



**Toppenish Preschool  
Garfield Elementary  
Kirkwood Elementary  
Lincoln Elementary  
Valley View Elementary**

**Student Handbook**

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## School's Mission and Vision Statements

### Toppenish Preschool

Mission - Building a safe learning environment for all! Students – Families - Staff

Vision - We empower life-long learners to become highly successful by providing tools for building a better way of life.

### Garfield Elementary

Mission - Impact...Educate...Inspire!

Vision - Creating a better future for all.

### Kirkwood Elementary

Mission - We do what's best for students.

Vision: Kirkwood Elementary students rise to high expectations in order to achieve social, emotional, and academic growth. We are committed to building and sustaining positive relationships with our students, families, and community.

### Lincoln Elementary

**Mission:** We are committed to inspiring lifelong learners through positive relationships in supportive environments.

**Vision:** Through partnerships with families and the community, we will nurture well-rounded, confident and responsible individuals who can find success today and be prepared for tomorrow.

**Core beliefs:** Our Lincoln Lion Family:

1. Builds trusting relationships between staff, students, families, and community
2. Supports one another and is mindful of each other as we work towards achieving our goals
3. Encourages compassion, mutual respect, and equity

### Valley View Elementary

Vision: *Kids come first; we are dedicated to their success!*

Mission: We will:

1. Teach and learn with passion every day.
2. Collaborate with families and community members to foster a love of learning in an innovative and caring climate.

3. Hold all students to high expectations while meeting their individual needs.
4. Promote a belief that our lives are directed by the choices we make and the outcomes that follow.
5. Prepare students to be college and career ready.

## School Calendar Year

### Toppenish School District No. 202 2022-2023 School Calendar

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	W9	10
11	12	13	14	15	W16	17
18	19	20	21	22	W23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	W14	15
16	17	18	19	20	W21	22
23	24	25	C26	C27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	W4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	W2	3
4	5	6	7	8	W9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	W6	7
8	9	10	11	12	13	14
15	16	17	18	19	W20	21
22	23	24	25	26	W27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
			1	2	W3	4
5	6	7	8	9	W10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	W3	4
5	6	7	8	9	W10	11
12	13	14	15	16	W17	18
19	20	21	22	23	W24	25
26	27	28	C29	C30	31	

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	W14	15
16	17	18	19	20	W21	22
23	24	25	26	27	W28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	W5	6
7	8	9	10	11	W12	13
14	15	16	17	18	W19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	W2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Kinder Academy & WA Kids August 3, 4, 5  
 8th & 9th Grade Academy August 3, 4, 5  
 Optional Day August 9 - 10  
 District Staff Preservice August 11  
 First Day of School August 15  
 Early Release August 22  
 Labor Day Break September 2 & 5  
 Early Release September 19  
 Fall Break October 3 - 7  
 Early Release October 17  
 Conferences October 26 & 27  
 Optional Day October 28  
 Veterans' Day Break November 11  
 Thanksgiving Holidays November 21 - 25  
 Early Release December 5  
 Holiday Break December 19 - 30

New Year's Holiday January 2  
 M. L. King Holiday January 13 & 16  
 91st Day January 25  
 Early Release February 6  
 100th Day of School February 8  
 Winter Break February 17 - 24  
 Early Release March 13  
 Conferences March 29 & 30  
 Optional Day March 31  
 Spring Break April 3 - 7  
 Early Release April 17  
 Early Release May 15  
 Memorial Day Break May 26 & 29  
 Treaty Day Commemoration June 9  
 Graduation June 16  
 Juneteenth Holiday June 19  
 Last Day of School June 22

January 2  
 January 13 & 16  
 January 25  
 February 6  
 February 8  
 February 17 - 24  
 March 13  
 March 29 & 30  
 March 31  
 April 3 - 7  
 April 17  
 May 15  
 May 26 & 29  
 June 9  
 June 16  
 June 19  
 June 22

Adoption Date: 4/26/2022

Teacher Days: 180  
 Student Days: 176  
 Snow Days= Remote Learning

## School Hours

Toppenish Preschool

4 year olds - 7:30 - 3:00

3 year olds am session - 7:30 - 10:45

3 year olds pm session - 11:45 - 3:00

School	Start Time	End Time	Friday/Early Release - End	Wildcat Academy - End
Kirkwood	8:05 am	3:05 pm	12:05 pm	3:05 pm
Garfield	8:10 am	3:10 pm	12:10 pm	3:10 pm
Lincoln	8:15 am	3:15 pm	12:15 pm	3:15 pm
Valley View	8:25 am	3:25 pm	12:25 pm	3:25 pm

## Enrollment Forms, Custody of Children and Emergency Information

### Enrollment Forms, Custody of Children and Emergency Information

Each student must have an enrollment form filled out. This form needs to have two emergency contact people listed with current phone numbers that the school can contact. **WE WILL NOT RELEASE A CHILD TO ANYONE WHOSE NAME DOES NOT APPEAR ON THIS FORM.** It is very important to note any special medical conditions the student may have so that staff can be properly prepared.

If you are the legal guardian of a child and other adults are not to see or have contact with your child, the school must have a copy of the Court Order. If you have the original, we will make a copy to keep on file at school. If the Court Order changes, please bring the most current Court Order to the school. We will follow the Court Order that is on file at the school. We want to avoid situations at school that involve custody conflicts.

**\* Please notify the school immediately if phone numbers or addresses change. It is very important for the school to be able to contact you or your emergency contacts in case of emergency.**

## Picking Up/Dropping Off Students

**Your child's safety is our priority so as a district we asked that you stay with your child until they are in a safe and secure location on campus. We ask that if you drop your child off, please do so in the designated areas. Please adhere to all signs in the parking lot and please follow the direction of staff, if applicable.**

At the end of each school day, students are walked directly to their bus or to a designated pick up area. Families picking up students after school should park in the parking lot. *When picking up your child, it is recommended that you get out of your vehicle and walk over to the sidewalk to pick up your child, when possible. The teacher will not be allowed to take a student to their parent in the parking lot. No double-parking will be allowed in the pick up area.*

## Change of Daily Routine (Bussing, walking, pick-up)

Changes in your child's routine interferes with your child's learning. If at all possible students need to maintain a normal routine. **Please notify the office before 2:30 pm if any changes in transportation home is necessary.** This will ensure your child will be placed on the appropriate bus or is changed to walker status. This notification must be in the form of a phone call or written note by the family or guardian. **If notification is not given, the student will be sent home according to their regular routine.**

## School Arrival and Meals

Breakfast is served daily at every elementary school. Upon arriving at school, students must make their way to the cafeteria, even though they are not required to eat, they are entitled to a free breakfast. For students bringing lunch from home, milk will be available for free. We ask that your child stay in the cafeteria until there is supervision to escort them outside to the play area. Students are only allowed in the halls and classrooms, prior to the beginning of school, **with written permission from staff.** Students who arrive late to school will still be offered breakfast through our breakfast after the bell program. If your child is late to school, please have them ask the office or their teacher for a free breakfast.

**Please make sure to notify the school of any food allergies your child may have.**

## Attendance

Research has shown:

- Chronic absenteeism in preschool, kindergarten and first grade can result in students being less likely to read at grade level by 3rd grade.\*
- Students who cannot read at grade level by the end of third grade are four times more likely than proficient readers to not graduate.\*
- A student that is chronically absent in any two years between 8th and 12th grade has a > 50% chance of not finishing high school.

**We are working hard to improve attendance by communicating with families and by providing incentives for attendance. Please help your child by sending them to school on a daily basis.**

Under Washington state's truancy law, [RCW 28A.225.030](#), known as the Becca Bill, schools and districts are required to keep a record of absences and tardiness and take specific actions when youth are truant. After meeting with parents, building attendance teams will monitor the progress of the attendance success plan. (See Toppenish School Board's Policy 3122).

School/District Requirements:

- After **2 unexcused absences in a month**, the school is required to inform the parent in writing or by phone.
- After **3 unexcused absences**, the school is required to initiate a parent conference to improve the student's attendance through an attendance success plan.

- After **5 unexcused absences in a month**, the parents and school must enter a written agreement to improve the student's attendance. Or, the case can be referred to a Community Truancy Board. [RCW 28A.225.010](#).
- After **7 unexcused absences in a month**, or **fifteen unexcused absences in an academic year**, the school district may file truancy petitions with the juvenile court alleging a violation of RCW 28A.225.010.
- If the student is not in compliance with a court order resulting from a truancy petition, the school is required to file a contempt motion.

UNEXCUSED ABSENCES: Any absence from school for the majority of hours in a school day is unexcused unless it meets one of the criteria below for an excused absence. A student's grade and LEARNING may be affected by being absent WHETHER THE ABSENCE IS EXCUSED OR UNEXCUSED! Our school will follow [RCW 28A.225.010](#).

ABSENCES: 1. If your child is absent, please inform the school through a letter, email or phone call. Please provide a note if your child is seen by a doctor. If you know your child is going to be absent for an extended period of time please schedule an appointment with the school to complete a pre arranged absence form.

Absences will be excused for the following reasons:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment;
- Family emergency, including but not limited to a death or illness in the family;
- Religious or cultural purpose (observance or instruction of a religious or cultural event);
- Absence directly related to the student's homeless status;
- Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with [RCW 28A.705.010](#);
- Court, judicial proceeding involving the student;
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- Absences due to a student's migrant status;
- Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.
- Absence resulting from a disciplinary action. (short/long-term suspension, emergency expulsion); and
- Principal/designee and parent/guardian mutually agreed upon approved activity

2. In the event of emergency school facility closure due to COVID-19, other communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction, absences due to the following reasons must be excused:

- Absences related to the student's illness, health condition, or medical appointments due to COVID-19 or other communicable disease;
- Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19, other communicable disease, or other emergency health condition related to school facility closures;
- Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and

- D. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.
- E. Districts may define additional categories or criteria for excused absences. A school principal or designee has the authority to determine if an absence meets the criteria in subsections (1) and (2) of this section and school district policy for an excused absence.

## Discipline

### **Student Conduct Expectations**

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

“Discipline” means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data shows that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. The purposes of this policy and accompanying procedure include:

- Engaging with families and the community and striving to understand and be responsive to cultural context
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible
- Providing educational services that students need during suspension and expulsion
- Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion
- Ensuring fairness, equity, and due process in the administration of discipline
- Providing every student with the opportunity to achieve personal and academic success
- Providing a safe environment for all students and for district employees

Minimizing exclusion, engaging with families, and supporting students

Unless a student’s presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline.

Any parent/guardian or student who is aggrieved by the imposition of other forms of discipline and/or classroom exclusion has the right to an informal conference with the principal for resolving the grievance. If the grievance pertains to the action of an employee, the district will notify that employee of the grievance as soon as reasonably possible.

### **Disruptive Conduct**



A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Cheating or disclosure of exams;
- Disobedience of reasonable requests, instruction, and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
- Refusal to cease prohibited behavior;
- Disruptive and/or dangerous conduct on a school bus that endangers students;
- Inappropriate dress or appearance as determined by school building;
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Use or possession of tobacco;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another person or school district.

### **Misconduct**

The following misconduct may result in a short-term or long-term suspension (5th grade). The administration will attempt to evaluate the severity of such action to determine the appropriate consequence. Misconduct includes the following:

- Arson; Defined as the willful and malicious burning or charring of property.
- Assault, if the assault involves injury to another, bodily fluids, or a weapon
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial costing (greater than or equal to \$250) damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds, at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, offensive odor producing chemicals, etc.;
- Extortion; Defined as the crime of obtaining money or property by threat to a victim's property or loved ones, intimidation, or false claim of a right.
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;

- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, air guns, look alike guns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 3241.

**Explanation of Terms:**

**The misconduct below does not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension.** The offense does not prohibit a school administrator from exceeding the typical sanctions up to and including expulsion, if sufficient aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295. This is at the discretion of building administrators.

**Assault:**

For purposes of school discipline, “assault” means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

**Fighting or fighting involvement:**

Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight.

**Reasonable self-defense:**

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnessed another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant’s hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

**Defacing or destruction of school property:**

For school discipline purposes, is defined as the unauthorized, intentional damage to district property or the property of others.

Note: Under RCW 28A.635.060 (1), the school district may withhold grades, diploma, participation in promotion ceremony and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil’s parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any

school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardians are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**Defiance of school authority:**

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of Policy 3224. Defiance of school authority can also include intentional disruptive behavior.

**Gang Conduct:**

For school discipline purposes includes:

- The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- The promotion of gang culture and/or gang violence, and/or
- The solicitation or recruitment of gang members.

Gang imagery and symbols include, but are not limited to:

- Apparel (including, but not limited to, shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- Displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

**Theft or stealing:**

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardians are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**Weapons:**

This section addresses the possession or use of actual weapons in violation of district policy 4210, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 4210 should be addressed under other sections, as appropriate.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for up to one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

#### **Drug/Alcohol and Other Prohibited Chemical Substances:**

To ensure the safety, health and well-being of all students, the board is committed to the development of a program which emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary corrective actions. The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations (Board Policy 3240P):

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

#### **Consequences:**

Administration will have the discretion to assign consequences for all offenses based on mitigating and aggravating factors.

#### **Removal of Student during the School Day**

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

Any person requesting to make contact with or remove a student from school grounds, must be listed on the student's emergency contact information. Proper identification must be verified by school personnel using picture identification.

Law enforcement officers may remove a student from school without a warrant provided that the law enforcement officer signs a statement that he/she is removing the student from the school. Residential parents/guardians should be contacted as soon as possible when a student is taken into custody. Any other agencies must have a written administrative or court order directing the school district to give custody to them. Proper identification is required before the student will be released; Prior written authorization from the residential parent or guardian is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver; Prior to sending a student to his/her home for illness, discipline or corrective action, the building administration will attempt to reach the student's parent, guardian or emergency contact to inform him/her of the school's action and to request that he/she come to the school for the child. If the building administration cannot reach the parent, guardian or the emergency contact, the student will remain at school until the close of the school day.

### **Students and Cell phones**

Students in possession of Cell Phones while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Cell phones will be turned off and placed in their backpacks or turned into the office for safe-holding during regular school day;
- B. Students will not use cellphones in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;
- C. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a cell phone in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

### **Dress Code**

The Toppenish School District wants to provide a safe and non-disruptive setting for its students, so all children can learn. We also want to begin preparing children for success in secondary education and work settings. We want students to be dressed appropriately for the weather and their activities of the day. The following outlines the Elementary School's policy:

1. Clothing that represents any kind of violence, promotes or advertises the use of alcohol, drugs or tobacco products, is representative of gang affiliations or displays obscene symbols, signs, slogans or words that may be suggestive or of questionable interpretation is prohibited

2. Hats or hoods are not to be worn in the building
3. Dangling suspenders or any fasteners holding up trousers must be fastened
4. No baggy or oversized clothing, clothing may not be more than one size too large
5. No clothing that compromises modesty shall be worn at school or at school related functions; this would include, but not be limited to, anything that allows bare midriff or underwear to be exposed, such as crop tops and straps of tank tops less than one inch. Shorts and skirts must be at least mid-thigh length. Any other clothing, which may be considered disruptive by the building principal will not be allowed
6. Wallet chains, dog chains, chain belts or dangling belts are not allowed
7. No writing on body/tattoos
8. No make-up used
9. Clothing or jewelry, which may be dangerous in class, on the playground, or may cause danger to the student, will not be allowed
10. No strapless shoes such as flip flops, sandals, birkenstocks or clogs

**Students who wear prohibited clothing will be asked to make changes in their clothing or will be sent home to change into more appropriate attire.**

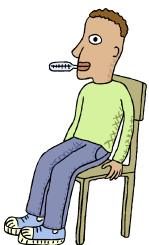


Remember that students at this age do not change for physical education classes. Please make sure your child is wearing clothing that is appropriate for the scheduled PE activities. This includes safe and appropriate shoes. **No strapless shoes.**

Younger children need to dress appropriately for recess play. **Flip-flops and sandals often cause falls, as do pants and skirts that are too long. Girls wearing skirts or dresses should wear shorts or pants underneath if they are going to be on swings or big toy.**

## Health Services- Student Health

Health services in the Toppenish School District are provided by 3 registered nurses, 2 licensed practical nurses, and 5 health services support staff that are trained to work with students who have been exposed to disease, seriously ill, injured, in need of vision or hearing screening or facing emergencies. A Student health information form must be completed by parents at the start of each school year as part of the registration process. This information gives the health services staff important information about your student's health care needs at school. If you have questions or concerns regarding your child's health, you can call the office and speak to the health services staff. **Please keep the school informed of any changes to your students' health.**



If your child is feeling ill, please keep them at home and notify their school of their absence. Families are responsible for the care of their child when he or she becomes ill while at school. It is therefore important that the school be able to contact you or another adult who will assume responsibility in case of illness or emergency. **Notify the school immediately of changes of address or telephone number so you can be contacted in case of an emergency.** Students are not allowed to go to their homes unless a family member or legal guardian is there.

Healthy food, proper clothing, and enough sleep are very important in keeping your student healthy and able to do their best at school.

Vision and hearing screenings are completed in October and November for students in Kinder through 3rd grade, 5th grade and upon request. Families are notified of screening results via letter from health services only when there are recommendations to be made.

School Staff use guidelines and resources provided by our local health jurisdiction, Washington State DOH, OSPI, and the CDC for guidance regarding specific measures to be used in handling individual cases or outbreaks of disease. These guidelines may change throughout the year. As these changes are made the information will be provided to you.

**\*\*COVID-19 Protocol:** Students who display COVID-19 symptoms should stay home and follow District return to school protocol. In the event a student begins to feel sick at school they will be isolated from others while they wait to be picked up by a parent/guardian. While they are waiting in the observation room they will be required to wear a well fitting mask. Face masks are still required to be worn by all students, staff, or visitors upon entry into the health room as these spaces are considered a health care setting.

Per our district policy students with head lice can remain in school and go home at the end of the school day. Parents/guardians will be notified of the suspected head lice by a health services staff member. Students may return to school after the appropriate treatment has begun. Students can return to school with nits following treatment as nits may persist after initial treatment. Successful treatment should kill the crawling lice.

## Life-Threatening Conditions

Washington State Law mandates that students with life-threatening health conditions (where the condition could put the child in danger of death during the school day) have medication/treatment/diet orders, an Emergency Care Plan and the emergency medications in place at school prior to the student being allowed to start classes. Life-threatening conditions may include but not limited to the following: severe bee sting, latex, or food allergies, severe asthma, diabetes, severe seizure disorders, and certain heart conditions. This process will need to be completed every year.

## Medicine in School

We understand that students sometimes need to take prescribed or over-the-counter medication during the school day. Parents/guardians are required by law to contact the school if their student will require medicine to be given while at school.

Washington State law (RCW 28A.210.260) states the following: "The public school district or private school must be receipt of (a) a written, current and unexpired request from a licensed physician or dentist for administration of the medications, as there exists a valid health reason which makes administration of such medication advisable during the hours when school is in session or the hours in which the student is under the supervision of school officials, and (b) written, current and unexpired instructions from such physician or dentists regarding the administration of prescribed medication to students who require medication for more than fifteen consecutive work days."

A completed medication authorization form that has been signed by both the parent and a physician, giving complete instructions for administering the medication must be received before medications will be given to the students. Parents (not students) must bring the medication to the office in the original container. All medicines are kept in the nurse's office and given out by the school nurse or designated school personnel. The medication form has to be completed every school year.

(RCW 28A.210.260) **Cough drops are considered medication and should not be sent to school with your child.**

**Chapstick and suntan lotion may be brought to school by the student and used only by him or her. It will be confiscated if it is given to other students to use. Tinted lip gloss will not be allowed.**

Washington State Law requires the following before or on the first day of school for our students that have Life-threatening conditions that require emergency medicines

1. Doctor's orders (written directions) for medicine or treatment,
2. Medicine (for the emergency) at school, and
3. Emergency plan that will tell school staff exactly how to help your child if a medical emergency occurs.
4. Parents must provide the school office with current emergency contact numbers.

## Immunizations

Washington's immunization law requires that all children must be either fully immunized, in the process of being immunized, or exempt from being immunized. State law requires that all students meet state immunization requirements before entering a Washington State Public School. The school must have a written record of the dates of the immunizations before the student may attend. A student who is non-compliant on the first day of attendance, or when a complete records check has been done, shall be excluded from attending class following parent notification.

According to the Washington Administrative Code [WAC 246-105-030](#) and [WAC 246-105-040](#) any child attending school, preschool, or child care in Washington State is required by law to be fully immunized (documentation of vaccination or proof of acquired immunity) against the following diseases at the ages and intervals in the CDC [Advisory Committee on Immunization Practices immunization schedule](#):

Chickenpox (Varicella)	Mumps
Diphtheria	Pneumococcal disease*
German measles (Rubella)	Polio (Poliomyelitis)
<i>Haemophilus influenzae</i> type b disease (Hib)*	Tetanus
Hepatitis B	Whooping cough (Pertussis)
Measles (Rubeola)	



\*required only until 5 years of age

The Washington State Department of Health has updated guidance on immunization requirements for the 2022-2023 school year. Children entering transitional kindergarten (TK) or preschool must meet immunization requirements. This requirement now applies to children who are 4 years or older on September 1, 2022.

If your child will be 4 years of age on September 1, you will need to provide immunization records showing they received the following vaccines by the start of school:

- A booster dose of DTaP vaccine
- A booster dose of IPV vaccine
- A booster dose of MMR vaccine
- A booster dose of varicella (chickenpox) vaccine

Please note: as of July 28, 2019, per WA State Law-Personal/Philosophical exemption will no longer be valid for MMR vaccine. Children without two doses of MMR vaccine, laboratory evidence of immunity, or medical or religious exemption will not be allowed into school. These records must be on file in our school BEFORE attendance is permitted. For more information about immunizations, contact the Yakima County Health District Office at 575-4040 or your family physician.

## TeleHealth Program

Toppenish School District is partnering with Yakima Valley Farmworkers Clinic to provide both medical and behavioral health consultation visits with providers from the Toppenish Medical Dental Clinic. This service helps expand access for our students to medical and behavioral healthcare services onsite through telehealth visits. This program is open to **ALL** enrolled Toppenish School District Students even if they are not current patients of the Farmworkers Clinic. To be able to participate in this program a parent/guardian will need to sign a consent form. You also have the right to opt for your student not to participate in the Telehealth Program on the same consent form. This consent form will be sent home with your student. This consent form needs to be filled out every year and for every student individually. If you have questions about this program please contact Jessica Bjur, Executive Director of Nursing for the Toppenish School district at 865-8262.

## SchoolCare

Toppenish School District has partnered with SchoolCare for the 2021-2022 school year. SchoolCare is a healthcare technology company that builds tools for schools, parents, doctors, and health plans to coordinate better care for school children. The health services staff uses this program to document your students' health information. (This includes health room visits, medication administration, etc). SchoolCare's Digital Health Platform allows parents to access and update their children's health information from anywhere at any time.

## Families and Family Involvement and Clearance Procedures

All families and guardians are encouraged to actively participate in their child's education at their school. Volunteers are welcome and needed in the classroom to assist in a variety of activities (listen to students read, correct papers, help on field trips, assist with special projects, planning and putting on assemblies and celebrations, organizing and supervising games at recess). We also encourage all families, grandparents, aunts/uncles, etc. to share their culture and language with the students. Please call the office to make arrangements with the classroom teacher prior to volunteering. If you are a regular volunteer you must complete a **Volunteer Agreement form and Code of Conduct form and a WATCH application. All visitors/volunteers must check into the office for a visitor's pass upon arrival at the school.**

Family nights are opportunities for student and parent interactions. A parent or guardian must accompany their child to the family night.

In order to volunteer on a regular basis in our classrooms and school, go on field trips with your child, or eat breakfast or lunch on a regular basis, a Volunteer Agreement Form and Code of Conduct and a WATCH background check must be completed. This form can be obtained from the school secretary and completed in a matter of minutes. When this clearance has been completed, the adult can volunteer in the school under the supervision of a certified teacher. There is no cost to the adult for this clearance. **The WATCH procedure needs to be completed two weeks in advance of the scheduled event.**

## Field Trips and Clearance Procedures

For families and guardians that would like to be involved and participate in extended field trips where they may not be under the supervision of a certificated staff person, another type of clearance is necessary. A completed Request for Criminal History Form and a card for fingerprinting need to be completed at the Toppenish Police Department. We recommend that you call the Police Department and set up an appointment to have your fingerprints taken. There is no cost to the adult for this clearance. It can take approximately two months to have the clearance returned to the school district.

The clearance policy is not meant to discourage volunteering. It is an important safety precaution to ensure the safety and well being of the students of the Toppenish School District.

As a part of our school's program, children are sometimes taken on field trips requiring bus transportation. A family member/legal guardian signature is required on the field trip permission slip in order for students to participate. Families also need to sign a walking field trip permission form to cover nearby trips on foot. Such trips are encouraged and you may be asked to help supervise if you have completed the necessary volunteer clearance procedures. Family volunteers may not bring other children along on field trips.

**Accommodations for special needs students will be addressed individually.**

**Students who are suspended from the school bus at the time of the field trip will not be allowed to attend unless transported by their parents or guardians.**

## Bus Conduct

Students riding on buses are expected to follow the bus rules and conduct themselves with the best standards of classroom behavior. This allows the bus driver to concentrate on driving the bus and not be distracted. If students do not follow the bus rules, the student may be suspended from riding the bus; this includes field trips. Students may need a family-principal-transportation director conference before being allowed to resume riding the bus.

**Washington State Law does not require that students be brought to school on a bus. It is, and should be, considered a privilege to ride to school on the bus.**

### Bus Rules

***Bus Drivers job: To take you to and from school as safely as possible.***

***Student's job: To follow these rules for the safety of the entire bus.***

1. The Bus Driver is in charge of the bus and all passengers; if a Para-Pro or other adult is on the bus students must obey and respect their orders.
2. Sit properly in seat at all times when the bus is moving. Standing, lying down in the seat, feet or legs blocking the aisle is not allowed and considered to be unsafe.
3. Absolutely no food, gum, candy or soda pop is allowed on the bus. Water is acceptable.
4. Keep head, hands and feet inside the bus at all times...no yelling or throwing objects out of the window.
5. Be courteous...no bullying, profanity, teasing, or name calling. Keep your hands to yourself...no hitting, pinching or biting.
6. Respect others and their property. (This includes backpacks and any other personal property).
7. No poking, cutting, or removing patches on seats. No writing or marking on bus seats or walls.
8. Observe classroom conduct. No moving seats without permission. Use your "quiet voice".
9. Help keep the bus clean...Do not throw paper or trash on the floor. Place all of it in the garbage can in the front of the bus as you get off.
10. Students crossing in front of the bus are to wait for the driver's hand signal and then cross only in front of the bus.
11. Bus driver will assign seats as needed.
12. No pets or animals (except service animals) or any other hazardous objects allowed on the bus.

### **BUS REFERRAL PROCEDURE**

**FIRST OFFENSE:** When any of the rules are violated, the driver will point out the rule violated and steps students need to take to comply with rules.

**STEP 1 - SECOND OFFENSE:** Bus driver assigns seat for one week. Bus driver writes first discipline report. Driver turns in conduct report to the Transportation Supervisor. A school official will make contact with a parent by phone or mail.

**STEP 2 – THIRD OFFENSE:** Bus driver writes second discipline report. The student will be denied riding privileges for three days. Conference with parents, as needed (attended by Principal or designee, Transportation Supervisor, etc.)

**STEP 3 – FOURTH OFFENSE:** Bus driver writes discipline report. Student is denied riding privileges from five days to the rest of semester (Transportation Director has final say as to maximum time off bus.) A copy of the discipline report is sent home to parents by the school each time a report is written.

**STEP 4 – FIFTH OFFENSE:** Student is denied riding privileges for the rest of the school year.

## Conferences with Teachers

**Meeting with your child's teacher will help build strong family-teacher partnerships. These partnerships are needed if you and your child's teacher are to reach our common goal: helping your child get the best education possible.**

Student led conferences are held twice a year, once in the fall and again in the spring. This is an opportunity for your child to sit down with you and share his/her progress. You will also have the opportunity to ask questions and share concerns with the classroom teacher. **Your child must attend the conference.**

Between conferences, the teacher may need to ask you questions or solicit your help with your child's education. **It is important that we have a current and correct phone number on file.** If you would like to meet with your child's teacher or the building principal, please call the School Office to make an appointment. It is important that the teacher be able to meet with you without disrupting the daily educational routine of the students. Planning meetings before or after class hours or during a teacher's planning time allows the teacher to give his/her full attention to you and your concerns. If you need to contact the teacher, you may email him/her. It is also possible to leave "voicemail" messages for the teacher. The teacher can then return your call at a time that is convenient, such as recess or lunchtime.



## Homework Policy

The school will follow the guidelines set forth in the Standards Based Grading handbook.

## Personal Items at School

Fidget spinners, marbles, games, make-up, trading cards and toys are NOT allowed at school. Music and Electronic devices such as music players, earbuds, radios, headphones, games, phones, cameras, etc are NOT allowed at school. These items are a distraction to the learning process. **Lasers and "shock" devices, Permanent markers and White-out are absolutely forbidden and will be confiscated and not returned. Continued offense of this rule will result in a parent – principal conference.**

**Cell Phones at School – If you choose to have your child bring a cell phone to school, it must remain off and in the student's backpack throughout the day. Your child may bring his/her cell phone to the office to be locked up during the day for safety. The school is not responsible for loss or damage of privately owned equipment brought to school.**

**1st Offense:** The item will be confiscated and returned to the student at the end of the day. The parent will be notified.

**2nd Offense:** The item will be confiscated and the parent will be notified. The item will be kept until a brief parent teacher conference is held and the phone will be released to the parent.

**3rd-5th Offense:** The item will be returned to the parent.

**6th Offense:** The administration team will review each case on an individual basis and make a decision.

## Money at School

Students are allowed to bring money to school for the following: fundraisers, book orders, pictures, popcorn, etc. If your child brings money to pay a bill, he or she should come to the office as soon as school opens. Children are not to keep money in their desks. If your child needs to keep money at school, please send a note and instruct him/her to give the note and money to his/her teacher.

## Food at School

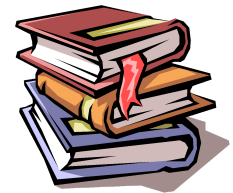
**Students are not allowed to bring the following food to school: gum, candy, chili powder, lemon salt, Hot Cheetos, or any other junk food.** Food brought for class parties will be the teacher's choice. Please call your child's teacher if you have any questions.

## Recess

All children are expected to go outside for recess and must dress appropriately for the weather. Please check your child before he/she leaves home for appropriate clothing. If the temperature drops below 25 degrees, students will stay indoors.

## Library

The school library is open during school hours. Please contact the office for further details on how to access the library before or after school.



Students and families may use the school's library without charge. Books will be checked out in your child's name. Your child may take these books home or leave them in their classroom. Any unreturned or damaged books will result in a fine. Students will not be able to check out new books until overdue books are returned or the fine paid.

## Fines

Report cards will not be given out until all fines or money owed are paid. Examples; of fines are library books lost or destroyed and or lost reading books.

## Requesting a Teacher

The Toppenish School District believes that all our teachers are qualified to teach all students. In fourth and fifth grade classes are departmentalized. Students in those grade levels rotate to all the teachers. However, if you do request a teacher, it **MUST** be done by April 30th for the following school year. Please see the school secretary for the request forms. Each teacher in our district will be allowed three (3) student requests. If more than three requests are received, a drawing will be held for the three spots. Due to funding sources this does not apply to Toppenish School Preschool.

## Guest Substitute Teachers

The Toppenish School District is dedicated to providing your child with the best possible educational experience. Providing this often requires extensive training for our teachers. Since much of this training occurs during the school year, your child will have a guest teacher from time to time. It is critical that our guest teachers be treated with respect at all times. **Disrespect to a guest/substitute teacher will result in the student being removed to complete their work in the office.**

## Intramurals

The Toppenish Schools Intramural Program is an athletic development program for students in grades second through fifth. The program began after the Toppenish School Board of Directors decided the students needed the program. Based on the information provided by the School Board, the following goals for the program were developed.

1. To provide a program that is safe.
2. To provide a high quality program for the students in the community.
3. To create a program that is accessible to the students in the community.
4. To incorporate a character education component into the program.
5. To create an opportunity for the students to spend time with positive role models.
6. To create a program that will encourage the students to become more physically active.
7. To provide the students with an opportunity to participate in organized athletics.
8. To provide instruction to the students so they will learn fundamental athletic skills.
9. To introduce the students to friendly competition.
10. To provide a program that is FUN!

This intramural program varies from traditional intramural programs because of the instructional component. This program is designed to teach students rules, fundamental skills and strategies. We are dedicated to ensuring each student has the training to be successful in that activity while having fun. The first 30 minutes of each session, the students participate in a study table that allows time for homework and other additional academic activities.

To make these opportunities accessible to students, activities are held at various sites. Activities are held after school. When activities are held away from the school a student attends, transportation will be provided free of charge to and from the activity. Activities are usually held for approximately two hours twice a week. Sport seasons last approximately four weeks with a tournament following the sport season.

The sites that will be used for intramural activities include but are not limited to the fields at gyms at: The Toppenish High School, The Toppenish Middle School, Garfield Elementary, Valley View Elementary, Lincoln Elementary, Kirkwood Elementary

## Wildcat Academy

Students who choose to stay for Wildcat Academy will have the opportunity to participate in a variety of intervention and enrichment opportunities provided by our staff members. If you would like your child to

participate, please complete the registration form. Registration forms including a schedule of the Wildcat Academy Fridays are available in the office.

## Toppenish School District Policies/ Weapons, Safe and Drug-Free School, Complaints, Sexual Harassment, Non Discrimination Statement

### TOPPENISH SCHOOL DISTRICT POLICIES:

#### **WEAPONS – ZERO TOLERANCE POLICY**

The Toppenish School District enforces a zero-tolerance policy for the possession of weapons on school property or at school-sponsored events or activities. Students who possess firearms on school grounds or at school events or activities will be expelled for not less than one (1) year and parents/guardians and law enforcement will be notified of the violation. We take all threats of violence very seriously and have demonstrated that they will not be tolerated. The District has also adopted and provided information about the District's zero-tolerance stance on "hit lists" and assaults involving threats to kill another person. Threats of this nature will be considered assaults and will result in appropriate disciplinary action.

#### **SAFE AND DRUG-FREE SCHOOLS**

The Toppenish School District is a drug-free school district. It is the policy of the Toppenish School Board to recognize alcohol and other drug use/abuse as a societal problem, and that substance abuse and drug dependency is a disease process that may be successfully treated. The District actively supports abstinence from drugs, alcohol, and mind-altering substances for all students in order that their development can reach full intellectual, emotional, social, and physical potential. The District maintains a "zero tolerance" policy towards the use of alcohol, non-prescribed drugs, and mind-altering substances.

#### **COMPLAINT/GRIEVANCE PROCEDURES**

Parents, guardians or students who feel that they have been discriminated against, sexually harassed, or bullied have a right to file a complaint with the Toppenish School District. All such complaints should be directed first to the building principal. If no resolution is reached through that process, the complaint may be forwarded to Mr. Shawn Myers, the District's Executive Director of Personnel and Human Resources at 306 Bolin Drive, Toppenish, WA 98948, (509) 865-4455.

#### **COMPLAINT/GRIEVANCE: FEDERAL PROGRAMS (TITLE I, II, III, IV OR MIGRANT):**

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program. If you feel that your rights have been violated please visit the following site which has information on filing a citizen complaint

<http://www.k12.wa.us/TitleI/CitizenComplaint.aspx>. At the local level, you may file your complaint with Mrs. Teri Martin, Federal Programs Director, Toppenish School District, 306 Bolin Drive, Toppenish WA 98948.

#### **SEXUAL HARASSMENT**

The Toppenish School District Board of Directors seeks to provide an environment within the District that is free from all types of discrimination, including sexual harassment. Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

Any staff member, student or other person who has been found, after appropriate investigation, to have sexually harassed a District employee, volunteer, parent, or student will be subject to disciplinary action up to

and including discharge (for an employee), expulsion (for a student), or other appropriate sanctions permitted under applicable state and federal laws and consistent with applicable collective bargaining agreements. The District pledges to investigate promptly any complaint received and to take immediate and appropriate corrective action where warranted.

## NONDISCRIMINATION AND SEXUAL HARASSMENT COMPLAINT PROCEDURES

### **DISCRIMINATION**

Toppenish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

#### **Title IX Coordinator**

Brett Stauffer, Athletic Director  
Telephone Number: 509.865.8034  
Email: [bstauffer@toppenish.wednet.edu](mailto:bstauffer@toppenish.wednet.edu)

#### **Section 504/ADA Coordinator**

Sandra Birley, Special Education and 504 Director  
Telephone Number: 509.865.8148  
Email: [sbirley@toppenish.wednet.edu](mailto:sbirley@toppenish.wednet.edu)

#### **Civil Rights Compliance Coordinator**

Shawn Myers, Assistant Superintendent  
Telephone Number: 509.865.4455  
Email: [myerss@toppenish.wednet.edu](mailto:myerss@toppenish.wednet.edu)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [http://www.toppenish.wednet.edu/pages/Toppenish\\_School\\_District/1075523253814383010/Nondiscrimination](http://www.toppenish.wednet.edu/pages/Toppenish_School_District/1075523253814383010/Nondiscrimination)

### **SEXUAL HARASSMENT**

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

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

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

#### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault



**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [http://www.toppenish.wednet.edu/pages/Toppenish\\_School\\_District/1075523253814383010/Nondiscrimination](http://www.toppenish.wednet.edu/pages/Toppenish_School_District/1075523253814383010/Nondiscrimination)

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

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

#### **Complaint to the School District**

##### ***Step 1. Write Out Your Complaint***

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

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

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

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

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

#### **Appeal to the School District**

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

#### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process

that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

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

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

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

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

## Anti Bullying

<b>ANTI-BULLYING POLICY</b>
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The Toppenish School District declares that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Therefore, harassment, intimidation, or bullying is prohibited. Harassment, intimidation, or bullying means any gesture or written, verbal, or physical act taking place on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop that:

- Physically harms a student or student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. If your child is being bullied, harassed or intimidated please report it to a school official or complete the following form and return it to your child’s school.

## Bullying Reporting Form

### Washington State Harassment, Intimidation or Bullying (HIB)

Today’s date: \_\_\_\_\_ Reporting person (optional): \_\_\_\_\_

Your email address(optional): \_\_\_\_\_ Your phone number (optional): \_\_\_\_\_.

Targeted student: \_\_\_\_\_ Name(s) of bullies (if known): \_\_\_\_\_

Name of school adult you've already contacted (if any): \_\_\_\_\_

On what dates did the incident(s) happen (if known): \_\_\_\_\_

Where did the incident happen? Circle all that apply

Classroom    Hallway   Restroom    Playground    Locker room    Lunchroom    Internet

Sport field    Parking lot    School bus    During a school activity    Off school property

On the way to/from school    Cell phone    Other (Please describe): \_\_\_\_\_

**Please check the box that best describes what the bully did. Please choose all that apply.**

Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student

Getting another person to hit or harm the student

Teasing, name calling, making critical remarks or threatening in person, by phone, by email, etc.

Putting the student down and making the student a target of jokes

Making rude and/or threatening gestures

Excluding or rejecting the student

Making the student fearful, demanding money or exploiting

Spreading harmful rumors or gossip

Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)

Other **please describe:** \_\_\_\_\_

**Why do you think the harassment, intimidation or bullying occurred?**

\_\_\_\_\_

Were there any witnesses? Yes    No    If yes, please provide their names:

\_\_\_\_\_

Did a physical injury result from this incident? If yes, please describe.

\_\_\_\_\_

Was the target absent from school as a result of the incident? Yes    No

Is there any additional information?

\_\_\_\_\_

\_\_\_\_\_

**Thank you for reporting!**

-----For Office Use-----

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Action taken: \_\_\_\_\_

Parent/guardian contacted: \_\_\_\_\_

Circle one:    Resolved    Unresolved

Referred to: \_\_\_\_\_

## Appeal Process

Any student and families/guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal for the purpose of resolving the grievance.

If this process does not prove satisfactory, the student, families/guardian shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the Superintendent.

For complete procedures, refer to Toppenish School District Policies 3310 through 3331 and State Board Regulations WAC 180-40.

District teachers and staff appreciate and encourage your help and support in the total educational process. We want to work closely with families in order to help our students learn behaviors they will need to be successful.

Please return this page to your child's school office.

## Signature Page

**Please keep the Student/Family Handbook and return this page to your child's teacher.**

I HAVE REVIEWED THE TOPPENISH STUDENT HANDBOOK

Family/Guardian Signature \_\_\_\_\_

Date\_\_\_\_\_

I HAVE REVIEWED THE TOPPENISH STUDENT HANDBOOK WITH MY FAMILY/GUARDIAN.

Student Signature\_\_\_\_\_

Date\_\_\_\_\_

I HAVE REVIEWED THE TOPPENISH STUDENT HANDBOOK WITH MY STUDENTS.

Teacher Signature\_\_\_\_\_

Date\_\_\_\_\_