

**Pe Ell School District #301**  
**PO Box 368**  
**519 N. 2<sup>nd</sup> Street**  
**Pe Ell, WA 98572**  
**Phone: 360-291-3244**

**Board of Directors**

**Cecile Baggenstos: Chair**  
**Joe Wooster: Vice Chair**  
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**Brandon Pontius: Principal**  
**Julie Castro: Secretary**  
**Lisa Miller: District Secretary**  
**Brandon Pontius: Athletic Director**

**Introduction**

At the Pe Ell School we believe honest, integrity, self-discipline, respect and love of knowledge. These standards guide our actions. We believe in student achievement and that success for all students is not a dream but rather happens because of a plan. Furthermore, we strive to help students develop purposeful strategies toward their career pathways so they become passionate about their own plan for success. I will attempt to do my very best at all I try to do. If I do, I will live up to the Trojan standard of:

- Prepared
- Respect
- Integrity
- Determined
- Engaged

**As a student,**

I commit to attend class regularly; work as hard as I can in class; help keep the school safe; ask for help when I need it; and to respect and cooperate with adults and other students

**As a parent/caring adult,**

I commit to: have high expectations of my child; help my child attend school and be on time; keep track of my child's progress; assist my child in solving conflicts in a positive way; work with teachers and school staff in supporting and challenging my child; and respect school staff and work with them when conflicts arise.

I need: teachers/staff who respect my role as a parent/caring adult; communications from the school; to monitor my child's progress; respect me as an individual; and a community that supports families.

**As a staff person (Teacher, Support Staff, and Administration)**

I commit to: have high expectations of myself and my co-workers; communicate and work with families; to assist student learning; provide a safe environment for learning and respect cultural differences of students and their families.

I need: students who are ready and willing to learn; respect from students, families, and other staff and administrators; assistance from parents and administration; to remove barriers that prevent me from doing the best for my students.



## PE ELL SCHOOL MISSION STATEMENT

As a central part of a caring community, the Pe Ell School District works in partnership with students, parents, staff, and community. Dedicated staff members strive to provide and support an inclusive educational environment. Our goal is to prepare and challenge each student with the education needed to be successful and respectful citizen in a changing world.

-EVERYDAY-EVERYBODY-

### ASB ACTIVITY CARDS

Student Activity Cards are available at the school office. The activity card allows students to attend all Middle School and High School sporting events. Activity cards are \$10.00 for (1-5) students. Kindergarten students get in free.

### POSITIVE REWARDS FOR BEHAVIOR

Every two weeks we will have a High Five Award Assembly recognizing positive student behaviors.

### NON-DISCRIMINATION

Pe Ell Elementary School provides equal educational opportunity and treatment for all students in all aspects of the academic and activity programs without regard to race, creed, color, national origin, sex, marital status, previous arrest or incarceration, or non-program related physical, sensory, or mental handicaps.

### ORGANIZATIONS FOR PARENTS AND COMMUNITY MEMBERS

**PE ELL TROJAN BOOSTER CLUB:** We invite parents, staff, and community members to join the Pe Ell Trojan Booster Club. The mission statement of this organization is:

The Pe Ell Trojan Booster Club is an organization dedicated to providing all students, in academics and in sports, the “opportunity of experience”.

The members of the Pe ell Trojan Booster Club accept the responsibility to care for, support and encourage the growth of all students so that they may reach their fullest potential in our school community.

We acknowledge that each person should encourage students to learn the values of leadership, teamwork, and sportsmanship. Thus, creating the opportunity for all students to become a positive, model citizen of our community, society, and world.

**PE ELL TROJAN BOOSTER SCHOLARSHIP FOUNDATION:** “The mission of the Pe Ell Trojan Booster Scholarship Foundation organization is to expand educational opportunities for local students by involving and assisting the community in a demonstration of our confidence in their education potential and our desire to encourage and support their continuing educational achievement after high school.”

### SERVICES

**INTERVENTION ROOM:** The Intervention Room is for students who need time to “get it together.” If some type of behavioral, emotional, or social situation was preventing the student from being successful in class. The Intervention Room is staffed the entire school day. The adult in the room will help the student to process through situation and return to class in a timely fashion. The room utilizes Positive Behavioral Support Systems.

The Intervention Room is also available to discuss academic plans, career or continuing education options, and topics or situations of concern to you. Ideally, students should arrange counseling appointments with the counselor and teacher(s) in advance, but unscheduled visits are also welcome in an emergency and/or with teacher permission if the counselor is not previously committed at that time.

**HEALTH SERVICES:** Health Services are available at the school, but should be limited to those accidents and illness that happen at school. If you become ill during the school day, report to the main office. We will either allow you to rest in the Nurse’s office or excuse you from school depending on the severity of the illness. The office will contact your parents before allowing you



to leave. When emergencies develop, we administer first aid and call your parents. All medications will be kept in and dispensed through the office.

**LIBRARY SERVICES:** The library will be opened at 8:00 am and remain open throughout the school day for your convenience. Students are encouraged to use the library as much as possible. Please remember the library is A QUIET study and research area, not to be used for socializing.

**SCHOOL INSURANCE:** School insurance is available to all students. Packets describing the insurance program are available in the office. Purchase of the program is optional; however, students participating athletic activities (including cheerleading) must provide signed evidence verifying adequate insurance coverage if they choose not to buy the school insurance.

### **STUDENT HEALTH PROBLEMS**

A professional responsibility in education is to try to identify any problem of an individual that may adversely affect the learning ability of the student. This includes such things as hearing, sight, teeth, lack of sleep, malnourishment, injuries and ailments. In cases of child abuse, the Teacher, Principal and District can be held legally responsible for taking immediate action if there is any hint of child abuse. A false alarm is not nearly as bad as missing someone needing help.

#### **HEAD LICE: SCHOOL STAFF/SCHOOL NURSE RESPONSIBILITY**

- Immediate or long term exclusion is no longer recommended. Students with live head lice can remain in class and go home at the end of the day, be treated, and return to school after the appropriate treatment has begun. Students can return to school with nits following treatment. Nits may persist after initial treatment, therefore students with nits should be allowed back in school the next day. Successful treatment should kill crawling lice.
- Notify parents/guardians of suspected case. Suggest resources for parent on how treat head lice such as those available through the Washington State Department of Health Lice Web page:  
<http://www.dho.wa.gov/CommunityandEnvironment/Pests/Lice.aspx>.
- Maintain and support confidentiality of student.
- Utilize standard precautions regarding the guidelines for handling bodily fluids in schools.
- For more information, contact the school office and/or school nurse.

### **IMMUNIZATIONS**

The law requires that school children must meet certain minimum immunization requirements or they will not be allowed to enroll in school. You must present proof that your children have been immunized against certain childhood diseases. Please see the chart located at the back of this handbook to the immunizations that are required for your child.

**STATE REQUIRED HEALTH INFORMATION:** Please read the following health information at the back of this booklet. The first provides information on meningococcal disease. The second provides information to help reduce cervical cancer in Washington by protecting girls from HPV.

**MEDICATIONS:** If your child is in need of any medication while in school, you will need to pick up and fill out a school medical form. These forms can be picked up at the school office or at your doctor's office. This form need to be signed by both you and your doctor. This is a STATE REQUIREMENT. (This is for both prescriptions and over the counter medications) All medications will be dispensed through the office.

**EMERGENCY TREATMENT FORMS:** If you have already done so, please fill out and return the Student Emergency form to the school office. If you don't have one, they can be picked up at the office.

### **ATTENDANCE LAW**

Washington State law requires that enrolled student between 6-18 years of age attend school. Schools are required to keep records of excused and unexcused absences. Absences for health, family emergency, school activities, prearranged absences approved by the Principal, and absences for disciplinary reasons are excused absences. All other absences are unexcused absences and may result in meeting the administration (and community truancy board) and/or referral to courts for habitual truant.



Attendance requirements are currently in effect that require schools to: 1) notify parents and students of the compulsory attendance law each year; 2) inform parents after any unexcused absence; 3) conference with parents after two unexcused absences within any one month; and 4) take steps to eliminate or reduce an individual's absences.

If actions taken by the school are not successful in substantially reducing an enrolled student's unexcused absences from school, not later than the seventh unexcused absence by a child within any month or not later than the tenth unexcused absence during the current school year, the District shall file a petition for civil action with the juvenile court alleging violation of the truancy law.

**EXCESSIVE EXCUSED ABSENCES:** The District may initiate court petitions procedures beginning with a parent conference at ten percent (10%) absence rate and resulting with a court petition in cases of excessive excused absences which adversely affects the students educational progress. For the purpose of this policy, excessive excused absence for the purpose of filing a petition may be defined as excused or unexcused absences exceeding fifteen percent (15%) of any given semester of the school year.

### **PE ELL SCHOOL DISTRICT ATTENDANCE POLICY AND DEFINITIONS**

Daily attendance and participation is significantly related to achieving the instruction objectives developed for each course offered at Pe Ell HS/MS. High School/Middle School instructors may establish, as part of their grading procedures, a participation component which students are expected to maintain in order for students to successfully meet objectives and earn credit. If participation is part of the grade for a given course, instructors must have ready for students a written explanation of expectations. This information may be sent home for parent to read and sign. See below regarding the Attendance Policy for complete explanation of rules and guidelines. All absences must then be promptly excused.

*Students are expected to have punctual and regular attendance. Absence, for any reason, result in lost educational experience. Pe Ell students who have regular attendance will find more success in their educational experience. We also understand that students and families' have illnesses, family reason, emergencies and other reasons to miss school. Please communicate with the school office and teachers with the issues, it will go a long way.*

**EXCUSED ABSENCES:** All absences that are to be excused must be excused within 24 hours of the absence at 360-291-3244. Notes, phone calls, emails are acceptable unless an attendance contract has been set up for excessive excused absences. An absence for illness, bereavement, doctor's appointment, family emergency or a religious/cultural related event may be excused. School approved activities and disciplinary actions will also be considered excused. Other absences may be excused using a prearranged absence sheet.

*\*\*Excessive excused absences will result in contact with the parent or guardian and restrictions on acceptable reasons for non-attendance. Communication with the school regarding a student's absence is critical for providing effective educational support. Please call 360-291-3244 to speak with our office staff regarding absence information.*

#### **Process for Excessive Excused Absences:**

##### **Step 1: Five (5) days (Academic year)**

- Identify student(s) – review and monitor by the community truancy board.

##### **Step 2: Ten (10) days (Academic year)**

- Letter #1 – reminder of impact on learning. Community truancy board will put student on the “On watch list” as a letter will be sent home.

##### **Step 3: Thirteen (13) days (Academic year)**

- Letter #2 – Parent(s) or guardian(s) may be asked to come in for a conference. A Letter of Verification from a Health Care Provider may be requested. Parent(s) or guardian(s) are informed about the truancy law in this letter and **signature of notification will be required.**

##### **Step 4: Fifteen (15) days (Academic year)**

- Letter #3 – Parent(s) or guardian(s) **WILL** be asked to come in for a conference. A Letter of Verification from a Health Care Provider may be requested.



If within five days of sending letter #3, the parent or guardian has not scheduled a conference with the community truancy board, a second request for a conference may be sent by certified mail. This letter will state the time and location for the conference and invite the parent or guardian to attend. At the conference, which is to be conducted by the building administrator/designee, solutions to the attendance problem will be explored.

#### **Step 4: Twenty days (year to date)**

- If parent does not make contact and/or provide Health Care Provider verification or attend scheduled conference, a truancy petition **WILL** be initiated.

**UNEXCUSED ABSENCES:** An absence is unexcused if the excused absence process is not followed. Sleeping in, missing a ride, trips w/o prearranged clearance, etc. will result in an unexcused absence mark on attendance.

An unexcused absence is the result of the failure of a parent or legal guardian to provide the school with an excuse stating the reason for a student's absence, or a student leaving school without checking out at the office. Checkouts require either a note signed and dated by a parent or guardian submitted to the office prior to the student leaving campus, or the parent or guardian must personally check the student out, or the parent or guardian must telephone the school and speak with the administration or adult office personnel.

Although left to individual teacher discretion, teachers may refuse to accept make-up work if the absence is unexcused. It is recognized that on occasion a student will forget to bring a note the day following an absence. The student will be allowed five school days following their return to bring an excuse from their parent.

#### **Process for Unexcused Excused Absences:**

##### **Step 1: First unexcused absence**

- Phone call to home.

##### **Step 2: Two unexcused absences in one month**

- Conference scheduled

##### **Step 2: Fifth unexcused absence**

- Unexcused absence letter with request for conference. If parent does not make contact or attend conference, may start court truancy proceedings.

##### **Step 3: Seven to ten unexcused absences (7 per month/10 per year)**

- File truancy petition.

##### **Step 4: Follow up with contempt if indicated**

**TRUANCIES:** A student is considered truant if they have an unexcused absence.

**TARDIES:** A tardy is defined as any arrival to class up to 10 minutes after the last bell. If a student is tardy beyond 10 minutes, the tardy becomes an unexcused absence and will count toward the 10 absences allowed before a teacher can issue a loss of credit letter with the agreement of administration. Tardy infractions could result in such actions as, reduction in daily participation points, parent contact, making up the time before or after school or referral to an administrator. **7 tardies equal a one day unexcused absence.**

#### **Process for Tardies:**

**Tardy 1:** Teacher discretion (This step starts after student has been warned that the process for tardies will follow)

**Tardy 2:** Office Warning

**Tardy 3:** Lunch Detention

**Tardy 4:** 3 days Lunch Detention (Open campus revoked for one month)

**Tardy 5:** After school detention 60 minutes (Open Campus revoked for remainder of year)



**Tardy 6:** After school detention 120 minutes

**Tardy 7:** 1 day of ISS

**Tardy 8:** 3-5 days ISS/ Possible loss of credit

**EARLY DISMISSAL:** A student needing to leave school during the school day must bring a signed request from his/her parents or guardians specifying the dismissal time and expected time of return when applicable. This early dismissal request must be submitted to the office before school begins so teachers can be informed and the absence recorded as excused. When time for the early dismissal arrives, the student is expected to officially check out of school through the office before leaving.

**LATE ARRIVAL:** If a student arrives at school after 8:15 a.m., he/she must report to the office before going to class. A written excuse will be required or the absence will be unexcused until a written excuse is received.

**CHECKING OUT OF SCHOOL:** Students are never to leave school before 3:30 P.M. without first checking out through the office. If it becomes necessary for a student to leave during the school day, written permission from the parent or guardian is required.

- Phone calls will not work to excuse students. For liability/security reasons, the school needs written documentation to excuse students during the active school day.
- Students who are checked out-MUST leave the school building immediately, loitering is not permitted.

**CHANGE OF ADDRESS OR PHONE NUMBERS** -- Please keep our office records up-to-date. Let us know of any change, even if only temporary.

**AFTER SCHOOL ARRANGEMENTS:** Please make all afterschool arrangement changes prior to **2:30**.

**ATTENDANCE NOTIFICATION:** There are many ways that parents and students will be notified of attendance activity. These notifications are designed to keep parents and students informed of all attendance issues. Such notification may occur by phone, discipline referrals, staff contact, letters, and parent/student access to Skyward. If you have any questions about any notifications, please call the school for clarification.

**AUTHORIZED REASONS FOR BEING ABSENT:** Students may have excused absences from school for the following reasons:

- Illness, health condition or medical appointment
- Doctor's appointment (if possible schedule these for after school)
- Bereavement
- Family emergency
- Religious/cultural related events
- School related events
- An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

**\*Please Note:** Plan vacations around the school calendar. In the event you must be absent from school for reasons other than the five identified above, complete a **PREARRANGED ABSENCE** form at least a week prior. Students can obtain a pre-arranged absence form from the attendance office.

**CREDIT/PROMOTION:** When a student's absenteeism exceeds the number of allowed absences in each course the school may act to deny credit or promotion. The number of allowed absences per class/course is 18 periods per year or 9 periods per semester or 18 days for Elementary; school related days do not count towards this total. The total includes excused and unexcused absences. When the 18 period limit has been reached, the course credit will be suspended pending a review hearing.

**Process Steps:**

1. The review board will meet.
2. The Principal, Counselor, Course Teacher, and a Non Course Teacher will review the grade, the student's attendance, and other pertinent information to determine whether credit will be granted or denied.



3. Upon decision, the review board will notify the parents in writing of the intended action.
  4. The parent/student have the right to appeal loss of credit/promotion decisions. The appeal must be in writing and submitted to
  5. the Principal's office within 10 days noted on the loss of credit notification. The appeal committee will review the appeal within 5 days.
  6. The Superintendent, Principal, and one School Board Member, will review the student's grade, the student's attendance, and other pertinent information to determine whether credit will be granted or denied.
  7. Upon decision, the appeal board will notify the parent in writing of the intended action. Any and all decisions by the appeal committee are final.
- If the 18 absences are medical in nature, the school nurse will be a part of the review board.
  - Attendance Contracts can be used to correct/monitor absenteeism.
  - The Truancy matter could also be referred to Lewis County Juvenile Court, per the BECCA Bill.

### **OTHER ATTENDANCE PROCEDURES**

**FOLLOWING AN ABSENCE:** Upon returning to school following an absence, the student is required to report to the office (with or without an excuse) before school begins. For Elementary students, they are to report to their teacher. The student is responsible to complete this business without being late to first period.

\*Students are given one-day make-up for each day absent to complete late assignments.

### **LOCKERS**

Each student will be issued a locker or cubby at the beginning of the school year, and each student will be held accountable for both the contents and appearance of such to which he/she is assigned. If, for some reason, your locker does not function properly, please inform the office so that maintenance staff can repair it.

In order to discourage theft, students are cautioned not to bring large amounts of money, expensive jewelry, electronics (CD players, iPods, cell phones, etc.) or other especially valuable items to school. Students are responsible for securing such items, and the District is not liable in case of loss or theft.

Student lockers and cubbies remain the property of the School District, and school officials retain the authority to inspect them in the absence of students when:

1. It occurs as part of a general inspection for the purpose of recovering school property such as library books.
2. They have reasonable cause to believe that items may be concealed which violate school rules or the law.
3. They have reasonable cause to believe that conditions or circumstances exist which threaten the health or safety of those in the school.

### **REPORT CARDS**

Report cards will be issued four (4) times during the school year. Each grading period is approximately nine (9) weeks long. Report cards will be sent home with students after the first three grading periods. The last report card will be mailed home after school is out.

### **WITHDRAWAL FROM SCHOOL**

Students who plan to withdraw from school are asked to notify the office as soon as possible. Before withdrawing from school, students will be expected to:

1. Turn in all books, equipment, etc.
2. Pay all fines and fees owed.
3. Turn in a student withdrawal form that has been signed by all teachers, the librarian, counselor and school secretary, Principal, coach, kitchen and janitorial staff.



Transcripts and student records will be mailed when the withdrawal process has been completed and the new school has requested them.

### **STUDENT RECORDS**

Schools are required by law to maintain student records that are necessary for the educational guidance and/or welfare of students, and for the orderly and efficient operation of schools:

**STUDENT DIRECTORY INFORMATION:** This is public and may be published or released without prior written consent of students, parents or legal guardians. Directory information may include a student's name, address, and telephone number; date and place of birth; photographs, videotapes, electronic media, web pages, student publications such as newspapers and annuals, and television broadcasts; participation in officially recognized activities and sports; weight and height of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by a student. Parents, legal guardians, and emancipated students may notify the Principal annually in writing if they wish that such directory information not be published or released without prior written consent.

**STUDENT CUMULATIVE FILE:** This file may contain all information about a student which is collected and maintained on a routine basis, such as identifying information (name, birth date, sex, year in school, address, telephone number, parent's name, ethnic classification, emergency information; attendance records; grades and other student progress reports; records of school accomplishments and participation in school activities; verified reports of student misconduct, including a record of disciplinary action taken; such other information as shall enable staff to counsel with students and plan appropriate activities; and current reports of psychological tests and progress reports related to a student's handicapping condition. Such records are treated in a confidential and professional manner. Student records are the property of the District but shall be available in an orderly and timely manner to students and parents.

**RIGHTS OF PARENTS/ELIGIBLE STUDENTS:** The following rights are accorded to parents/eligible students:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights to Privacy Act (FERPA) authorizes disclosure without consent.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

### **RELEASE OF STUDENT RECORDS**

**RELEASE OF RECORDS TO OTHER SCHOOLS:** Student records (academic, immunization, special needs, discipline, tests, attendance, etc.) shall be forwarded to other state-approved school agencies upon request. Certain records such as the final transcript may, however, be withheld pending payment of fines or fees. At the time of transfer of records, the parent or adult student may receive a copy of the records at his/her expense if requested and shall have the opportunity to challenge the contents of the records. It should be noted that current state law requires schools to maintain and forward disciplinary records to state-approved school agencies within two school days of their request.

**RELEASE OF RECORDS TO OTHER PERSONS/ORGANIZATIONS:** Prospective employers or others may request student records. Such requests shall be only with the consent of the parent or adult student in the form of a signed release.

**EXEMPTIONS TO RELEASE POLICY:** Some exceptions exist to the release of student information and records policy as explained above. Student data and records may be released without written permission from the student or legal guardian as follows: 1) information needed to comply with federal and state audits of District compliance with regulations; 2) information required by other statutes to be released -- truancy or child abuse reports, etc.; 3) information needed for the purpose of developing, validating or administering predictive tests or improving instruction; 4) information required by court order or lawfully issued subpoena; and 5) information released to appropriate persons and agencies in connection with an emergency to protect the health or safety of the student or other persons.





## COMMUNICATIONS

Please feel free to contact school personnel to clarify any concerns. The staff is very interested in establishing open and honest communication with the parents. Building and classroom bulletins and newsletters will be sent home on a regular basis to keep you informed. Individual parent-teacher conferences will be conducted on a scheduled basis during the year.

## BUILDING RULES

All of us have to abide by certain rules. The children at Pe Ell Elementary will be expected to observe the following rules:

- Respect for teachers is expected of the children at all times. It is a sign of respect and good manners for children to address all adults as Mr., Mrs., Ms., or Miss and their last name. The use of please and thank-you are expected to be used by the children.
- Students who walk are not to arrive at school before 8:00 a.m.
- Children must go directly home after school unless there is written permission from their parent or guardian stating otherwise.
- Children should not go to the office except on business and they must have a hall pass or permission slip signed by the teacher. The Principal will be happy to talk with students concerning any pressing problem.
- Student use of the office phone must be urgent in nature. Students must make their arrangements for after school activities prior to leaving for school.
- **Parents picking up children during school hours must come to the office to sign out their children.**
- **Children are not allowed to go to the store or restaurant after arriving at school.**
- **Gum and sunflower seeds are not permitted at school.** Students may not use pop and snack machines during school hours.
- Valuables such as ipods, cell phones, T.V.'s, large sums of money, electronic toys and games, etc. are not to be brought to school.
- **LASER pointers are banned from school buses, school grounds and all school activities.**
- In most instances violation of this ban will result in confiscation of the device and possibly detention or suspension. In some cases, if the device is used on a school bus or used to intimidate or harass others by mimicking a LASER sight on a firearm; for example, a student may be suspended or expelled and the matter may be reported to law enforcement agencies. This option to file charges would apply to both students and non-students.

**PETS:** Pets may be brought to school for sharing, by teacher consent. We are concerned that even the gentlest pet can be agitated by the curious children of a classroom, so the parent is requested to supervise the pet during the school visit.

**SCHOOL PARTIES:** In the interest of sensitivity to the feelings and needs of children, you are asked not to bring gifts, invitations for outside parties, or have candy or flowers delivered to the classroom unless all children in the class are invited or participate. Based on health concerns, our school prohibits home-prepared food or beverages from being brought to the classroom to share with students. For this reason, only packaged foods and drinks commercially prepared may be used. If you wish to celebrate a birthday at school, **please clear it with the classroom teacher involved well in advance** so that a time can be arranged and communication can be made to accommodate food sensitives.

## SCHOOL BUS RULES AND REGULATIONS

The Pe Ell School is concerned about student safety in and around buses and bus loading and unloading areas. To keep consistent with this safety concern we will enforce a rule that prohibits parents from picking up their children after school in the bus loading zone. If you need to pick up your children after school, please do so at the cafeteria entrance by the breeze-way. If you must get your child off the bus, please park in the front of the school and walk to the bus loading area.

If your child is doing something after school such as T-Ball, cheerleading, basketball, etc., they need to have a note or they will be sent home as usual.

In accordance with WAC 392-145-035 the Pe Ell School District Board of Directors have adopted the following written policies or rules for passengers riding the Pe Ell School District buses or cars:



1. The driver and/or monitor is in full charge of the bus and passengers. Passengers must obey the driver/monitor promptly and willingly.
2. Students shall ride their regularly assigned bus at all times unless permission has been granted by school authorities based upon a note received from parent/guardian and verified by telephone. Passes will be issued for non-regular riders if it does not cause a standee on the bus. Large groups cannot be accommodated.
3. Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials and a District authorized slip is given to the driver.
4. Students must never approach a bus until it has come to a complete stop and access doors have been opened. Students shall cross the roadway only when the driver gives approval and the crossing must be only in front of and never behind the bus.
5. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include large musical instruments, sticks, breakable containers, inflated balloons, any type of firearms or straps & pins extending from clothing. Except for seeing eye dogs, no animals, reptile, fish or fowl is permitted on the bus.
6. Students shall not be allowed to stand when the vehicle is in motion. (WAC 392-145-010)
7. Buses will not move until all passengers are seated.
8. Each pupil may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the School Principal and/or driver.
9. Windows may be opened only with permission of the driver and when opened no student shall extend any part of his/her body beyond the window ledge.
10. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing objects of any kind.
11. No student will use alcohol, tobacco, smoke, light matches or lighters or use any type of flame or sparking device on the bus.
12. Excessive noise and loud behavior is not permitted. Classroom conduct must be observed.
13. Profanity will not be tolerated.
14. Except when absolutely necessary students shall refrain from talking to the driver when the vehicle is in motion.
15. Students shall not sit in the driver's seat and students shall not tamper with any emergency doors, windows or equipment unless emergency conditions exist or while emergency exit drills are being conducted as authorized by the bus driver.
16. Students shall stand away from the roadway curb when any bus is approaching or leaving a stop. Students shall be at the bus stop five minutes early and wait in an orderly manner.
17. Students must always cross 8-10 feet in front of the bus in full view of the driver. Students must wait for driver's instruction and then look both ways before crossing a roadway.
18. Parents of students damaging school busses will be responsible for proper reimbursement to the School District.
19. Bike riders and students walking should stay away from busses to prevent someone from falling under a wheel.
20. Student misconduct shall constitute sufficient reason for excluding transportation privileges.
21. No food or beverages are allowed on the bus to be consumed on the bus during regular bus routes.

### LUNCHROOM RULES

It is expected for each student to be Respectful, Responsible, Ready to Learn, Follow Directions, and Keep hands, feet, and objects to self.

To be **Respectful** in lunchroom, all students will:

- Use appropriate voice level
- Wait in line patiently
- Be friendly to others (say "please" and "thank you")

To be **Responsible** in the lunchroom, all students will:

- Clean you table, throw away trash
- Have good table manners
- Walk at all times

To be **Ready to Learn** in the lunchroom, all students will:

- Be ready to follow directions



- Sit and remain in your seat until prompted
- Food and Drink are not allowed in the Hallways. Food and Drink must stay in the cafeteria.
- Food and Drink are not allowed in the classroom, except only when special permission is granted.
- Only **Store** bought and sealed food is permitted in the classroom for celebration events. This policy insures the safety of our students.

### **RECESS RULES**

It is expected for each student to be Respectful, Responsible, Ready to Learn, Follow Directions, and Keep hands, feet, and objects to self.

1. Follow directions the first time they are given.
2. Stay on the playground in designated areas and use playground equipment appropriately. Off limit areas: Football field, baseball field, and grandstand.
3. No throwing snowballs, bats, rocks, or anything else which could physically injure someone.
4. No fighting, swearing, teasing, etc.
5. Respect your property, the school property (i.e. no throwing things against the building), and others' property and persons.
6. Please put on coats before you go outside. Keep on your shoes, etc. when playing on school grounds.
7. No food or drink on the playground.
8. Report all injuries to playground supervisor(s).
9. Secure permission to leave the playground from the playground supervisors(s).
10. Skateboards or skates are not allowed at school.

### **RULES FOR INDOOR RECESS**

- No running.
- No kicking any ball.
- No hitting anyone with a ball of any kind.
- No basketballs or soccer balls for K-2.
- Nerf footballs may be used to play catch only. In the little gym, they may play catch the short distance, at the far end.
- Only throw the ball when your partner is ready to catch. Use control!
- When 3 - 5 are using basketballs, they are to be kept at the far end of the new gym.
- Street shoes are okay in the little gym; however, no boots or soles that make black marks.
- All other general recess rules apply to both outside and inside recesses.

### **PLAYGROUND EQUIPMENT/SPORTS RULES**

#### **SLIDE:**

- Do not walk up or down the slide.
- Please go down the slide sitting down, facing forward, one at a time.
- Do not play under the slide ladder.
- Do not play on top of the slide platform.

#### **BIG TOY:**

- Please do not climb on top of the monkey bars.
- Do not push other students while standing on the slide platform.
- Be courteous to other children while playing on the Big Toy--share.

#### **FOOTBALL:**

- No tackle football at any time on school grounds during school hours.
- Do not bring football equipment to school from home.

### **FAN BEHAVIOR AT ATHLETIC EVENTS**

Let's keep sanity in sports -- a well-played contest will be enjoyed by all only if each of us assumes our own responsibilities. You as a **spectator** are expected to:



1. Remember that the game is for the players. They are here because they want to play and enjoy the experience. Your sportsmanship will enhance this educational experience.
2. Refrain from distracting the players during play.
3. Recognize and appreciate skill in performance regardless of affiliation. **Applause** for an opponent's good performance is a **demonstration of generosity and good will**.
4. Treat the officials with respect before, during and after the contest. We cannot play the game without officials as they are an integral part of the game and they should be considered impartial arbitrators.
5. Display good conduct. Even though you paid for your admittance, the management has the authority to remove any spectator who does not conduct himself or herself respectfully. **Abusive language is to be avoided.**
6. Remember that your view of the game could be quite different from that of the official.
7. Remember that as a spectator you represent our school and community as do the athletes.
8. Respect, cooperate and respond enthusiastically to cheerleaders.
9. In accordance with Central Pacific B League policies and procedures, any student who leaves during an athletic contest will not be allowed to return. The Event Manager for the athletic contest has the authority to remove any student who seeks to reenter after leaving an athletic contest.

### **RAINY DAY POLICY**

1. Children must wear the provided outer clothing when going outside to play. If recess is inside the gym, please send clean tennis shoes to wear.
2. The children are not to play in the rain. There is a covered play shed provided where children may play on rainy days.
3. If a child has had an extended illness or injury which has caused a significant loss of school time, a note may be sent to the teacher requesting the child should be kept in to prevent further loss of school time. Students presenting such written requests to their teachers will be allowed.
4. to remain indoors.

### **CLOSED CAMPUS**

Pe Ell Elementary School is a "Closed Campus"-- which means that students are not to leave the school grounds during the school day. The only exception to this rule is the student who lives close to school and has written parent permission to go home for lunch. Students will not be permitted to walk to the restaurant or store for lunch.

### **VISITORS**

Parents and community members are always welcome at Pe Ell Elementary School. There are, however, certain requirements of those intending to visit:

1. Make arrangements with **the office and teacher before** visiting the classroom.
2. **PLEASE, FOR THE SAFETY OF ALL OUR STUDENTS AND STAFF WE ASK THAT YOU ALWAYS CHECK INTO THE OFFICE WHEN YOU ARRIVE AND STOP BY TO RETURN YOUR VISITOR PASS AND CHECK OUT BEFORE YOU LEAVE.**
3. Students may bring visitors (school age) to school only with the Principal's permission. Parents are to request permission in writing at least two days in advance.
4. **PARENTS VISITING SCHOOL: We ask that all parents who come into school, for whatever reason, to check-in at the main school office first. Please do not go directly to the classroom.**
5. **PARKING** -- Visitors are encouraged not to block driveways, nor park in NO PARKING ZONES. Unattended vehicles are subject to parking tickets.

### **RELEASING STUDENTS**

Please stop at the office to check your child out of school. All visitors must check in at the office. The office will call your child's classroom and ask his/her teacher to send your child to the office to check out. Teachers have been instructed not to release children to anyone stopping at the classroom.

It is the parents' responsibility to provide the school with up-to-date information regarding custodial rights. If a parent is not to have contact with a child, we must have a copy of a legal document stating custodial rights for our files.



If you are not able to pick up your child at the office, please let us know who will be picking up your child. In addition, we will not be sending students out to meet you in the parking lot or in front of the school. Please come in to the office.

If you need to talk to your child during the school day, please check in the office and we will send someone to get your child.

We hope you understand the need to enforce strict rules on releasing students. It is the school's responsibility to protect your children while in our care. For security reasons this policy will be rigidly enforced.

### **STUDENTS GOING HOME WITH FRIENDS**

Students who wish to go home with a friend must have a note from their parent/guardian giving their permission. The same note will allow them to ride on their friend's bus. **Students may not call home to ask to go to a friends.**

### **EARLY CHECKOUT**

When it becomes necessary for the student to leave school during the day, the student must bring to the office, before school, a signed note from his/her parents or guardian stating the reason and time for early dismissal. The student then takes the office slip back to the homeroom teacher.

**Parents/guardians are requested to come to the office to sign out your children.**

### **HOMEWORK**

Children in grades K-5 may have the type of homework that may be called drill or reinforcement. Such work should be of a drill nature related to such areas as reading spelling and math, and should not require explanation to or by the parents. Pupils may be asked to bring small items such as pictures and to make observations in connection with a unit being studied.

### **MAKE UP WORK**

When pupils have been absent for some time and can't reasonably catch up with the class during school hours, the teacher may work with the parents and provide work that can be reasonably done at home. If you as a parent need to pick up classroom assignments when your child is sick, **please call in advance** to request materials. The teacher will make every effort to have materials ready by the end of the day. It may not be possible to interrupt regular classroom instruction to gather materials together. Students are given one day make-up time for everyday absent when due to medical illness or appointment.

### **SCHOOL SUPPLIES**

A list of classroom supplies will be provided early in the year by individual teachers.

### **DRESS CODE**

Students are expected to dress comfortably in a manner that is **not educationally disruptive**, or have inappropriate messages (i.e. sexual innuendos, racial slurs, symbols of hate and intolerance, and gang related messages or colors) or immodest. Clothing that suggests or portrays illegal acts (i.e. tobacco, drugs, alcohol) is unacceptable at school or school sponsored events. Preserving a beneficial learning environment and assuring the safety and wellbeing of all students are primary concerns of the Pe Ell School District. Students' choices in matters of dress should be made in consultation with their parents/guardians. Students are asked to wear clothes that are neat, clean, and suitable for school. **Student dress will be regulated when**, in the judgment of the school staff, there is a reasonable expectation that:

1. The student's dress or appearance shall present a health or safety hazard.
2. Damage to school property shall result from the student's dress.
3. A material and substantial disruption of the educational process will result from the student's dress or appearance.
4. The only uniforms that Pe Ell students will be permitted to wear will be those approved and sanctioned by the Pe Ell Middle/High ASB.
5. For safety, footwear designed for public use must be worn at all times.

The following list provides examples of what is unacceptable:



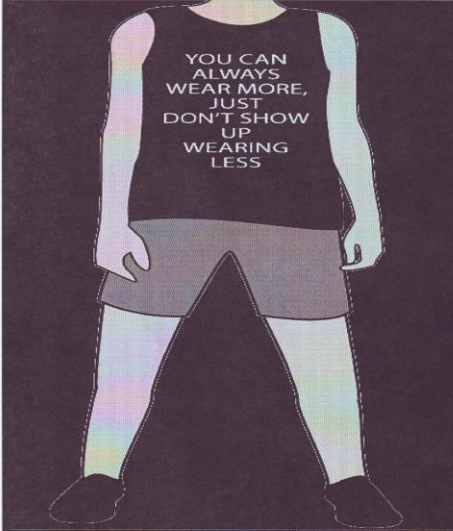
1. Any clothing, symbol, or text that advertises violence, hatred, racial slurs, religious slurs, prejudice, drug, alcohol, and inappropriate/vulgar language, sexual innuendos or design.
2. Gang related display: The school prohibits the wearing or displaying of any gang symbols. Gang includes any article of
3. clothing, badge, sign, lettering, hairdo or personal adornments, which is recognized or acknowledged to designate a gang symbol or to signify affiliation with, participation in or approval of a gang.
4. Bike pants, spandex, skin-tight clothing, or unitard knit tights (unless covered by a skirt or shorts).
5. **Short length garments (shorts and skirts) of any kind that expose more than one-half of the thighs (above extended fingertips) may not be worn as an outer garment.**
6. Muscle shirts may be worn as long as there are no midriffs shown. Muscle shirts that are cut around the sleeve are not to be cut more than 5 inches below the armpit.
7. Bare midriff, tube/tank tops, or **immodest plunging neck lines** are unacceptable. Acceptable clothing should COVER you from your SHOULDERS to your thigh (see statement above on length of shorts) with no gaps, no bare midriffs. **Underwear must not be exposed. Shoulder straps must not be less than three (3) fingers in width.**
8. Clothing designed to call undue attention or make the wearer conspicuous is inappropriate at school.
9. Clothing must not have holes that would attract attention and cause a distraction.
10. Oversized pants must be belted no more than two inches below the normal waistline indicated at the navel. **Underwear must not be exposed.** Belts must not hang.
11. No jewelry that can be used as a weapon/ look alike, or used to choke someone.
12. Extreme makeup that calls attention to oneself and/or disrupts the learning process. Body piercing and tattoos are discouraged for safety (PE) and health/dental reasons.
13. All students must wear footwear designed for public use and appropriate for school. No pajama slippers. "Flip-flop" beach sandals and unusual high heels are **strongly discouraged** for safety reasons.
14. All students are to practice proper personal hygiene. (Body/Perfume odor can adversely affect others around you)



Pe Ell School District .301 **MINIMUM COVERAGE DRESS CODE**

In order to facilitate learning for all students, the district requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home, if necessary.

The clothed portions of this figure represent both the front and back areas of the body which must be covered in all positions (sitting, standing, bending, reaching) while attending school.



**Upper TORSO:**  
Clothing must cover stomach, back, shoulders, chest and undergarments.

**Lower TORSO:**  
Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

**FEET:**  
Footwear must be worn at all times and be appropriate to the activity.

**Additional Guidelines**

Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures, writing or innuendo is prohibited.

Any clothing worn in a manner identified as **gang-related** is prohibited.

Jewelry that can pose **safety hazards** is prohibited.

**Exceptions** to dress code standards may be made for PE or school activities.

### HEADGEAR GUIDELINES

Pe Ell School promotes standards of common sense for wearing headwear, specifically the appearance of the headwear being worn. Students are expected to wear headgear in a fashion that shows respect is not offensive, is conducive to a positive learning environment, is not disruptive or distracting to the educational process, and meets health and safety standards.

Pe Ell School strives for educational success and a positive learning atmosphere. All headgear will be free from items directly or indirectly depicting or referring to drugs, alcohol, tobacco, violence, death, profanity, nudity, vulgarity, obscenity, gang symbols or other socially inappropriate message demeaning to any race, religion, gender or ethnic group, or which advocates the violation of the law.

Appropriate headgear will be acceptable in the following ways:

- All baseball caps must be worn straight forward or straight backwards.
- Headwear must be worn in a fashion that does not cover any part of face.
- Teachers may request to have hats and/or hoodies taken off in the classroom.
- Hats must be taken off during morning flag salute.
- Only student's head is allowed in headwear. (No item will be allowed to be stored in headwear.)
- If the headwear being worn causes a distraction, the student will get the item from the office; have a discussion regarding the disruption with principal. A second time will be grounds for headwear privileges being revoked.
- Failure to comply with these guidelines will result in headwear privilege being revoked.
- Other types of headwear are appropriate under the above stipulations. (head bands, stocking caps, etc.)
- **Please Note: The administration is the final judge on what is or is not appropriate.**



## **HOODIES WILL NOT BE ALLOWED TO BE WORN IN THE CLASSROOM.**

### **VIOLATIONS**

- **GROOMING:** If the Principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to In-School Suspension for the remainder of the day or until the problem is corrected.
- **DRESS:** A student whose clothing violates the dress code shall be assigned to In-School Suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated dress code offenses may result in more serious disciplinary action.
- **HYGIENE:** If a student's personal hygiene practices disrupt the educational process or pose a health or safety threat, or in the judgment of the Principal, counselor or school nurse offends the senses of students and/or staff, the student may be sent home until the situation is remedied. Continued and serious deficiencies in dress and personal hygiene may, at the discretion of the Principal, counselor or school nurse be reported to Child Protective Services as a form of neglect.
- **EXTRACURRICULAR ACTIVITIES:** The Principal, in cooperation 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. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the Principal or sponsor, and may be subject to other disciplinary action.

### **DISCIPLINE**

#### **PROGRESSIVE DISCIPLINE**

##### **DISCIPLINE:**

To promote appropriate behavior and positive interactions with others, PHS students are expected to focus on their academic success, get involved in some sort of activity (clubs, athletics, music, mentoring, tutoring), and be respectful to others. Students, parents, and school personnel are jointly responsible for expecting and demonstrating behavior that ensures a safe, orderly and healthy environment for all persons at all times. Students may not behave in a manner that is disruptive to the educational process or that is unsafe for other students, staff, and/or self.

The Elementary discipline policy is progressive in nature and attempts to, not only apply consequences, but resolve the issues that lead up to a disciplinary infraction. The PHS/MS staff is dedicated to helping students learn from the choices they make, be accountable and take responsibility for their actions. Every discipline case is judged on the individual facts of the situation found through an intensive investigation.

The goal of the progressive discipline approach is to encourage students to:

- Correct inappropriate or unacceptable behavior
- Develop a better understanding of the problem and the need for behavior change
- Accept responsibility for their action
- Provide an opportunity to demonstrate improvement and personal growth

There are two types of discipline offenses: major and minor. Major types include behaviors that are unlawful, seriously disrupt the educational process, and/or pose an immediate threat to the health, safety and teaching/learning for students, self and/or staff.

Minor types of behaviors are those that are not respectful, responsible and/or safe and can impede teaching for staff and learning for students.

**Major** types of behavior are, but not limited to:

1. Arson
2. Assault/Threat of Assault
3. Bomb Threat
4. Damage, Destruction of Property
5. False Accusations
6. False Alarm
7. Fighting
8. Harassment, Intimidation, Bullying (HIB)





9. Continued Inappropriate Language/Verbal Abuse
10. Lewd Behavior/Sexual Misconduct
11. Possession, Use, Sale or Delivery of Drugs, Drug Paraphernalia, Alcoholic Beverages
12. Possession or Use of Explosives
13. Weapons
14. Continuous disruptive behavior

The severity of the consequences will depend on the individual's prior record and the situation that took place. Consequences for Major behaviors can include, but not limited to: lunch detention, after school detention, ISS, short-term suspension, long-term suspension, expulsion

**Minor** types of behavior include, but not limited to:

1. Disrespect
2. Defiance
3. Leaving Class w/o permission
4. Harmful Behavior
5. Off Task
6. Profanity
7. Disruptive Conduct
8. Failure to Cooperate
9. Refusal of Directions

**Note #1** -- Putdowns/Dehumanizing behavior may be defined as use of verbal communication (name-calling, innuendo, insults, etc.) or non-verbal communication (gestures, actions, looks, mimicry, mockery, etc.) which insult, humiliate, belittle or embarrass others. This would include but not be limited to hazing, profanity, racial or ethnic slurs, and other similar behaviors.

**Note #2** -- Continuous disruptive behaviors can best be defined as those behaviors that recur with a high frequency, resulting in little or no change due to normal disciplinary measures implemented by the classroom teacher, supervisor, or administrator.

**Note #3** -- Public displays of excessive affection beyond the holding of hands is inappropriate in the school setting on school grounds or at any school function, is embarrassing to some who are exposed to it, and creates an image of Pe Ell School which is not positive. Examples of inappropriate displays of affection are kissing and hugging, being together in a reclining position, sitting on laps, etc.

- Administration does reserve the right to tailor/modify discipline procedure when special circumstance warrants.
- Administration does reserve the right to implement Positive Behavior Intervention Supports in place of or along with discipline consequences as needed for students of special circumstance.

### **SPECIAL EDUCATION DISCIPLINE PROCESS**

Concurrently with the imposition of a corrective action or punishment for a special education student, the school Principal and special education staff who have knowledge of the student's handicapping condition will determine if there is a causal relationship between the handicapped condition and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed.

### **TELEPHONE USE**

The telephones throughout the school are to be used for school business only. Students will be allowed to use school phones for emergencies only. Personal calls (including return calls) must be made after school, during lunch or between class periods -- never during class except in emergencies.

### **CELL PHONES**

While at school, learning is every student's responsibility. When the bell rings for a particular class to start, we want you to be focused on the learning objectives and not your cell phone or other electronic devices. Prior to entering any classroom, we want you turn off and put cell phones and other electronic devices away.



When is it appropriate to use your cell phone? You may use your electronics before and after school, in between classes, during lunch break. When using your cell phone at school, you need to be responsible and avoid inappropriate use. Keep cell phone use to a minimum and for business that concerns **only you**. Here are some guidelines for cellular phone/ electronic devices.

- Each class will have a designated pocket chart for cell phones and electronic devices to be put into at the beginning of class unless the teacher clearly specifies authorization. Students may also leave phones in backpack and lockers.
- Calls, texts, pictures, videos, or social networking will NOT be allowed during class time. ANY electronic device used during class time without authorization will be confiscated. Assemblies are considered class time. Students who are scheduled for class are not excused from this policy unless authorized by a teacher.
- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.
- Electronic devices may not be used to transmit threatening or harassing messages. Devices with camera and video functions are restricted from use in all restrooms of the school, as well as all of the locker rooms.
- Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.
- If a device needs to be removed from a student, school personnel will take reasonable caution to ensure its security but will not be held responsible for loss or damage.

The below corrective actions are meant for students that have mistreated the appropriate use of cell phones.

Students who are not able to follow the cell phone policy and disrupt the educational environment with their device may be faced with disciplinary action. If an adult asks a student for a cell phone or electronic device, the student should comply without argument and give the device to that person. You will get it back. For students who create repeated disruptions with their technology, your administrator reserves the right to follow progressive discipline procedures noted below in the corrective actions.

Corrective actions below are:

- **1<sup>st</sup> offense:** device removed from student, warning given, given back at end of the period
- **2<sup>nd</sup> offense:** device removed from student who can pick it up at the end of the day in office, referral written
- **3<sup>rd</sup> offense:** device removed from student, parent can pick it up at the end of the day in office, referral written
- **4<sup>th</sup> offense:** the issue becomes insubordination, device removed from student, who receives a 1-day in-school suspension, device returned at the end of the suspension in the office
- **5<sup>th</sup> offense:** Loss of phone privileges at school

**PARENTS: please note that contacting your child through the office for emergencies is an appropriate way of contacting them during class time (360-291-3244; EXT: 2010)**

### STUDENT COMPUTER PRIVILEGES

Pe Ell School has dedicated itself to developing a high quality technology and computer education programs for the educational benefit and progress of its students. Hours of planning and implementation, as well as many budget dollars have been committed to this ongoing effort. Learning to respect the computer network and all its component parts (hardware and software) is an integral part of the instructional program. While we believe that technology education and access to available technology is important to all our students, it must be understood that **computer and network access are privileges** that may be lost due to violation of state and federal laws, WedNet regulations, or School District policies regarding acceptable use of these facilities.

Clearly, no list of rules can anticipate every possible infraction; however, the following regulations are presented as a guide for computer and network use:

1. All use of the system must be in support of education and research and consistent with the mission of the District. The District reserves the right to prioritize use or access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and District policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the Superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware



or software shall not be destroyed, modified or abused in any way.

5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computer system is prohibited.
6. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the Superintendent or designee.
9. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
10. Users shall not see information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
11. Communications may not be encrypted so as to avoid security review.
12. Users should change passwords regularly and avoid easily guessed passwords.
13. Personal information such as addresses and telephone numbers should never reveal such information without permission from their teacher or other adult.
14. Students should never make appointments to meet people in person that they have contacted on the system without District and parent permission.
15. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
16. The unauthorized installation, use, storage or distribution of copyrighted software or material on district computers is prohibited.
17. Diligent efforts must be made to conserve system resources. For example, users should frequently delete E-mail and unused files.
18. No person shall have access to the system without having received appropriate training -- a signed Individual User Release Form must be on file with the District. Students under the age of 18 must have the approval of a parent or guardian.
19. Computer Games: Playing computer games or video games is unacceptable, unless given permission by a staff member of the Pe Ell School District. This includes devices owned by the student
20. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with District policy and procedure.

Violation of any of the conditions of use may be cause for loss of computer and/or network privileges. Furthermore, violation may result in disciplinary action as described in the discipline code, and, possibly, referral to law enforcement agencies if laws are broken (i.e.: malicious mischief, theft, harassment, etc.).

**PRIVACY OF FILES:** User access and use of the network are privileges not rights. User access to and files stored on the network remain the property of the District, and the District reserves the right for authorized personnel to review system use and file content for security and administrative purposes. The District also reserves the right to remove a user account on the system to prevent further unauthorized activity. The District's wide-area network provider (WEEdNet) reserves the right to disconnect the District to prevent further unauthorized use.

### **NON-DISCRIMINATION**

Pe Ell School provides equal educational opportunity and treatment for all students in all aspects of the academic and activity programs without regard to race, creed, color, national origin, sex, marital status, previous arrest or incarceration, or non-program related physical, sensory, or mental handicaps.

### **Bullying, Cyber-Bullying, Discrimination, Harassment/Sexual Harassment**

**It is the student's responsibility to report bullying, cyber-bullying, harassment/sexual harassment and/or discrimination to school staff and administration at Pe Ell Schools. Unreported incidences cannot be handled. If the student is unable to receive resolution or interventions at the school site through the school's teachers, counselors, and administrators then**



**District administration is able to provide assistance. Also, at any time, a formal complaint can be filed and the student and parent can file a police report**

### **1. Bullying**

Bullying is the intentional attempts by one or more individuals to inflict physical hurt and/or psychological distress on one or more victims. There must be a real or perceived imbalance of physical or psychological power, with the bully actually being stronger or perceived to be stronger than the victim. The bullying may be direct, with face-to-face physical or verbal confrontations, or indirect, with less visible actions such as spreading rumors or social exclusion. Although a single attack on a victim if severe enough can be accurately described as bullying, the term more often refers to a series of negative actions that occur frequently over time.

The four standards of bullying are:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education; or
3. 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.

### **2. Cyber-Bullying**

Cyber-bullying is bullying and harassment behavior using electronic media such as e-mail, instant messaging, social networking sites (such as MySpace, Facebook, and YouTube), chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone.

### **3. Discrimination**

Discrimination is defined as a failure to treat all persons equally where no reasonable distinction can be found between those favored and those not favored. It is the unfair treatment or denial of normal privileges to persons because of their actual or perceived race, personal characteristics or likeness, weight, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, physical or mental disability and/or religious preference.

### **4. Harassment**

Harassment is unwanted conduct which has the purpose or effect of violating another person's dignity or creating an intimidating, hostile or humiliating environment towards another. Behavior is often repeated and involves verbal, non-verbal or physical actions which ridicule, degrade, or otherwise compromise another person. It can be due of real or perceived personal characteristics and likeness, perceived race, color, national origin, age, weight, sex (including non-conformity to gender stereotypes), sexual orientation, physical or mental disability, and/or religious preference)

Nothing contained herein shall be construed or interpreted to prohibit or in any way to discourage the genuine discussion of issues or use of materials for academic, educational, or instructional purposes.

Prohibited harassment exists when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive school environment;
- Has the purpose or effect of substantially or unreasonably interfering with a student's educational development or performance; or
- Otherwise adversely affects a student's educational opportunities.

Examples of general harassment include but are not limited to behaviors that ridicule, degrade, or harass a person because of his/her actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference such as the following examples

- Unwelcome comments; ethnic, racial, religious or anti-gay slurs and jokes; profanity and threats;
- Cartoons, graffiti, posters, visuals, electronic media, etc., with offensive connotations, though nothing in this procedure shall be interpreted to prohibit use of such materials for genuine academic, educational, or instructional purposes;
- Sabotage, criticism, unreasonable monitoring of a student's work, etc.; and/or
- Hitting or any form of physical violence; intentionally blocking the path of; body, hand or facial gestures or contact.



## 5. Sexual Harassment

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, nonverbal or physical conduct of a sexual or gender-directed nature when:

- Submission is made either explicitly or implicitly a term or condition of a student's educational progress;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that student's education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an education or of creating an intimidating, hostile or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

- Any unwelcome behavior with sexual connotations makes a student feel uncomfortable, humiliated, or embarrassed; or
- Any aggressive, harassing behavior in the educational setting directed toward an individual based on his/her sex and interferes with his/her ability to perform in an educational environment.

The following are some examples of sexual harassment or intimidation:

- Sexual advances that are unwanted (this may include situations which began as reciprocal, but later ceased to be reciprocal)
- Sexual gestures, verbal abuse, sexually-oriented jokes, innuendos, or obscenities
- Displaying of sexually suggestive objects, pictures, cartoons, or posters
- Sexually suggestive letters, notes, threats, or invitations
- Benefits effected in exchange for sexual favors
- Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching; and hazing, or daring to engage in unsafe practices, particularly directed toward students in nontraditional settings.

## 6. Retaliation

Forms of prohibited retaliation include but are not limited to adverse educational or employment actions, threats, bribes, unfair treatment or grades, continued harassment, ridicule, pranks, taunting, bullying, malicious spreading of rumors, dissemination of false information, and organized ostracism regarding the student's actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability and/or religious preference.

## 7. Process for Resolving Complaints Based on Bullying, Cyber-Bullying, Discrimination, Harassment and Retaliation

Because parents, educators and members of the public share the goal of making school experiences rewarding for students, it is in the best interest of all parties to resolve school-related concerns as quickly and effectively as possible. The best solutions are those that involve input from those closest to the concern, typically, the parent and/or guardian, teacher and administrator.

At any time, a student may choose to initiate the following grievance procedure along with having the legal right to file a grievance with the Office of Civil Rights or a court of competent jurisdiction at any time. The student will be informed of the options and timelines available to him/her in this grievance procedure. All students are permitted and encouraged to have a parent, counselor, or advisor present with them for moral support during any level of the grievance procedure and investigation. At no time shall a student's reluctance to initiate the grievance procedure be used to delay or excuse the District's responsibility to investigate in a prompt and equitable manner allegations of harassment and to report allegations which are violent or criminal in nature to law enforcement officers.

### Level I:

Level I consists of informal discussion between the person having a concern and personnel at the school or location of the concern. Individuals with concerns should bring them to the attention of the employee and principal as quickly as possible. Timelines for resolution can be mutually established at that time. It is not necessary to complete the District's gold HIB form, if the individuals involved are attempting to resolve, or have resolved, a concern at this level. A brief summary and outcome of the meeting/resolution process will be sent to the complainant by the Principal within five (5) calendar days of the meeting to resolve. The Level I informal resolution process is not a prerequisite to filing a Level II complaint. At the request of the complainant or the administrator, District administrative support is available to help mediate Level I issues. The District has inherent discretion to conduct a formal investigation of any allegation of harassment even if the student desires an informal resolution under Level I.

### Level II:



Elementary School

At Level II, the District's Gold Harassment, Intimidation, and Bullying form must be completed and filed with the Principals' office. Complainants not satisfied with the Level I resolution may file a formal Level II complaint with the Principal's Office (10) calendar days of the level I meeting. If a Level I meeting has not been held, complainants must file a formal HIB reporting form with the Principal's office (10) calendar days of the alleged discrimination, harassment or retaliation.

Within (5) calendar days of the original Level II filing, a meeting with the complainant and the appropriate administrative staff will be held. The purpose of the meeting will be to gather information about the complaint, clarify the complainant's desired outcome, and identify how the complaint will be resolved. Within five (5) calendar days of the meeting, the appropriate staff person will send a report regarding the outcome of the meeting to the complainant, the Office of the Superintendent, and any relevant staff persons. If the report determines the complaint will be resolved without investigation, the written report will identify why the complaint is not being investigated and, if necessary, designate the staff persons responsible for any additional District actions. Complaints that can be resolved without investigation include those that do not raise an issue under the policy, are untimely, are being mediated with District administrative support, or have been resolved at the meeting with the complainant.

If an investigation of the complaint is necessary, the appropriate trained staff person will initiate an impartial investigation consistent with due process standards. The complainant has a right to: 1) Provide a list of the names of witnesses who have information about the case, 2) Provide any evidence they believe supports their complaint, and 3) Have the opportunity to be interviewed and present his/her issues of complaint.

Within (10) calendar days of the filing of the written report recommending an investigation, the investigation shall be completed. If good cause exists, the District may extend the time of the investigation with notice to the complainant. Within fifteen (15) calendar days following the completion of the investigation the appropriate staff person will provide a written response, based on the investigation findings, to the complainant, the Office of the Superintendent, and other appropriate District staff.

The staff person's report will identify the complaint allegations, the witnesses and evidence considered, the findings, and the staff person's conclusions. If the investigation finds that the complainant's allegation(s) was substantiated by the evidence, the report will also include a specific plan to provide remediation for the victim and for District action to address the situation that gave rise to the complaint and prevent future recurrence, as appropriate. The report will also include a notice of the complainant's right to appeal.

**Level II: Due Process Hearing Procedures for Disability Discrimination Complaints In Accordance with Section 504 of the Rehabilitation Act of 1973, as Amended by ADA.**

If a parent wishes to file a grievance regarding to identification, evaluation, or placement of a student under Section 504, the parent has the right to an impartial due process hearing with representation by counsel and right of appeal. The grievance needs to be in writing. Based on Discrimination, Harassment and Retaliation. The Principal's office will forward the complaint to the appropriate administrative staff person. An impartial hearing officer will be appointed and the grievant notified of the hearing. The hearing officer will conduct the hearing and issue the decision. The hearing procedures include:

- Right of each party to representation and assistance;
- Right of each party to present witnesses and evidence;
- Right of the parent to decide if the hearing is to be open to the public; and
- Tape recording of the hearing or transcripts thereof will be made available.

The parties involved, along with the hearing officer, will establish the time and place for the hearing.

The grievance decision will be made by the hearing officer in writing and include what corrective action, if any, must be taken. The resolution of the grievance will take place no more than forty-five (45) calendar days after the receipt of the grievance unless both parties agree in writing to an extension of this time frame.

**Appeal of Level II Decisions:**

If the complainant is not satisfied with the Level II disposition, within seven (7) calendar days of receipt of the written resolution of Level II, he/she may appeal in writing to the Pe Ell School District Superintendent. Within ten (10) calendar days, the Superintendent will review the facts of the case as previously presented, determine whether additional information is needed and make a final written decision. A copy of the Superintendent's final decision will be sent to the complainant and other appropriate



District staff.

### **8. Confidentiality**

A report of discrimination, harassment, or sexual harassment and the investigation are to be kept in strictest confidence, where practical, for the protection of all parties involved. The District's obligation to investigate and take corrective action may supersede an individual's right of privacy.

Pending the completion of the investigation, the Superintendent or a designee may take any action necessary to protect the alleged victim, consistent with the requirements of applicable regulations and statutes.

### **9. Sanctions**

If an investigation determines that a District student, staff member, or administrator engaged in harassment, sexual harassment or retaliation, the Superintendent may take any necessary and appropriate action that is consistent with the requirements of applicable regulations or statutes. All parties involved in the investigation shall be notified of the decision of the Superintendent.

A substantiated charge against a student shall subject that student to disciplinary action consistent with the District's student discipline policy and procedures. Successive violations by a perpetrator shall lead to progressively more severe discipline. If there is a recommendation for expulsion of a student, the final disposition of the case may be by action of the Pe Ell School Board. The due process rights of all individuals will be protected.

### **10. Remediation**

Victims and witnesses of discrimination, harassment, sexual harassment, and retaliation will be provided support services to help deal with the effects of discrimination or harassment through the Title 9 officer. Available remedial measures may include increased adult supervision of activities in which incidents have occurred, regular observations of the victim's and perpetrator's classes and activities, regular school counselor contact with the victim, exclusion of the perpetrator from participating in extracurricular activities, increased parental involvement, and monitoring by school authorities of the victim's security. Such remedial measures shall not include changing the victim's class or extracurricular activities, as a means for protection unless specifically requested in writing by the victim.

### **11. Notification**

Notice of this policy and grievance procedures shall be posted in prominent locations with the building, including information on how to receive copies. Notices shall also be included in student handbooks given annually to families. Notices will be updated annually with the names, locations and numbers of contact persons throughout the District.

### **PROCEDURAL DUE PROCESS RIGHTS OF DISABLED STUDENTS**

This policy does not affect the other procedural due process rights of disabled students and parents in regard to identification, evaluation or placement of disabled students under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disability Education Act. For more information on those rights, please see the District's policies and procedures related to disabled students.

- Mrs. Magruder is the Title IX officer for the Pe Ell School District.

### **GENERAL SCHOOL RULES AND EXPECTATIONS**

Students are responsible for their own action and are held accountable for all rules and regulations within the Student Handbook. Students not adhering to the rules and regulations will be subject to progressive discipline. All rules apply to all students:

- On or near school grounds during and immediately before and after school
- On or near school grounds at any other time when the school is being used by a school group
- Off school grounds at a school function, activity or event
- Off school grounds when the prohibited behavior is a consequence of, or directly related to, cause or event which occurred or originated on school grounds

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive to the recipient. We trust that students will respectfully accept and adhere to the following:



**STUDENT RIGHTS:**

- Students have the right to a safe environment free from intimidation, sexual harassment, and assault.
- Students have the right to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways, and lunchrooms.
- Students have the right to safe passage to and from school and while on campus.
- Students have the right to expect staff to help solve their problems.
- Students have the right to engage in the grievance process.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
- Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
- Students have the right to exercise freedom of expression as part of the instructional process.

However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with rights of others.

**STUDENT RESPONSIBILITIES:**

- Students are responsible for their own behavior.
- Students are responsible for respecting the property of other people and school property.
- Students are responsible for attending school and all classes daily and on time.
- Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the
  - safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
- Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.
- Students are expected to make a determined effort to learn.
- Students are expected to follow the instructions of teachers and other school staff.
- Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or causes safety or health problems.

**STUDENT CODE OF CONDUCT**

As with any system, our school runs more effectively when the educational process is protected by a clearly understood Code of Conduct. The rules are not intended to inhibit student enterprise, but rather to protect each student's right to a superior educational experience. For students who seriously desire an education, clearly defined limits of acceptable conduct provide more freedom to achieve than restriction of behavior. Therefore, our discipline code provides consequences for misbehavior:

**DETENTION:** Teachers and administrators may require students to serve detention before school or after school. Students and parents must be given 24 hours' notice if the detention is to be served after school in order to arrange special transportation, but that condition may be waived by the parents. To assure parent notification, a detention form must be signed and presented to the detention room supervisor on the day the detention is to be served. Conflict with jobs or other activities will not excuse students from serving detention unless the teacher or administrator agrees. Detention time can be served between the hours of 7:30 a.m. to 8:00 a.m. and 3:30 p.m. to 4:30 p.m. It will be the student's responsibility to bring materials to the detention room no later than 7:30 a.m. and 3:30 p.m. Each student is to have sufficient materials and books to study for the assigned time, and is to cooperate with the detention room supervisor. **Students will be required to study and/or do custodial work during detention time.** Failure to serve detention time as assigned will result in additional disciplinary action.

**SUSPENSION:** Suspension means "a denial of attendance at any single subject or class, or at any full schedule of subjects or





classes for a stated period of time" (WAC 180-40-205). Suspended students are also precluded from participation in school activities and are denied access to school property during the period of their suspension.

- Short Term Suspension -- A suspension of ten (10) school days or less.
- Long Term Suspension -- A suspension of longer than ten (10) consecutive school days.

**IN SCHOOL SUSPENSION:** A short term suspension during which the student will come to school each day but be confined to a designated space rather than moving through his/her normal class schedule. In-School Suspension is designed to keep students in a formal learning environment when they have been suspended for disciplinary reasons. It is a rigid program with strict supervision in a room where students spend the entire day. Rules include no communication with other students, no sleeping, no eating (except during the scheduled lunch), no gum chewing, etc. Students must keep busy working on assignments related to their suspension and regular classroom work. They are expected to be cooperative and respectful at all times. Any violations could result in further disciplinary action including suspension. Students may not avoid assigned in-school suspension by choosing to take At-Home Suspension. Failure to show up for in-school suspension without valid medical reason will be deemed a truancy. This may lead involvement with the juvenile court system for failing to attend school as outlined in the truancy laws.

*\*Athletes given ISS during the day of an athletic contest will be barred from participating in said contest.*

**EXPULSION:** Expulsion means "a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time" (WAC 180-40-205). Expelled students are also precluded from participation in any school activities and are denied access to school property during the period of their expulsion.

**APPEALS:** If the parent(s) or guardian of the student disagrees with the ISS, Short/Long term Suspension, or Expulsion issued, the following steps must be followed per Board Policy 3241.

"Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved. The parent and students after exhausting this remedy, shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The discipline action shall continue notwithstanding implementation of the grievance procedures unless the principal, superintendent or board elects to postpone such action."

## **TYPES OF STUDENT MISCONDUCT**

Clearly, no list of rules can either foresee or anticipate every possible infraction; however, the following regulations are presented as a guide for student conduct and are as complete as they can be within reasonable space limitations. In general, behavior that is unacceptable in polite, law-abiding society is unacceptable at Pe Ell School also. Obviously, good taste and common sense remain the best guides for conduct here and elsewhere.

The following acts of misconduct are judged as a breach of student conduct at Pe Ell High School. Penalties for any of these acts are discipline, suspension, or expulsion as defined by District policy and state law and depending on the severity of the offense. In addition, engaging in these acts may involve notification of civil authorities.

**CLASSROOM MISCONDUCT:** Teachers have the right, and indeed are legally responsible, to maintain "good order and establish discipline" in their classrooms. Students are required to follow established guidelines and obey teacher instructions. (See RCW 28A.14.120, RCW 28A.58.101 and WAC 180-44-020).

**FINES/OBLIGATIONS:** Any student who has acquired a fine or obligation (which can include detention time) is responsible for satisfying that obligation by the end of the quarter. Students who have not satisfied all of their fines/obligations will, in compliance with RCW 28A.87.120, have any requests for records, transcripts, and report cards held.



**DISRUPTION OF SCHOOL:** The use of noise, force, violence, or any other conduct, intentionally causing the disruption or obstruction of the educational process or any function of Pe Ell School. This may result in detention or suspension for a single offense and possible contact with law enforcement depending on the nature of the offense.

**BUS BEHAVIOR:** Students are expected to conduct themselves appropriately while a passenger on a school bus. Rules are posted and/or explained on each bus. Violation of the rules may render pupils immediately liable for temporary or permanent debarment from riding. Fighting, endangerment of other students, or smoking, chewing tobacco, lighting matches or lighters or using any type of flame or spark device will result in an automatic one-week suspension. For all other rule violations, the following procedures will be followed:

- 1st Violation: Telephone call to parent or guardian from the bus driver.
- 2nd Violation: Warning slip and telephone call to parent or guardian from the bus driver.
- 3rd Violation: Automatic suspension of riding privileges until parent, Principal and driver conference.

**COMPLIANCE WITH DIRECTIONS:** Students will comply with all reasonable directions and requests of all School District personnel during any period of time when they are under the proper authority of school personnel. Refusal to comply with directions shall constitute cause for discipline, suspension, or possible expulsion.

**REFUSAL TO IDENTIFY ONES SELF TO SCHOOL PERSONNEL:** Any teacher, administrator, or other School District personnel has the legal right to request that persons on school grounds or at school-related activities identify themselves. No student shall fail to provide his/her name and other pertinent information to any school personnel. Refusal to identify one's self will lead to disciplinary action.

**HATS:** Hats may be worn during school. The teacher may require students to take off hats if they choose. If asked to take off a hat, the student will comply immediately (See dress code for more information.)

**TOBACCO:** Possession and/or use of tobacco products (or tobacco look-a-likes) by students is not permitted on school property or at any school function either on or off campus. 1st violation = one day In-School Suspension, 2nd violation = three days In-School Suspension, 3rd violation = five days off-campus suspension. Further violations can result in long-term suspension.

**FIGHTING/PHYSICAL INJURY:** Intentionally causing or attempting to cause physical injury or behaving in such a way as could cause physical injury to any person. Fighting will not be tolerated on school grounds or at any school function off school grounds. Fighting by students is subject to in-school suspension, parent contact, and possible legal action and medical costs. Harassment, intimidation, threatening, etc., will result in similar disciplinary action

**BEHAVIORS THAT MIGHT BE HARMFUL:** Safety is a major concern in any place where large numbers of people gather. At Pe Ell School, dangerous activities include but are not limited to: throwing objects which could injure others, running in the halls, and any horseplay such as tripping or pushing which could cause injury.

**FAILURE TO TURN IN A REFERRAL:** Any student who fails to bring a referral that has been asked for a parent signature must bring it to the office and/or the detention room promptly will receive double the penalty that the original referral merited.

**FAILURE TO SERVE DETENTION:** Any student who fails to serve assigned detention will be subject to the consequence specified for "Willful Defiance." Students must complete the detention by the date assigned. Those who fail to comply with this requirement will be assigned 1 day of ISS.

**PROFANITY/VULGARITY:** The use of profane, obscene or vulgar language or gestures at school or during school-sponsored events is prohibited. In addition, the possession of profane, indecent or obscene language, literature, writing, pictures, posters, etc., is prohibited. Such use of profanity or vulgarity may result in disciplinary action.

**DRESS, PERSONAL HYGIENE, AND APPEARANCE:** Dress, personal hygiene and appearance of students is primarily the responsibility of parents. Dress and appearance should be clean and neat and not cause the disruption of the educational process or present health and safety problems (see Dress, Grooming and Personal Hygiene). Vulgar or obscene images or slogans on items of dress are inappropriate in a school setting and may result in consequences as defined in other sections of the discipline code (see Profanity/Vulgarity). Inappropriately dressed students will be sent home until the matter is corrected.



**DANGEROUS WEAPONS OR OBJECTS:** No pupil shall possess, handle, transmit, or conceal on school property or at a school activity, function or event any potentially dangerous weapons or objects such as knives, hunting equipment, weapons, chains, explosive devices, etc. Any such objects will be confiscated and turned over to the county sheriff. The student will then be subject to school discipline and possible criminal prosecution.

**EXPLOSIVE DEVICES/FIREWORKS:** Any student possessing and/or using any explosive device or fireworks will be subject to school discipline ranging from detention to suspension or expulsion for repeated offenses.

**PROPERTY DAMAGE/VANDALISM/MALICIOUS MISCHIEF:** Destruction, damage or theft of school property or the property of others, defacing or writing on school or private property under school jurisdiction is prohibited. Students who destroy, injure or damage school property will be required to pay for losses or damages. Grades, diplomas and transcripts may be withheld until damage charges have been paid by the student or the student's parent or guardian. Furthermore, the student may be liable to suspension or other disciplinary action and/or referral to local law enforcement agencies (See RCW 28A.87.120).

**LITTERING:** Students must use the trashcans for all trash. This requirement includes food, paper, bottles, cans, bags, etc. Students who choose to litter the environment will clean it up. In effect, no student has the right to litter an environment shared with others. Neither do they have to right to expect the custodians or members of the community to act as servants in situations where students can clean up after themselves.

**INTIMIDATION/HARASSMENT/THREATS:** Students and staff members will not be subject to verbal or physical intimidation or harassment. Threats of physical harm or property damage will prompt serious disciplinary action such as suspension or expulsion and possible legal action.

**LASER POINTERS:** LASER pointers are banned from school buses, school grounds and all school activities. In most instances violation of this ban will result in confiscation of the device and possibly detention or suspension. In some cases -- if the device is used on a school bus or used to intimidate or harass others by mimicking a LASER sight on a firearm, for example -- a student may be suspended or expelled and the matter may be reported to law enforcement agencies. The option to file charges would apply to both students and non-students.

**DEHUMANIZING BEHAVIORS:** Dehumanizing behavior may be defined as use of words, gestures, or actions intended to insult, humiliate, belittle or embarrass. This would include hazing, profanity, racial or ethnic slurs, and other similar behaviors.

**INITIATION:** Initiations, hazing, or any sort of harassment toward Freshmen or others is not allowed and is a violation of school rules. Initiations often have a way of getting out of hand and causing problems no one anticipated. Violators will be subject to school discipline and possible action by civil authorities.

**INSUBORDINATION/DISRESPECT/INTIMIDATION OF STAFF:** Disrespectful language, signs or acts, intimidation or threatening of school personnel will not be tolerated, and discipline will vary according to the offense. Such discipline may range from an apology to suspension, expulsion, and possibly criminal prosecution.

**INTERRUPTION OF SCHOOL/FALSE ALARM:** No student may interrupt the normal operation of school by false alarm, threat or major disturbances. Pulling fire alarms and/or discharging fire extinguisher for non-emergency reasons is subject to immediate suspension and notification of civil authorities for further action. Such acts not only disrupt the educational process, but also are against state law and potentially create dangerous conditions.

**CHEATING:** Any student who shall knowingly submit any work of others fraudulently represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others, the use or preparation of written, pictorial, or other materials not authorized by the instructor during any test or assignment, the use of testing materials obtained previous to the test date, etc. Any student caught cheating or improperly assisting another student is subject to disciplinary action both within the classroom (failing grade on test or assignment or failure of class) and the school as a whole (detention, suspension, expulsion).



**FORGED/ALTERED NOTES/ETC:** Any student writing and/or attempting to pass a forged or falsified note or document will earn disciplinary action along with any penalty for truancy, etc.

**PUBLIC DISPLAYS OF AFFECTION:** Public displays of excessive affection beyond the holding of hands is inappropriate in the school setting on school grounds or at any school function, is embarrassing to some who are exposed to it, and creates an image of Pe Ell School which is not positive. Examples of inappropriate displays of affection are kissing and hugging, being together in a reclining position, sitting on laps, etc. Offenses in this category will be dealt with according to our discipline policy and may result in detention & parent contact, or suspension.

**IPODS/CD PLAYERS:** All such devices are not to be played during the school day from 8:25a.m.-3:00p.m., with the exception of HS lunch and MS recess. Teachers may allow use of these items within their classroom at their discretion. Continued violation may lead to confiscation of the device, until picked up by a parents or legal guardian.

**WATER TOYS:** "Toys" such as water balloons and squirt guns on school grounds or at school sponsored events are not permitted. Any student possessing and/or using any water device in the building or on the campus will be subject to detention or suspension as specified in our discipline code.

**SNOWBALLS:** Snowballing is permitted on the baseball field only. This privilege may be revoked by the Principal if such activity becomes hazardous.

**SKATING:** Skating, skate boarding and riding of scooters are not permitted on school property during the school day or at school events.

**UNAUTHORIZED AREAS:** Being in an unauthorized area of the campus or building (including unlawful entry) is prohibited. Such behavior can lead to detention, suspension, or expulsion.

**THEFT:** Stealing (or assisting in stealing) private property, School District property, or information (this would include but not be limited to tests, quizzes, school keys, grade books, computer disks, etc.). This behavior can result in suspension, expulsion and referral to a law enforcement agency.

**DISOBEDIENCE:** Failing to comply with policies or rules, or with the directions of teachers or other authorized school personnel during school or at any school associated activity can result in detention, suspension or expulsion.

**ALCOHOL/DRUGS:** No pupil shall possess, use, sell, conceal or be under the influence of alcohol or illegal drugs at any time or during a school activity, function or event either on or off school property. Any student believed to be intoxicated at school or at a school activity may be offered a Breathalyzer or similar test. Such a student who refuses to take the test will be deemed to be intoxicated and will result in suspension or expulsion as necessary. Possessing, using, selling or transmitting narcotics/drugs (including alcohol, or possession of narcotic/drug paraphernalia). First violation consequence is subject to a minimum 5-day In-School Suspension and probable police referral. Trafficking in illegal narcotics/drugs could result in long-term suspension or expulsion as well as police referral. This section also applies to drug, narcotic, and alcohol "look-a-likes".

**CRIMINAL ACTS:** the following activities are among those defined as criminal under the laws of the State of Washington. In addition to having legal consequences under the criminal code, these acts can result in suspension or expulsion:

- Arson -- The intentional setting of a fire.
- Extortion, Blackmail, Coercion -- Obtaining money or property by violence or threats, or by forcing someone to do something against his/her will by force or threats.
- Trespass -- being in an unauthorized place or refusing to leave when ordered to do so. Students on suspension or expulsion are excluded from school property and from all school functions.
- Willfully Disobeying School Administrative Personnel or Refusing to Leave Public Property -- RCW 28A.635.020. This is a gross misdemeanor.
- Abusing or Insulting Teachers -- Any person who shall insult a teacher anywhere on the school premises while such teacher is carrying out his or her official duties, shall be guilty of a misdemeanor (RCW 28A.635.010)
- Unlawful Interference with School Authorities -- Interfering with school personnel in the performance of their duties (RCW 28A.635.090) is a gross misdemeanor.



- Intimidating any Administrator, Teacher, Classified Employee, or Student by Threat of Force or Violence -- It is unlawful for any person, alone or in concert with others, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge of conduct of his or her duties or studies (RCW 28A.635.100) is a gross misdemeanor.
- Possession of Dangerous Weapons -- It is illegal to possess firearms or other dangerous weapons on school grounds or at school activities. By law, possession of dangerous weapons will lead to suspension or expulsion and must be reported to law enforcement authorities for appropriate action.
- Bomb Threats -- It is unlawful for any person to threaten to bomb or otherwise injure any public or private school building; or to communicate or repeat any information concerning such a threatened bombing or injury, knowing such information to be false and with intent to alarm the person or persons to whom the information is communicated (RCW 9.61.160). It shall not be a defense to any prosecution under the law that the threatened bombing or injury was a hoax (RCW 9.61.170). Threats to bomb or injure property are a felony (RCW 9.61.180).

**REPEATED VIOLATIONS OF SCHOOL POLICY:** A student who repeatedly fails to comply with the rules or directions of teachers and administrators is subject to suspension or expulsion from a single subject or class, or any full schedule of classes.

**EXPELLED/SUSPENDED STUDENTS TO REMAIN AWAY FROM CAMPUS:** Any student who has been expelled/suspended from school as a result of discipline of any type is not permitted to return to the school campus at any time during the period of the disciplinary action unless he/she has specific permission from the Principal. Violators will be subject to possibly more severe disciplinary action as well as trespass charges being filed.

### **WEAPONS IN SCHOOL**

It is illegal for any student to possess a weapon on campus. Regardless of whether the weapon is in a locked vehicle, and or if the owner possesses the proper permits.

Any violation of this provision by an elementary or secondary school student **shall** result in mandatory one-calendar-year expulsion from the state's public schools if a firearm is involved and **may** result in expulsion if a dangerous weapon is involved. Such expulsions will be carried out in accordance with all due process rights provided to the student. An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding an allegation or indication of such violation.

**DANGEROUS WEAPONS:** As defined in RCW 9.41.250 and RCW 9.41.280 include: "[A]ny instrument or weapon of the kind usually known as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm" (RCW 9.41.250). "Any firearm; any device commonly known as 'nun-chu-ka sticks' consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or any device commonly known as 'throwing stars,' which are multipoint, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas" (RCW 9.41.280)

**FIREARMS:** Handgun, rifle, or shotgun.

**OTHER FIREARMS:** Firearms other than handguns, rifles, or shotguns. The following are included within the definition: Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; (2) the frame or receiver of any weapon described above; (3) any firearm muffler or firearm silencer; (4) any destructive device, which includes:

- any explosive, incendiary, or poison gas
- bomb,
- grenade,
- rocket having a propellant charge of more than four ounces,
- missile having an explosive or incendiary charge of more than one quarter ounce, mine, or, similar device



- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

**OTHER:** Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm.

**WEAPONS:** Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. Examples include firearms of any kind (operable or inoperable, loaded or unloaded); all types of knives, chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, dirks, other pointed instruments (including pencils, pens); nun-cha-ka sticks; brass knuckles; Chinese stars; billy clubs; tear gas guns; electrical weapons or devices (stun guns); BB or pellet guns; and explosives or propellants.

### **THREATS OF VIOLENCE**

Comments or statements made of a threatening nature at school about deadly weapons (guns, knives, explosives etc.) may be understood in a manner not intended by the person expressing them. These comments or statements may be heard directly or overheard by others. Each person may hear a different meaning from what is said ranging from one end of the scale *taken as joking around*-to the other extreme – *taken as a serious intent to do harm*. Only the person making the statement knows for certain what is being expressed. Schools are a place where students and staff need to feel safe. To provide that type of safety, those types of comments and statements will be treated as – *a serious intent to do harm*.

School District Policy and State Law will be followed when statements that are considered threats are made. This will include notification to the students and their parents/guardians as required by law. RCW 28A.320.128

### **FIGHTING/PHYSICAL ASSAULT**

Pe Ell School District has a zero-tolerance policy for violence. Students are strongly encouraged at all times to keep their hands and feet to themselves. Any initiation of physical contact, playful or not, may be interpreted as fighting and/or assault and consequences may be applied. Any student involved in a fight can expect to be disciplined regardless of who started it. Students encouraging, enticing, and/or watching/filming during a fight can expect to be disciplined as well.

### **RELATIONS WITH LAW ENFORCEMENT AND OTHER AGENCIES**

School officials have the option -- or in some cases are required -- to inform law enforcement agencies regarding discipline problems (theft, assault, alcohol & drugs, harassment, false alarm, threats & intimidation, vandalism, dangerous weapons, etc.) and may press charges. Any action taken by legal authorities will be in addition to that taken by the school.

Juvenile authorities, police officers, sheriff's deputies, officers of the court, representatives from Children's Protective Services, etc., are encouraged to conduct interrogations of students off school premises, however, the Principal shall permit such authorities to conduct any necessary questioning at school. In cases involving alleged child abuse or a student is under age 12, the school shall require a parent waiver before such an interview can take place. The Principal or someone delegated by the Principal shall be present at the interview, unless the conditions are very unusual and a situation arises where, in the judgment of the Principal, the interview should be conducted in private. (A possible example of such a situation would be when a student states that he/she has something he/she wishes to tell the interviewer in private.)

When an officer removes a student from school, it is the responsibility of the officer and the Principal to attempt to contact the parents/guardians.

### **LOSS OF FIELD TRIPS**

Students who continue to exhibit disruptive behaviors which lead to (in school or out of school) suspension through the school year, may be omitted from class field trips.

### **PUBLIC DISCLOSURE ACT**

Under Washington's Public Disclosure Act (chapter 42.17 RCW), you have the right to review public documents that are not exempt from disclosure. Generally, the District may not disclose personal information in files maintained for employees. Certain matters in an employee's personnel file, however, may be disclosed. These matters include documents containing disciplinary



information about a specific instance of misconduct, including documents related to sexual misconduct or physical abuse by the employee.

### **AFFIRMATIVE ACTION STATEMENT**

Students have the right to receive a free public education and a deprivation of that right may occur only for good and sufficient cause and in accordance with due process of law. Each student served by the Pe Ell District can expect the following rights:

1. An equal educational opportunity with freedom from discrimination because of natural origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a handicapping condition.
2. Freedom of speech and press, peaceful assembly, and redress of grievances subject to reasonable limitations upon time, place, and manner of exercising such rights.
3. Freedom from unreasonable searches or seizures.
4. Freedom from unlawful interference in their pursuit of an education.
5. Attend classes.
6. Pursue their course of studies.

The Pe Ell School District prohibits discrimination based on 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 trained dog guide, or service animal by a person with a disability, or any other basis prohibited by law or Pe Ell School District policy. Inquiries regarding compliance and/or grievance procedures may be directed to the Office of Superintendent, the 504 Compliance Coordinator, or the ADA Coordinator at 519 N. 2nd St., Pe Ell, WA 98572, (360) 291-3244.

**WASHINGTON STATE SCHOOL LAW REFERENCES** Website: <http://slc.leg.wa.gov/>

Access to Student Records: RCW 42.17.255, RCW 28A.600.475, WAC 180-52-030, WAC 180-10, WAC 392-168-120

ASB Funds: RCW 28A.325

Assault: RCW 9A.36

Attendance: RCW 28A.225, RCW 28A.600

Dangerous Weapons: RCW 9.41, RCW 9.91.160, RCW 28A.635.060

Disciplining Disabled Students: WAC 392-172

Equal Education Opportunity: WAC 392-190, RCW 28A.640

Gangs and Gang Activity: RCW 28A.600.455, RCW 28A.320.140, RCW 28A.225.225(5), RCW 9A.46

Grievance Procedure: WAC 180-40-317, RCW 28A.305.160

Inciting a Riot: WAC 148-120-100 (4)

Medication and Related Services: RCW 28A.210.260, RCW 28A.210.270

Minors Living Away From Parents: RCW 13.64.020, RCW 13.64.060

Negligence: RCW 28A.400.370

Parental Rights: RCW 26.09.225

Parental Responsibility When Students Vandalize: RCW 4.24.190, RCW 28A.635.060

Religious Expression in Public Schools: WAC 180-40-215 (2), WAC 180-40-227

Removing Students from School Grounds: RCW 28A.605.010

Required Curriculum: RCW 28A.150.210

Sexual Harassment: RCW 49.60.400

Special Education: WAC 392-172, RCW 28A.155

Speech and Press: RCW 28A.600.020, WAC 180-40-215 (2)

Student Conduct: WAC 72-120-100

Student Discipline and Due Process: RCW 28A.305.160, RCW 28A.600.010,

RCW 28A.600.020, RCW 28A.600.410, RCW 28A.635, WAC 180-40-235 to 320, RCW 9A.16.030, RCW 28A.600.040, RCW 28A.400.010

Student Searches: RCW 28A.600.210, RCW 28A.600.220, RCW 28A.600.230 (3)

RCW 28A.600.240, RCW 10.79.070, RCW 10.79.071 (1)

Student Fees and Fines: RCW 28A.325.010

Teacher Exclusions of Students: RCW 28A.600.010, RCW 28A.600.020, WAC 180-40-290

Teacher Responsibilities: WAC 180-44



Tobacco Products: WAC 72-120-100 (13)

Truancy Court (Becca Bill): 28A,225,030

Trespass vs. Access: RCW 28A.605

Weapons on Campus: RCW 9A.04.050, RCW 28A.600.010, WAC 180-40

Website for "504 Plan": <http://www.ed.gov/offices/OCR/regs/34cfr104.html>

Section 504 of the Rehabilitation Act of 1973





**PE ELL SCHOOL DISTRICT #301**  
**ELEMENTARY HANDBOOK AGREEMENT**

I hereby acknowledge that a copy of the Pe Ell School District Student Handbook for the 2021-2022 school year is on the district website, in each classroom, and if needed, I can get a personal copy from the office.

I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. I will continue to pursue the challenge of being the best I can be.

The information in this handbook is subject to change. I understand that changes in policies may supersede, modify, or render obsolete the information summarized in this handbook. As the Pe Ell School District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I have heard the handbook assembly with important information. I understand the preceding rules and regulations of Pe Ell School District Student Handbook have been read and I will follow those rules and regulations set forth:

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**STUDENT'S PRINTED NAME**

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**STUDENT'S SIGNATURE/DATE**

**STUDENT'S GRADE**\_\_\_\_\_

