

The Wellpinit Elementary
Student/Parent Handbook
2018-19

Home of the EAGLES

The Wellpinit RAP

I will be RESPECTFUL to myself and others

I will try my best to ACHIEVE my goals

I will be a PROBLEM-SOLVER

WSD Mission Statement:

Our mission is to provide a safe learning environment where student voice is valued. Each student is confident and empowered to be creative, knowledge-seeking, thoughtful, and active members of their school, community and beyond.

Expectations

As a student, I will do my personal best to:

- Respect other students
- Cooperate with students and adults
- Express myself in a positive, honest, and respectful way
- Maintain an “I can” attitude
- Be prepared for each day
- Help keep our school safe and clean for everyone
- Respect myself and school property
- Do my best

As a teacher, I will do my personal best to:

- Respect each student as an individual
- Keep parents/guardians informed of their child’s progress in school
- Maintain open lines of communication with both students and parents.
- Set high standards for all students
- Provide a safe environment for learning for all students
- Continue to grow and learn as a teacher

As a parent/guardian, I will do my personal best to:

- Support and respect the school mission of education
- Teach my child to have respect for themselves and others
- See that my child attends school regularly, on time, and prepared
- Communicate with and give positive support to my child
- Partner with my child, school, and teachers by being active in their education and school activities

School Administration

Superintendent

John Adkins

jadkins@wllpinit.org

Principal

Kim Ewing

kewing@wellpinit.org

Assistant Principal

Laina Phillips

lphillips@wellpinit.org

Building Information

Mailing Address

PO Box 390

Wellpinit, WA 99040

Telephone: 509-258-4535

Fax Number: 509-258-4091

Web Address: <http://www.wellpinit.org> District Office Fax: 258-4065.

Email: All staff may be reached by email. A list of staff email addresses can be located on our district website.

School Hours

Elementary School – 8:20 a.m. to 3:05 p.m. Monday - Thursday. 8:20 a.m. to 12:45 p.m. on Fridays.

Attendance - Policy Nos. 3110, 3121, 3122

As we know, attendance is a key component in student success. Dependable and punctual attendance is also critical in the world of work. With this in mind, we want to do all that we can to encourage regular attendance and have students and parents aligned with the school on this issue.

Learning, formal and informal, occurs daily in each class. Many activities, discussions, presentations and observations in the classroom are unique and, without attending, there is no way for the student to benefit from these experiences. In addition, frequent absences can impede the progress of the entire class, when repetition and review are needed for those returning to class. Regular attendance will help each student be successful and develop desirable traits for future employment.

Whenever possible, parents should notify the school in advance of an absence. If the absence cannot be excused in advance, such as in the case of unexpected illness or family emergency, a phone call to the school the morning of the actual absence is preferred. If this is not possible, the absence must be excused within two days of a student's return to school. If an absent student has not been excused by 9:30 a.m., the office staff will make an attempt to contact the parent by phone, primarily as a safety concern for the student.

Five unexcused absences within any month or ten within any school year shall result in filing a petition with juvenile court, in accordance with state law.

Any student leaving school for any reason must check out through the school office. Students in grades K-8 must be checked out with an adult who has signed them out personally in the school office.

Emergency Contact

Wellpinit School District makes it a high priority to ensure your child's safety. It is important that we are provided with up-to date information. It is vital that when phone numbers, addresses, emergency contacts, are changed that you contact the school and update this information.

School Closure

We make every effort possible to hold school each and every day, however sometimes due to weather, power outages, etc it is necessary to close or delay school starting. Wellpinit S.D. uses a phone alert system to contact staff and students in these circumstances. It is important that you provide up-to-date contact information. If you do not receive a phone call, please notify the school ASAP, and we will correct the problem. We also contact local television (KXLY, KREM2 and Q-6) and radio stations as to school delay or closure status.

Closed Campus - Policy 3242

The High, Middle and Elementary schools all operate under a closed campus policy. Students are not permitted to leave campus without being officially excused. While parents/guardians may join or escort their child to lunch, no student is permitted to be signed out unaccompanied (remember, any student leaving campus must be signed out in the office). Students will be expected to return to class on time.

Medication in School – Policy 3416

Students may have an illness that does not prevent them from attending school but does require medication during the school day. Students are not allowed to self-administer any medications during the school day. This includes both prescription and over the counter. Administration of oral medications by school personnel may be provided only if: 1) an authorization form is on file completed by the student's physician, 2) medication is brought and picked up by the parent/guardian in the original container/package. 3) medications must be kept in the school office, it is not to be kept on the student's person or in lockers or personal bags.

Immunizations - Policy 3413

All students must be up-to-date for the vaccines required for school attendance as determined by the Washington State Department of Health, or the parent/guardian must fill out the immunization exemption form if they choose to not vaccinate the student due to religious or philosophical reasons. If the student is not up-to-date on his or her vaccinations and an outbreak of vaccine-preventable communicable disease is occurring, as determined by the local health authority, the student will not be allowed to attend school until the outbreak is deemed over by the local health authority. If the student is in the process of becoming current on the vaccinations, documentation must be shown indicating so, and once completed, the latest, most current immunization report must be submitted to the school office or school nurse. Please contact the school nurse or John Teters for exemption forms or any other questions or concerns.

Money, Valuables and Electronic Devices

Wellpinit School District is not responsible for lost or stolen money or valuables that are brought to school. It is highly recommended that students not carry large amounts of cash or bring electronic items that are valuable. Please check with your school's policy on what items are allowed during school hours. Students should label any personal items with their name in case the items are found and can be reunited with their owner.

Counseling Services

There are school counselors available on both the elementary and middle/high school campus. Students should make arrangements with their teacher prior to going to the counselor's office.

Mihoko Patterson, Elementary Counselor

Telephone Use and Telephone Messages

Telephone messages to/for students will be posted, but not delivered except in emergencies. Classroom/Office telephones are for official business only and shall not be used by students for personal phone calls. Students are not to use telephones without the permission of an adult in the case of an emergency.

Visitors

Parents and guardians are always welcome at school. We ask that all visitors report to the main office, to sign in, report the nature of their visit and receive a visitor's pass. We ask that visitors keep small children with them at all times during their stay.

To ensure a safe and optimal learning environment, student guests are not allowed.

Buses

Buses are available for all students who attend WSD and who abide by the rules and directive of school bus drivers. WSD bus drivers take your child's safety first, it is important that students follow bus safety and rules to ensure the safety of all students aboard.

Bus Changes

As your child's safety is a priority at Wellpinit S.D. we ask that bus changes are to be used only in emergency circumstances. 2:00 p.m. (11:00 on Fridays) is the latest that changes will be accepted. Please report any concerns or questions to Chris Scott.

Bus Emergency Routes

NOTE MAIN ROADS ONLY

Owing to **safety concerns** these adjustments to routes are only to be used in *extreme* weather conditions. The TV or radio stations may say, "Wellpinit has a 2 hour late start. All buses will be running on emergency routes only". In that instance, this is what we mean:

JUMP AND FLETT EMERGENCY ROUTE

- ❖ Drum/Cottonwood Pick-up at Drum Road/West end Road intersection
- ❖ Joe Sherwood Road Pick-up at stop sign (where pavement ends)
- ❖ Look-out Road Pick-up at bottom of hill
- ❖ Sherwood Loop Road Pick-up at Senior housing
- ❖ Teacher housing Pick-up at Catholic Church
- ❖ Main Road Pick-up at Agency Square by Sacred Grounds Coffee

REZ. RD./FORD EMERGENCY ROUTE

- ❖ Rez. Rd and Ford Housing

WEST-END EMERGENCY ROUTE

- ❖ West-end Center
- ❖ Hwy. 25
- ❖ Wellpinit-West End Road Hwy.

RIVER ROAD EMERGENCY ROUTE

- ❖ Jacob Road Meet at Little Falls-Wellpinit Intersection
- ❖ Brandon Road Meet at Little Falls-Wellpinit Intersection
- ❖ Meet at Flett-Cayuse Intersection

BOARDMAN EMERGENCY ROUTE

- ❖ Ford-Wellpinit Road
- ❖ Turnaround (end of Boardman Rd. pavement -Samuels Rd.)
- ❖ Kokanee Meadows out to Boardman Road

In some instances the TV or radio station may only choose certain routes, such as "West-End Emergency Route only". If there are any questions or concerns, please contact Gene Lynn or Chris Scott at (509) 258-4535 extensions 6001. Thank you.

Citizen's Complain Procedures Concerning Title I, Title, III, or Other Federal Programs:

In compliance with state and federal laws, Wellpinit Public School District honor's a citizen's right to file a complaint regarding implementation of federal programs. To learn more about the process please visit the OSPI website at: <http://www.k12.wa.us/TitleI/CitizenComplaint.aspx>

Teacher's Qualification

Parents have the right to request information regarding the professional qualification of their student's teacher. Please contact the Wellpinit School District Office at (509) 258-4535 teacher's qualification information.

Homeless Policy

Wellpinit School District is compliance with the federal McKinney-Vento Homeless Assistance Act. A family qualifies if it is in a temporary living arrangement due to economic hardships or due to a variety of other similar reasons. For and question or assistance please contact the Wellpinit Elementary School homeless liaison coordinator Greg Ramos at (509)258-4535.

Citizen's Complain Procedures Concerning Title I, Title, III, or Other Federal Programs:

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Computers and Email

The Internet is the most powerful educational device to enter the school in the last half-century. No student education can be complete if we fail to use and teach how to use the Internet.

Under the rules of the Federal Child Internet Protective Act (CIPA), all students and all staff are required to sign a form in order to use the Internet on any school computer. This form is signed by the parents when a student registers. (A copy of this form is available online.)

In brief, this form states that the computers at the Wellpinit School are for education and research. Using a WSD computer to access the Internet and using e-mail are privileges, which may be revoked by the WSD at any time for inappropriate computer activity.

"If you are worried about getting caught doing something, you probably shouldn't be doing it."

All users will avoid all inappropriate computer activities. A more complete list is on the CIPA form, but in brief students may not use computers to

- Go off-task and into chat, messaging, email, MySpace, FaceBook, music or games when you are supposed to be doing something else.

- Use obscene, abusive, harassing or otherwise offensive or objectionable language in either public or private messages, email, messaging, or chat
- Harass or bully other by means of email, internet chat, instant messaging, website postings, MySpace or in any other manner.
- Intentionally damage or interfere with other computer users
- Intentionally damage computers
- Download or install any software that has not been authorized by a district staff member.

In addition:

- Staff signs that they are responsible for monitoring their student's computer use
- We have filters that filter out most, but not all, objectionable material
- Staff and students all are educated in safe internet use. They are taught they should never reveal private information, never meet or talk to anyone who makes one uncomfortable and to share such with parents
- Students/staff will have awareness of viruses, phishing, hacking and other inappropriate or dangerous behaviors
- We will lock sites that we find disruptive

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.wellpinit.org/Page/269>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of

the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions 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 | **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, or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Questions on policy and procedures, or for filing a complaint, please contact Terry Bartolino, Civil Rights Coordinator at x 2195 or tbartolino@wellpinit.org.

Dress Policy - Policy No. 3224

The dress and grooming of Wellpinit School students contributes to health and safety of the individual, promotes a positive educational environment and does not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students (K-12) unless a specific exemption is granted by the administration.

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming, including jewelry shall not:

- Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives as well as, the health and safety of the students.
- Expose the front and back torso. Not permitted are: low cut tops, tube tops, crop tops and halter tops, shirts with large open armholes, as well as, other shirts that reveal the torso.
- Extremely short skirts or shorts aren't permitted as well as "low slung" pants that reveal skin or underwear, as well as, clothing that is too tight.
- Clothing and accessories such as back-packs, patches, jewelry, notebooks, lockers and book covers must not display (1) racial or ethnic slurs/symbols (2) gang affiliations, i.e. bandanas, baggy pants (3) vulgar, subversive, or sexually suggestive languages or images i.e. Coed-Naked, Big Johnson, Hooters, Playboy, etc. (4) cult oriented items (5) promote products which students may not legally buy, such as: alcohol, tobacco, guns, and illegal drugs. (6) messages that are derogatory towards religion, gender, sexual orientation; or physical, mental, or sensory disabilities.
- Prohibited items include (a) large, long and/or heavy chains, (b) studded or chained accessories (c) sunglasses worn on the face, (d) theatrical and exotic stage make -up, (e) hats worn in the school buildings. Only small visible piercings in face, ears, and nose are allowed (limited to a stud or a bar bell). Small tongue piercings are also allowed since they are not visible. However, the Administrator has the right to request any piercing be removed if it becomes a distraction to the learning environment.

Footwear is required and must be safe and appropriate for indoor and outdoor activity. The school is not responsible for the loss of any equipment; students bring such items at their own risk of theft or damage.

The school administration reserves the right to determine whether the student's attire/accessories are within the limits of the dress code. The administration may allow exception in special circumstances or occasions such as holidays, or special events and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student not attired in accordance with the policy shall be subject to the following consequences:

1. Correct the dress code violation or call parents and student will be sent home for the remainder of the day.
2. Repeat offenders shall be subject to the discipline rubric.

Tobacco and Alcohol - Policy No. 4215

The Wellpinit School District and the board of directors recognizes that to protect students from exposure and addiction to nicotine, employees, students, officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property.

Smoking or the use of other tobacco products, including E-Cigarettes and Vapor Devices, shall be prohibited on school district property. This shall include all district buildings, grounds and district-owned vehicles.

Notices advising district employees and patrons of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendents. Employee and student handbooks shall

include notice that using tobacco on school property is prohibited. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy. In addition, all students in Wellpinit School District, regardless of their age, shall not possess tobacco products on school property, in buildings or district owned vehicles.

Drug Free Policy - Policy No. 5201

The Wellpinit School District and the school board recognize that abuse of controlled illegal, addictive and harmful substances including anabolic steroids is a problem and may represent impairment to development, well being and academic performance of students. The Wellpinit School District is committed to a comprehensive program, which emphasizes alcohol, tobacco and other drug prevention, intervention, recovery support and necessary disciplinary actions. The prevention program will address the legal, social and health consequences of substance abuse, provide information about effective techniques for resisting peer pressure, and address the legal, social and health consequences of using alcohol, tobacco and other drugs. The School District will assist in the coordination of providing service. The intervention program will focus on getting students the help necessary to no longer use alcohol and other drugs and assist them in their recovery to remain clean and sober.

All schools within the Wellpinit School District are drug-free. The school views drug abuse as a serious health problem and is committed to providing the necessary resources to intervene with students who are using. The school recognizes that the use of illicit drugs and unlawful possession and use of alcohol is harmful. The standard of conduct in the Wellpinit School District directs that students shall not possess, use, manufacture, transfer, conceal, sell, attempt to sell, deliver or be under the influence of narcotics, alcohol, other drugs, or materials/substances represented to be a drug. The policy also covers prescription medications that are distributed illegally. This policy will be in effect on property owned, leased or maintained by the Wellpinit School District at all school sanctioned activities, on and off campus, in vehicles used to transport students to and from school or at other school related activities.

Students in violation of this policy will be subject to appropriate building and administrative discipline procedures, up to and including sanctions for expulsion and referral for prosecution to be imposed on students who violate the standards of conduct.

SUBSTANCE ABUSE – SANCTIONS AND PROCEDURES

This procedure will be followed in dealing with violations of the policy. Law enforcement will be notified in all cases regarding sale, use, manufacture, possession, and distribution, regardless of where the student is in reference to the progressive disciplinary ladder.

1. First Offense Use or Possession
 - a. The building principal/designee will notify the appropriate law enforcement agency in regard to the violation.
 - b. The building principal/designee will notify and inform the parent(s)/guardian(s) of the incident by phone, as soon as reasonably possible.
 - c. The building principal/designee will then notify the parents in writing and inform them of discipline taken and possibility of arranging a conference to discuss options.
 - d. Student has 24 hours to obtain a drug test. Refusing to drug test or not testing with/in the 24 hour window will be considered a positive test.
 - e. OSS will be given for 20 school days.
 - f. If the parent(s)/guardian(s) and their student will agree to a formal chemical dependency assessment, from a state certified chemical dependency treatment agency, and agree to follow the recommendations on the assessment the suspension will be reduced to 10 OSS days. Arrangements for the evaluation and the cost of the assessment and potential recommendation for counseling and/or treatment will be borne by the parent/guardian.

- g. Parents, student and administration will meet to monitor compliance prior to student returning to school
2. Second Offense Use or Possession
- a. The building principal/designee will notify the appropriate law enforcement agency in regard to the violation.
 - b. The building principal/designee will notify and inform the parent(s)/guardian(s), of the incident by phone, as soon as reasonably possible.
 - c. The building principal/designee will then notify the parents in writing and inform them of discipline taken and possibility of arranging a conference to discuss options.
 - d. Student has 24 hours to obtain a drug test. Refusing to drug test or not testing with/in the 24 hour window will be considered a positive test.
 - e. OSS will be given for 45 school days.
 - f. If the parents(s)/guardian(s) and their student will agree to a formal chemical dependency assessment, from a state certified chemical dependency treatment agency, and agree to follow the recommendations on the assessment the suspension will be reduced to 22 days. Arrangements for the evaluation and the cost of the assessment and potential recommendation for counseling and/or treatment will be borne by the parent/guardian.
 - g. Parents, student and administration will meet to monitor compliance prior to student returning to school.
3. Third Offense Use or Possession
- a. The building principal/designee will notify the appropriate law enforcement agency in regard to the violation.
 - b. The building principal/designee will notify and inform the parent(s)/guardian(s), of the incident by phone, as soon as reasonably possible.
 - c. The building principal/designee will then notify the parents in writing and inform them of discipline taken and possibility of arranging a conference to discuss options.
 - d. Student has 24 hours to obtain a drug test. Refusing to drug test or not testing within the 24 hour window will be considered a positive test.
 - e. OSS will be given for 90 school days.
 - f. If the parents(s)/guardian(s) and their student will agree to a formal chemical dependency assessment, from a state certified chemical dependency treatment agency, and agree to follow the recommendations on the assessment the suspension will be reduced to 45 days. Arrangements for the evaluation and the cost of the assessment and potential recommendation for counseling and/or treatment will be borne by the parent/guardian.
 - g. Parents, student and administration will meet to monitor compliance prior to student returning to school.
4. Fourth Offense Use or Possession
- a. The building principal/designee will notify the appropriate law enforcement agency in regard to the violation.
 - b. The building principal/designee will notify and inform the parent(s)/guardian(s), of the incident by phone, as soon as reasonably possible.
 - c. The building principal/designee will then notify the parents in writing and inform them of discipline taken and possibility of arranging a conference to discuss options.
 - d. Student has 24 hours to obtain a drug test. Refusing to drug test or not testing within the 24 hour window will be considered a positive test.
 - e. MDT will develop a plan.

Supplying/Sale of alcohol/chemical or material represented to be a controlled substance:

- a. The building principal/designee will notify the appropriate law enforcement agency in regard to the violation.
- b. The building principal/designee will notify and inform the parent(s)/guardian(s), of the incident by phone, as soon as reasonably possible.
- c. 90 Day Suspension The building principal/designee will suspend/expel the student from school in compliance with student due process procedures.
- d. The building principal/designee will then notify the parents in writing and inform them of discipline taken and possibility of arranging a conference to discuss options.
- e. After 30 day waiting period and a MDT meeting, student may be eligible to enroll in an off- site Wellpinit Alliance Program.

Prohibition of Harassment, Intimidation & Bullying - Policy No. 3207

It is the right of every person in Wellpinit School District to be safe from physical and verbal harassment. The school is committed to ensure that every member of our school community enjoys the right to participate in school life at its fullest. All instances of harassment violate that right and are totally unacceptable.

Bullying is unacceptable behavior, which results in somebody feeling hurt, threatened or frightened. This can be physical or verbal and includes hitting, teasing, and intimidation, ostracizing or damaging a person's property. It also includes, sexual, racial and disability harassment.

- The issues of harassment and bullying will continue to be addressed with the health curriculums.
- Teachers will also be encouraged to discuss these issues as they pertain to their subject curriculum.
- Staff will receive training on bullying.
- Staff will act on/report incidents of harassment and bullying they see.
- Students at Wellpinit School District will be encouraged to talk about their experiences with harassment.
- Awareness of harassment and bullying may be presented in school assemblies and poster campaigns.

We have a plan that covers all the different ways and times that bullying may occur in a K-12 school. Some incidents are intentional and constant, while others may be unintentional or isolated. Among the steps we use to deal with incidents of bullying are:

- To officially warn a potential bully that their actions are hurting another student and if they do not stop, there will be further consequences
- Educate the bully or harasser and perhaps the victim about harassment
- Contact parents
- Referral to counselor for bullying education
- If the situation continues there will be further parental contact and the student may spend time in in-school suspension (ESS)
- Suspension and in extreme circumstances, expulsion

The full policy for Bullying and Harassment is posted on our website. Or call the school for a hard copy.

If your child experiences incidents of bullying we strongly encourage you to talk to your child and make sure the incident is reported to the child's teacher. If bullying continues, please contact the school administrator. Working together in a positive and respectful manner, we can work to reduce all incidents of student bullying.

Weapons - Policy 4210 -REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

Discipline and Rubrics

Wellpinit School District staff and administration care about each student and want to provide a safe, wholesome, positive atmosphere for learning. We encourage parents to work closely with school staff when there are issues concerning your child. Students are expected to use self-discipline and must assume responsibility for their behavior. Wellpinit School District will provide clear expectations to students on acceptable behavior. Firm limits will be provided for unacceptable behavior, and the consistent use of non-physical, non-hostile negative consequences will be provided when rules are broken. Our goal is to have a discipline system that is consistent, progressive in nature, which focuses on helping students learn to change their behavior and to take responsibility for the choices they make. To ensure that the discipline policy is easy to understand and consistent, we will be utilizing a rubric system. Actions to be taken by the teacher or administrator include, but are not limited to the following:

The Time Out Option:

The student may be removed from the classroom to a supervised location for a brief time during the class period to reflect on disruptive behavior.

Lunch Detention:

Students will report to the detention monitor at the beginning of lunch for detention. Failure to report for detention will result in additional time added.

After School Detention:

Students will report to the detention monitor immediately after school for detention. Failure to report for detention will result in additional time added.

Educational Student Support (E.S.S.):

Student shall be excluded from school or individual classes for a specific period of time. Students are expected to gather class material in advance and come to E.S.S. prepared to work. Students are not allowed to participate in any extracurricular activities.

Short-Term Out of School Suspension (O.S.S.):

Student is denied attendance for a period of up to 10 days. Students will not be permitted on campus. Students will not be allowed to participate in before and after school activities.

1. An oral or written notice of charges will be provided to the student
2. An oral or written explanation of the evidence in support of the charges shall be provided to the student
3. An oral or written explanation of the suspension which may be imposed shall be to delivered to the student
4. The student shall be provided an opportunity to present his/her explanation

The parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by mail as soon as reasonably possible. Any student subject to a short term suspension shall be provided the opportunity, upon their return, to make up assignments and tests if:

- A. Such assignments or tests have a substantial effect upon the student's semester grade or grades; or
- B. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the Principal or Designee for the purpose of resolving the grievance. At such conferences, the student and parent shall be subject to questioning by the Principal or Designee and shall be entitled to question staff involved in the matter being grieved.

After exhausting this remedy, the parent and student shall have the right, upon two 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 two school days' prior notice, shall have the right to present a written grievance to the Disciplinary Appeal Council at 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 short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the Principal, the Superintendent or the School Board elects to postpone such action.

Emergency Expulsion:

Student may be removed immediately from school by an administrator provided there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, classmates, school personnel, or is an immediate and continued disruption of the class, subject, activity, or educational process of the school. Appeal process is the same as for a long-term suspension. (See above.)

Nondiscrimination Statement

Wellpinit 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 or identity, disability, or the use of a trained guide dog or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination.

Title IX Coordinator/Civil Rights Compliance Coordinator:

Terry Bartolino
PO Box 390 Wellpinit, WA 99040
tbartolino@wellpinit.org

Section 504/ADA Coordinator

Ellen Schwannecke
PO Box 390 Wellpinit, WA 99040
ellens@wellpinit.org

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Or call the school - 258-4535