work at grading period” or one (1) point performance score, “Below standard: little demonstration at grading period” are subject to an initial academic review by the student’s teacher and principal to review the student’s formative and summative assessment data to determine if the student’s academic performance should be presented to an Building Leadership Team (BLT) to specifically discuss the issue of promotion or possible retention. The BLT shall consist of parent(s)/guardian(s) of the student, teacher(s), the student, and other school staff as needed. The decision to promote or retain a student should be a consensus decision of the team. If the parent(s)/guardian(s) are not in agreement with the principal’s decision, they may submit a formal appeal letter to the principal requesting further consideration in the matter.

The BLT will consider the following areas prior to making a determinationfor promotion or retention:

* Proficiency of Common Core State Standards
* Citizenship and study skills
* Age, Physical and social maturity level
* Previous academic interventions

The BLT may require additional interventions prior to recommending promotion. Such interventions may include, but are not limited to, after school learning opportunities, tutorial, remediation courses, and/or intersession.

**Report Cards and Progress Reports**

Report cards and progress reports are intended to be a report to the parent of the student's progress at school. Report cards will be sent home twice a year. In addition, progress reports are sent home three times per semester.

**School Campus**

Students will remain on the campus from the time of arrival until the close of school unless officially excused. Students wishing to leave campus (doctor/dentist appointments, family reasons, etc.) can do so only by bringing a note from a parent/guardian and by checking out of school with office personnel. Parents will not pick their child up from school early to avoid waiting in line.

**School Closure**

Parents will receive an automated phone call letting them know of all school closures. Yakima area radio stations will also be contacted if school is closed or will start late. **Please listen to the radio, check the local TV stations, Parent Square for information or the school website. If no notification is given over the radio or via a phone call, school is as normal.**

**Tardiness**

If your student arrives late to school, he/she must check in at the office with a note explaining the tardiness before proceeding to class. Students will be required to make up any work missed due to them not being in class. Excessive tardy issues will necessitate a parent meeting to address the reason. Further issues may result in lunch detention.

**Use of Telephone by Students**

As a general rule, students are not allowed to use school phones except in emergency situations. **Any phone calls made by students will be done in the office.** Likewise, we will not call children out of class to accept phone calls except in emergencies. We will be glad to deliver messages to students when parents must change plans without warning. Arrangements for children to go to another child’s home after school, and similar situations, should be handled with a note before school whenever possible.

**Valuables at School**

It is very important that students do not bring valuables to school. The school cannot guarantee security for personal items brought to school. The school will not replace personal items lost or stolen at school or spend time looking for items that are lost or stolen, so please leave valuables at home. If a student must bring a valuable item, it needs to be checked in to the office before the start of school for safe keeping.

Cell phones, Tablets, MP3’s/iPods, headphones, games, fidgetspinners, etc. are not allowed during school**. Students must check them into the office for safe keeping until the end of the school day**. Students who bring these items without checking them in will have them taken from them. Items will be returned to parents by request or to students at the end of the school year.

**Video Taping & Photographing**

Videotaping and photographing the students at Tieton Elementary School takes place from time to time in conjunction with classroom projects, bulletin boards, memory book, special events, and local news media coverage. While many parents enjoy viewing a videotape of their child on the news or in a school production, other parents do not want their child videotaped or photographed.

1. If you do not want your child’s picture taken or your child videotaped while at Tieton Elementary School for any reason, please call the school secretary at

678-8700, or send a note stating your wishes.

1. If we do not hear from you, we’ll assume we are free to photograph and videotape your child at any time during the school year.

If you have any questions, please contact the school.

**Visitors**

All visitors must check in with the office staff and receive a visitor’s pass prior to accessing the campus. Classroom visitations must be prearranged with the teacher/principal prior to the day of visit.

**Volunteers**

The parents and community have a close partnership with Tieton Elementary School and support our school in a variety of ways. We have a large cadre of adult volunteers who help in the classroom or with special events and programs. Their participation is invaluable and our children and community truly reap the benefits.

To provide for the protection of all our children, Washington State is now requiring that all volunteers be checked for past history of child abuse. Anyone who interacts with students in our school, whether helping in the classroom, at parties, supervising field trips, selling ice cream or helping at the Field Day, **is required to have the WSP clearance.**

If you would like to volunteer at school, please be sure that you contact your child’s teacher with your availability and complete a Parent Volunteer Information form and a Criminal and Abuse Disclosure form. These forms must be completed annually prior to volunteering. They can be picked up in the school office.

**Student Behavior Expectations and Discipline**

**School’s Rights and Responsibilities**

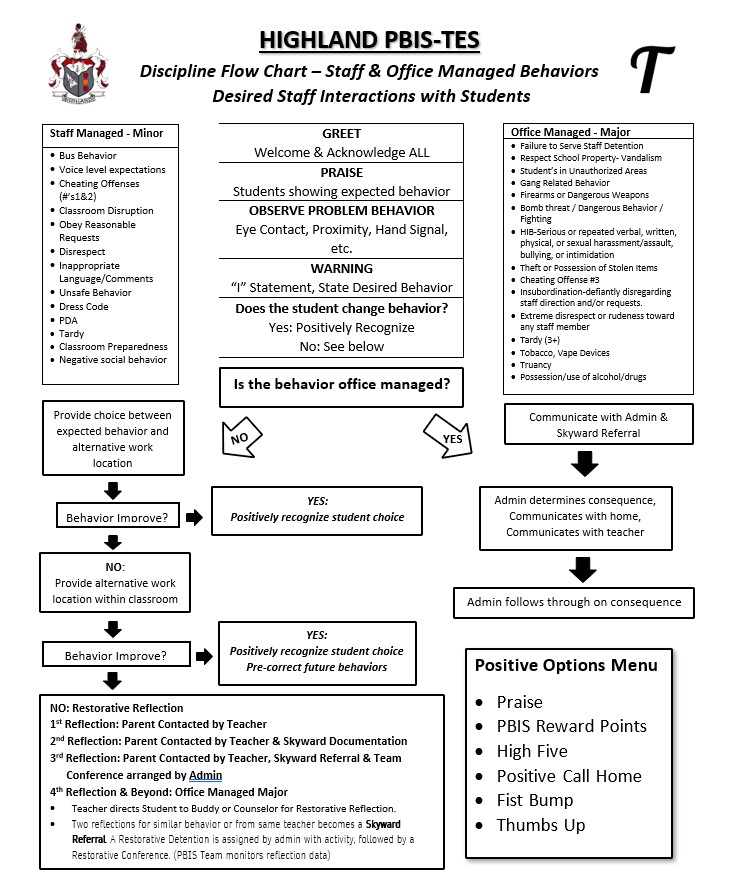
It is the right and the responsibility of the school to create an environment which is productive to student learning. It is for this purpose that each school district is required to develop written rules of student conduct (WAC 180 40 225). The expectations of student conduct at Tieton Elementary School are provided on the following pages. It is the student’s responsibility to respect and follow the rules of the classroom and school as well as those people who enforce those rules (WAC 180 40 210). The rules given below are intended to help students behave appropriately.

**PBIS (see flow chart)**

Tieton Elementary School (TES) is utilizing Positive Behavior Interventions & Supports (PBIS) as a proactive, system-wide approach helping our school effectively and efficiently support students and staff. We believe that respect and safety are innate human rights equally given to all people. Highland High School believes that punishment often increases behavior but may gain temporary compliance. Tieton Elementary School uses PBIS and Restorative Justice practices, in order to provide effective conflict resolution strategies, while creating a positive school climate and a sense of ownership for students and staff. The Highland Way creates an effective learning community where all students and staff show respect, solve problems and make good decisions. The

discipline flow chart serves as a guide for interactions between staff and student behavior in terms of Minor and Major Offenses.

Throughout the school year, we regularly screen students in the areas of academics, behavior, and social-emotional needs. We use the following screeners: Dynamic Indicators of Basic Early Literacy Skills (DIBELS), STAR testing, and the Student Risk Screening Scale- Internalizing and Externalizing (SRSS-IE) 2.0. We will use results from these screeners to make appropriate data-based team decisions for interventions.



**District School Bus Rules**

1. Students are not allowed to eat or drink on the school bus while traveling to and from school. Gum chewing is not allowed.
2. Students must remain seated at all times, unless otherwise instructed.
3. Outside of ordinary conversation, students are expected to observe approved classroom conduct such as:
4. Sitting properly in the seat
5. Not throwing things
6. Being courteous to fellow passengers
7. No horseplay
8. The driver is in full charge of the bus and the students. Students must obey the driver promptly and willingly. If a student chooses to not listen to the bus driver, the student may immediately lose their bus riding privileges.
9. Any other rules as established by Washington State Law.

**If a Student Chooses to Break the Bus Rules**

Warning Verbal warnings from the driver and possible referral to Principal.

First Ticket 1. Written school bus incident report sent to principal with copy for parents.

2. Student conference with principal.

Second Ticket 1. Student referred to principal.

2. Parent notified and conference may be requested.

3. Student discipline or detention.

Third Ticket 1. Student referred to principal.

2. Parent, driver, principal, and student conference required.

3. Automatic suspension from riding district buses for 5 school days.

4. Report of conference submitted to superintendent.

Fourth Ticket 1. Student referred to principal.

2. Parent, driver, principal, and student conference required

3. Automatic suspension from riding district buses for 45 to 90 days.

4. Report of conference submitted to superintendent.

**Note**: The severity of any misconduct may result in the immediate application of higher penalty.

**Dress Code**

Students should dress in a manner that is appropriate for a productive school environment. Additionally, students must be dressed appropriately for weather conditions in the event that the building must be evacuated. Any clothing or personal appearance that disrupts the learning of others will not be permitted. The guidelines below are intended to help parents and students insure that they are dressed in a manner which is appropriate at school. If a student has a question regarding the appropriateness of any clothing, please inquire at the office. The following items are not permitted:

* bandanas, hair nets, rags, sunglasses
* Torn T-shirts, tank tops with straps that are less than three fingers in width or that do not cover the back and chest, or that hang low under the arm, low-sagging pants that expose underwear (including sports bras) or private areas.
* Jeans with holes must not expose skin above a student’s finger tips.
* Any clothing that exposes private areas including girl’s tops that are cut low and/or do not cover the chest, stomach and/or back when the student is moving around,
* Short shorts or skirts that ride up when bending or seated: skirts, shorts, dresses must be at or below fingertip level when hands hang at the student’s side, including when tights or leggings are worn underneath.
* Mesh shirts; see through shear shirts or half shirts without an undershirt.
* Spaghetti strap style tops, even if covered with a sweatshirt, jacket, etc.
* Any apparel which has obscenities, vulgarities, or suggestive words or pictures on it.
* Pajama pants and/or pajama shirts, including flannel sweat pants.
* Clothing that encourages or advertises the use of violence, alcohol, drugs, or tobacco products, including “8 ball” clothing.
* Any apparel which implies gang membership (see above).

Students who are not dressed appropriately will be given to two options: 1.) Go to the office to call a parent so that the parent can bring that child school appropriate clothing or 2.) Student will be sent to the office and be given the option to change into clothes provided by the office. If the student declines to not wear the clothing provided by the office, it now becomes an issue of non-compliance and will result in a student discipline referral. A phone call will be made to their parent to bring appropriate clothes. Repeated violations of the dress code are considered to be an offense resulting in discipline. Students wearing gang related clothing will be in violation of the exceptional misconduct rule. Students can wear a hat outside only. Any hat worn in the building will be taken from them and returned at the end of the semester or may be picked up by a parent from the office.

**Public Display of Affection (PDA)**

Public display of affection is not permitted at Tieton Elementary School. These behaviors disrupt the learning environment and may include, but is not limited to, hand holding, hugging, and kissing.

**SUBSTANCE ABUSE POLICY #2121**

Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, sell or use drugs, alcohol, unauthorized medication, or drug paraphernalia. Students shall

not be under the influence of alcohol or drugs on school premises, at school-sponsored activities or in school vehicles. The consequences for possession or being under the influence of alcohol or drugs, or abusive

chemicals, unauthorized medication, or possession of drug-related paraphernalia may result in disciplinary action pursuant to district policy. Law enforcement agencies will be notified if necessary.

Substance Abuse Guidelines: The following will be implemented when a student is in possession of, has admitted being under the influence of drugs/alcohol, has tested positive for drugs/alcohol, has failed/tampered with a drug/alcohol test or refused a drug/alcohol test:

First Offense:

1) Phone contact will be made with the parent or guardian.

2) Referral to Student Assistance Professional (SAP)

3) Students will be required to follow recommendations of SAP.

Second Offense:

1) Same as First Offense Steps 1-3.

2) Required Substance Abuse Assessment completed by SAP.

3) Short-Term Suspension (Up to 5 Days)

Third Offense:

1) Same as First Offense Steps 1-3.

2) Short-Term Suspension (Up to 10 Days)

(Suspension under this policy will include suspension from participation in or attendance at all school

sanctioned events and activities.)

**Tobacco/Nicotine Products**

Students may not possess and/or use tobacco or nicotine products or delivery devices (including but not limited to electronic smoking devices, vapor pens, non-prescribed inhalers) on school property, at

school events, or in school vehicles. Due to the difficulty in determining the difference between tobacco and marijuana electronic smoking devices, all students in possession of or verified using any

electronic smoking device are subject to a urinalysis test.

1. First Violation: Parent Contact, Referral to SAP (Student Assistance Professional), Requirement to follow SAP recommendations.

2. Second Violation: Short-Term Suspension (1-3 Days)

3. Third and Future Violation(s): Short-Term Suspension (Up to 5Days).

**Gang Related Behavior**

The following actions are considered to promote or indicate gang membership and are not permitted at Tieton Elementary School. Gang related behavior is a violation of the student behavior rules of TES. Students exhibiting gang related behavior are subject to emergency expulsion from Highland School District.

1. Hand signs
2. Marks, drawings, tattoos, graffiti
3. Hazing, intimidation
4. Extremely oversized clothing
5. Use of a tag name
6. Solid red or blue shirts or shoe laces
7. Use of a bandana or hair nets
8. Hair cut styles associated with gang membership
9. Old English style lettering
10. Initiation invitation, inquiry, or activities
11. Use of dark lipstick or liner
12. Buttoning only the top button on a shirt
13. Pants sagging below the waist line
14. Hanging belts, suspenders, overall straps
15. Groups of students wearing solid blue or solid red or gang affiliated colors
16. Frequently wearing the color blue or red

This list is not all inclusive and is intended to serve as a guide to help students stay within the expectations of the school to keep all gang related activity out of TES. Other restrictions may be imposed as need arises.

**Harassment/Bullying**

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation (including gender expression or identity), or mental, physical, or sensory handicap or other distinguishing characteristics, when the act:

* + - 1. Physically harms a student or damages the student's property;

or

* + - 1. Has the effect of substantially interfering with a student's education;

Or

* + - 1. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;

or

4. Has the effect of substantially disrupting the orderly operation of the school?

### A violation of any of the above will result in parent contact and possible suspension from school.

**Sexual Harassment, NONDISCRIMINATION, and COMPLAINT PROCEDURE**

See HSD Policies and Procedures: 3205, 3205P, 3207, 3207P, 3210, 3210P, 5010, 5010P, 5011, 5011P,

DISCRIMINATION

Highland 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:

**Title IX Officer and Civil Rights Compliance Coordinator:** Brandon Jensen, Tieton Elementary School Principal, 711 Franklin Rd, Tieton, WA 98947, 509-678-8700, bjensen@highland.wednet.edu

**Section 504/ADA Coordinator**: Courtney Sund, SEL and Inclusion Director, 17000 Summitview Rd, Cowiche, WA 98923, 509-678-8700, csund@highland.wednet.edu

**Harassment, Intimidation, Bullying (HIB) Coordinator:** Don Strother, Highland Middle School Principal, 17000 Summitview Rd, Cowiche, WA 98923, 509-678-8800, dstrother@highland.wednet.edu

**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 (Policy #3210) contact your school or district office or view it online here: http://www.highland.wednet.edu/common/pages/DisplayFile.aspx?itemId=5138773

**SEXUAL HARASSMENT** Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

 A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

 The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

 Pressuring a person for sexual favors

 Unwelcome touching of a sexual nature

 Writing graffiti of a sexual nature

 Distributing sexually explicit texts, e-mails, or pictures

 Making sexual jokes, rumors, or suggestive remarks

 Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district’s sexual harassment policy and procedure, contact your school or district office, or view it online:

Policy 3205 Sexual Harassment of Students Prohibited <http://www.highland.wednet.edu/common/pages/DisplayFile.aspx?itemId=638600>

Policy #5011 Sexual Harassment of District Staff Prohibited

<http://www.highland.wednet.edu/common/pages/DisplayFile.aspx?itemId=14433688>

**COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child’s principal or with the school district’s Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

**Complaint to the School District**

***Step 1.*** *Write Our Your Complaint*

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

***Step 2:*** *School District Investigates Your Complaint*

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

***Step 3:*** *School District Responds to Your Complaint*

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

**Appeal to the School District**

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

**Complaint to OSPI**

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions have occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

***Email:*** Equity@k12.wa.us **ǀ *Fax:*** 360-664-2967

***Mail or hand deliver:*** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our website, or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

**Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 ǀ TDD: 1-800-877-8339 ǀ OCR.Seattle@ed.gov ǀ OCR Website

*Washington State Human Rights Commission* 1-800-233-3247 ǀ TTY: 1-800-300-7525 ǀ Human Rights Commission Website

### Suspension from School Offenses

The consequences for violating any of the following offenses at school or at any school activity may be suspension of one to nine days.

1. Being involved in a fight, including the promotion of a fight and videotaping/posting a video fight. Students involved in multiple fights will receive longer suspensions. (Police notification as appropriate.)
2. Dangerous behavior - threats of violence against students or staff members (Police notification as appropriate.)
3. Theft or possession of items not belonging to you without the permission of the owner (Police notification as appropriate.)
4. “Pantsing” another student.
5. Disrespectfulness, defiance, or rudeness toward any staff member.
6. Vandalism - destruction or damage of property of $50 or less
7. Use of a racial, gender, or religious slur in any form.
8. Tampering with fire apparatus, including alarms and extinguishers or setting of a false alarm (Police notification as appropriate.)
9. Use or possession of tobacco as stated in HSD policy #2121.
10. Repeated or chronic misconduct.
11. Other serious behaviors determined to be inappropriate and unacceptable.
12. Bullying. Bullying is defined as repeated harassment or relational aggression as defined by:

* A desire to hurt or harm.
* The behavior is intentional.
* The desire to hurt or harm results in hurtful and harmful action(s).
* A power imbalance exists. Unjust use of power.
* The aggressor enjoys carrying out the actions.
* The victim has a sense of being oppressed.
* The perpetrator typically repeats the hurtful/harmful actions.

**Suspension Appeal Procedure** Any student or parent aggrieved by a suspension has the right to an informal conference with the principal to resolve the grievance. If the matter cannot be settled during the informal conference, the aggrieved have the right to appeal the disciplinary decision by presenting a written or oral statement to the Superintendent. If this step does not bring resolution, the aggrieved have the right to present a written or oral statement for review and reconsideration to the School Board.

**WEAPONS/DANGEROUS WEAPONS ON SCHOOL PREMISES**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. ****Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. School officials shall also notify the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. The district shall also comply with federal protections for disabled students in the application of this policy.  For more information, please refer to Policy 4210, available online or upon request from any school building office.

**Tieton Elementary School**

**Highland School District**

**Parent - Student - Teacher Agreement for Learning**

Together we provide: A quality education for all

**As Teachers of TES we will**:

* + believe that each child can learn
  + come to class prepared to teach
  + show fairness and respect for each child and his family
  + help each child grow to his or her fullest potential
  + communicate with parents about student's progress
  + involve parents in their child's learning
  + demonstrate professional behavior and a positive attitude
  + comply with homework policy

**As a Student I will:**

* + follow the Tartan Trio and the rules of the school
  + Make Good Decisions
  + Show Respect
  + Solve Problems
* listen to the teacher
* do my best work
* go to school every day
* take care of the school
* limit television watching, gaming and all other electronic device usage
* read every night
* comply with homework policy

**As a Parent I will:**

* attend parent-teacher conferences and stay in contact with my child's teacher
* attend two school functions other than conferences
* monitor and help with homework
* limit television watching, gaming and all other electronic device usage
* encourage reading at least 20 minutes per night
* make sure my child attends school all day/every day unless sick
* make sure my child goes to bed at a time which allows them to be rested and
* ready for school the next morning
* communicate with my child every day about his/her school day
* comply with homework policy

\*Please visit the Highland School District website at www.highland.wednet.edu for links to Skyward and Renaissance Place.

**Together we will work to carry out this agreement for learning.**

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

Please make sure to have read and understand the TES Parent and Student Handbook including:

- Attendance

- District School Bus Rules

- Discipline Plan

- Dress code

- Field Trips: including in district trips without a permission form

- Homework Policy

- Internet and Network Use & Internet Code of Ethics

- Reading Expectations

- Parent-Student-Teacher Agreement

- Valuables at School - including cell phones

- Video Taping and Photographing