

Summit Valley School Family Handbook

2019-2020



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SUMMIT VALLEY SCHOOL

DAILY SCHEDULE

7:45 a.m.....Teacher Arrival

8:00 a.m... ..Doors Open

8:15 a.m.....Classes Begin

9:45 – 10:00 a.m.....Morning Recess

11:00 – 11:45 p.mLunch/Lunch Recess

1:30 - 1:45 p.m.....Afternoon Recess

2:45 p.m.....Student Dismissal

2:50 p.m.....Bus Departure

WELCOME TO SUMMIT VALLEY SCHOOL DISTRICT

Dear Parents and Guardians:

Welcome to the Summit Valley School District #202 and a new school year. The staff and I pledge to do our best to make your child's school experience both successful and enjoyable. Our responsibility is to provide each child the very best educational experience possible. Your involvement is an essential component of your child's educational experience. You are invited to join in the process, so that together we can provide a successful school for your children. Please feel welcome to contact the school staff or administration regarding any questions you may have.

Sincerely,

...
Kristina Allen

Summit Valley School Mission Statement

The mission of Summit Valley School District is to provide a program of academic excellence that assures all students will acquire knowledge, skills, and work habits to become productive, creative members of society. We strive to accomplish our mission by maintaining high academic expectations for all students in a positive and safe learning environment. Faculty, staff, students, families, and the community share the responsibility for advancing the school's mission.

Summit Valley School Belief Statements

- We believe students are valued as individuals.
- We believe respect for self and others is essential.
- We believe students will grow as they accept responsibility for their actions.
- We believe in continued commitment toward improvement of our school.
- We believe learning needs are the primary focus of all decisions impacting the school.
- We believe that communication among teachers, students, parents, and community is vital to the success of our school.
- We believe a friendly, creative, and stimulating learning environment supports academic goals.
- We believe the traditional roots of our small, rural community provide a stable base that is uniquely beneficial to student growth.
- We believe that a committed, highly qualified staff is necessary for continued student success.

SUMMIT VALLEY PARENT/ TEACHER/ STUDENT COMPACT

Summit Valley School District is committed to providing quality educational opportunities to ensure that each student has the chance to reach his/her fullest potential in a safe, caring environment.

PARENT/ GUARDIAN I will do my personal best to:

- Teach my child, by example, to have respect for him/herself and others in words and actions.
- Become involved in school by volunteering my time, attending conferences, and communicating with teachers on a regular basis.
- Support the school's discipline policy and be willing to listen to input concerning my child's behavior and academic needs.
- Encourage my child through attention, participation, and interest in his or her learning.
- Communicate with and give positive support to my child.
- See that my child attends school regularly, on time, and well rested.

TEACHER I will do my personal best to:

- Inform parents about current topics of study on a regular basis.
- Maintain clear lines of communication between home and school about academics and behavior.
- Notify parents immediately with discipline concerns or referrals.
- Know each child's individual strengths and use these to enhance future learning.
- Set high standards for all students.
- Provide a safe physical and emotional environment for all students.
- Inform parents about workshops and training for parents.
- Continue to learn and grow as a teacher, modeling life-long learning.

STUDENT I will do my personal best to:

- Respect others and school property, as well as myself.
- Cooperate with students and staff.
- Invest in an "I can" attitude.
- Be prepared each day.
- Help keep our school safe for everyone.
- Express myself in a positive, honest, and respectful way.

SUPERINTENDENT/PRINCIPAL I will do my personal best to:

- Promote a safe and caring environment for all.
- Promote life-long learning among the entire community.
- Provide opportunities for parents to learn how to best help their child succeed.

SUMMIT VALLEY SCHOOL DISTRICT BEHAVIOR GUIDELINES AND SCHOOL DISCIPLINE POLICY

At Summit Valley School, we believe that appropriate behavior skills must be taught and reinforced just as academic skills are taught and reinforced. We rely on the support and close cooperation of home, school, and community to convey our message that children benefit most when they are able to live and learn in a safe, structured, and respectful atmosphere.

Guidelines have been established for expected school behavior. Students must respect themselves, others, and property at all times and to use the rules of common courtesy when interacting with others. All teachers will discuss these rules with their class and review them throughout the school year. Parents are asked to go over these guidelines with their children at home as well to reinforce the school's behavior expectations and discipline policy. For your information, a listing of our expectations and discipline policy can be found below. We anticipate that students will follow these guidelines on a daily basis, thus avoiding the need for disciplinary action.

SCHOOLWIDE RULES:

In **GENERAL** students are expected to...

- Talk quietly and with respect to other students and adults
- Respect school property and the property of others
- Follow directions the first time they are given
- Keep hands, feet and objects to themselves
- Refrain from name calling, cursing or teasing
- Walk quietly as they move around the building
- Refrain from throwing or kicking snow, rocks, sticks, etc...
- Remain on school property during school hours unless accompanied by a parent, guardian, or another authorized adult
- Comply with the district dress code

Students **WILL NOT BRING TO SCHOOL**....

- Weapons, intoxicants, paging devices, or tobacco products
- Any object that looks like a weapon or could be used as a weapon, including toy guns or knives, water guns, etc...
- Skateboards, rollerblades, or roller skates
- Inappropriate publications or pictures
- Mouthwash, cologne, or fragrant sprays

While **ON THE SCHOOL BUS**, students are expected to ...

- Arrive at the bus stop approximately 10 minutes before bus arrival
- Behave appropriately at the bus stop
- Stay in designated “waiting area” at bus stop away from the flow of traffic until bus driver has signaled to board
- Remain seated in a proper manner on the bus while the bus is moving
- Not change seats unless directed by the driver
- Not put any body parts or other objects out of bus windows
- Keep aisles clear of lunch boxes, books, feet, etc...
- Keep their hands and feet to themselves and talk to others in a respectful manner
- Speak softly so as not to distract the driver
- Walk when entering/leaving the bus
- Not eat on the bus unless otherwise instructed
- Follow the directions of the driver

On the **PLAYGROUND**, students are expected to ...

- Follow all directions from the playground supervisory staff
- Remain on the playground at all times
- Get permission from one of the staff on duty before entering the building
- Use respectful and non-threatening language toward others
- Play only those games that allow everyone to enjoy recess safely
- Walk on the sidewalks, staying away from the parking lot area
- Avoid chasing or tag games on the blacktop areas or near playground equipment
- Not to pick up or throw rocks, sticks, mulch, dirt, snow, etc.
- Use balls and jump ropes in appropriate areas away from buildings and equipment
- Use climbing equipment safely
- Report all accidents and injuries to one of the adults on duty immediately
- Go inside as soon as the bell is rung

We fully expect that students will learn and follow school behavior guidelines, will use good self-control, and will monitor their own actions at all times. In this way, all students will be able to enjoy a positive learning environment and to avoid the need for disciplinary action.

DISCIPLINE POLICY

BEHAVIORS AND CONSEQUENCES

Consequences are based on the severity of the incident and whether the behavior has occurred before. Students who are involved in major discipline issues will be assigned consequences in accordance with school and district discipline policies. These procedures are designed to offer due process while at the same time protecting the rights of others; maintaining safety and security for all individuals in the school; and ensuring a positive learning environment.

Due Process:

All students who are involved in a discipline concern will be offered due process. Due process will include the student's right to be treated with fairness and respect; to be given the opportunity to share his/her side of a situation; and to be assigned consequences in a reasonable and impartial manner. Due process will include the right to request a review of any decision and the right to appeal through the school district's appeal process.

In the school, students will be given the opportunity to reflect on their misbehavior, to assume personal responsibility for their portion of a situation, and to make amends, when practical, in an appropriate manner.

Classroom Consequences:

The student's teacher is responsible for monitoring student behavior, applying consequences when necessary, and documenting the personal and social development of each child assigned to him/her. The teacher will assign consequences for misbehavior in a fair and judicious manner that reflects both the severity and the frequency of concern, and the student's record of misbehavior.

Classroom consequences may include, but are not limited to, the following:

- Verbal warnings, cues, name and check marks on the board, etc...
- In-class consequences, isolation within or outside of class
- 1-3 day detention
- Student action plan, daily behavior report or chart
- Parent contact by teacher
- School-Based Team meeting for problem solving

School Discipline:

If a student does not respond appropriately to classroom consequences, is unwilling to cooperate, or is disrespectful or disobedient to the adults in the school, a parent-teacher-principal conference will be scheduled to discuss the issues and to clarify that the student has moved from classroom consequences to school level discipline.

Some major misbehaviors may be dealt with immediately by the principal and the student will receive school consequences. Examples of such misbehaviors may include, but not be limited to, disrespectful, disobedient or defiant behavior to adults in the school; leaving the school grounds without permission; physical aggression, fighting and/or bullying; physical threats or intimidation, possession of harmful objects or substances; theft or vandalism; racism; harassment; and illegal acts. The principal will assign consequences for misbehavior in a fair and judicious manner that reflects both the severity and the frequency of the behavior, and the student's record of misbehavior.

School discipline may include, but is not limited to, the following:

- Completing assigned work in the class or office
- Grounded from recess and/or lunch periods
- Restricted learning environment, in-school suspension
- Parent-teacher-principal conference called by the principal
- Individual Educational Plan for behavior
- Partial or totally restricted day
- 1 to 3 day out-of-school suspension
- 3 to 5 day out-of-school suspension
- Conditional suspension of indefinite length

ATTENDANCE POLICY AND PROCEDURE

Regular and punctual attendance is an essential part of the educational process. The daily experiences gained in the classroom cannot be substituted for or regained in its entirety through make-up work. It is the direct responsibility of the students and parents to insure appropriate attendance in school, as prescribed under state law (RCW 18A.58.200). Clear communication between home and school will help us ensure the safety and continued learning for our children.

PROCEDURES

If a student is ill, he or she should stay home. However, absences from school always mean missed academic learning time and often are the major reasons for poor grades. Because of this, it is important that students do not miss more days than necessary. To ensure the safety of our children and maintain accurate records, we ask that you follow these steps when your child is absent:

1. Call 935-6362 between 8:00 a.m. and 9:00 a.m. to alert us if your child is going to be absent.
2. If a student is absent and we have not received a phone call, one of our staff will attempt to contact you by phone to verify that your child is safely home in your care.
3. After an absence, please send a note to the office including: child's name, date, nature of illness, parent / guardian signature.
4. If a student returns without a note or without phone contact, the absence will be counted as unexcused. This is in accordance with the Becca Bill.

BECCA BILL

The Compulsory School Attendance Law (RCW 28A.225.020) states that all parents / guardians of any child between the ages of 6 and 18 must have their child attend school. If a child fails to attend school without valid justification, the law requires the school to follow these steps:

1. Inform a student's parents or guardians in writing or by phone if the student has one unexcused absence.
2. Schedule a parent conference after two unexcused absences in a single month.
3. After seven unexcused absences in a month or ten in a school year the school is required to notify the district office to file a petition with the juvenile court alleging a violation of RCW 28A.225.030.

The bill authorizes the court to order the child to attend school, as well as serve detention or an alternative to detention, such as community service hours, participation in dropout prevention programs, or payment of a fine.

REQUESTS FOR HOMEWORK

Parents may request homework when a child is home ill. Requests should be made prior to 11:00 a.m. to give teachers time to organize the materials. Books and paperwork can be picked up in the office between 2:30 and 3:00 p.m.

FIELD TRIPS

During the year, field trips related to grade level curriculum will be planned by individual teachers. You will be asked to sign a permission slip. Only students with signed permission slips are allowed to participate. Parents are encouraged to help out with the supervision of field trips.

PICTURES

Class pictures and individual pictures will be taken during the school year. Pictures are regarded as a service to parents and children. The school does not require that you purchase pictures. Written notice will always be sent home with each child announcing when pictures will be taken.

PARENT MESSAGES FOR STUDENTS

We try not to interrupt teaching and learning time in a classroom to call a student out of class. All messages are given to students by the end of the day. If you must call us regarding a change in plans requiring that we give a message to your child, please call by 2:30 p.m. to give us time to make sure that all children receive their messages before going out the door.

Children are not released from school during the day unless we receive a note from the parents / guardians or the parents / guardians come into the office to sign students out. Students will not be given permission to go anywhere after school, other than their normal destination, without a signed parent note. Our school office is served by a business line only. Students need to make plans for the afternoon the previous day. The office phone will not be available to call home except in an emergency. The safety of our students is our primary concern. We try to ensure that you know where your child is and who they are with. We appreciate your assistance.

REPORT CARDS

Report cards are provided to families every quarter. These reports are shared with parents to communicate progress in academic and social skills each quarter.

AWARDS

An annual Awards Day is held at the school year's end. This special event provides an opportunity for staff to present a variety of awards to individual students and staff members. Parents and the community are invited to attend. Honor roll recognition, attendance and other special achievement awards will be included.

PARENT-TEACHER CONFERENCES

Parents are invited at any time during the school year to meet with their child's teacher to discuss their child's progress.

Scheduled conferences are an integral part of our school's reporting program. Conferences are designed to give parents an accurate and objective report of a student's academic and social growth. Parents should not hesitate to ask questions about any concerns they may have. Parents are also encouraged to bring to the teacher's attention any information or concerns regarding their child's individual needs.

PROBLEMS OR CONCERNS

Should you have any concerns or hear something that doesn't make sense, please visit immediately with your child's teacher. The office (935-6362) will assist you in setting up an appointment. If unsatisfied, then feel welcome to visit with our Principal / Superintendent. Our goal is to find solutions to problems that are in the best interest of the student.

PARENT VISITATIONS

Parents are encouraged to visit the school and observe their child's classes at any time. Please call ahead to let us know you are coming. Often, teachers have special activities to which parents are invited. Children are excited to have their parents visit on such occasions. This involvement in your child's education increases their motivation to succeed.

HELPING YOUR CHILD WITH SCHOOL

It is extremely important that you stay involved with your child's activities at school. This will increase success in school. The following ideas will help you stay involved:

1. Work cooperatively with teachers and other school personnel.
2. Show enthusiasm and interest in the things your child is doing in school. Encourage your student to share the events of the day.
3. Provide a quiet space and a time for your child to complete homework. This is a time for you to work together.
4. Read with and to your child. Every student should read every night, even if they do not have homework; take time to read a book or the newspaper.
5. Praise your child for work well done and as well as small steps taken toward improvement. Improvements may take place in work, study habits, conduct, attitude, or specific skills.
6. Visit the school often and accept invitations for classroom and school activities.
7. Become involved in our Parents and Teachers Organization.

PARENT-TEACHER ORGANIZATION

Summit Valley has a strong and active parent-teacher organization. Many hours of volunteer time are given each year to create a safe and caring learning environment for our students. We encourage your participation and involvement in the upcoming year.

SCHOOL VOLUNTEER PROGRAM

Volunteers have been a vital part of Summit Valley School's programs. Volunteers strengthen our program by:

- Providing more individual help for each child.
- Giving the teacher more time to teach by assisting with clerical work or setting up for units and lessons.
- Enriching the curriculum by sharing expertise.

If you are interested in volunteering or you would like more information about how you can help, please call the school at 935-6362.

IMMUNIZATION

By law, any student in attendance at school who fails to provide documentary proof of full immunization, or proof of medical, religious, philosophical or personal objection within 45 calendar days after the child's first day of acceptance, must be excluded from school until an acceptable Certificate of Immunization Status Form is submitted to the school. For more information on required immunization, please contact our school at 935-6362.

MEDICAL PROBLEMS

Be sure to notify us if your child has any special medical needs or problems which could require attention by school personnel. Medical problems such as allergies, asthma, bee sting reactions, frequent nosebleeds, diabetes, etc. and information regarding treatment should be on file in our office. Please be sure to communicate all special problems to your child's classroom teacher.

MEDICATION

If your child needs to receive medication (this includes pills of any kind such as vitamins or aspirin and cough syrup) during school hours the medication must be kept in the office. The law requires that medication must be in its original container and be accompanied by a Medication Request Form stating the name of the medication, dosage, parent permission and a physician's signature.

EMERGENCY INFORMATION

WE NEED YOUR CURRENT ADDRESS, TELEPHONE NUMBER AND A MESSAGE PHONE. We do everything that we can to make school a safe place for students. We supervise students closely and keep the grounds maintained for safety. Yet sometimes accidents and student injuries occur. In case of an emergency, we must have current information to be able to contact you during school days. Emergency Information Forms for parents to complete in case of an illness / accident or emergency are part of the registration packet. Please be sure to return that form to the school. If during the school year phone numbers and / or other information changes, please call us to update your child's information.

Every child is responsible to notify their teacher if he / she has been injured or hurt at school. If first aid is required, the child is sent to the office. If the injury appears to be more serious than the normal skinned knee or bruise, we will call parents. We hope to never have to call a parent for a serious injury, but we want to be prepared if necessary. Consent for treatment forms are available in the school office. If a parent chooses to sign the form, medical attention can proceed even if the parent cannot be located.

CONFIDENTIALITY

Information shared with Summit Valley staff is treated confidentially and will not be shared with others without parent / guardian permission. By law school employees are required to report suspected child abuse and neglect to child protection services.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's educational record within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official); clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the records as

requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official on performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

(Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by a school to comply with the requirements of FERPA. The name of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Non Discrimination Statement

Summit Valley School District #202 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 dog guide 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 the alleged discrimination:

Title IX Coordinator

Kristina Allen/ Superintendent
2360-A Addy Gifford Rd.
(509) 935-6362
kallen@svalley.k12.wa.us

Section 504/ADA Coordinator

Kristina Allen/ Superintendent
2360-A Addy Gifford Rd.
(509) 935-6362
kallen@svalley.k12.wa.us

Civil Rights Compliance Coordinator

Kristina Allen/ Superintendent
2360-A Addy Gifford Rd.
(509) 935-6362
kallen@svalley.k12.wa.us

Sexual Harassment of Students Prohibited

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;

- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or formally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Sexual Harassment of Students Prohibited

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or

activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

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- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

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Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes

the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Sexual Harassment of District Staff Prohibited

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

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Notice and Training

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Policy Review

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Title I Parental Involvement

A. The board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The board views the education of students as a cooperative effort among school, parents and community. The board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

1. Play an integral role in assisting their child's learning;

2. Are encouraged to be actively involved in their child's education at school; and
 3. Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- B. The board of directors adopts as part of this policy the following guidance for parent involvement. The district will:
1. Put into operation programs, activities and procedures for the involvement of parents in all of its Title I schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
 2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performance.
 3. Build the school's and parent's capacity for strong parental involvement;
 4. Coordinate and integrate Title I parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction, Preschool Youngsters, or state-run preschools;
 5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title I funds including: identifying barriers to greater participation of parents in Title I related activities, with particular attention to participation of parents with limited English proficiency, parents with disabilities and parents of migratory children; and
 6. Involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental involvement are spent.

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.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and [RCW 9.41.280](#) are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

DRESS CODE

The primary goals of Summit Valley School are to improve student learning and performance, to prepare students to be successful in life, and to provide a safe school environment.

Appropriate dress is important to the educational performance and attitude of students. The appearance of any young person is primarily the responsibility of the individual and his / her parents. Clothing and apparel worn at school should focus student attention toward the purpose of school and upon doing his / her best. Students are expected to maintain dress and appearance that shows support for the goals and expectations of Summit Valley School. Student dress must be modest and not distracting to other students or teachers. When a student's appearance is felt to be distracting, disruptive, immodest, unsafe, or detrimental to the teaching / learning process, reasonable and appropriate action will be taken.

- Dress codes have been established to promote an environment conducive to learning, instill self discipline, minimize distractions, promote modesty, and provide safety.
- The responsibility for complying with the dress policy is placed upon the student and his / her parent(s) / guardian.
- Enforcement of the dress code is the responsibility of the teachers, the administration, and designated staff members.
- Dress expectations are encouraged at all times.

School Dress Expectations (Applies to both genders)

- Clothing worn at school must be modest.
- Clothing must be size appropriate. Extremely tight feature-revealing clothing or excessively saggy or baggy clothing is not appropriate.
- Shirts, tops, and dresses must have snug fitting arm holes. No spaghetti straps or loose fitting tank tops.
- No low backs, deep scooped necklines, or exposed cleavage.
- Midriff or bare back must not be exposed when involved in normal school activities such as walking, sitting, bending over a desk, raising hand, etc.
- Shorts must be below fingertips when standing with the shoulders relaxed and arms extended at the side.
- Skirts and dresses must be as long as or longer than shorts and must not pose a significant distraction when the student is involved in normal school activities such as walking, sitting, bending, etc.
- Underwear must not be exposed or visible.
- Clothing will not be permitted that is sexually provocative, mutilated, displays offensive language or slogans, advertises any substances a student cannot legally possess, or is gang related.
- Shoes should not pose a safety hazard. State health law requires that shoes be worn in the school at all times.
- Potentially dangerous apparel items such as large or long chains, spiked clothing or unsafe accessories will not be allowed.
- Hats are not to be worn in the school building during school hours unless necessary during special events or exceptional circumstances.

Dressing for success is vitally important to Summit Valley School. We request your assistance in maintaining a positive and productive environment conducive to learning.

Please help keep Summit Valley School a great place to learn.

Teacher Qualifications

For Advising Parents of the Right to Know Information about a Teacher's Qualifications as Required by NCLB [Section 1111(6)(A) ESEA.] Guidance C-6

Dear Parent/Guardian,

At Summit Valley School we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at (509)935-6362.

Sincerely,

Kristina Allen
Summit Valley School Principal