

PARKWAY INTERMEDIATE SCHOOL



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1011 PARKWAY BLVD. EPHRATA, WA 98823

Citizenship Score

Parkway School will be focusing on Citizenship. We will have a different focus each quarter. Students will self assess themselves based upon the rubric once a week. Teachers will score students every other week. The score will be based upon a 4-point rubric (not a letter grade). Citizenship scores will not be calculated into a student's GPA. A student's score will affect their participation at field trips and other activities.

Quarter 1 – Respect - Scoring Rubric:

Level 4: I ALWAYS demonstrated and ENCOURAGED/INVOLVED OTHERS to demonstrate RESPECT. Level 3: I ALWAYS OR ALMOST ALWAYS demonstrated

RESPECT

Level 2: I **SOMETIMES** demonstrated RESPECT

Level 1: I **RARELY** demonstrated RESPECT

Did I/Student..... Behave with Integrity Have a Positive Attitude Give my Best Effort Daily	Did I/Student..... Use Polite Language Respect Others' Personal Space Respect Students' Right to Learn	Did I/Student..... Take Care of School Property Help to Keep All School Areas Clean
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Quarter 2 – Cooperation - Scoring Rubric:

Level 4: I **ALWAYS** demonstrated and **ENCOURAGED/INVOLVED OTHERS** to demonstrate **COOPERATION**. Level 3: I **ALWAYS OR ALMOST ALWAYS** demonstrated **COOPERATION**

Level 2: I **SOMETIMES** demonstrated **COOPERATION**

Level 1: I **RARELY** demonstrated **COOPERATION**

Did I/Student..... Engage in Positive Self Talk Show a Growth Mindset Follow Directions Be an Active Learner	Did I/Student.... Work with others Allow all voices to be heard Engage in Positive interactions Encourage others	Did I/Student..... Follow the 3 Personal Standards Demonstrate Respectful Interactions with all Staff Be a Positive School Community Member
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Quarter 3 – Responsibility - Scoring Rubric:

Level 4: I **ALWAYS** demonstrated and **ENCOURAGED/INVOLVED OTHERS** to demonstrate **RESPONSIBILITY**. Level 3: I **ALWAYS OR ALMOST ALWAYS** demonstrated **RESPONSIBILITY**

Level 2: I **SOMETIMES** demonstrated **RESPONSIBILITY**

Level 1: I **RARELY** demonstrated **RESPONSIBILITY**

Did I/Student..... ■ Take ownership for behaviors. ■ Be prepared with materials for class. ■ Use appropriate language (body and verbal). ■ Use effective time management. ■ Self advocate.	Did I/Student.... ■ Be an active/contributing group member. ■ Be a positive member in the classroom/group. ■ Positive interactions with others (students and staff).	Did I/Student..... ■ Keep shared common spaces clean. ■ Appropriate volume and behavior in the hallways. ■ Appropriate computer citizen (usage and care).
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Quarter 4 – Self Discipline – Rubric to follow.....

Policies and Procedures

Academic Progress Reporting:

Progress Reports: Progress reports are sent home with students midway through each

quarter to communicate a student’s progress to their parents. Parents are also encouraged to set up a conference with teachers if they have concerns.

Report Cards: Report cards are given out 4 times per year at the end of each quarter. The

grading system is as follows:

A=Outstanding P=Pass
B=Above Average I=Incomplete
C=Average NG=No grade
D=Below Average
F=Fail

Homework: At Parkway School, homework is an assignment given to students to be done or completed at home. Students should use Google Calendar to record due dates for all homework. Each teacher has typical homework routines. If you have questions, please contact the teacher directly.

Parent/Teacher Conferences: Involvement in your child's education is a key factor to their success in school. Conferences are held in the fall and again in the spring. Students will prepare to share their academic progress with family members. Individual conferences may also be scheduled with teachers at any time if requested by parents or teachers.

Lunch and Lunchroom: An account in the student's name is kept by food service. Money may be put in the account in advance. This can be done in the cafeteria before school or in the office at lunch. Prices of lunches are available at the school office. We do not have money for change at the office. Parents may also pay online for their child's account. Free and Reduced Lunch regulations and applications are available in the office. Free and Reduced forms must be completed each year.

We do not allow any energy drinks at school or at any school function.

The following are lunchroom expectations: 1. Line up on black/orange line for hot lunch 2. Use inside voices

Policies & Procedures Cont'

Personal Belongings: Students are responsible for their own personal belongings. Personal belongings should be clearly labeled with the student's name, address, and phone number. Valuables should be left at home.

3. Keep hands, feet and food to yourself
4. Share Space-Be Kind
5. Pick up your area(inside/outside)
6. Wait turns for returning trays and utensils
7. Place tray and utensils in designated area
8. Show courtesy to servers and table washers
9. Keep food in designated eating areas
10. Stay in seat until dismissed
11. Use table manners
12. Bring an appropriate lunch
13. Large bags of chips are not permitted
14. Pick a seat
15. Raise hand to be excused
16. 10 students to a bench
17. During inclement weather, students will be required to wear coats and long pants in order to play outside.
18. Subject to change to reflect health/safety guidelines.

Physical Education Procedures:

1. Clothing appropriate for PE should be worn on PE days.
 - T-shirt: any color, appropriate for school.
 - Shorts: any color, no cut-offs or spandex. Girls wearing dresses will be expected to wear shorts underneath their dress.
 - Tennis Shoes.
 - Sweatshirt and/or sweatpants for cool days in the fall and spring.
2. Excuses for limited activity will be accepted only if the student brings a note signed by the parent or guardian and presented to the instructor previous to or on the day requested. The note must explain the reason for limiting activity and home telephone number.
3. If the student needs to limit activity for more [REDACTED] This needs to be shown to the principal and teacher. Please have the doctor specify activity limitations and when the student can return to full participation.

10. After the last day of October, students must

wear clothing that covers their legs to their ankle, but may still wear shorts over those leggings or long johns if they choose, until the

Books: Textbooks will remain in the classroom unless checked out. You will be required to pay for lost books and for any damage done to books checked out to you.

Book Bags: Book bags are a convenience, but because of our crowded hallways and classrooms,

they need to be small bags such as backpacks.
Notebooks: Each student must provide their own three ring notebook. The notebook should have 2 inch rings. Students are to have their notebooks with them in every class and will be required to use them.
Chromebooks: Each student must sign an Internet User Agreement prior to using any electronic device at Parkway. Students will be assigned a Chromebook to use in class and will be held accountable for any damage to the device while in their control. Students who violate the User Agreement will have their computer access revoked for a specified time frame.

- Dress/Appearance Code (General Expectations):
1. Clothing to be worn should not be distracting to others.
 2. Clothing that is not normally worn to school, such as pajamas or slippers, will not be allowed unless the Principal has approved a special "dress day".
 3. Shoes must be worn at all times.
 4. Shirts or blouses should not:
 - expose midriff, bra or back
 - have suggestive or offensive wording or pictures
 - advertise unlawful activities
 - be loose fitting tank tops
 - be see-through
 - have less than a 3 inch strap
 - Necklines MUST be above the armpits
 5. Pants, shorts, and skirts must:
 - must be thigh length or longer (fingertip rule)NOTE: Any holes must also meet the fingertip rule.
 - be hemmed (no cut-offs)
 - be worn with the waistband above the hips.
 6. Students are not allowed to wear any gang-related items. (See Gang Related Activities policies and Ephrata School District policy #3224.)
 7. Hats/Head coverings are to be removed when entering the building.
 8. Belts with dangling tail, wallet or any other type of chain will not be allowed.
 9. Non-prescription glasses are to be removed upon entering the building.

Monday after Spring Break due to weather.

Electronic Devices: Students are discouraged from bringing electronic devices to school. Use during school hours will not be allowed. The school is not responsible for lost or stolen devices. Inappropriate

use will result in them being confiscated and a parent/guardian will be required to pick them up.
Cell Phones: It is recognized that there are valid reasons for the students to have and use cell phones after school. To prevent disruptions and possible misuse, cell phones must be turned off and put away when students arrive at school. Phone calls during the day need to go through the school's phone system. Cell phones that are seen or go off after a student arrives at school will be confiscated and a parent/guardian will be required to pick up the phone. Students may use their phones once dismissed from their final class of the day. The school is not responsible for lost or stolen cell phones.

Bicycles/Skateboards/Scooters:
Bicycles/Skateboards/Scooters are to be ridden to and from school only, not on school grounds. Bicycles/Skateboards/Scooters are to be parked in the bike rack area and should be locked. Students are encouraged to wear helmets while riding bikes, scooters or skateboards.

Rollerblades/Wheeled Shoes:
Rollerblades/wheeled shoes are not to be worn at school.

Student Schedules:
Parkway students will have 3 to 5 teachers. Schedules include the following classes: Language Arts/Social Studies (Reading, English, and Spelling), Math, Science and Physical Education/Health and Rotation.

Sixth Grade Rotation/Band- Students will have the opportunity to participate in beginning band or rotation classes during the school year. There will be a variety of rotation classes offered to students. Fifth Grade Rotation – Students will rotate between Music and PE.

After School Activities – There will be opportunities for students to participate in After School Activities such as Math Team and Lego Robotics. Students must have pre-arranged transportation prior to staying.

After School Plans – Students must make plans regarding after school arrangements before coming to school. Students will not be allowed to call from the office to change plans so they can go to a friend's house.

Attendance/Illness

Attendance: Regular school attendance is vital to a student's success. Washington State Compulsory Attendance RCW 28A.225.010 and Ephrata School District Policy #3121, requires that children be in regular full-time attendance during the school year. Parkway School does many things to help ensure student

achievement; however, not one of them will work if the student is not in school. Please recognize the importance of attendance and maximize your opportunity for success. Excessive tardies and/or absences may result in a lower grade or failure of some classes. Attendance is critical to a student's success in school.

Excused Absences: When you are absent you must have a written excuse or a phone call from your parent or guardian the day you are absent or upon your return to school.

Unexcused Absences: If you miss school and do not bring a valid excuse from your parent or guardian, you will be counted as unexcused until you bring a written excuse or the school receives a phone call with an acceptable excuse.

Excessive unexcused absences will result in a Community Truancy Board and a truancy petition being filed with the juvenile court. A student's absence from school may be marked unexcused if he/she is seen attending other functions in the evening. If a child is too ill to attend school, please refrain from sending him/her to other functions. That may send a message that school isn't important to your child and other students.

School/District Requirements under BECCA & HB 2449:

- After one unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After three unexcused absences, the school is required to initiate a parent conference to improve student's attendance.
- After seven unexcused absences in a month, or 15 unexcused absences in an academic year, the school district may file truancy petitions with the juvenile court and will be referred to Community Engagement Board.
- If the student is not complying with the court order resulting from a petition, the school is required to file a contempt motion.

Truancy: Students that cut classes or skip an entire day will be subject to discipline sanctions. Repeated truancy will result in an attendance agreement, Community Engagement Board and notification to BECCA court.

Prearranged Absences: Parents can pre-arrange absences for their children by contacting the school prior to leaving school. If done 3 days in advance, student will be able

to get work prior to leaving. If work is provided to the students, please make sure it is completed in a timely fashion.

Consecutive Absences: Students who miss 20 or more days of school can be dropped from the enrollment unless their parents have made prior arrangements or they are under a doctor's care.

Make-up Work: If a student will be out of school for more than two consecutive school days, parents or guardians can call and request make-up work to be sent home. Such a request must be made before 9:00 am and work can be picked up after 3:00 pm. It is the student's responsibility to get missing assignments. Students will be allowed the number of days they were absent to make up work missed. For example, if a student was absent for 2 days, then they will have 2 days to hand in make-up work after they have returned to school. Some assignments done in class cannot be made up. Students will be given an alternate assignment if the assignment cannot be made up.

Tardies: Students who are tardy disrupt class. Being on time is important to student success in school. Students who are habitually tardy will be disciplined.

Student Visitors: Only students currently enrolled at Parkway School will be allowed to attend school or school activities held by Parkway. To avoid disruptions, we do not allow any student visitors to attend school or school functions with Parkway students.

Health and Medications: State Law requires that proper documentation be kept in the office, on all students that need to take medications at school (this includes over the counter medication).

These forms are available in the office and must be completed before a student is allowed to take any medication at school. Medications should not be transported to the school by the student, with the exception of inhalers by self carriers. In addition, students may carry Fruit Breezer cough drops, if they have a cold.

Positive Behavior Support

Positive Behavior Support is a program supported by research to promote and maximize academic achievement and behavioral competence. It is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning.

As part of the PBS program, we have established several clear rules for the behavior we expect in all areas of our school. We will explicitly teach those expectations to the students and reward them frequently with positive notes and prizes for their great behavior. The expectations for all student behavior will be clear throughout our building and playground areas, cafeteria, gymnasium, and classrooms. You will be able to ask your student, "What are the rules in your school?" "How do you follow those rules?" "What happens when a teacher sees you following the rules?"

Our school rules will specifically address bullying behaviors, provide for a safer school environment and give more time for instruction. We will apply consistent consequences and positive reinforcement for all kids. By detailing every expected behavior and teaching to kids in a positive way, we will provide a common language for everyone in our building, including students, teachers, front office staff and our paraprofessionals.

We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

Parkway students will participate in several fun activities this year that may take them off campus. Attendance at these activities is a privilege and will be determined in part by behavior throughout the school year. These activities include, but are not limited to: Splash Zone, Mile at the High School, Highly Capable Field Trip, Math Team, Audubon Field Trip, Solar Car Field Trip, La Chispa, AR Parties, and Winter Festival.

All expectations revolve around our three standards:

1. Show Respect

2. Make Good Decisions
3. Solve Problems

School Bus Expectations:

Buses will drop off and pick up students in front of the school. Students will be held accountable for their behavior on the way to school, on the bus, and on the way home from school. To ensure the safety of all students, the following bus rules have been established: (May vary depending upon health/safety guidance)

1. The driver is in complete charge of the bus and passengers. Passengers must obey the driver promptly and willingly at all times.
2. Passengers shall ride their regularly assigned bus at all times.
3. Passengers shall use appropriate language, and level of noise in their conversation.
4. Passengers shall not extend head, arms, legs, or objects out bus windows at any time.
5. Passengers shall remain seated while the bus is in motion and until it comes to a complete stop.
6. Passengers shall not transport potentially hazardous, illegal, or disruptive materials and/or equipment on a bus.

Options for consequences if bus rules are not followed:

- 📋 Verbal Warning
- 📋 Private Talk
- 📋 Assigned Seat
- 📋 Parent Contact
- 📋 Written Violation
- 📋 Conference (with principal, driver, parent and student)
- 📋 Suspension

Consequences selected will depend on frequency or severity of behavior. Students who receive a ticket indicating they are suspended from riding the bus will not be allowed to ride any school bus.

BEHAVIORAL VIOLATIONS

Certain behaviors are considered to have serious negative impact on the school climate. These behaviors interfere to such a degree that the student will be immediately referred to a building administrator for appropriate consequences, which may include a referral to

the local law enforcement agency. NO STUDENT SHALL BE ALLOWED TO DISRUPT THE SCHOOL ENVIRONMENT.

The following acts or omissions by a student while on school property (or in reasonable proximity thereto), or at any school-sponsored activity or event off school property, are prohibited and shall constitute cause for discipline, which may include short-term suspension by authorized school district authorities. A long-term suspension or expulsion may be imposed for Behavioral Violations when authorized by district procedure 3241.

1. Fighting or instigation/promotion of a fight: Hitting another individual or behaving in a manner that is encouraging other individuals to fight.
2. Assault-Battery: Physical threats or violence performed on another person.
3. Use or possession of Tobacco: The use of tobacco by minors is illegal and harmful. Possession or use of any tobacco products is prohibited.
4. Possession, Sale, or Use of Drugs/Alcohol or Related Paraphernalia: The use of drugs and/or alcohol is illegal and harmful. Possession, sale, or use of alcohol, drugs, drug look-alike substances, or any paraphernalia related to drug use is prohibited. (Ephrata School District Policy #3244).

NOTICE TO STUDENTS AND PARENTS REQUIRED BY FEDERAL DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989

The Ephrata School District prohibits the unlawful possession, use or distribution of illicit drugs, marijuana and alcohol by students on school premises or as part of school activities. Compliance with this rule is mandatory; students who disregard the prohibition may be long-term suspended or expelled. The use of illegal drugs and the unlawful possession and use of alcohol and marijuana is wrong and harmful to health and education. The district

offers, or can assist in arranging access to drug and alcohol counseling, rehabilitation, and re-entry programs; for further information contact your school principal or counselor.

5. Theft or Extortion: Theft is stealing property which does not belong to you. Extortion is obtaining money, property, or favor by violence or threat of violence performed against a person or forcing another to perform any act against their will by force or by threat of force. The student will be required to replace or pay for the stolen/extorted goods or money.
6. Other Illegal Acts Committed on School Grounds or at School Events: Includes but not limited to: false fire alarms, vandalism, intimidation, burglary, explosives or explosive look-alikes.
7. Possession of Firearms or other Dangerous Weapons: Ephrata School District is a weapon free zone. It is a violation of district policy (#4210) and state law for any person to carry or possess a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used for school activities. This also includes look alike weapons or explosives.

Students who violate this policy #4210 are subject to district discipline policies, including the due process provisions regarding notification of parent. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. This may be appealed by the student/parents. In the case of a firearms violation, law enforcement will be notified. The district shall also comply with federal protections for disabled students in the application of this policy.

8. Harassment/Intimidation/Bullying/Electronic Bullying/Threats: Harassment, intimidation, or bullying is an intentional electronic, verbal, or physical act that: -Physically harms a student or damages the student's property

-Has the effect of substantially interfering with a student's education
-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.

9. Sexual Harassment: Any comments to or touching of another individual in a sexually offensive manner or in a manner having any sexual connotation.

10. Disruptive Conduct: Students will not engage in behavior which is disruptive to the educational process or school environment.

11. Disobedience/Defiance/Failure to Comply with Directives of School Authority: Refusal to obey reasonable directions or requests made by a staff member.

12. Willful Destruction or Abuse of Personal Property: Intentional damage to any personal or school property.

13. Possession of Dangerous Objects: A student will not use an object in a harmful manner.

14. Weapons Apparently Capable of Producing Bodily Harm, and other dangerous weapons (as defined by law): RCW 9.41.250; RCW 9.41.270

15. Interference by Force or Violence: RCW 28A.635.090

16. Abusing or Insulting Staff: RCW 28A.635.010

17. Gang Related

Behavior/Activities/Materials:

Gang related activities in any school create not only a disruption to the educational environment of a school, but also create an unsafe environment. Therefore, this policy prohibits any gang-related involvement and activities at school, during school-related functions, or on any school district property at any time. The Parkway School has identified gang activity and/or involvement as:

- Wearing, possession, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang. (Ephrata School District Policy #3224).

- Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership in or affiliation with a gang.

-Using any speech or committing any act to further the interest of any gang or gang activity, including but not limited to:

- Soliciting and/or initiating others for membership in any gang.

- Requesting any person to pay for protection or otherwise intimidating or threatening any person.

- Committing any illegal act or violation of school district policies (Ephrata School District Policy #3240).

- Inciting other students to act with physical violence upon any other

person.

assaulting, or threatening to assault others.

- Engaging in concert with others in intimidating, fighting,

Disciplinary Consequences

Teacher Assigned Consequences:

Consequences assigned by teachers will be determined by the severity of student's misconduct. Teacher assigned consequences include but are not limited to the following:

- Refocus Sheet
- Behavior modification
- Warning
- Isolation
- Extra assignments
- Detention (lunch, before or after school)
- Parent/guardian contact
- Parent/guardian conference
- Office referral

Administrative Actions:

The severity of student's misconduct and the

behavioral record of the student will determine actions taken by the administration.

Administrative actions include but are not limited to the following:

- Warning
- Conference with the student
- Detention
- Conference with student and parent/guardian
- Probation
- Report to the proper authorities (police, probation officer, etc.)
- In-house suspension (up to 3 days)
- Short term suspension (WAC 180-40-245)
- Long term suspension (WAC 180-40-260)
- Expulsion (WAC 180-40-27)

Progressive Discipline Statement:

Teacher and administrator's corrective actions take into account the student's behavior record (when dealing with student discipline.) Records are maintained on disciplinary actions throughout each student's year at Parkway School. Repeated offenses will lead to more severe disciplinary action.

Students may be suspended without previous forms of corrective action for certain violations of severe misconduct rules listed if the violation is of such frequent occurrence, notwithstanding past attempts of district staff to control such misconduct through the use of other forms of corrective action, as to warrant an immediate resort to long-term suspension, or (b) be so serious in nature or so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to suspension (RCW 28A.600.015; WAC 392-400-245; WAC 392-400-260).

WSSDA Policy on Pesticide Use:

Students and staff will be notified in writing at least 48 hours in advance of Ephrata S.D. applying a pesticide. The "Notice: Pesticide Application" should be taken home to parents. The 48-hour notification is not required if students will not occupy the building for two days following the application. Notification will also be posted at the school building and grounds in which the pesticide application will take place.

After a pesticide is applied, a notice at each major entry point of the property will indicate the name, date, time, and specific location of the application. The notice will list the pest for which the application was made. It will remain posted for 24 hours, unless the label on the pesticide calls for a longer posting. Pre-notifications is not required for an emergency application to control stinging pests, however, "Notice: Pesticide Application" along with pertinent information will be posted at the site.

Notice is also not required for application of anti-microbial pesticides (substances used to sanitize, disinfect for microbial pests, viruses, bacteria, algae, and protozoa) or for insect or rodent baits that are not accessible to children.

Ephrata 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 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 alleged discrimination: Title IX, Bryan Johnson, 333 4th Ave NW, Ephrata, 509-754-5285, bjohnson@ephrataschools.org; Section 504/ADA, Travis Eloff, 501 C ST NW, Ephrata, 509-754-3538, teloff@ephrataschools.org; Civil Rights Compliance, Sharon Scellick, 333 4th Ave NW, Ephrata, 509-754-2474, sscellick@ephrataschools.org

Expectations

Hallway

- *Whisper voices in Teaching Zone
- *Hands and feet to self
- *Respect hallway displays
- *Remove hats/hoods
- *Enter/Exit on the right side
- *Hold door open for others
- *Respect others' feelings and property "Nice or Neutral"
- *Quick & quiet greetings
- *Walk directly to class
- *Wait for teachers to invite into class in a single file line against the wall
- *whisper voices to elbow partner
- *Wait for drink-3 second slurp
- *Be responsible for yourself and your actions
- *Take care of school property
- *Walking feet
- *Walking on sidewalk

Bus-Pick up Area

- *Keep area clean
- *Using appropriate language
- *Keep hands and feet to self
- *Line up in bus line when the whistle blows
- *Use crosswalk
- *Be Safe
- *Watch for bus
- *Ask permission to re-enter building
- *Walk wheeled devices off of school property
- *Sit on benches/lawn
- *If you're a walker, leave school grounds immediately
- *Keep all sports equipment away
- *Stay behind linked fence
- *Wait in designated area

Assembly

- *Enter and Exit with teacher in a quiet and orderly manner
- *Listen to presenters
- *Stay seated on pockets
- *Be an attentive audience
- *Ask permission to use the restroom
- *Keep hands and feet to self
- *Appropriate response to presenters
- *Line up on black line for hot lunch
- *Use inside voices
- *Keep hands, feet and food to yourself
- *Share Space-Be Kind
- *Pick up your area(inside/outside)
- *Wait turns for returning trays and utensils
- *Place tray and utensils in designated area
- *Courtesy to servers and table washers
- *Politely remind others with quiet signal

Classroom

*Walk on the right hand side

- *Follow adult instructions using active listening
- *Keep hands and feet to yourself
- *Follow classroom rules
- *Use appropriate body language
- *Be on time
- *Complete work on time
- *Be prepared for class
- *Keep food in designated eating areas
- *Stay in seat until dismissed
- *Use table manners
- *Bring an appropriate lunch
- *Pick a seat
- *Raise hand to be excused
- *10 students to a bench
- *Place unopened packaged food/fruit in designated area
- *Enter and Exit Quickly
- *Use appropriate hygiene
- *Enter and Exit Quickly
- *Flush and Wash

*Enter and Exit Quickly *Use

	<ul style="list-style-type: none"> *Keep your hands and feet to yourself *Be respectful of classrooms next to the playground *Play fair and share *Show good sportsmanship 	<ul style="list-style-type: none"> *Stay within the playground boundaries, unless give permission *Leave rocks, woodchips, snow and ice on the ground *Eat in designated areas only *Sit on the picnic benches *Stay off all fences, posts, ramps, railings, trees, puddles, and ice *Use swings appropriately 	<ul style="list-style-type: none"> *Solve disagreements quickly and respectfully *Put all equipment away after recess
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*Expectations may vary depending upon health/safety guidance.

NONDISCRIMINATION AND SEXUAL HARASSMENT

DISCRIMINATION

Ephrata 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:

Travis Eloff Bryan Johnson Sharon Scellick
 504/ADA Coordinator 501 C Title IX Coordinator 333 4th Street NW Ave NW Civil Rights Compliance Officer 35 K Street SE
 754-3538 754-5285 754-7547

teloff@ephrataschools.org bjohnson@ephrataschools.org sscellick@ephrataschools.org

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: www.ephrataschools.org.

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: www.ephrataschools.org.

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 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.