



360.458.1900
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 107 FIRST STREET NORTH
 PO BOX 476
 YELM, WA 98597-0476

SCHOOL BOARD MEMBERS: DEBBIE EDWARDS, PRESIDENT • DENISE HENDRICKSON, VICE PRESIDENT
 BILL HAUSS • MARK ROHWEDDER • CASEY SHAW

AGENDA

Regular School Board Meeting

Thursday, May 23, 2024

6 p.m.

Ridgeline Middle School

10605 Carter Street SE • Yelm, WA

Regular School Board Meeting

- A 1. Call to Order**
Flag Salute
- I 2. Audience**
Community Comments
- A 3. School Board Minutes**
March 28, 2024 – Regular Business Meeting
April 18, 2024 – Regular Business Meeting
May 2, 2024 – Special Board Meeting
May 9, 2024 – Study Session/Regular Board Meeting
- A 4. New Business**
 - A. Individual Contracts**
 - 1. New Hires
No Report
 - 2. Leave of Absence
Maya Benbrook, YMS Community Outreach 5/20/2024-8/30/2024
 - 3. Resignations/Retirements/Terminations

Hannah Baker, FS Teacher 3 rd Grade	Resignation
William Benbrook, YMS Teacher Math	Resignation
William Benbrook, YHS Coach Assnt. Football	Resignation
William Benbrook, YHS Coach Head Strength & Cond.	Resignation
Gabriel Cadero-Smith, YHS Teacher Math	Resignation
Winter Clark, MK Para SPED LRC	Resignation
Jordan Coleman, DO Financial Services Manager	Resignation
Amanda Counts, YMS Teacher Special Education	Resignation
Katrina Dees, MP Teacher Kindergarten	Resignation
Emma Dobbs, FS Para SPED LRC	Resignation
Michael Finger, SW Teacher Kindergarten	Resignation
Crystal Marquez, YMS Para SPED Program 1:1	Resignation

Jason Owen, Facilities Custodian	Resignation
Cherylee Rolfe, YHS Coach Head Dance	Resignation
Alexandria Schuch, RMS Teacher Special Education	Resignation
Deanna Serna-Harrison, MP Elementary Counselor	<i>Retirement</i>
Stephanie Stockdale, YHS-Site, Para SPED Program FLC	Resignation

4. Staffing Changes

Samantha Abeyta, 6.5 to 6.0 hours	9/3/2024
Regina Baesen, 6.5 to 6.0 hours	9/3/2024
Cynthia Barber, 6.5 to 6.0 hours	9/3/2024
Shelli Bechtold, 6.5 to 6.0 hours	9/3/2024
Brian Brodzinski, 6.5 to 6.0 hours	9/3/2024
Petra Camin, 6.5 to 6.0 hours	9/3/2024
Stephanie Clary, 6.5 to 6.0 hours	9/3/2024
Sonja Cox, 6.5 to 6.0 hours	9/3/2024
Mary Dewees, 6.5 to 6.0 hours	9/3/2024
Misty Dore, 6.5 to 6.0 hours	9/3/2024
Faith Doyle, 6.5 to 6.0 hours	9/3/2024
Tanya Drath, 6.5 to 6.0 hours	9/3/2024
Luann Easley, 6.5 to 6.0 hours	9/3/2024
Karmen Edwards, 6.5 to 6.0 hours	9/3/2024
Suzanne Erb, 6.5 to 6.0 hours	9/3/2024
Anne Ford, 6.5 to 6.0 hours	9/3/2024
Melinda Fox, 6.5 to 6.0 hours	9/3/2024
Holly Fraser, 6.5 to 6.0 hours	9/3/2024
Faith Fredrickson, 6.5 to 6.0 hours	9/3/2024
Vivian Fulkerson, 6.5 to 6.0 hours	9/3/2024
Lorretta Harder, 6.5 to 6.0 hours	9/3/2024
Dixie Hardesty, 6.5 to 6.0 hours	9/3/2024
Kathi Hicks, 7.5 to 7.0 hours	9/3/2024
Laura Huseh, 6.5 to 6.0 hours	9/3/2024
Marjorie Hyatt, 6.5 to 6.0 hours	9/3/2024
Patrick Johnson, 6.5 to 6.0 hours	9/3/2024
Stacey Keyes, 6.5 to 6.0 hours	9/3/2024
Christine Kimble, 6.5 to 6.0 hours	9/3/2024
Kimberly King, 6.5 to 6.0 hours	9/3/2024
Laurie Lanway, 6.5 to 6.0 hours	9/3/2024
Nikita Little, 6.5 to 6.0 hours	9/3/2024
Shelley Lunsford, 6.5 to 6.0 hours	9/3/2024
Elizabeth MacMayburns, 6.5 to 6.0 hours	9/3/2024
Deborah Martin, 6.5 to 6.0 hours	9/3/2024
Carmen Miskimens, 6.5 to 6.0 hours	9/3/2024
Kimberly Muir, 6.5 to 6.0 hours	9/3/2024
Diane Neri, 6.5 to 6.0 hours	9/3/2024
Dianne Olsen, 6.5 to 6.0 hours	9/3/2024
Suzanne Osuna, 6.5 to 6.0 hours	9/3/2024
Kerrie Phillips, 6.5 to 6.0 hours	9/3/2024
Debra Pridemore, 7.5 to 7.0 hours	9/3/2024
Jannalee Reed, 6.5 to 6.0 hours	9/3/2024
Sandra Ricker, 6.5 to 6.0 hours	9/3/2024
Dena Riezinstein, 6.5 to 6.0 hours	9/3/2024
Danielle Rodgers, 6.5 to 6.0 hours	9/3/2024
Jennifer Ruppert, 6.5 to 6.0 hours	9/3/2024
Tami Sadler, 6.5 to 6.0 hours	9/3/2024
Linda Sell, 6.5 to 6.0 hours	9/3/2024
Bradly Silvius, 6.5 to 6.0 hours	9/3/2024

Heather Sorensen, 6.5 to 6.0 hours	9/3/2024
Tania Stair, 6.5 to 6.0 hours	9/3/2024
Tami Thomas, 6.5 to 6.0 hours	9/3/2024
Jill Thomforde, 6.5 to 6.0 hours	9/3/2024
Laurie Trottier, 6.5 to 6.0 hours	9/3/2024
Karen Vega Sanchez, 6.5 to 6.0 hours	9/3/2024
Casimira Viveros, 6.5 to 6.0 hours	9/3/2024
Elizabeth Wakeman, 6.5 to 6.0 hours	9/3/2024
Cathryn Walsh, 6.5 to 6.0 hours	9/3/2024
Yevett Watts, 6.5 to 6.0 hours	9/3/2024
Michelle Weiser, 6.5 to 6.0 hours	9/3/2024
Rhonda Whitmore, 6.5 to 6.0 hours	9/3/2024
Andrea Graham, SPED Prog. Para to Café Work	9/3/2024
Dixie Hardesty, Homework Club to SPED Prog. Para	9/3/2024
Kristen Colt, SPED Prog. Para to Grounds	9/3/2024
5. <u>Stipends/Supplemental Contracts</u>	
6. <u>Request for Waivers for Teacher Out of Endorsement</u>	
Thomas Albertson, RMS Theater	
Ryan Healy, RMS Theater	
7. <u>RIF – Lay Off</u>	
Crystal Anderson, YMS SPED Prog. Para	6/17/2024
Whitney Ansons, FS SPED Prog. Para	6/17/2024
Kara Barb, FS SPED Prog. Para	6/17/2024
Edward Barrio III, YHS SPED Prog. Para	6/17/2024
Eden Batarao, FS SPED Prog. Para	6/17/2024
Lisa Becraft, PR Instruct. Para	6/17/2024
Maya Benbrook, YMS/RMS Community Outreach	6/17/2024
Aryal Bennett, Transportation Bus Driver	6/17/2024
Korine Bland, LK Instruct. Para	6/17/2024
Kathi Bliss, MP SPED Prog. Para	6/17/2024
Angelique Boessen, RMS SPED Prog. Para	6/17/2024
Zachary Bratton, Facilities Custodian (4 hours)	8/31/2024
Cheyenne Brownell, Facilities Custodian (8 hours)	8/31/2024
Jettie Byrd, PR SPED Prog. Para	6/17/2024
Katelyn Carlson, YHS SPED Prog. Para	6/17/2024
Harold Church, Transportation Bus Driver	6/17/2024
Denise Collette, LK Instruct. Para	6/17/2024
Anne Cone, PR Instruct. Para	6/17/2024
Charles Confer, Facilities Custodian (8 hours)	8/31/2024
Lori Cook, Facilities Custodian (8 hours)	8/31/2024
Joy Cornelius, YHS SPED Prog. Para	6/17/2024
Josiah Couch, Facilities Grounds	8/31/2024
Christina Cox, FS Instruct. Para	6/17/2024
Brianna Cunningham, MK SPED Prog. Para	6/17/2024
Melanie Curtin, MP SPED Prog. Para	6/17/2024
Jessica Diamond, YMS Instruct. Para	6/17/2024
Miranda Dries, RMS SPED Prog. Para	6/17/2024
Kimberly Edmondson, MP Instruct. Para	6/17/2024
Misty Estrada, Transportation Van Driver	6/17/2024
Chasen Ferris, Facilities Custodian (8 hours)	8/31/2024
Joshua Findley, Transportation Bus Driver	6/17/2024
Paulina Flores Hernandez, YHS Instruct. Para	6/17/2024
Anna Flott, MK Instruct. Para	6/17/2024
Kathleen Foiles, Facilities Custodian (4 hours)	8/31/2024
Jeremy Franco, SW SPED Prog. Para	6/17/2024

Alexis Frodesen, RMS SPED Prog. Para	6/17/2024
Scott Gallup, Transportation, Dispatcher	6/17/2024
Nataly Green, PR SPED Prog. Para	6/17/2024
Gulsum Turkoglu, YHS SPED Prog. Para	6/17/2024
Sarah Hannah, RMS SPED Prog. Para	6/17/2024
Kelli Hansen, FS SPED Prog. Para	6/17/2024
Teresa Henry, PR SPED Prog. Para	6/17/2024
Fani Hernandez, MK/MP Instruct. Para	6/17/2024
Rebecca Howard, MK SPED Prog. Para	6/17/2024
Keturah Hudgins, MP SPED Prog. Para	6/17/2024
Rachelle Hudson, MP SPED Prog. Para	6/17/2024
Rachel Husted, PR SPED Prog. Para	6/17/2024
Adela Interiano, RMS SPED Prog. Para	6/17/2024
Jacob Jansen, PR SPED Prog. Para	6/17/2024
Kyle Jansen, Facilities Grounds	8/31/2024
Brittney Jensen, YHS SPED Prog. Para	6/17/2024
Erica Kautz, YHS SPED Prog. Para	6/17/2024
Heidi Kellem, MK Instruct. Para	6/17/2024
Jessica Keyes, PR SPED Prog. Para	6/17/2024
Sabrina Keyes, FS Instruct. Para	6/17/2024
Brandy Kile, SW SPED Prog. Para	6/17/2024
Nyah Knight, Transportation Bus Driver	6/17/2024
Brenda Leonard, MP SPED Prog. Para	6/17/2024
Madita Madera, Transportation Bus Driver	6/17/2024
Rhondalee Maher, YHS SPED Prog. Para	6/17/2024
Jeanie Marsh, MP SPED Prog. Para	6/17/2024
Nicole Mathis, YHS Career Center Specialist	6/17/2024
Corina McMichael, YMS/RMS Instruct. Para	6/17/2024
Thora McReynolds, Transportation Bus Driver	6/17/2024
Julie Molloy, Transportation Van Driver	6/17/2024
Ashlee Moore, MP SPED Prog. Para	6/17/2024
Rachel Moore, Transportation Bus Driver	6/17/2024
Darcelle Nevatt, MP SPED Prog. Para	6/17/2024
Chenoa Nichol, LK Instruct. Para	6/17/2024
Donna Nicometi, Transportation Bus Assistant	6/17/2024
Kaatlin Ogletree, Transportation Bus Assistant	6/17/2024
Melissa Osso, Transportation Bus Driver	6/17/2024
Caitlynn Overman, SW SPED Prog. Para	6/17/2024
Taylor Palmier, SW SPED Prog. Para	6/17/2024
Corrinda Parkin, MK SPED Prog. Para	6/17/2024
Amanda Payne, FS Instruct. Para	6/17/2024
Sheila Polaschek, YHS SPED Prog. Para	6/17/2024
Emma Proffit, PR SPED Prog. Para	6/17/2024
Claudia Quaites, FS SPED Prog. Para	6/17/2024
Jacqueline Reaves, Transportation Bus Driver	6/17/2024
Laura Reubenking, MK SPED Prog. Para	6/17/2024
Kelcey Rhodes, RMS Instruct. Para	6/17/2024
Bevin Riley, FS Instruct. Para	6/17/2024
Raquel Rocha Silva Neto, RMS Instruct. Para	6/17/2024
Christine Ronquillo, YHS Community Outreach	6/17/2024
Brandi Ruff, Transportation Bus Assistant	6/17/2024
Jason Ruger, RMS ISS	6/17/2024
William Rydalch, IT District Computer Tech.	8/31/2024
Jennifer Ryle, MP Instruct. Para	6/17/2024
Laurie Shackelford, YHS SPED Prog. Para	6/17/2024
Robert Smith, Transportation Van Driver	6/17/2024
Lilith Sorensen, PR SPED Prog. Para	6/17/2024
Tori Stillwell, MK SPED Prog. Para	6/17/2024

Emily Thompson, MP Instruct. Para	6/17/2024
Daniel Tobin, Facilities Custodian (4 hours)	8/31/2024
Jennifer Tveten, LK SPED Prog. Para	6/17/2024
Kelli Upton, Transportation Bus Assistant	6/17/2024
Emil Vollmer Jr, Transportation Van Driver	6/17/2024
Ryan Walser, Facilities, Grounds	8/31/2024
Jeffrey Warner, YHS SPED Prog. Para	6/17/2024
Megan Watson, YHS Graduation Specialist	6/17/2024
Silvus Webster, Transportation Bus Assistant	6/17/2024
Jannedeigh Wilson, SW SPED Prog. Para	6/17/2024
Silke Yabsley, SW Instruct. Para	6/17/2024
Alyssa Yerxa, Transportation Bus Driver	6/17/2024

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B. Acceptance of Gifts

<u>Donor</u>	<u>Amount</u>
Robert Taylor, FS 1 st Grade Class	\$500.00
Olympia Garden Club, FS Classroom Grant	\$200.00
Castle Realty, Business Partner Gold	\$1,000.00
Ferrelli's, YHS Powerlifting Club	\$564.37
State Farm – Karie Mendell, Girls Basketball.....	\$500.00
FS Booster Club, ASB Field Trips and Spirit Wear	\$152.00
Walmart, YHS Educator Rising	FMV \$150.00
SSG Gabriel Gomez, YHS FFA	FMV \$160.00
Yelm FFA Alumni, YHS FFA State Convention	\$5,850.00
Yelm Rotary Club, OSS Grocery Outlet Cards	FMV \$400.00

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C. Resolution 09-23-24

Reduced Education Plan – Reduction in Force YAEOP, Certificated & Classified Administrators, Non-Represented & Athletics

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D. Resolution 10-23-24

Delegating Authority to WIAA

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E. 2024-2025 Handbooks

Fort Stevens Elementary
 Lackamas Elementary
 McKenna Elementary
 Mill Pond Elementary
 Prairie Elementary
 Southworth Elementary
 Ridgeline Middle School
 Yelm Middle School
 Yelm Extension School

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F. RFP 01-25 – School Photography

Awarded to Dorian for the 2024-2025 school year.

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5. Vouchers and Payroll

A. General Fund	#70149701 – 70149884	
	#70149906 - 70149920	\$1,874,748.57
B. ASB Fund	#70409522 - 70409556	\$59,558.59
C. Capital Projects Fund	#70501721 - 70501726	\$215,460.41
D. AP ACH	#11230005 – 202100156	\$2,142.19
E. April Payroll		\$6,880,682.03

A 6. Facilities Report:

Public Works:

<u>Project #</u>	<u>Amount</u>	<u>Vendor / Reason</u>
07.23	\$3,825.50	Puget Sound Surfaces – Restroom Vinyl Replacement – FS
32.23	\$819.75	Evergreen Technologies – Technology Updates – SW
33.23	\$135,405.14	Safe Haven – Security Film Installation – PR
35.23	\$111,728.69	Safe Haven – Security Film Installation – MP
47.23	\$1,381.55	Evergreen Technologies – Denon Upgrade – DO Boardroom
68.23	\$1,169.99	South Sound Fire & Security – Starlink Dialer Installation – MP
76.23	\$733.83	INSI – Portable 20 Cable Drop Installation – YHS
77.23	\$1,191.37	Western Entrance – ADA Door Programming – YHS
90.23	\$8,057.83	Hermanson Co LLP – Heating Coupling Replacements – YHS
92.23	\$2,289.84	NWAP, Inc. – Operable Partition Repair – YHS
94.23	\$594.01	Drain – Pro- Alarm Service Call – MK
95.23	\$368.89	South Sound Fire & Security – Starlink Dialer Service Call – FS
97.23	\$993.17	Cascade Fire & Security – Service Call/ Dry Head Replacement – MK
102.23	\$1,080.46	Drain- Pro – Septic Alarm Panel Troubleshoot– MK
103.23	\$1,072.03	Hermanson Co LLP – Technology Data Air Repair – YMS
104.23	\$1,615.13	Hermanson Co LLP – Boiler #1 Service Call – YHS

I 7. Financial Reports

I 8. Student Enrollment Report

May 2024	5823 HC	5624.03 FTE (48.03 > 5576.00)
Apr 2024	5802 HC	5620.51 FTE (44.51 > 5576.00)
May 2023	5544 HC	

I 9. Board Comments

I 10. Superintendent’s Report

A 11. Adjourn

Next Board Meeting: June 6, 2024 – 6:00 p.m. – District Awards Night

Location: Yelm High School - PAC

Individuals with disabilities who may need a modification to participate in a meeting should contact the Superintendent’s Office no later than three days before a meeting so that arrangements for the modification can be made.

A= Action

I= Information

D= Discussion

Yelm Community Schools, District No. 2

107 First Street North • Yelm, WA 98597 • (360) 458-1900 • www.ycs.wednet.edu

MINUTES

of a Regular Meeting of the Board of Directors

Thursday, March 28, 2024

BOARD MEMBERS PRESENT

Debbie Edwards, Bill Hauss, Denise Hendrickson, Mark Rohwedder, Casey Shaw

ADMINISTRATION PRESENT

Jeff Adams, Dee Dee Buckingham, Jennifer Carrouger, Ellen Cavanaugh, Kurt Fourre, Chris Hansen, Kendall McNutt, Jason Roberts, Chris Woods

CALLED TO ORDER/PLEDGE OF ALLEGIANCE

President Debbie Edwards called the Regular Business Meeting to order at 6:00 p.m.

AUDIENCE

Board Recognition

Wrestling State Champions

Superintendent Chris Woods presented certificates to Madisyn Erickson and Jonah Smith.

Lifelong Learner – Recognizing instructional staff members who actively pursue professional development opportunities and embody a growth mindset.

Director of Student Learning Kendall McNutt presented to the nominees:

Fort Stevens Elementary Brittany Meyer	Mill Pond Elementary Megan Wolfe	Lackamas Elementary Krishanna Armstrong
McKenna Elementary Liann Arnold	Prairie Elementary Kevin Kier	Southworth Elementary Georgia Skewis
Ridgeline Middle School Laura Huseth	Yelm Middle School Kyle Greenwood	Yelm High School Tim Gugerty

Paraprofessional Certificate of Achievement – Awarded to paraprofessionals who have earned and submitted their General Paraeducator Certificate.

Director of Student Learning Kendall McNutt presented to the nominees:

Fort Stevens Elementary Mary Dewees, Tanya Drath, Elizabeth MacMayburns, Deborah Martin, Tania Stair & Renee' Zahn	Yelm Middle School Crystal Anderson, Samatha Abeyta, Tawnya Gay, Dawna Hansen-Murray & Crystal Marquez	Lackamas Elementary Jennifer Ruppert, Casimira Viveros & Yevett Watts
McKenna Elementary Anna Flott, Cynthia Barber, Suzanne Erb, Heidi Kellem & Linda Sell	Mill Pond Elementary Vivian Fulkerson, Jill Thomforde & Heather Mortensen	Southworth Elementary Faith Doyle, Christine Kimble, Nikita Little, Tami Thomas, & Rhonda Whitmore
Ridgeline Middle School Petra Camin, Marjie Hicks & Kimberly Muir	Prairie Elementary Shelley Lunsford	Yelm High School Kathi Hicks

Community Comments

Comments were presented by Ashley Brooks.

SCHOOL BOARD MINUTES – APPROVED

February 22, 2024 – Regular Business Meeting
March 14, 2024 – Study Session/Business Meeting
M/Bill Hauss; S/Denise Hendrickson; Motion carried unanimously.

NEW BUSINESS

INDIVIDUAL CONTRACTS – APPROVED

<u>NEW HIRES</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Aryal Bennett	Transportation Bus Driver	3/25/2024
Thora McReynolds	Transportation Bus Driver	3/11/2024
Alyssa Yerxa	Transportation Bus Driver	3/11/2024

LEAVE OF ABSENCE

No Report

RESIGNATIONS/RETIREMENTS/TERMINATIONS

Sarah Augustine	MK/LK Teacher Music	Resignation 8/31/2024
Susan Bawn	MK/LK/MP Teacher Art	Retirement 6/30/2024
Tami Beach	PR Principal	Resignation 6/30/2024
Amy Earley	YHS Coach Assnt. Girls Wrestling	Resignation 3/18/2024
Lisa Ellis	YHS Coach Head Girls Wrestling	Resignation 3/18/2024
Lowell Jons	PR Teacher 4 th Grade	Resignation 8/31/2024
Mykaila Reach	YHS Coach Assnt. Girls Wrestling	Resignation 3/18/2024
Michael Riley	YMS Coach Head Football	Resignation 3/29/2024
Renee' Zahn	FS Para Instructional	Retirement 8/31/2024

STAFFING CHANGES

No Report

Stipends/Supplemental Contracts

\$134,237.00

M/Denise Hendrickson; S/Mark Rohwedder; Motion carried unanimously.

ACCEPTANCE OF GIFTS – APPROVED

American Heart Assoc., PE Supplies SW.....	\$350.00
Stewarts Meats, Sports Medicine YHS.....	\$120.00
Walmart, Educator Rising YHS	\$130.00
William Sargent, Scrunchies for Educator Rising YHS	FMV \$300.00
Shon Torres, Library Books YHS'	FMV \$1,190.00
Fort Stevens Booster Club, Student Activities FS.....	\$379.67
Fort Stevens Booster Club, 4 th Grade Digi Blocks FS.....	\$106.00
Suburban Propane, Sports Medicine YHS	\$360.00
Nisqually Markets, Sports Medicine YHS	\$360.00
Tactical Security, Sports Medicine YHS	\$360.00
Feller Bros Painting, Sports Medicine YHS	\$650.00
Twin Star CU – Safeway Branch, Educator Rising Convention YHS	\$500.00

M/Bill Hauss; S/Denise Hendrickson; Motion carried unanimously.

OUT OF DISTRICT TRAVEL – APPROVED

1. YHS Youth Legislature, May 8-11, 2024, Olympia, WA, to participate in a statewide mock congress event, 13 students and 1 chaperone.

- YHS Choir, April 17-19, 2024, CWU and Tri-Cities, to participate in performances and a competition, 62 students and 4 chaperones.

M/Mark Rohwedder; S/Denise Hendrickson; Motion carried unanimously.

TRANSPORTATION UPDATE

Director of Transportation Jeff Adams provided an update on the current fleet status, drivers, and the updated training program.

POLICY REVISIONS – APPROVED

Second Reading – For Approval

2410 High School Graduation Requirements – Revision

2410P High School Graduation Requirements - Revision

M/Bill Hauss; S/Mark Rohwedder; Motion carried unanimously.

RESOLUTION 07-23-24 – REDUCED EDUCATION PLAN – APPROVED

Superintendent Chris Woods and Chief of Finance and Operations Jennifer Carrougher presented the Reduced Education Plan and answered questions from the board members.

M/Mark Rohwedder; S/Denise Hendrickson; Motion carried unanimously.

VOUCHERS AND PAYROLL - APPROVED

A. General Fund	# 70149261 – 70149425	\$1,734,714.62
B. ASB Fund	# 70409446 - 70409470	\$63,576.22
C. Capital Projects Fund	# 70501710 - 70501715	\$109,676.24
D. AP ACH	# 11230003 – 222100154	\$2,919.99
E. February Payroll		\$6,515,771.06

M/Bill Hauss; S/Denise Hendrickson; Motion carried unanimously.

FACILITIES REPORT – APPROVED

Director of Facilities Chris Hansen presented the public works voucher for board approval.

Public Works:

<u>Project #</u>	<u>Amount</u>	<u>Vendor/Reason</u>
125.22	\$1,181.94	Intracommunication Network Sys. Inc. – Technology Update YES
42.23	\$287.01	Intracommunication Network Sys. Inc. – Data Drop Repair – PR
55.23	\$874.40	Tree-Tech – Tree Removal Services – RMS
56.23	\$925.23	SME Solutions – Service Diesel Pump 1 – TRANS
58.23	\$4,398.96	Cascade Fire & Security – Emergency Pipe Repair – MK
62.23	\$459.04	Generation Glass Co. Inc. – P6 Broken Unit Replacement – FS
64.23	\$1,167.85	South Sound Fire & Security – Starlink Dialer Installation – YES
65.23	\$583.92	South Sound Fire & Security – Starlink Dialer Installation – DO
73.23	\$494.04	Intracommunication Network Sys. Inc. – CCTV Light Pole Repair – SW
75.23	\$1,167.85	South Sound Fire & Security – Starlink Dialer Installation – SOC
78.23	\$741.47	Electrocom – Call Switch Repair – YHS
79.23	\$487.47	Electrocom – Clock Repair - FS

M/Denise Hendrickson; S/Mark Rohwedder; Motion carried unanimously.

FINANCIAL REPORTS

Chief of Finance and Operations Jennifer Carrougher presented an update on the fund balance.

STUDENT ENROLLMENT REPORT

Mar 2024	5843HC	5662.19 FTE (86.19 > 5576.00)
Feb 2024	5864 HC	5682.33 FTE (214.33 > 5468.00)
Mar 2023	5574 HC	

BOARD COMMENTS

Board members commented on:

- What a great job the district is doing despite the state funding
- Excited to see all the positive things happening in our transportation department.

Student Representative commented on:

- Sports Medicine attended a competition in California and placed 5th. Three students qualified for Nationals.

SUPERINTENDENT'S REPORT

Superintendent Chris Woods commented on:

- Transfer requests – many will be denied due to classes/and or programs being full.
 - They will have the option to re-apply in August.
 - Requirements will be tightened up – students must be in good standing in 3 areas: grades, attendance and discipline.
- Did a levy presentation at the Lions Club and Yelm City Council meeting.
- Thank you to Teri Melone for all her work on the levy web page.
- Thank you to citizens group – they have been everywhere providing levy information and are doing a great job!

ADJOURNMENT – 7:15 p.m.

Respectfully submitted by:

Approved by:

Secretary to the Board

Board President

Yelm Community Schools, District No. 2

107 First Street North • Yelm, WA 98597 • (360) 458-1900 • www.ycs.wednet.edu

MINUTES

of a Regular Meeting of the Board of Directors

Thursday, April 18, 2024

BOARD MEMBERS PRESENT

Bill Hauss, Denise Hendrickson, Mark Rohwedder, Casey Shaw

ADMINISTRATION PRESENT

Holly Ackerman, Tami Beach, Kaiya Burgess, Lisa Cadero-Smith, Jennifer Carrouger, Ellen Cavanaugh, Curtis Cleveringa, Sandy Conradi, Lisa Crowell, Kurt Foure, Becky Fowler, Chris Hansen, Jodi Jarmin, Jeri Lipe, Kendall McNutt, Teri Melone, Shannon Powell, Anthony Quichocho, Traci Schultz, Starla Watson, Chris Woods

CALLED TO ORDER/PLEDGE OF ALLEGIANCE

Vice President Denise Hendrickson called the Regular Business Meeting to order at 6:00 p.m.

AUDIENCE

Board Recognition

Volunteers of the Year

Principals recognized volunteers of the year:

Fort Stevens	Richard Allen
Lackamas	Lety Music
McKenna	Kayla Willis
Mill Pond	Marissa Roberts
Prairie	Lisa Thomas
Southworth	Jabeth Schaffer
RMS	Jennifer Foote
YMS	Cody Hutcheson
YHS	Courtney Hickman

Paraeducator Excellence – Honoring paraeducators for their exceptional contributions to student learning and school culture, going beyond their scope of work.

Assistant Superintendent Lisa Cadero-Smith presented the nominees:

Fort Stevens Elementary Amanda Payne	Mill Pond Elementary Kimberly Edmondson	Lackamas Elementary Casimira Viveros & Yevett Watts
McKenna Elementary Suzanne Erb & Ashley Dryden	Prairie Elementary Jacob Jansen & Melinda Fox	Southworth Elementary Marjorie Hyatt
Ridgeline Middle School Regina Baesen & Miranda Dries	Yelm Middle School Jessica Diamond	Yelm High School Holly Fraser

Excellence in Action – Recognizing Food Service and Grounds staff for their positive contribution to students, staff, and families.

Assessment Director Kurt Fourre presented the nominees:

Food Service	Grounds Team
Paul Yarkosky – MK Tina Sparks - YMS	Kannon Iverson, Katie Schneider, Shane Rutledge, Kyle Jansen, Ryan Walser, Josiah Couch & Dennis Helling

Community Comments

Comments were presented by Ashley Brooks.

NEW BUSINESS

INDIVIDUAL CONTRACTS – APPROVED

<u>NEW HIRES</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Sage Ehrlick	OSS Licensed Practical Nurse	4/8/2024
Madita Madera	Transportation Bus Driver	4/15/2024

LEAVE OF ABSENCE

No Report

RESIGNATIONS/RETIREMENTS/TERMINATIONS

Thaddeus Aalona	YHS Coach Assnt. Boys Basketball	Resignation 3/26/2024
Melanie Anderson	YHS Coach Assnt. Dance	Resignation 3/26/2024
Kristine Bassett	RMS Coach Assnt. Boys Basketball	Resignation 3/26/2024
Rebecca Bingham	RMS Teacher ELA	Resignation 6/30/2024
Daniel Caldwell	YHS Coach Assnt. Flag Football	Resignation 3/26/2024
Jamie Connally	YMS Coach Assnt. Boys Basketball	Resignation 3/26/2024
Carolyn Cornwall	YHS Coach Assnt. Drama	Resignation 3/26/2024
Kelly Cornwall	YHS Coach Assnt. Drama	Resignation 3/26/2024
Kristine Duquet	SW Licensed Practical Nurse	Resignation 6/14/2024
Jesse Elisalda	RMS Coach Assnt. Soccer	Resignation 3/26/2024
Richard Flores	RMS Coach Assnt. Boys Basketball	Resignation 3/26/2024
Richard Flores	YHS Coach Assnt. Boys Basketball	Resignation 3/26/2024
Tabatha George	YMS Coach Assnt. Soccer	Resignation 3/26/2024
Konni Hansen	RMS Coach Assnt. Soccer	Resignation 3/26/2024
Hailey Hardwick	YMS Paraeducator SPED Program	Resignation 4/12/2024
Jaqueline Hawkins	YMS Coach Assnt. Boys Basketball	Resignation 3/26/2024
Haylee Hawks	YHS Coach Assnt. Girls Basketball	Resignation 3/26/2024
Emma Johnson	YMS Coach Assnt. Soccer	Resignation 3/26/2024
Stacie Lovato	YHS Coach Assnt. Dance	Resignation 3/26/2024
Andrew Macdonald	RMS Coach Assnt. Boys Basketball	Resignation 3/26/2024
Steven Miskimens	YHS Coach Assnt. Boys Basketball	Resignation 3/26/2024
Kylie Mullins	YHS Coach Assnt. Girls Basketball	Resignation 3/26/2024
Jennifer Sleeman	YHS Coach Head Girls Basketball	Resignation 3/26/2024
Timothy Tsugawa	YHS Coach Assnt. Girls Basketball	Resignation 3/26/2024
Kennedy Villeses	YHS Coach Assnt. Cheer	Resignation 3/26/2024
Cortney Walton	YHS Coach Assnt. Bowling	Resignation 3/26/2024
Michael Ward	YMS coach Assnt. Boys Basketball	Resignation 3/26/2024

STAFFING CHANGES

Rebeca Fowler	Assistant Principal to Mill Pond Principal	7/1/2024
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Stipends/Supplemental Contracts

\$73,447.00

M/Mark Rohwedder; S/Bill Hauss; Motion carried unanimously.

ACCEPTANCE OF GIFTS – APPROVED

YHS Connects Booster Club, Art Club YHS	\$500.00
YHS Connects Booster Club, Band YHS	\$548.00
Edwards Jones (Pam Ferris), Educator Rising YHS.....	\$100.00
Yelm Linked Churches, Catered Lunch Transportation	FMV \$1,000.00
Cheryl Brown, CPR Mannequins YHS	FMV \$300.00
Yelm Family Medicine, Sports Medicine YHS.....	\$360.00
Rotary Club of Yelm, Educator Rising, YHS.....	\$100.00
Gamer Graph-X, Sports Medicine Shirts, YHS.....	FMV \$195.05

M/Bill Hauss; S/Mark Rohwedder; Motion carried unanimously.

OUT OF DISTRICT TRAVEL – APPROVED

1. Military Connected Student Panel, July 28-31, 2024, Washington DC, to participate in the Military Child Education Coalition Global Summit, 4 students and 4 chaperones.
2. YHS Sports Medicine, May 31-June 2, 2024, Las Vegas, NV, to compete in the Anatomage National Tournament, 4 students and 1 chaperone.

M/Mark Rohwedder; S/Bill Hauss; Motion carried unanimously.

VOUCHERS AND PAYROLL - APPROVED

A. General Fund	# 70149471 – 70149680	\$1,163,505.27
B. ASB Fund	# 70409484 - 70409521	\$49,812.96
C. Capital Projects Fund	# 70501716 - 70501720	\$138,842.26
D. AP ACH	# 11230004 – 222100155	\$565.73
E. March Payroll		\$6,631,144.26

M/Bill Hauss; S/Mark Rohwedder; Motion carried unanimously.

FACILITIES REPORT – APPROVED

Director of Facilities Chris Hansen presented the public works voucher for board approval.

Public Works:

<u>Project #</u>	<u>Amount</u>	<u>Vendor/Reason</u>
08.23	\$68,222.13	Safe Haven – Security Film Installation – LK
09.23	\$124,603.03	Safe Haven – Security Film Installation – MK
10.23	\$215,986.82	Safe Haven – Security Film Installation – SW
24.23	\$1,729.60	Generation Glass Co – P1 Window Replacement – PR
44.23	\$6,818.68	Drain Pro – Septic Pumping Service – SW
82.23	\$2,088.57	Hermanson Co LLP – Repair Pump 1 Leak – LK
83.23	\$1,927.82	Hermanson Co LLP – Data Air Unit Repair – YMS
84.23	\$773.99	Hermanson Co LLP – Chilled Water Pump Service Call – YHS
86.23	\$458.34	Generation Glass Co – P2 Window Replacement – PR
88.23	\$295.11	South Sound Fire & Security – Security System Service Call YHS
89.23	\$1,167.85	South Sound Fire & Security – Starlink Dialer Installation – RMS
91.23	\$1,415.52	Hermanson Co LLP – Boiler 1 Repair – YHS
93.23	\$1,093.28	SME Solutions – Fuel Station Repairs - TRANS

M/Mark Rohwedder; S/Bill Hauss; Motion carried unanimously.

FINANCIAL REPORTS

No additional report.

STUDENT ENROLLMENT REPORT

Apr 2024 5802 HC 5620.51 FTE (44.51 > 5576.00)
Mar 2024 5843 HC 5662.19 FTE (86.19 > 5576.00)
Apr 2023 5560 HC

BOARD COMMENTS

Board members commented on:

- Congratulations to the students that will attend the DODEA conference.
- Thank you, Ashley Brooks and the Citizens for Support of Yelm Schools team, for all your efforts.
- Thank you volunteers!

Student Representative commented on:

- Congratulations to all the volunteers.

SUPERINTENDENT'S REPORT

Superintendent Chris Woods commented on:

- Our district has been awarded the Military Purple Star Award, one of 12 districts in Washington
- Senior Rio Slevin has been named as a semifinalist as a US Presidential Scholar
- During the Levy Forums there were three things we wanted to accomplish:
 - Share factual information.
 - Build trust.
 - Transparency

ADJOURNMENT – 6:50 p.m.

Respectfully submitted by:

Approved by:

Secretary to the Board

Board President

Yelm Community Schools, District No. 2

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MINUTES

of a Special Meeting of the Board of Directors

Thursday, May 2, 2024

BOARD MEMBERS PRESENT

Debbie Edwards, Bill Hauss, Denise Hendrickson

STUDENT REPRESENTATIVES PRESENT

Lucia Mohrweis

ADMINISTRATION PRESENT

Dee Dee Buckingham, Lisa Cadero-Smith, Jennifer Carrouger, Kurt Fourre, Teri Melone, Chris Woods

CALLED TO ORDER/PLEDGE OF ALLEGIANCE

President Debbie Edwards called the Special Meeting to order at 6:00 p.m.

AUDIENCE

Community Comments – No Comments

REDUCED EDUCATION PLAN

Superintendent Chris Woods first thanked the Citizens for Support of Yelm Schools group for all their efforts on the levy election. He then presented the budget reduction process and timeline:

- May 2 – Special Board Meeting – Budget Reduction Process
- May 3 – Levy vote will be certified
- May 3 – Staff and community survey
- May 7 – Meeting with association leaders
- May 9 – Board meeting, vote on reduction in force plan
- May 13 – Staff and community budget survey closes
- May 16 – Staff and community forum

Collective Bargaining Agreement Requirements:

- May 15 – Yelm Education Association (YEA)
- May 29 – Public School Employees (PSE)
- May 31 – Yelm Association of Educational Office Professionals (YAEOP)
- Coaches, Administrators and Exempt Employees – No required timeline

ADJOURNMENT – 6:36 p.m.

Respectfully submitted by:

Approved by:

Secretary to the Board

Board President

Yelm Community Schools, District No. 2

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MINUTES

of a Regular Meeting of the Board of Directors

Thursday, May 9, 2024

BOARD MEMBERS PRESENT

Debbie Edwards, Bill Hauss, Denise Hendrickson, Mark Rohwedder, Casey Shaw

STUDENT REPRESENTATIVES PRESENT

Damian Aalona, Mason Embrey, Lucia Morhweis

ADMINISTRATION PRESENT

Erin Bayer, Dee Dee Buckingham, Kaiya Burgess, Lisa Cadero-Smith, Jennifer Carrougher, Ellen Cavanaugh, Curtis Cleveringa, Sandy Conradi, Charles Cook, Lisa Crowell, Craig Curry, Becky Fowler, Jodi Jarmin, Shannon Powell, Chris Woods

CALLED TO ORDER/PLEDGE OF ALLEGIANCE

President Debbie Edwards called the Regular Business Meeting to order at 6:00 p.m. She announced the floor was being given to Director Mark Rohwedder. Director Mark Rohwedder announced he was resigning his position as Director of District 1 effective immediately.

NEW BUSINESS

INDIVIDUAL CONTRACTS – APPROVED

<u>NEW HIRES</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
No Report		

LEAVE OF ABSENCE

No Report

RESIGNATIONS/RETIREMENTS/TERMINATIONS

Susan Buchmiller	MK Teacher Title/LAP	Resignation 8/31/2024
Kay Caldwell	MP Teacher Reading Intervention	Retirement 8/31/2024
Chris Fowler	MP Paraeducator Instructional	1 Year Only 4/19/2024
Cynthia Freshour Johnson	PR Teacher 3 rd Grade	Retirement 8/31/2024
Cyrus Platt	YHS Coach Assistant Football	Resignation 4/24/2024
Michael Riley	YMS Coach Head Boys Basketball	Correction 3/28/2024
Eric Salter	RMS Teacher Special Ed	Resignation 6/30/2024
Amy Ziesemer	PR Teacher Kindergarten	Resignation 6/30/2024

STAFFING CHANGES

Holly Ackerman Assistant Principal to PR Principal 7/1/2024 Position Change
M/Denise Hendrickson; S/Bill Hauss; Motion carried unanimously.

OUT-OF-DISTRICT TRAVEL – APPROVED

1. YHS Drama Club to Indiana University, Bloomington, IN, June 23-28, 2024, to participate in workshops and competition, 2 students and 1 chaperone.
2. YHS Band to Forest Grove, OR, May 23=25, 2024, to participate in Music in May, 10 students and 1 chaperone.
3. YHS FBLA to Orlando, FL, June 28-July 2, 2024, to participate in FBLA Nationals, 2 students and 1 chaperone.

M/Bill Hauss; S/Casey Shaw; Motion carried unanimously.

STUDY SESSION

RIDGELINE MIDDLE SCHOOL SPOTLIGHT

Ridgeline Principal, Craig Curry and AVID Teacher Daryn Walter and 4-7th grade AVID students presented on what AVID is and the positive impacts it is having.

INTERVIEWS FOR STUDENTS ON GOVERNING BOARDS

School board members interviewed 6 candidates.

EXECUTIVE SESSION – 6:53 p.m.

President Debbie Edwards recessed the regular meeting at 6:53 p.m. for an executive session to evaluate the qualifications of candidates for appointment to the school board. She said the executive session would last approximately 15 minutes, and would return to the regular session upon their return from the executive session.

RETURN TO REGULAR SESSION – 7:08 p.m.

President Debbie Edwards call the meeting back to order at 7:08 p.m. She announced that the board was returning from an executive session where they evaluated the qualifications of the candidates for appointment to the school board.

SELECTION OF STUDENTS ON GOVERNING BOARDS – APPROVED

Superintendent Chris Woods announced the students to serve on the board as follows:

Hannah Hiiva – Junior Representative

Sofie Miera – Junior Representative

Kailey Slevin - Junior Representative

M/Denise Hendrickson; S/Casey Shaw; Motion carried unanimously.

AUDIENCE

Community Comments – Comments were presented by Kathryn Cullum, Cassandra Rorie, Malinda Poirer and Tasha Johnson.

RESOLUTION 08-23-24 – REDUCED EDUCATION PLAN – REDUCTION IN FORCE FOR YEA AND PSE – ADDENDUM ADDED AND APPROVED

Addendum A – During the creation of the Reduced Education Plan, we had conversations with PSE union leaders with a goal of classifying staff in accordance with the CBA Schedule A (salary schedule). This was intentional in order to impact as few staff as possible throughout this process of reductions. We could not come to an agreement prior to the board meeting, so we are adding an additional 15 transportation staff and 47 paraprofessionals to the list. The additional list of staffing that will be impacted without this agreement was attached to the addendum.

M/Denise Hendrickson; S/Bill Hauss; Motion carried unanimously.

Resolution approval - *M/Bill Hauss; S/Casey Shaw; Motion carried unanimously.*

BOARD COMMENTS

Board members commented on:

- We need to stand together, this division is not something we ever expected to see.
- Thank you, Mark Rohwedder for your years of service to Yelm Community Schools

Student Representative commented on:

- Congratulations to the new student representatives.
- We have a very strong community and will get through this.

SUPERINTENDENT'S REPORT

Superintendent Chris Woods commented on:

- Thank you to all the student representative candidates.
- Thank you, Mark Rohwedder, you have always been an advocate for kids.
- The budget cutting process is difficult and I am not an expert. I appreciate all your comments and honesty.

ADJOURNMENT – 7:54 p.m.

Respectfully submitted by:

Approved by:

Secretary to the Board

Board President



Personnel Action for Board Approval

Doyla Buckingham
Director of Human Resources

DATE OF BOARD MEETING: May 23, 2024

LAY OFFS:

<u>First Name</u>	<u>Last Name</u>	<u>Location</u>	<u>Title</u>	<u>Date</u>	<u>Comments</u>
CRYSTAL	ANDERSON	YMS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
WHITNEY	ANSONS	FT	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
KARA	BARB	FT	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
EDWARD	BARRIO III	YHS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
EDEN	BATARAO	FT	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
LISA	BECPRAFT	PR	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
MAYA	BENBROOK	YMS/RMS	COMMUNITY OUTREACH	6/17/2024	RIF - LAY OFF
ARYAL	BENNETT	TRANSPORTATION	BUS DRIVER	6/17/2024	RIF - LAY OFF
KORINE	BLAND	LK	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
KATHI	BLISS	MP	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
ANGELIQUE	BOESSEN	RMS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
ZACHARY	BRATTON	FACILITIES	CUSTODIAN (4 HOURS)	8/31/2024	RIF - LAY OFF
CHEYENNE	BROWNE	FACILITIES	CUSTODIAN (8 HOURS)	8/31/2024	RIF - LAY OFF
JETTIE	BYRD	PR	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
KATELYN	CARLSON	YHS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
HAROLD	CHURCH	TRANSPORTATION	BUS DRIVER	6/17/2024	RIF - LAY OFF
DENISE	COLLETTE	LK	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
ANNE	CONE	PR	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
CHARLES	CONFER	FACILITIES	CUSTODIAN (8 HOURS)	8/31/2024	RIF - LAY OFF
LORI	COOK	FACILITIES	CUSTODIAN (8 HOURS)	8/31/2024	RIF - LAY OFF
JOY	CORNELIUS	YHS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
JOSIAH	COUCH	FACILITIES	GROUNDS	8/31/2024	RIF - LAY OFF
CHRISTINA	COX	FT	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
BRIANNA	CUNNINGHAM	MK	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
MELANIE	CURTIN	MP	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
JESSICA	DIAMOND	YMS	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
MIRANDA	DRIES	RMS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
KIMBERLY	EDMONDSON	MP	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
MISTY	ESTRADA	TRANSPORTATION	VAN DRIVER	6/17/2024	RIF - LAY OFF
CHASEN	FERRIS	FACILITIES	CUSTODIAN (8 HOURS)	8/31/2024	RIF - LAY OFF
JOSHUA	FINDLEY	TRANSPORTATION	BUS DRIVER	6/17/2024	RIF - LAY OFF
PAULINA	FLORES HERNANDE	YHS	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
ANNA	FLOTT	MK	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
KATHLEEN	FOILES	FACILITIES	CUSTODIAN (4 HOURS)	8/31/2024	RIF - LAY OFF
JEREMY	FRANCO	SW	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
ALEXIS	FRODESEN	RMS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
SCOTT	GALLUP	TRANSPORTATION	DISPATCHER	6/17/2024	RIF - LAY OFF
NATALY	GREEN	PR	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
TURKOGLU	GULSUM	YHS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF



Personnel Action for Board Approval

Doyle Buckingham

Director of Human Resources

SARAH	HANNAH	RMS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
KELLI	HANSEN	FT	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
TERESA	HENRY	PR	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
FANI	HERNANDEZ	MK/MP	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
REBECCA	HOWARD	MK	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
KETURAH	HUDGINS	MP	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
RACHELLE	HUDSON	MP	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
RACHEL	HUSTED	PR	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
ADELA	INTERIANO	RMS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
JACOB	JANSEN	PR	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
KYLE	JANSEN	FACILITIES	GROUNDS	8/31/2024	RIF - LAY OFF
BRITTNEY	JENSEN	YHS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
ERICA	KAUTZ	YHS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
HEIDI	KELLEM	MK	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
JESSICA	KEYES	PR	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
SABRINA	KEYES	FT	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
BRANDY	KILE	SW	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
NYAH	KNIGHT	TRANSPORTATION	BUS DRIVER	6/17/2024	RIF - LAY OFF
BRENDA	LEONARD	MP	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
MADERA	MADITA	TRANSPORTATION	BUS DRIVER	6/17/2024	RIF - LAY OFF
RHONDALEE	MAHER	YHS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
JULIE	MOLLOY	TRANSPORTATION	VAN DRIVER	6/17/2024	RIF - LAY OFF
JEANIE	MARSH	MP	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
NICOLE	MATHIS	YHS	CAREER CENTER SPECIALIST	6/17/2024	RIF - LAY OFF
CORINA	MCMICHEAL	YMS/RMS	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
THORA	MCREYNOLDS	TRANSPORTATION	BUS DRIVER	6/17/2024	RIF - LAY OFF
JULIE	MOLLOY	TRANSPORTATION	VAN DRIVER	6/17/2024	RIF - LAY OFF
ASHLEY	MOORE	MP	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
RACHEL	MOORE	TRANSPORTATION	BUS DRIVER	6/17/2024	RIF - LAY OFF
DARCELLE	NEVATT	MP	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
CHENOA	NICHOL	LK	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
DONNA	NICOMETI	TRANSPORTATION	BUS ASSISTANT	6/17/2024	RIF - LAY OFF
KAATLIN	OGLETREE	TRANSPORTATION	BUS ASSISTANT	6/17/2024	RIF - LAY OFF
MELISSA	OSSO	TRANSPORTATION	BUS DRIVER	6/17/2024	RIF - LAY OFF
CAITLYNN	OVERMAN	SW	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
TAYLOR	PALMIER	SW	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
CORRINDA	PARKIN	MK	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
AMANDA	PAYNE	FT	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
SHEILA	POLASCHEK	YHS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
EMMA	PROFFIT	PR	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
CLAUDIA	QUAITES	FT	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
JACQUELINE	REAVES	TRANSPORTATION	BUS DRIVER	6/17/2024	RIF - LAY OFF
LAURA	REUBENKING	MK	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
KELCEY	RHODES	RMS	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
BEVIN	RILEY	FT	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF



Personnel Action for Board Approval

Doyle Buckingham

Director of Human Resources

RAQUEL	ROCHA SILVA NETO	RMS	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
CHRISTINE	RONQUILLO	YHS	COMMUNITY OUTREACH	6/17/2024	RIF - LAY OFF
BRANDI	RUFF	TRANSPORTATION	BUS ASSISTANT	6/17/2024	RIF - LAY OFF
JASON	RUGER	RMS	ISS	6/17/2024	RIF - LAY OFF
WILLIAM	RYDALCH	IT	DISTRICT COMPUTER TECH.	8/31/2024	RIF - LAY OFF
JENNIFER	RYLE	MP	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
LAURIE	SHACKELFORD	YHS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
ROBERT	SMITH	TRANSPORTATION	VAN DRIVER	6/17/2024	RIF - LAY OFF
LILITH	SORENSEN	PR	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
TORI	STILLWELL	MK	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
EMILY	THOMPSON	MP	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
DANIEL	TOBIN	FACILITIES	CUSTODIAN (4 HOURS)	8/31/2024	RIF - LAY OFF
JENNIFER	TVETEN	LK	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
KELLI	UPTON	TRANSPORTATION	BUS ASSISTANT	6/17/2024	RIF - LAY OFF
EMIL	VOLLMER JR	TRANSPORTATION	VAN DRIVER	6/17/2024	RIF - LAY OFF
RYAN	WALSER	FACILITIES	GROUND	8/31/2024	RIF - LAY OFF
JEFFREY	WARNER	YHS	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
MEGAN	WATSON	YHS	GRADUATION SPECIALIST	6/17/2024	RIF - LAY OFF
SILVUS	WEBSTER	TRANSPORTATION	BUS ASSISTANT	6/17/2024	RIF - LAY OFF
JANNEDEIGH	WILSON	SW	SPED PROG. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
SILKE	YABSLEY	SW	INSTRUCT. PARAEDUCATOR	6/17/2024	RIF - LAY OFF
ALYSSA	YERXA	TRANSPORTATION	BUS DRIVER	6/17/2024	RIF - LAY OFF

STAFFING CHANGES:

<u>First Name</u>	<u>Last Name</u>	<u>From</u>	<u>To</u>	<u>Date</u>	<u>Comments</u>
SAMANTHA	ABEYTA	6.5 hours	6.0 hours	9/3/2024	
REGINA	BAESEN	6.5 hours	6.0 hours	9/3/2024	
CYNTHIA	BARBER	6.5 hours	6.0 hours	9/3/2024	
SHELLI	BECKTOLD	6.5 hours	6.0 hours	9/3/2024	
BRIAN	BRODZINSKI	6.5 hours	6.0 hours	9/3/2024	
PETRA	CAMIN	6.5 hours	6.0 hours	9/3/2024	
STEPHANIE	CLARY	6.5 hours	6.0 hours	9/3/2024	
SONJA	COX	6.5 hours	6.0 hours	9/3/2024	
MARY	DEWEES	6.5 hours	6.0 hours	9/3/2024	
MISTY	DORE	6.5 hours	6.0 hours	9/3/2024	
FAITH	DOYLE	6.5 hours	6.0 hours	9/3/2024	
TANYA	DRATH	6.5 hours	6.0 hours	9/3/2024	
LUANN	EASLEY	6.5 hours	6.0 hours	9/3/2024	
KARMEN	EDWARDS	6.5 hours	6.0 hours	9/3/2024	
SUZANNE	ERB	6.5 hours	6.0 hours	9/3/2024	
ANNE	FORD	6.5 hours	6.0 hours	9/3/2024	
MELINDA	FOX	6.5 hours	6.0 hours	9/3/2024	
HOLLY	FRASER	6.5 hours	6.0 hours	9/3/2024	
FAITH	FREDRICKSON	6.5 hours	6.0 hours	9/3/2024	
VIVIAN	FULKERSON	6.5 hours	6.0 hours	9/3/2024	



Personnel Action for Board Approval

Doyla Buckingham

Director of Human Resources

LORRETTA	HARDER	6.5 hours	6.0 hours	9/3/2024	
DIXIE	HARDESTY	6.5 hours	6.0 hours	9/3/2024	
KATHI	HICKS	7.5 hours	7.0 hours	9/3/2024	
LAURA	HUSETH	6.5 hours	6.0 hours	9/3/2024	
MARJORIE	HYATT	6.5 hours	6.0 hours	9/3/2024	
PATRICK	JOHNSON	6.5 hours	6.0 hours	9/3/2024	
STACEY	KEYES	6.5 hours	6.0 hours	9/3/2024	
CHRISTINE	KIMBLE	6.5 hours	6.0 hours	9/3/2024	
KIMBERLY	KING	6.5 hours	6.0 hours	9/3/2024	
LAURIE	LANWAY	6.5 hours	6.0 hours	9/3/2024	
NIKITA	LITTLE	6.5 hours	6.0 hours	9/3/2024	
SHELLEY	LUNSFORD	6.5 hours	6.0 hours	9/3/2024	
ELIZABETH	MACMAYBURNS	6.5 hours	6.0 hours	9/3/2024	
DEBORAH	MARTIN	6.5 hours	6.0 hours	9/3/2024	
CARMEN	MISKIMENS	6.5 hours	6.0 hours	9/3/2024	
KIMBERLY	MUIR	6.5 hours	6.0 hours	9/3/2024	
DIANE	NERI	6.5 hours	6.0 hours	9/3/2024	
DIANNE	OLSEN	6.5 hours	6.0 hours	9/3/2024	
SUZANNE	OSUNA	6.5 hours	6.0 hours	9/3/2024	
KERRIE	PHILLIPS	6.5 hours	6.0 hours	9/3/2024	
DEBRA	PRIDEMORE	7.5 hours	7.0 hours	9/3/2024	
JANNALEE	REED	6.5 hours	6.0 hours	9/3/2024	
SANDRA	RICKER	6.5 hours	6.0 hours	9/3/2024	
DENA	RIEZINSTEIN	6.5 hours	6.0 hours	9/3/2024	
DANIELLE	RODGERS	6.5 hours	6.0 hours	9/3/2024	
JENNIFER	RUPPERT	6.5 hours	6.0 hours	9/3/2024	
TAMI	SADLER	6.5 hours	6.0 hours	9/3/2024	
LINDA	SELL	6.5 hours	6.0 hours	9/3/2024	
BRADLY	SILVIUS	6.5 hours	6.0 hours	9/3/2024	
HEATHER	SORENSEN	6.5 hours	6.0 hours	9/3/2024	
TANIA	STAIR	6.5 hours	6.0 hours	9/3/2024	
TAMI	THOMAS	6.5 hours	6.0 hours	9/3/2024	
JILL	THOMFORDE	6.5 hours	6.0 hours	9/3/2024	
LAURIE	TROTTIER	6.5 hours	6.0 hours	9/3/2024	
KAREN	VEGA SANCHEZ	6.5 hours	6.0 hours	9/3/2024	
CASIMIRA	VIVEROS	6.5 hours	6.0 hours	9/3/2024	
ELIZABETH	WAKEMAN	6.5 hours	6.0 hours	9/3/2024	
CATHRYN	WALSH	6.5 hours	6.0 hours	9/3/2024	
YEVETT	WATTS	6.5 hours	6.0 hours	9/3/2024	
MICHELLE	WEISER	6.5 hours	6.0 hours	9/3/2024	
RHONDA	WHITMORE	6.5 hours	6.0 hours	9/3/2024	
ANDREA	GRAHAM	SPED-PROG PARA	CAFÉ. WORK.-FOOD SVC.	9/3/2024	
DIXIE	HARDESTY	HOMEWORK CLUB	SPED-PROGRAM PARA	9/3/2024	
KRISTEN	COLT	SPED PROG PARA	GROUNDS	9/3/2024	



Personnel Action for Board Approval

Doyla Buckingham
Director of Human Resources

DATE OF BOARD MEETING: May 23, 2024

NEW HIRES:

<u>First Name</u>	<u>Last Name</u>	<u>Location</u>	<u>Title</u>	<u>Date</u>	<u>Comments</u>
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LEAVES OF ABSENCE:

<u>First Name</u>	<u>Last Name</u>	<u>Location</u>	<u>Title</u>	<u>Date</u>	<u>Comments</u>
Maya	Benbrook	Yelm MS	Community Outreach	5/20/2024	05/20/2024 - 08/30/2024

RESIGNATIONS/RETIREMENTS/TERMINATIONS:

<u>First Name</u>	<u>Last Name</u>	<u>Location</u>	<u>Title</u>	<u>Date</u>	<u>Comments</u>
Hannah	Baker	Ft. Stevens Elem	Tchr-3rd Grade	8/31/2024	Resignation
William	Benbrook	Yelm MS	Tchr-Math	8/31/2024	Resignation
William	Benbrook	Yelm HS	Coach-Assnt Football	5/9/2024	Resignation
William	Benbrook	Yelm HS	Coach-Head Strength & Cond.	5/9/2024	Resignation
Gabriel	Cadero-Smith	Yelm HS	Tchr-Math	8/31/2024	Resignation
Winter	Clark	McKenna Elem	Para-SPED LRC	4/29/2024	Resignation
Jordan	Coleman	District Office	Financial Services Manager	5/31/2024	Resignation
Amanda	Counts	Yelm MS	Tchr-Special Education	8/31/2024	Resignation
Katrina	Dees	Mill Pond Elem	Tchr-Kindergarten	8/31/2024	Resignation
Emma	Dobbs	Ft. Stevens Elem	Para-SPED LRC	6/17/2024	Resignation
Michael	Finger	Southworth Elem	Tchr-Kindergarten	8/31/2024	Resignation
Crystal	Marquez	Yelm MS	Para-SPED Program 1:1	6/17/2024	Resignation
Jason	Owen	Facilities	Custodian	5/16/2024	Resignation
Cherylee	Rolfe	Yelm HS	Coach-Head Dance	5/21/2024	Resignation
Alexandria	Schuch	Ridgeline MS	Tchr-Special Education	8/31/2024	Resignation
Deanna	Serna-Harrison	Mill Pond Elem	Elementary Counselor	8/31/2024	Retirement
Stephanie	Stockdale	Yelm HS-Site	Para-SPED Program FLC	9/1/2024	Resignation

STAFFING CHANGES:

<u>First Name</u>	<u>Last Name</u>	<u>From</u>	<u>To</u>	<u>Date</u>	<u>Comments</u>
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REQUESTS FOR WAIVERS FOR TEACHING OUT OF ENDORSEMENT:

<u>First Name</u>	<u>Last Name</u>	<u>Location</u>	<u>Out of Endorsement Subject</u>	<u>Date</u>	<u>Comments</u>
Thomas	Albertson	Ridgeline MS	Theater	9/5/2023	
Ryan	Healy	Ridgeline MS	Theater	9/5/2023	

Authorization to Pay Stipends/Supplemental Contracts
2023-24 School Year

May 2024

Name	Location	Activity	Total Pay	Pay in
Bellard, Abby	Office of Student Support	Mentor	\$300.00	May-24
Bonham, Tricia	Mill Pond Elem	Mentor	\$1,100.00	May-24
Bremgartner, Justine	Yelm MS	Mentor	\$500.00	May-24
Bronemann, Ivy	Yelm HS	Mentor	\$4,600.00	May-24
Burgess, Jeffrey	Yelm HS	Mentor	\$1,100.00	May-24
Campbell, Esther	Mill Pond Elem	Mentor	\$1,100.00	May-24
Cleveringa, Melissa	Yelm MS	Mentor	\$500.00	May-24
Dowies, Ruth	Fort Stevens Elem	Mentor	\$1,100.00	May-24
Fisk, Sarah	Mill Pond Elem	Mentor	\$550.00	May-24
Fossum, Michelle	Office of Student Support	Mentor	\$2,100.00	May-24
Freshour Johnson, Cynthia	Prairie Elem	Mentor	\$1,100.00	May-24
Garrison, Anna	Yelm MS	Mentor	\$1,100.00	May-24
Gathany, Philip	Fort Stevens Elem	Mentor	\$1,100.00	May-24
Gonzalez, Veronica	Prairie Elem	Mentor	\$500.00	May-24
Greeney, Trisha	Mill Pond Elem	Mentor	\$1,100.00	May-24
Harrison, Jordan	Southworth Elem	Mentor	\$300.00	May-24
Hawkins, Jacqueline	Yelm MS	Mentor	\$500.00	May-24
Jones, Michelle	Ridgeline MS	Mentor	\$300.00	May-24
Lambert, Miranda	Office of Student Support	Mentor	\$300.00	May-24
Longfellow, Tara	Prairie Elem	Mentor	\$150.00	May-24
Lawson, Erinn	Fort Stevens Elem	Mentor	\$500.00	May-24
Leach, Marisol	Office of Student Support	Mentor	\$800.00	May-24
McCarty, Donna	Ridgeline MS	Mentor	\$1,100.00	May-24
McKay, Carol	Yelm HS	Mentor	\$3,900.00	May-24
Myers, Tanja	Fort Stevens Elem	Mentor	\$1,100.00	May-24
Nontell, Renata	McKenna Elem	Mentor	\$500.00	May-24
Palmer, Melissa	Southworth Elem	Mentor	\$500.00	May-24
Revoir-Little, Kelleine	Yelm HS	Mentor	\$600.00	May-24
Ruger, Julie	Prairie Elem	Mentor	\$500.00	May-24
Straus, Jessica	Fort Stevens Elem	Mentor	\$1,100.00	May-24
Todisco, Lisa	Yelm HS	Mentor	\$500.00	May-24
Trevino, Sandra	McKenna Elem	Mentor	\$300.00	May-24
Van Veen, Art	Yelm MS	Mentor	\$300.00	May-24
Walsh, Emily	Fort Stevens Elem	Mentor	\$1,600.00	May-24
Walter, Daryn	Ridgeline MS	Mentor	\$300.00	May-24
Walter, Nikki	Fort Stevens Elem	Mentor	\$1,100.00	May-24

TOTAL CERTIFICATED

\$34,100.00

Authorization to Pay Stipends/Supplemental Contracts
2023-24 School Year

TOTAL CLASSIFIED \$ -

GRAND TOTAL STIPENDS/SUPPLEMENTAL PAY \$ 34,100.00



**COMMUNITIES DEDICATED TO
LEARNING AND ACHIEVEMENT**

360.458.1900
FAX: 360.458.6178
107 FIRST STREET NORTH
PO BOX 476
YELM, WA 98597-0476
www.ycs.wednet.edu

MEMORANDUM

TO: Board of Directors
FROM: Jennifer Carrougher, Chief of Finance and Operations
DATE: May 23, 2024
SUBJECT: Donations

<u>Donor</u>	<u>Items/Purpose</u>	<u>Amount</u>
Robert Taylor	1 st Grade Class – Fort Stevens	\$500.00
Olympia Garden Club	Classroom Grant – Fort Stevens	\$200.00
Castle Realty	Business Partner Gold	\$1000.00
Ferrelli's	Powerlifting Club – YHS	\$546.37
State Farm – Karie Mendell	Girls Basketball	\$500.00
Fort Stevens Booster Club	ASB Field Trips and Spirit Wear - FS	\$152.00
Walmart	Educator Rising – YHS	FMV \$150.00
SSG Gabriel Gomez	FFA – YHS	FMV \$160.00
Yelm FFA Alumni	FFA State Convention – YHS	\$5850.00
Yelm Rotary Club	Grocery Outlet Grocery Cards – OSS	FMV \$400.00

Yelm Community Schools

2024-25 Summary of Reduced Education Plan – Reduction in Force – YAEOP, Administration, Non-Represented Staff

Reductions due to Levy Failure, Enrollment Decline, Loss of ESSER Funding & Inflationary Factors

These reductions will occur for the 2024-2025 school year in accordance with collective bargaining agreements as applicable

Groups	Positions	Projected Savings
YAEOP	3.6	\$175,000
Administrative Positions	6.0	\$780,000
Non-Represented Positions	2.0	\$155,000
Contracted Staff	<u>9.0</u>	<u>\$855,000</u>
Totals	20.6	\$1,965,000
Total District Office Staff Reductions	7.0	
Administrative Furloughs	116 days	\$135,000

List of Staff

OPs

OP I - Facilities	1.0	
OP II – Fort Stevens		.06
OP II - RMS	.5	
OP II - YMS	.5	
OP III – Food Service		.5
OP II - Southworth	.06	
OP II - YHS	.25	
OPIII - YHS	.25	
OPII – YHS	.375	
OPIV- Transportation OP reduced from 260 to 226 days =	.13	

Administrative

Asst Principal Elementary	2.0	
Asst Principal - YHS		1.0
OSL Program Coordinator	1.0	
OSS Program Coordinator	1.0	
Asst Director - Facilities	1.0	

Non-Represented

Community Relations 1.0

Native Liaison 1.0

Contracted

SRO 1.0

Social Workers 1.0

Sign Language Interpreters 2.0

BSA's 5.0

District Office Total 7.0 (included in above and previous YEA RIF plan)

Coaches 3.0

Community Relations 1.0

Native Liaison 1.0

Safety Prog Coordinator 1.0

OSL Program Coordinator 1.0



SCHOOL BOARD RESOLUTION FORM

DUE ANNUALLY BY THE SECOND FRIDAY IN JUNE

School District Type (select one): Public Private Charter Tribal

School District Name: Yelm Community Schools

Resolution # (optional): 10-23-24

Date: 5/23/2024

Schools Approved for WIAA Membership: Yelm High School Ridgeline Middle School Yelm Middle School

By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided. The local **SCHOOL BOARD PRESIDENT** and **SUPERINTENDENT** must sign this resolution form to indicate that the School Board has approved the Public School District's or Private School's membership with the Washington Interscholastic Activities Association (WIAA) and as members, these schools will follow the WIAA Rules and Regulations.

DELEGATING AUTHORITY TO WIAA

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. grants authority to each school district board of directors to control, supervise and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. authorizes school district boards of directors to delegate control, supervision and regulation of any of the aforesaid activities to any voluntary, nonprofit entity and to compensate any such entity for services provided subject to the satisfaction of certain conditions and approval by the State Board of Education.

WHEREAS the Washington Interscholastic Activities Association is a voluntary, nonprofit entity which has satisfied the conditions, expressly set forth in Chapter 32, Laws of 1975-76, 2nd Ex. Sess. and has further been approved by the State Board of Education in action taken on August 17, 1977.

WHEREAS the board of directors of directors of the following School District or School being otherwise fully informed of the rules and regulations of the Washington Interscholastic Activities Association as approved by the State Board of Education and recognizing that said rules and regulations provide for private sponsorship of post-season tournaments for extracurricular activities by WIAA, consent to abide by such rules and regulations.

NOW THEREFORE, the board of directors of the following School District or School hereby delegates to the Washington Interscholastic Activities Association the authority to control, supervise and regulate interschool activities consistent with the rules and regulations of WIAA. The Board of Directors retains the right to establish eligibility standards that meet or exceed the rules and regulations of WIAA.

INTERSCHOLASTIC OFFICIALS L&I COVERAGE STATEWIDE & MEMBERSHIP BILLING

Beginning July 1, 1988, interscholastic sports officials were covered by Washington State Labor and Industries via a common rate and payment system that eliminated game-by-game calculations and record keeping by school and/or district business offices. WIAA will guarantee payment of L&I premiums for WOA registered officials for all interscholastic activities under WIAA's jurisdiction and will assess WIAA member schools based on tiered billing rates at the same time service fees are billed. Officials L&I coverage is only in effect for activities in which registered WOA officials officiate, and which are authorized and offered by School Board approval and listed on the school's WIAA membership form.

Member schools will be billed in August according to the Membership Fee Structure outlined in the handbook of the upcoming school year. Labor and Industries (L&I) fees will be included on the bills sent out to each member school at that time. Per Rule 3.6.4: Member school service and Labor and Industries fees are due November 1. Schools that fail to submit service and L & I fees by December 1 will be excluded from participation in regular season contests and culminating events until fees are remitted and be assessed a \$100.00 late fee.

By signing below the School District Superintendent/Head of School, School Board President (for Public School Districts), and school board members agree to the information above for the public school district or private school listed above, on or before the date listed above.

Superintendent/Head of School: Chris M. Woods

Signature: _____

School Board President (if applicable): Debbie Edwards

Signature: _____

MEMORANDUM

TO: Board of Directors
FROM: Lisa Crowell, Fort Stevens Elementary Principal
DATE: May 23, 2024
SUBJECT: Recommendation to Approve Fort Stevens Handbook

Background Information:

The 2024 - 2025 Fort Stevens handbook is attached for approval. Changes are listed below.

- replaced OSPI required language for HIB and sexual discrimination
- removed StopIt! (pg 15)
- removed 2023-2024 student handbook acknowledgement (pg 2)
- changed Dean of Students to Assistant Principal (pg 9)
- added the words "two weeks prior" under #3 (pg 10)
- changed the title regarding end of the day (pg 11)
- replaced diagram and replaced with new wording and procedure (pgs 11-13)
- removed Stop It! (pg 16)
- removed where to pick up an opt out form and updated it (pg 21)
- edited "Food for classroom or special events" to "Celebrations" and new wording (pg 21)
- under "lost and found" we removed location of lost and found and added after each semester (pg 22)
- under "non discrimination policy", removed Brittany LaPalm under HIB coordinator (pg 22)
- under personal property at school: added a section regarding cell phones, money and valuables and toys. We also removed a sentence regarding cell phones (pg 23)
- removed "visiting school" section (pg 24-25)
- under Volunteers, added Watch D.O.G.S. and M.O.M.S.
- removed entire acknowledgement page (pg 26)

Action Required

Approval of student handbook

Recommended Motion

I move that the Board of Directors approve Fort Stevens 2024 - 2025 student handbook.

Fort Stevens Elementary

A No Excuses University School



Home of the Eagles Student Handbook

2024-25

Fort Stevens Elementary
 16525 100th Way SE
 P.O. Box 476
 Yelm, WA 98597
 360.458.4800

Website: www.ycs.wednet.edu/ftstevens

School Schedule	School Hours
Regular School Day Hours	9:15 a.m. - 3:45 p.m.
Early Release Half Day Hours	9:15 a.m. - 12:15 p.m.
<i>Please do not drop off students prior to 8:55 a.m. as there is no supervision available.</i>	
One Hour Late Start Day Hours	10:15 a.m. - 3:45 p.m.
<i>Please do not drop off students prior to 9:55 a.m. as there is no supervision available.</i>	

Welcome to The Fort!

Welcome to Fort Stevens Elementary. Each new school year brings about change and great opportunities, and this year is no exception. The staff strives daily to create an atmosphere where children feel connected and can learn in a safe, fun, and caring setting.

It is our hope that you as parents/guardians will join us in promoting a positive attitude towards learning. Student success is more likely when home and school can work together as a team. Therefore, we encourage you to build a partnership with our school and become involved in all aspects of your child's education through school activities, nightly homework, Booster Club, and our District Volunteer Program.

Communication is always the key to a successful partnership. We hope that the information found in this handbook will help to answer any questions you may have. School staff, community, parents/guardians, and students working together is what makes Fort Stevens Elementary a great place to learn.

If at any time, you have any questions, concerns, or comments, please do not hesitate to call us at 360.458.4800.

Fort Stevens Elementary Expectations

Self-Regulate: controlling our actions to make good choices

Overcome Challenges: using a growth mindset

Act with Integrity: doing what is right even if no one is looking

Respect Everyone: treating people the way you want to be treated

Fort Stevens School Pledge

We are committed to creating a school that knows no limits to the social, emotional, and academic success of each student.

Fort Stevens School Goal

Every student without exception and without excuse will achieve their full learning potential in reading, writing, and math.

How can I help my child to be successful in school?

Parents can contribute to their child's success in school by:

- Making sure your child/children have prompt and regular school attendance
- Reading to or with your child/children at least twenty minutes daily
- Talking with your child about school activities and being interested in his/her assignments
- Keeping yourself informed of school news through the office and classroom newsletters
- Teaching your child to have respect for rules, the rights of others, people in authority and public/private property

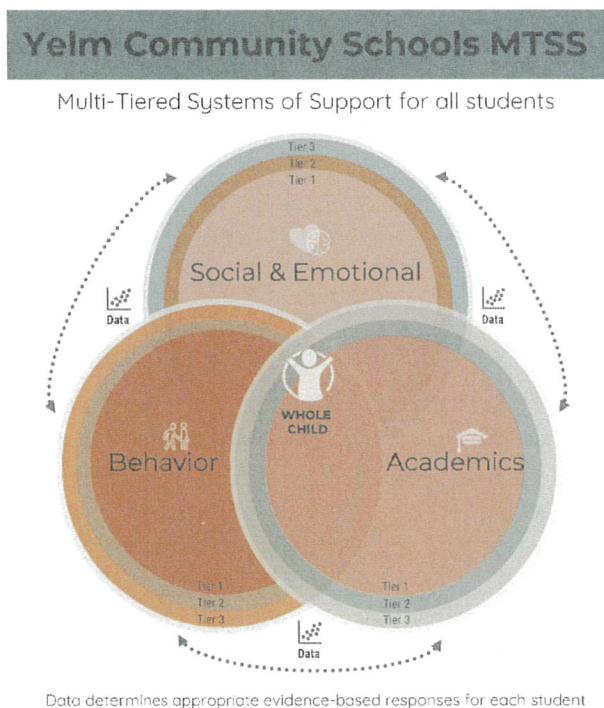
Multi-Tiered System of Supports (MTSS)

The vision of Yelm Community Schools is to prepare ALL students for post-secondary pathways, careers, and civic engagement.

A Multi-Tiered System of Supports (MTSS) is a service delivery framework focused on prevention and problem solving for all students. An integrated MTSS connects all of the academic and non-academic interventions, supports, and services available in schools and communities to support instruction and eliminate barriers to learning and teaching. Within an MTSS framework, multiple levels of instruction, assessment, and intervention are designed to meet the academic and non-academic needs of ALL students.

Essential Components of an MTSS Framework

- Core Instruction and Tiered Continuum of Evidence-based Interventions and Supports (Tier I, II, III)
- Universal Screening and Progress Monitoring
- Data-based Decision Making
- Family Engagement and Community Partnerships
- Creating and maintaining the infrastructure to support an integrated MTSS Framework



Fort Stevens Elementary Common Area Expectations

To help students be successful, we have established common area expectations that are posted in the building and taught throughout the school year.

	Self- regulate	Overcome challenges	Act with integrity	Respect everyone
Office	Go to the student window.	Have an office pass.	Wait your turn. Wait to be spoken to.	Respect adult directions. Have 0 Voice while waiting.
Hallways	Walk facing forward on the right side with 0 voice level.	Carry a hall pass. Go straight to your location.	Follow directions. Hold the doors for others.	Respect wall displays. Keep hands and feet to yourself.
Bathrooms	Do your business. Wash your hands.	2 minutes or less. Keep space clean.	Go, flush, & wash. Throw away your paper towel in garbage.	Wait your turn. Close the door.
Lunch Line-up	Line up at 3 whistles. Get into the correct line for hot or cold lunch.	Wait in line for the teachers. Volume 0-2.	Follow adult directions. Walk with your class.	Keep hands and feet to yourself. Stay in your spot in line.
Cafeteria	Wait your turn in line. Stay in one spot at the table.	Walk Clean up your mess.	Level 2 voice - table talk. Stick with your lunch choice from morning.	Eat your own food. Keep your hands and feet to yourself.
Assembly	Be quiet when the speaker holds up a hand or says "Give me five".	Sit with your class. Keep your hands and feet to yourself.	Follow adult directions. Stay seated on bottoms and be quiet.	Be an active listener. Participate and clap when necessary.
Bus	Walk in a straight line on the sidewalk. Keep hands, feet, & backpack to yourself.	Teachers walk students to each bus. Students stay on the bus once put on it by a teacher.	When there is a late bus, wait patiently in line.	Wait for an entire class to pass before joining the bus line.
Parent Pick-up	Stay seated until called. Keep hands and feet to self.	Level 1 voice. Keep your backpack still.	Sit with your grade level.	Follow adult directions right away.

Fort Stevens Elementary Playground Expectations

Playground supervisors will ensure students know expectations and designated areas for play. Students that need to enter the building during recess will check in with a playground supervisor. The expectations for the most popular activities are here:

	Self- regulate	Overcome challenges	Act with integrity	Respect everyone
Big Toy and Blacktop	Go down the slide feet first on your bottom. Keep bark, rocks, and sand on the ground.	Tag (one hand touch) only in the field or wood chips, not on the Big Toy. Walk on blacktop.	Keep hands and feet to self. Wait your turn.	Use kind words. Line up at 3 whistles.
Four Square	2-4 players Rotate to the right.	Open hand hits. Hit ball into square, not on lines or out.	One bounce per person. Judging by 1st, 2nd, and last person in line.	Judge fairly. Be a good sport.
Soccer	Play by soccer rules: feet only. Pass with control.	Use kind words. Keep hands and feet to yourself.	Choose fair teams and stay on your team. Be a team player: pass and help your team.	Be a good sport. Invite others to play.
Swings	Swing on your bottom. Get off swing with a big jump off.	Swing forwards and backwards, not sideways or at a diagonal.	Swing to a count of 100 if others are waiting. Keep chains straight, not twisted up.	Give those on the swings space when walking or running near swings.
Tetherball	2 players Hit with an open hand.	Hit the ball, not the rope. Stay on your half of the circle.	Judging by 1st, 2nd, and last person in line.	Wait your turn. Be a good sport.
Wall Ball	2 players at a time. Open hand hits only, no special rules.	Follow judges' calls without arguing. Ball bounces once before being hit or hitting the wall.	Play within the boundaries. Judge fairly.	Judges are 1st, 2nd, and last in line. Be a good sport.

No Excuses University

Fort Stevens is part of the No Excuses University Network of Schools. We believe that every child has a right to be educated in a way that prepares them for college. We uphold the six exceptional systems in our school created by No Excuses University founders, Damon Lopez. <https://noexcusesu.com/about/>

Culture of Universal Achievement

The foundation of the culture developed at Fort Stevens is based upon one shared commitment made by teachers and students alike in the form of our school pledge, “We are committed to creating a school that knows no limits to the social, emotional, and academic success of each student.”

Collaboration

Staff at The Fort are committed to creating an effective collaboration community through meaningful professional relationships, supporting professional growth through weekly Professional Learning Communities collaborative time.

Standards Alignment

The Washington State Common Core Standards are the foundation of every child’s learning at Fort Stevens. Teaching the standards requires a systematic approach that scaffolds specific learning needs across lessons, units, and grade levels. Teachers post Learning Targets and Success Criteria so students can be successful at mastering grade-level standards.

Assessment

Fort Stevens has a wide variety of assessment tools that provide valuable data for teachers. These common assessments give teachers information to assist them in differentiating their instruction and in planning for interventions which leads to higher achievement for all students.

Data Management

Effective management of data is what drives instruction and the success of the teachers and students at The Fort. Teachers engage in a system of data management that is easily accessible, timely, and structured, using an agreed upon data analysis protocol to guide discussion focused around strengths and strategies that have led to recent student success or ways to improve student achievement.

Intervention

At Fort Stevens Elementary, staff uses data and teacher referrals in conjunction with our multi-tiered systems of support to provide all students with social, emotional, behavioral, and academic interventions.

Attendance Information

Yelm Community Schools places a high priority on school attendance. Studies prove that daily attendance has a direct impact on student achievement. Our goal is to have every student arrive on time and attend a full day of school.

School Hours and Supervision

Regular school hours are 9:15 a.m. – 3:45 p.m. The safety of students is of utmost importance to us. Students should not arrive on campus before 8:55 a.m. We do not have after school supervision available. To ensure student safety, all students must be picked up by 3:45 p.m. Individual before or after school activities will be communicated by supervising teacher/s.

Tardiness

Students are expected to be in class on time. If a student's tardiness becomes frequent (after 5 in a semester), the student shall be referred to our Assistant Principal for support. In addition, excessive tardiness may result in the school requiring an Attendance Agreement.

Late Arrival/Early Pick-Up

Students arriving between 9:16 a.m. – 10:00 a.m. will be marked tardy.
Students arriving between 10:01 a.m. – 12:30 p.m. will be marked absent for the morning.
Students leaving between 12:31 p.m. – 2:59 p.m. will be marked absent for the afternoon.
Students leaving between 3:00 p.m. – 3:44 p.m. will be marked with an afternoon tardy.

Definition of "Excused Absences"

Students are expected to attend ALL assigned classes each day unless excused by the parent/guardian for valid reasons below.

1. ***Participation in a school-approved activity:*** This absence must be authorized by a staff member and prior notification must be provided to parent/guardian for approval. (IE. field trips)
2. ***Illness, health condition, health care appointments, family emergency, or religious/cultural purpose:*** We encourage parents/guardians to schedule appointments during non-school hours whenever possible. School officials may require a health professional's written note when a student has more than 3 consecutive absences. Parents/guardians are encouraged to acquire a health professional's written note whenever possible and submit a copy to the Attendance Office. If a parent/guardian needs to pick up their child for an appointment, they must sign them out at the office.
3. ***Parental/Family Pre-Arranged Absence:*** Parents/Guardians are to notify the school two weeks prior if there will be a pre-arranged absence from school. The absence may be classified as unexcused if the student is under an Attendance Agreement, BECCA order, or has an adverse effect on the student's education or

student has already reached 10 absences for the school year or 10% of the current year. The Pre-Arranged Absence Form is available at each school office.

4. ***Court, judicial proceedings court-ordered activity or absences related to homeless or foster care status.***
5. ***Suspensions from school***

Definition of “Unexcused Absences”

Unexcused absences are defined as “failure on the part of the parent/guardian to notify the school in a timely manner.”

Reporting Absence Procedures

When your child will be absent from school, you can notify the school in two ways:

1. Send an email to: fs_attendance@yca.wednet.edu and provide reason
2. Call attendance line at: 360.458.8198 and provide reason
3. Do NOT contact the teacher.

If your student has not arrived at school or the school hasn't been notified of the absence by 10:30 a.m., an automated phone call, email, and/or text will be sent to the parent/guardian.

Chronic Absenteeism

Chronic absenteeism incorporates all absences: excused, unexcused and suspensions. The focus is on the academic consequences due to the loss of instructional time and preventing absences before students fall behind. Chronic absenteeism is defined as missing more than 10% of the school year.

Process for Truancy

The following truancy procedures will be followed prior to filing a full petition.

Tier 1

- 1-2 Unexcused Absences: Parent/Guardian will be contacted via School Messenger, E-mail, letter or phone call
- 3 Unexcused Absences: Schedule a meeting with school personnel to find solutions
- IEP/504 Accruing Students: Case manager will convene an IEP meeting to develop a plan


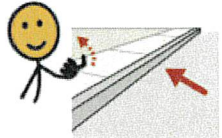



Tier 2

- 4 Unexcused Absences/Excessive Excused Absences or 10% of the school year: Students will be placed on attendance contract

Tier 3

- 5 Unexcused Absences/Excessive Excused Absences or 10% of the school year: The school will file a stay petition with Thurston county Juvenile court and schedule a Community Truancy Board Meeting.
- Students not attending school as court ordered results in school filing a contempt and progress report Thurston County Juvenile court.
- Monitor and review expiration date.

Before and After School Drop off Information and Transportation Changes

 <h3>Fort Stevens Safety Tips for Drop-off</h3>			
 <p>Safely pull forward to empty spots on the curb when you can</p>	 <p>Have your child's backpack ready for your child to grab and exit the car safely</p>	 <p>Load and unload in the yellow zone, when school adults are present</p>	 <p><i>Adults stay in the car, kids get out curbside</i></p>

Students are not to be on campus before 8:55 a.m. (9:55 a.m. LSW) or after 3:45 p.m.

Student Drop Off Procedures

When students are dropped off in the morning before school, vehicles must be in the right lane and students must exit the right side of the vehicle. Once students are dropped off, drivers must move to exit the parking lot. Please be respectful of other drivers and students when dropping off as this ensures the safety of our students.

Picking Up Children From School

Please remember to bring your ID as it is required for picking up any student before or during school. We ask that parents send a note to school with their child to notify the office if a student will be picked up before regular dismissal time. When picking students up, please come to the office, and your child will be called to the office to meet you there. If someone other than a parent is picking up the student, be sure you send written authorization indicating that. To ensure the safety of our students, all students who are picked up from school must be signed out in the binder in the office when checked out during the school day. When picking up students after school, parents will park their car and line up in a que to meet students and sign them out for their day.

We teach bell to bell, as school attendance is important and early pick-ups are disruptive to the educational process, we encourage parents to wait until school is dismissed before picking up their child, whenever possible.

End Of Day Procedures

If there is a change from the normal routine, either bus, or parent pickup, a note is required. If you are unable to send a note with your student, you may email fs_attendance@ycs.wednet.edu by 2:30 p.m. Verbal directions to your child cannot be accepted as a change. Please notify the office, in writing, with any changes.

Riding The Bus

Our bus drivers review the bus rules with students at the beginning of the year. If you

have questions about busing or need a copy of the rules, please call our transportation department at 360.458.4800.

If it is necessary to make a bus change (permanent or temporary), please email fs_attendance@yca.wednet.edu prior to 2:00 p.m.

Emergency Closures & Delays

Sometimes during the school year, we face the possibility of inclement weather and school closure or schedule changes. Typically, families will be notified of emergency schedule changes by an automated phone call, email and/or text. We will announce closures and delays as early as possible, but not later than 5:30 a.m. Occasionally, circumstances change quickly and late announcements are unavoidable. The following information is for reference in the event that the schools are closed or buses operate on an emergency schedule:

- **School Closure:** All schools will be closed all day and any activities planned for the day or evening will be announced by 12 p.m. on the district website.
- **Emergency Schedule:** Indicates that schools will start on a delayed schedule. Parents are reminded that although the buses will start the runs later, if we are on an emergency schedule, the buses may be slightly later near the end of the run. We request that parents make allowances for this.
- **Limited Transportation:** Limited transportation will prevail if some roads become inaccessible or if the county announces road closures. School will be in session unless otherwise announced by the Superintendent's Office.

Stay informed about Emergency Closures & Delays by

- Signing up for **FLASH ALERT** (<http://flashalert.net/news.html?id=4289>) to receive an email notice.
- Updating your Family Access email and home & cell numbers
- Opting In for Text Messaging (Text YES to 67587)
- Following Yelm Community Schools on Facebook and Twitter
- Visiting the district website for detailed information and updates
- Tuning into other media outlets
- It is requested that parents/guardians do not call the media stations for closure information.

Food Service & Meals at School

The breakfast and lunch program is provided by our district's Food Service department. Breakfast is served 8:55 a.m. – 9:15 a.m. Lunch is served 11:20 a.m. – 12:40 p.m. Menus are available on the website at www.ycs.wednet.edu/foodservice .

Meal Costs

Please check the website for an updated fee schedule. www.ycs.wednet.edu/foodservice.

Free and Reduced Meals

Meal benefits are available to families that meet income guidelines. Free and Reduced applications are available online through Skyward Family Access. Paper applications are available at school upon request or on our website at www.ycs.wednet.edu/foodservice. If you have questions regarding your child's meal account, please contact your school. For assistance with Free and Reduced application, please contact the district Food Service Department at 360.400.1151.

Online Payments

As a convenience to families, Yelm Community Schools provides an easy way to make online payments from home or work, 24/7. With just one login, you can make payments for any child in your household using Discover, VISA, or MasterCard credit or debit cards.

Online payments can be used to replenish a student's food service account or pay for any existing fines or fees, such as class fees, athletic fees, or ASB activities.

Yelm Community Schools is fully compliant with all data protection laws, including PCI Data Security Standards. Yelm School District does not store your billing or payment information at any time. Any personal information you enter related to your credit card through this website is purged immediately. Any contact information you enter is stored for your convenience when using our website. Information you provide to us will only be used by Yelm Community Schools. We will never sell or rent your personal information to third parties.

The link that makes this possible is: <https://wa-yelm.intouchrecepting.com/> or click on the icon at the top of any district or school website.

Family Access Information

The Administration and staff at Yelm Community Schools recognize that many parents would like to play a greater role in their child's education. To make it easier for you to get involved, we are providing you with the ability to view student information anytime, day or night.

If you forget your password, go to the login page to recover account information. You

will receive an email to reset your password. You can also update your email and contact phone number. Please ask school office staff if you need assistance.

District Technology Access

The district is dedicated to promoting and instilling principles of digital citizenship and media literacy in students and encourages guardians to play an active role in the process of educating students. While the district takes great care to monitor and filter inappropriate websites, students are expected to be responsible users of their access and the educational technology tools made available. For a complete list of Student Responsible Use Guidelines, review the Student Rights and Responsibility Handbook and/or Policy and Procedure 2022/P on the district website at: www.ycs.wednet.edu/policies.

Students will be given a unique user login and password to access educational technology tools. The login portal icon is available at the top of the school and district website for students to access at school or home. It is essential students keep this

Dress Code

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

Heads: K-5 students must remove all headwear while in the building. Headwear includes hats, hoods, headbands with animal ears, bandanas and head wraps. (Exceptions will be made for medical, religious and other approved reasons.)

Torso: Clothing must cover stomachs, backs, shoulders, chests and undergarments.

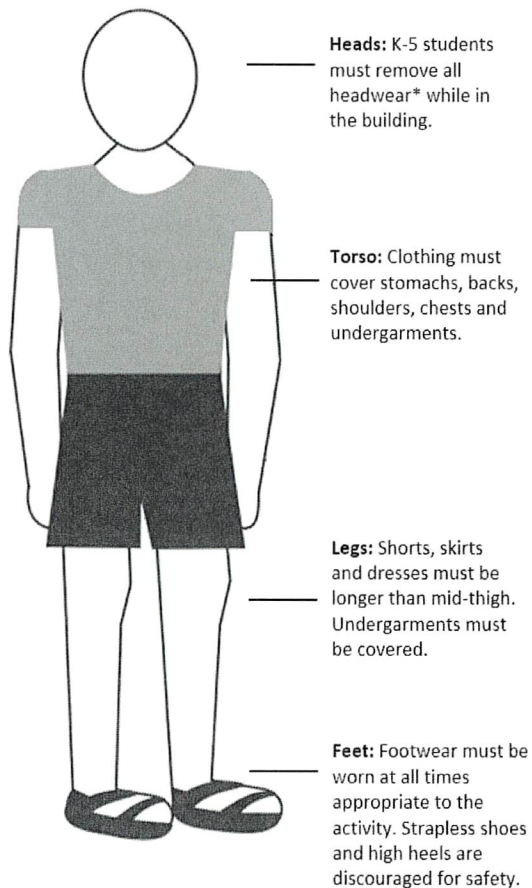
Legs: Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

Feet: Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety.

Guidelines

- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.

What students wear does affect the way they think about, and behave toward, their tasks at school, their peers, and adults. Please consider this as you help your child make appropriate choices for school clothes.



Guidelines

- *Headwear includes hats, hoods, bandanas and head wraps. (Exceptions will be made for medical, religious and other approved reasons.)
- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang-related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.
- Please do not wear any perfume, after shave or scented products.

The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

Health Information

Life Threatening Illness

If your child has an illness, which has the potential to cause death during the school day YCS must be made aware prior to the student's first day of school. Examples of these conditions would be seizures, diabetes, allergies requiring an Epi Pen, severe asthma and/or any other condition that is considered to be life threatening. Parents/guardians are responsible to report this information to the Registered Nurse assigned to that school. Parents/guardians must provide the medication in its original container along with the medication authorization form prior to the first day of school. Students will be excluded from school until these requirements are met. (RCW 28A.210.320, District Policy 3413)

Immunizations

In order to protect children against a number of childhood diseases, Washington State Law requires that all children enrolled to YCS be immunized against varicella, diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and hepatitis b as appropriate. Parents may submit the Exemption from Immunization form. However,

students will be excluded from school if they do not meet the requirements of the law. (RCW 28A.210.060, District Policy 3413)

Infectious Disease

In order to safeguard the school community from the spread of certain communicable diseases YCS will comply with the State Board of Health rules and regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of the Superintendent of Public Instruction. (District Policy 3414)

Medications

YCS requires signed authorization forms for the dispensing of any prescription or non-prescription medicines to students. Forms must be signed by the physician as well as the parent/guardian and are available from the office. Physicians may fax this information to our school at 360.458.6315. All medications must be delivered to and picked up from the school by the parent/guardian in the original container. Most medications can be dispensed by the parent/guardian before or after school. Please ask your healthcare provider for guidance on medication delivery times. (RCW 28A.210.260 & 270, District Policy 3416)

Common Health Care Procedures

Accident or Head Trauma: Parents will be notified regarding any incident that necessitates an accident report. In addition, any student who suffers trauma to the head at school will be assessed in the health room and parents will be notified.

Allergy Accommodations:

- Latex Allergy: Yelm Community Schools prohibits the use of all latex products, including latex balloons, due to severe allergies.
- Peanut Allergy: Please refrain from sending any peanut products due to severe allergies.

Diarrhea: Any student who has been having diarrhea will be sent home and may return to school when they have been free of diarrhea for 24 hours.

Fever: Any student with a fever of 100.4 or higher will be sent home and may return to school once the child has been fever free for 24 hours without the use of fever reducing medication.

Injury: If any child has an injury that prohibits them from participating in PE or other school activities, a note from the physician is needed to excuse participation. Please be sure the doctor includes when the student can return to normal activity or provide a separate note.

Lice: The Infectious Disease Control Guide no longer recommends long-term exclusion for pediculosis/head lice. Head lice is a nuisance condition and is not known to

transmit infection from person to person. Any student who presents with live lice will be sent home for treatment. Students may return to school when no live lice are present.

Rash: Any student with an undiagnosed rash will be sent home from school in order to be evaluated by a healthcare provider. The parent/guardian will be asked to provide a note from a healthcare provider upon return to school.

Vomiting: Any student who has been vomiting will be sent home and may return to school when they have not vomited in 24 hours.

Discipline

Discipline procedures will follow district policies.

Classroom Management, Discipline & Corrective Action – Policy 3241

Exceptional Misconduct – Policy 3241

Sexual Harassment of Students – Policy 3205

Harassment, Intimidation and Bullying – Policy 3207

Students and Telecommunication (Electronic) Devices – Policy 3245

Student Dress – Policy 3224

Student Conduct – Policy 3240

Student Sexual Harassment – Policy 3205

District Policies are available in the Student Rights & Responsibility Handbook or district website at www.ycs.wednet.edu/policies.

Our Schools Protect Students From Harassment, Intimidation, And Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our reporting form on the district website (yca.wednet.edu/hib) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. **The What is the investigation process?**

Investigation must be completed within 5 school days, unless you

agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, visit the district website to review the HIB Policy 3207 and Procedure 3207P. (ycs.wednet.edu/policies)

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

Visit the district website to review the Nondiscrimination Policy 3210 and Procedure 3210P. (ycs.wednet.edu/policies)

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Visit the district website to review the Sexual Harassment Policy 3205 and Procedure 3205P. (ycs.wednet.edu/policies)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may use our reporting form on the district website (ycs.wednet.edu/hib) or contact a counselor, administrator or the district staff members below to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dee Dee Buckingham, PO Box 476, Yelm, WA 98597, 360.458.1900, doyla_buckingham@ycs.wednet.edu

Concerns about harassment, intimidation and bullying (HIB):

HIB Compliance Officer: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124, shannon_powell@ycs.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

To submit a written complaint using our form on the district website (ycs.wednet.edu/policies), describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to fully resolve your complaint.

Who Else Can Help With Hib Or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360.725.6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360.725.6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully

participate and thrive in Washington's K- 12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 866.297.2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800.421.3481

Our School Is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Visit the district website to review the Gender-Inclusive Schools Policy 3211 and Procedure 3211P. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

General School Policies and Procedures

Assemblies

At Fort Stevens, we celebrate student success and achievement. SOAR Assemblies are held most months to recognize students for SOAR characteristics, achievement in Math

and/or ELA (Reading or Writing), and Eagle Achievement (progress or success in a category of the teacher's choice). Teachers will notify parents/guardians in order to attend assemblies and celebrate their child/children.

Class Placement

We consider class placement to be a vital task and one in which we will invest a great deal of time. Anticipating class assignments for the coming year can be a source of anxiety for some children and families. Many have found that an understanding of the process can help to reduce this anxiety.

The goal is to maintain a balance of size, academic strengths, student leadership, gender, social skills, independent work skills, personalities, and students who are involved in special programs. The building principal is responsible for making final decisions on assignments to grade and teacher. Placement of children with disabilities is a shared responsibility with the district's Director of Special Services. Either the building principal or the Director of Special Services, as the case may be, will gladly discuss with parents and will consider information presented by educational specialists and parents.

Class & School Pictures

Individual student pictures are taken in the fall and spring and classroom group pictures are taken in the spring at Fort Stevens Elementary. These photos are taken by a commercial firm and are available at a nominal cost. These individual and class photos are also published in a yearbook, which can be pre-purchased through the office in the spring.

If you do not want your child's picture published in the school or local media publications, then inform the office. A form can be found on our website under family resources and then forms for those parents not wanting their photos distributed. Once this form is filled out, please turn them into the front office, so that those requests can be honored.

Celebrations

For students' health and safety, treats or snacks must be store-bought. Please be sure to check with your child's teacher before bringing any treats to school. Because of severe food allergies, please do not bring products containing any nuts, including peanuts or peanut oil to school for classroom consumption.

Please do not have flowers, gifts or balloons delivered to school (these items are a possible allergen, a distraction in the classroom, and they are not allowed on the bus). Latex items of any kind are not allowed at school. Also, party invitations should not be given out at school.

Lost and Found

All lunch containers, hats, gloves, coats, and other articles of clothing should be plainly marked with your child's name. Articles of clothing or other large items found on the school grounds are put in the lost and found. Small items are brought to the office and stored in a drawer. Efforts will be made to connect any articles marked with a child's name to the rightful owner. If your child loses an item, encourage him or her to check our lost and found. Parents are equally welcome to check the lost and found for missing articles. All items not claimed will be donated to a local charity after each semester. Announcements of donation times will be posted in the newsletter.

Optimum Learning Environment

Yelm Community Schools embraces the diversity within our schools and seeks to create a nurturing and barrier-free learning environment for each student. To achieve this goal we commit to:

- Preparing our students to thrive in a multicultural and diverse society.
- Ensuring fair, equitable and inclusive principles are integrated into our policies, programs, operations and practices.
- Creating school and classroom cultures that are free of bias-based language or behaviors.
- Eliminating barriers that perpetuate negative outcomes.
- Providing all students the resources, opportunities and supports needed to succeed at high levels.
- Honoring and building upon the strengths and assets of every student.
- Welcoming and engaging families and community members as essential partners.

Personal Property at School

Fort Stevens is not responsible for lost, stolen, or damaged personal items brought to school from home. Please have your child keep personal items such as toys, sports equipment, electronics, or cell phones at home.

Cell phones/Smart Watches

Cell phones and smart watches must be kept off and in students' backpacks during the school day. Students are not allowed to use their phones, take photos, or send voice or text messages, without staff permission.

Disciplinary actions may be taken based on the severity of the incident. Using phones to bully or harass other students (through recorded /spoken/written words or pictures) violates RCW 9A.36.080 and will result in disciplinary action. For further details regarding students and telecommunication devices, please refer to YCS School Board Policy 3245 on the district website @ www.ycs.wednet.edu.

Money and valuables

Please do not allow students to bring more money to school than what is needed during the school day. Valuables, electronics (i.e. I Pods, MP3 players, DSs, etc.) are NOT allowed at school. These items will be kept in the office until a parent can pick them up. School personnel will not be responsible for lost, stolen, or damaged items.

Toys

Toys from home are not allowed at Fort Stevens.

Volunteers

Volunteers are a vital part of our students' education. To volunteer in a school during the school year, an application must be completed online. All volunteers must receive clearance through the Washington Access to Criminal History (WATCH) before volunteering. **Clearance is granted for one school year only.** Visit the website to complete the application: <http://www.helpcounter.net/yelm>. *For more information, contact our Volunteer Coordinator Office at 360.458.6100.*

Volunteers can work directly with the office or a classroom teacher, with our Booster Club, or with our Counselor through our Watch D.O.G.S and M.O.M.S program.

Walkers and Bike Riders

If parents/guardians choose to have their child/children walk, a permission slip needs to be signed and on file in the office. Parents/guardians who meet their child/children to walk home, can meet students in the grove across from the bus pick-up area.

If parents/guardians choose to have their child/children ride their bicycle or scooter to and from school, a permission slip needs to be signed and on file in the office. Bicycles and/or scooters need to be in the designated gated parking area at the front of the school. Helmets are strongly encouraged to help keep students safe. No bicycles, scooters, or skateboards are to be ridden on school grounds. *Students who ride a bike or scooter to school and do not have a permission slip on file, will be asked to leave their bike or scooter at school and ride the bus home.*



360.458.1900
FAX: 360.458.6178
107 FIRST STREET NORTH
PO BOX 476
YELM, WA 98597-0476
www.ycs.wednet.edu

MEMORANDUM

TO: Board of Directors
FROM: Lackamas Elementary
DATE: May 23, 2024
SUBJECT: Recommendation to Approve Lackamas Elementary Handbook

Background Information:

The 2024 - 2025 Lackamas handbook is attached for approval. Changes are listed below.

Added the following topics:

Updated following topics:

- Regular School Day Attendance
- Late Start Wednesday Attendance
- Dismissal Policies
- Pick-Up Drop-Off procedures
- Removal of STOP IT
- Replacement of HIB, Discrimination & Sexual Harassment and Gender Inclusive language required by OSPI

Action Required

Approval of student handbook

Recommended Motion

I move that the Board of Directors approve Lackamas Elementary 2024 - 2025 student handbook.

Parent and Student Handbook 2024-25



Lackamas Elementary School
16240 Bald Hill Road SE
PO Box 476
Yelm, WA 98597
360.894.6000 Office
360.894.6012 Attendance
360.894.6002 Fax
Optimum Learning Environment

Yelm Community Schools embraces the diversity within our schools and seeks to create a nurturing and barrier-free learning environment for each student. To achieve this goal we commit to:

- Preparing our students to thrive in a multicultural and diverse society.
- Ensuring fair, equitable and inclusive principles are integrated into our policies, programs, operations and practices.
- Creating school and classroom cultures that are free of bias-based language or behaviors.
- Eliminating barriers that perpetuate negative outcomes.
- Providing all students the resources, opportunities and support needed to succeed at high levels.
- Honoring and building upon the strengths and assets of every student.
- Welcoming and engaging families and community members as essential partners.

Welcome to Lackamas!

Dear Parents, Guardians, and Students,

We would like to welcome you and your family to Lackamas Elementary School. Our pledge is to strive to create learning environments where the academic achievement of our students knows no bounds. Our one goal is that every student, without exception or excuse, will meet or exceed grade level proficiency targets in English Language Arts (reading/writing) and mathematics. We are a member of the No Excuses University Network of schools, 300+ strong across the country that understand the importance of instilling in students, as early as elementary school, the belief that after high school comes more education in order to prepare for a great career of their choice. The foundation is laid here at the elementary level. You will hear your student(s) talking about career and college throughout the school year. We focus on four year universities at the elementary level and as students move through our school system, they will become familiar with the many other valuable alternatives such as our military, trade schools, apprenticeships, and community colleges.

Your children will be engaged in a rigorous curriculum that will challenge their skills and levels of thinking. They will have the opportunity to attend specialist classes such as art, music, PE, technology, and band (5th graders only) each week. Over the course of the year there will be enrichment opportunities offered in a variety of areas such as leadership and STEM. While academics are at the core of what we do, extra-curricular activities play a role as well in developing the whole child.

We feel that education is a partnership between school and home. This partnership is a vital link in our efforts to provide an exceptional education experience. At Lackamas, we encourage and invite all parents and guardians to join us as we work together to create an exciting year of learning for all children.

We hope that you find this handbook to be a useful tool throughout the school year. Please sign and return the acknowledgement page (on the last page of the handbook) to the school. If you have any questions or concerns, please call the school as soon as possible at 360.894.6000 (phone) or 360.894.6002 (fax). You may contact me through email at starla_watson@ycs.wednet.edu. Our school website can be found at www.ycs.wednet.edu. You can find up to date information on upcoming events and a current calendar.

We Thank you for your support and the opportunity to play an important role in the life and education of your child(ren).

Sincerely,

Starla Watson
Principal

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BE HERE!

Attendance

Yelm Community Schools places a high priority on school attendance. Studies prove that daily attendance has a direct impact on student achievement. Our goal is to have every student arrive on time and attend a full day of school.

Attendance at school is critical for students to make progress in their learning. Every day missed is a lost learning opportunity. We work hard to fill in those gaps during the school year, but if there are too many holes to fill then students will begin to struggle academically. When students begin to struggle, they may begin to engage in behaviors that are not productive and therefore fall even farther behind. Washington State has identified that a student who misses 18 days in a school year for any reason is "chronically absent." This designation is one of the metrics that schools are evaluated on. As a result, the staff looks very closely at student attendance and designs programs meant to reduce the number of absences. The first is monthly recognition for those who meet their attendance goal (1 or less absence in any month). We also design specific interventions when we see a student developing an attendance trend that will result in them being labeled chronically absent.

Regular School Day Attendance

First Bell Rings	8:35
School Begins	8:40
Students arriving between	8:41 - 11:55 will be marked tardy
Students arriving between	11:56 - 3:10 will be marked absent for the day
Students leaving between	11:56 - 3:10 will be marked-
Students leaving between	8:41 - 11:55 will be marked absent for the day
School Ends	3:10

Late Start Wednesday

First Bell Rings	9:35
School Begins	9:40
Students arriving between	9:41 - 12:25 will be marked tardy
Students arriving between	12:26 - 3:10 will be marked absent for the day
Students leaving between	12:26 - 3:10 will be marked tardy
Students leaving between	9:41 - 12:25 will be marked absent for the day
School Ends	3:10

School Hours and Supervision

School hours are 8:40-3:10. The safety of students is of utmost importance to us. Before school supervision is provided from 8:20-8:35 for your convenience. Students should not arrive on campus before 8:20. We have no regular after school supervision available.

Arrival at School

Students may arrive at school **NO EARLIER** than 8:20 a.m. as this is when supervision is available in the bus loop, playground, and breakfast areas. Upon arrival at school, all students are to move to the playground area or to the gym to purchase breakfast. The bell rings at 8:35 a.m. at which time students should line up in their assigned area. On a late start Wednesday, arrival is 9:20 a.m. and the first bell rings at 9:35 a.m. To ensure student safety, all students must be picked up by 3:15 p.m. Individual after school activities will be communicated by a supervising teacher.

Tardiness

Students are expected to be in class on time. When a student's tardiness becomes frequent (after 5 in a semester), the student shall be referred to the school counselor and/or Dean of Students for support. In addition, excessive tardiness may result in the school requiring an Attendance Agreement.

Definition of "Excused Absences"

Students are expected to attend ALL assigned classes each day unless excused by the parent/guardian for valid reasons below.

1. **Participation in a school-approved activity:** This absence must be authorized by a staff member and prior notification must be provided to parent/guardian for approval. (IE., field trips)
2. **Illness, health condition, health care appointments, family emergency, or religious/cultural purpose:** We encourage parents/guardians to schedule appointments during non-school hours whenever possible. School officials may require a health professional's written note when a student has more than 3 consecutive absences. Families are encouraged to acquire a health professional's written note whenever possible and submit a copy to the Attendance Office.
3. **Parental/Family Pre-Arranged Absence:** Parents/Guardians are to notify the school if there will be a pre-arranged absence from school. The absence may be classified as unexcused if the student is under an Attendance Agreement, BECCA order, or has an adverse effect on the student's education or student has already reached 10 absences for the school year or 10% of the current year. The Pre-Arranged Absence Form is available at each school office.
4. Court, judicial proceedings, court-ordered activity or absences related to homeless or foster care status.
5. Suspensions from school

Definition of "Unexcused Absences"

Unexcused absences are defined as "failure on the part of the parent/guardian to notify the school in a timely manner."

Reporting Absence Procedures

When your child will be absent from school, you can notify the school in two ways:

1. Send an email to LK_attendance@ycs.wednet.edu and provide reason
2. Call attendance line at 360.894.6012 and provide reason

If your student has not arrived to school or the school hasn't been notified of the absence by 10:45 (11:45 on late start) an automated phone call, email and/or text will be sent to parent/guardian.

Chronic Absenteeism

Chronic absenteeism incorporates all absences: excused, unexcused and suspensions. The focus is on the academic consequences due to the loss of instructional time and preventing absences before students fall behind. Chronic absenteeism is defined as missing more than 10% of the school year.

Process for Truancy

The following truancy procedures will be followed prior to filing a full petition.

Tier 1

- 1-2 Unexcused Absences: Parent/Guardian will be contacted via School Messenger, E-mail, letter or phone call
- 3 Unexcused Absences: Schedule a meeting with school personnel to find solutions
- IEP/504 Accruing Students: Case manager will convene an IEP meeting to develop a plan

Tier 2

- 4 Unexcused Absences/Excessive Excused Absences or 10% of the school year: Students will be placed on attendance contract

Tier 3

- 5 Unexcused Absences/Excessive Excused Absences or 10% of the school year: The school will file a stay petition with Thurston county Juvenile court and schedule community Truancy Board Meeting
- Students not attending school as court ordered results in school filling a contempt and progress report Thurston County Juvenile court
- Monitor and review expiration date

Attendance – Policy 3122

Dismissal Policies

- Any student leaving the building early must be signed out through the office. This is for protection of the student, parent/guardian, and school district. If someone other than those listed as an emergency contact will be picking up your child, there must be a written note sent to the teacher, or you must contact the front office, OR the child WILL NOT be released.
- Students going home in a way that is not the usual routine (a different bus, different bus stop, with a friend, etc) MUST bring a note giving permission to do so, or call the front office at 360.894.6000 to notify. Students WILL NOT be permitted to use the phone to make last minute arrangements unless it is an emergency situation.
- All end of the day transportation changes must be called in before 2:40 so we may send a note to your student and not disrupt the classroom. For long term transportation changes please contact the front office at 360.894.6000.

Pick-Up/Drop-Off

For the safety of our students and families, the parent pick-up/drop-off loop access is in the front parking lot. There are painted arrows directing you to this area. There is adult supervision in this area beginning at 8:20 a.m. until 8:50 a.m. **Students who arrive at school after 8:50 a.m. must be escorted into the school office rather than dropped off.** This is for your child's safety. If dropping off students before the bell rings, drive around the outside of the driveway following the signs and arrows. When picking students up at the end of the day, follow the same procedure as drop off. For safety reasons, please stay in your vehicle and wait for a staff member to bring your student to your car. Please do not park in visitor parking and signal for your student to come to you without first communicating with a staff member.

Safety Procedures

- Our procedures are based on concern for the safety and well-being of all of our students and staff. Everyone must check in to the office before proceeding on to campus. If your child does not arrive home as expected after school and you become concerned, we suggest call the school at 360.894.6000 or transportation at 360.458.3300.

Bus Expectations

We expect all students to observe the same rules on the bus as they do in school. They should stay in their seats and cooperate with the bus driver. Only students with service animals may bring an animal on the bus. If it is necessary to make a bus change, please call transportation at 360.458.3300 to have the change approved, then contact the school office before 2:40 PM p.m. to notify the office of the change. **If you have bus related concerns or questions please contact transportation at 360.458.3300.** Bus drivers handle all discipline on the buses. **Helium balloons, glass containers, and skateboards are not allowed on buses.**

Student Conduct/Behavior Expectations

At Lackamas Elementary, we treat all people and property with respect and focus on learning. To that end we have established the Lackamas Hi-5 expectations that are communicated each day. Students are to be:

SAFE
KIND
RESPONSIBLE
RESPECTFUL
READY TO LEARN

Expectations have been developed for each area of the school. Lackamas staff will teach, demonstrate and remind students of these Hi-5 expectations on a regular basis. They will hold students accountable through a classroom management plan that includes both positive and corrective measures. On the positive side, students can earn Hi-5 tickets for meeting/exceeding expectations. Hi-5 tickets can be exchanged at the Hi-5 store for a wide variety of incentives. Individual teachers also design their own motivational systems to encourage appropriate behavior. Each teacher uses a multi-level system for addressing inappropriate behavior. The system includes verbal or non-verbal warnings, removal to a "recovery chair" within the classroom (think-time out), filling out a reflection form to be signed by parents, removal to another classroom for recovery, and lastly referral to the office to see the principal. Students sent to the principal's office will have a call home and a decision will be made whether the student can return to class or not. If the student returns to the classroom, but continues the inappropriate behavior, he/she will be sent home. If the student continues similar behaviors on subsequent days and is again sent to the office, suspension from school may occur. Preservation of the learning environment is important to students making academic progress.

Students who receive three office referrals and/or demonstrate inappropriate behavior on an ongoing basis will be referred to the building PBIS (Positive Behavior Intervention and Supports) team. This team is made up of school staff and will set up a conference with the parent/guardian to discuss strategies for improving the student's behavior.

Yelm Community Schools does have a policy containing consequences for what is determined to be exceptional misconduct. Consequences range from short term suspension to Expulsion and/or referral to law enforcement. Exceptional misconduct can include:

- Threatening or verbal abuse, fighting or fighting words
- Damaging school property
- Communication of inappropriate messages
- Disrupting the educational process
- Refusing to follow reasonable directions of staff
- Possession of weapons, drugs, alcohol, tobacco

Discipline

District Policies are available in the Student Rights & Responsibility Handbook or district website at www.ycs.wednet.edu/policies.

Multi-Tiered System of Supports (MTSS)

The vision of Yelm Community Schools is to prepare ALL students for post-secondary pathways, careers, and civic engagement.

A Multi-Tiered System of Supports (MTSS) is a service delivery framework focused on prevention and problem solving for all students.

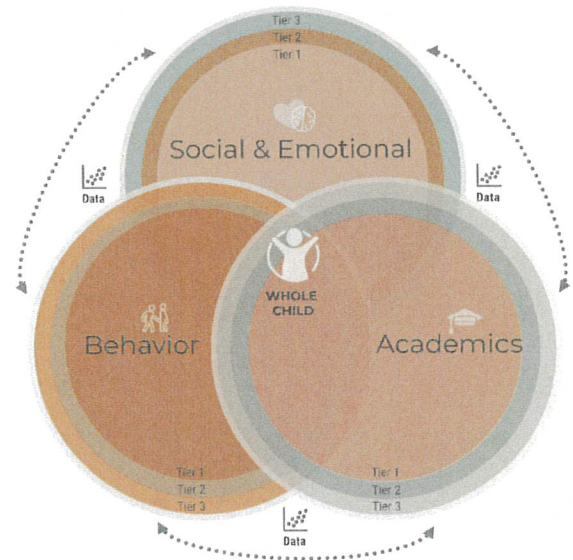
An integrated MTSS connects all of the academic and non-academic interventions, supports, and services available in schools and communities to support instruction and eliminate barriers to learning and teaching. Within an MTSS framework, multiple levels of instruction, assessment, and intervention are designed to meet the academic and non-academic needs of ALL students.

Essential Components of an MTSS Framework

- Core Instruction and Tiered Continuum of Evidence-based Interventions and Supports (Tier I, II, III)
- Universal Screening and Progress Monitoring
- Data-based Decision Making
- Family Engagement and Community Partnerships
- Creating and maintaining the infrastructure to support an integrated MTSS Framework

Yelm Community Schools MTSS

Multi-Tiered Systems of Support for all students



Data determines appropriate evidence-based responses for each student

OUR SCHOOLS PROTECT STUDENTS FROM HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our reporting form on the district website (yca.wednet.edu/hib) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, visit the district website to review the HIB Policy 3207 and Procedure 3207P. (ycs.wednet.edu/policies)

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

Visit the district website to review the Nondiscrimination Policy 3210 and Procedure 3210P.
(ycs.wednet.edu/policies)

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Visit the district website to review the Sexual Harassment Policy 3205 and Procedure 3205P.
(ycs.wednet.edu/policies)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may use our reporting form on the district website (ycs.wednet.edu/hib) or contact a counselor, administrator or the district staff members below to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dee Dee Buckingham, PO Box 476, Yelm, WA 98597, 360.458.1900,
doyla_buckingham@ycs.wednet.edu

Concerns about harassment, intimidation and bullying (HIB):

HIB Compliance Officer: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124,
shannon_powell@ycs.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120,
lisa_cadero-smith@ycs.wednet.edu

To submit a written complaint using our form on the district website (ycs.wednet.edu/policies), describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to fully resolve your complaint.

Who Else Can Help With Hib or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K- 12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School Is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Visit the district website to review the Gender-Inclusive Schools Policy 3211 and Procedure 3211P. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

CrimeStoppers

Yelm students and families have a way to report crimes or dangerous situations anonymously. Thurston County CrimeStoppers is a 24-hour manned call center to receive anonymous tips anytime. Report a crime by:

1. Calling 800.222.TIPS (8477)
2. Submitting Online at www.p3tips.com
3. Download the P3 App to your mobile device

As always, tipsters remain 100% anonymous and could possibly be rewarded up to \$1,000. Remember to save your "tip number" in order to follow up and receive a reward.

Items From Home

Students may bring items from home for "**Show and Tell**" ONLY. These items will remain in the classroom during the day. The responsibility for the items lies strictly with the students and his/her parents/guardians. Parents/guardians are urged to assist their children in the selection of items being brought to school and communicating the child's responsibility for the item. Money and other valuables should be left at home. Articles of value for class display or use should be checked in with the teacher. Fidget spinners, tablets, I-

pods, CD players, cameras, toys, cards, and other distracting items are NOT allowed. Cell phones will remain in students' backpacks in the "off" position. Students bringing personal property onto school district property do so at their own risk. (Students are requested to leave personal property at home, especially due to state-wide increased incidences of theft of high-tech electronics.) The school district does not assume responsibility for lost, damaged or stolen property. Children, who wish to bring pets to school, are not allowed to transport them on the bus. Parents **MUST** check with the classroom teacher before bringing a pet to school. Pets are not allowed without prior approval from the teacher and the principal.

Energy Drinks

When packing lunches for students please don't send energy drinks (such as Red Bull, Monster, Etc.) as these are not healthy choices. If they are opened at school they will be thrown away. If unopened they will be sent home.

Chewing Gum

Chewing gum is not appropriate at school and should be left at home. There are some special circumstances where gum is allowed. These are handled on a class by class basis and are limited.

Make-Up

Students may not apply make-up at school.

Public Displays of Affection

At Lackamas, students should refrain from public displays of affection such as hugging, kissing and hand holding. These behaviors are a distraction to the learning environment and take the focus away from each student's job, which is to be a successful learner. The range of discipline for this type of behavior consists of a verbal warning to suspension.

Concerns

If you have a concern, we suggest that you first contact your child's teacher. If that does not resolve your concern, the principal is always available. If further action is needed, you are welcome to call our district office at 360.458.1900.

Problem Solving:

We teach students positive ways to deal with difficult situations:

1. Go to another game, activity or area.
2. Share and take turns.
3. Respectfully talk it over and listen to each other.
4. Walk away from the problem.
5. Ignore the behavior.
6. Tell the person to stop the problem behavior.
7. Apologize.
8. Make a deal or compromise.
9. Wait and cool off.
10. Go to an adult.

Counselor

Our school counselor is here to assist students, teachers, and parents in meeting the individual, social, emotional, and academic needs of our students. Any student needing to see the counselor can leave her a note in the tray outside of her office door or send a note to her via their teacher. If you have any questions or need information from our counselor, please call 360.894.6000 press 5.

Custody Paperwork

We **MUST** have official custody documents on file in order to honor restrictions on access to students. Please be sure we are kept current on these matters. This includes parenting plans and restraining orders.

Visiting the School

Parents and guardians are welcomed and encouraged to visit the school. A call or note to your child's teacher is required before your visit (let them know you are coming). Please check in with the office upon your arrival. Students are not allowed to bring guests to school, as most classrooms do not have space available and a visitor is a distraction. If you wish to observe in the classroom, there is a special process for that. Please contact the principal for appropriate steps.

Volunteering at School

Volunteers are a vital part of our students' education. To volunteer in a school during the school year, an application must be completed online. All volunteers must receive clearance through the Washington Access to Criminal History (WATCH) before volunteering. Clearance is granted for one school year only. Visit the website to complete the application: <http://www.helpcounter.net/yelm>. For more information, contact our Volunteer Coordinator Office at 360.458.6100.

Field Trips

During the school year classes may take field trips. Permission slips are required for field trips. There may be occasion when your student is transported by bus to another school within the district for a district program, this does not require a permission slip. Parents are encouraged to participate, but siblings may not attend class field trips. Parents attending field trips must have filled out the district volunteer application and been cleared by the district.

Class Parties/Treats for Birthdays

Several seasonal parties will be held in classrooms during the school year. Due to safety concerns, **we are only able to serve store bought treats**. Homemade treats cannot be served. With the increase in food allergies present in students, we ask that parents send in appropriate treats for their own children if allergies are present so that a student will not feel left out. Having a small supply here at school for those students would be helpful for unexpected birthdays or celebrations.

Party Invitations

Students are not allowed to hand out party invitations at school. This causes hurt feelings for students who do not receive invitations and disrupts the classroom environment. Bus passes cannot be issued to more than three students attending the same birthday party, based on limited additional seating capacity on all of our buses. Please contact transportation for more information regarding bus passes for parties.

Dress Code

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

Heads: K-5 students must remove all headwear while in the building. Headwear includes hats, hoods, headbands with animal ears, bandanas and head wraps. (Exceptions will be made for medical, religious and other approved reasons.)

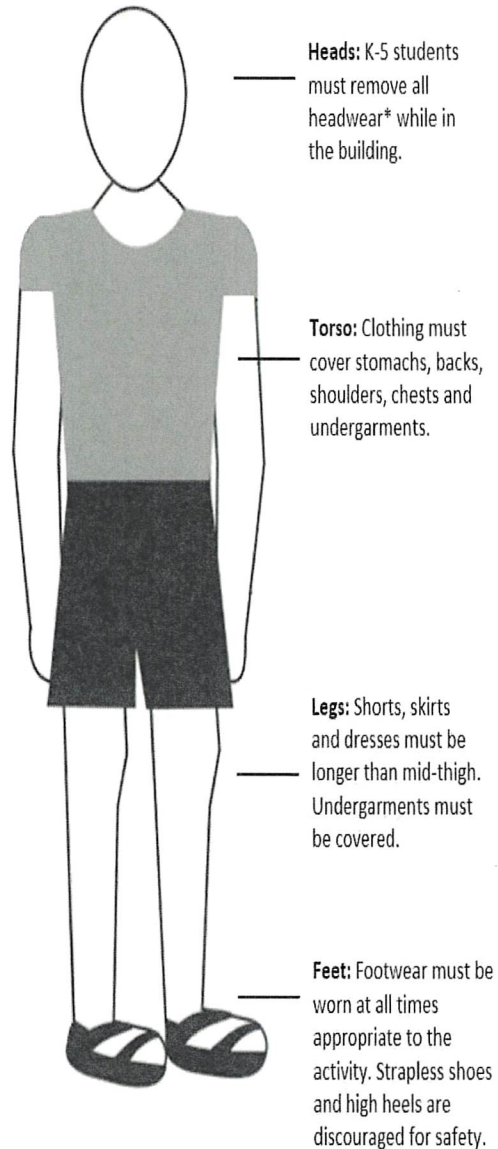
Torso: Clothing must cover stomachs, backs, shoulders, chests and undergarments.

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

Feet: Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety.

Guidelines

- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.



The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

Guidelines

- *Headwear includes hats, hoods, bandanas and head wraps.
(Exceptions will be made for medical, religious and other approved reasons.)
- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang-related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.
- Please do not wear any perfume, after shave or scented products.

Homework

In-class assignments and homework are at the core of learning activities in the schooling of students. Students will be held accountable for all work assigned with appropriate exceptions being made by the teacher. A complete explanation of the district Homework Policy can be obtained from the school office.

Textbooks and Library Books

Textbooks and library books are loaned free of charge. Parents are responsible for replacing damaged or lost books.

Book Orders

When sending checks to school for book club orders, please make checks payable to LACKAMAS ELEMENTARY SCHOOL. Please double check your figures and make sure that the check is written for the exact amount. If you send cash, send the exact amount also.

Lackamas Leaders Student Helpers

Students may choose to participate in the Lackamas Leaders Student Helper program. Mrs.-Fitzgerald, our counselor, develops a list of weekly jobs that students are able to apply for throughout the school year. This is an opportunity for students to develop skills and show how responsible they can be. Students who receive an office referral for inappropriate behavior may lose their jobs.

Student Recognition

Lackamas students are recognized monthly for exhibiting the Lackamas Hi-5. Parents are informed via letter if their student was chosen for student of the month. These students are recognized at an assembly each month.

Lost & Found

Articles of clothing and other items found on the school grounds are taken to the gym. Unidentified items are placed in the "lost and found box" next to the door. Please be sure to check the box on occasion....unclaimed items are donated to charitable organizations several times throughout the year.

School Phone Use

The school office phones as well as classroom phones are intended for business purposes only. Student use of the phone is limited to emergency use only.

Report Cards/Conferences

Primary (K-2) and Intermediate (3-5)

Students will receive a progress report at four reporting periods with conferences in November and April. A final report card is mailed home at the end of the school year. Attendance at conferences is crucial to helping your children maximize their potential for success. Please make every effort to attend.

Student academic progress is reported related to performance on the Common Core State Standards. Grading is based on the standards and how students are performing on content taught to that point.

Family Access

The administration and staff at Yelm Community Schools recognize that many parents/guardians would like to play a greater role in their child's education. To make it easier for you to get involved, each parent/guardian is provided the ability to view their student's information anytime, day or night.

Family Access is available at the top of every page on this website. If you forget your password, go to the login page to recover account information. You will receive an email to reset your password. You can also update your email and contact phone number. Please ask school office staff if you need assistance.

Food Service/Meals at School

The breakfast and lunch program is provided by our district's Food Service department. Breakfast is served from 8:20-8:35. Lunch times vary by grade level. Check the website for an updated fee schedule.

Meal Payment Options

You may send money with your child to school to be given to the office. Money may also be deposited online with a credit/debit card. Visit our website at www.ycs.wednet.edu and click on the icon "Online Payments" at the top of the page. You can check your child's balance at any time using Family Access and sign up for notifications on low balances.

Free and Reduced Meals

Meal benefits are available to families that meet income guidelines. Free and Reduced applications are available online through Skyward Family Access. Paper applications are available at school upon request or on our website at www.ycs.wednet.edu/foodservice.

If you have questions regarding your child's meal account, please contact your school. For assistance with Free and Reduced application, please contact the district Food Service Department at 360.400.1151.

Online Payments for Student Meals and Fees

As a convenience to families, Yelm Community Schools provides an easy way to make online payments from home or work, 24/7. With just one login, you can make payments for any child in your household using Discover, VISA, or MasterCard credit or debit cards.

Online payments can be used to replenish a student's food service account or pay for any existing fines or fees, such as class fees, athletic fees, or ASB activities.

Yelm Community Schools is fully compliant with all data protection laws, including PCI Data Security Standards. Yelm School District does not store your billing or payment information at any time. Any personal information you enter related to your credit card through this website is purged immediately. Any contact information you enter is stored for your convenience when using our website. Information you provide to us will only be used by Yelm Community Schools. We will never sell or rent your personal information to third parties.

The link that makes this possible is: <https://wa-yelm.intouchrecepting.com/> or click on the icon at the top of any district or school website.

District Technology Access

The district is dedicated to promoting and instilling principles of digital citizenship and media literacy in students and encourages guardians to play an active role in the process of educating students. While the district takes great care to monitor and filter inappropriate websites, students are expected to be responsible users of their access and the educational technology tools made available. For a complete list of Student Responsible Use Guidelines, review the Student Rights and Responsibility Handbook and/or Policy and Procedure 2022/P on the district website at www.ycs.wednet.edu/policies.

Students will be given a unique user login and password to access educational technology tools. The login portal icon is available at the top of the school and district website for students to access at school or home. It is essential students keep this information private to ensure security of their school files and online accounts.

Emergency Closure & Delays

Sometimes during the school year, we face the possibility of inclement weather and school closure or schedule changes. Typically, families will be notified of emergency schedule changes by an automated phone call, email and/or text. We will announce closures and delays as early as possible as but not later than 5:30 a.m. Occasionally circumstances change quickly and late announcements are unavoidable. The following information is for reference in the event that the schools are closed or buses operate on an emergency schedule:

- **School Closure**: All schools will be closed all day and any activities planned for the day or evening will be announced by 12pm on the district website.
- **Emergency Schedule**: Indicates that schools will start on a delayed schedule. Parents are reminded that although the buses will start the runs later, if we are on an emergency schedule, the buses may be slightly later near the end of the run. We request that parents make allowances for this.
- **Limited Transportation**: Limited transportation will prevail if some roads become inaccessible or if the county announces road closures. School will be in session unless otherwise announced by the Superintendent's Office.

Stay informed about Emergency Closures & Delays by

- Signing up for **FLASH ALERT** (<http://flashalert.net/news.html?id=4289>) to receive an email notice.
- Updating your Family Access email and home & cell numbers
- Opting In for Text Messaging (Text YES to 67587)
- Following Yelm Community Schools on Facebook and Twitter
- Visiting the district website for detailed information and updates
- Tuning into other media outlets
- It is requested that parents/guardians do not call the media stations for closure information.

Health Information

Life Threatening Illness

If your child has an illness, which has the potential to cause death during the school day YCS must be made aware prior to the student's first day of school. Examples of these conditions would be seizures, diabetes, allergies requiring an Epi Pen, severe asthma and/or any other condition that is considered to be life threatening. Parents/guardians are responsible to report this information to the Registered Nurse assigned to that school. Parents/guardians must provide the medication in its original container along with the medication authorization form prior to the first day of school. Students will be excluded from school until these requirements are met. (RCW 28A.210.320, District Policy 3413)

Immunizations

In order to protect children against a number of childhood diseases, Washington State Law requires that all children enrolled to YCS be immunized against varicella, diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and hepatitis b as appropriate. Parents may submit the Exemption from Immunization form. However, students will be excluded from school if they do not meet the requirements of the law. (RCW 28A.210.060, District Policy 3413)

Infectious Disease

In order to safeguard the school community from the spread of certain communicable diseases YCS will comply with the State Board of Health rules and regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of the Superintendent of Public Instruction. (District Policy 3414)

Medications

YCS requires signed authorization forms for the dispensing of any prescription or non-prescription medicines to students. Forms must be signed by the physician as well as the parent/guardian and are available from the office. Physicians may fax this information to our school at 360.894.6002. All medications must be delivered to and picked up from the school by the parent/guardian in the original container. Most medications can be dispensed by the parent/guardian before or after school. Please ask your healthcare provider for guidance on medication delivery times. (RCW 28A.210.260 & 270, District Policy 3416)

Common Health Care Procedures

Accident or Head Trauma: Parents will be notified regarding any incident that necessitates an accident report. In addition, any student who suffers trauma to the head at school will be assessed in the health room and parents will be notified.

Allergy Accommodations: Latex Allergy - Yelm Community Schools prohibits the use of all latex products, including latex balloons, due to severe allergies. Peanut Allergy - Please refrain from sending any peanut products due to severe allergies.

Diarrhea: Any student who has been having diarrhea will be sent home and may return to school when they have been free of diarrhea for 24 hours.

Fever: Any student with a fever of 100.4 or higher will be sent home and may return to school once the child has been fever free for 24 hours without the use of fever reducing medication.

Injury: If any child has an injury that prohibits them from participating in PE or other school activities, a note from the physician is needed to excuse participation. Please be sure the doctor includes when the student can return to normal activity or provide a separate note.

Lice: The Infectious Disease Control Guide no longer recommends long-term exclusion for pediculosis/head lice. Head lice is a nuisance condition and is not known to transmit infection from person to person. Any student who presents with live lice will be sent home for treatment. Students may return to school when no live lice are present.

Rash: Any student with an undiagnosed rash will be sent home from school in order to be evaluated by a healthcare provider. The parent/guardian will be asked to provide a note from a healthcare provider upon return to school.

Vomiting: Any student who has been vomiting will be sent home and may return to school when they have not vomited in 24 hours.

PTO

Lackamas has a very active and enthusiastic PTO. They provide programs and opportunities for students and families in conjunction with Lackamas. PTO actively seeks interested volunteers to assist with a variety of activities. If you are interested in joining or volunteering please contact ptolackamas@gmail.com.

Emergency Kits

We request, as a part of our emergency preparedness program, that each student bring an emergency kit to school to be stored in the classroom emergency containers. The items should be enclosed in a large zip-lock storage bag with the student's name clearly marked. List of items for personal emergency packs will be included in the beginning of year school packet and on supply lists.

Permanent Records

The school maintains a record of each student. Records contain a summary of each year's grades, testing, and attendance data as well as summaries of conferences and teacher anecdotal records. In compliance with Federal Laws 93-380 and 93-568, parents are welcomed to review the cumulative records of their child with the principal. All parents and guardians of students under the age of 18 years and all students over the age of 18 years have the right to examine the official records, files, and data of the school district directly related to the student. The school is prohibited from releasing any personally identifiable records about individual students without written parent consent. However, the school may release a list of students belonging to a group (i.e. – Valentine's Day class list). A student's name will be excluded from a list upon written request by a parent or guardian. The school may release photos of students for public information purposes. Please sign and return the YCS opt out form for student photographs and directory information if you do not wish this information regarding your student to be released.

Special Programs

Art

Our art specialist teaches general art. Students could attend art class one day per week.

Instrumental Music- 5th

Students in 5th grade have the option of participating in band class within the school day. Involvement in band requires time away from general classroom activity four days per week. This is a pull out program; students in band will also attend all other specialists.

Music

Our music specialist teaches general music. Students could attend music class one day per week.

Special Services

Yelm Community Schools offers a number of special services to students. At Lackamas, we offer Learning Center and LAP/Title I support to the general education classroom as well as Speech Therapy, Occupational, and/or Physical Therapy. If you feel that your child has a possible handicapping condition that affects his/her progress in school, contact the classroom teacher or counselor.

504 Coordinator – Board Policy 2162

The district 504 coordinator is the superintendent or his/her designee. The counselor at Lackamas Elementary School coordinates 504 plans for our building.

Physical Education

The physical education program at Lackamas Elementary School emphasizes individual improvement. We strive to improve fitness levels and skill levels in our students. This is accomplished through a variety of fitness and movement activities, sports, games and dance.

Along with the physical aspect, the learning of social skills is an inherent part of physical education. Cooperation, good sportsmanship, treating others with respect, leadership, fair competition and acceptance of other people's differences are all practiced in P.E. class. Proper use and care of school equipment is expected.

Students at Lackamas could have PE twice a week. Please help your child get the most out of the P.E. program by reminding him/her to wear clothes that will not hinder activity on P.E. days. Recommended dress includes:

- Clothing in which students can run, jump, climb and get dirty.
- *Proper shoes are essential for the safety of all students. Please ensure your child wears tennis shoes on P.E. days. Boots, flip flops, dress shoes, sandals, platform shoes and shoes with high heels are not appropriate for P.E. activities.*

Recess

We expect all children to participate in daily recess. Be sure that your child is dressed appropriately for the weather conditions; students are only kept inside during severe weather conditions.

Playground Rules

1. Students are expected to follow directions of playground supervisors at all times.
2. Play only in designated areas. Stay within boundaries and avoid:
 -
 - Restroom areas, except when needed
 - Behind the little house
 - Between and behind buildings
 - Steps, porches, ramps and railings
 - Areas near and behind doors
 - P.E. class areas
 - Main building activity centers
- 3.
4. Play games that avoid physical contact. Refrain from chasing, tagging, pulling and tugging at clothing, fighting (even "play fighting"), karate and judo.
5. Before school, students will walk to the sidewalk, put belongings down and then go to the playground to play.
6. Equipment from home is discouraged. Equipment that goes over the fence will be retrieved when time allows. The school is not responsible for damaged personal equipment.
7. When the bell rings, return balls and equipment to equipment rack.

8. When you need help or have problems, find a playground supervisor or peer helper. They are there to help you.
9. Students are to remain on school grounds at all times.
10. If the ball goes over the fence, tell the playground supervisor.
11. If you have a conflict, use the problem solving strategies (Kelso's Choices). If that doesn't work, get help from an adult or Kelso's Helper.
12. Use playground equipment in a safe manner.
13. When the bell rings, stop play immediately, put equipment away and proceed to line up with your class.
14. Use school appropriate language at all times.
15. Students are expected to keep their hands and feet to themselves at all times.

Do not bring personal items from home unless allowed by the teacher. Items not approved will be sent to the office and it will be the student's responsibility to take them home after school. The school is not responsible for lost, stolen, or damaged items.

It is our desire to provide a positive playground experience for all Lackamas students. To this end, recess supervisors are present on the playground to keep kids safe and enforce the rules. Students are expected to follow their directions at all times. Students playing in an unsafe manner or in violation of the rules may receive the following consequences:

1. Verbal warning.
2. Removal from game/activity.
3. Assignment to wall.
4. Restriction from game/activity/location for an extended period.
5. Sent to the office to speak with the Principal.
6. Severe violations can result in suspension.

Climbing Equipment Rules

1. One person at a time in a climbing area or when crossing ladder bars.
2. No "chicken fighting."
3. Keep hands and feet to yourself at all times.
4. No jumping off of any climbing equipment. Please climb down safely.

Equipment Rules

Swings: Students are to sit safely on swings, holding onto the chains. Students should come to a complete stop before getting off the swings. If an empty swing isn't available, students should count 50 swings before taking their turn. For safety reasons: 1 person per swing; only swing front to back.

Slides: Go down one at a time in a sitting position, feet forward. Make sure the base of the slide is clear before going down.

Balls: We have soccer balls and rubber balls for use on the playground. Balls are to be kept in the dirt area and away from fences to avoid having them go over the fence.

Parents, guardians, and all students in your household: Please sign and return this page to the school office.

We have read on the Lackamas website and understand the rules and policies of Lackamas Elementary School's Handbook for the 2024-2025 school year.

Student name(s) please print:

Signed:

Parent/guardian

Date

Parent/guardian

Date

Student

Date

Student

Date

Student

Date

Student

Date



MEMORANDUM

TO: Board of Directors
FROM: McKenna Elementary
DATE: May 23, 2024
SUBJECT: Recommendation to Approve McKenna Handbook

Background Information:

The 2024 - 2025 McKenna handbook is attached for approval. Changes are listed below.

- Updated the new school year.
- Updated tardy and absence times.
- Updated lunch time.
- Deleted outdated Stop It information.
- Replaced OSPI required language for HIB and sexual discrimination.

Action Required

Approval of student handbook

Recommended Motion

I move that the Board of Directors approve McKenna Elementary 2024 - 2025 student handbook.



MCKENNA

Home of the Mountain Lions

ELEMENTARY

Jodi Jarmin, Principal

Dear McKenna Families,

I would like to take this opportunity to welcome you and your child(ren) into our McKenna Elementary School community for the 2024-25 school year. My name is Jodi Jarmin and I am the principal at McKenna Elementary. This is my 23rd year in education and most of it has been with Yelm Community Schools. I am so honored to be here at McKenna and I know this year is going to be amazing! I feel extremely fortunate to be able to work alongside the amazing staff at McKenna! If you are returning then you already know what a great school we have. If you are new to McKenna, you will find our school is outstanding for many reasons. First, we have hard-working and dedicated staff members that genuinely care about their students and plan meaningful and engaging lessons for your child (ren). Next, we have AWESOME students! McKenna Mountain Lions work on a different character trait each month as they learn and grow.

Finally, McKenna's parents are the best! They support the teachers and the school and are actively involved in the daily activities within the school. Our staff encourages and appreciates your involvement at school whether it is through classroom assistance, PTA activities, or active communication with your child's teacher. We hope to see and hear from you often. Please sign up to volunteer and remember to join our PTA!

We are a **No Excuses University** school. This motivating program is a way for the staff at McKenna to set up six exceptional systems to help all students achieve. Along with these six systems, comes the belief that every student deserves the opportunity to be educated in a way that prepares them for college if they so choose to attend. Each classroom has adopted a University and teachers take time each month to talk about college and careers. We want our students to know that the road to college begins here at McKenna!

This handbook was developed as a communication link between the Yelm School District, McKenna Elementary School, and you. I hope it provides the necessary information, explanation of procedures, and outlines policies that are critical to a successful operation. Please read this handbook and keep it in a safe place for you to review when needed.

Again, welcome! I value open communication so please feel free to contact me. I would love to meet you!

Sincerely,

Jodi Jarmin, Principal
Jodi_jarmin@ycs.wednet.edu

Quick Reference Guide

McKenna Office	360-458-2400
Attendance Line	360-458-2431
McKenna Fax	360-458-6282

P.O. Box 476

Yelm, WA 98597-0476

360-458-2400

Yelm Community Schools is an equal opportunity employer and follows title IX requirements

Yelm Community Schools	360-458-1900
Transportation	360-458-3300
Student Services	360-458-1900
District Website/McKenna	www.ycs.wednet.edu
Attendance Email	MK_attendance@ycs.wednet.edu

Attendance – Policy 3122

Yelm Community Schools places a high priority on school attendance. Studies prove that daily attendance has a direct impact on student achievement. Our goal is to have every student arrive on time and attend a full day of school.

School Hours and Supervision

Regular school hours are 8:25 a.m. – 2:55 p.m. The safety of students is of utmost importance to us. Before-school supervision is provided from 8:05 a.m. - 8:15 a.m. for your convenience. Students should not arrive on campus before 8:05 a.m. We do not have after-school supervision available. To ensure student safety, all students must be picked up by 3:00 p.m. Individual after-school activities will be communicated by supervising teacher.

Tardiness

Students are expected to be in class on time. When a student’s tardiness becomes frequent (after 5 in a semester), the student shall be referred to the Assistant Principal for support. In addition, excessive tardiness may result in the school requiring an Attendance Agreement.

End-of-Day Transportation Changes

Please call the school by **2:00 p.m.** to ensure we have time to deliver the message to students; otherwise, there will be no pick-ups or transportation changes.

Regular School Day Attendance

8:25 a.m. - School Begins	
Students arriving between 8:26 a.m. - 11:40 a.m.	will be marked tardy.
Students arriving between 11:41 a.m. - 2:55 p.m.	will be marked absent for the a.m. only.
Students leaving between 8:26 a.m.-11:40 a.m.	will be marked absent for the p.m.
Students leaving between 11:41 a.m.-2:55 p.m.	will be marked tardy for the p.m.
2:55 p.m. - School Ends	

Late Start Wednesday

9:25 a.m. - School Begins	
Students arriving between 9:26 a.m.-12:10 p.m.	will be marked tardy.
Students arriving between 12:11 p.m.-2:55 p.m.	will be marked absent for the a.m. only.
Students leaving between 9:26 a.m.-12:10 p.m.	will be marked absent for the p.m.
Students leaving between 12:11 p.m.-2:55 p.m.	will be marked tardy for the p.m.
2:55 p.m. - School Ends	

Definition of “Excused Absences”

Students are expected to attend ALL assigned classes each day unless excused by the parent/guardian for valid reasons below.

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1. **Participation in a school-approved activity:** This absence must be authorized by a staff member and prior notification must be provided to the parent/guardian for approval. (I.E., field trips)
2. **Illness, health condition, health care appointments, family emergency, or religious/cultural purpose:** We encourage parents/guardians to schedule appointments during non-school hours whenever possible. School officials may require a health professional's written note when a student has more than 3 consecutive absences. Families are encouraged to acquire a health professional's written note whenever possible and submit a copy to the Attendance Office.
3. **Parental/Family Pre-Arranged Absence:** Parents/Guardians are to notify the school if there will be a pre-arranged absence from school. The absence may be classified as unexcused if the student is under an Attendance Agreement, BECCA order, has an adverse effect on the student's education or student has already reached 10 absences for the school year or 10% of the current year. The Pre-Arranged Absence Form is available at each school office.
4. Court, judicial proceedings court-ordered activity, or absences related to homeless or foster care status.
5. Suspensions from school.

Definition of Unexcused Absences

Unexcused absences are defined as "failure on the part of the parent/guardian to notify the school in a timely manner."

Reporting Absence Procedures

When your child will be absent from school, you can notify the school in two ways:

1. Send an email to MK_attendance@yca.wednet.edu and provide a reason.
2. Call the attendance line at 360-458-2413 and provide a reason. Messages are checked frequently during school hours.

If your student has not arrived at school or the school hasn't been notified of the absence by 9:30 a.m. an automated phone call, email, and/or text will be sent to the parent/guardian.

Chronic Absenteeism

Chronic absenteeism incorporates all absences: excused, unexcused, and suspensions. The focus is on the academic consequences due to the loss of instructional time and preventing absences before students fall behind. Chronic absenteeism is defined as missing more than 10% of the school year.

Process for Truancy

The following truancy procedures will be followed prior to filing a full petition.

Tier 1

- **1-2 Unexcused Absences:** Parent/Guardian will be contacted via School Messenger, email, letter, or phone call
- **3 Unexcused Absences:** Schedule a meeting with school personnel to find solutions
- **IEP/504 Accruing Students:** The case manager will convene an IEP meeting to develop a plan

Tier 2

- **4 Unexcused Absences/Excessive Excused Absences or 10% of the School Year:** Students will be placed on an attendance contract

Tier 3

- **5 Unexcused Absences/Excessive Excused Absences or 10% of the School Year:** The school will file a stay petition with Thurston County Juvenile Court and schedule a community Truancy Board Meeting
- Students not attending school as court ordered results in school filling a contempt and progress report
- Thurston County Juvenile Court
- Monitor and review the expiration date

Before & After School Supervision

The safety of our students is of utmost importance to us. Supervision will be provided from **8:05 a.m.- 8:15 a.m.** on our playground for your convenience. There is no playground supervision after school. Students are not to be on campus before 8:05 a.m. or after 2:55 p.m.

Cell Phones

Students are discouraged from bringing cell phones to school. However, we do recognize that occasionally parents permit their students to have a cell phone for personal security before and after school. We require students to turn cell phones off upon arrival at school and leave them in their backpacks or book bag until they leave campus. **Cell phones are not to be in the student's possession during class, lunch, or recess.** At no time are cell phones to be used during the school day. We are happy to facilitate communication between students and parents through our classroom phones.

Class Placement

We do not allow parent requests for class placement as we have found this hinders our ability to create classes that are fair and balanced. Based on educational research, the McKenna staff strongly believes that students should be placed in classrooms that have a balance of academic abilities, social skills, and gender. We are very fortunate at McKenna Elementary to have a staff of highly qualified teachers that are committed to meeting the learning needs of every student. We strive to create a learning environment where all students can reach their potential. In such an environment, we have found that almost all students will learn and experience success with any of our teachers. Few students actually need to be assigned one particular teacher versus another.

Here are the criteria we use each year for student placement:

- Academic needs and strengths
- Behavioral needs and strengths
- Social needs
- Learning style
- Gender balance
- Even balance of children of all achievement levels

We take class placement very seriously. Your child's teacher and next year's teachers meet as a team to place students based on the above criteria. They make every effort to balance classes while meeting the specific learning needs of every child. Your child's teacher uses their knowledge of each child to make certain that students will be successful in the prospective classroom structure, that the student has friends in that classroom, and that some student combinations are avoided if necessary. The principal, our specialists, and the special services team carefully review preliminary class lists before the final decision is made. We understand that parents occasionally have concerns that need special consideration in the placement process and we want to know about them. We encourage families with specific placement concerns to share that information directly with the principal.

CrimeStoppers

Yelm students and families have a way to report crimes or dangerous situations anonymously. Thurston County CrimeStoppers is a 24-hour manned call center to receive anonymous tips anytime. Report a Crime by:

1. Calling **800-22-TIPS** (8477)
2. Submitting Online at www.p3tips.com
3. Download the P# App to your mobile device

As always, tipsters remain 100% anonymous and could possibly be rewarded up to \$1,000. Remember to save your "tip number" in order to follow up and receive a reward. Anyone having knowledge about dangerous situations or crimes (past, present, or future can report a tip.)

Discipline

The McKenna staff is dedicated to creating and maintaining a positive, productive environment for all students. Since student behavior and a quality learning climate are closely related, we believe it is worth the effort to encourage and reinforce cooperation and responsible behavior from our students.

Our school-wide discipline plan is designed to bring about increased recognition and promotion of good behavior. If problems arise, we will work positively to find solutions. If a student has difficulty assuming responsibility at school, we may ask parents to help us teach them an alternative set of behaviors. Parents may be asked to conference with us and/or support us in developing an appropriate plan for greater success.

Staff and students at McKenna Elementary will work together to help each other reach their fullest potential. Everyone will be treated with respect and dignity.

District Technology Access

The district is dedicated to promoting and instilling principles of digital citizenship and media literacy in students and encourages guardians to play an active role in the process of educating students. While the district takes great care to monitor and filter inappropriate websites, students are expected to be responsible users of their access and the educational technology tools made available. For a complete list of Student Responsible Use Guidelines, review the Student Rights and Responsibility Handbook and/or Policy and Procedure 2022/P on the district website at www.ycs.wednet.edu/policies.

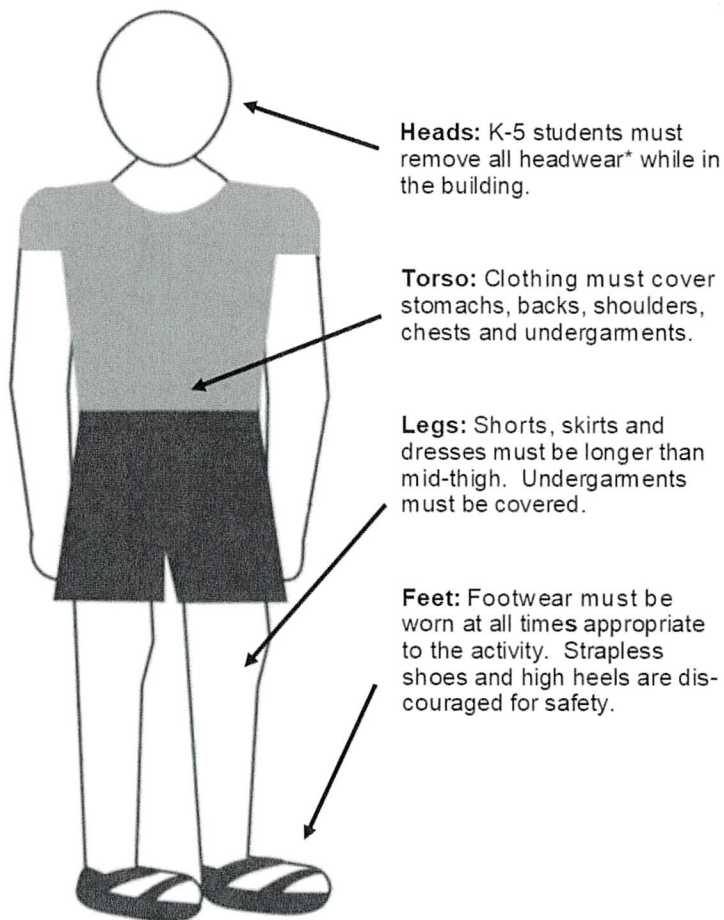
Students will be given a unique user login and password to access educational technology tools. The login portal icon is available at the top of the school and district website for students to access at school or home. It is essential students keep this information private to ensure the security of their school files and online accounts.

Dress Code

Students need to dress appropriately for activities in which they are expected to participate in such as recess, PE, and assemblies where sitting on the floor is required. Generally, clean, neat, comfortable clothing that reflects the standards of the family and school is best. Please help your child make appropriate clothing choices for both safety (and modesty) to help us provide the best possible learning environment. The following guidelines have been developed to govern student dress at school:

- Shorts and skirt lengths should reach the tips of the fingers when standing with arms at the sides. It is recommended that girls wear shorts under their skirts.
- At no time should undergarments be exposed.
- **All shirts should have sleeves** (boys and girls). This eliminates the measuring of strap widths and trying to determine if it is wide enough to be appropriate.
- Midriffs may not be exposed.
- Furthermore, shirts advertising alcohol, tobacco products, making sexual innuendos, derogatory or unkind comments will not be allowed at school.
- Wearing flip-flops to school is highly discouraged. They are not safe to run and climb in, they break easily, feet are not protected from playground/classroom injuries where toes could be stubbed or feet cut, and Mr. Goss does not allow flip flops in PE class.
- Hats and hoods should be worn outside.
- Keep your —skate shoes (also known as Heelys) at home. Students will be asked to remove the wheels if they wear them to school.
- Excessive face makeup, face paint, and non-traditional hair color must not disrupt the learning environment.

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



- Guidelines**
- Headwear includes hats, hoods, headbands with animal ears, bandanas and head wraps. (Exceptions will be made for medical, religious and other approved reasons.)
 - Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
 - Any clothing worn in a manner identified as gang related is prohibited.
 - Jewelry that can pose safety hazards is prohibited.
 - Exceptions to dress code standards may be made for PE or school activities.
 - Please do not wear any perfume, after shave or scented products

The shaded portion of this figure represents front and back views. These parts of the body must be covered at all positions (sitting, standing, bending, reaching) while attending school.

Emergency Closure & Delays

Sometimes during the school year, we face the possibility of inclement weather and school closure or schedule changes. Typically, families will be notified of emergency schedule changes by an automated phone call, email, and/or text. We will announce closures and delays as early as possible but not later than 5:30 a.m. Occasionally circumstances change quickly and late announcements are unavoidable. The following information is for reference in the event that the schools are closed or buses operate on an emergency schedule:

School Closure

All schools will be closed all day and any activities planned for the day or evening will be announced by 12:00 p.m. on the district website.

Emergency Schedule

Indicates that schools will start on a delayed schedule. Parents are reminded that although the buses will start the runs later if we are on an emergency schedule, the buses may be slightly later near the end of the run. We request that parents make allowances for this.

Limited Transportation

Limited transportation will prevail if some roads become inaccessible or if the county announces road closures. School will be in session unless otherwise announced by the Superintendent's Office.

Stay informed about Emergency Closures & Delays by

- Signing up for **FLASH ALERT** (<http://flashalert.net/news.html?id=4289>) to receive an email notification.
- Updating your Family Access email and home & cell numbers
- Opting In for Text Messaging (Text YES to 67587)
- Following Yelm Community Schools on Facebook and Twitter
- Visiting the district website for detailed information and updates
- Tuning into other media outlets
- It is requested that parents/guardians do not call the media stations for closure information.

Emergency Contacts

Emergencies can happen quickly and when they do, the school will make every effort to locate you as soon as possible. Make sure your emergency telephone numbers are updated frequently on your child's records.

Emergency Drills

We conduct regular emergency drills to acquaint the children with the sounds of the fire alarm and evacuation procedures. Students and staff will be well prepared in the event of an actual emergency. Drills are practiced monthly for fire, earthquake, and intruder on campus, campus evacuation, and shelter in place. These drills are in accordance with the emergency plan coordinated throughout the school district.

Family Access

The administration and staff at Yelm Community Schools recognize that many parents/guardians would like to play a greater role in their child's education. To make it easier for you to get involved, each parent/guardian is provided the ability to view student information anytime, day or night.

Login to Family access using the link at the top of every page on the website. If you forget your password, go to the login page to recover account information. You will receive an email to reset your password. You can also update your email and contact phone number. Please ask the school office staff if you need assistance.

Field Trips

At McKenna Elementary, we feel that field trips are a very valuable educational experience. When a class is scheduled to go on a field trip, you will receive the necessary information, including payment information, and a permission form to sign. Please contact our office if you are unable to make payment and we will work with donors to arrange a scholarship. Children will not be allowed to leave school until payment has been made and a signed parent permission form is on hand.

There may, however, be occasions when students are transported by bus to another school within the district for a district program. Permission slips are not required under these circumstances. If you would like to be notified before allowing your child to be transported within the district, please notify the school office.

Parents wishing to accompany their child on a field trip as a chaperone must have completed a Volunteer Disclosure Form and have passed a background check. This form must be completed each year.

Siblings are not allowed to accompany McKenna students on field trips. They are not covered by school insurance. If a parent volunteers to chaperone, they must find daycare for other children.

Food Service/Meals at School

The breakfast and lunch program are provided by our district's Food Service department. Breakfast is served at 8:05 a.m. and 9:05 a.m. on late-start Wednesdays. Lunch is served between ~~11:10~~ 11:20 a.m. & 12:05 p.m. Daily menus are made available monthly for students or accessible at www.yelm.nutrislice.com. Check the [website](#) for an updated fee schedule.

Meal Payment Options

You may send money with your child to school to be given to the office. Money may also be deposited online with a credit/debit card. Visit our website at www.ycs.wednet.edu and click on the icon "Online Payments" at the top of the page. You can check your child's balance at any time using Family Access and sign up for notifications on low balances.

Free and Reduced Meals

Meal benefits are available to families that meet income guidelines. Free and Reduced applications are available online through Skyward Family Access. Paper applications are available at school upon request or on our website at www.ycs.wednet.edu/foodservice.

If you have questions regarding your child's meal account, please contact your school. For assistance with Free and Reduced application, please contact the district Food Service Department at (360) 400-1151.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our reporting form on the district website (ycs.wednet.edu/hib) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you

agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, visit the district website to review the HIB Policy 3207 and Procedure 3207P. (ycs.wednet.edu/policies)

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

Visit the district website to review the Nondiscrimination Policy 3210 and Procedure 3210P. (ycs.wednet.edu/policies)

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Visit the district website to review the Sexual Harassment Policy 3205 and Procedure 3205P. (ycs.wednet.edu/policies)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may use our reporting form on the district website (ycs.wednet.edu/hib) or contact a counselor, administrator or the district staff members below to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dee Dee Buckingham, PO Box 476, Yelm, WA 98597, 360.458.1900, doyla_buckingham@ycs.wednet.edu

Concerns about harassment, intimidation and bullying (HIB):

HIB Compliance Officer: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124, shannon_powell@ycs.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

To **submit a written complaint** using our form on the district website (ycs.wednet.edu/policies), describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360.725.6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360.725.6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1.866.297.2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800.421.3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Visit the district website to review the Gender-Inclusive Schools Policy 3211 and Procedure 3211P. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Health Information

Life-Threatening Illness

If your child has an illness, which has the potential to cause death during the school day YCS must be made aware prior to the student's first day of school. Examples of these conditions would be seizures, diabetes, allergies requiring an Epi-Pen, severe asthma, and/or any other condition that is considered to be life-threatening. Parents/guardians are responsible to report this information to the Registered Nurse assigned to that school. Parents/guardians must provide the medication in its original container along with the Medication Authorization form prior to the first day of school. Students will be excluded from school until these requirements are met. (RCW 28A.210.320, District Policy 3413)

Immunizations

In order to protect children against a number of childhood diseases, Washington State Law requires that all children enrolled in YCS be immunized against varicella, diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, and hepatitis b as appropriate. Parents may submit the Exemption from Immunization form. However, students will be excluded from school if they do not meet the requirements of the law. (RCW 28A.210.060, District Policy 3413)

Infectious Disease

In order to safeguard the school community from the spread of certain communicable diseases YCS will comply with the State Board of Health rules and regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of the Superintendent of Public Instruction. (District Policy 3414)

Medications

YCS requires signed authorization forms for the dispensing of any prescription or non-prescription medicines to students. Forms must be signed by the physician as well as the parent/guardian and are available from the office. Physicians may fax this information to our school at 360-458-6282. All medications must be delivered to and picked up from the school by the parent/guardian in the original container. Most medications can be dispensed by the parent/guardian before or after school. Please ask your healthcare provider for guidance on medication delivery times. (RCW 28A.210.260 & 270, District Policy 3416)

Health Care Procedures

Accident or Head Trauma

Parents will be notified regarding any incident that necessitates an accident report. In addition, any student who suffers trauma to the head at school will be assessed in the health room and parents will be notified.

Allergy Accommodations

Latex Allergy - Yelm Community Schools prohibits the use of all latex products, including latex balloons, due to severe allergies. Peanut Allergy - Please refrain from sending any peanut products due to severe allergies.

Diarrhea

Any student who has been having diarrhea will be sent home and may return to school when they have been free of diarrhea for 24 hours.

Fever

Any student with a fever of 100.4 or higher will be sent home and may return to school once the child has been fever free for 24 hours without the use of fever-reducing medication.

Injury

If any child has an injury that prohibits them from participating in PE or other school activities, a note from the physician is needed to excuse participation. Please be sure the doctor includes when the student can return to normal activity or provide a separate note.

Lice

The Infectious Disease Control Guide no longer recommends long-term exclusion for pediculosis/head lice. Head lice are a nuisance condition and are not known to transmit infection from person to person. Any student who presents with live lice will be sent home for treatment. Students may return to school when no live lice are present.

Rash

Any student with an undiagnosed rash will be sent home from school in order to be evaluated by a healthcare provider. The parent/guardian will be asked to provide a note from a healthcare provider upon return to school.

Vomiting

Any student who has been vomiting will be sent home and may return to school when they have not vomited in 24 hours.

Healthy Food Guidelines

For students' health and safety, please be sure that any treats or snacks brought in to share with other students are store-bought. Please be sure that teachers approve of any treats being brought to school. Because of severe food allergies, please observe the following guidelines:

- Students must not bring products containing peanuts or peanut oil to school for classroom snacks.
- Students must not share food at lunch.
- Bringing soda, energy drinks, and sports drinks is strongly discouraged.

Homework

We believe that homework is an important part of the learning process. Homework reinforces skills taught in class and gives students an opportunity to practice these skills independently. It also fosters a sense of responsibility and provides an additional opportunity for communication between school and home. Parents can help by expecting their children to complete assignments and turn them in on time. Teachers will provide homework for absent students providing the absence is excused (as detailed in the School Board Attendance Policies). Parents may contact our office to request homework for an absent student. Please give at least 24 hours' notice.

Lost & Found

If your child has lost something, please have him/her check the lost and found bin in the gym. Articles not claimed are given to charitable organizations at the end of the first semester and at the end of the school year. Articles lost on buses are usually kept by the individual driver for a period of time and are then turned into the lost and found department at the bus garage. You may contact the bus garage at 360.458.3300.

Money, Valuables & Toys

Please do not allow students to bring more money to school than what is needed during the school day. We recommend that valuables, toys, cards, spinner toys, and electronics be left at home. School personnel will not be **responsible** for lost, stolen, or damaged items.

MTSS Framework - Essential Components

- Core Instruction and Tiered Continuum of Evidence-based Interventions and Supports (Tier I, II, III)
- Universal Screening and Progress Monitoring
- Data-based Decision Making
- Family Engagement and Community Partnerships
- Creating and maintaining the infrastructure to support an integrated MTSS Framework

Individual teachers also design their own motivational systems to encourage appropriate behavior. Each teacher uses a multi-level system for addressing inappropriate behavior. The system includes verbal or non-verbal warnings, removal to a “recovery chair” within the classroom (think time out), filling out a reflection form to be signed by parents, removal to another classroom for recovery, and lastly, referral to the office to see the principal. Students sent to the principal’s office will have a call home and a decision will be made on whether the student can return to class or not. If the student returns to the classroom but continues the inappropriate behavior, he/she will be sent home. If the student continues similar behaviors on subsequent days and is again sent to the office, suspension from school may occur. Preservation of the learning environment is important to students making academic progress.

No Excuses University

McKenna Elementary is part of the No Excuses University Network of Schools. We believe that every child has a right to be educated in a way that prepares them for college. We uphold the six exceptional systems in our school created by No Excuses University Founder, **Damen Lopez**.

Culture of Universal Achievement

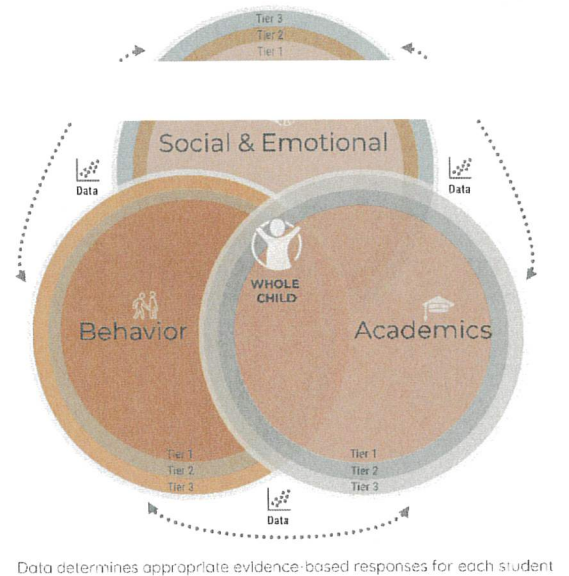
The foundation of the culture developed at Fort Stevens is based upon one shared commitment made by teachers and students alike in the form of our school pledge, “We are committed to creating a school that knows no limits to the social, emotional, and academic success of each student.”

Collaboration

Staff at The Fort are committed to creating an effective collaboration community through meaningful professional relationships and supporting professional growth through weekly Professional Learning Communities collaborative time.

Yelm Community Schools MTSS

Multi-Tiered Systems of Support for all students



Standards Alignment

The Washington State Common Core Standards are the foundation of every child's learning at Fort Stevens. Teaching the standards requires a systematic approach that scaffolds specific learning needs across lessons, units, and grade levels. Teachers post Learning Targets and Success Criteria so students can be successful at mastering grade-level standards.

Assessment

Fort Stevens has a wide variety of assessment tools that provide valuable data for teachers. These common assessments give teachers information to assist them in differentiating their instruction and in planning for interventions that lead to higher achievement for all students.

Data Management

Effective management of data is what drives instruction and the success of the teachers and students at The Fort. Teachers engage in a system of data management that is easily accessible, timely, and structured, using an agreed-upon data analysis protocol to guide discussion focused around strengths and strategies that have led to recent student success or ways to improve student achievement.

Intervention

At McKenna Elementary, the staff uses data and teacher referrals in conjunction with our multi-tiered systems of support to provide all students with social, emotional, behavioral, and academic interventions.

Online Payment Fees

As a convenience to families, Yelm Community Schools now provides an easy way to make online payments from home or work, 24/7. With just one login, you can make payments for any child in your household using Discover, VISA, or MasterCard credit or debit cards.

Online payments can be used to replenish a student's food service account or pay for any existing fines or fees, such as class fees, athletic fees, or ASB activities.

Yelm Community Schools is fully compliant with all data protection laws, including PCI Data Security Standards. Yelm School District does not store your billing or payment information at any time. Any personal information you enter related to your credit card through this website is purged immediately. Any personal information you enter is stored for your convenience when using our website. The information you provide to us will only be used by Yelm Community Schools. We will never sell or rent your personal information to third parties.

The link that makes this possible is as follows: <https://wa-yelm.intouchrecepting.com/> or click on the icon at the top of any district or school website.

Optimum Learning Environment

Yelm Community Schools embraces the diversity within our schools and seeks to create a nurturing and barrier-free learning environment for each student. To achieve this goal, we commit to:

- Preparing our students to thrive in a multicultural and diverse society.
- Ensuring fair, equitable, and inclusive principles are integrated into our policies, programs, operations, and practices.
- Creating school and classroom cultures that are free of bias-based language or behaviors.
- Eliminating barriers that perpetuate negative outcomes.
- Providing all students the resources, opportunities, and supports needed to succeed at high levels.
- Honoring and building upon the strengths and assets of every student.
- Welcoming and engaging families and community members as essential partners.

Parties, Invitations & Special Days

- Students are discouraged from handing out party invitations at school. If invitations are sent to

school, there must be enough for each student in the class or enough for each of a specific gender. Please allow several days for the delivery of invitations.

- Please do not have flowers or Mylar balloons delivered to the school if your student rides the bus home. They are not allowed on the bus.
- Please check with the classroom teacher before bringing snacks to school for birthdays or other special days. We recommend small cupcakes or small cookies.

Playground Rules

In order to facilitate safe and orderly play, please obey the following rules:

1. Do not climb up the poles.
2. Do not climb up the slide.
3. No real or pretend fighting.
4. No spitting.
5. No playing tag on the playground equipment. Tag is allowed in the field and wood chips only.
6. Do not throw rocks, wood chips, pinecones, snowballs, etc.
7. No running on the sidewalk.
8. No jumping off the equipment or swings.
9. Kick only soccer balls, not other playground balls.
10. No throwing/kicking things onto the roof of the school.
11. When waiting for a turn on the swings, please count to 100.

PTA

One way to get involved with your child's education is to join the McKenna PTA. The McKenna PTA is recognized as the oldest, continuously operated rural PTA in the state of Washington. Our PTA has many objectives and is dedicated to promoting the welfare of children and youth in the home, school, and community. Schedules for PTA meetings are distributed in September. Children are welcome to attend with their parents if necessary. PTA hosts many other events and activities throughout the year.

Relationship Guidelines

While it is our hope that students will form strong and lasting friendships with a variety of students at McKenna Elementary, we strongly discourage romantic relationships of any kind. Over the years we have found that relationships of this nature are usually very short in duration and often result in hurt feelings, gossip, and damaged friendships. Furthermore, the turmoil in relationships here at school results in a decreased focus on learning and could ultimately impact overall school performance. Should students choose to engage in a romantic relationship, they are prohibited from public and private displays of affection while on school grounds. Violation of this policy will result in disciplinary action.

Report Cards & Conferences

Report cards are sent out two times each year and a progress report will be sent home two times per year. Parent-teacher conferences are held each year in November and March. Our teachers look forward to the opportunity to meet with you and discuss your child's progress and accomplishments.

Student Conduct/Behavior Expectations

Multi-Tiered System of Supports (MTSS)

The vision of Yelm Community Schools is to prepare ALL students for post-secondary pathways, careers, and civic engagement.

A Multi-Tiered System of Supports (MTSS) is a service delivery framework focused on prevention and problem-solving for all students. An integrated MTSS connects all of the academic and non-academic interventions, supports, and services available in schools and communities to support instruction and eliminate barriers to learning and teaching. Within an MTSS framework, multiple levels of instruction, assessment, and intervention are designed to meet the academic and non-academic needs of ALL students.

Textbooks & Library Books

In Yelm Community Schools, textbooks are loaned free of charge. Please remind your child to be careful with schoolbooks and library books. Missing, lost, or damaged textbooks or library books will be the parent's responsibility to pay for the cost to replace. It is our policy to send a letter home letting you know how much the fine is. If the fine is not paid by the end of the year, we will put your student's fine into our HD Baker system, this will follow your student through their years with the Yelm Community Schools. When your student is ready to graduate from school, they will have to clear up all fines and fees to receive their diploma. If the book is found after it has been paid for, return the book to McKenna Elementary and the district office will issue a reimbursement check for the amount paid.

Transportation

Picking Students Up During the School Day

No pickup or transportation changes after 2:00 p.m.

We ask that parents send a note to the school with their child to notify the teacher if a student will be picked up prior to dismissal time. When picking students up prior to dismissal, please come to the office and your child will be called from the classroom to meet you. If someone other than a parent is picking up the student, be sure to send written authorization. Your child will only be released to those individuals you have included on their Emergency Contact list. Just as prompt attendance in the morning is very important, so are the final minutes of the school day in a classroom. We encourage parents to wait until school is dismissed before picking up their child. To ensure the safety of our students, all students who are picked up from school prior to dismissal must be signed out in the student sign-out book.

Morning Drop-off Procedures

Beginning at 8:05 a.m.

To ensure the safety of our students, it is critical parents follow these set procedures.

- Please do not drop your student off in the parking lot area. Curbside drop-off only. We have staff on duty during the morning drop-off time frame.
- Please ~ **No** student drop off in the bus loop.
- If you need to enter the building with your child, please park in a parking stall and use the crosswalk. Slipping between cars is dangerous.

Drop-Off Procedures

- Enter through the gate of the front parking lot. Stay in the right-hand lane.
- Circle around to the curb in front of the school.
- Pull as far up the curb as traffic allows and drop off your student(s). **Please do not block the crosswalk.**
- Students exit the vehicle on curbside. (No exits on the parking lot side of the car.)
- Once your children have unloaded, you may carefully pull out and exit through the same gate you entered.

Afternoon Pick-up Procedures

To ensure the safety of our students, it is critical parents follow these set procedures:

- Please do not ask your child to meet you in the hallway or parking lot.
- Please ~ **No** student pick up in the Bus Area.
- If you need to enter the building for a meeting, please park in a parking stall and use the crosswalk. Slipping between cars is dangerous.

Riding the Bus

The trip to school and back can be an enjoyable experience for a child when everyone respects certain rules of conduct. We expect students to observe the same courteous McKenna behavior on the bus as they would in class. Bus rules are reviewed by the drivers with students at the beginning of each year. If you have a bus-related question, please call our transportation department at 360.458.3300. If it is necessary to make a bus change (permanent or temporary), please contact our office prior to 2:00 p.m.

Bicycle/Walking

Due to the heavy traffic on State Route 507, students are not permitted to ride bicycles or walk to school.

Volunteers

Volunteers are a vital part of our student's education. To volunteer during the school year, an application must be completed online. All volunteers must receive clearance through the Washington Access to Criminal History (WATCH) before volunteering. **Clearance is granted for one school year only.** Visit the website to complete the application: <http://www.helpcounter.net/yelm>. For more information, contact our Volunteer Coordinator Office at 360.458.6100.

Walking Students to Class

In order to ensure student safety in our school, parents will not be allowed to walk students to their classrooms after the first week of school. Along with keeping our students safe, we are fostering independence and confidence in our students as they move about our building. If you need to contact your child's teacher, please schedule a meeting. Staff is more than willing to set up a convenient time to conference.



360.458.1900
FAX: 360.458.6178
107 FIRST STREET NORTH
PO BOX 476
YELM, WA 98597-0476

MEMORANDUM

TO: Board of Directors
FROM: Jeri Lipe, Principal
DATE: May 23, 2024
SUBJECT: Recommendation to Approve Mill Pond Elementary Student-Family Handbook

Background Information:

Changed dates from 23-24 to 24-25 on cover page and page 3 in handbook.

Updated principal name on page 2

Replace HIB, Discrimination & Sexual Harassment and Gender Inclusive sections with OSPI required language.

Action Required

Approve changes as listed above per district guidelines.

Recommended Motion

I move that the Board of Directors approve the 24-25 Mill Pond Elementary School Student-Family Handbook

Mill Pond Elementary School
A Community Dedicated to Learning and Achievement



**Student - Family
Handbook**

2024-2025

Mill Pond Elementary is a safe, student-centered, and collaborative learning environment dedicated to helping students achieve grade level expectations and their full learning potential.

Important Numbers/Resources:

Mill Pond

Main Office	Fax	Attendance Line
360.458.3400	360.458.8040	360.458.8071

Yelm Community Schools

District Office	Transportation	District Website
360.458.1900	360.458.3300	www.ycs.wednet.edu

WELCOME TO MILL POND

This handbook is designed to assist you and your student. It is not all-inclusive, but does cover most of the items that commonly concern our school community.

OPTIMUM LEARNING ENVIRONMENT:

Yelm Community Schools embraces the diversity within our schools and seeks to create a nurturing and barrier-free learning environment for each student. To achieve this goal we commit to:

- Preparing our students to thrive in a multicultural and diverse society.
- Ensuring fair, equitable and inclusive principles are integrated into our policies, programs, operations and practices.
- Creating school and classroom cultures that are free of bias-based language or behaviors.
- Eliminating barriers that perpetuate negative outcomes.
- Providing all students the resources, opportunities and supports needed to succeed at high levels.
- Honoring and building upon the strengths and assets of every student.
- Welcoming and engaging families and community members as essential partners.

Please read through the handbook with your student in order to better understand the essential information regarding our school. Please sign the *Student-Family Handbook Awareness Form* on the last page and return it to your student's teacher as soon as possible.

As a staff, we encourage your active involvement in your student's education. A strong partnership between home and school will greatly benefit your student as she/he learns and grows. We are here to assist you and your student and invite you to call or stop by the front office whenever we may be of service to you.

Thank you for your support!

Rebecca Fowler
Principal, Mill Pond Elementary

MILL POND ELEMENTARY SCHOOL

STUDENT – FAMILY HANDBOOK

AWARENESS STATEMENT

2024-25

Dear Parent/Guardian:

After reading and reviewing the Mill Pond Elementary Student-Family Handbook for the 2024-25 school year, please turn in this signed Awareness Statement indicating you have received and understand the Student-Family Handbook. Please let us know if we may answer questions or clarify any information in the Handbook.

AWARENESS STATEMENT

We have received the Student-Family Handbook, including general information, rules and regulations. We realize that we are responsible for reading and following its contents. Please inform the school of any changes in residency, custody, home/work phone numbers and emergency contact information.

Date: _____

Grade: _____

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Teacher Name: _____

**PLEASE RETURN THIS SIGNED FORM TO
YOUR STUDENT'S TEACHER
BY SEPTEMBER 20, 2024.**

THANK YOU!

SCHOOL HOURS AND SUPERVISION BEFORE/AFTER SCHOOL

School hours are 9:15 a.m. to 3:45 p.m. The safety of students is of utmost importance to us. Students should not arrive on campus before 8:55 a.m. on regular start days and 9:55 a.m. on late start Wednesdays. We have no regular after school supervision available. To ensure student safety, all students must be picked up 3:45 p.m. Individual after school activities will be communicated by supervising teacher.

8:55 a.m. Students begin arriving on campus and eat breakfast or report to classroom
9:15 a.m. Students expected to be in their seats for morning announcements (2nd bell)
3:45 p.m. Students dismissed

ONE-HOUR LATE START WEDNESDAYS

This year, we will have a one-hour late arrival each Wednesday of the school year, with the exceptions of the first week of school, SBA weeks, and parent conference weeks. On one-hour late starts, Mill Pond Elementary School hours are 10:15 a.m. -3:45 p.m. More information about late start schedules is available in the front office.

ATTENDANCE

ATTENDANCE POLICY

Yelm Community Schools places a high priority on school attendance. Students are expected to be to class on time. When a student's tardiness becomes frequent (after 5 per semester), the student shall be referred to school administrator for support. In addition, excessive tardiness may result in the school requiring an attendance agreement. Studies prove that daily attendance has a direct impact on student achievement. Our goal is to have every student arrive on time and attend a full day of school. State law and district policy contain provisions regarding mandatory attendance of students and excused absences. An explanation of these provisions (BECCA Bill State Law Regulations for Unexcused Absences) will be sent home with each Mill Pond student at the beginning of the school year. Further information is available in the *Yelm School Board Policy Manual* available for public review at the District Office or any school office.

ATTENDANCE LINE

Mill Pond Elementary School **24 Hour Attendance Line: 360.458.8071**. When your student is **TARDY**, please leave a message on our attendance line, **or** send a written note. All students must come in to the office to be checked in by a parent prior to going to the classroom. When your student is **ABSENT**, please leave a message on our attendance line, **or** send a written excuse upon your student's return to school (*please keep in mind if we do not receive a phone call, our attendance secretary will call to inquire about their absence*).

DEFINITION OF "EXCUSED ABSENCES"

Students are expected to attend ALL assigned classes each day unless excused by the parent/guardian for valid reasons below.

1. **Participation In A School-Approved Activity:** This absence must be authorized by a staff member and prior notification must be provided to parent/guardian for approval. (IE., field trips)
2. **Illness, Health Condition, Health Care Appointments, Family Emergency, or Religious/Cultural Purpose:** We encourage parents/guardians to schedule appointments during non-school hours whenever possible. School officials may require a health professional's written note when a student has more than 3 consecutive absences. Families are encouraged to acquire a health professional's written note whenever possible and submit a copy to the Attendance Office.
3. **Parental/Family Pre-Arranged Absence:** Parents/Guardians are to notify the school if there will be a pre-arranged absence from school. The absence may be classified as unexcused if the student is under an Attendance Agreement, BECCA order, has an adverse effect on the student's education or the student has already reach 10 absences for the school year or 10% of the current year. The Pre-Arranged Absence Form is available at each school office.
4. Court, judicial proceedings, court-ordered activity, or absences related to homeless or foster care status.
5. Suspensions from school.

DEFINITION OF "UNEXCUSED ABSENCES"

Unexcused absences are defined as "failure on the part of the parent/guardian to notify the school in a timely manner."

REPORTING ABSENCE PROCEDURES

When your child will be absent from school, you can notify the school in two ways:

1. Send an email to: mp_attendance@ycs.wednet.edu and provide reason.
2. Call the attendance line at 360.458.8071 and provide reason.

If your student has not arrived to school or the school hasn't been notified of the absence by 10:30 a.m. an automated phone call, email and/or text will be sent to parent/guardian.

CHRONIC ABSENTEEISM

Chronic absenteeism incorporates all absences: excused, unexcused and suspensions. The focus is on the academic consequences due to the loss of instructional time and preventing absences before students fall behind. Chronic absenteeism is defined as missing more than 10% of the school year.

PROCESS FOR TRUANCY

The following truancy procedures will be followed prior to filing a full petition.

Tier 1

- 1-2 Unexcused Absences: Parent/Guardian will be contacted via School Messenger, E-mail, letter or phone call
- 3 Unexcused Absences: Schedule a meeting with school personnel to find solutions
- IEP/504 Accruing Students: Case manager will convene an IEP meeting to develop a plan

Tier 2

- 4 Unexcused Absences/Excessive Excused Absences or 10% of the school year: Students will be placed on attendance contract

Tier 3

- 5 Unexcused Absences/Excessive Excused Absences or 10% of the school year: The school will file a stay petition with Thurston County Juvenile Court and schedule community Truancy Board Meeting
- Students not attending school as court ordered results in school filling a contempt and progress report Thurston County Juvenile Court.
- Monitor and review expiration date. Attendance – Policy 3122

BEHAVIOR PLAN

The Mill Pond staff is dedicated to creating and maintaining a positive and productive environment for all students. Since student behavior and a quality learning climate are closely related, we believe it is worth the effort to encourage and reinforce cooperation and responsible behavior from our students. Our school-wide discipline plan is designed to bring about an increased recognition and promotion of good behavior. If problems arise, we will work positively to find solutions. If a student has difficulty assuming responsibility at school, parents may be asked to conference with us and/or support us in developing an appropriate plan for greater success. Staff and students at Mill Pond Elementary will work together to help each other reach their fullest potential. Everyone will be treated with respect and dignity. Mill Pond students show their best with: **Be Respectful, Responsible, and Ready to Learn.**

The District Behavior Policy, titled *Rights and Responsibilities* is a booklet that provides more information about students' rights, responsibilities, discipline guidelines, as well as other district details and regulations. The next page details our Multi-Tiered System of Support (MTSS):

Multi-Tiered System of Supports (MTSS)

The vision of Yelm Community Schools is to prepare ALL students for post-secondary pathways, careers, and civic engagement.

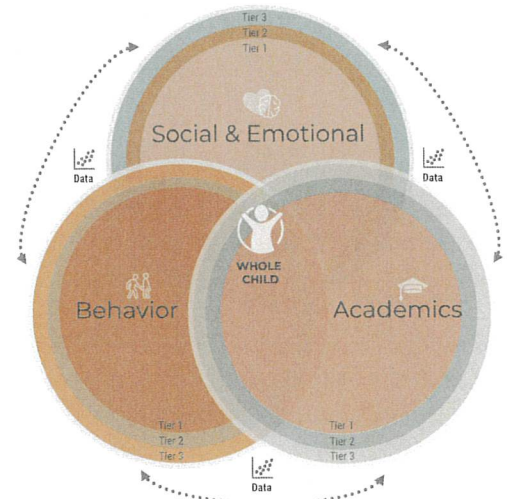
A Multi-Tiered System of Supports (MTSS) is a service delivery framework focused on prevention and problem solving for all students. An integrated MTSS connects all of the academic and non-academic interventions, supports, and services available in schools and communities to support instruction and eliminate barriers to learning and teaching. Within an MTSS framework, multiple levels of instruction, assessment, and intervention are designed to meet the academic and non-academic needs of ALL students.

Essential Components of an MTSS Framework

- Core Instruction and Tiered Continuum of Evidence-based Interventions and Supports (Tier I, II, III)
- Universal Screening and Progress Monitoring
- Data-based Decision Making
- Family Engagement and Community Partnerships
- Creating and maintaining the infrastructure to support an integrated MTSS Framework

Yelm Community Schools MTSS

Multi-Tiered Systems of Support for all students



Data determines appropriate evidence-based responses for each student

BIRTHDAYS

CUPCAKES, TREATS, GOODY BAGS BALLOONS, FLOWERS, ETC. ARE NO LONGER ALLOWED.

Below are some of the reasons we have made this change.

- To minimize disruptions to the instructional day.
- To minimize sugary or unhealthy treats and the impact they have on our students' health and wellbeing.
- To create an atmosphere of equity among our students.
- To reduce possible food allergens and latex allergens in the classroom.
- To follow the guidelines for food in schools.

Please be assured, staff members will continue to recognize birthdays in special ways. We ask for your cooperation as we continue to work together to create the best environment for your children. Students are not allowed to hand out party invitations at school. This causes hurt feelings for students who do not receive invitations and disrupts the classroom environment. Teachers may discreetly place individually addressed invitations in student folders.

CLASSROOM PLACEMENT AND RETENTION

PLACEMENT

The assignment of students to classrooms is a task requiring careful planning by the school staff. The procedure used at Mill Pond to develop elementary school class lists incorporating knowledge of the student and professional judgment of the staff.

RETENTION

The staff of Mill Pond recognizes the importance of a policy relating to the retention of students at the elementary level. There are many factors which influence the decision to retain an elementary student. A specific procedure will be followed for contemplating student retention. The final decision regarding whether or not to retain will always be made in the best interest of the child.

COMMUNICATION

Throughout the school year your student will bring home flyers for a variety of programs or activities in our district or in the community. Online, you can visit our school's website at www.ycs.wednet.edu. We appreciate your communication with us and encourage you to contact us with any questions, comments, and/or concerns you may have.

You can also follow Mill Pond on Twitter: @MillPondWolves

To minimize disruptions in the classroom, we do not forward phone calls to staff during the school day. However, we are happy to take a message or put you through to the classroom before or after school.

COMMUNICATING CONCERNS

Please communicate student concerns as they arise. When you have a concern, please email the teacher or call the office to schedule a meeting. We will work as a team to create, implement, and monitor a plan of action to address the concern.

CRIME STOPPERS

Yelm students and families have a way to report crimes or dangerous situations anonymously. Thurston County Crime Stoppers is a 24-hour manned call center to receive anonymous tips anytime. Report a Crime by:

1. Calling **800-222-TIPS** (8477)
2. Submitting Online at www.p3tips.com
3. Download the P3 App to your mobile device

As always, tipsters remain 100% anonymous and could possibly be rewarded up to \$1,000. Remember to save your "tip number" in order to follow up and receive a reward. Anyone having knowledge about dangerous situations or crimes (past, present or future) can report a tip.

CURRICULUM, HOMEWORK AND ASSESSMENT

STATE LEARNING STANDARDS

Grade level learning standards provide details about what students should know and be able to do in each grade level. Standards are aligned from kindergarten through grade 10 so that parents, students, and teachers can see how skills and knowledge build from year to year. Standards are developed for each content area and can be found by visiting the Washington State Office of Superintendent of Public Instruction (OSPI) website at www.k12.wa.us.

DISCIPLINE

Discipline procedures will follow district policies. Student Conduct – Policy 3240, Classroom Management, Discipline & Corrective Action – Policy 3241, Exceptional Misconduct – Policy 3241, Student Sexual Harassment – Policy 3205, Use of Tobacco and Nicotine Products & Delivery Devices – Policy 4215. District Policies are available in the Student Rights & Responsibility Handbook or district website at www.ycs.wednet.edu/policies.

DISTRICT TECHNOLOGY ACCESS

The district is dedicated to promoting and instilling principles of digital citizenship and media literacy in students and encourages guardians to play an active role in the process of educating students. While the district takes great care to monitor and filter inappropriate websites, students are expected to be responsible users of their access and the educational technology tools made available. For a complete list of Student Responsible Use Guidelines, review the Student Rights and Responsibility Handbook and/or Policy and Procedure 2022/P on the district website at www.ycs.wednet.edu/policies.

Students will be given a unique user login and password to access educational technology tools. The login portal icon is available at the top of the school and district website for students to access at school or home. It is essential students keep this information private to ensure security of their school files and online accounts.

DISTRICT POLICIES:

OUR SCHOOLS PROTECT STUDENTS FROM HARASSMENT, INTIMIDATION, AND BULLYING (HIB):

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our reporting form on the district website (yca.wednet.edu/hib) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, visit the district website to review the HIB Policy 3207 and Procedure 3207P. (ycs.wednet.edu/policies)

OUR SCHOOL STANDS AGAINST DISCRIMINATION: Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

Visit the district website to review the Nondiscrimination Policy 3210 and Procedure 3210P. (ycs.wednet.edu/policies)

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Visit the district website to review the Sexual Harassment Policy 3205 and Procedure 3205P. (ycs.wednet.edu/policies)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may use our reporting form on the district website (ycs.wednet.edu/hib) or contact a counselor, administrator or the district staff members below to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dee Dee Buckingham, PO Box 476, Yelm, WA 98597, 360.458.1900, doyla_buckingham@ycs.wednet.edu

Concerns about harassment, intimidation and bullying (HIB):

HIB Compliance Officer: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124, shannon_powell@ycs.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

To submit a written complaint using our form on the district website (ycs.wednet.edu/policies), describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to fully resolve your complaint.

WHO ELSE CAN HELP WITH HIB OR DISCRIMINATION CONCERNS?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

OUR SCHOOL IS GENDER-INCLUSIVE: In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Visit the district website to review the Gender-Inclusive Schools Policy 3211 and Procedure 3211P. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES – SEE DISTRICT HANDBOOK

WEAPONS AND DRUG POLICY – SEE DISTRICT HANDBOOK

DISTRICT TECHNOLOGY ACCESS

The district is dedicated to promoting and instilling principles of digital citizenship and media literacy in students and encourages guardians to play an active role in the process of educating students. While the district takes great care to monitor and filter inappropriate websites, students are expected to be responsible users of their access and the educational technology tools made available. For a complete list of Student Responsible Use Guidelines, review the Student Rights and Responsibility Handbook and/or Policy and Procedure 2022/P on the district website at www.ycs.wednet.edu/policies.

Student will be given a unique user login and password to access educational technology tools. The login portal icon is available at the top of the school and district website for students to access at school or home. It is essential students keep this information private to ensure security of their school files and online account.

DRESS CODE

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

Heads: K-5 students must remove all headwear while in the building. Headwear includes hats, hoods, headbands with animal ears, bandanas and head wraps. (Exceptions will be made for medical, religious and other approved reasons.)

Torso: Clothing must cover stomachs, backs, shoulders, chests and undergarments.

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

Feet: Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety.

Guidelines For Dress

- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.

EMERGENCY DRILLS

We conduct regular fire drills to acquaint the students with the sounds of the fire alarm and evacuation procedures. There will also be occasional earthquake and intruder drills throughout the year. These drills are in accordance with the emergency plan coordinated throughout the school district.

EMERGENCY CLOSURES AND DELAYS

Sometimes during the school year, we face the possibility of inclement weather and school closure or schedule changes. Typically, families will be notified of emergency schedule changes by an automated phone call, email and/or text. We will announce closures and delays as early as possible, but not later than 5:30 A.M. Occasionally circumstances change quickly and late announcements are unavoidable. The following information is for reference in the event that the schools are closed or buses operate on an emergency schedule:

- **School Closure:** All schools will be closed all day and any activities planned for the day or evening will be announced by 12pm on the district website.

- **Emergency Schedule:** Indicates that schools will start on a delayed schedule. Parents are reminded that although the buses will start the runs later, if we are on an emergency schedule, the buses may be slightly later near the end of the run. We request that parents make allowances for this.
- **Limited Transportation:** Limited transportation will prevail if some roads become inaccessible or if the county announces road closures. School will be in session unless otherwise announced by the Superintendent's Office.

Stay informed about Emergency Closures & Delays by:

- Signing up for **FLASH ALERT** (<http://flashalert.net/news.html?id=4289>) to receive an email notice.
- Updating your Family Access email and home & cell numbers.
- Opting In for Text Messaging (Text YES to 67587).
- Following Yelm Community Schools on Facebook and Twitter.
- Visiting the district website for detailed information and updates.
- Tuning into other media outlets.
- It is requested that parents/guardians do not call the media stations for closure information.

EXPENSES

Extra costs do occur throughout the school year, including: meals, field trips, school pictures, etc. There are also instances when students are asked to pay for lost or damaged books and equipment. These assessments are made by the teacher, media specialist or principal as circumstances dictate. Any family needing financial assistance (scholarships) for their student's school expenses are asked to contact the principal at 360.458.3400

FAMILY ACCESS INFORMATION

The administration and staff at Yelm Community Schools recognize that many parents/guardians would like to play a greater role in their child's education. To make it easier for you to get involved, each parent/guardian is provided the ability to view their student's information anytime, day or night. Family Access is available at the top of every page on this website. If you forget your password, go to the login page to recover account information. You will receive an email to reset your password. You can also update your email and contact phone number. Please ask school office staff if you need assistance.

FIELD TRIPS

At Mill Pond Elementary, we feel that field trips are a very valuable educational experience. When a class is scheduled to go on a field trip, you will receive the information and a permission form to sign. Unfortunately, students will not be allowed to leave school without a signed parent permission form on hand prior to departure. Students with fines/fees will need to pay these before a field trip. Parents wishing to accompany their child on a field trip as a chaperone must have completed a *Volunteer Disclosure Form* and have passed a background check. This form must be completed each year. Forms are available in the office. Siblings are not allowed to accompany Mill Pond students on field trips because siblings are not covered by school insurance. If a parent volunteers to chaperone, they must find daycare for other children.

FOOD SERVICE

BREAKFAST/LUNCH

The breakfast and lunch program is provided by our district's Food Service department. Breakfast is served between 8:55 a.m. – 9:10 a.m. Lunch is served between 11:30 a.m.– and 12:40 a.m. time dependent on grade level. Daily menus are made available monthly for students or accessible at www.yelm.nutrislice.com. Check the website for an updated fee schedule.

MEAL PAYMENT OPTIONS – ONLINE PAYMENT FEES:

Check the website for an updated fee schedule.

As a convenience to families, Yelm Community Schools provides an easy way to make online payments from home or work, 24/7. With just one login, you can make payments for any child in your household using Discover, VISA, or MasterCard credit or debit cards.

Online payments can be used to replenish a student's food service account or pay for any existing fines or fees, such as class fees, athletic fees, or ASB activities.

Yelm Community Schools is fully compliant with all data protection laws, including PCI Data Security Standards. Yelm School District does not store your billing or payment information at any time. Any personal information you enter related to your credit card through this website is purged immediately. Any contact information you enter is stored for your convenience when using our website. Information you provide to us will only be used by Yelm Community Schools. We will never sell or rent your personal information to third parties.

The link that makes this possible is: <https://wa-yelm.intouchrecepting.com/> or click on the icon at the top of any district or school website.

FREE AND REDUCED MEALS

Check the website for an updated fee schedule.

Meal benefits are available to families that meet income guidelines. Free and Reduced applications are available online through Skyward Family Access. Paper applications are available at school upon request or on our website at www.ycs.wednet.edu/foodservice .If you have questions regarding your child's meal account, please contact your school. For assistance with Free and Reduced application, please contact the district Food Service Department at (360) 400-1151

HEALTH SERVICES

GENERAL HEALTH AND EMERGENCY INFORMATION

At the beginning of each school year, health and emergency forms are sent home with students. This is your opportunity to update us on any significant changes in your student's health, to alert us to any potential health concerns, and to provide information that could be critical in an emergency situation. Please make sure that any emergency numbers you give us belong to people who are usually home and willing to take responsibility for your student. *Please keep us updated on changes during the school year.*

LIFE THREATENING ILLNESS

If your child has an illness which has the potential to cause death during the school day, YCS must be made aware prior to the student's first day of school. Examples of these conditions would be seizures, diabetes, allergies requiring an Epi Pen, severe asthma and/or any other condition that is considered to be life threatening. Parents/guardians are responsible for reporting this information to the Registered Nurse assigned to that school. Parents/guardians must provide the medication in its original container along with the medication authorization form prior to the first day of school. Students will be excluded from school until these requirements are met. (RCW 28A.210.320, District Policy 3413)

IMMUNIZATIONS

In order to protect children against a number of childhood diseases, Washington State Law requires that all children enrolled in YCS be immunized against varicella, diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and hepatitis b as appropriate. Parents may submit the Exemption from Immunization form. However, students will be excluded from school if they do not meet the requirements of the law. (RCW 28A.210.060, District Policy 3413)

INFECTIOUS DISEASE

In order to safeguard the school community from the spread of certain communicable diseases YCS will comply with the State Board of Health rules and regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of the Superintendent of Public Instruction. (District Policy 3414)

MEDICATIONS

YCS requires signed authorization forms for the dispensing of any prescription or non-prescription medicines to students. Forms must be signed by the physician as well as the parent/guardian and are available from the office. Physicians may fax this information to our school at 360.458.8040. All medications must be delivered to and picked up from the school by the parent/guardian in the original container. Most medications can be dispensed by the parent/guardian before or after school. Please ask your healthcare provider for guidance on medication delivery times. (RCW 28A.210.260 & 270, District Policy 3416)

COMMON HEALTH CARE PROCEDURES

Accident or Head Trauma: Parents will be notified regarding any incident that necessitates an accident report. In addition, any student who suffers trauma to the head at school will be assessed in the health room and parents will be notified.

Allergy Accommodations: Latex Allergy - Yelm Community Schools prohibits the use of all latex products, including latex balloons, due to severe allergies. Peanut Allergy - Please refrain from sending any peanut products due to severe allergies.

Diarrhea: Any student who has been having diarrhea will be sent home and may return to school when they have been free of diarrhea for 24 hours.

Fever: Any student with a fever of 100.4 or higher will be sent home and may return to school once the child has been fever free for 24 hours without the use of fever reducing medication.

Injury: If any child has an injury that prohibits them from participating in PE or other school activities, a note from the physician is needed to excuse participation. Please be sure the doctor includes when student can return to normal activity or provide a separate note.

Lice: The Infectious Disease Control Guide no longer recommends long-term exclusion for pediculosis/head lice. Head lice is a nuisance condition and is not known to transmit infection from person to person. Any student who presents with live lice will be sent home for treatment. Students may return to school when no live lice are present.

Rash: Any student with an undiagnosed rash will be sent home from school in order to be evaluated by a healthcare provider. The parent/guardian will be asked to provide a note from a healthcare provider upon return to school.

Vomiting: Any student who has been vomiting will be sent home and may return to school when they have not vomited in 24 hours.

HOMEWORK

We believe that homework is an important part of the learning process. Homework reinforces skills taught in class and gives students an opportunity to practice these skills independently. It also fosters a sense of responsibility and provides an additional opportunity for communication between school and home. Parents can help by expecting their child to complete assignments and to turn them in on time. Teachers will provide homework for absent students providing the absence is excused (as detailed in the School Board Attendance Policies). Parents may contact our office to request homework for an absent student. 24 hours notice is required for the processing of all homework requests.

LOST AND FOUND

Found items are kept in or near the school office. Found items that are identified with the student's name will be returned. With this in mind, please remember to label your student's clothing and supplies. Items not claimed will be given to a charitable organization. Articles lost on busses are usually kept by the individual driver for a period of time and are then turned into the lost and found department at the bus garage. You may contact the bus garage at 458-3300.

MONEY, VALUABLES, AND TOYS

Please do not allow students to bring more money to school than what is needed during the school day.

Valuables, electronics and all toys are to be left at home. School personnel will not be responsible for lost, stolen, or damaged items.

NEWSLETTER

We have many opportunities to communicate information with our families. Our newsletter has timely information on upcoming events, activities, and news about what is happening at Mill Pond and around the Yelm community. The newsletter is posted to the school website. Newsletters will be electronically sent to your home, paper copies will be available in the school office.

PARENT BOOSTERS

One way to get involved in your student's education is to join the Mill Pond Booster Club. The Booster Club hosts many events and activities throughout the year and supports our school programs. More information will be sent home at the beginning of the school year.

REPORT CARDS AND CONFERENCES

Report cards and parent-teacher conferences are scheduled throughout the school year. However, you should address student concerns as they arise. When you have a concern, please call the office to schedule a meeting.

SCHOOL COUNSELOR/INTERVENTION SPECIALIST

Through a comprehensive developmental school counseling program, our school counselor works with school staff, parents and the community to create a caring climate and atmosphere. By providing education, prevention, early identification and intervention, our school counselor can help students achieve academic success. Please contact the main office for assistance from our school counselor.

SCHOOL MESSENGER®

SchoolMessenger® is the automated telephone notification system we use to communicate school delays, closures, and other important events at Mill Pond. Please be sure to keep your telephone contact information up-to-date so we can communicate timely information.

STUDENT ARRIVAL AND DISMISSAL

DROPPING OFF STUDENTS AT SCHOOL

Please wait until after 8:55 a.m. to drop off your student. Pull forward to the white line, when pulling up to the curb. Do not leave your vehicle unattended. If you need to enter the school, please use the parking area. Please be very cautious pulling away from the curb. Wednesday drop off on late arrival Wednesdays is 9:55 a.m.

PICKING UP STUDENTS FROM SCHOOL

If there is a change in your students normal routine, either bus, walking, or parent pickup, an email must be sent to the Mill Pond Office by 2:30 p.m. Please email mp_attendance@yca.wednet.edu with changes. Verbal directions to your child cannot be accepted as a change. When picking up students early, please come to the office, and your student will meet you there. If someone other than a parent is picking up the student, be sure you send written authorization indicating that. To ensure the safety of our students, all students who are picked up from school must be signed out in the log book in the office when checked out during the day. When picking up students after school, parents are to meet students and sign them out in the gym. Please do not ask your student to meet you in the parking lot. ***As school attendance is important and early pick-ups are disruptive to the educational process; we encourage parents to wait until school is dismissed before picking up their child.***

END OF DAY PROCEDURES

The office has a record for each student for the end of the day pickup. If there is a change from the normal routine, either bus, walking, or parent pickup, a note or email by **2:30 p.m.** is required. Verbal directions to your child **cannot** be accepted as a change. If you have set up a schedule change for certain days of every week, we will automatically write a note indicating that change. **Please notify the office with any changes.**

BUSING

Unless other arrangements have been made by a parent or guardian, students are expected to be transported from Mill Pond by bus at the end of each school day. A written note signed by parent/guardian or email is required anytime a student intends to ride a bus other than their regular route. **Please remember that we cannot take messages to go home with a friend over the phone.** Without a note, students will ride their regular bus home. If it is necessary to make a bus change, please contact our office email no later than 2:20

p.m. to ensure your student boards the appropriate bus. Our bus drivers review the bus rules with students at the beginning of the year. If you have questions about busing or need a copy of the rules, please call our transportation department at 360.458.3300.

BICYCLE/WALKING

Mill Pond now has a walking zone around the Mill Pond campus. Please see the transportation webpage to view the zone. Riding bikes to Mill Pond is allowed, we recommend students use bike locks for protection of their property. All students riding bikes are expected to wear safety helmets. We recommend students use bike locks for protection of their property. For safety reasons, scooters, skateboards, and other alternative modes of transportation are not allowed. Bikes, scooters, skate boards, or any type of motorized vehicle may not be ridden the school sidewalks.

SUPPLIES AND EXPENSES

Students will need to bring their own supplies as listed on the classroom supply list. The list of supplies is available in the front office and is also included in on the school website.

TELEPHONE OR EMAIL

During school hours, you can call our office to talk to a staff member before or after school. Teachers do not have voicemail available to them. However, our office staff will gladly give the message to your student's teacher so they may return your call. If you prefer e-mail communication you can contact any staff member by using their first initial lastname@ycs.wednet.edu (for example: rebecca_fowler@ycs.wednet.edu).

TELEPHONE/CELL AND ELECTRONICS USE

While on school property or while attending school-sponsored /school-related activities, students may not use personal telecommunication devices, including but not limited to: pagers, beepers and cellular phones. Students in possession of telecommunications devices and other related electronic devices shall observe the following conditions:

- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity, violating confidentiality, or privacy rights of another individual.
- Students shall not send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature in electronic or any other form on a cell phone or other electronic device while the student is on school grounds, at school sponsored events, on school buses, or vehicles provided by the district.
- Students who violate this policy will be subject to disciplinary action, including suspension or expulsion; and losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate or, with reasonable cause, search the device which shall only be returned to the student's parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement. By bringing a cell phone and/or other electronic devices to school or school sponsored events, the student and parents' consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.
- Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.
- Students shall comply with any additional rules develop by the school concerning the appropriate use of telecommunication or other electronic devices.

TESTING

Kindergarten, first, and second grade students are given Early Reading and Early Math assessments in October, January, and May. Second through fifth grade students will be given a computerized diagnostic test to determine grade level skill attainment for reading and math called the FAST Test. This will be given in the fall, winter, and spring. Third through fifth grade students will also take state testing (Smarter Balanced Assessment and WCAS).

TEXTBOOKS/LIBRARY BOOKS

In Yelm Community Schools, textbooks are loaned free of charge. Please remind your child to be careful with school books and library books. Parents are responsible for replacing damaged or lost books. Students with library fines must pay before these fines before attending field trips and receiving final report card. Fines follow students throughout YCS

VISITORS AND VOLUNTEERS

Volunteers are a vital part of our students' education. To volunteer in a school during the school year, an application must be completed online. All volunteers must receive clearance through the Washington Access to Criminal History (WATCH) before volunteering. **Clearance is granted for one school year only.** Visit the website to complete the application:

<http://www.helpcounter.net/yelm>

For more information, contact our Volunteer Coordinator Office at 360.458.6100.

Visitors need to sign in and out at the office and pick up a visitor's badge. As a courtesy to our teaching staff and to coordinate their schedule with yours, please make an appointment to meet with the principal, counselor or your student's teacher. Visitors are not allowed on the playground at any time with the exception of Family Luncheon Days.

As we work to create a safe and respectful learning environment, volunteers are asked to:

- Sign in and out at the front office
- Wear a visit badge when working in the school
- Honor the privacy of students
- Be sure to allow time to check in at the office.
- If you are unable to be here at the arranged date and time, please notify the teacher.
- Parent volunteers are not allowed on the playground.



360.458.1900
FAX: 360.458.6178
107 FIRST STREET NORTH
PO BOX 476
YELM, WA 98597-0476
www.ycs.wednet.edu

MEMORANDUM

TO: Board of Directors
FROM: Tami Beach, Principal, and Shari Parsons OP V, Prairie Elementary
DATE: May 23, 2024
SUBJECT: Recommendation to Approve Prairie Handbook

Background Information:

The 2024 - 2025 Prairie Elementary handbook is attached for approval. Changes are listed below.

- Updates in grammar, punctuation, formatting, and missing words were added throughout the document.
- Font updated to Calibri and size increased.
- Logo updated on the front page.
- Replaced OSPI required language for HIB and sexual discrimination.
- Updated formatting and added detail in **DRESS CODE**, pg. 6.
- Removed sections **EMERGENCY KITS**, pg. 7.
- Updated information in **REPORT CARDS AND CONFERENCES**, pg. 9.
- Updated information in **FIELD TRIPS**, pg. 11.
- Removed **STOP IT**, pg. 11.
- Update to **LOST AND FOUND**, pg. 11.
- Update to **ASSEMBLIES**, pg. 11.
- Update to **CHANGE OF PLACEMENT PROCESS**, pg. 13.

Action Required

Approval of student handbook

Recommended Motion

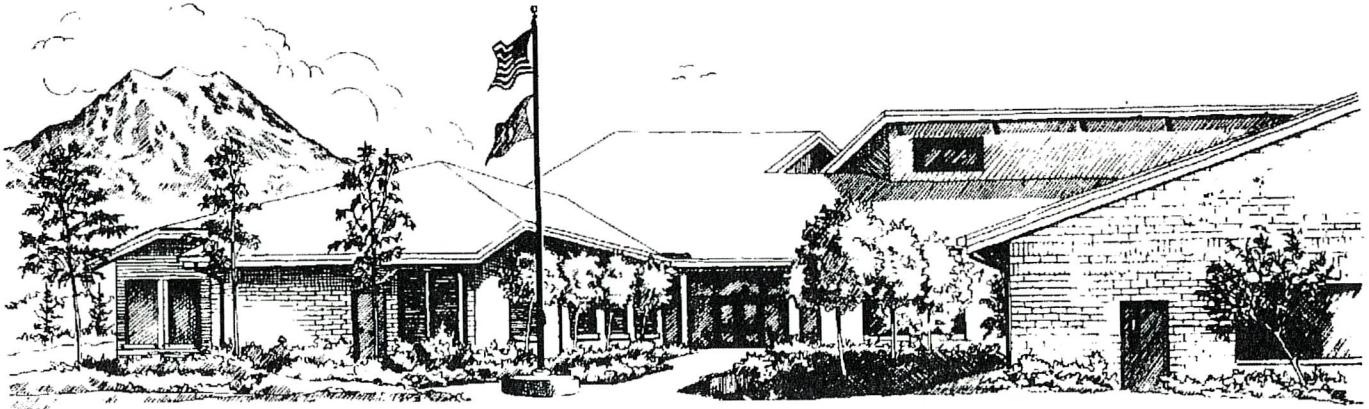
I move that the Board of Directors approve Prairie 2024 - 2025 student handbook.

***PRAIRIE ELEMENTARY
FAMILY HANDBOOK
2023-2024***



***FAMILY HANDBOOK
2024-2025***

*Dream Big,
Work Hard!*



Dear Prairie Families

Welcome or welcome back to Prairie! —If you are returning ~~then you, you~~ already you know what a great school we have. If you are new to Prairie, you will find our school is outstanding for many reasons. -First, we have the finest, most dedicated staff around. Second, our students are simply the best. -And finally, our parents know they are the glue that holds the two together. We could not be the great school we are, without the successful partnership between home and school.

Much care and attention went into developing this handbook. -We hope it provides the necessary information, explanation of procedures, and outlines policies that are critical to our successful operation.

Open communication is important to me, so please know you are always welcome to call, email, or come in at any time. Our Office Professional, ~~Teresa Henry~~[Shari Parsons](mailto:shari_parsons@ycs.wednet.edu), can make any appointment you would like. Her email is teresa_henry@ycs.wednet.edu shari_parsons@ycs.wednet.edu.

Sincerely,

~~Tami Beach~~

Principal

IMPORTANT TELEPHONE NUMBERS

Main Office:	360.458.3700
Attendance Line:	360.458.6271
Fax:	360.458.6326
District Office:	360.458.1900



Transportation: ———360.458.3300

OPTIMUM LEARNING ENVIRONMENT

Yelm Community Schools embraces the diversity within our schools and seeks to create a nurturing and barrier-free environment for each student. To achieve this goal we commit to:

- Preparing our students to thrive in a multicultural and diverse society.
- Ensuring fair, equitable, and inclusive principles are integrated into our policies, programs, operations, and practices.
- Creating school and classroom cultures that are free of bias-based language or behaviors.
- Providing all students the resources, opportunities, and supports needed to succeed at high levels.
- Honoring and building upon the strengths and assets of every student.
- Welcoming and engaging families and community members as essential partners.

BEFORE/AFTER SCHOOL SUPERVISION

The safety of our students is of the utmost importance to us. -Supervision will be provided from 8:15 ~~a.m.~~ to 8:35 a.m. on our playground for your convenience. We are not able to provide supervision after school. **Students are not to arrive on campus before 8:15 a.m., or remain on campus after 3:05 p.m. without parental supervision.**

ATTENDANCE

Yelm Community Schools ~~place places~~ a high priority on school attendance. -Studies prove that daily attendance has a direct impact on student achievement. -Our goal is to have every student arrive on time and attend a full day of school.

School Hours and Supervision

School hours are 8:35 a.m. to 3:05 p.m. and 9:35 a.m. to 3:05 p.m. on late start Wednesdays. -The safety of students is of utmost importance to us. -Before-school supervision is provided from 8:15 a.m. for your convenience. -We are able to provide before-school supervision on late start Wednesday beginning at 9:15 a.m. ~~to~~. Students should not arrive on campus before supervision is available. We are not able to provide after-school supervision. -To ensure student safety, all students must be picked up by 3:05 p.m. ~~to~~. Individual after-school activities will be communicated by the supervising teacher.

Tardiness

Students are expected to be in class on time. -When a student's tardiness becomes frequent (after 5-five in a semester), the student shall be referred to the Assistant Principal for support. -In addition, excessive tardiness may result in the school requiring an Attendance Agreement.

End of Day End-of-Day Transportation Changes

Please call the school office no later than 2:30 p.m. to ensure we have time to deliver the message to students; otherwise, there will be no pick-ups or transportation changes.

Definition of "Excused Absences"

Students are expected to all-attend ALL assigned classes each day unless excused by the parent/guardian for valid reasons below.

1. **Participation in a school-approved activity:** This absence must be authorized by a staff member and prior notification must be provided to the parent/guardian for approval. (I.E., field trips)
2. **Illness, health condition, health care appointments, family emergency, or religious/cultural purpose:** We encourage parents/guardian-guardians to schedule appointments during non-school hours whenever possible.

School officials may require a health professional's written note when a student has more than 3-three consecutive absences. Families are encouraged to acquire a health professional's note whenever possible and submit a copy to the Attendance Office.

3. **Parental/Family Pre-Arranged Absence:** Parents/Guardians are to notify the school if there will be a pre-arranged absence from school. -The absence may be classified as unexcused if the student is under an Attendance Agreement, BECCA order, or has an adverse effect on the student's education or the student has already reached 10-ten absences for the school year or 10%ten percent of the current year. -The Pre-Arranged Absence Form is available at each school office.
4. **Court, judicial proceedings court-ordered activity, or absences related to homeless or foster care status.**
5. **Suspensions from school**

Definition of "Unexcused Absences"

Unexcused absences are defined as "failure on the part of the parent/guardian to notify the school in a timely manner," if your student is on an attendance contract please refer to the contract for details.

Reporting Absence Procedures

When your child will be absent from school, you can notify the school in two ways:

1. Send an email to PR_attendance@yca.wednet.edu and provide a reason
2. Call the attendance line at 360-458-6271

If your student has not arrived at school or the school hasn't been notified of the absence by 9:25 a.m. **AM** an automated phone call, email, and/or text will be sent to the parent/guardian.

Chronic Absenteeism

Chronic absenteeism incorporates all absences: excused, unexcused, and suspensions. The focus is on the academic consequences due to the loss of instructional time and on preventing absences before students fall behind. Chronic absenteeism is defined as missing more than 10% of the school year.

Process for Truancy

The following truancy procedures will be followed prior to filing a full petition:

Tier 1

- 1-2 Unexcused Absences: Parent/Guardian will be contacted via School Messenger, E-mail, letter, or phone call.
- 3 Unexcused Absences: Schedule a meeting with school personnel to find solutions
- IEP/504 Accruing Students: The case manager will convene an IEP meeting to develop a plan

Tier 2

- 4 Unexcused Absences/Excessive Excused Absences or 10% of the school year: Students will be placed on an attendance contract

Tier 3

- 5 Unexcused Absences/Excessive Excused Absences or 10% of the school year: The school will file a **stay petition** with Thurston County Juvenile Court and schedule a Community Truancy Board meeting
- Students not attending school as court-ordered results in the school filing a contempt and progress report with Thurston County Juvenile Court
- Monitor and review the expiration date

TRANSPORTATION

Unless other arrangements have been made by a parent or guardian, students are expected to be transported from school by bus at the end of each school day.

MORNING DROP OFF: Many students are brought to school each morning by families. As you can imagine this volume of cars (and minimal space) creates the need to have procedures in place to keep our students safe and keep traffic flowing in the most efficient manner possible.

To ensure the safety of our students, it is critical parents follow this set of procedures

- Please do not drop your student off in the parking lot area. -Curbside drop-off only.
- Please – **No student drop off in the designated bus area.**
- If you need to enter the building with your child, please park in a parking stall.

Drop Off Procedures

- Enter through the parking lot gate.
- Circle around to the curb in front of the school.
- Pull as far up to the curb as traffic allows and drop off your student(s).
- Students exit the vehicle on the curbside.
- Once your children have unloaded, you may carefully pull out and exit.

AFTERNOON PICK-UP PROCEDURE:

- Please do not ask your child to meet you in the hallway or parking lot.
- Please – **No student pick up in the designated bus area.**
- If you need to enter the building for a meeting please park in a parking stall.

RIDING THE BUS: The trip to school and back can be an enjoyable experience for a child when everyone respects certain rules of conduct. -We expect students to observe the same courteous Prairie behavior on the bus as they would in class. Bus rules are reviewed by the drivers with students at the beginning of each year. -If you have a bus-related question, please contact the transportation department at 360.-458.-3300.

BICYCLE/WALKING: Students are not permitted to ride bicycles or walk to school without prior permission from the principal.

VOLUNTEERS

Volunteers are a vital part of our student's education. To volunteer in the school during the school year, an application must be completed online. All volunteers must receive clearance through the Washington Access to Criminal History (WATCH) before volunteering. Clearance is granted for **one school year only.** Visit the website to complete the application: <http://www.helpcounter.net/yelm>. For more information, contact our Volunteer Coordinator at 360.458.1900.

Student volunteers (students enrolled at RMS, YMS, or YHS) are also welcome to be volunteers at Prairie. —Student volunteers need to complete a *Prairie Student Volunteer Application*, which outlines the expectations and responsibilities of a Student Volunteer. A student volunteer must be cleared and approved ~~prior to~~before volunteering. Visitors and Volunteers are not allowed on the playground during the school day. -Contact our office for further details and pick up further information.

PARENT – TEACHER – ORGANIZATION (PTO)

-One way to get involved with your child's education and school family is to become involved in the Prairie PTO. -Our PTO is dedicated to promoting the welfare of children and youth at home, at school, and in the community. -PTO board and membership meetings are held quarterly. Our PTO does not require a membership fee. -Children are welcome to attend with their parents.- PTO hosts many other fun family events/and activities throughout the year. ~~They welcome~~ New members are welcome at any time. Check ~~our~~ the PTO's page on our website for upcoming activities or ways to get involved.

WATCH DOGS

Watch D.O.G.S. (Dad of Great Students) is a family and community education initiative. -There are 2-two primary goals of the Watch DOGS program:

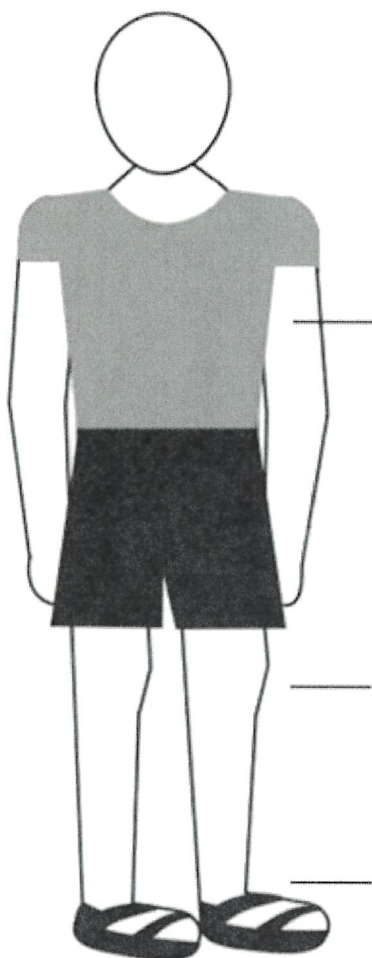
1. To provide positive male role models for the students, demonstrating by their presence that education is important.
2. To provide extra sets of eyes and ears to enhance school security and reduce bullying.

Program Benefits:

- o Students gain positive male role models.
- o Schools gain an extra set of eyes and ears. -The presence of a father or father figure will provide an additional deterrent to bullying, enhance a sense of security in the building, and -will help to create an environment conducive to learning.
- o Fathers get a glimpse of their students' everyday world and learn about the increasingly complex challenges and decisions today's youth are facing.
- o Fathers gain a greater awareness of the positive impact they can have on their student's life in three critical areas including academic performance, self-esteem, social and social behavior.
- o The WatchDOGS volunteers provide real and important help for the teachers and the students.

DRESS CODE

Prairie Dress Code Guidelines



Torso: Clothing must cover stomachs, backs, shoulders, chests and undergarments.

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

Feet: Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety.

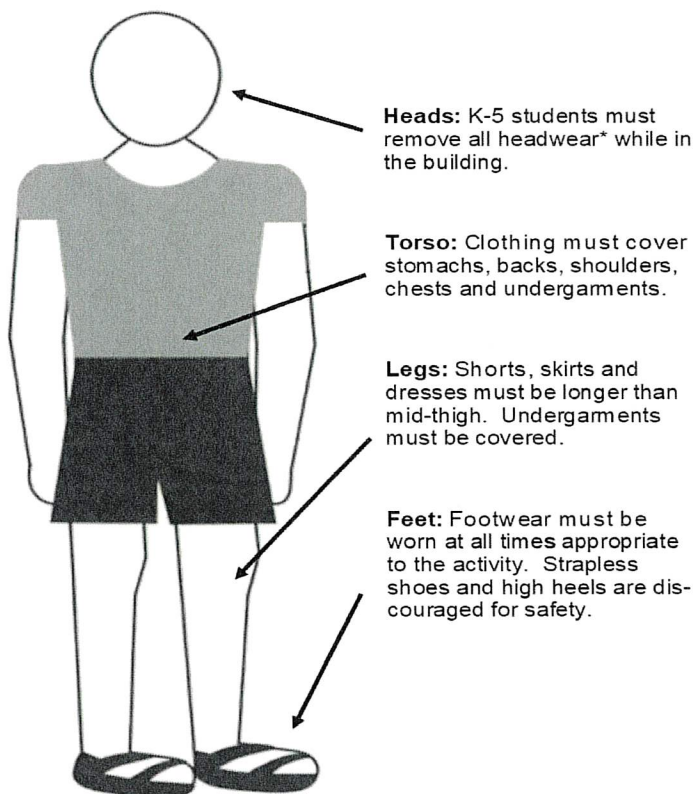
- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang-related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.
- Please do not wear any perfume, after shave or scented products.

The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

Students need to dress appropriately for activities in which they are expected to participate in such as recess, PE, and assemblies where sitting on the floor is required. Generally, clean, neat, comfortable clothing that reflects the standards of the family and school is best. Please help your child make appropriate clothing choices for both safety (and modesty) to help us provide the best possible learning environment. The following guidelines have been developed to govern student dress at school:

- Shorts and skirt lengths should reach the tips of the fingers when standing with arms at the sides. It is recommended that girls wear shorts under their skirts.
- At no time should undergarments be exposed.
- All shirts should have sleeves (boys and girls). This eliminates the measuring of strap widths and trying to determine if it is wide enough to be appropriate.
- Midriffs may not be exposed.
- Furthermore, shirts advertising alcohol, tobacco products, making sexual innuendos, derogatory or unkind comments will not be allowed at school.
- Wearing flip-flops to school is highly discouraged. Flip flops are not safe to run and climb in, break easily. Also, feet are not protected from playground/classroom injuries where toes could be stubbed or feet cut. Flip flops are not allowed in PE as they pose a potential for injury.
- Hats and hoods should be worn outside.
- Keep your —skate shoes (also known as Heelys) at home. Students will be asked to remove the wheels if they wear them to school.
- Excessive face makeup, face paint, and non-traditional hair color must not disrupt the learning environment.

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



Guidelines

- Headwear includes hats, hoods, headbands with animal ears, bandanas and head wraps. (Exceptions will be made for medical, religious and other approved reasons.)
- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.
- Please do not wear any perfume, after shave or scented products

HEALTH INFORMATION

Life-Threatening Conditions

If your child has a condition, which has the potential to cause death during the school day YCS must be made aware ~~prior to~~before the student's first day of school. -Examples of these conditions would be seizures, diabetes, allergies requiring an ~~Epi-Pen~~Epi-Pen, severe asthma, and/or any other condition that is considered to be life threatening. - Parents/~~Guardians~~guardians are responsible to report this information to the ~~Registered~~registered Nurse~~nurse~~ assigned to that school. -Parents/~~Guardians~~guardians must provide medication in its original container along with the medication authorization form prior to the first day of school.- Students will be excluded until these requirements are met. (RCW 28A.210.320, District Policy 3413)

Immunizations

~~In order to~~To protect children against a number of childhood diseases, Washington State Law requires that all children enrolled ~~to~~in YCS be immunized against varicella, diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, and hepatitis b as appropriate. -Parents may submit the Exemption from Immunization form.- However, students will be excluded from school if they do not meet the requirements of the law. (RCW 28A.210.060, District Policy 3413)

Infectious Disease

~~In order to~~To safeguard the school community from the spread of certain communicable diseases YCS will comply with the State Board of Health rules and regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of the Superintendent of Public Instruction. (District Policy 3414)

Medications

YCS requires signed authorization forms for the dispensing of any prescription or non-prescription medicines to students. Forms must be signed by the physician as well as the parent/guardian and are available from the office. Physicians may fax this information to our school at 360-~~458~~-6326. -**All medications must be delivered to and picked up from the school by the parent/guardian in the original container.** Most medications can be dispensed by the parent/guardian before or after school. Please ask your healthcare provider for guidance on medication delivery times. (RCW 28A.210.260 & 270, District Policy 3414)

Common Health Care Procedures

Accident or Head Trauma:

Parents will be notified regarding any incident that necessitates an accident report. -In addition, any student who suffers trauma to the head at school will be assessed by the health room.

Allergy Accommodations:

Latex Allergy – YCS prohibits the use of all latex products, including latex balloons, due to severe allergies. -Peanut Allergy – Please refrain from sending any peanut products due to severe allergies.

Diarrhea:

Any student who has been having diarrhea will be sent home and may return to school when they have been free of diarrhea for 24 hours.

Fever:

Any student with a fever of 100.4 or higher will be sent home and may return to school once the child has been ~~fever~~fever-free for 24 hours without the use of ~~fever-reducing~~fever-reducing medication.

Injury:

If any child has an injury that prohibits them from participating in PE or other school activities, a note from the physician

is needed to excuse participation. Please be sure the doctor includes when the student can return to normal activity or provide a separate note.

Lice:

The Infectious Disease Control Guide no longer recommends exclusion for pediculosis/head lice. -Head lice is a nuisance condition and is not known to transmit infection from person to person. -Any student who presents with live lice will be sent home for treatment.- Students may return to school when no live lice are present.

Rash:

Any student with an undiagnosed rash will be sent home from school ~~in order to~~ be evaluated by a healthcare provider. The parent/guardian will be asked to provide a note from a healthcare provider upon return to school.

Vomiting:

Any student who has been vomiting will be sent home and may return to school when they have not vomited in 24 hours.

EMERGENCY CLOSURE & DELAYS

Sometimes during the school year, we face the possibility of inclement weather and school closure or schedule changes.- Typically, families will be notified of emergency schedule changes by an automated phone call, email, and/or text. We will announce closures and delays as early as possible but not later than 5:30 a.m. -Occasionally, circumstances change quickly and late announcements are unavoidable. -The following information is for reference in the event that the schools are closed or buses operate on an emergency schedule:

- **School Closure:**- All schools will be closed all day and any activities planned for the day or evening will be announced by 12:00 p.m. on the district website.
- **Emergency Schedule:** -Indicates that schools will start on a delayed schedule. -Parents are reminded that although the buses will start the runs later if we are on an emergency schedule, the buses may be slightly later near the end of the run. -We request that parents make allowances for this.
- **Limited Transportation:** -Limited transportation will prevail if some roads become inaccessible or if the county announces road closures. The school will be in session unless otherwise announced by the Superintendent's Office.

Stay informed about Emergency Closures & Delays by:

- **Signing Sign** up for **FLASH ALERT** (<http://flashalert.net/news.html?id=4289>) to receive an email notification.
- Updating your Family Access email address, home, and cell phone numbers
- Opting In for Text Messaging (Text YES to 67587)
- Following Yelm Community Schools on Facebook and Twitter
- Visiting the district website for detailed information and updates.
- Tuning in to other media outlets

It is requested that parents/guardians do not call the media stations for closure information.

EMERGENCY KITS

~~We request, as a part of our emergency preparedness program, that each student bring an emergency kit to school to be stored in the classroom emergency containers. The items should be enclosed in a large Ziploc storage bag with the students name clearly marked. List of items for personal emergency packs will be included in the beginning of year school packet and on supply lists.~~

FOOD SERVICE/MEALS AT SCHOOL

The breakfast and lunch program is provided by our district's Food Service department. Breakfast is served at 8:10 AM a.m. Lunch is served mid-day. Daily menus are made available monthly for students or accessible at www.yelm.nutrislice.com.

Meal Payment Options

You may send money with your child to school to be given to the office. Money may also be deposited online with a credit/debit card. Visit our website at www.ycs.wednet.edu and click on the icon "Online Payments" at the top of the page. You can check your child's balance at any time using Family Access and sign up for notifications on low balances.

Free and Reduced Meals

Meal benefits are available to families that meet income guidelines. Free and Reduced applications are available online through ~~Skyward~~ Family Access. Paper applications are available at school upon request or on our website at www.ycs.wednet.edu/foodservice. If you have questions regarding your child's meal account, please contact your school. For assistance with Free and Reduced application, please contact the Food Service department at 360-458-1151.

FAMILY ACCESS — JUST A CLICK AWAY!

The administration and staff at Yelm Community Schools recognize that many parents/guardians would like to play a greater role in their child's education. To make it easier for you to get involved, each parent/guardian is provided the ability to view their student's information anytime, day or night, [with a Family Access login](#).

Family Access is available at the top of every page on this website. If you forget your password, go to the login page to recover account information. ~~Your-You~~ will receive an email to reset your password. You can also update your email and contact phone number. Please call the office if you need assistance.

COMMUNICATION BETWEEN SCHOOL AND HOME

We offer many tools to communicate information with our families. Prairie utilizes our website and ~~auto-dialer~~ [auto-dialer](#) system to keep parents up to date on current events and activities at school. While online you can visit the Yelm Community Schools website at <http://www.ycs.wednet.edu> to see upcoming events, announcements, and reminders from around the district. During office hours, you can call the front office to speak to a staff member. Teachers are available to return phone calls before and after school hours, or during their prep time. Unfortunately, many of our staff **do not** have voicemail available to them. Our office staff will gladly give a message to your child's teacher so they can contact you. If you prefer e-mail communication, any staff member can be contacted by checking our website under staff and search the directory. We appreciate your communication with us and encourage you to contact us whenever there is a concern, [the](#) information you would like to share, if you would like to brag about your child, or just want to keep in touch.

CUSTODY PAPERWORK

We MUST have official custody documents on file [in order to](#) honor restrictions on access to students. Please be sure we are kept current on these matters. This includes parenting plans and restraining orders.

REPORT CARDS AND CONFERENCES

~~Report-Report cards~~ [cards are sent home](#) [are posted in Family Access](#) twice a year, [at the end of](#) the second and fourth

~~quarter~~quarters (January and June). Parent-teacher conferences are held in November and ~~April~~March. -Our teachers look forward to the opportunity to meet with you to discuss your child's progress and accomplishments.

~~We schedule all of our conferences~~Conferences are scheduled using the online scheduler in Family Access. ~~-If you have not received your log in information please contact the office at 360-458-3700.~~New users of Family Access can create an account by visiting the district website at www.ycs.wednet.edu. The username will be the guardian's email address provided at registration, then select Forgot Password to prompt the system to send further information to create the user account.

TEXTBOOKS/LIBRARY BOOKS

In ~~Yelm Community Schools~~YCS, textbooks are loaned free of charge. -Please remind your child to be careful with school books and library books. -Missing, lost, or damaged textbooks or library books will be the parents' responsibility to pay the replacement cost. -This fine will follow the student in their student records until it is paid, and will be removed from their file once the fine has been paid. ~~-Should a student move from the Yelm Community School's service district, student records cannot be sent until all outstanding fines are paid.~~-If the book is found after it has been paid for, you can keep the book or return the book to Prairie Elementary and the district office will issue a refund check for the amount paid.

CELL PHONES

Students are discouraged from bringing cell phones to school. -However, we do recognize that occasionally parents permit their students to have a cell phone for personal security before and after school. We require students to turn cell phones off upon arrival at school and leave ~~them~~it in their backpack ~~or book bag~~until they leave campus. -Cell phones are not to be in the student's possession during class, lunch, or during recess.- At no time are cell phones to be used during the school day including this includes the use of cellphone-smart (cellphone) watches. -We are happy to facilitate communication between students and parents through our office phone.

BIRTHDAY POLICY



~~**Important** Do not send cupcakes, doughnuts, or sugary treats for your child's birthday.~~

At Prairie Elementary, we enjoy honoring students on their birthdays. ~~We will announce~~ Student -birthdays are announced during the morning announcements and each student will receive a birthday ribbon and birthday pencil from the school. Our school takes great pride in making each child feel special on their birthday. If you would like to send something special, please follow these guidelines.

Distribution of sugary treats is prohibited. If you would like to bring a birthday snack to share, healthy snacks that are commercially wrapped, such as pretzels, baked crackers, or granola bars will be accepted; however, we ask that you consider gifting the classroom a book, or small school supplies such as pencils, erasers, or stickers instead of any food item.

Important Do not send cupcakes, doughnuts, or sugary treats for your child's birthday.

PARTY INVITATIONS

Students may bring party invitations to school. We ask invitations be given to the teacher for discreet distribution. ~~This will in an attempt to minimize the opportunity for classroom disruptions and any hurt feelings for those not~~ keep hurt feelings for students who do not ~~receiving receive~~ an invitation ~~and disruptions in the classroom environment to a minimum.~~

TREATS FOR SCHOOL

For student health and safety, any snacks brought ~~in to~~ to the classroom to be shared with other students must be store-bought. ~~Prior to~~ Before sending snacks to school, please contact your child's teacher for approval. ~~Due to growing concerns over severe food allergies, please we ask that observe~~ the following guidelines be observed:

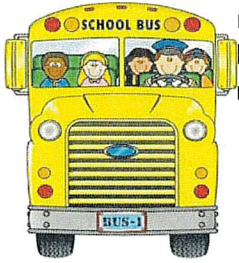
- Students cannot bring soft drinks, candy, or baked goods.
- Students cannot bring products containing peanuts or peanut oil to school for classroom snacks.
- Students cannot share food at lunch.

VALUABLES, TOYS, & MONEY

Electronics can be a nice distraction for students during a long bus ride. ~~If~~ students bring electronic games, music players, smart watches, ~~or~~ cell phones, ~~or~~ toys they must remain in backpacks and be used only with the teacher or bus driver's permission. **No toys or playground equipment may should be brought to school.** ~~Yelm Community Schools, Prairie Elementary, and school personnel will not be responsible for lost, stolen, or damaged items.~~

Please do not allow students to bring more money to school than what is needed during the school day.

FIELD TRIPS



ry, we feel field trips are a very valuable educational experience. ~~When~~ a class is scheduled to go on receive the necessary information and a permission form to sign. Children will not be allowed to ~~it~~ a signed parent permission form on hand before departure.

When possible students will eat at school either before or after the field trip. ~~In rare cases~~ ~~students when students will~~ have to eat on the field trip, ~~on these cases~~ students will need to bring a lunch or order a sack lunch. **Students will make the request on their field trip permission slip for a sack lunch, even if they receive free/reduced meal benefits, as they will not be automatically**

included in the count.

If you wish to accompany your child on a field trip as a chaperone, contact your student's teacher to confirm you may attend and find out additional information. Some venues limit the number of chaperones allowed per school. you must complete the ~~Volunteers must complete an~~ application online and pass a background check before being allowed to chaperone or volunteer for a field trip. Please allow a minimum of five business days for an application to be processed by the YCS business office. Siblings **are not allowed** to accompany Prairie students on field trips. Parents are required to drive their personal vehicles on field trips.

LOST AND FOUND



Found clothing items are placed on a rack outside the multi-purpose room. -Smaller found items are placed-stored in the office for safe keeping.- If your child has lost something, ~~please~~ have him/her/them check the Lost and Found rack or ask the office. -All current Lost and Found items will be ~~available~~ displayed in the halls during conference weeks. Articles not claimed are given to a local charitable organization at the end of each quarter. -Articles lost on the bus are usually kept by the individual driver for a period of time and are then turned into the Lost and Found at the Transportation office.

ASSEMBLIES



~~Most~~ On Friday mornings a month at 8:45 AM a.m., we have a Prairie P.R.I.D.E. assembly which lasts approximately 30 minutes. -The Friday assemblies have been a long-standing tradition since our doors opened in 1984. During these assemblies, we sing songs, focus on core qualities and learn about respect, practice manners, classes share subjects they are currently studying, and recognize student achievements.- It is an excellent teaching opportunity. -It also brings a strong feeling of camaraderie and community to our students, staff and families within our school. Assembly dates will be included on the website calendar of events.

COUNSELOR

Our school counselor, Sarah Bennie, is here to assist students, teachers, and parents in meeting the individual, social, emotional, and academic needs of our students. -If you have any questions or need information from our counselor, please email her at, -sarah_bennie@ycs.wednet.edu or call our school office at, 360.458.3700.

504 Coordinator - Board Policy 2162

The district 504 coordinator is the superintendent or his/her designee. -The counselor at Prairie Elementary School coordinates 504 plans for our building.

STUDENT BEHAVIOR MANAGEMENT

The Prairie staff is dedicated to creating and maintaining a positive, productive environment for all students. -Since student behavior and a quality learning climate are closely related, we believe it is worth the effort to encourage and reinforce cooperation and responsible behavior from our students.

Our school-wide behavior management is designed to bring about an increased recognition and promotion of good behavior, and is supported by the Positive Behavior Intervention System (P.B.I.S). -If problems arise, we work positively to find solutions. -If a student has difficulty assuming responsibility at school, we may ask parents to help us teach them an alternative set of behaviors. -Parents may be asked to conference with us and/or support us in developing an appropriate plan for greater success.

Staff and students at Prairie Elementary will work together to help each other reach their fullest potential. Everyone will be treated with respect and dignity. -Prairie students show their best by choosing to:

1. Respect others by being kind with our words and actions.
2. Follow all school rules and expectations.
3. Play safely on the playground.
4. Solve problems peacefully.



PRIDE
is the Prairie Way

I have a
Positive attitude
Respect myself & others, take
Individual responsibility to
Do my best,
Excelling at success!

STUDENT CRIME STOPPERS

Yelm students and families have a way to report crimes or dangerous situations anonymously. Thurston County CrimeStoppers is a 24-hour manned call center to receive anonymous tips anytime. Report a Crime by:

1. Calling 800-222-TIPS (8477)
2. Submitting Online at www.p3tips.com
3. Download the P3 App to your mobile device

As always, tipsters remain 100% percent anonymous and could possibly be rewarded up to \$1,000. Remember to save your "tip number" in order to follow up and receive a reward. Anyone having knowledge about dangerous situations or crimes (past, present, or future) can report a tip.

CLASS PLACEMENTS

We do not allow parent requests for class placement as we have found this hinders our ability to create classes that are fair and balanced.

Based on educational research, the Prairie staff strongly believes that students should be placed in classrooms that have a balance of academic abilities, social skills, and gender. -We are very fortunate at Prairie Elementary to have a staff of highly qualified teachers that-who are committed to meeting the learning needs of every student. -We strive to create a learning environment where all students can reach their potential. -In such an environment, we have found that almost all students will learn and experience success with any of our teachers. Few students actually need to be assigned one particular teacher versus another.

Here are the criteria we use each year for student placement:

- Academic needs and strengths
- Behavioral needs and strengths
- Social needs
- Learning style
- Gender balance
- Even balance of children of all achievement levels

CHANGE OF PLACEMENT PROCESS

After Once the school year has started, if a parent wishes to request a change of placement and there is room in another classroom, the following procedure will be followed:

1. The parent will meet with the teacher and principal to express concerns.
2. Concerns and expected outcomes will be documented.
3. The teacher will have time to implement changes.
4. A follow-up meetings with the parents, teachers, and the principal will be held to discuss if the-concerns have been addressedchanges_ have not been made to the satisfaction of the parent.
5. The outcome of this meeting will determine if a change in placement is necessary.
- 6.

DISCIPLINE

Discipline procedures will follow district policies.

Student Conduct – Policy 3420

Classroom Management, Discipline & Corrective Action – Policy 3241

Exceptional Misconduct – Policy 3241

Sexual Harassment of Students – Policy 3205

Use of Tobacco and Nicotine Products & Delivery Devices – Policy 4215

Harassment, Intimidation, and Bullying – Policy 3207

District Policies are available in the Student [Right-Rights](#) & Responsibility Handbook or [on](#) the District website at www.ycw.wednet.edu/policies.

OUR SCHOOLS PROTECT STUDENTS FROM HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our reporting form on the district website (ycs.wednet.edu/hib) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the

families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you

agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, visit the district website to review the HIB Policy 3207 and Procedure 3207P. (ycs.wednet.edu/policies)

OUR SCHOOL STANDS AGAINST DISCRIMINATION

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

Visit the district website to review the Nondiscrimination Policy 3210 and Procedure 3210P. (ycs.wednet.edu/policies)

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a

sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Visit the district website to review the Sexual Harassment Policy 3205 and Procedure 3205P. (ycs.wednet.edu/policies)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may use our reporting form on the district website (ycs.wednet.edu/hib) or contact a counselor, administrator or the district staff members below to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dee Dee Buckingham, PO Box 476, Yelm, WA 98597, 360.458.1900, doyla_buckingham@ycs.wednet.edu

Concerns about harassment, intimidation and bullying (HIB):

HIB Compliance Officer: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124, shannon_powell@ycs.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

To submit a written complaint using our form on the district website (ycs.wednet.edu/policies), describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to fully resolve your complaint.

WHO ELSE CAN HELP WITH HIB OR DISCRIMINATION CONCERNS?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360.725.6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360.725.6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K- 12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1.866.297.2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800.421.3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change

- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Visit the district website to review the Gender-Inclusive Schools Policy 3211 and Procedure 3211P. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

HARASSMENT, INTIMIDATION, AND BULLYING

~~A person is being bullied when he/she isthey are exposed, repeatedly, and over time, to negative actions on the part of one or more persons. Negative actions are when a person intentionally inflicts injury or discomfort upon another person, through physical contact, words, or other ways.~~

Note that bullying is both overt and covert behaviors:

- ~~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.~~

GENDER INCLUSIVE SCHOOLS

~~The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement. Review the full 3211 board policy and procedure on the district website.~~

SEXUAL HARASSMENT

~~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.~~

~~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, examples of “sexual harassment” includes but is are not limited to:

- 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
- 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
- pressuring a person for sexual favors
- 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

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.

A student can report sexual harassment to any school staff member. You also have the right to file a complaint. For a copy of the district’s sexual harassment policy and procedure, contact the school or district office, or view Policy 3205 online.

NON-DISCRIMINATION STATEMENT

Yelm Community Schools does not discriminate in any programs, activities, or employment opportunities 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:

Civil Rights: Dee-Dee Buckingham, 360.458.1900, doyla_buckingham@ycs.wednet.edu

Title IX Coordinator: Lisa Cadero-Smith, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

504 Coordinator: Shannon Powell, 360.458.6124, shannon_powell@ycs.wednet.edu

HIB Coordinator: Brittany LaPalm, 360.458.6124, brittany_lapalm@ycs.wednet.edu

Address: 107 First St. N., PO Box 476, Yelm, WA 98597.

For the complete district policy, see Board Policy 3210 & 3210P

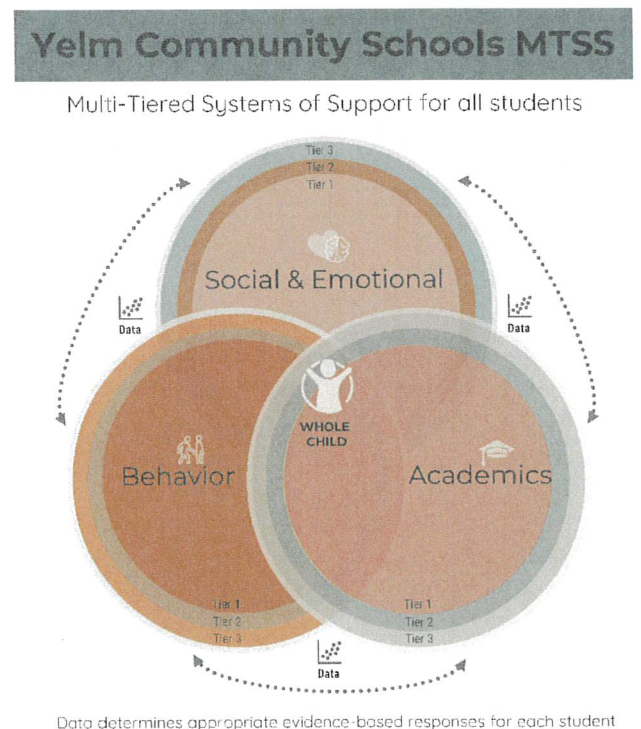
MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

The vision of Yelm Community Schools is to prepare ALL students for post-secondary pathways, careers, and civic engagement.

A Multi-Tiered System of Supports (MTSS) is a service delivery framework focused on prevention and problem-solving for all students. An integrated MTSS connects all of the academic and non-academic interventions, supports, and services available in schools and communities to support instruction and eliminate barriers to learning and teaching. Within an MTSS framework, multiple levels of instruction, assessment, and intervention are designed to meet the academic and non-academic needs of ALL students.

Essential Components of an MTSS Framework

- Core Instruction and Tiered Continuum of Evidence-based Interventions and Supports (Tier I, II, III)
- Universal Screening and Progress Monitoring
- Data-based Decision Making
- Family Engagement and Community Partnerships
- Creating and maintaining the infrastructure to support an integrated MTSS Framework



For an overview [on of](#) a specific policy, please visit the YCS district's webpage which is available to all to view online at www.ycs.wednet.edu.

MEMORANDUM

TO: Board of Directors
FROM: Charles Cook, Principal Southworth Elementary
DATE: May 23, 2024
SUBJECT: Recommendation to Approve Southworth Elementary Handbook

Background Information:

The 2024 - 2025 Southworth Elementary handbook is attached for approval. Changes are listed below.

- Updated Year on cover
- Removed 'STOP IT'
- Updated letter from Mr. Cook
- Updated/Removed contact information in the Non-Discrimination statement
- Updated Booster Club meeting to once monthly
- Corrected punctuation and small wording (ie: pm to am, comma to period, at each to in the)
- Changed spirit week from first week of May to throughout the year
- Updated wording under Student Conduct/Behavior Expectations
- Removed "1 week suspension from play".
- Removed "Note: Discipline policies will updated during the 2019-20 school year. We will notify families after school board approve."
- Updated "Skyward" to ""Q" Skyward/Qmlativ
- Updated "left" with "right" under Student Drop Off Procedures
- Removed "and shared on skyward" under Parent Communications
- Under Report Cards: Changed four to two, added "progress", removed "mailed home", added "available on Family Access"
- Under Lost & Found: added the word "found" and changed "month" to "quarter"
- Updated date on the Student-Parent-Staff Compact
- Updated/Removed contact information on the bottom of the letterhead with the Pledge.
- Replaced OSPI required language for HIB and sexual discrimination

Action Required

Approval of student handbook

Recommended Motion

I move that the Board of Directors approve Southworth Elementary 2024 - 2025 student handbook.

SOUTHWORTH ELEMENTARY

DREAM, BELIEVE, ACHIEVE!



Principal: Mr. Charles Cook
Email: charles_cook@ycs.wednet.edu
Assistant Principal: Mrs. Traci Schultz
Email: Teresa_Shultz@ycs.wednet.edu
Phone: 360-458-2500 Fax: 360-458-6303
School website: ycs.wednet.edu/Southworth



2024-2025

PARENT and STUDENT HANDBOOK

Optimum Learning Environment:

Yelm Community Schools embraces the diversity within our schools and seeks to create a nurturing and barrier-free learning environment for each student. To achieve this goal we commit to:

- Preparing our students to thrive in a multicultural and diverse society.
- Ensuring fair, equitable and inclusive principles are integrated into our policies, programs, operations and practices.
- Creating school and classroom cultures that are free of bias-based language or behaviors.
- Eliminating barriers that perpetuate negative outcomes.
- Providing all students the resources, opportunities and supports needed to succeed at high levels.
- Honoring and building upon the strengths and assets of every student.
- Welcoming and engaging families and community members as essential partners.

Our Mission:

Communities dedicated to learning and achievement

Our Vision:

Yelm Community Schools is a safe, student-centered, and collaborative learning environment. In partnership with parents, students, and community leaders, YCS staff members are dedicated to helping each student meet performance expectations and achieve their full learning potential.

Crime Stoppers

Yelm students and families have a way to report crimes or dangerous situations anonymously. Thurston County Crime Stoppers is a 24-hour manned call center to receive anonymous tips anytime. Report a Crime by:

1. Calling 800-222-TIPS (8477)
2. Submitting Online at www.p3tips.com
3. Download the P3 App to your mobile device

As always, tipsters remain 100% anonymous and could possibly be rewarded up to \$1,000. Remember to save your “tip number” in order to follow up and receive a reward. Anyone having knowledge about dangerous situations or crimes (past, present or future) can report a tip.



Southworth Elementary School



13849 Yelm Hwy SE, Yelm, WA 98597

360.458.2500 ~ FAX: 360.458.6303

www.ycs.wednet.edu

Charles Cook, Principal

Traci Schultz, Assistant Principal

Dear Southworth Families,

I would like to take this opportunity to welcome you and your child (ren) into our Southworth Elementary School community for this upcoming school year. If you are returning, then you already know what a great school we have. If you are new to Southworth, you will find our school is outstanding for many reasons. First, we have hard working and dedicated staff members that genuinely care about their students and plan meaningful and engaging lessons for your child (ren). As a Kids at Hope school, our dedicated staff believe that all kids can learn. As a school we focus on student growth.

Finally, Southworth parents are the best! They support the teachers and the school and are actively involved in the daily activities within the school. Our staff encourages and appreciates your involvement at school whether it is through classroom assistance, Booster Club activities, or active communication with your child's teacher. We hope to see and hear from you often. Please sign up to volunteer and remember to join our Booster Club.

This handbook was developed as a communication link between the Yelm Community Schools, Southworth Elementary School, and you. I hope it provides the necessary information, explanation of procedures and outlines policies that are critical to a successful school year. Please read this handbook and keep it in a safe place for you to review when needed.

Respectfully,

Charles Cook, Principal

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** Handbook subject to change



KIDS AT HOPE School

At Southworth, we are a Kids At Hope School:

Student Pledge:

"I am a Kid at Hope. I am talented, smart and capable of success. I have dreams for the future, and I will climb to reach those goals and dreams. All Children are capable of Success, No Exceptions!"

Staff Pledge:

"I am a Treasure Hunter: As an adult and a TREASURE HUNTER, I am committed to search for all the talents, skills and intelligence that exist in all children and youth. I believe all children are capable of success, No Exceptions!"

SCHOOL HOURS

Students should not arrive on campus before 8:15 AM. There is no supervision before this time, and staff may be in meetings or preparing for classes.

1st bell rings at 8:30 AM (9:30 on late start Wednesday) - *students report to their classrooms*

2nd bell rings at 8:35 AM (9:35 on late start Wednesday) - *all students are expected to be in their seats at this time*

ATTENDANCE- POLICY - PLEASE READ THOROUGHLY

Please contact Attendance Line at (360) 458-6244 (24 hour message line available)

Attendance

Yelm Community Schools places a high priority on school attendance. Studies prove that daily attendance has a direct impact on student achievement. Our goal is to have every student arrive on time and attend a full day of school.

School Hours and Supervision

School hours for Southworth are:

Regular School Day Attendance

School Begins at 8:35

Students arriving between 8:35-10:05 will be marked tardy

Students arriving between 10:05-1:35 will be marked absent for the a.m. only

Students leaving between 1:35-3:05 will be marked absent for the p.m.

School Ends at 3:05

Late Start Wednesday

School Begins at 9:35

Students arriving between 9:35-10:05 will be marked tardy

Students arriving between 10:05-1:35 will be marked absent for the a.m. only

Students arriving between 1:35-3:05 will be marked absent for the whole day

School Ends at 3:05

The safety of students is of utmost importance to us. Before school supervision is provided 20 minutes prior to the start of class that is 8:15 a.m. on a regular day and 9:15 p.m. on a late start day for your convenience. Students should not arrive on campus before 8:15 a.m. on a regular start day and 9:15 a.m. on a late start Wednesday. We have no regular after school supervision available. To ensure student safety, all students must be picked up by 3:10 p.m. Individual after school activities will be communicated by supervising teacher.

Tardiness

Students are expected to be in class on time. When a student's tardiness becomes frequent (after 5 in a semester), the student shall be referred to the dean of students for support. In addition, excessive tardiness may result in the school requiring an Attendance Agreement.

End of Day Transportation Changes

The office has a record for each student for the end of the day pickup. If there is a change from the normal routine, either bus or parent pickup, **a note is required**. If you are unable to send a note with your student, you may email sw_attendance@yca.wednet.edu by 2 p.m. Verbal directions to your child cannot be accepted as a change. If you have set up a schedule change for certain days of every week, we will automatically write a note indicating that change. **Please notify the office, in writing, with any changes.**

Definition of “Excused Absences”

Students are expected to attend ALL assigned classes each day unless excused by the parent/guardian for valid reasons below.

1. **Participation in a school-approved activity:** This absence must be authorized by a staff member and prior notification must be provided to parent/guardian for approval. (IE., field trips)
2. **Illness, health condition, health care appointments, family emergency, or religious/cultural purpose:** We encourage parent/guardian to schedule appointments during non-school hours whenever possible. School officials may require a health professional’s written note when a student has more than 3 consecutive absences. Families are encourage to acquire a health professional’s written note whenever possible and submit a copy to the Attendance Office.
3. **Parental/Family Pre-Arranged Absence:** Parents/Guardians are to notify the school if there will be a pre-arranged absence from school. The absence may be classified as unexcused if the student is under an Attendance Agreement, BECCA order, or has an adverse effect on the student’s education or student has already reach 10 absences for the school year or 10% of the current year. The Pre-Arranged Absence Form is available in the school office.
4. Court, judicial proceedings court-ordered activity or absences related to homeless or foster care status.
5. Suspensions from school

Definition of “Unexcused Absences”

Unexcused absences are defined as “failure on the part of the parent/guardian to notify the school in a timely manner.”

Reporting Absence Procedures

When your child will be absent from school, you can notify the school in two ways:

1. Send an email to sw_attendance@yca.wednet.edu to excuse your child
2. Call attendance line at 360.458.6244 and provide reason

If your student has not arrived to school or the school hasn’t been notified of the absence by 8:45 a.m. on a regular start day or by 9:45 a.m. on a late start Wednesday an automated phone call, email and/or text will be sent to parent/guardian.

Chronic Absenteeism

Chronic absenteeism incorporates all absences: excused, unexcused and suspensions. The focus is on the academic consequences due to the loss of instructional time and preventing absences before students fall behind. Chronic absenteeism is defined as missing more than 10% of the school year.

Process for Truancy

The following truancy procedures will be followed prior to filing a full petition.

Tier 1

- 1-2 Unexcused Absences: Parent/Guardian will be contacted via School Messenger, E-mail, letter or phone call
- 3 Unexcused Absences: Schedule a meeting with school personnel to find solutions
- IEP/504 Accruing Students: Case manager will convene an IEP meeting to develop a plan

Tier 2

- 4 Unexcused Absences/Excessive Excused Absences or 10% of the school year: Students will be placed on attendance contract

Tier 3

- 5 Unexcused Absences/Excessive Excused Absences or 10% of the school year: The school will file a stay petition with Thurston county Juvenile court and schedule community Truancy Board Meeting
- Students not attending school as court ordered results in school filling a contempt and progress report Thurston County Juvenile court
- Monitor and review expiration date

CLASS PLACEMENT

We do not allow parent request for class placement as we have found this hinders our ability to create classes that are fair and balanced. Based upon educational research, the Southworth staff strongly believes that students should be placed in classrooms that have a balance of academic abilities, social skills, and gender. We are very fortunate at Southworth Elementary to have a staff of highly qualified teachers that are committed to meeting the learning needs of every student. We strive to create a learning environment where all students can reach their potential. In such an environment, we have found that almost all students will learn and experience success with any of our teachers. Few students actually need to be assigned one particular teacher versus another.

Here are the criteria we use each year for student placement:

- Academic needs and strengths
- Behavioral needs and strengths
- Social needs
- Learning style
- Gender balance
- Even balance of children of all achievement levels

We take class placement very seriously. Your child's teacher and next year's teachers meet as a team to place students based on the above criteria. They make every effort to balance classes while meeting the specific learning needs of every child. Your child's teacher uses their knowledge of each child to make certain that students will be successful in the prospective classroom structure, that the student has friends in that classroom, and that some student combinations are avoided if necessary. Mr. Cook, our specialists and the special services team carefully review preliminary class lists before the final decision is made. We understand that parents occasionally have concerns that need special consideration in the placement process and we want to know about them. We encourage families with specific placement concerns to share that information directly with our school counselor.

VISITORS

We encourage parent involvement at Southworth. Parents are welcome in the classroom as volunteers, to have lunch with their child/ren, and to attend special events and assemblies. Visitors always need to sign in at the office on the kiosk and get a visitor's badge from office personnel. Only staff members are allowed on the playground during recess time.

As a courtesy to our teaching staff and to coordinate their schedule with yours, please make an appointment to meet with the principal, counselor or your child's teacher when needing to talk to them.

To minimize disruptions in the classroom, we do not forward phone calls to staff during the school day unless it is an emergency. We are happy to take a message or put you through to the classroom before or after school.

PARKING

For the safety of all Southworth students, parking is available for parents and visitors on the side of the school. Follow the red sign/white arrow to the office for parent pickup. **Please do not park in the bus loading area.**

VOLUNTEERS

Volunteers are a vital part of our students' education. To volunteer in a school during the school year, an application must be completed online. All volunteers must receive clearance through the Washington Access to Criminal History (WATCH) before volunteering. **Clearance is granted for one school year only.** Visit the website to complete the application: <http://www.helpcounter.net/yelm>. *For more information, contact our Volunteer Coordinator Office at 360.458.6100.*

BOOSTER CLUB

One way to get involved with your child's education is to join the Southworth Booster Club. Booster Club meetings are held once a month in the Southworth cafeteria at 6:00 pm. Children are welcome to attend with their parents if necessary. The Booster Club hosts many events and activities throughout the year and supports our school programs. You can always get in contact with the Booster Club by emailing at southworthbooser@gmail.com.

STUDENT INCENTIVE PROGRAMS FOR PROMOTING POSITIVE BEHAVIORS

Southworth Elementary uses several incentive programs to promote positive behaviors of our students. These programs are designed to work together in promoting positive behaviors as well as help our students develop positive character traits to help them well beyond school.

STAR Bucks: All adults at Southworth promote STAR through the handing out of STAR Bucks. These are used for earning classroom rewards and grade level rewards. Staff will be looking for students that are demonstrating:

- Safety
- Trustworthiness
- Achievement
- Respect

Monthly Rewards: Each grade level teacher will recognize one student for demonstrating STAR behavior and academic growth each month. Teachers will notify parents about this recognition and invite them to the assembly to see their student be recognized and given a certificate.

Word of the Month: At Southworth we focus on one-character trait a month. Monthly newsletters are sent out about the word of the month. Students take these forms home and fill them out with their family to learn about the word of the month. Students that complete all of the forms for the year get an extra recess at the end of the year. Teachers will work with students on helping them understand this character trait word in their classrooms each month.

Spirit Days: Every Friday is a school pride spirit day. During football season many staff and students can swap school pride spirit wear to a Blue Friday. The school will have spirit weeks throughout the year.

STUDENT CONDUCT/BEHAVIOR EXPECTATIONS

Southworth students follow STAR (Safe, Trustworthy, Achieve, & Respect) and teachers recognize students that show STAR in school. Individual teachers also design their own motivational systems to encourage appropriate behavior. The system includes verbal or non-verbal warnings, and students have the option to use a calming corner/safe space to help them calm or regulate behavior, removal to another classroom for recovery, and lastly removal from class for redirect or safety. Students will be returned to class when they are ready to learn. If the student returns to the classroom but continues the inappropriate behavior, he/she may be sent home. If the student continues similar behaviors on subsequent days and is again sent to the office, suspension from school may occur. Parents will be contacted by the teacher of any student that displays conduct or behavioral issues. Preservation of the learning environment is important to students making academic progress.

These building wide rules are expectations to help students be safe, be kind, and have fun.

Cell phones

Cell phones and cell phone watches must be kept off and in students' backpacks during the school day. Students are not allowed to use their phones, watch phones, take photos, or send voice or text messages, without staff permission. Students who violate our cell phone policy will have their phones confiscated and parents will be notified to pick up the phone. Disciplinary actions may be taken based on the severity of the incident. Using phones to bully or harass other students (through recorded /spoken/written words or pictures) violates RCW 9A.36.080 and will result in disciplinary action. For further details regarding students and telecommunication devices, please refer to YCS School Board Policy 3245 on the district website @ www.ycs.wednet.edu.

Money and valuables

Please do not allow students to bring more money to school than what is needed during the school day. Valuables, electronics (i.e. I Pods, MP3 players, DSs, etc.) are **NOT** allowed at school. These items will be kept in the office until a parent can pick them up. School personnel will not be responsible for lost, stolen, or damaged items.

Listen to all adults

All staff members will help guide students in following rules. Parents please teach your child that they need to listen to all staff members that they encounter in the halls and around Southworth.

Quiet Coyote

That hand signal will be the signal for quiet listening in assemblies and public areas around Southworth.

Toys

Toys are not to be seen at Southworth. Teachers have discretion whether to allow them in class, but need to make sure students put them away when kids go out to recess. Check with your teacher as to what items may be brought to their classroom.

Sports Equipment

Students who want to bring these things for recess need to talk to their classroom teacher and get approval. They must have their name clearly marked. Teachers will consider if the individual student will be able to use it responsibly.

Hallways

Students need to walk (not run) through the hallways at all times.

Class Lines

Students need to walk with their classes on the right side of the hallway, quietly, with hands and feet to self (not touching items).

Hands, Feet and Mouth

All students are expected to keep their hands, feet and mouth to themselves in all areas around Southworth. *Hands* means that students are not to touch, slap, or hit other students to harm them. *Feet* are not to be used to kick and harm another student. *Mouth* is not to be used to say harmful words, spit on, or bite others.

School Expectations

The Southworth staff is dedicated to creating and maintaining a positive, productive environment for all students.

- Maintaining consistent rules and procedures building-wide
- Teaching expected behaviors to all students
- Providing the level of support each student needs in order to be successful
- Rewarding appropriate behavior, good choices, and hard work
- Showing respect for self, others, and property

Playground

Students who engage in inappropriate physical aggression while playing contact sports (ie: football, soccer, etc.) will be disciplined as follows:

- Verbal warning from the playground staff
- Meeting with parent and principal to determine further restrictions

HOW DO I KNOW IF MY CHILD WAS TALKED TO ABOUT THEIR BEHAVIOR

Teachers will be in contact with parents via phone and/or email.

OUR SCHOOLS PROTECT STUDENTS FROM HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our reporting form on the district website (ycs.wednet.edu/hib) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you

agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, visit the district website to review the HIB Policy 3207 and Procedure 3207P. (ycs.wednet.edu/policies)

OUR SCHOOL STANDS AGAINST DISCRIMINATION

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

Visit the district website to review the Nondiscrimination Policy 3210 and Procedure 3210P. (ycs.wednet.edu/policies)

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Visit the district website to review the Sexual Harassment Policy 3205 and Procedure 3205P. (ycs.wednet.edu/policies)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may use our reporting form on the district website (ycs.wednet.edu/hib) or contact a counselor, administrator or the district staff members below to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dee Dee Buckingham, PO Box 476, Yelm, WA 98597, 360.458.1900, doyla_buckingham@ycs.wednet.edu

Concerns about harassment, intimidation and bullying (HIB):

HIB Compliance Officer: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124, shannon_powell@ycs.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

To **submit a written complaint** using our form on the district website (ycs.wednet.edu/policies), describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

WHO ELSE CAN HELP WITH HIB OR DISCRIMINATION CONCERNS?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360.725.6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360.725.6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1.866.297.2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800.421.3481

OUR SCHOOL IS GENDER-INCLUSIVE

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student’s gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student’s gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Visit the district website to review the Gender-Inclusive Schools Policy 3211 and Procedure 3211P. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Please note all discipline procedures will follow district policies.

Student Conduct – Policy 3240

Classroom Management, Discipline & Corrective Action – Policy 3241

Exceptional Misconduct – Policy 3241

Student Sexual Harassment – Policy 3205

Use of Tobacco and Nicotine Products & Delivery Devices – Policy 4215

District Policies are available in the Student Rights & Responsibility Handbook or district website at www.ycs.wednet.edu/policies.

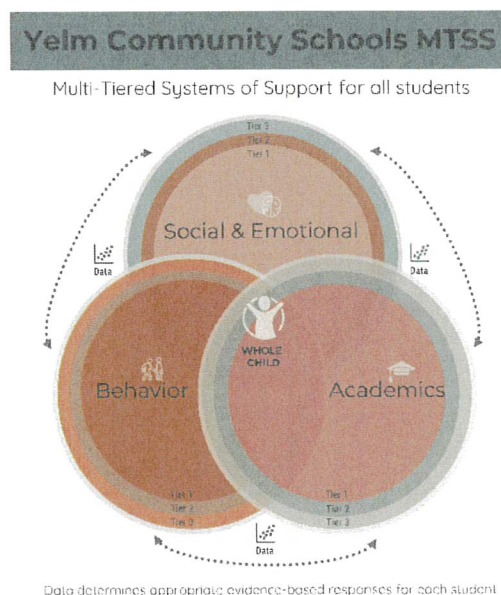
Multi-Tiered System of Supports (MTSS)

The vision of Yelm Community Schools is to prepare ALL students for post-secondary pathways, careers, and civic engagement.

A Multi-Tiered System of Supports (MTSS) is a service delivery framework focused on prevention and problem solving for all students. An integrated MTSS connects all of the academic and non-academic interventions, supports, and services available in schools and communities to support instruction and eliminate barriers to learning and teaching. Within an MTSS framework, multiple levels of instruction, assessment, and intervention are designed to meet the academic and non-academic needs of ALL students.

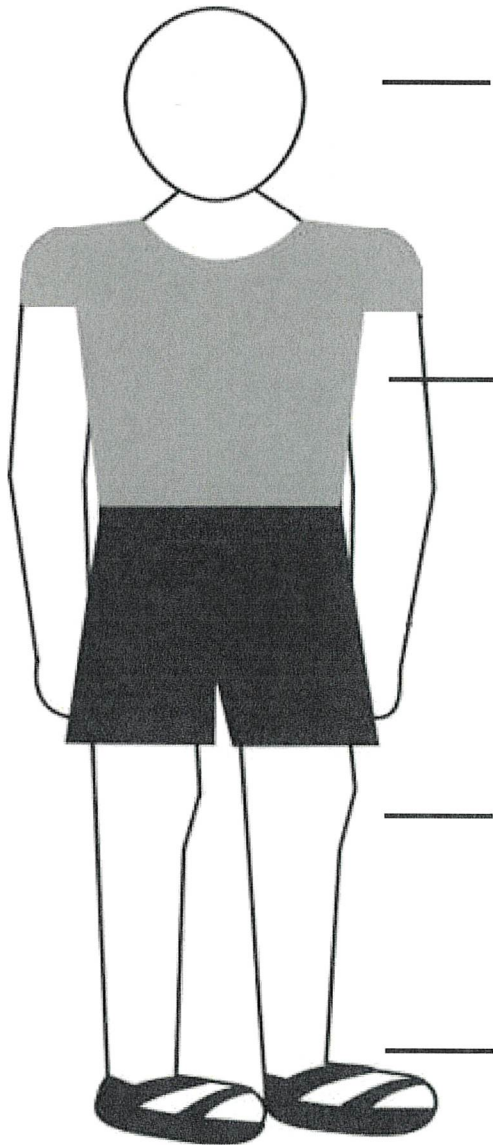
Essential Components of an MTSS Framework

- Core Instruction and Tiered Continuum of Evidence-based Interventions and Supports (Tier I, II, III)
- Universal Screening and Progress Monitoring
- Data-based Decision Making
- Family Engagement and Community Partnerships
- Creating and maintaining the infrastructure to support an integrated MTSS Framework



DRESS CODE

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



Heads: K-5 students must remove all headwear* while in the building.

Torso: Clothing must cover stomachs, backs, shoulders, chests and undergarments.

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

Feet: Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety.

Guidelines

- *Headwear includes hats, hoods, headbands with animal ears, bandanas and head wraps.
(Exceptions will be made for medical, religious and other approved reasons.)
- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang-related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.
- Please do not wear any perfume, after shave or scented products.
- **The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.**

FOOD SERVICE/MEALS AT SCHOOL

The breakfast and lunch program is provided by our district's Food Service department. Breakfast is served 8:15 AM on regular start day and 9:15 AM on a late start Wednesday. Please check with your students' teacher for your student's lunch time. Daily menus are made available monthly for students or accessible at www.yelm.nutrislice.com.

Check the website for an updated meal fee schedule.

Free and Reduced Meals

Meal benefits are available to families that meet income guidelines. Free and Reduced applications are available online through Skyward Family Access. Paper applications are available at school upon request or on our website at www.ycs.wednet.edu/foodservice.

If you have questions regarding your child's meal account, please contact your school. For assistance with Free and Reduced application, please contact the district Food Service Department at (360) 400-1151.

ONLINE PAYMENTS FOR STUDENT MEALS AND FEES

As a convenience to families, Yelm Community Schools provides an easy way to make online payments from home or work, 24/7. With just one login, you can make payments for any child in your household using Discover, VISA or MasterCard credit or debit cards.

Online payments can be used to replenish a student's food service account or pay for any existing fines or fees, such as class fees, athletic fees or ASB activities.

Yelm Community Schools is fully compliant with all data protection laws, including PCI Data Security Standards. Yelm School District does not store your billing or payment information at any time. Any personal information you enter related to your credit card through this website is purged immediately. Any contact information you enter is stored for your convenience when using our website. Information you provide to us will only be used by Yelm Community Schools. We will never sell or rent your personal information to third parties.

The link that makes this possible is: <https://wa-yelm.intouchrecepting.com/> or click on the icon at the top of any district or school website.

There is a standard format for all users and their passwords.

User Name is the parent's *Family Access ID* (aka. "Q" Skyward/Qmlativ_Login ID)

Password is *Last Name* in all Capital Letters

Note: Cookies must be enabled on your web browser

DISTRICT TECHNOLOGY ACCESS

The district is dedicated to promoting and instilling principles of digital citizenship and media literacy in students and encourages guardians to play an active role in the process of educating students. While the district takes great care to monitor and filter inappropriate websites, students are expected to be responsible users of their access and the educational technology tools made available. For a complete list of Student Responsible Use Guidelines, review the Student Rights and Responsibility Handbook and/or Policy and Procedure 2022/P on the district website at www.ycs.wednet.edu/policies.

Student will be given a unique user login and password to access educational technology tools. The login portal icon is available at the top of the school and district website for students to access at school or home. It is essential students keep this information private to ensure security of their school files and online accounts.

HEALTH INFORMATION

Life Threatening Illness

If your child has an illness, which has the potential to cause death during the school day YCS must be made aware prior to the student's first day of school. Examples of these conditions would be seizures, diabetes, allergies requiring an Epi Pen, severe asthma and/or any other condition that is considered to be life threatening. Parents/guardians are responsible to report this information to the Registered Nurse assigned to ~~that~~ the school. Parents/guardians must provide the medication in its original container along with the medication authorization form prior to the first day of school. Students will be excluded from school until these requirements are met. (RCW 28A.210.320, District Policy 3413)

Immunizations

In order to protect children against a number of childhood diseases, Washington State Law requires that all children enrolled to YCS be immunized against varicella, diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and hepatitis b as appropriate. Parents may submit the Exemption from Immunization form. However, students will be excluded from school if they do not meet the requirements of the law. (RCW 28A.210.060, District Policy 3413)

Infectious Disease

In order to safeguard the school community from the spread of certain communicable diseases YCS will comply with the State Board of Health rules and regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of the Superintendent of Public Instruction. (District Policy 3414)

Medications

YCS requires signed authorization forms for the dispensing of any prescription or non-prescription medicines to students. Forms must be signed by the physician as well as the parent/guardian and are available from the office. Physicians may fax this information to our school at (360) 458-6303. All medications must be delivered to and picked up from the school by the parent/guardian in the original container. Most medications can be dispensed by the parent/guardian before or after school. Please ask your healthcare provider for guidance on medication delivery times. (RCW 28A.210.260 & 270, District Policy 3416)

COMMON HEALTH CARE PROCEDURES

Accident or Head Trauma:

Parents will be notified regarding any incident that necessitates an accident report. In addition, any student who suffers trauma to the head at school will be assessed in the health room and parents will be notified.

Allergy Accommodations:

Latex Allergy - Yelm Community Schools prohibits the use of all latex products, including latex balloons, due to severe allergies. Peanut Allergy - Please refrain from sending any peanut products due to severe allergies.

Diarrhea:

Any student who has been having diarrhea will be sent home and may return to school when they have been free of diarrhea for 24 hours.

Fever:

Any student with a fever of 100.4 or higher will be sent home and may return to school once the child has been fever free for 24 hours without the use of fever reducing medication.

Injury:

If any child has an injury that prohibits them from participating in PE or other school activities, a note from the physician is needed to excuse participation. Please be sure the doctor includes when student can return to normal activity or provide a separate note.

Lice:

The Infectious Disease Control Guide no longer recommends long-term exclusion for pediculosis/head lice. Head lice is a nuisance condition and is not known to transmit infection from person to person. Any student who presents with live lice will be sent home for treatment. Students may return to school when no live lice are present.

Rash:

Any student with an undiagnosed rash will be sent home from school in order to be evaluated by a healthcare provider. The parent/guardian will be asked to provide a note from a healthcare provider upon return to school.

Vomiting:

Any student who has been vomiting will be sent home and may return to school when they have not vomited in 24 hours.

BEFORE/AFTER SCHOOL SUPERVISION

The safety of our students is of utmost importance to us. Supervision will be **provided from 8:15-8:25** on our playground for your convenience. There is no playground supervision after school. Students are not to be on campus before 8:15 am (9:15 am LSW) or after 3:05 pm.

If you need supervision you can contact the YMCA as they offer before and after school care for a fee. The YMCA contact number is 360-705-2642.

STUDENT DROP OFF PROCEDURES

When students are dropped off in the morning before school, students must exit the right side of the vehicle. Once students are dropped off, drivers exit through the parking lot. **Please be respectful of other drivers and students when dropping off as this ensures the safety of our students.**

PICKING UP CHILDREN FROM SCHOOL

Please remember to bring your ID as it is required for picking any student before, during or after school. We ask that parents send a note to school with their child to notify the teacher if a student will be picked up before regular dismissal time. When picking students up, please come to the office, and your child will meet you there. If someone other than a parent is picking up the student, be sure you send written authorization indicating that. To ensure the safety of our students, all students who are picked up from school must be signed out in the log book in the office when checked out during the day. When picking up students after school, parents are to meet students and sign them out in the cafeteria with photo ID. Please do not ask your child to meet you in the hallway or parking lot. **As school attendance is important and early pick-ups are disruptive to the educational process, we encourage parents to wait until school is dismissed before picking up their child, whenever possible.**

END OF DAY PROCEDURES

The office has a record for each student for the end of the day pickup. If there is a change from the normal routine, either bus or parent pick up **a note is required**. If you are unable to send a note with your student, you may email sw_attendance@yca.wednet.edu by 2 p.m. Verbal directions to your child cannot be accepted as a change. If you have set up a schedule change for certain days of every week, we will automatically write a note indicating that change. **Please notify the office, in writing, with any changes.**

RIDING THE BUS

Our bus drivers review the bus rules with students at the beginning of the year. If you have questions about busing or need a copy of the rules, please call our transportation department at 360.458.3300.

If it is necessary to make a bus change (permanent or temporary), please email sw_attendance@yca.wednet.edu prior to 2:00 PM.

PARENT COMMUNICATIONS

A bi-monthly newsletter with current events, highlights, Booster Club news, and event dates will be emailed. The newsletter is also available on our website. We also communicate thru the "School Messenger" system. Automated calls are sent to Southworth families with important information. This system requires each student's current contact information.

FAMILY ACCESS

The administration and staff at Yelm Community Schools recognize that many parents/guardians would like to play a greater role in their child's education. To make it easier for you to get involved, each parent/guardian is provided the ability to view their student's information anytime, day or night with a Family Access Login.-

Family Access is available through the website at the top of every page on this website. If you forget your password, go to the login page to recover account information. You will receive an email to reset your password. You can also update your email and contact phone number. Please ask school office staff if you need assistance.

TREATS FOR SCHOOL

For students' health and safety, **treats or snacks must be store-bought**. Please be sure to check with your child's teacher before bringing any treats to school. Because of severe food allergies, please do not bring products containing any nuts, including peanuts or peanut oil to school for classroom consumption.

Gum chewing is not allowed at school.

HOMEWORK

We believe that homework is an important part of the learning process. Homework reinforces skills taught in class and gives students an opportunity to practice these skills independently. It also fosters a sense of responsibility and

provides an additional opportunity for communication between school and home. Parents can help by expecting their child to complete assignments and to turn them in on time. Teachers will provide homework for absent students providing the absence is excused (as detailed in the School Board Attendance Policies). Parents may contact our office to request homework for an absent student. Please give at least 24 hours' notice.

REPORT CARDS AND CONFERENCES

Report cards are sent out two times each year. 1st and 3rd quarter progress report cards are reviewed at parent-teacher conferences in November and March. Our teachers look forward to the opportunity to meet with you at conference time and discuss your child's progress and accomplishments. 2nd and 4th quarter report cards are available on Family Access.

LOST AND FOUND

If your child has lost something, please have him/her check the lost and found by the front office. There is also a box for smaller items that is inside the office. It is helpful if names are written on the inside tags of coats and jackets. Unclaimed articles are given to charitable organizations at the end of each quarter.

Articles lost on buses are usually kept by the individual driver for a period of time and are then turned into the lost and found department at the bus garage. You may contact the bus garage at 360-458-3300.

INVITATIONS

Please do not hand out party invitations during instructional time. This causes hurt feelings for students who do not receive invitations and disrupts the classroom environment. Please give invites to the teacher to be put into backpacks.

EMERGENCY CLOSURE AND DELAYS

Sometimes during the school year, we face the possibility of inclement weather and school closure or schedule changes. Typically, families will be notified of emergency schedule changes by an automated phone call, email and/or text. We will announce closures and delays as early as possible but not later than 5:30 a.m. Occasionally, circumstances change quickly and late announcements are unavoidable. The following information is for reference in the event that the schools are closed or buses operate on an emergency schedule:

School Closure: All schools will be closed all day and any activities planned for the day or evening will be announced by 12pm on the district website.

Emergency Schedule: Indicates that schools will start on a delayed schedule. Parents are reminded that although the buses will start the runs later, if we are on an emergency schedule, the buses may be slightly later near the end of the run. We request that parents make allowances for this.

Limited Transportation: Limited transportation will prevail if some roads become inaccessible or if the county announces road closures. School will be in session unless otherwise announced by the Superintendent's Office.

Stay informed about Emergency Closures & Delays by

- Signing up for **FLASH ALERT** (<http://flashalert.net/news.html?id=4289>) to receive an email notice.
- Updating your Family Access email and home & cell numbers
- Opting In for Text Messaging (Text YES to 67587)
- Following Yelm Community Schools on Facebook and Twitter
- Visiting the district website for detailed information and updates
- Tuning into other media outlets

It is requested that parents/guardians do not call the media stations for closure information.

SAFETY DRILLS

As a building we conduct several safety drills each year. At Southworth we will conduct at least 5 fire drills, 1 earthquake drill, and 3 lockdown drills. We ask parents to talk to their student about taking ALL emergency drills serious. We practice these drills to help prepare our staff and your student in the event of an actual emergency. During fire drills we have students practice orderly evacuation of the building to a safe location for *unification*. For earthquake drills we have students practice DUCK, COVER, and HOLD. While practicing lockdown drills we strive in getting students to shelter in place *quietly* behind a locked door until we are able to evacuate safely. During all drills a sign will be posted outside the office main door and all phones will not be answered, but you will be able to leave a message.

WATCH DOGS

Watch D.O.G.S. (Dad of Great Students) is a family and community educational initiative. There are 2 primary goals of the Watch DOGS program.

1. To provide positive male role models for the students, demonstrating by their presence that education is important.
2. To provide extra sets of eyes and ears to enhance school security and reduce bullying.

Program Benefits

- Students gain positive male role models.
- Schools gain an extra set of eyes and ears. The presence of a father or father figure will provide an additional deterrent to bullying, enhance a sense of security in the building, and will help to create an environment conducive to learning.
- Fathers get a glimpse of their students' everyday world and learn about the increasingly complex challenges and decisions today's youth are facing.
- Fathers gain a greater awareness of the positive impact they can have on their student's life in three critical areas including: academic performance, self-esteem, social behavior.
- The Watch DOGS volunteers provide real and important help for the teachers and the students.

FORMS TO RETURN TO SCHOOL

Parents (s) or guardians (s) and student, please review, sign and return the following 3 pages to your student's teacher.

- 1) Verification of Rules and Policies Review
- 2) Parent-Student-Staff Compact
- 3) Anti-bullying Pledge

We have read and understand the rules and policies of Southworth Elementary School.

Parent/guardian

Date

2nd Parent/guardian (*optional*)

Date

Student

Date

As a teacher, I will be responsible for:

- Believing that each student can learn.
- Respecting and valuing the uniqueness of each student and his or her family.
- Providing an environment that promotes active learning.
- Providing opportunities for each student to achieve the essential academic learning requirements.
- Documenting ongoing assessment of each student's academic progress.
- Maintaining open lines of communication with students in a timely manner.
- Notifying parents/guardians of any concerns or problems in a timely manner.
- Providing instruction in a way that will motivate, encourage, and meet the needs of my students.

Date

Teacher Signature

As a parent/guardian, I will be responsible for:

- Assisting my child with assignments
- Attending parent/teacher conferences
- Asking for support when it is needed
- Attending school functions
- Ensuring regular attendance
- Believing my child can learn.
- Showing respect and support for my child, the staff and the school.
- Encouraging my child to read at home and apply all his or her learning to daily life.
- Ensuring that my child comes to school well-rested and prepared to learn
- Talk to my child each day about their school day.

Date

Parent/Guardian Signature

As principal/administrator, I will be responsible for:

- Ensuring that our school provides high-quality curriculum and instruction in a safe and supportive learning environment that enables all students to meet or exceed student performance standards.
- Providing for two-way communication between home and school, in order for parents /guardians to have reasonable access to discussing matters relating to their son/daughter.
- Creating a welcoming environment for students, families and community members.
- Communicating to students and families the school's mission, goals, parent involvement policy and ways to support student achievement.
- Communicating to parents /guardians the importance of reading daily with their children.

Date

Principal Signature
Mr. Charles Cook

As a student, I will be responsible for:

- Demonstrating my best effort on all assignments
- Being an active participant in class
- Arriving to class ready to learn with appropriate materials
- Bringing completed homework to class
- Asking for additional help for skills or concepts not fully understood
- Maintaining school appropriate behavior
- Respecting the rights of others to learn without disruption.
- Following the school's C.A.R.E. rules

Date

Student Signature

September ~~2023~~ 2024



Southworth Elementary School



402 Yelm W Yelm Ave., Yelm, WA 98597

360.458.2500 ~ FAX: 360.458.6303

www.ycs.wednet.edu

Charles Cook, Principal

Traci Schultz, Assistant Principal

Anti-Bullying Pledge

As a student of Southworth Elementary School, I _____ agree to join together to stamp out bullying at our school. I believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. Bullying can be pushing, shoving, hitting, and spitting as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or and other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, I agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of the school’s policies and support systems with regards to bullying.
- Report honestly and immediately all incidents of bullying to any school staff member.
- Be alert in places around the school where there is less adult supervision.
- Support students who have been or are subjected to bullying.
- Talk to teachers and parent/guardians about concerns and issues regarding bullying.
- Work with students and school staff, to help the school deal with bullying effectively.
- Encourage teachers to discuss bullying issues in the classroom.
- Provide a good role model for younger students and support them if bullying them if bullying occurs.
- Participate fully and contribute in learning activities dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don’t report or stop the bullying, I am just as guilty.

Student Signature: _____ Date: _____

Parent/Guardians Pledge:

By signing this pledge, we the parent(s)/guardian(s) agree to:

- Keep our children and ourselves informed and aware of school bullying policies.
- Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
- Discuss regularly with our children their feelings about schoolwork, friendship and relationships.
- Inform school staff of changes in our children’s behavior or circumstances at home that may change a child’s behavior at school.
- Alert school staff if any bullying has occurred.

Parent/Guardian: _____ Date: _____

Yelm Community Schools does not discriminate in any programs, activities, or employment opportunities 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: Civil Rights: DeeDee Buckingham, 360.458.1900, Doyla_Buckingham@ycs.wednet.edu; Title IX Coordinator: Lisa Cadero-Smith, 360.458.6120, Lisa_Cadero-Smith@ycs.wednet.edu; and 504 Coordinator: Shannon Powell, 360.458.6124, Shannon_Powell@ycs.wednet.edu; HIB Coordinator: Lisa Cadero-Smith, , 360.458.6120, Lisa_Cadero-Smith@ycs.wednet.edu
For the complete district policy, see **Board Policy 3210 & 3210P** Address: 107 First St. N., PO Box 476, Yelm, 98597.

MEMORANDUM

TO: Board of Directors
FROM: Mr. Craig Curry, Principal
DATE: May 23, 2024
SUBJECT: Recommendation to Approve 2024-25 Ridgeline Middle School Student Handbook

Background Information:

The attached 2024-25 Ridgeline Middle School Student Handbook is attached for approval. Changes are listed below.

- School year updated accordingly throughout handbook.
- Table of contents updated accordingly.
- Changed language: the building to classrooms (page 3).
- Replaced OSPI required language for HIB and sexual discrimination.

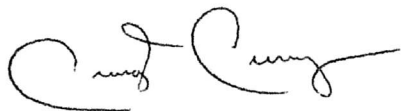
Action Required

Approval of student handbook.

Recommended Motion

I move that the Board of Directors approve the Ridgeline Middle School 2024-25 student handbook.

Sincerely,



Craig Curry
Principal, Ridgeline Middle School

Ridgeline Middle School
P.O. Box 476
Yelm, WA 98597



2024 – 2025
Student Handbook

Principal
Craig Curry

Assistant Principal / Athletic Director
Anthony Quichocho



This Planner belongs to: _____

Homeroom Teacher: _____

Yelm Community Schools embraces the diversity within our schools and seeks to create a nurturing and barrier-free learning environment for each student. To achieve this goal we commit to:

- Preparing our students to thrive in a multicultural and diverse society.
- Ensuring fair, equitable and inclusive principles are integrated into our policies, programs, operations and practices.
- Creating school and classroom cultures that are free of bias-based language or behaviors.
- Eliminating barriers that perpetuate negative outcomes.
- Providing all students the resources, opportunities and supports needed to succeed at high levels.
- Honoring and building upon the strengths and assets of every student.
- Welcoming and engaging families and community members as essential partners.

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Our Mission

To positively impact the learning and growth of the whole child by knowing every student by name, number, need, strength, and story.

Our Vision

We aim to be leaders of learning and community engagement by always improving how we provide support, challenge, and hope for all the students and families we serve.

Our Pledge

We are committed to creating a school that believes in all students and knows no limits to their academic success.

Our Goal

All RMS students will be on a path to on-time graduation and ready to enact their post-secondary plan.

All students are taught the RMS STORM Covenant. The covenant establishes the guidelines for appropriate school behavior and serves as the basic framework for student success at Ridgeline Middle School.

SUCCESSFUL—Students will be encouraged to follow the rules of the school and take pride in their schoolwork and their actions to be successful inside and outside the classroom.

TRUSTWORTHY—Students will be encouraged to be responsible for their actions and attitudes. Students will be reliable, honest, and trustworthy to their peers, parents, and school staff.

ORGANIZED—Students will be encouraged to use materials and resources to accomplish personal goals in the classroom. Students and staff will share academic progress with parents using the student planner, telephone, progress reports, electronic and face-to-face communication.

RESPECTFUL—Students will be encouraged to respect themselves, others, and the learning environment. Positive student behaviors will be supported, and respect for our school, community, and each other will be demonstrated in all that we do.

MOTIVATED—Students, staff and parents will be encouraged to celebrate academic achievement. Students will be encouraged to accomplish their goals. A positive culture motivates everyone to do their best to improve themselves, others, and the school.

ASB/ID CARDS

Each student will be required to have a student ID card provided during the first month of school. For sports and after school clubs, students will be required to purchase an ASB sticker for their identification cards. The purchase of an ASB sticker reduces the cost of ASB dance admission and yearbooks. Replacement ID cards may be purchased in the office.

ASSEMBLIES

Various assemblies will be scheduled throughout the school year. Students are expected to follow established guidelines. All students are to walk to the assembly with their teachers and sit quietly in the designated areas. Students are expected to behave in a mature manner during the assembly, and to extend the proper courtesies to those people conducting the presentation. At the conclusion, students will remain seated until specifically dismissed. Inappropriate behavior will result in loss of assembly privileges and/or additional disciplinary action.

BALLOONS/FLOWERS/GIFTS

We do not accept flowers, balloons, gifts, etc., as they are disruptive to the learning environment. Latex balloons are not allowed in the building. Please do not have personal gifts sent to school.

BICYCLES/SKATES/SKATEBOARDS/SCOOTERS

Bicycles, skates, skateboards and scooters are not to be ridden on school grounds. Bicycles are to be parked immediately in the bike rack provided upon arrival to school. Helmets are highly encouraged. Please wear a helmet for safety. Students should bring their own bike locks. The school is not responsible for theft or damage. Skateboards and scooters must be checked in at the office. Due to safety concerns and liability issues, skateboards, scooters, and bikes may not be ridden on school grounds. These items are disruptive, present a safety hazard, and may be confiscated. If items in the office cause damage, create a mess, or become an issue, students may lose this privilege.

BUSSES AND BUS PASSES

Students riding a bus other than their usual bus to/from home must bring a signed note from the parent/guardian with the name of student they are to go home with, and the date. Notes must be approved through the office and must be delivered before school. If you need to call in end of day transportation changes, please call the school no later than 30 minutes before the end of the school day to ensure we have time to deliver the message to student; otherwise, we cannot ensure message delivery.

All school rules and regulations apply to bus conduct. School bus drivers have the authority to discipline students for misconduct related to School District Rules (**WAC 180.40.230**). Misconduct may result in suspension of the bus riding privileges. The Students' Rights and Responsibilities Policy will be applied at school, at school bus stops, away from school, at school events, functions or activities and for transportation on school vehicles. **ALL SCHOOL RULES APPLY AT THE BUS STOP.** Any questions related to bus misconduct should be directed to the Director of Transportation at 458-3300. School discipline may also be applied.

CAMPUS RESPECT

To help keep our school clean GUM is not allowed. Trashcans are also readily available inside classrooms, hallways and outside building entrances to facilitate the proper disposal of trash.

CELL PHONES/ELECTRONICS

Cell phones and/or personal electronic devices may not be used or visible in classrooms from 7:00 a.m. to 2:00 p.m. unless otherwise directed by a staff member. **1st Offense** – will be confiscated and can be picked up by student after school in the office. **2nd Offense** - will be confiscated, student will receive a referral and a lunch detention and can be picked up by student after school in the office then parent will be contacted. **3rd Offense** - will be confiscated, student will receive a referral and two lunch detentions. **4th Offense and beyond** – Further discipline. **Students are highly encouraged to keep electronics in their backpack or locker during the day.**

While on school district property or while attending school-sponsored or school-related activities, students shall not use cell phones or other personal communication devices in a manner that poses a threat to academic integrity, disrupts the learning environment (See page 22) or violates the privacy rights of others. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

CLOSED CAMPUS

Ridgeline Middle School is a closed campus. This means ALL students must remain on campus at all times unless supervised by a staff member or parent. Once a student arrives on school grounds in the morning, he/she is not to leave campus until school is dismissed at the end of the day. Students who are not currently enrolled at RMS are not permitted on campus during school hours without permission from the administration. School grounds include all of the properties within the sidewalks or roads (in the absence of a sidewalk) that border Ridgeline Middle School. Students are not allowed in areas designated as "closed" during certain hours of the day. These include but are not limited to the track, the baseball fields, the hallways and the parking lots.

COMMUNICATION/FAMILY ACCESS

The administration and staff at Yelm Community Schools recognize that many parents/guardians would like to play a greater role in their child's education. To make it easier for you to get involved, each parent/guardian is provided the ability to view their student's information anytime, day or night, with a Family Access Login.

New Users: To obtain a Family Access login, please contact RMS Registrar at 360.458.1100 Option 2 (or you can visit her in the office). She will provide you with a generic login and password that will require you to change upon your first login.

Family Access is available at the top of every page on this website. If you forget your password, go to the login page to recover account information. You will receive an email to reset your password. You can also update your email and contact phone number. Please ask our school office staff if you need assistance.

Progress reports will also be sent home periodically by classroom teachers and posted electronically in Skyward *Family Access*, keeping both students and parents informed of the student's academic progress. Report card grades are printed quarterly at the end of each term. Ridgeline's website www.ycs.wednet.edu/ridgeline is another source of information for students and parents regarding upcoming events and activities. Our phone number is 360.458.1100. Parents may also communicate with teachers and staff via email.

CRIMESTOPPERS

Yelm students and families have a way to report crimes or dangerous situations anonymously. Thurston County CrimeStoppers is a 24-hour manned call center to receive anonymous tips anytime. Report a Crime by:

1. Calling **800-222-TIPS** (8477)
2. Submitting Online at www.p3tips.com
3. Download the P3 App to your mobile device at www.p3tips.com

As always, tipsters remain 100% anonymous and could possibly be rewarded up to \$1,000. Remember to save your "tip number" in order to follow up and receive a reward. Anyone having knowledge about dangerous situations or crimes (past, present or future) can report a tip.

EMERGENCY PROCEDURES AND DRILLS

Students will practice fire, earthquake and lockdown drills throughout the school year. Emergency drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to be informed of the exit route for each of their classrooms. Students are to report to their homeroom location when allowed to exit the building.

In the event of an actual emergency, parents should understand that telephone calls will only hinder

emergency relief and that information concerning children and the amount of damage cannot be furnished. Parents will be notified by telephone of any accidents to children as soon as possible. Students will only be released to people listed on the student's emergency card. Please make sure the information is kept current. When it is necessary to evacuate the Ridgeline campus, an offsite emergency evacuation location will be used. Students and staff will rendezvous at St. Columban Catholic Church located at 506 First Street. Parents, guardians, or adults picking up students must sign out students from the office or designated release station. Adults picking up students should follow the school's procedures under all circumstances so the school is always aware of the student's safety and whereabouts.

FINES/OBLIGATIONS

Any student who has acquired a fine/obligation (which can include lost or damaged chrome books, textbooks and/or library books) is responsible for satisfying that obligation by the end of the semester. All fines/obligations must be paid before end of the year activities and trips.

FOOD SERVICE/MEALS AT SCHOOL

The breakfast and lunch program is provided by our district's Food Service department. Breakfast is served every morning at 7:00 a.m. Lunch is served at 10:44 a.m. (1st lunch) and 11:42 a.m. (2nd lunch), and 11:44 a.m. (3rd lunch). Daily menus are made available monthly for students or accessible at www.yelm.nutrislice.com. Please check the school website for current meal prices as they are subject to change.

MEAL PAYMENT OPTIONS

Students may pay cash to the cafeteria cashier or pay via debit or credit card in the office, with the office Kiosk for online payments (see Online Payments on page 7). Money should be deposited before school begins. Checks are to be made payable to RMS for any amount. Panhandling for food or money will not be tolerated. *(NOTE: Food service payments are imported twice a day at 6:30 a.m. and 10:30 a.m. Payments made after 6:30 a.m. will not be posted to student's food service account until 10:30 a.m. Payments made after 10:30 a.m. will not be posted until the following school day at 6:30 a.m.)*

FREE AND REDUCED MEALS

Meal benefits are available to families that meet income guidelines. Free and Reduced applications are available online through Skyward Family Access. Paper applications are available at school upon request or on our website at www.ycs.wednet.edu/foodservice. If you have questions regarding your child's meal account, please contact your school. For assistance with Free and Reduced application, please contact the district Food Service Department at (360.400.1151).

FRAGRANT SPRAYS

Airborne sprays such as cologne, hairspray, and breath and body deodorants are not allowed at school as they can cause chemically sensitive/asthmatic students to have life threatening reactions.

GUEST TEACHERS

A substitute teacher is an important visitor whose impression of our school will be carried into the community. Substitutes are to be treated with respect, and students are expected to be polite and helpful. Any discipline problems with a guest teacher will be handled as a serious offense.

HALL PASSES

Throughout the school day, students may need to use the library, restroom, or other areas outside of the classroom. To be excused from class, students must use their own planner hall pass or a note signed by a RMS staff member. Hall pass sheets torn out of a planner are not valid.

HEALTH INFORMATION

Illness should be reported to the teacher who may refer the student to the office. **All phone calls home due to illness must be made from the Health Room.** Parent notification, if warranted, will occur in the office. Students must have a pass to the office. In case of an accident, no matter how minor, the injury must be reported immediately to the teacher. If the injury requires medical attention, students must report to the school office before going to the doctor. The office personnel will, if necessary, contact the nurse. In the case of severe accidents/acute illness, emergency care will be given and the parents will be notified.

LIFE THREATENING ILLNESS

If your child has an illness, which has the potential to cause death during the school day YCS must be made aware prior to the student's first day of school. Examples of these conditions would be seizures, diabetes, allergies requiring an Epi Pen, severe asthma and/or any other condition that is considered to be life threatening. Parents/guardians are responsible to report this information to the Registered Nurse assigned to that school. Parents/guardians must provide the medication in its original container along with the medication authorization form prior to the first day of school. Students will be excluded from school until these requirements are met. (RCW 28A.210.320, District Policy 3413)

IMMUNIZATIONS

In order to protect children against a number of childhood diseases, Washington State Law requires that all children enrolled to YCS be immunized against varicella, diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and hepatitis b as appropriate. Parents may submit the Exemption from Immunization form. However, students will be excluded from school if they do not meet the requirements of the law. (RCW 28A.210.060, District Policy 3413)

INFECTIOUS DISEASE

In order to safeguard the school community from the spread of certain communicable diseases YCS will comply with the State Board of Health rules and regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of the Superintendent of Public Instruction. (District Policy 3414)

MEDICATIONS

YCS requires signed authorization forms for the dispensing of any prescription or non-prescription medicines to students. All medications require written permission and instructions from a person licensed to prescribe as described in **RCW 28A.210.260 & 270, District Policy 3416 as well as the parent/guardian. (Forms are available in the Health Room.)**

Physicians may fax this information to our school at 360.400.1256. Every effort should be made to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent(s) and/or guardian(s) that the medication will be administered by a trained staff member.

All medication to be administered requires:

- proper label with the student's name, name of medication, dosage, and time to be administered;
- written orders from a licensed prescriber detailing the name of the medication, dosage, time to be given, and the expected duration of administration; and
- that medication is brought to school in the original container appropriately labeled by the licensed prescriber for the prescription drugs or by manufacturer for non-prescription drugs.
- Medications must be brought to school by a parent or guardian.

Non-prescription or over-the-counter medication, including cough drops, aspirin, cold medication, etcetera, may only be authorized by a parent and/or guardian and must have written orders from a licensed prescriber detailing name of medication, dosage, time to be given and expected duration of administration. It must be administered only under the direction of, and in the presence of the school nurse, health room assistant or trained staff member. A student may utilize tobacco cessation medications under the guidance of a licensed prescriber, with parent/guardian consent and only under the direction of the school nurse. Misuse of prescription/non-prescription drugs will be subject to suspension or expulsion. All prescription and non-prescription medication will be kept in a locked cabinet.

A copy of this regulation shall be available to the parents/guardians who request administration of medication in the school. The parents/guardians shall agree in writing as a part of the request form that because of the schedule and other responsibilities, it is permissible for a dosage or dosages to be delayed or missed. If the parents/guardians refuse to accept that condition, the District shall reject the request.

COMMON HEALTH CARE PROCEDURES

- Accident or Head Trauma: Parents will be notified regarding any incident that necessitates an accident report. In addition, any student who suffers trauma to the head at school will be assessed in the health room and parents will be notified.
- Allergy Accommodations: Latex Allergy - Yelm Community Schools prohibits the use of all latex products, including latex balloons, due to severe allergies. Peanut Allergy - Please refrain from sending any peanut products due to severe allergies.
- Diarrhea: Any student who has been having diarrhea will be sent home and may return to school when they have been free of diarrhea for 24 hours.
- Fever: Any student with a fever of 100.4 or higher will be sent home and may return to school once the child has been fever free for 24 hours without the use of fever reducing medication.
- Injury: If any child has an injury that prohibits them from participating in PE or other school activities, a note from the physician is needed to excuse participation. Please be sure the doctor includes when student can return to normal activity or provide a separate note.
- Lice: The Infectious Disease Control Guide no longer recommends long-term exclusion for pediculosis/head lice. Head lice is a nuisance condition and is not known to transmit infection from person to person. Any student who presents with live lice will be sent home for treatment. Students may return to school when no live lice are present.
- Rash: Any student with an undiagnosed rash will be sent home from school in order to be evaluated by a healthcare provider. The parent/guardian will be asked to provide a note from a healthcare provider upon return to school.
- Vomiting: Any student who has been vomiting will be sent home and may return to school when they have not vomited in 24 hours.

LIBRARY

The RMS library provides services and resources to our students, families and staff. Students are encouraged to use these resources often to become successful and independent in using a wide variety of media. The library is available for student use in the morning and at lunch after students have signed out with the cafeteria supervisor.

LOCKERS/STUDENT VALUABLES/BACKPACKS/BOOK BAGS

Lockers are provided as a privilege. They are district property and may be inspected by unannounced checks. The student will be held responsible for the condition of the locker, including its regular cleaning, and a fine may be assessed for damage to a locker. Searches are conducted according to board policy, and any container may be searched and confiscated. Locker assignments will be made the first week of school, and students may be assigned a locker partner. Once you receive a locker, you may not leave that locker and place your belongings in another person's locker. At no time can you give your combination to another person. Students must notify the office of any locker or locker partner problems immediately. Access to lockers is before, after school, before, and after lunch. Valuables are not to be left in lockers or brought to school. The school/district is not accountable for lost/stolen personal items. If an item is valuable, leave it at home.

The following are rules/guidelines for student use:

- Lockers shall be locked at all times and combinations shall be kept private.
- Student must use assigned locker only.
- No personal locks may be used.

- Lockers shall be kept free of graffiti.
- Jamming of, damage to, or theft from a locker is a suspendable offense.
- The school does not insure the lockers' contents.
- Throughout the year, the school reserves the right to bring in law enforcement and law enforcement dogs trained to find illegal drugs and to do random searches.

LOITERING

Loitering is not allowed in any hallway or on campus during the day, before, or after school hours. After school, a student is expected to leave campus by 2:15 p.m. unless attending a supervised school activity. Students are not to loiter on school grounds. When parents drop off students before school, the student will enter the building through the doors closest to the Commons. Students waiting to be picked up after school will wait at the main entrance. If a student wishes to receive help from a teacher after school, the student must arrange to do so in advance. Students may not wait on campus to attend athletic events and may return at 3:15 p.m.

LOST & FOUND

The school maintains a collection of lost and found items. Lost articles may be claimed upon proper identification in the office. It is strongly recommended that you have articles of clothing and all possessions clearly marked with student names. Those articles not claimed within a reasonable time frame will be given to charity.

MESSAGES

RMS cannot guarantee that messages taken after 1:30 p.m. will be delivered to students.

NO EXCUSES UNIVERSITY

Ridgeline Middle School is a No Excuses University School (NEU). NEU is a national network of schools who are committed to building college and career readiness for all students through building exceptional school systems. Go to <https://noexcusesu.com/> for more information.

ONLINE PAYMENTS FOR STUDENT MEALS AND FEES

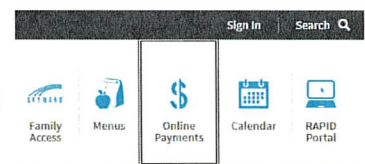
As a convenience to families, Yelm Community Schools provides an easy way to make online payments from home or work, 24/7. With just one login, you can make payments for any child in your household using Discover, VISA or MasterCard credit or debit cards.

Online payments can be used to replenish a student's food service account or pay for any existing fines or fees, such as class fees, athletic fees or ASB activities

Yelm Community Schools is fully compliant with all data protection laws, including PCI Data Security Standards. Yelm School District does not store your billing or payment information at any time. Any personal information you enter related to your credit card through this website is purged immediately. Any contact information you enter is stored for your convenience when using our website. Information you provide to us will only be used by Yelm Community Schools. We will never sell or rent your personal information to third parties. Family Access is available through the website at the top of every page on this website.

There is a standard format for all users and their passwords.

- User Name is the parent's **Family Access ID** (aka. Skyward Login ID)
- Password (created by user)



Note: Cookies must be enabled on your web browser. All school offices have a Kiosk for your convenience.

PLANNER REQUIREMENTS

Each student must purchase a planner for \$5. Students are required to carry their planners with them to all classes and use them to manage their time and work. It is the responsibility of the student to keep his/her

planner free from graffiti and inappropriate language. Students are also responsible for keeping the planner intact with all appropriate pages in order. If a planner is lost, students must purchase a new one through the office.

DISTRICT INTERNET/TECHNOLOGY POLICY

The district is dedicated to promoting and instilling principles of digital citizenship and media literacy in students and encourages guardians to play an active role in the process of educating students. While the district takes great care to monitor and filter inappropriate websites, students are expected to be responsible users of their access and the educational technology tools made available. For a complete list of Student Responsible Use Guidelines, review the Student Rights and Responsibility Handbook and/or Policy and Procedure 2022/P on the district website at www.ycs.wednet.edu/policies.

Student will be given a unique user login and password to access educational technology tools. The login portal icon is available at the top of the school and district website for students to access at school or home. It is essential students keep this information private to ensure security of their school files and online accounts.

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. Network connected computers are available in the library, computer lab and classrooms. The term computer or computer equipment includes: chrome books, computers, system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, and any other piece of equipment or software which is part of the school's computer system. Students should use the computers for teacher-approved activities only. Please reference the district Acceptable Use Policy (AUP) for specific expectations. Misuse may result in loss of computer privileges or other disciplinary action.

VISITORS

All visitors are required to report to the school office to make arrangements and receive assistance in conducting their business. To provide the safest atmosphere possible, students from other schools are **NOT** permitted to visit RMS classes. If a parent wishes to visit his/her student's classes or teachers, the visit must be cleared through the building administration. Arrangements must be made **at least 24 hours in advance**, so parent and teacher can confer before and after the visit. **All visitors will be issued and must wear a visitor's pass.** After-school visitors are also required to report to the school office to sign in and receive assistance in visiting a classroom.

VOLUNTEERS

Volunteers are a vital part of our students' education. To volunteer in a school during the school year, an application must be completed online. All volunteers must receive clearance through the Washington Access to Criminal History (WATCH) before volunteering. **Clearance is granted for one school year only.** Visit the website to complete the application: <http://www.helpcounter.net/yelm>. For more information, contact our Volunteer Coordinator Office at 360-458-6100.

Yelm Community Schools places a high priority on school attendance. Studies prove that daily attendance has a direct impact on student achievement. Our goal is to have every student arrive on time and attend a full day of school. School hours are 7:30 a.m. – 2:30 p.m. The safety of students is of utmost importance to us. Before school, supervision is provided from 6:30 a.m. for your convenience. Students should not arrive on campus before 6:30 a.m. We have no regular after school supervision available. To ensure student safety, all students must be picked up by 2:15 p.m. Individual after school activities will be communicated by supervising teacher.

ATTENDANCE – COMPULSORY ATTENDANCE (RCW 28A 225.010)

All students shall attend school every day unless they have a legitimate reason for being absent.

REPORTING ABSENCE PROCEDURES

The student's parent/guardian is expected to notify the school the reason for the absence on the day of the absence and no later than the day the student returns to school.

When your child will be absent from school, you can notify the school in three ways:

1. Send an email to Beckie Whited, Registrar and Attendance Secretary, email: RMS_attendance@yca.wednet.edu and provide reason
2. Call attendance line at office voice mail 360.458.1100, option 2 (available 24 hours a day) and provide reason
3. By parent/guardian note (the student should bring the note to the attendance office before school begins and provide reason)

If your student has not arrived to school or the school has not been notified of the absence by 7:30 a.m., an automated phone call, email and/or text will be sent to parent/guardian in the morning and the afternoon.

Definition of "Excused Absences"

Students are expected to attend ALL assigned classes each day unless excused by the parent/guardian for valid reasons below.

1. **Participation in a school-approved activity:** This absence must be authorized by a staff member and prior notification must be provided to parent/guardian for approval. (IE., field trips)
2. **Illness, health condition, health care appointments, family emergency, or religious/cultural purpose:** We encourage parent/guardian to schedule appointments during non-school hours whenever possible. School officials may require a health professional's written note when a student has more than 3 consecutive absences. Families are encouraged to acquire a health professional's written note whenever possible and submit a copy to the Attendance Office.
3. **Parental/Family Pre-Arranged Absence:** Parents/Guardians are to notify the school if there will be a pre-arranged absence from school. The absence may be classified as unexcused if the student is under an Attendance Agreement, BECCA order, or has an adverse effect on the student's education or student has already reach 10 absences for the school year or 10% of the current year. The Pre-Arranged Absence Form is available at each school office.
4. Court, judicial proceedings court-ordered activity or absences related to homeless or foster care status.
5. Suspensions from school.

Definition of "Unexcused Absences"

Unexcused absences are defined as "failure on the part of the parent/guardian to notify the school in a timely manner."

The principal or assistant principal may, upon request by a parent, grant permission for a student's absence for parent-approved activities providing such absence does not adversely affect the student's educational progress as determined by the principal or assistant principal. In addition, a student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree. The state law regarding attendance requires that every person under 18 years of age must attend school and requires verification of absence. Excuses such as sleeping in, missing the bus, getting assignments done for a class, ride not showing up, traffic, car problems, etc. do **NOT** constitute excused absences.

TARDY POLICY

Tardy to School: Students are tardy to school if they arrive after the start of the school day. If a student is tardy to school, he/she **MUST** report to the office to obtain an admit slip to class.

Tardies will only be excused for legitimate reasons such as appointments, emergencies, or illness. Excuses

such as sleeping in, missing the bus, getting assignments done for a class, ride not showing up, etcetera do NOT constitute excused tardies. Students who are late to school should bring a note from their parent or guardian. Students who arrive 10 minutes or later without a note or prior parent phone call are subject to disciplinary actions. After the 10 minute time period, it is considered an unexcused absence.

Tardy to Class:

Students are tardy to class if they are not seated with necessary materials when the teacher begins instruction. Excused tardies require a note or email from the previous class teacher or staff member. Each teacher will record tardies and students will be subject to disciplinary action. If a student needs to use the restroom before class starts, we encourage students to leave their items on their desk and check in with the teacher.

Per Quarter

First and Second Tardy	Verbal warning by teacher
Third Tardy	Parent/Guardian contact by teacher
Four or more Tardies	Discipline referral, parent/guardian contact, loss of Honor Level points, before school detention or multiple lunch detentions, administration may schedule parent/guardian conference and more stringent discipline administered

Note: Attendance and Tardies can be tracked on Family Access.

Ridgeline Middle School administration will periodically impose a lockout to discourage students from being tardy to class. During a lockout, staff members will lock their doors. Students locked out of their classroom will report to the commons to receive a lunch detention.

CHRONIC ABSENTEEISM

Chronic absenteeism incorporates all absences: excused and unexcused. The focus is on the academic consequences due to the loss of instructional time and preventing absences before students fall behind. Chronic absenteeism is defined as missing more than 10% of the school year.

Students are truant when they are absent from school or class without the knowledge or permission of a parent or guardian. Students who are truant are subject to disciplinary action including after school detention and/or in school suspension.

The following truancy procedures will be followed prior to filing a full petition.

Tier 1

- 1-2 Unexcused Absences: Parent/Guardian will be contacted via School Messenger, E-mail, letter or phone call
- 3 Unexcused Absences: Schedule a meeting with school personnel to find solutions
- IEP/504 Accruing Students: Case manager will convene an IEP meeting to develop a plan

Tier 2

- 4 Unexcused Absences/Excessive Excused Absences or 10% of the school year: Students will be placed on attendance contract
- Students in grades 6-12 need a Risk and Needs Assessment

Tier 3

- 5 Unexcused Absences/Excessive Excused Absences or 10% of the school year: The school will file a stay petition with Thurston county Juvenile court and schedule Community Engagement Board Meeting

- Students not attending school as court ordered results in school filing a contempt and progress report Thurston County Juvenile court
- Monitor and review expiration date

Attendance – Policy 3122

EARLY/MID DAY DISMISSAL

Students must bring a signed note from a parent or guardian to the office before school begins. Parents need to sign out their child in the office. Students will be called from class once the parent signs the student out in the office. When returning to school, the student must sign back in at the office.

FIELD TRIPS

All students need to communicate with their teachers prior to missing class due to a school-sponsored field trip. Students will also be responsible for work missed due to participation in the activity. All school and bus rules apply, including RMS dress code. Students must be passing all classes to be eligible for field trips.

CLASSWORK REQUESTS

Classwork requests may be made for absences of 3 or more days through the Attendance Office. Please allow 24 hours from the time of the request for staff to prepare the work. It is suggested that each student have a few other students in each class who could be called for information regarding assignments missed. It is the responsibility of the student to request make-up work upon returning to class if no office requests have been made.

MORNING ARRIVAL/AFTER SCHOOL DEPARTURE

Whether students arrive by bus or are dropped off, once they are on campus, they may not walk off campus. All students must report to the Commons as soon they arrive to school. Students will have the opportunity to sign-out to get help from a teacher or go to the library. Students arriving by bus or from the direction of 107th Loop must enter through the double doors that lead from the bus parking. Students arriving via Carter Street must enter through the Student Entry doors closest to the Commons. See map on the back cover of this handbook for exact locations. The Main Entrance is for visitors and official school business only. All exterior doors except the main entrance doors are locked after 7:30 a.m. until 6:30 a.m. the next day.

SCHOOL CLOSURE/DELAY

Sometimes during the school year, we face the possibility of inclement weather and school closure or schedule changes. Typically, families will be notified of emergency schedule changes by an automated phone call, email and/or text. We will announce closures and delays as early as possible but not later than 5:30 a.m. Occasionally circumstances change quickly and late announcements are unavoidable.

The following information is for reference in the event that the schools are closed or buses operate on an emergency schedule:

- **School Closure**: All schools will be closed all day and any activities planned for the day or evening will be announced by 12 p.m. on the district website.
- **Emergency Schedule**: Indicates that schools will start on a delayed schedule. Parents are reminded that although the buses will start the runs later, if we are on an emergency schedule, the buses may be slightly later near the end of the run. We request that parents make allowances for this.
- **Limited Transportation**: Limited transportation will prevail if some roads become inaccessible or if the county announces road closures. School will be in session unless otherwise announced by the Superintendent's Office.

Stay informed about Emergency Closures & Delays by:

- Signing up for **FLASH ALERT** (<http://flashalert.net/news.html?id=4289>) to receive an email notice.
- Updating your Family Access email and home & cell numbers
- Opting In for Text Messaging (Text YES to 67587)
- Following Yelm Community Schools on Facebook and Twitter
- Visiting the district website for detailed information and updates
- Tuning into other media outlets
- It is requested that parents/guardians do not call the media stations for closure information.

AM Stations	FM Stations	TV Stations
KGTK 920	KPLU 88.5 KIRO 97.3	KOMO 4
KOMO 1000	KMPS 94.1 KRWM 106.9	KING 5 / KONG 6
KGY 1240	KXXO 96.1	KIRO 7
KITZ 1400	KGY 96.9	KCPQ 13

TRANSFER/WITHDRAWAL

Students transferring to another school must come to the office to pick up a Student Withdrawal Form. The form signed by a parent/guardian will be taken to each class where each teacher will provide a grade-to-date and sign off that no fines have been assessed. It is required that all library books, textbooks and school equipment be returned to the proper teachers, and all teacher signatures obtained. The completed form and payment of fines must be received by the office before withdrawal is complete. Requests for transcripts will be held until all fines have been paid.

VACATIONS

Vacations during the school year are discouraged. Students missing school due to a vacation must complete a pre-arranged absence form and obtain prior approval at least one week in advance from the attendance office, teachers and administration. Any student excused for a planned absence will make up all work missed as determined by his/her teacher.

CONFERENCES

RMS participates in district-wide conferences in the fall and spring. Online scheduling and notification is completed through Skyward Family Access. Additional assistance is available for families without computer access.

Fall Conferences: Parents/Guardians have the opportunity to meet with individual, selected teachers to discuss academic progress in classes. Spring Conferences: Students at RMS present their accomplishments and goals through Student-Led Conferences. Students develop a High School and Beyond Plan, and it is part of what they present at SLC conferences in the spring.

COUNSELING DEPARTMENT

The counseling offices are located in the main office. Our counselors consult with students, teachers and parents to identify developmental needs and design prevention or intervention activities in order to guide students with academic, social and career development. To see a counselor, students sign up in the office and are seen as soon as possible.

GRADE REPORTING

Report cards are issued four times a year at the end of each term. Mid-term progress reports are issued mid-way through each term. A 3.0 grade point average (GPA) determines honor roll at RMS.

MAKEUP WORK

If a student is absent and missed an assignment, it is his/her responsibility to make arrangements for make-up work. Make up work needs to be completed in a timely manner. It is the student's responsibility to know the make-up policy for each teacher. OT (Opportunity Time) is available weekly on regularly scheduled Tuesdays, Thursdays and Fridays for students who require additional time for assignments.

PARENT REQUESTED CONFERENCE

Parents can request to meet with teachers, counselors, and/or administrators at any time. Please call 360.458.1100 or stop by the office to make an appointment.

WASHINGTON STATE HISTORY and GOVERNMENT

The Washington State history and government requirement may be met in grades 7 through 12; if the course is taken in the 7th or 8th grade it fulfills the requirement, but high school credit will be awarded only if the academic level of the course exceeds the requirements for 8th grade; students who meet the requirement but do not earn credit must still take the required number of social studies credits in high school.

TEXTBOOKS

All fines/obligations must be paid before end of the year activities/trips.

BEHAVIOR REQUIREMENTS

All school and district rules apply at any school related activity including sporting events. A student who is on Honor Level Three or who has been removed from class for disciplinary action on the day of an activity may lose the privilege to attend, regardless of honor level standing. Misbehavior at these activities will result in school discipline and loss of activity attendance privileges.

TEEN NIGHT

Scheduled throughout the year will be Parent Booster-sponsored Teen Nights. Teen Nights will be on some Fridays, 7:00-9:00 p.m. Middle School ID Cards are required for admittance. All school policies, including the dress code, will apply. Misbehavior at these activities will result in school discipline and loss of attendance privileges. A student with multiple disciplinary referrals or who is on suspension on the day of a Teen Night may lose the privilege to attend. Students must have attended school that day in order to attend.

END OF THE YEAR TRIP AND EXTRA-CURRICULAR ACTIVITIES

Students who receive multiple disciplinary referrals may not be allowed to attend the grade-level end of year trip. Students who have missed 10% or more of school days must review with Administration for eligibility. Misconduct involving alcohol, tobacco, drugs/paraphernalia or weapons automatically prohibits students from attending their end of the year trip and may also prohibit eligibility for extracurricular activities. Administration reserves the right to prohibit students from any non-academic privileges or elective activities if those students demonstrate through their behavior that they may not be successful in representing Ridgeline and themselves well on those trips and/or extracurricular activities.

The interscholastic program exists to allow students to participate and represent their schools in educational, social, and recreational activities to further improve their abilities and to learn to cooperate and compete with others. Because these activities are performed in public, each student is expected to conduct himself/herself, at all times, in a manner that will reflect the high standards of Ridgeline Middle School, the team and community. When representing their school, students are expected to dress according to school guidelines and demonstrate mature conduct that will earn respect for themselves and RMS. For the purpose of eligibility and discipline, the definition of a sport season will be from the first team meeting until the completion of the awards program.

SCHEDULE OF SPORTS SEASONS

6th/7th/8th Grade Sports	<p>All sports registration is completed online.</p> <p>Please go to the link below to register for sports.</p> <p>https://www.familyid.com/ridgeline-middle-school</p> <p>Sports practices at Ridgeline are after school Monday through Friday.</p>
<p>Fall Football (7th-8th Grade only), Cross Country, Girls Fastpitch, Boys Soccer</p>	
<p>Winter I Girls Basketball, Wrestling</p>	
<p>Winter II Boys Basketball, Girls Soccer</p>	
<p>Spring Track, Volleyball</p>	

ACADEMIC REQUIREMENTS

Students participating in sports are placed on probation for a two-week period if they receive an “F” grade in any class. Should the student clear an “F” grade within 24 hours, they are eligible immediately. Should the student clear failing grades within the first week, they are eligible the following Monday. Should the student be failing the same course/courses after the initial grade check signifying an “F”, they will be dropped from the activity.

Students may practice but will not be eligible to participate in contests until the two-week period is complete and the student no longer has an “F” grade. An athlete will become immediately ineligible for all interscholastic programs if conduct at school results in disciplinary actions (per board policy 2151). Students violating the drug, alcohol, or tobacco policies while on a sports team at RMS will be dropped from the activity. Students attending functions where drugs and/or alcohol are present must leave immediately.

ASB/ID CARD

Students must purchase an ASB card before participating in athletics and after-school clubs and activities. ASB cards for the 2024-2025 school year are yet to be determined, but will be no less than \$25.

ATHLETIC CODE

Students must sign and adhere to the athletic code. Students who violate policies outlined in the athletic code may be subject to disciplinary action including suspension from the team.

ATTENDANCE

All athletes must be present and on time the entire day to be eligible to participate unless prior approval is obtained from the athletic director. This includes but is not limited to athletic contests, practices, dances, etcetera. Full P.E. participation is required for all athletes on a day of practice or game. In order to participate in a Saturday event, a student must be in attendance for the entire school day on Friday.

BEHAVIOR REQUIREMENTS

All athletes are required to adhere to the athletics/activities code provided in the beginning of the season packet. Violation of this code will result in disciplinary action.

FEES/FORMS

For athletes, a non-refundable fee is required for **each individual** sport. All students need health insurance to participate in after school athletics. Insurance forms are available in the office for those students who do not presently have coverage. Online registration must be completed and all fees and fines turned in to the office before a student begins participating (no exceptions). If there is a financial hardship, please contact the Athletic Director. It is not our intent to deny ANY student the opportunity to participate or try out.

PHYSICALS

Students must have a current sport physical submitted to the office prior to the start of a sports season (no exceptions). A physical examination form and an insurance form are both available in the office. The best time to obtain a physical is during the summer. Physicals are good for thirteen months.

SPORTSMANSHIP

Inappropriate yelling and profanity will not be tolerated. Enjoy the game! It is appropriate to cheer FOR your team NOT against the other team. Inappropriate behavior by athletes or spectators will result in removal from the event and disciplinary action.

SUBSTANCE ABUSE

The unlawful use, possession or consumption of tobacco, alcohol or controlled substances (drugs) or paraphernalia is prohibited. When a violation takes place, the administration and coaches will follow the Yelm Community Schools Athletic/Activities Code as well as the rules set by the coach/advisor.

TRANSPORTATION

Students must get to the event and back to school in school-approved transportation. If parents want to provide transportation for their student after the event, they must submit the request in writing. ***Parents may not release an athlete to another adult or parent.*** Check with the coach/advisor for more information.



Regular Schedule											
6 th Grade - 1 st Lunch								8 th Grade - 3 rd Lunch			
1 st Per	7:30 AM	8:25 AM	0:55	1 st Per	7:30 AM	8:25 AM	0:55	1 st Per	7:30 AM	8:25 AM	0:55
2 nd Per	8:25 AM	9:20 AM	0:55	2 nd Per	8:25 AM	9:20 AM	0:55	2 nd Per	8:25 AM	9:20 AM	0:55
3 rd Per	9:20 AM	10:15 AM	0:55	3 rd Per	9:20 AM	10:15 AM	0:55	3 rd Per	9:20 AM	10:15 AM	0:55
1 st Lunch	10:15 AM	10:45 AM	0:30	4 th Per	10:15 AM	11:10 AM	0:55	4 th Per	10:15 AM	11:10 AM	0:55
4 th Per	10:45 AM	11:40 AM	0:55	2 nd Lunch	11:10 AM	11:40 AM	0:30	5 th Per	11:10 AM	12:05 PM	0:55
5 th Per	11:40 AM	12:35 PM	0:55	5 th Per	11:40 AM	12:35 PM	0:55	3 rd Lunch	12:05 PM	12:35 PM	0:30
6 th Per Homeroom	12:35 PM	1:05 PM	0:30	6 th Per Homeroom	12:35 PM	1:05 PM	0:30	6 th Per Homeroom	12:35 PM	1:05 PM	0:30
7 th Per	1:05 PM	2:00 PM	0:55	7 th Per	1:05 PM	2:00 PM	0:55	7 th Per	1:05 PM	2:00 PM	0:55

One Hour Late Start Schedule											
6 th Grade - 1 st Lunch								8 th Grade - 3 rd Lunch			
1 st Per	8:30 AM	9:15 AM	0:45	1 st Per	8:30 AM	9:15 AM	0:45	1 st Per	8:30 AM	9:15 AM	0:45
2 nd Per	9:15 AM	10:00 AM	0:45	2 nd Per	9:15 AM	10:00 AM	0:45	2 nd Per	9:15 AM	10:00 AM	0:45
3 rd Per	10:00 AM	10:45 AM	0:45	3 rd Per	10:00 AM	10:45 AM	0:45	3 rd Per	10:00 AM	10:45 AM	0:45
1 st Lunch	10:45 AM	11:15 AM	0:30	4 th Per	10:45 AM	11:30 AM	0:45	4 th Per	10:45 AM	11:30 AM	0:45
4 th Per	11:15 AM	12:00 PM	0:45	2 nd Lunch	11:30 AM	12:00 PM	0:30	5 th Per	11:30 AM	12:15 PM	0:45
5 th Per	12:00 PM	12:45 PM	0:45	5 th Per	12:00 PM	12:45 PM	0:45	3 rd Lunch	12:15 PM	12:45 PM	0:30
6 th Per Homeroom	12:45 PM	1:15 PM	0:30	6 th Per Homeroom	12:45 PM	1:15 PM	0:30	6 th Per Homeroom	12:45 PM	1:15 PM	0:30
7 th Per	1:15 PM	2:00 PM	0:45	7 th Per	1:15 PM	2:00 PM	0:45	7 th Per	1:15 PM	2:00 PM	0:45

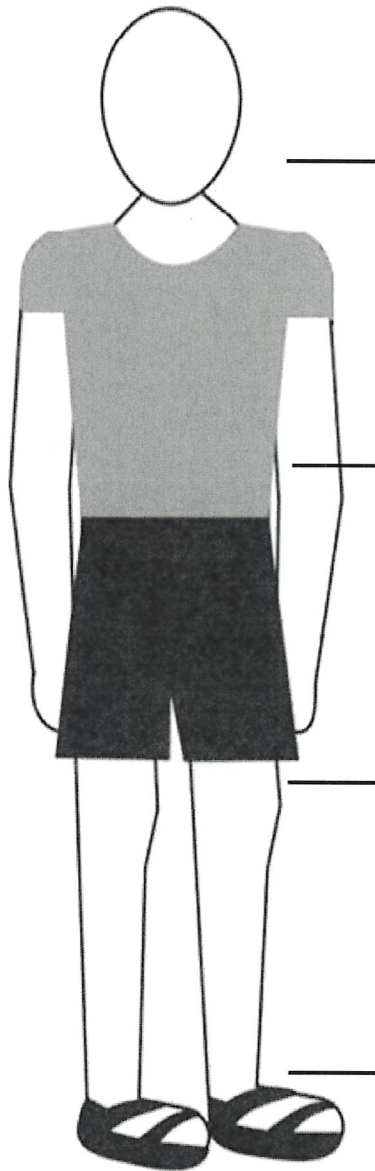
2 Hour Late Start Schedule											
6 th Grade - 1 st Lunch								8 th Grade - 3 rd Lunch			
1 st Per	9:30 AM	10:10 AM	0:40	1 st Per	9:30 AM	10:10 AM	0:40	1 st Per	9:30 AM	10:10 AM	0:40
2 nd Per	10:10 AM	10:50 AM	0:40	2 nd Per	10:10 AM	10:50 AM	0:40	2 nd Per	10:10 AM	10:50 AM	0:40
3 rd Per	10:50 AM	11:30 AM	0:40	3 rd Per	10:50 AM	11:30 AM	0:40	3 rd Per	10:50 AM	11:30 AM	0:40
1 st Lunch	11:30 AM	12:00 PM	0:30	4 th Per	11:30 AM	12:10 PM	0:40	4 th Per	11:30 AM	12:10 PM	0:40
4 th Per	12:00 PM	12:40 PM	0:40	2 nd Lunch	12:10 PM	12:40 PM	0:30	5 th Per	12:10 PM	12:50 PM	0:40
5 th Per	12:40 PM	1:20 PM	0:40	5 th Per	12:40 PM	1:20 PM	0:40	3 rd Lunch	12:50 PM	1:20 PM	0:30
7 th Per	1:20 PM	2:00 PM	0:40	7 th Per	1:20 PM	2:00 PM	0:40	7 th Per	1:20 PM	2:00 PM	0:40

3 Hour Late Start Schedule											
6 th Grade - 1 st Lunch								8 th Grade - 3 rd Lunch			
1 st Per	10:30 AM	11:00 AM	0:30	1 st Per	10:30 AM	11:00 AM	0:30	1 st Per	10:30 AM	11:00 AM	0:30
2 nd Per	11:00 AM	11:30 AM	0:30	2 nd Per	11:00 AM	11:30 AM	0:30	2 nd Per	11:00 AM	11:30 AM	0:30
3 rd Per	11:30 AM	12:00 PM	0:30	3 rd Per	11:30 AM	12:00 PM	0:30	3 rd Per	11:30 AM	12:00 PM	0:30
1 st Lunch	12:00 PM	12:30 PM	0:30	4 th Per	12:00 PM	12:30 PM	0:30	4 th Per	12:00 PM	12:30 PM	0:30
4 th Per	12:30 PM	1:00 PM	0:30	2 nd Lunch	12:30 PM	1:00 PM	0:30	5 th Per	12:30 PM	1:00 PM	0:30
5 th Per	1:00 PM	1:30 PM	0:30	5 th Per	1:00 PM	1:30 PM	0:30	3 rd Lunch	1:00 PM	1:30 PM	0:30
7 th Per	1:30 PM	2:00 PM	0:30	7 th Per	1:30 PM	2:00 PM	0:30	7 th Per	1:30 PM	2:00 PM	0:30



DRESS CODE

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



Heads: K-5 students must remove all headwear while in the building. Headwear includes hats, hoods, headbands with animal ears, bandanas and head wraps. (Exceptions will be made for medical, religious and other approved reasons.)

Torso: Clothing must cover stomachs, backs, shoulders, chests and undergarments.

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

Feet: Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety.

GUIDELINES

- Headwear includes hats, hoods, bandanas and head wraps. (Exceptions will be made for medical, religious and other approved reasons.)
- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang-related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.
- Please do not wear any perfume, after shave or scented products.

The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

CONSEQUENCES FOR WEARING INAPPROPRIATE ITEMS

You will be asked to change or make a phone call home. If unable to obtain appropriate apparel student will be placed in ISS or the health room until he/she has appropriate apparel to change in to. Continuous dress code violations will necessitate parent notification and progressive consequences.

STUDENTS' RIGHTS

- To have the opportunity to attend school in a safe setting.
- To be informed of teachers' classroom procedures, policies, and expectations.
- To be informed of individual progress in class.
- To be informed of district, school, and individual teacher behavior expectations and the consequences for failure to comply.
- To be treated firmly and fairly in the event that behavior requires intervention and be afforded due process.
- To not be discriminated against in any way due to race, national origin, gender, age, religion, sexual orientation or disability.
- To be allowed to express thoughts and feelings as long as others' rights are not violated in the process and that it is done without disruption to school activities, the educational process, or the routine operation of the school.

STUDENTS' RESPONSIBILITIES

- Attend school daily, be on time, and come prepared with all materials needed to be successful.
- Demonstrate full effort and complete all assignments honestly.
- Respect the rights of others to study and learn.
- Respect public and private property and return materials and equipment in good condition.
- Follow all behavior expectations of the classroom, school, and district.
- Keep RMS safe by informing administrators of any potentially dangerous situations.
- Treat everyone respectfully.
- Help keep our building and grounds clean.
- Help ensure that all school communication gets home to parents.

1. Requires that the rules of a District governing pupil conduct and discipline be interpreted to insure an optimum learning atmosphere in the classroom. Optimum learning atmosphere shall be defined as the climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by the classroom teacher.
2. Requires students to comply with rules established for the governing of schools.
3. Requires a student to pursue his or her course of study and make reasonable progress.
4. Requires students to submit to the authority of teachers, subject to such disciplinary action, as school officials shall determine.
5. Empowers each teacher to hold pupils on a strict accountability for disorderly or antisocial conduct while under the teacher's supervision, and to make recommendations for the suspension of a student for cause.
6. Makes it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.
7. Provides that students who damage property at school or while under school jurisdiction may be suspended and punished. The student, parent(s) and/or guardian(s) shall be liable for damages.
8. Allows teachers to temporarily exclude students from classroom instructional or activity area.
9. Prohibits harassment on the basis of race, national origin, gender, age, religion, marital status, sexual orientation or disability.
10. RCW 28A.635.090 makes it a crime to interfere by force or violence with any staff member of student who is in the peaceful discharge of his or her duties or studies.
11. RCW 28A.635.100 makes it a crime to intimidate or use threat of violence against any staff member or student in the peaceful discharge of his or her duties or studies. Violation of this policy will be subject to disciplinary action, Saturday School or suspension.
12. The State of Washington Minor in Possession Law calls for the withholding of the driver's license if a minor is convicted of the use and/or possession of alcoholic beverages or dangerous drugs. Please see Criminal Acts. (RCW 13.40.265)

These rights mentioned above are subject to the Yelm Community School's authority to make reasonable rules and regulations safeguarding the health, safety, and rights of students, teachers, administrators, parents and the community at large. Specific details regarding each of the above rights can be found in the **Yelm Community School's Policy Manual** or student conduct pamphlet available in each building office.

POSITIVE BEHAVIOR AND INTERVENTIONS SYSTEM

At Ridgeline Middle School, we believe that all behavior is communication, and we maintain positive expectations of all students. We believe in teaching clear expectations, re-teaching as needed, and supporting students with individualized plans when needed. We support all students in making positive contributions to the school and to each other.

Students are offered incentives for positive behavior, such as Stormy Bucks (a token economy that students can use to exchange for items at the Stormy Bucks Store on Fridays) and quarterly events (i.e.: incentive activity, Electronic Lounge). Staff also send Positive Postcards home for students who have made progress or demonstrated kindness to others.

RMS FAMILY MEETINGS

Students engage in RMS Family Meetings during their Homeroom time. In RMS Family Meetings, students use a curriculum called Character Strong to learn eight characteristics of good character and to build social and emotional skills through Proactive Circles. Go to www.characterstrong.com for more information. RMS Family Meeting time is used to re-teach and discuss positive expectations. RMS Family Meetings are also used to build college and career awareness and to build a High School and Beyond Plan.

SUPPORT AT THE DOOR

“Support at the Door” is a Tier 2 intervention for minor classroom disruptions or misbehavior. When teachers call for Support at the Door, an administrator or other staff member will go to the classroom to help support the students and get the student back on track and back to learning in the classroom. Teachers may call for “Support at the Door” for behavior that is **not** a safety issue, explicit disrespect or disruption, or an emergency situation. Support at the Door is intended to keep students in the classroom and re-direct them back to learning.

MULTI-TIERED SYSTEMS OF SUPPORT

The vision of Yelm Community Schools is to prepare ALL students for post-secondary pathways, careers, and civic engagement.

A Multi-Tiered System of Supports (MTSS) is a service delivery framework focused on prevention and problem solving for all students. An integrated MTSS connects all of the academic and non-academic interventions, supports, and services available in schools and communities to support instruction and eliminate barriers to learning and teaching. Within an MTSS framework, multiple levels of instruction, assessment, and intervention are designed to meet the academic and non-academic needs of ALL students

Essential Components of an MTSS Framework

- Core Instruction and Tiered Continuum of Evidence-based Interventions and Supports (Tier I, II, III)
- Universal Screening and Progress Monitoring
- Data-based Decision Making
- Family Engagement and Community Partnerships
- Creating and maintaining the infrastructure to support an integrated MTSS Framework

GENERAL BEHAVIOR

It shall be the responsibility of each student to pursue his/her course of study, and comply with the rules of Ridgeline Middle School. The rules, regulations and due process procedures of Ridgeline Middle School are

designed to protect all members of the educational community.

Pursuant to chapter 180-40 of the Washington Administrative Code, the following rules governing the conduct of all students enrolled at RMS, including special programs, have been adopted. All students who attend RMS shall comply with these rules and regulations as well as the Yelm Community Schools District "Policy Defining Student Rights and Student Disciplinary Sanctions" (copies are available in the district office), and shall submit to the reasonable directions of school employees. Refusal to comply with such directions of school authorities shall constitute cause for discipline, suspension, or expulsion. Such rules apply both on and off school grounds:

- a) Before, during, or after school hours.
- b) At any other time when the school is being used by a school group.
- c) At a school activity, function or event, including while students are participating in or representing the school in school sponsored events.
- d) When the prohibited behavior is consequence of, or directly related to, causes or events, which occurred or originated on school grounds.
- e) When the student is en route between home and school, including bus stops.

CLASSROOM BEHAVIOR

Students are expected to comply with all classroom behavior expectations set forth by their teachers and guest teachers (substitutes).

HONOR LEVEL SYSTEM

All students begin the school year with full privileges. Upon receiving discipline referrals, the student may lose privileges and access to extracurricular opportunities. Students who lose access to privileges may have the opportunity to earn back privileges by observing all school rules, participating in a restorative process or mediation, and receiving no discipline referrals for at least 10 days.

- Bus discipline
- Discipline referrals
- Suspensions, including ISS
- Weapons/alcohol/tobacco/drugs/paraphernalia

STORMY Bucks are distributed by the staff to acknowledge and encourage positive behavior by students when students demonstrate elements of the STORM Covenant and the 8 essential character traits.

STUDENT CONDUCT SUMMARY

A student who willfully performs any act, which interferes with or is detrimental to the orderly operations of a school, a school sponsored activity or any other aspect of the educational process within the district shall be subject to discipline, suspension, or expulsion. Such acts shall include, but not be limited to, those listed below:

Disruptive conduct, dangerous behavior, disobedience of reasonable instructions of school authorities, refusal to identify oneself, truancy or unauthorized absence from class, cheating, immoral conduct, vulgarity or profanity, use of tobacco products, use or possession of alcoholic beverages, drugs, or narcotics not prescribed by a physician, destruction or defacing of school property, possession of fireworks, extortion or harassment or use of any dangerous weapons or object, and the commission of any criminal act as defined by law. In addition, law enforcement officers will be called whenever it is deemed appropriate by school authorities. Students will be held accountable for actions towards students/staff on or off campus as long as the student is under the direction of the school.

The following acts of misconduct are judged to be a breach of student conduct at Ridgeline Middle School. Students involved in any of these acts are subject to discipline as defined by district policy and state law.

Student Conduct – Policy 3240

Classroom Management, Discipline & Corrective Action – Policy 3241

Exceptional Misconduct – Policy 3241

Student Sexual Harassment – Policy 3205

Use of Tobacco and Nicotine Products & Delivery Devices – Policy 4215

District Policies are available in the Student Rights & Responsibility Handbook or district website at www.ycs.wednet.edu/policies.

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

WHAT IS HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

HOW CAN I MAKE A REPORT OR COMPLAINT ABOUT HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our reporting form on the district website (ycs.wednet.edu/hib) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

WHAT HAPPENS AFTER I MAKE A REPORT ABOUT HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

WHAT IS THE INVESTIGATION PROCESS?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you

agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

WHAT ARE THE NEXT STEPS IF I DISAGREE WITH THE OUTCOME?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, visit the district website to review the HIB Policy 3207 and Procedure 3207P. (ycs.wednet.edu/policies)

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

Visit the district website to review the Nondiscrimination Policy 3210 and Procedure 3210P. (ycs.wednet.edu/policies)

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Visit the district website to review the Sexual Harassment Policy 3205 and Procedure 3205P.
(ycs.wednet.edu/policies)

WHAT SHOULD MY SCHOOL DO ABOUT DISCRIMINATORY AND SEXUAL HARASSMENT?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

WHAT CAN I DO IF I'M CONCERNED ABOUT DISCRIMINATION OR HARASSMENT?

Talk to a Coordinator or submit a written complaint. You may use our reporting form on the district website (ycs.wednet.edu/hib) or contact a counselor, administrator or the district staff members below to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dee Dee Buckingham, PO Box 476, Yelm, WA 98597, 360.458.1900,
doyla_buckingham@ycs.wednet.edu

Concerns about harassment, intimidation and bullying (HIB):

HIB Compliance Officer: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120,
lisa_cadero-smith@ycs.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124,
shannon_powell@ycs.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597,
360.458.6120, lisa_cadero-smith@ycs.wednet.edu

To **submit a written complaint** using our form on the district website (ycs.wednet.edu/policies), describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

WHAT HAPPENS AFTER I FILE A DISCRIMINATION COMPLAINT?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

WHAT ARE THE NEXT STEPS IF I DISAGREE WITH THE OUTCOME?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I ALREADY SUBMITTED AN HIB COMPLAINT – WHAT WILL MY SCHOOL DO?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360.725.6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360.725.6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K- 12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1.866.297.2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800.421.3481

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Visit the district website to review the Gender-Inclusive Schools Policy 3211 and Procedure 3211P. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

CHEATING

As defined by Webster's Random House College Dictionary ©1998 "to take an examination in a dishonest way, as by having improper access to answers." At RMS, this includes assignments as well as examinations.

EXAMPLES OF CHEATING

Copying homework, looking at another's test, quiz or class work, letting someone look at a test, quiz or class work, using other secretive methods of giving answers for tests, quizzes or assignments.

PLAGIARISM

As defined by The Shorter New Oxford English Dictionary ©1993 "The action or fact of plagiarizing a work, idea, author, etc.: literary theft; an act or instance of this." To plagiarize is to "take and use as one's own (the thoughts, writings, inventions, etc., of another person); copy (literary work, ideas, etc.) improperly or without acknowledgement; pass off the thoughts, work, etc, of (another person) as one's own.

EXAMPLES OF PLAGIARISM

Plagiarism can include but is not limited to copying homework, looking at another's test, quiz or class work, letting someone look at a test, quiz or class work, using other secretive methods of giving answers for tests, quizzes or assignments, taking papers from the internet, cutting and pasting pieces of work from the internet, and copying or paraphrasing from a book or internet without giving proper citation.

CONSEQUENCES FOR ACTS OF CHEATING/PLAGIARISM

Any acts of cheating or plagiarism will be subject to disciplinary action. Repeated acts of cheating/plagiarism will result in disciplinary action to include suspension.



FAX: 360.458.6178
107 FIRST 360.458.1900
STREET NORTH
PO BOX 476
YELM, WA 98597-0476

MEMORANDUM

TO: Board of Directors
FROM: Mark Bowden, Yelm Middle School Principal
DATE: May 23, 2024
SUBJECT: Recommendation to Approve YMS Student Handbook

Background Information:

The 2024 - 2025 Yelm Middle School handbook is attached for approval. Changes are listed below.

- Replaced HIB and sexual discrimination sections with OSPI required language
- Removed language in regards to services no longer in use; STOP IT
- Updated language reflecting board policy for title IX
- Cleaned up grammar
- Updated staff information

Action Required

Approval of student handbook

Recommended Motion

I move that the Board of Directors approve Yelm Middle School 2024 - 2025 student handbook.



2024 - 2025

Student Handbook

Yelm Middle School

401 Coates Ave. NW

Yelm, WA 98597

Phone: 360.458.3600

Fax: 360.458.6122

www.ycs.wednet.edu/yms

Principal

Mark Bowden

Assistant Principal

Kaiya Burgess

P R I D E

Positive Attitude

To be optimistic and make the best of any situation.

- Do your best
- Show school spirit
 - Inspire excellence in others

Respect

To treat the school, self and others with dignity and value.

- Be Safe
- Show others consideration, appreciation, and acceptance
- Demonstrate appropriate language and behavior

Integrity

To be your best and do the right thing, even when no one is watching.

- Be honest
- Be responsible
- Take ownership of your actions
- Identify and report inappropriate behaviors, bullying, and/or harassment

Determination

To hold a course of action despite obstacles.

- Set goals
- Give consistent effort
- Learn from mistakes
- Exceed minimum expectations

Empathy

To show acceptance of others by being considerate and sensitive of diverse experiences and values.

- Walk a mile in someone else's shoes
- Practice tolerance
- Problem solve together (be proactive and productive)

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**Welcome to Yelm Middle School
Home of the Whirlwinds**

Dear YMS Families:

School Year 2024-2025

A new school year is always an exciting time. Yelm Middle School is here to provide our students with the opportunity to be their best selves in a supportive environment. This handbook provides an overview of key expectations and information. If you have any questions or concerns, please reach out. Welcome to YMS!

–Mark Bowden, Principal

Optimum Learning Environment

Yelm Community Schools embraces the diversity within our schools and seeks to create a nurturing and barrier-free learning environment for each student. To achieve this goal, we commit to:

- Preparing our students to thrive in a multicultural and diverse society.
- Ensuring fair, equitable and inclusive principles are integrated into our policies, programs, operations and practices.
- Creating school and classroom cultures that are free of bias-based language or behaviors.
- Eliminating barriers that perpetuate negative outcomes.
- Providing all students the resources, opportunities and supports needed to succeed at high levels.
- Honoring and building upon the strengths and assets of every student.
- Welcoming and engaging families and community members as essential partners.

Student Rights

- To have the opportunity to attend school in a safe setting.
- To be informed of teachers' classroom procedures, policies, and expectations.
- To be informed of individual progress in class.
- To be informed of district, school, and individual teacher behavior expectations.
- To be treated firmly and fairly in the event that behavior requires intervention and be afforded due process.
- To not be discriminated against in any way due to race, national origin, gender, age, religion, sexual orientation, or disability.
- To be allowed to express thoughts and feelings as long as others' rights are not violated in the process and that it is done without disruption to school activities, the educational process or the routine operation of the school.

Student Responsibilities

- Attend school daily, be on time, and come prepared with all the materials needed to be successful.
- Demonstrate full effort and complete all assignments honestly.
- Respect the rights of others to study and learn.
- Respect public and private property and return materials and equipment in good condition.
- Follow all behavior expectations of the classroom, school, and district.
- Keep YMS safe by informing administrators of any potentially dangerous situations.
- Treat everyone respectfully.
- Help keep our building and grounds clean.
- Help ensure that all school communication gets home to parents.

Attendance

Yelm Community Schools places a high priority on school attendance. Studies prove that daily attendance has a direct impact on student achievement. Our goal is to have every student arrive on time and attend a full day of school.

School Hours and Supervision

Yelm Middle School hours are 7:00 a.m. - 3:00 p.m. The safety of students is of utmost importance to us. Before school supervision is provided from 7:00 a.m. for your convenience. Students should not arrive on campus before 7:00 a.m. We have no regular after school supervision available. To ensure student safety, all students must be picked up by 2:00 p.m. Individual after school activities will be communicated by supervising teacher.

Tardiness

Students are expected to be in class on time. We have a 3-minute passing time. When a student's tardiness becomes frequent (after 3 in a quarter), the student will be placed on a tardy contract and meet with our Restorative Specialist.

End of Day Transportation Changes

Please call the school no later than 30 minutes before the end of the school day to ensure we have time to deliver the message to student; otherwise, there will be no pick-ups or transportation changes.

Definition of "Excused Absences"

Students are expected to attend ALL assigned classes each day unless excused by the parent/guardian for valid reasons below.

1. **Participation in a school-approved activity:** This absence must be authorized by a staff member and prior notification must be provided to parent/guardian for approval. (IE., field trips)
2. **Illness, health condition, health care appointments, family emergency, or religious/cultural purpose:** We encourage parent/guardian to schedule appointments during non-school hours whenever possible. School officials may require a health professional's written note when a student has more than 3 consecutive absences. Families are encourage to acquire a health professional's written note whenever possible and submit a copy to the Attendance Office.
3. **Parental/Family Pre-Arranged Absence:** Parents/Guardians are to notify the school if there will be a pre-arranged absence from school. The absence may be classified as unexcused if the student is under an Attendance Agreement, BECCA order, or has an adverse effect on the student's education or student has already reach 10 absences for the school year or 10% of the current year. The Pre-Arranged Absence Form is available at each school office.
4. Court, judicial proceedings court-ordered activity or absences related to homeless or foster care status.
5. Suspensions from school

Definition of "Unexcused Absences"

Unexcused absences are defined as "failure on the part of the parent/guardian to notify the school in a timely manner."

Reporting Absence Procedures

When your child will be absent from school, you can notify the school in two ways:

1. Send an email to susanne_miller@ycs.wednet.edu and provide reason for absence.
2. Call attendance line at 360.458.7718 and provide reason for absence.

If your student has not arrived to school or the school hasn't been notified of the absence by 8:45 a.m. an automated phone call, email and/or text will be sent to parent/guardian.

Chronic Absenteeism

Chronic absenteeism incorporates all absences: excused, unexcused and suspensions. The focus is on the academic consequences due to the loss of instructional time and preventing absences before students fall behind. Chronic absenteeism is defined as missing more than 10% of the school year.

Process for Truancy

The following truancy procedures will be followed prior to filing a full petition with the Thurston County Juvenile Courts

1. After each unexcused absence, an automated message will be sent via school messenger
2. 3-5 unexcused absences: An attendance letter will be sent home explaining laws, responsibilities and what will take place if unexcused absences continue. IEP and 504 students: Case manager will convene a meeting to develop a plan.
3. 10 unexcused absences: Students will be placed on attendance contract and parent meetings will take place.
4. 15 or more unexcused absences: The school will file a stay petition with Thurston County Juvenile Court and schedule a Community Engagement Board Meeting.
5. If attendance isn't improving, the school will file a full petition with the Courts.

Please reach out to Mr. Roe, Restorative Specialist, at 360.522.9025 with questions or concerns.
Attendance – Policy 3122

Student Conduct/Behavior Expectations

Multi-Tiered System of Supports (MTSS)

The vision of Yelm Community Schools is to prepare ALL students for post-secondary pathways, careers, and civic engagement. A Multi-Tiered System of Supports (MTSS) is a service delivery framework focused on prevention and problem solving for all students. An integrated MTSS connects all of the academic and non-academic interventions, supports, and services available in schools and communities to support instruction and eliminate barriers to learning and teaching. Within an MTSS framework, multiple levels of instruction, assessment, and intervention are designed to meet the academic and non-academic needs of ALL students.

Essential Components of an MTSS Framework

- Core Instruction and Tiered Continuum of Evidence-based Interventions and Supports (Tier I, II, III)
- Universal Screening and Progress Monitoring
- Data-based Decision Making
- Family Engagement and Community Partnerships
- Creating and maintaining the infrastructure to support an integrated MTSS Framework

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our reporting form on the district website (yca.wednet.edu/hib) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you

agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated

- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, visit the district website to review the HIB Policy 3207 and Procedure 3207P. (ycs.wednet.edu/policies)

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

Visit the district website to review the Nondiscrimination Policy 3210 and Procedure 3210P. (ycs.wednet.edu/policies)

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Visit the district website to review the Sexual Harassment Policy 3205 and Procedure 3205P. (ycs.wednet.edu/policies)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I’m concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may use our reporting form on the district website (ycs.wednet.edu/hib) or contact a counselor, administrator or the district staff members below to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dee Dee Buckingham, PO Box 476, Yelm, WA 98597, 360.458.1900, doyla_buckingham@ycs.wednet.edu

Concerns about harassment, intimidation and bullying (HIB):

HIB Compliance Officer: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124, shannon_powell@ycs.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

To **submit a written complaint** using our form on the district website (ycs.wednet.edu/policies), describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360.725.6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360.725.6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K- 12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1.866.297.2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800.421.3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Visit the district website to review the Gender-Inclusive Schools Policy 3211 and Procedure 3211P. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Discipline

Disciplines procedures will follow district policies.

Student Conduct – Policy 3240

Classroom Management, Discipline & Corrective Action – Policy 3241

Exceptional Misconduct – Policy 3241

Student Sexual Harassment – Policy 3205

Use of Tobacco and Nicotine Products & Delivery Devices – Policy 4215

District Policies are available in the Student Rights & Responsibility Handbook or district website at www.ycs.wednet.edu/policies.

Student Conduct Summary

A student who willfully performs any act, which interferes with, or is detrimental to the orderly operations of a school, a school sponsored activity or any other aspect of the educational process within the district shall be subject to discipline.

Plagiarism/Cheating

Cheating: As defined by Webster's Random House College Dictionary ©1998 "to take an examination in a dishonest way, as by having improper access to answers." At YMS this will include assignments as well as examinations.

Examples of Cheating: Copying homework, looking at another's test, quiz or class work, letting someone look at a test, quiz or class work, using other secretive methods of giving or receiving answers for tests, quizzes or assignments.

Consequences for Acts of Cheating/Plagiarism: Any acts of cheating or plagiarism will result in disciplinary action which may include, but is not limited to: parent/guardian contact, loss of honor level points, detention, etc.

Public Display Of Affection (PDA)

Public displays of affection, including hand-holding, hugging, and kissing are inappropriate at school. Students are expected to exercise self-control and respect for the reputation of others. Failing to respect this policy may result in discipline.

Crime Stoppers

Yelm students and families have a way to report crimes or dangerous situations anonymously. Thurston County CrimeStoppers is a 24-hour manned call center to receive anonymous tips anytime. Report a Crime by:

1. Calling **800-222-TIPS** (8477)

2. Submitting Online at www.p3tips.com
3. Download the P3 App to your mobile device

As always, tipsters remain 100% anonymous and could possibly be rewarded up to \$1,000. Remember to save your “tip number” in order to follow up and receive a reward. Anyone having knowledge about dangerous situations or crimes (past, present or future) can report a tip.

Food Service/Meals at School

The breakfast and lunch program is provided by our district’s Food Service department. Breakfast is served from 7:00-7:20 a.m. Lunch is served from 10:35-12:00 p.m. Please check our website for an updated fee schedule.

Meal Payment Options

You may send money with your child to school to be given to the office. Money may also be deposited online with a credit/debit card. Visit our website at www.ycs.wednet.edu and click on the icon “Online Payments” at the top of the page. You can check your child’s balance at any time using Family Access and sign up for notifications on low balances.

Free and Reduced Meals

Meal benefits are available to families that meet income guidelines. Free and Reduced applications are available online through Skyward Family Access. Paper applications are available at school upon request or on our website at www.ycs.wednet.edu/foodservice.

If you have questions regarding your child’s meal account, please contact your school. For assistance with Free and Reduced application, please contact the district Food Service Department at 360.400.1151.

Online Payment

As a convenience to families, Yelm Community Schools provides an easy way to make online payments from home or work, 24/7. With just one login, you can make payments for any child in your household using Discover, VISA or MasterCard credit or debit cards.

Online payments can be used to replenish a student's food service account or pay for any existing fines or fees, such as class fees, athletic fees or ASB activities.

Yelm Community Schools is fully compliant with all data protection laws, including PCI Data Security Standards. Yelm School District does not store your billing or payment information at any time. Any personal information you enter related to your credit card through this website is purged immediately. Any contact information you enter is stored for your convenience when using our website. Information you provide to us will only be used by Yelm Community Schools. We will never sell or rent your personal information to third parties. The link that makes this possible is: <https://wa-yelm.intouchrecepting.com/> or click on the icon at the top of any district or school website.

There is a standard format for all users and their passwords.

- User Name is the parent's Family Access ID (aka. Skyward Login ID)
- Password is Last Name in all Capital Letter
- Note: Cookies must be enabled on your web browser

District Technology Access

The district is dedicated to promoting and instilling principles of digital citizenship and media literacy in students and encourages guardians to play an active role in the process of educating students. While the district takes great care to monitor and filter inappropriate websites, students are expected to be responsible users of their access and the educational technology tools made available. For a complete list of Student Responsible Use Guidelines, review the Student Rights and Responsibility Handbook and/or Policy and Procedure 2022/P on the district website at www.ycs.wednet.edu/policies.

Student will be given a unique user login and password to access educational technology tools. The login portal icon is available at the top of the school and district website for students to access at school or home. It is essential students keep this information private to ensure security of their school files and online accounts.

Emergency Closure & Delays

Sometimes during the school year, we face the possibility of inclement weather and school closure or schedule changes. Typically, families will be notified of emergency schedule changes by an automated phone call, email and/or text. We will announce closures and delays as early as possible but not later than 5:30 a.m. Occasionally circumstances change quickly and

late announcements are unavoidable. The following information is for reference in the event that the schools are closed or buses operate on an emergency schedule:

- **School Closure:** All schools will be closed all day and any activities planned for the day or evening will be announced by 12 p.m. on the district website.
- **Emergency Schedule:** Indicates that schools will start on a delayed schedule. Parents are reminded that although the buses will start the runs later, if we are on an emergency schedule, the buses may be slightly later near the end of the run. We request that parents make allowances for this.
- **Limited Transportation:** Limited transportation will prevail if some roads become inaccessible or if the county announces road closures. School will be in session unless otherwise announced by the Superintendent's Office.

Stay informed about Emergency Closures & Delays by

- Signing up for **FLASH ALERT** (<http://flashalert.net/news.html?id=4289>) to receive an email notice.
- Updating your Family Access email and home & cell numbers
- Opting In for Text Messaging (Text YES to 67587)
- Following Yelm Community Schools on Facebook and Twitter
- Visiting the district website for detailed information and updates
- Tuning into other media outlets

It is requested that parents/guardians do not call the media stations for closure information.

Health Information

Life Threatening Illness

If your child has an illness, which has the potential to cause death during the school day YCS must be made aware prior to the student's first day of school. Examples of these conditions would be seizures, diabetes, allergies requiring an Epi Pen, severe asthma and/or any other condition that is considered to be life threatening. Parents/guardians are responsible to report this information to the Registered Nurse assigned to that school. Parents/guardians must provide the medication in its original container along with the medication authorization form prior to the first day of school. Students will be excluded from school until these requirements are met. (RCW 28A.210.320, District Policy 3413)

Immunizations

In order to protect children against a number of childhood diseases, Washington State Law requires that all children enrolled to YCS be immunized against varicella, diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and hepatitis b as appropriate. Parents may submit the Exemption from Immunization form. However, students will be excluded from school if they do not meet the requirements of the law. (RCW 28A.210.060, District Policy 3413)

Infectious Disease

In order to safeguard the school community from the spread of certain communicable diseases YCS will comply with the State Board of Health rules and regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of the Superintendent of Public Instruction. (District Policy 3414)

Medications

YCS requires signed authorization forms for the dispensing of any prescription or non-prescription medicines to students. Forms must be signed by the physician as well as the parent/guardian and are available from the office. Physicians may fax this information to our school at 360-458-3600. All medications must be delivered to and picked up from the school by the parent/guardian in the original container. Most medications can be dispensed by the parent/guardian before or after school. Please ask your healthcare provider for guidance on medication delivery times. (RCW 28A.210.260 & 270, District Policy 3416)

Common Health Care Procedures

Accident or Head Trauma: Parents will be notified regarding any incident that necessitates an accident report. In addition, any student who suffers trauma to the head at school will be assessed in the health room and parents will be notified.

Allergy Accommodations: Latex Allergy - Yelm Community Schools prohibits the use of all latex products, including latex balloons, due to severe allergies. Peanut Allergy - Please refrain from sending any peanut products due to severe allergies.

Diarrhea: Any student who has been having diarrhea will be sent home and may return to school when they have been free of diarrhea for 24 hours.

Fever: Any student with a fever of 100.4 or higher will be sent home and may return to school once the child has been fever free for 24 hours without the use of fever reducing medication.

Injury: If any child has an injury that prohibits them from participating in PE or other school activities, a note from the physician is needed to excuse participation. Please be sure the doctor includes when student can return to normal activity or provide a separate note.

Lice: The Infectious Disease Control Guide no longer recommends long-term exclusion for pediculosis/head lice. Head lice is a nuisance condition and is not known to transmit infection from person to person. Any student who presents with live lice will be sent home for treatment. Students may return to school when no live lice are present.

Rash: Any student with an undiagnosed rash will be sent home from school in order to be evaluated by a healthcare provider. The parent/guardian will be asked to provide a note from a healthcare provider upon return to school.

Vomiting: Any student who has been vomiting will be sent home and may return to school when they have not vomited in 24 hours.

General Information

Associated Student Body (ASB)/Id Cards

All students need a picture ID card. Students are required to purchase an ASB sticker for sports and other activities. The purchase of an ASB sticker reduces the cost of yearbooks. Replacement ID cards may be purchased in the office. **No ASB refunds are issued.**

Assemblies

Students are expected to follow established guidelines. Students are expected to behave in a mature manner during the assembly, and to be respectful of those leading the assembly. Inappropriate behavior will result in loss of assembly privileges and/or additional disciplinary action.

Bicycles/Skates/Skateboards/Scooters

Skates, scooters, bicycles and skateboards are not to be ridden on school grounds due to potential liability. Bicycles are to be parked in the bike rack. The school is not responsible for theft or damage.

Emergency Procedures And Drills

Students will practice fire, earthquake, and lockdown drills throughout the school year. Emergency drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to be informed of the exit route for each of their classrooms. Students are to report to their homeroom's field-location when exiting the building.

In the event of an actual emergency, parents should understand that telephone calls only hinder emergency relief and that information concerning children and the amount of damage cannot be made immediately available. Parents will be notified by telephone of accidents or injuries as soon as possible. ***Students will be released only to people listed on the student's emergency card. Please make sure the information is up to date.***

Fees

ASB Card: \$25.00
Replacement ASB Cards \$5.00
Replacement With No ASB Sticker \$3.00
PE Class: \$ 8.00 for T-Shirt
Art Class: \$ 5.00

Fines

Any student who has a fine is responsible to reimburse the school by the end of the semester. Students who have unpaid fines may not be allowed to participate in extracurricular activities.

Fragrant Sprays

Airborne sprays such as cologne, hairspray, body deodorants etc. can cause chemically sensitive/asthmatic students to have life threatening reactions. Please do not use these at school.

Guest Teachers

A substitute teacher has the same rights and responsibility as the regular classroom teacher and as such should be accorded the same respect. Any discipline problems with a guest teacher will be handled as a serious offense.

Hall Passes

Student hall passes are provided in the YMS teacher and disclosed in their classroom rules/procedures.

Student Valuables/Backpacks

Valuables are not to be brought to school. The school is not responsible for lost/stolen personal items. Searches are conducted according to board policy and any container may be searched and confiscated.

Library

The YMS library provides services and resources to our students, families, and staff. The library is available for student use in the morning and at lunch.

Lost & Found

Lost articles may be claimed from the lost and found at any time. Articles not claimed within a reasonable amount of time will be donated to charity.

Visitors

To provide the safest atmosphere possible, students from other schools are NOT permitted to visit YMS classes. All visitors are required to report to the school office. If a parent wishes to visit his/her student's classes, the visit must be cleared through the building administration with at least 24 hours notice to staff. Visitors are asked to dress appropriately for a school environment. **All visitors will be issued and must wear a visitor's pass.**

Dress Code

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

Heads: K-5 students must remove all headwear while in the building. Headwear includes hats, hoods, headbands with animal ears, bandanas and head wraps. (Exceptions will be made for medical, religious and other approved reasons.)

Torso: Clothing must cover stomachs, backs, chests and undergarments.

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

Feet: Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety.

Guidelines

- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.

Electronics

Cell phones are allowed in the commons and hallways but not during class time. Cell phones are not allowed to be used in classrooms. This includes listening to music, this also includes during homeroom. Cell phone should not be visible (must be in a pocket or in backpack) when in the classroom.

Electronic devices/nuisance items or any other items that are disruptive to the educational process will be confiscated. **YMS will not be held liable for loss or theft.**

1st Offense - Will be confiscated and can be picked up by student after school in the office.

2nd Offense - Will be confiscated, and can be picked up by student after school. Parents will be notified.

3rd Offense- Will be confiscated **and** the device must be picked up by **PARENT/GUARDIAN**.

4rd Offense - Will be confiscated, student will receive a referral and two lunch detentions and the device must be picked up by **PARENT/GUARDIAN**.

4th Offense and beyond – Further discipline.

Use of CELL PHONES and CAMERAS are prohibited in the BATHROOMS/LOCKER ROOMS at all times.

VIDEO AND AUDIO RECORDING are prohibited at all times on campus. Rare exceptions may be made with staff supervision and with prior approval from administration. Violations of this policy will result in discipline beyond that for the prohibited use of electronics.

Field Trips

All students shall communicate with their teachers prior to missing class due to a school sponsored field trip. Students will also be responsible for work missed due to participation in the activity. All school and bus rules apply, including YMS dress code.

Homework Requests

Students need to be absent at least three days before requesting homework from the office. Please allow 24 hours from the time of the request for staff to prepare the work. Teachers may be reached through their e-mail accounts or contacted by telephone. It is the responsibility of the student to request make-up work upon returning to class.

Vacations

Students missing school due to a vacation must obtain prior approval from the attendance office, teachers, and administration.

School Counseling Program

The YMS comprehensive school guidance and counseling program provides all students support for academic growth, career planning, and personal/social development. Families and students are encouraged throughout the year to contact school counselors to address any areas of concern. School counselors utilize multiple formats to provide support, outreach, prevention/intervention services and guidance curriculum to all students.

Individual Planning

Individual planning for academic, career, or personal/social needs is available all year to all students. Students may seek academic advising or support for personal/social concerns by completing a "School Counselor Request Form" or by teacher/parent referral. Students are informed at the beginning of the year and at the semester of the Request Form and the confidentiality statement (see below). Multiple referrals or unresolved issues may result in parent/guardian contact, consultation, and/or referral for additional services.

Small Group Support

Small groups are need-based support opportunities with identified students experiencing similar concerns. Based on referrals or student survey data, groups are created to meet the needs of students at YMS. Small groups are voluntary and typically meet once weekly for six to eight weeks. Support groups traditionally offered include the following: grief and loss, deployment support, new student transition, conflict management, friendship, and motivation.

School Guidance Curriculum

Academic & Career Planning:

- Student Portfolios/College and Career Readiness- Monthly advisory lessons delivered through homeroom for academic monitoring, goal setting, reflection, etc. in preparation for Student Led Conferences in fall and spring.
- Career Cruising/Xello - Online information system used to continue postsecondary planning/career exploration.
- Classroom Guidance Lessons are taught every quarter in 6th, 7th, and 8th grades, addressing topics such as graduation requirements, harassment/bullying, respect and career education.

Confidentiality Statement

The student's right to privacy is guarded as much as permitted by law, ethic, and school rules. School counselors are obligated to break confidentiality when there is potential harm to the student or others, concern of neglect or abuse, or a court of law that requires testimony or student records. School counselors often consult with other school professionals, but only share information necessary to achieving the goals of the consultation.

Volunteers

Volunteers are a vital part of our students' education. To volunteer in a school during the school year, an application must be completed online. All volunteers must receive clearance through the Washington Access to Criminal History (WATCH) before volunteering. **Clearance is granted for one school year only.** Visit the website to complete the application: <http://www.helpcounter.net/yelm>. For more information, contact our Volunteer Coordinator Office at 360.458.6100.

Academics

Academic Concerns/Conference Requests

Parents and students are encouraged to contact their teacher(s) at the earliest sign of concern or question.

Team Meeting: A meeting with all teachers is available upon request by parent, student, or teacher throughout the school year. Please contact your student's teacher or school counselor to schedule a meeting.

Student-Led Conference (SLC): The SLC time is hosted by each student's homeroom teacher and is designated as a student led discussion of their academic, career, and personal growth and goals. The SLC conference is not a teacher conference for addressing concerns.

YMS participates in district-wide conferences generally for one conference in the fall and one in the spring. Notification of conferences will be sent home. Students at YMS present their accomplishments and goals twice a year through Student-Led Conferences. Students will be compiling a Personal Portfolio as part of the High School and Beyond Plan, a Washington State high school graduation requirement. The fall conference will focus on academic, attitude, activities, goals, assessments and course work. The spring conference will focus on attainment of goals, career interests and progress.

Schedule Changes

The school class schedule is created based on the student's requests during pre-registration the previous year. Schedule changes will only be considered if there is an error in the student placement, not to change teachers, electives, or periods.

Grade Reporting

Report cards are issued four times per year, at the end of each term. Progress reports are sent home mid term. A 3.0 grade point average (GPA) and above determines honor roll at YMS.

Homework

Homework is an important part of classes at YMS. Students are expected to spend time outside of class to finish the day-to-day work they may not have finished in class or to complete longer research projects. The ability to use time wisely and complete required work when it is due is a life skill.

Textbooks

The policy of Yelm Community Schools is to make certain that each student has access to a textbook. It is strongly recommended that books that are checked out to students be covered to prevent damage. At the end of the year, fines are assessed for any damage to the textbooks and for lost books.

ASB - Student Activities/Sports Activities

ASB Elections/Officers

ASB Elections and Officers are governed by the rules and regulations laid out in the Yelm Middle School Constitution.

Behavior Requirements

All school and district rules apply at any school related activity. Based on previous behavior, students may be excluded from activities.

Dances (ASB)/Teen Night

Scheduled throughout the year will be both ASB Dances and Parent Booster sponsored Teen Nights. Teen Nights are held after the regular school hours. Yelm Middle School ID Cards are required for admittance to both. All school policies, including the dress code, will apply. If a student leaves an activity early, he/she will need to be signed out by parent or guardian. Misbehavior at these activities will result in school discipline and loss of dance attendance privileges.

Athletics

The interscholastic program exists to allow students to participate and represent their schools in educational, social and recreational activities to further improve their abilities and to learn to cooperate and compete with others. Because these activities are performed in public, each student is expected to conduct himself/herself, at all times, in a manner that will reflect the high standards of Yelm Middle School, the team and community. When representing their school, students are expected to dress according to school guidelines and demonstrate mature conduct. For the purpose of eligibility and discipline, the definition of a sport season will be from the first team meeting until the completion of the awards program.

Athletic/Academic Requirement Check

A grade check will occur every two weeks for students participating in interscholastic sports. If a student is receiving an "F" grade, they are not able to participate in a game until the student is no longer receiving an "F" grade. Should the student clear failing grades, he/she is eligible to participate in the next game. If a student continues to receive failing grades, they could be removed from the team.

ASB/ID Card

Students must purchase an ASB card before participating in athletics.

Athletic Code

Students must sign and adhere to the athletic code. Students who violate policies outlined in the athletic code may be subject to disciplinary action including suspension from the team. Students violating the drug, alcohol or tobacco policies while on a sports team at YMS will be dropped from the activity. Students attending functions where drugs and/or alcohol are present must leave immediately.

Athletics and Attendance

All athletes must be present and on time the majority of the day to be eligible to participate unless prior approval is obtained from the athletic director. This includes but is not limited to athletic contests, practices, dances, etc. In order to participate in a Saturday event, a student must be in attendance for the entire school day on Friday.

Athletic Behavior Requirements

All athletes are required to adhere to the athletics/activities code provided in the beginning of the season packet. Violation of this code will result in disciplinary action. Excessive discipline could result in removal from the team.

Athletic Events

Attendance at athletic events as a spectator is a privilege. Any misbehavior at these events, as defined by the event supervisor, will result in a loss of this privilege.

Fees/Forms

Students must obtain and complete an eligibility packet from the office prior to the start of a sports season. Included in the packet is a physical examination form, an insurance form and a travel card. Physicals are good for one year only. A \$30 non-refundable fee is required for each sport. All students need health insurance to participate in after school athletics. Insurance forms are available in the office for those students who do not presently have coverage. All fees and forms must be completed and returned to the office before a student begins participating. If there is a financial hardship please contact the Athletic Director. It is not our intent to deny ANY student the opportunity to participate or try out.

Schedule of Sports Seasons

Fall-Football, Girls' Fastpitch, Boys' Soccer, Cross Country

Winter I-Girls' Basketball, Wrestling

Winter II-Boys' Basketball, Girls' Soccer

Spring-Track, Volleyball

Sportsmanship

Inappropriate yelling and profanity will not be tolerated. It is appropriate to cheer FOR your team NOT against the other team. Inappropriate behavior by athletes or spectators will result in removal from the event and disciplinary action. Enjoy the game!

Transportation-Check

Students must get to the event and back to school in school-approved transportation. If parents want to provide transportation for their student after the event, they must submit the request in writing. Check with the coach/advisor for more information.



MEMORANDUM

TO: Board of Directors
FROM: Chris Clark, Yelm Extension School Principal
DATE: May 23, 2024
SUBJECT: Recommendation to Approve YES Student Handbook

Background Information:

The 2024 - 2025 Yelm Extension School handbook is attached for approval. Changes are listed below.

- Replaced HIB and sexual discrimination sections with OSPI required language
- Contact Information: counselor added with contact information
- Introduction updated to only include what YES can offer
- Program Design updated to more clearly define the overall program
- Academic procedure updated to reflect current standard of practice
- School work policy updated to reflect current standard of practice
- YES class schedule added
- Entry to program updated process for in district and out of district transfers
- Counseling role and services provided updated
- Updated testing requirements

Action Required

Approval of student handbook

Recommended Motion

I move that the Board of Directors approve Yelm Extension School 2024 - 2025 student handbook.

Yelm Extension School



Student Handbook

2024-2025

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Contact Information

YES Principal: Christopher Clark
Email: Christopher_Clark@ycs.wednet.edu
YHS Office: 360.458.7777

YES Counselor: Jeannie Beierle
Email: Jeannie_beierle@ycs.wednet.edu
Office: 360.458.6145

YES Office: Kim Schley, OP
Email: kimberly_schley@ycs.wednet.edu
YES Website: www.ycs.wednet.edu/yes
Office: 360.458.2002
Fax 360.458.6146

We are an off-campus program of Yelm High School located at 107 First Street N; Yelm, Washington 98597

Yelm Community Schools Mission Statement

The mission of Yelm Community Schools as the leader of a cooperative community partnership is to provide a comprehensive educational program. Our goal will be to insure that each individual attains the knowledge, skills, attitudes, and feelings of self-worth necessary to be a lifelong learner, and a reasonable, contributing citizen of a culturally diverse society.

Yelm Extension School Mission and Goals:

The mission of the Yelm Extension School (YES) is to provide a supportive and challenging educational environment which allows for flexible learning opportunities for its students so that they may become self-sufficient, productive members of their community.

We agree that:

- All individuals at YES deserve to be treated with dignity and in a fair and consistent manner.
- The learning environment will provide an atmosphere of respect, personal growth, and safety for the students and staff.
- As part of supporting student success, we will assist in the development of goals students will set for themselves, then evaluate and communicate progress towards these goals on a regular basis.
- Workplace skills such as responsibility, reliability, respect, initiative, accountability, teamwork, goal-setting, etc., are a part of the work world our students will enter. With this in mind, we have patterned many of our policies and practices to reinforce these critical job-related skills.

Optimum Learning Environment

Yelm Community Schools embraces the diversity within our schools and seeks to create a nurturing and barrier-free learning environment for each student. To achieve this goal we commit to:

- Preparing our students to thrive in a multicultural and diverse society.
- Ensuring fair, equitable and inclusive principles are integrated into our policies, programs, operations and practices.
- Creating school and classroom cultures that are free of bias-based language or behaviors.
- Eliminating barriers that perpetuate negative outcomes.
- Providing all students the resources, opportunities and supports needed to succeed at high levels.
- Honoring and building upon the strengths and assets of every student.
- Welcoming and engaging families and community members as essential partners.

Introduction

The Yelm Extension School is an off-campus program of choice offered by the Yelm School District to provide high school students with an option to the traditional program. Credits are awarded based on successful completion of each .5 course contract. We are goal oriented, yet provide our students with a friendly, congenial atmosphere. Respecting human dignity and valuing each individual are cornerstones to the foundation of Yelm Extension School. As a member of our school, each student will be treated with dignity and respect regardless of race, religion, creed or economic status. Students are expected to treat each person, staff and fellow students alike, in a manner consistent with these ideals.

Program Design

We see relationships and communication as vital components in helping students succeed at YES. Therefore, each student is assigned to a team teacher/leader upon entry. Teams are mixed grades and assigned randomly, according to availability. Your team teacher/leader will advise you, help you with coursework and evaluate your progress toward your learning goals. Feel free to seek help with homework from any of the staff. You need not go exclusively to your team teacher/leader for help.

The YES program allows for flexibility in school scheduling and program delivery. Courses are worth .5 credit, and are given a deadline for completion. You may work as quickly as you desire to complete courses ahead of time, as long as your work is satisfactory. If you were to do so, it would provide the opportunity to receive new courses at an accelerated rate.

The YES campus is an “Open Campus”. Students attend the time they are scheduled and leave when those periods end. While attending, a student may choose to leave campus during break or lunch times, but must return before the next period begins if they plan on attending that period. If a student chooses to leave campus, they do so at their own risk and accept all responsibility for doing so.

The YES program provides students with a variety of options. Students may take all their high school classes at the Extension School. They may attend the New Market Skills Center (vocational training) part-time and YES part-time. Running Start is also an option available to YES students. For any students who work full or part-time, scheduling options are available. Staff approval will require a verifiable work schedule and contact person at the student’s place of employment.

Academic Procedure

You will be evaluated regularly, a process designed to encourage responsibility and accountability – both vital skills in today’s job market. We believe the learning of responsibility and self-discipline will better prepare YES students to successfully compete in the world of work, now and in their future.

School success is dependent on your successful completion of a minimum number of hours of course work and on attending as scheduled. At YES, progress toward course completion is counted by the staff and student every week. Each full-time student is expected to complete at least ~~30~~ 27.75 hours of course work each week. To be considered academically successful in the Yelm School District, a full-time student should complete two courses per term. This is what is required to remain on track for graduation. In order to accomplish this, **homework is a must**. If the student fails to make satisfactory progress an intervention plan will be developed and implemented within five days. The intervention plan will be developed by certificated instructional staff in collaboration with the students. If after three consecutive evaluations, the student is not making progress, a plan will be developed and implemented to more appropriately address the student’s unique educational circumstances. Those who do not improve will face removal from the program. Students may be offered a temporary educational program. It is limited to students who have not been substantially successful in their attempts and subsequent interventions in our regular alternative program. It is intended as a short-term solution for students to allow the time necessary for other educational options to become available. The curriculum students may take is restricted to one course and a maximum of one term.

To reach your academic goals, it is extremely important that you ask for help if you need it. This is your responsibility. In the event any coursework seems to significantly slow down your progress, you need to be sure to make your team leader aware of the difficulty.

Progress reviews will be made available to you and your family once each month. Most classes taken must be completed within the term. Credit will not be received for courses not completed.

School Work Policy

You are expected to complete quality work, assess this work and be part of the evaluation process with your instructor as progress is made toward course completion. This includes handwriting that is legible and content that shows thought and organization.

School work is expected to be turned in on time. Courses have weekly due dates for daily work/activities and tests. As the work is ready to be turned in, you will work with the staff to correct the daily work. Assignments and activities listed on your independent study contracts must be done in order, unless otherwise indicated by your team leader. Do not skip around on the assignment sheets without your team leader’s approval. Tests must be done immediately upon completion of the material studied. You will not be allowed to “save them up” to take all at once at the end of the course.

Head each of your papers, even though several are stapled together. Clearly show your full name (first and last), date, course name, assignment and page number.

Daily work and homework will be graded as “pass” or “not passing.” Any unsatisfactory school work/activity must be reworked/redone, in order to receive a passing grade. Tests, essays, reports, and projects are graded on a percentage basis, and you must score at least 65 percent to pass. All tests and quizzes must be done in person, in the classroom.

Attendance

A large part of our job at YES is to help prepare you to meet the challenges you will face in the “real” world, especially on the job. Two of the most important job skills cited by today’s employers as essential in their employees are reliability (being on the job when expected) and timeliness (getting to work on time). We at YES encourage the development of these skills by requiring mandatory attendance consistent with State alternative regulations. Attendance at YES is treated as though this were a job for our students.

Since attendance is, for the most part, related to success in school, it is your responsibility to report to your study area on time and avoid absences unless absolutely necessary. Each student is expected to attend according to his/her attendance plan. Lack of attendance or academic success may require a plan revision. As with a job, calling in when ill or unable to come to “work” (school), is an important responsibility.

YES Class Schedule

School is in session according to the schedule below Monday through Thursday. Students may arrange with their teacher to attend on Fridays. All students are asked to abide by the schedule discussed with their teacher. We are an open campus during scheduled breaks and lunch time only.

Morning Session

7:45 - 9:10	1st Period
9:10 - 9:25	BREAK
9:25 - 10:30	2nd Period

10:30 – 11:15	LUNCH BREAK
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Afternoon Session

11:15 - 12:30	3rd Period
12:30 - 12:45	BREAK
12:45 - 2:00	4th Period

Entry to Program

Yelm Community Schools Students

Students that have an interest in attending YES will be required to complete the following process. They should first schedule a meeting with their high school counselor at YHS. As a part of this meeting students will be asked to reflect on their motivations for attending YES. The student will complete a Student Reflection form. The Counselor will fill out the Student Matriculation Plan and send to the Principal for approval. If it is determined that YES could be an appropriate placement for the student, the following process will be initiated. The student will be contacted to set up a meeting with the YES Counselor. As a part of this meeting the student will learn about the policies and procedures of YES, and equally as important the strategies and behaviors that will insure success in the program.

Students From Outside of YCS Boundaries:

New students are taken in ~~twice~~ at the beginning of each term, as space permits. Completion of the YES Entry Program is required prior to full enrollment. **(Note: Out of district applicants must receive a release from the Superintendent of the "home" school district before they can be actively enrolled at YES.)** The checklist for enrollment at YES is as follows:

- _____ (1) A written release from current school/district (if you reside out of the Yelm School District)
- _____ (2) A (3141 F) Yelm Community Schools acceptance
- _____ (3) Immunization form (completed) on file at YES or at YHS
- _____ (4) Up-to-date transcript on file at YES
- _____ (5) Enrollment forms completed
- _____ (6) Personal interview completed
- _____ (7) Payment of any outstanding fines from any school
- _____ (8) Withdrawal grades
- _____ (9) Credit evaluation

Student Conduct

At YES, as with any job site, appropriate workplace behaviors are expected. You will have a lot of freedom in this program. Conduct yourself as a mature person, and you will be treated as one. In addition to the YES Program Guide, please refer to the Yelm High School Student Handbook for a complete breakdown of rules governing Yelm High School students. Remember, we are a department of Yelm High School; therefore, all school district and Yelm High School student conduct guidelines apply to YES students.

Discipline Policy

We recognize that some students may make a mistake in judgment as they make choices about living up to the workplace standards expected in our school. At YES, we view these situations as learning opportunities for students. The handling of discipline cases is intended to address the infraction and possible solutions for the individual students involved while at the same time protecting the rights of the total student body. Our goal is to assist students in learning to make good choices for themselves, the school, and their future. Students will be assured due process according to the laws of the State of Washington.

Any member of the YES staff, the staff hearings board or the high school administration has the authority to correct misconduct at any time. The following disciplinary measures are commonly used at YES:

verbal warning	student conference	long-term suspension
removal from class	conference with parent	parent notification
short-term suspension	sent home for the day	Expulsion

Any action taken by an individual staff member or the hearings board may be appealed to the high school principal.

Note that a suspension from YES is a suspension from all school activities: on-campus classes at Yelm High School, classes at New Market Skills Center, classes at YES, and any other school-related activities such as field trips, dances, etc. We cannot overemphasize the serious consequences of failure to fulfill student obligations or follow building rules.

Use of Tobacco and Nicotine Products and Delivery Devices

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices, or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors or community members will be prohibited on school district property. Possession by, or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees, students and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Counseling

YHS counselors will be supporting students prior to enrollment at YES. The YES Counselor will work with district and state policies to ensure that all graduation requirements are met. Students and parents may seek assistance for individual counseling, evaluation of credits/graduation plans, career guidance, and available community resources from the YES Counselor.

State Testing Requirements:

Students are currently required to take state approved tests in reading, writing, math and science. Refer to the table below for the requirements of each graduation class. ***Those students not meeting standard on the first attempt will have future testing options or alternatives.*** More information is available at www.ycs.wednet.edu/assessments.

Graduating Year	Testing Requirements		
	English Language Arts	Mathematics	Science
Class of 2019 and Beyond	Grade 10 Smarter Balanced ELA	Grade 10 Smarter Balanced Math	Grade 11 WCAS (WA Comprehensive Assessment of Science)

High School and Beyond Plan (HSBP):

Students develop a plan for meeting the high school graduation requirements and for connecting successfully to their next steps in life. The plan is started in middle school and is updated at least annually to reflect changes in a student's interests. The HSBP is used as a guide to help students select courses throughout high school and prepare them for whatever they plan after graduating.

Graduation Credit Requirements

Subject	2021 & Beyond	Minimum requirements for public, four-year colleges and universities*	Recommended courses for highly selective colleges and universities
English	4 credits	4 years	4 years
Math <i>(required in Algebra, Geometry and Algebra II & 3rd Credit Options)</i>	3 credits	3 years**	3-4 years**
Science <i>(minimum one lab course)</i>	3 credits	2 years	3-4 years
Social Studies <i>(including United States history, civics/government/economics and Washington State history)</i>	3 credits	3 years	3-4 years
World Language <i>(same language - not a Yelm graduation requirement, but is a 4 year college entrance requirement)</i>	0 credits	2 years***	3-4 years***
Visual or Performing Arts	2 credit	1 year	2-3 years
Health and Fitness <i>(.5 Health and 1.5 Fitness - one class must include training in cardiopulmonary resuscitation (CPR) and use of automatic external defibrillators (AED))</i>	2 credits	*Students must have a minimum 2.0 GPA ** Must be Algebra II or higher and have a quantitative math course in the senior year. ***World Language must be two consecutive year in the same language and can count as PPR. ****Courses that lead to a specific post-high school career or educational outcome chosen by the student. See list of PPR courses on the website.	
Career and Technical Education (CTE)	1 credit		
Additional Art or CTE	0 credits		
Personal Pathway Requirement (PPR)****	2 credits		
Electives	4 credits or more		
Total Minimum	24 credits		

Transportation

YES students living in the Yelm School District may ride the buses to school. For further details contact the YES secretary or the transportation office (458-3300). Dual-enrolled students are required to find their own transportation to and from each school.

*For your safety, it is critical that you use only the designated crosswalks at all times.

Lunch

Breakfast is available for all students daily from 7:10 am to 7:45 am. Lunch is served daily from 10:30am to 11:15am. During that time you are free to eat lunch off campus. Be sure to be back on time for class.

Vending machines with snacks and beverages are available in the building. We will not make change, so please plan ahead.

Cell Phone Policy

YES is a Cell phone free zone during class time. In order to participate in work time, all cell phones need to be turned off (or silenced and put into airplane mode). No cell phones (adults included) will be permitted into the workplace during work-time.

Grounds and Building Upkeep

Students and staff are expected to keep the YES campus looking good, a place to be proud of. We are committed to being good neighbors in our community. Be respectful and clean up after yourself. Please, as a matter of habit, put any trash in the waste baskets and recycling bins. Custodians for our building have limited time and are not instructed to pick up loose trash left lying around. It's up to us to keep our own workplace clean.

Use of High School Facilities

You are allowed to utilize the high school campus when a legitimate need exists. All visits to the high school campus must receive prior approval from a staff person. A written pass is necessary. Loitering on the high school campus will not be allowed.

Co-Curricular Opportunities

Any student attending YES and fulfilling regular eligibility requirements may join in any co-curricular activity offered by the high school on the main campus – clubs, societies, sports, student dances, etc. Be sure to inform your team leader if you wish to take part in any of these activities. He/she will assist you in contacting the advisor/coach at the high school.

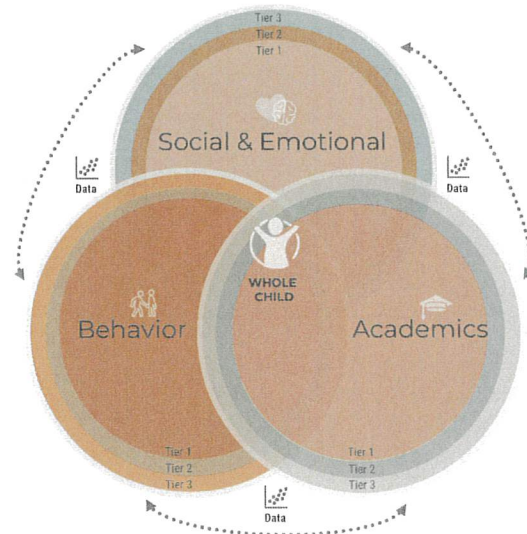
Family Access

The administration and staff at Yelm Community Schools recognize that many parents/guardians would like to play a greater role in their child's education. To make it easier for you to get involved, each parent/guardian is provided the ability to view their student's information anytime, day or night, with a Family Access Login.

Family Access is available at the top of every page on our website. If you forget your password, go to the login page to recover account information. You will receive an email to reset your password. You can also update your email and contact phone number. Please ask the office staff if you need assistance.

Yelm Community Schools MTSS

Multi-Tiered Systems of Support for all students



Data determines appropriate evidence-based responses for each student



Multi-Tiered Systems of Support (MTSS)

The vision of Yelm Community Schools is to prepare ALL students for post-secondary pathways, careers, and civic engagement.

A Multi-Tiered System of Supports (MTSS) is a service delivery framework focused on prevention and problem solving for all students. An integrated MTSS connects all of the academic and non-academic interventions, supports, and services available in schools and communities to support instruction and eliminate barriers to learning and teaching. Within an MTSS framework, multiple levels of instruction, assessment, and intervention are designed to meet the academic and behavioral needs of ALL students.

ESSENTIAL COMPONENTS OF MTSS: Include Core Instruction and Tiered Continuum of Evidence-based Interventions and Supports (Tier I, II, III), Universal Screening and Progress Monitoring, Data-based Decision Making, Family Engagement and Community Partnerships and creating and maintaining the infrastructure to support an integrated MTSS Framework

Student Rights and Responsibilities

The rules contained herein are meant to regulate student conduct at school, at all school-sponsored activities, and off-campus that adversely affects the school-learning climate. Depending on the circumstance of the student's violation, school authorities may, in compliance with state law and the rules of the State Board of Education, Chapter 180-40 WAC, impose discipline. District Policies are available in the Student Rights & Responsibility Handbook or district website at www.ycs.wednet.edu/policies. Yelm High School rules are in direct compliance with District Policies.

Classroom Management, Discipline & Corrective Action – Policy 3241

Complaint Procedures - Procedure 3210P

Exceptional Misconduct – Policy 3241

Harassment, Intimidation and Bully – Policy 3207

Sexual Harassment of Students – Policy 3205

Student Conduct – Policy 3240

Student Sexual Harassment – Policy 3205

Use of Tobacco and Nicotine Products & Delivery Devices – Policy 4215

HANDBOOK CHANGES: Changes in the student handbook may be made during the school year by the school authorities. Such changes will be made available via the school website.

In addition to individual rights established by law and district policies, students served by or on behalf of Yelm Community Schools will have the right to [\(link\)](#):

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
 - Freedom of speech and press;
 - Peaceably assemble;
 - Petition the government and its representatives for a redress of grievances;
 - The free exercise of religion and to have their schools free from sectarian control or influence; and
 - Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organizations;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

District Internet/Technology Policy

The district is dedicated to promoting and instilling principles of digital citizenship and media literacy in students and encourages guardians to play an active role in the process of educating students. While the district takes great care to monitor and filter

inappropriate websites, students are expected to be responsible users of their access and the educational technology tools made available. For a complete list of Student Responsible Use Guidelines, review the Student Rights and Responsibility Handbook and/or Policy and Procedure 2022/P on the district website at www.ycs.wednet.edu/policies.

Student will be given a unique user login and password to access educational technology tools. The login portal icon is available at the top of the school and district website for students to access at school or home. It is essential students keep this information private to ensure security of their school files and online accounts.

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. Network connected computers are available in the library, computer lab and classrooms. The term computer or computer equipment includes: chrome books, computers, system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, and any other piece of equipment or software which is part of the school's computer system. Students should use the computers for teacher-approved activities only. Please reference the district Acceptable Use Policy (AUP) for specific expectations. Misuse may result in loss of computer privileges or other disciplinary action.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our reporting form on the district website (ycs.wednet.edu/hib) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you

agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, visit the district website to review the HIB Policy 3207 and Procedure 3207P. (ycs.wednet.edu/policies)

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

Visit the district website to review the Nondiscrimination Policy 3210 and Procedure 3210P. (ycs.wednet.edu/policies)

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Visit the district website to review the Sexual Harassment Policy 3205 and Procedure 3205P. (ycs.wednet.edu/policies)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may use our reporting form on the district website (ycs.wednet.edu/hib) or contact a counselor, administrator or the district staff members below to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Dee Dee Buckingham, PO Box 476, Yelm, WA 98597, 360.458.1900, doyla_buckingham@ycs.wednet.edu

Concerns about harassment, intimidation and bullying (HIB):

HIB Compliance Officer: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124, shannon_powell@ycs.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

To **submit a written complaint** using our form on the district website (ycs.wednet.edu/policies), describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Visit the district website to review the Gender-Inclusive Schools Policy 3211 and Procedure 3211P. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Crime Stoppers:

Yelm students and families have a way to report crimes or dangerous situations anonymously. Thurston County Crime Stoppers is a 24-hour manned call center to receive anonymous tips anytime. Report a Crime by:

1. Calling **800.222.TIPS** (8477)
2. Submitting Online at www.p3tips.com
3. Download the P3 App to your mobile device

As always, tipsters remain 100% anonymous and could possibly be rewarded up to \$1,000. Remember to save your “tip number” in order to follow up and receive a reward. Anyone having knowledge about dangerous situations or crimes (past, present or future) can report a tip.

Cheating

As defined by Webster's Random House College Dictionary ©1998 "to take an examination in a dishonest way, as by having improper access to answers." At RMS, this includes assignments as well as examinations.

EXAMPLES OF CHEATING: Copying homework, looking at another's test, quiz or class work, letting someone look at a test, quiz or class work, using other secretive methods of giving answers for tests, quizzes or assignments.

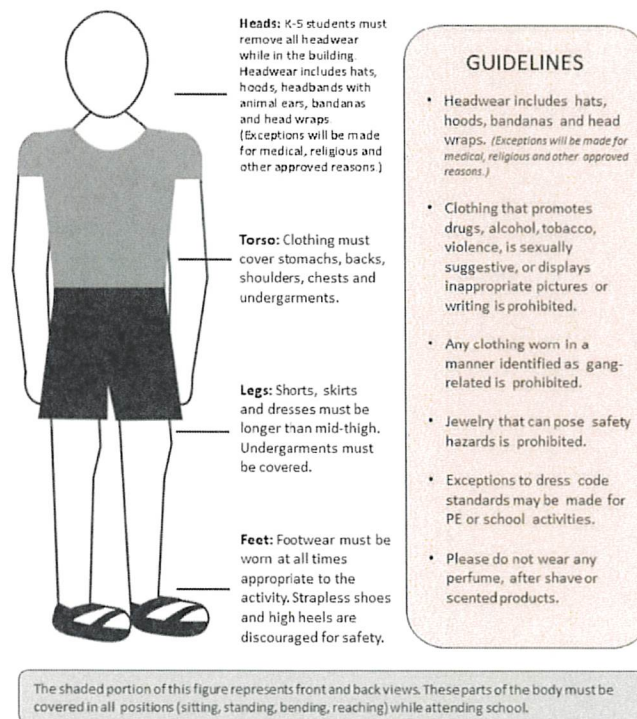
PLAGIARISM: As defined by The Shorter New Oxford English Dictionary ©1993 "The action or fact of plagiarizing a work, idea, author, etc.: literary theft; an act or instance of this." To plagiarize is to "take and use as one's own (the thoughts, writings, inventions, etc., of another person); copy (literary work, ideas, etc.) improperly or without acknowledgement; pass off the thoughts, work, etc, of (another person) as one's own.

EXAMPLES OF PLAGIARISM: Plagiarism can include but is not limited to copying homework, looking at another's test, quiz or class work, letting someone look at a test, quiz or class work, using other secretive methods of giving answers for tests, quizzes or assignments, taking papers from the internet, cutting and pasting pieces of work from the internet, and copying or paraphrasing from a book or internet without giving proper citation.

CONSEQUENCES FOR ACTS OF CHEATING/PLAGIARISM: Any acts of cheating or plagiarism will be subject to disciplinary action. Repeated acts of cheating/plagiarism will result in disciplinary action to include suspension.

Dress Code

In order to facilitate learning for all students, YCS requires that students dress and appearance follow health and safety standards and not cause disruption to the learning environment. Some classes required specific safety equipment which protects the individual and the class. Students that do not follow these guidelines will be asked to change their clothing, cover up, and/or contact home if necessary. Repeated dress code violations may result in disciplinary action.



Health Information

LIFE THREATENING ILLNESS: If your child has an illness, which has the potential to cause death during the school day YCS must be made aware prior to the student's first day of school. Examples of these conditions would be seizures, diabetes, allergies requiring an Epi Pen, severe asthma and/or any other condition that is considered to be life threatening. Parents/guardians are responsible to report this information to the Registered Nurse assigned to that school. Parents/guardians must provide the medication in its original container along with the medication authorization form prior to the first day of school. Students will be excluded from school until these requirements are met. (RCW 28A.210.320, District Policy 3413)

IMMUNIZATIONS: In order to protect children against a number of childhood diseases, Washington State Law requires that all children enrolled to YCS be immunized against varicella, diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and hepatitis b as appropriate. Parents/guardians may submit the Exemption from Immunization form. However, students will be excluded from school if they do not meet the requirements of the law. (RCW 28A.210.060, District Policy 3413)

INFECTIOUS DISEASE: In order to safeguard the school community from the spread of certain communicable diseases YCS will comply with the State Board of Health rules and regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of the Superintendent of Public Instruction. (District Policy 3414)

MEDICATION: YCS requires signed authorization forms for the dispensing of any prescription or non-prescription medicines to students. Forms must be signed by the physician as well as the parent/guardian and are available from the office. Physicians may fax this information to our school at Yelm High School. All medications must be delivered to and picked up from the school by the parent/guardian in the original container. Most medications can be dispensed by the parent/guardian before or after school. Please ask your healthcare provider for guidance on medication delivery times. (RCW 28A.210.260 & 270, District Policy 3416)

COMMON HEALTH CARE PROCEDURES

ACCIDENT OR HEAD TRAUMA: Parents/Guardians will be notified regarding any incident at school that necessitates an accident report. In addition, any student who suffers trauma to the head at school will be assessed in the health room and parents/guardians will be notified.

ALLERGIES: Latex Allergy - Yelm Community Schools prohibits the use of all latex products, including latex balloons, due to severe allergies. Peanut Allergy - Please refrain from sending any peanut products due to severe allergies.

FEVER: Any student with a fever of 100.4 or higher will be sent home and may return to school once the child has been fever free for 24 hours without the use of fever reducing medication.

INJURY: If any child has an injury that prohibits them from participating in PE or other school activities, a note from the physician is needed to excuse participation. Please be sure the doctor includes when the student can return to normal activity or provide a separate note.

Additional Health Information: [Centers for Disease Control and Washington State Department of Health](#)



MEMORANDUM

TO: Board of Directors
FROM: Jennifer Brownell, Purchasing
DATE: May 23, 2024
SUBJECT: School Photography RFP

On April 11, 2024 we issued a Request for Proposal for School Photography Services for Schools within the district. We received three responses - Dorian, Josie Photographics, and Lifetouch. The RFP included a rated scale which provided a consistent base for each evaluation.

Our review committee consisted of building level, technology, SIS and business office staff. The committee reviewed and rated the three RFP responses and recommends Dorian for the 2024-2025 school year. The contract can be renewed annually upon mutual written consent for up to four (4) additional one (1) year terms.

Action Required

Recommend to approve.

YELM COMMUNITY SCHOOLS

Board Date: MAY 23, 2024

Fund: GENERAL

Vouchers audited and certified by the auditing officer as required by R.C.W. 42.24.080 and those expense reimbursement claims certified as required by R.C.W. 42.24.090, have been recorded on a listing which has been made available to the board.

As of MAY 23, 2024 the Board does approve for payment those vouchers included in the following list and further described as follows:

VOUCHER NUMBER 70149701 70149884
70149906 70149920
THROUGH

IN THE TOTAL AMOUNT OF \$ 1,874,748.57

SECRETARY _____

BOARD MEMBER _____

BOARD MEMBER _____

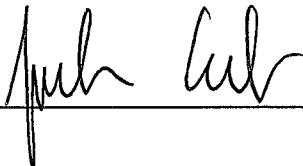
BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

Voucher Auditor's Statement

I, the undersigned do hereby certify that I have reviewed each of the vouchers listed above, and that the claims are just, due and unpaid obligations against the school district, and that I am authorized to authenticate and certify to said claim.

SIGNATURE OF AUDITING OFFICER 

AP Check Register

AP Run: GENERAL 4-1-24 — Post Date: 2024-04-01 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/01/2024	70149701	Check	US BANK - CORPORATE PAYMENT SYSTEMS	36,059.36
Total:				\$36,059.36

GENERAL 4-1-24 Summary

Type	Count	Amount
Regular	1	36,059.36
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$36,059.36

AP Check Register

YELM COMMUNITY SCHOOLS

Fund	Total
10 - GENERAL FUND	36,059.36
	\$36,059.36

AP Check Register

AP Run: GENERAL 4-9-24 — Post Date: 2024-04-09 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/09/2024	70149702	Check	ADVANCED CLASSROOM TECHNOLOGIES	6,319.73
04/09/2024	70149703	Check	AMN HEALTHCARE INC	12,847.97
04/09/2024	70149704	Check	APPLE COMPUTER INC	4,847.46
04/09/2024	70149705	Check	BARNES & NOBLE INC	835.96
04/09/2024	70149706	Check	BLAZERWORKS	82,149.26
04/09/2024	70149707	Check	CLINTON, GARY D	40.00
04/09/2024	70149708	Check	COMMERCIAL FILTER SALES & SERVICE INC	8,503.13
04/09/2024	70149709	Check	CONRADI, SANDRA LYNN	73.70
04/09/2024	70149710	Check	DRAIN PRO	2,339.82
04/09/2024	70149711	Check	DUQUET, KRISTINE	138.00
04/09/2024	70149712	Check	EDU HEALTHCARE LLC	2,764.30
04/09/2024	70149713	Check	ESD #113	87,361.10
04/09/2024	70149714	Check	FIRST CITIZENS BANK & TRUST CO	10,134.03
04/09/2024	70149715	Check	FIRST STUDENT	7,679.10
04/09/2024	70149716	Check	FRANZ FAMILY BAKERIES	344.70
04/09/2024	70149717	Check	FREEDOM TOURS NW INC	5,300.00
04/09/2024	70149718	Check	FRONTSTREAM	2,283.56
04/09/2024	70149719	Check	GENERATION GLASS COMPANY INC	3,683.16
04/09/2024	70149720	Check	HERMANSON CO LLP	4,790.39
04/09/2024	70149721	Check	HILL, ROBERT ANDREW	324.82
04/09/2024	70149722	Check	HUBERT	24,417.62

AP Check Register

AP Run: GENERAL 4-9-24 — Post Date: 2024-04-09 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/09/2024	70149723	Check	JACKSON THERAPY PARTNERS	7,875.00
04/09/2024	70149724	Check	JOSTENS INC	2,016.71
04/09/2024	70149725	Check	K C D A	10,406.84
04/09/2024	70149726	Check	KNIGHTON, BRIANNE ROSE	42.41
04/09/2024	70149727	Check	LINGUALINX INC	180.95
04/09/2024	70149728	Check	MELONE, TERESA KAY	116.44
04/09/2024	70149729	Check	MINTZ, LINDSAY N	6.00
04/09/2024	70149730	Check	MORNINGSIDE	263.50
04/09/2024	70149731	Check	MULLINS, KYLIE B	597.86
04/09/2024	70149732	Check	NICHOLSON, DANIEL	8,090.57
04/09/2024	70149733	Check	PIERCE CO BUDGET & FINANCE	8,729.40
04/09/2024	70149734	Check	POWERSCHOOL GROUP LLC	13,898.06
04/09/2024	70149735	Check	PUGET SOUND ENERGY	10,524.36
04/09/2024	70149736	Check	RWC GROUP	931.85
04/09/2024	70149737	Check	SCHETKY NORTHWEST SALES INC	3,802.08
04/09/2024	70149738	Check	SOUTH SOUND FIRE & SECURITY	1,462.96
04/09/2024	70149739	Check	US FOODS	33,861.80
04/09/2024	70149740	Check	WELLS FARGO FINANCIAL LEASING	137.28
04/09/2024	70149741	Check	WELLS FARGO FINANCIAL LEASING	510.02
04/09/2024	70149742	Check	WESTERN ENTRANCE TECHNOLOGY	1,191.37

AP Check Register

AP Run: GENERAL 4-9-24 — Post Date: 2024-04-09 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/09/2024	70149743	Check	YELM SCHOOLS REVOLVING FUND	915.45
Total:				\$372,738.72

GENERAL 4-9-24 Summary

Type	Count	Amount
Regular	42	372,738.72
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	42	\$372,738.72

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
10 - GENERAL FUND	372,738.72
	\$372,738.72

AP Check Register

AP Run: GENERAL 2 4-9-24 — Post Date: 2024-04-09 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/09/2024	70149744	Check	US BANK - CORPORATE PAYMENT SYSTEMS	60,393.20
Total:				\$60,393.20

GENERAL 2 4-9-24 Summary

Type	Count	Amount
Regular	1	60,393.20
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$60,393.20

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
10 - GENERAL FUND	60,393.20
	\$60,393.20

AP Check Register

AP Run: GENERAL 4-16-24 — Post Date: 2024-04-16 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2024	70149745	Check	AMPLIFY EDUCATION INC	367.25
04/16/2024	70149746	Check	APGAR, SOPHIA WINSOR	63.33
04/16/2024	70149747	Check	BALLARD & TIGHE PUBLISHERS	10,372.27
04/16/2024	70149748	Check	BLAZERWORKS	32,828.08
04/16/2024	70149749	Check	BRANT, JEREMY L	25.25
04/16/2024	70149750	Check	BRYSON SALES & SERVICE	51.46
04/16/2024	70149751	Check	CAPITAL BUSINESS MACHINES INC	1,168.02
04/16/2024	70149752	Check	CARTER, KRISTEN LAUREN	71.36
04/16/2024	70149753	Check	CAVANAUGH, ELLEN	156.40
04/16/2024	70149754	Check	CENTRAL WELDING SUPPLY CO INC	1,987.38
04/16/2024	70149755	Check	CENTRALIA COLLEGE	8,190.18
04/16/2024	70149756	Check	CINTAS CORP	306.60
04/16/2024	70149757	Check	CITY OF YELM	14,360.59
04/16/2024	70149758	Check	CLEVERINGA, CURTIS	40.88
04/16/2024	70149759	Check	CLOVER PARK TECHNICAL COLLEGE	4,448.32
04/16/2024	70149760	Check	COMMERCIAL BRAKE CLUTCH INC	197.25
04/16/2024	70149761	Check	COMPHEALTH MEDICAL STAFFING	19,832.15
04/16/2024	70149762	Check	CRYSTAL SPRINGS	30.38
04/16/2024	70149763	Check	DAIRY FRESH FARMS INC	18,808.38
04/16/2024	70149764	Check	DAVIS, NIKITA	288.32
04/16/2024	70149765	Check	DESHIRO-HARPER, BRITANY MARIE	336.96

AP Check Register

AP Run: GENERAL 4-16-24 — Post Date: 2024-04-16 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2024	70149766	Check	ECKROTH, KRISTI L	229.04
04/16/2024	70149767	Check	EDU HEALTHCARE LLC	2,121.65
04/16/2024	70149768	Check	FRANZ FAMILY BAKERIES	320.85
04/16/2024	70149769	Check	GORDON TRUCK CENTERS	388.78
04/16/2024	70149770	Check	GRAINGER INC	47.74
04/16/2024	70149771	Check	GUBSER, SHANNON MARIE	69.76
04/16/2024	70149772	Check	HARRIS, GARY	115.42
04/16/2024	70149773	Check	HONEY BUCKET	335.00
04/16/2024	70149774	Check	HULL, HILLARY RYANN	93.20
04/16/2024	70149775	Check	IDENTITY AUTOMATION LP	1,967.40
04/16/2024	70149776	Check	J AND I POWER EQUIPMENT INC	2,607.99
04/16/2024	70149777	Check	KAHL, ROBERT	2,725.00
04/16/2024	70149778	Check	Kimball, Morgan	87.92
04/16/2024	70149779	Check	LEINGANG, KAITLYN ELIZABETH	7.05
04/16/2024	70149780	Check	LINGUALINX INC	92.07
04/16/2024	70149781	Check	MCMURRAY, KIMBERLY BRELAND	40.94
04/16/2024	70149782	Check	MICRO COMPUTER SYSTEMS INC	24,659.49
04/16/2024	70149783	Check	MILLER WUTZKE, NANCY MICHELE	30.54
04/16/2024	70149784	Check	NAPA AUTO PARTS	3,099.93
04/16/2024	70149785	Check	PEDRONCELLI, CORIE	194.59
04/16/2024	70149786	Check	PETROCARD	33,278.46

AP Check Register

AP Run: GENERAL 4-16-24 — Post Date: 2024-04-16 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2024	70149787	Check	PHILLIPS, DOROTHY MARIE	66.13
04/16/2024	70149788	Check	PIERCE CO BUDGET & FINANCE	5,463.33
04/16/2024	70149789	Check	PUGET SOUND ENERGY	88,049.60
04/16/2024	70149790	Check	RAINIER LIGHTING & ELECTRICAL SUPPLY	735.76
04/16/2024	70149791	Check	RICE, RACHEL	209.06
04/16/2024	70149792	Check	SCHOLASTIC BOOK FAIRS INC	7,263.44
04/16/2024	70149793	Check	SME SOLUTIONS LLC	1,093.28
04/16/2024	70149794	Check	STRUNA, SOPHIA ANNABELLE	69.90
04/16/2024	70149795	Check	SUPERINTENDENT OF PUBLIC INSTR	9,096.53
04/16/2024	70149796	Check	TED BROWN MUSIC CO	1,098.54
04/16/2024	70149797	Check	THE PART WORKS INC	948.36
04/16/2024	70149798	Check	THOMS, DEBORAH L	36.38
04/16/2024	70149799	Check	THURSTON COUNTY TREASURER	14,723.11
04/16/2024	70149800	Check	VAUGHAN, JACOB H	8.57
04/16/2024	70149801	Check	WASHINGTON FLORAL SERVICE INC	376.14
04/16/2024	70149802	Check	YELM HIGH SCHOOL ASB	4,500.00

AP Check Register

AP Run: GENERAL 4-16-24 — Post Date: 2024-04-16 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2024	70149803	Check	YELM PHYSICAL THERAPY	4,000.00
Total:				\$324,181.76

GENERAL 4-16-24 Summary

Type	Count	Amount
Regular	59	324,181.76
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	59	\$324,181.76

AP Check Register

YELM COMMUNITY SCHOOLS

Fund	Total
10 - GENERAL FUND	324,181.76
	\$324,181.76

AP Check Register

AP Run: GENERAL 2 4-16-24 — Post Date: 2024-04-16 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2024	70149804	Check	US BANK - CORPORATE PAYMENT SYSTEMS	30,142.83
Total:				\$30,142.83

GENERAL 2 4-16-24 Summary

Type	Count	Amount
Regular	1	30,142.83
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$30,142.83

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
10 - GENERAL FUND	30,142.83
	\$30,142.83

AP Check Register

AP Run: GENERAL 4-19-24 — Post Date: 2024-04-19 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/19/2024	70149805	Check	US BANK - CORPORATE PAYMENT SYSTEMS	9,482.90
Total:				\$9,482.90

GENERAL 4-19-24 Summary

Type	Count	Amount
Regular	1	9,482.90
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$9,482.90

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
10 - GENERAL FUND	9,482.90
	\$9,482.90

AP Check Register

AP Run: GENERAL 4-23-24 — Post Date: 2024-04-23 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/23/2024	70149806	Check	ADVANCE ENVIRONMENTAL INC	515.00
04/23/2024	70149807	Check	ALPINE ACADEMY	3,150.00
04/23/2024	70149808	Check	AMN HEALTHCARE INC	22,829.75
04/23/2024	70149809	Check	BARNES & NOBLE INC	1,847.40
04/23/2024	70149810	Check	CAPITAL BUSINESS MACHINES INC	8,914.52
04/23/2024	70149811	Check	CASCADE ALARM	993.17
04/23/2024	70149812	Check	CENTRAL WASHINGTON UNIVERSITY	987.35
04/23/2024	70149813	Check	CENTRAL WELDING SUPPLY CO INC	1,391.12
04/23/2024	70149814	Check	COMMERCIAL BRAKE CLUTCH INC	1,078.22
04/23/2024	70149815	Check	COMPHEALTH MEDICAL STAFFING	9,750.20
04/23/2024	70149816	Check	DEPT OF LICENSING	105.00
04/23/2024	70149817	Check	DEPT OF RETIREMENT SYSTEMS	276.36
04/23/2024	70149818	Check	DEVEREUX TEXAS TREATMENT NETWORK	5,270.00
04/23/2024	70149819	Check	DRAIN PRO	1,767.30
04/23/2024	70149820	Check	ESD #113	94,464.08
04/23/2024	70149821	Check	FIRST STUDENT	11,496.10
04/23/2024	70149822	Check	FRANZ FAMILY BAKERIES	1,253.73
04/23/2024	70149823	Check	FREEDOM TOURS NW INC	8,800.00
04/23/2024	70149824	Check	GORDON TRUCK CENTERS	464.78
04/23/2024	70149825	Check	GOSHEN EDUCATION CONSULTING INC	1,875.00
04/23/2024	70149826	Check	GRAINGER INC	338.24

AP Check Register

AP Run: GENERAL 4-23-24 — Post Date: 2024-04-23 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/23/2024	70149827	Check	HARLOW'S SCHOOL BUS SERVICE INC	1,119.86
04/23/2024	70149828	Check	HARRIS, GARY	451.19
04/23/2024	70149829	Check	HEARTSPRING INC	32,899.00
04/23/2024	70149830	Check	HERMANSON CO LLP	1,415.52
04/23/2024	70149831	Check	HILL, ROBERT ANDREW	379.36
04/23/2024	70149832	Check	HOME DEPOT PRO	16,957.92
04/23/2024	70149833	Check	HOPSKIPDRIVE INC	21,522.79
04/23/2024	70149834	Check	JACKSON THERAPY PARTNERS	3,937.50
04/23/2024	70149835	Check	JERRYS COLOR CENTER	65.45
04/23/2024	70149836	Check	JOSTENS INC	826.92
04/23/2024	70149837	Check	K C D A	4,622.36
04/23/2024	70149838	Check	KDL HARDWARE SUPPLY INC	848.55
04/23/2024	70149839	Check	LANGUAGE LINE SERVICES	192.98
04/23/2024	70149840	Check	LINGUALINX INC	35.13
04/23/2024	70149841	Check	MCCARTHY, MARY	369.84
04/23/2024	70149842	Check	MICRO COMPUTER SYSTEMS INC	16,756.81
04/23/2024	70149843	Check	MINTZ, LINDSAY N	19.23
04/23/2024	70149844	Check	MORNINGSIDE	527.00
04/23/2024	70149845	Check	MOUNTAIN LUMBER & HARDWARE INC	1,472.79
04/23/2024	70149846	Check	NORTHWEST CHEVROLET	1,310.07
04/23/2024	70149847	Check	OFFICE DEPOT BUSINESS SOLUTIONS	72.45

AP Check Register

AP Run: GENERAL 4-23-24 — Post Date: 2024-04-23 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/23/2024	70149848	Check	O'REILLY AUTOMOTIVE STORES INC	426.92
04/23/2024	70149849	Check	PIERCE COLLEGE	4,541.82
04/23/2024	70149850	Check	PORTER FOSTER RORICK LLP	25,590.00
04/23/2024	70149851	Check	PRINT NW	1,006.59
04/23/2024	70149852	Check	PUBLIC CONSULTING GROUP INC	2,434.65
04/23/2024	70149853	Check	PUGET SOUND ENERGY	15,546.11
04/23/2024	70149854	Check	PUNZEL, MICHELLE LOUISE	160.30
04/23/2024	70149855	Check	RAINIER LIGHTING & ELECTRICAL SUPPLY	289.59
04/23/2024	70149856	Check	REFRIGERATION SUPPLIES DISTRIB	486.54
04/23/2024	70149857	Check	RWC GROUP	866.99
04/23/2024	70149858	Check	SAGE PUBLICATIONS	1,625.00
04/23/2024	70149859	Check	SCHETKY NORTHWEST SALES INC	1,795.87
04/23/2024	70149860	Check	SCHNEIDER, JORDANA	85.76
04/23/2024	70149861	Check	SCHOLASTIC BOOK FAIRS INC	589.49
04/23/2024	70149862	Check	SECURITAS TECHNOLOGY CORPORATION	133.83
04/23/2024	70149863	Check	SHELDON SUPPORT SERVICES	95.00
04/23/2024	70149864	Check	SOUTH PUGET SOUND COMM COLLEGE	317,622.09
04/23/2024	70149865	Check	SOUTH SOUND FIRE & SECURITY	1,169.99
04/23/2024	70149866	Check	SPRAGUE PEST SOLUTIONS	102.06
04/23/2024	70149867	Check	SPROUT THERAPY SOLUTIONS LLC	13,600.00
04/23/2024	70149868	Check	STAR RENTALS	139.34

AP Check Register

AP Run: GENERAL 4-23-24 — Post Date: 2024-04-23 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/23/2024	70149869	Check	TACOMA COMMUNITY COLLEGE	877.78
04/23/2024	70149870	Check	THE PART WORKS INC	9,191.77
04/23/2024	70149871	Check	THURSTON COUNTY CPED	35.00
04/23/2024	70149872	Check	US FOODS	50,592.12
04/23/2024	70149873	Check	VLNKOVA, DANIELA M	59.90
04/23/2024	70149874	Check	WA SCHOOL INFO PROCESSING COOP	579.15
04/23/2024	70149875	Check	WALTER E NELSON	11,487.41
04/23/2024	70149876	Check	WALTERS, NIKKI LOUISE	64.84
04/23/2024	70149877	Check	WASHINGTON FLORAL SERVICE INC	789.55
04/23/2024	70149878	Check	WASHINGTON STATE SCHOOL F/T BL	39,345.00
04/23/2024	70149879	Check	WASHINGTON STATE UNIV CROP AND SOIL SCIENCES	320.00
04/23/2024	70149880	Check	WATER MANAGEMENT LAB INC	1,680.00
04/23/2024	70149881	Check	WELLS FARGO FINANCIAL LEASING	29.65
04/23/2024	70149882	Check	WELLS FARGO VENDOR FINANCIAL SERVICES LLC	4,045.50
04/23/2024	70149883	Check	YMCA YOUTH AND GOVERNMENT	4,125.00
Total:				\$794,900.65

GENERAL 4-23-24 Summary

Type	Count	Amount
Regular	78	794,900.65
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	78	\$794,900.65

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
10 - GENERAL FUND	794,900.65
	\$794,900.65

AP Check Register

AP Run: GENERAL 2 4-23-24 — Post Date: 2024-04-23 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/23/2024	70149884	Check	US BANK - CORPORATE PAYMENT SYSTEMS	9,704.05
Total:				\$9,704.05

GENERAL 2 4-23-24 Summary

Type	Count	Amount
Regular	1	9,704.05
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$9,704.05

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
10 - GENERAL FUND	9,704.05
	\$9,704.05

AP Check Register

AP Run: GENERAL 4-30-24 — Post Date: 2024-04-30 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/30/2024	70149906	Check	BLAZERWORKS	98,319.26
04/30/2024	70149907	Check	BROWN, DANIELLE FRAZIER	32.56
04/30/2024	70149908	Check	EDU HEALTHCARE LLC	2,989.58
04/30/2024	70149909	Check	FIRST CITIZENS BANK & TRUST CO	10,152.57
04/30/2024	70149910	Check	FRANZ FAMILY BAKERIES	603.10
04/30/2024	70149911	Check	GUBSER, SHANNON MARIE	35.71
04/30/2024	70149912	Check	KOWALSKI, LORI	1,292.85
04/30/2024	70149913	Check	MULLINAX FORD OF OLYMPIA	101.33
04/30/2024	70149914	Check	NORTHWEST ARCHITECTURAL PRODUCTS INC	2,289.84
04/30/2024	70149915	Check	PUGET SOUND ENERGY	79,160.93
04/30/2024	70149916	Check	RIVERA, MARY J	526.48
04/30/2024	70149917	Check	US BANK - CORPORATE PAYMENT SYSTEMS	416.16
04/30/2024	70149918	Check	US FOODS	40,867.62
04/30/2024	70149919	Check	VLNKOVA, DANIELA M	105.86
04/30/2024	70149920	Check	YELM SCHOOLS REVOLVING FUND	251.25

Total: \$237,145.10

GENERAL 4-30-24 Summary

Type	Count	Amount
Regular	15	237,145.10
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	15	\$237,145.10

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
10 - GENERAL FUND	237,145.10
	\$237,145.10

YELM COMMUNITY SCHOOLS

Board Date: MAY 23, 2024

Fund: ASB

Vouchers audited and certified by the auditing officer as required by R.C.W. 42.24.080 and those expense reimbursement claims certified as required by R.C.W. 42.24.090, have been recorded on a listing which has been made available to the board.

As of MAY 23, 2024 the Board does approve for payment those vouchers included in the following list and further described as follows:

VOUCHER NUMBER 70409522 THROUGH 70409556

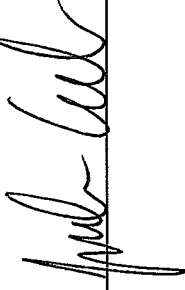
IN THE TOTAL AMOUNT OF \$ 59,558.59

- SECRETARY _____
- BOARD MEMBER _____
- BOARD MEMBER _____
- BOARD MEMBER _____
- BOARD MEMBER _____
- BOARD MEMBER _____

Voucher Auditor's Statement

I, the undersigned do hereby certify that I have reviewed each of the vouchers listed above, and that the claims are just, due and unpaid obligations against the school district, and that I am authorized to authenticate and certify to said claim.

SIGNATURE OF AUDITING OFFICER _____



AP Check Register

AP Run: ASB 04-01-24 — Post Date: 2024-04-01 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/01/2024	70409522	Check	US BANK - CORPORATE PAYMENT SYSTEMS	4,393.82
Total:				\$4,393.82

ASB 04-01-24 Summary

Type	Count	Amount
Regular	1	4,393.82
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$4,393.82

AP Check Register

YELM COMMUNITY SCHOOLS

Fund	Total
40 - ASSOCIATED STUDENT BODY FUND	4,393.82
	\$4,393.82

AP Check Register

AP Run: ASB 4-9-24 — Post Date: 2024-04-09 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/09/2024	70409523	Check	CLOUD 9 SPORTS	1,622.80
04/09/2024	70409524	Check	HARRIS, GARY	2,915.43
04/09/2024	70409525	Check	PRINS, ASHLEY ELIZABETH	20.00
04/09/2024	70409526	Check	SCHEUERMAN, NICOLE VIVIAN	20.00
04/09/2024	70409527	Check	SNAP! MOBILE INC	3,657.16
04/09/2024	70409528	Check	VARSITY PIZZA	61.89
04/09/2024	70409529	Check	WATSON, CHELSEA MICHELLE	20.00
04/09/2024	70409530	Check	YELM SCHOOLS ASB REVOLVING	110.00
04/09/2024	70409531	Check	YENNE, LANA J	229.04
Total:				\$8,656.32

ASB 4-9-24 Summary

Type	Count	Amount
Regular	9	8,656.32
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	9	\$8,656.32

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
40 - ASSOCIATED STUDENT BODY FUND	8,656.32
	\$8,656.32

AP Check Register

AP Run: ASB2 4-9-24 — Post Date: 2024-04-09 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/09/2024	70409532	Check	US BANK - CORPORATE PAYMENT SYSTEMS	10,373.32
Total:				\$10,373.32

ASB2 4-9-24 Summary

Type	Count	Amount
Regular	1	10,373.32
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$10,373.32

AP Check Register

YELM COMMUNITY SCHOOLS

Fund	Total
40 - ASSOCIATED STUDENT BODY FUND	10,373.32
	\$10,373.32

AP Check Register

AP Run: ASB 4-16-24 — Post Date: 2024-04-16 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2024	70409533	Check	FIRST STUDENT	1,665.00
04/16/2024	70409534	Check	HARRIS, GARY	543.67
04/16/2024	70409535	Check	HUDL	546.50
04/16/2024	70409536	Check	METROPOLITAN PARK DIST/TACOMA	990.00
04/16/2024	70409537	Check	NORTH THURSTON HIGH SCHOOL	350.00
04/16/2024	70409538	Check	POWERHOUSE FUNDRAISING	2,827.27
04/16/2024	70409539	Check	TUKWILA FAMILY FUN CENTER	5,380.00
04/16/2024	70409540	Check	YELM COMMUNITY SCHOOLS	600.00
Total:				\$12,902.44

ASB 4-16-24 Summary

Type	Count	Amount
Regular	8	12,902.44
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	8	\$12,902.44

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
40 - ASSOCIATED STUDENT BODY FUND	12,902.44
	\$12,902.44

AP Check Register

AP Run: ASB 2 4-16-24 — Post Date: 2024-04-16 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2024	70409541	Check	US BANK - CORPORATE PAYMENT SYSTEMS	5,238.89
Total:				\$5,238.89

ASB 2 4-16-24 Summary

Type	Count	Amount
Regular	1	5,238.89
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$5,238.89

AP Check Register

YELM COMMUNITY SCHOOLS

Fund	Total
40 - ASSOCIATED STUDENT BODY FUND	5,238.89
	\$5,238.89

AP Check Register

AP Run: ASB 4-19-24 — Post Date: 2024-04-19 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/19/2024	70409542	Check	US BANK - CORPORATE PAYMENT SYSTEMS	24.00
Total:				\$24.00

ASB 4-19-24 Summary

Type	Count	Amount
Regular	1	24.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$24.00

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
40 - ASSOCIATED STUDENT BODY FUND	24.00
	\$24.00

AP Check Register

AP Run: ASB 4-23-24 — Post Date: 2024-04-23 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/23/2024	70409543	Check	DRAIN PRO	279.00
04/23/2024	70409544	Check	INTER-STATE STUDIO & PUBLISHING CO	1,276.93
04/23/2024	70409545	Check	MARCH OF DIMES	85.68
04/23/2024	70409546	Check	RICHEY ATHLETICS	1,925.00
04/23/2024	70409547	Check	US BANK - CORPORATE PAYMENT SYSTEMS	2,496.00
04/23/2024	70409548	Check	WF WEST HIGH SCHOOL	275.00
04/23/2024	70409549	Check	WIAA	1,760.00
Total:				\$8,097.61

ASB 4-23-24 Summary

Type	Count	Amount
Regular	7	8,097.61
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	7	\$8,097.61

AP Check Register

YELM COMMUNITY SCHOOLS

Fund	Total
40 - ASSOCIATED STUDENT BODY FUND	8,097.61
	\$8,097.61

AP Check Register

AP Run: ASB 4-30-24 — Post Date: 2024-04-30 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/30/2024	70409550	Check	HARRIS, GARY	288.00
04/30/2024	70409551	Check	HUGHES, SCOTT A	800.00
04/30/2024	70409552	Check	INTER-STATE STUDIO & PUBLISHING CO	7,212.35
04/30/2024	70409553	Check	KAMIAK HIGH SCHOOL ATHLETICS	350.00
04/30/2024	70409554	Check	METROPOLITAN PARK DIST/TACOMA	1,078.00
04/30/2024	70409555	Check	VARSITY PIZZA	61.84
04/30/2024	70409556	Check	YELM SCHOOLS ASB REVOLVING	82.00
Total:				\$9,872.19

ASB 4-30-24 Summary

Type	Count	Amount
Regular	7	9,872.19
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	7	\$9,872.19

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
40 - ASSOCIATED STUDENT BODY FUND	9,872.19
	\$9,872.19

YELM COMMUNITY SCHOOLS

Board Date: MAY 23, 2024

Fund: CAP PROJ

Vouchers audited and certified by the auditing officer as required by R.C.W. 42.24.080 and those expense reimbursement claims certified as required by R.C.W. 42.24.090, have been recorded on a listing which has been made available to the board.

As of MAY 23, 2024 the Board does approve for payment those vouchers included in the following list and further described as follows:

VOUCHER NUMBER 70501721 THROUGH 70501726

IN THE TOTAL AMOUNT OF \$ 215,460.41

SECRETARY _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

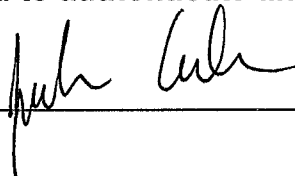
BOARD MEMBER _____

BOARD MEMBER _____

Voucher Auditor's Statement

I, the undersigned do hereby certify that I have reviewed each of the vouchers listed above, and that the claims are just, due and unpaid obligations against the school district, and that I am authorized to authenticate and certify to said claim.

SIGNATURE OF AUDITING OFFICER _____



AP Check Register

AP Run: CAP PROJ 4-9-24 — Post Date: 2024-04-09 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/09/2024	70501721	Check	MCKINSTRY ESSENTION	111,688.93
04/09/2024	70501722	Check	SAFE HAVEN DEFENSE WA LLC	44,580.40
Total:				\$156,269.33

CAP PROJ 4-9-24 Summary

Type	Count	Amount
Regular	2	156,269.33
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$156,269.33

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
20 - CAPITAL PROJECTS FUND	156,269.33
	\$156,269.33

AP Check Register

AP Run: CAP PROJ 4-16-24 — Post Date: 2024-04-16 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2024	70501723	Check	TOVANI HART	28,826.25
04/16/2024	70501724	Check	VELOCITY BUILDING TECHNICAL SERVICES LLC	9,500.00
Total:				\$38,326.25

CAP PROJ 4-16-24 Summary		
Type	Count	Amount
Regular	2	38,326.25
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$38,326.25

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
20 - CAPITAL PROJECTS FUND	38,326.25
	\$38,326.25

AP Check Register

AP Run: CAP PROJ 4-30-24 — Post Date: 2024-04-30 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
04/30/2024	70501725	Check	EVERGREEN TECHNOLOGIES INC	819.75
04/30/2024	70501726	Check	SAFE HAVEN DEFENSE WA LLC	20,045.08
Total:				\$20,864.83

CAP PROJ 4-30-24 Summary		
Type	Count	Amount
Regular	2	20,864.83
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$20,864.83

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
20 - CAPITAL PROJECTS FUND	20,864.83
	\$20,864.83

YELM COMMUNITY SCHOOLS

Board Date: MAY 23, 2024

Fund: AP ACH

Vouchers audited and certified by the auditing officer as required by R.C.W. 42.24.080 and those expense reimbursement claims certified as required by R.C.W. 42.24.090, have been recorded on a listing which has been made available to the board.

As of MAY 23, 2024 the Board does approve for payment those vouchers included in the following list and further described as follows:

VOUCHER NUMBER 11230005 THROUGH 202100156
GENERAL ASB

IN THE TOTAL AMOUNT OF \$ 2,142.19

SECRETARY _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

BOARD MEMBER _____

Voucher Auditor's Statement

I, the undersigned do hereby certify that I have reviewed each of the vouchers listed above, and that the claims are just, due and unpaid obligations against the school district, and that I am authorized to authenticate and certify to said claim.

SIGNATURE OF AUDITING OFFICER



AP Check Register

AP Run: COMP TAX GENERAL 5-1-24 — Post Date: 2024-05-01 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
05/01/2024	11230005	Wire Transfer	DEPARTMENT OF REVENUE	1,919.12
Total:				\$1,919.12

COMP TAX GENERAL 5-1-24 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	1,919.12
Epayables:	0	0.00
Total:	1	\$1,919.12

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
10 - GENERAL FUND	1,919.12
	\$1,919.12

AP Check Register

AP Run: COMP TAX ASB 5-1-24 — Post Date: 2024-05-01 — AP Run Type: R

YELM COMMUNITY SCHOOLS

Check Date	Check Number	Payment Type	Name	Check Amount
05/01/2024	202100156	Wire Transfer	DEPARTMENT OF REVENUE	223.07
Total:				\$223.07

COMP TAX ASB 5-1-24 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	223.07
Epayables:	0	0.00
Total:	1	\$223.07

AP Check Register

YELM COMMUNITY SCHOOLS

<u>Fund</u>	<u>Total</u>
40 - ASSOCIATED STUDENT BODY FUND	223.07
	\$223.07



360.458.1900
FAX: 360.458.6178
107 FIRST STREET NORTH
PO Box 476
YELM, WA 98597-0476
www.ycs.wednet.edu

MEMORANDUM

TO: Board of Directors
FROM: Chris Hansen, Director of Facilities
DATE: May 14, 2023
SUBJECT: Recommendation to Approve Public Works Projects

The following Public Works Projects were completed for acceptance by the Board:

<u>Project #</u>	<u>Amount</u>	<u>Vendor / Reason</u>
07.23	\$3825.50	Puget Sound Surfaces – Restroom Vinyl Replacement – FS
32.23	\$819.75	Evergreen Technologies – Technology Updates – SW
33.23	\$135405.14	Safe Haven – Security Film Installation – PR
35.23	\$111728.69	Safe Haven – Security Film Installation – MP
47.23	\$1381.55	Evergreen Technologies – Denon Upgrade – DO Boardroom
68.23	\$1169.99	South Sound Fire & Security – Starlink Dialer Installation – MP
76.23	\$733.83	INSI – Portable 20 Cable Drop Installation – YHS
77.23	\$1191.37	Western Entrance – ADA Door Programming – YHS
90.23	\$8057.83	Hermanson Co LLP – Heating Coupling Replacements – YHS
92.23	\$2289.84	NWAP, Inc. – Operable Partition Repair – YHS
94.23	\$594.01	Drain – Pro- Alarm Service Call – MK
95.23	\$368.89	South Sound Fire & Security – Starlink Dialer Service Call – FS
97.23	\$993.17	Cascade Fire & Security – Service Call/ Dry Head Replacement – MK
102.23	\$1080.46	Drain- Pro – Septic Alarm Panel Troubleshoot– MK
103.23	\$1072.03	Hermanson Co LLP – Technology Data Air Repair – YMS
104.23	\$1615.13	Hermanson Co LLP – Boiler #1 Service Call – YHS

I will be available to answer any questions you may have.



360.458.1900
 FAX: 360.458.6178
 107 FIRST STREET NORTH
 PO BOX 476
 YELM, WA 98597-0476
 www.ycs.wednet.edu

TO: Chris Woods, Superintendent
FROM: Jennifer Carrouger, Chief of Finance and Operations
RE: **Monthly Budget Report for April 2024**
DATE: May 23, 2024

A Budget Status Report for each fund is also provided as supporting documentation.

General Fund

	Budget	Actual	% To Date
Beginning Fund Balance	\$ 6,400,000	\$ 7,037,900	
Revenues	\$ 93,802,293	\$ 65,622,140	70.0%
Expenditures	\$ 95,019,443	\$ 66,310,265	69.8%
Transfer to Other Funds	\$ 281,940	\$ 281,940	100%
Ending Fund Balance	\$ 4,900,910	\$ 6,067,835	

Revenues by Major Source	Annual Budget	2023-2024 Revenues to Date	% Collected	Prior Year Comparison
Local Taxes	\$ 12,093,107	\$ 10,481,903	86.7%	\$ 9,529,981
Local Nontax (e.g. lunch receipts, donations, investments)	\$ 944,150	\$ 563,047	59.6%	\$ 767,028
Apportionment, Levy Equalization	\$ 57,462,679	\$ 38,529,513	67.1%	\$ 35,237,842
State Special Purpose (e.g. SPED)	\$ 17,039,330	\$ 11,899,826	69.8%	\$ 9,902,774
Federal	\$ 6,263,027	\$ 4,147,851	66.2%	\$ 6,368,371
Total	\$ 93,802,293	\$ 65,622,140	70.0%	\$ 61,805,996

Expenditures by Program	Annual Budget	2023-2024 Expenditures to Date	% Expended	Prior Year Comparison
Regular Instruction	\$ 49,426,381	\$ 34,088,821	69.0%	\$ 32,246,748
Federal Stimulus	\$ 726,897	\$ 613,848		\$ 2,750,423
Special Ed	\$ 15,621,902	\$ 11,361,745	72.7%	\$ 9,727,336
Vocational	\$ 4,625,255	\$ 2,802,461	60.6%	\$ 2,646,031
Compensatory	\$ 3,751,158	\$ 2,657,768	70.9%	\$ 1,989,206
Other Instructional	\$ 540,207	\$ 309,648	57.3%	\$ 330,189
Support Services	\$ 20,327,643	\$ 14,475,975	71.2%	\$ 13,307,605
Total	\$ 95,019,443	\$ 66,310,265	69.8%	\$ 62,997,538

Capital Projects Fund

	Budget	Actual	% To Date
Beginning Fund Balance	\$ 21,000,000	\$ 18,486,635	
Revenues			
Investment Earnings	\$ 150,000	\$ 286,671	191.1%
Impact & Mitigation Fees	\$ 350,000	\$ 347,431	99.3%
School Construction State Funds	\$ 1,500,000	\$ 1,667,885	111.2%
Total Revenues	\$ 2,000,000	\$ 2,301,987	115.1%
Expenditures			
Yelm Middle School	\$ 200,000	\$ 3,560	1.8%
Southworth Elementary	\$ 2,000,000	\$ 20,998	1.0%
Safety & Security Projects	\$ 242,000	\$ 154,177	63.7%
YHS Stadium Visitor Seating	\$ 225,000	\$ 4,440	2.0%
Yelm High School Roof	\$ 1,375,000	\$ 249,160	18.1%
Protective Window Film	\$ 1,400,000	\$ 792,464	56.6%
YHS Soccer Turf/Tennis Courts	\$ 3,305,000	\$ 541,521	16.4%
Technology Upgrades	\$ 575,000	\$ 88,367	15.4%
HVAC Updates	\$ 600,000	\$ 176,989	29.5%
Districtwide Rekey	\$ 300,000	\$ 68,511	22.8%
HB 1257 - Energy Efficiency	\$ 525,000	\$ 19,500	3.7%
Capital Projects - Unassigned	\$ 5,588,000	\$ 31,372	0.6%
Total Expenditures	\$ 16,335,000	\$ 2,151,059	13.2%
Ending Fund Balance	\$ 6,665,000	\$ 18,637,563	

Transportation Vehicle Fund

	Budget	Actual	% To Date
Beginning Fund Balance	\$ 679,748	\$ 692,219	
Revenues			
Investment Earnings	\$ 1,500	\$ 9,175	611.7%
Bus Depreciation (received in August)	\$ 618,369		
Total Revenues	\$ 619,869	\$ 9,175	
Expenditures			
New Buses	\$ 570,000	\$ -	0.0%
Total Expenditures	\$ 570,000	\$ -	
Ending Fund Balance	\$ 729,617	\$ 701,394	

Associated Student Body Fund

	Budget	Actual	% To Date
Beginning Fund Balance	\$ 310,822	\$ 488,846	
Revenues	\$ 924,510	\$ 574,446	62.1%
Expenditures	\$ 909,977	\$ 434,623	47.8%
Ending Fund Balance	\$ 325,355	\$ 628,669	

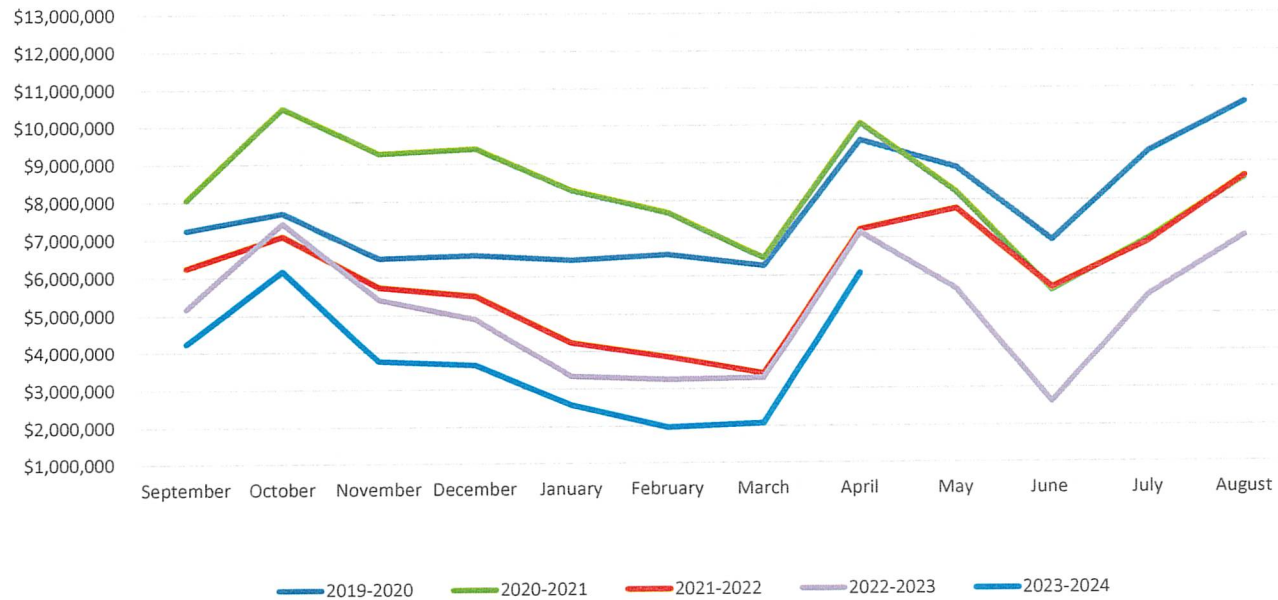
Debt Service Fund

	Budget	Actual	% To Date
Beginning Fund Balance	\$ 3,259,046	\$ 3,374,103	
Revenues			
Local Taxes	\$ 6,757,308	\$ 5,900,144	87.3%
Investment Earnings	\$ 30,000	\$ 43,368	144.6%
General Fund Transfer (Non-Voted Debt)	\$ 281,940	\$ 281,940	100.0%
Total Revenues	\$ 7,069,248	\$ 6,225,453	
Expenditures			
Voted Debt	\$ 2,845,000	\$ 2,845,000	100.0%
Non-Voted Debt	\$ 255,000	\$ 255,000	100.0%
Interest Payments	\$ 3,862,965	\$ 1,968,449	51.0%
Underwriter & Bond Transfer Fees	\$ 200,000	\$ 750	0.4%
Total Expenditures/Financing Uses	\$ 7,162,965	\$ 5,069,199	
Ending Fund Balance	\$ 3,165,329	\$ 4,530,357	

Series	Purpose	Original Issue	Current Balance	Final Payment
Voted Debt				
2019	Replace YMS & Southworth / Safety Security Projects	\$ 88,400,000	\$ 85,555,000	12/01/2038
Non Voted Debt				
2009B	Purchase & Renovate Transportation Facility	\$ 2,000,000	\$ 285,000	12/16/2025
2009A / 2015 Refunding	Replace Roofs at Mill Pond & Fort Stevens / Repair YHS Stadium Roof	\$ 1,685,000	\$ 740,000	12/01/2029
Total Outstanding Debt			\$ 86,580,000	

**Yelm Community Schools
General Fund
Ending Fund Balance**

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
September	\$ 7,244,889	\$ 8,052,992	\$ 6,254,167	\$ 5,180,158	\$ 4,253,606
October	\$ 7,696,881	\$ 10,493,543	\$ 7,094,017	\$ 7,431,578	\$ 6,160,915
November	\$ 6,500,927	\$ 9,273,776	\$ 5,731,449	\$ 5,400,202	\$ 3,752,049
December	\$ 6,569,872	\$ 9,409,926	\$ 5,492,020	\$ 4,887,315	\$ 3,645,404
January	\$ 6,435,902	\$ 8,279,283	\$ 4,244,125	\$ 3,340,443	\$ 2,566,382
February	\$ 6,577,136	\$ 7,670,813	\$ 3,849,046	\$ 3,242,302	\$ 1,968,852
March	\$ 6,265,379	\$ 6,473,717	\$ 3,382,927	\$ 3,270,945	\$ 2,074,365
April	\$ 9,597,660	\$ 10,049,379	\$ 7,212,254	\$ 7,142,804	\$ 6,067,835
May	\$ 8,871,261	\$ 8,212,646	\$ 7,757,440	\$ 5,636,210	
June	\$ 6,931,060	\$ 5,595,940	\$ 5,658,708	\$ 2,614,255	
July	\$ 9,279,915	\$ 6,942,314	\$ 6,885,161	\$ 5,459,804	
August	\$ 10,604,238	\$ 8,566,879	\$ 8,611,802	\$ 7,037,900	



Budget Status Report

2023-2024

YELM COMMUNITY SCHOOLS

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 10
Reporting Month: April	Budget Type: Revised	Fund Description: GENERAL FUND

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 LOCAL TAXES	12,093,107	4,654,971.55	10,481,903.05		1,611,203.95	86.68
2000 LOCAL SUPPORT NONTAX	944,150	70,193.00	563,047.19		381,102.81	59.64
3000 STATE - GENERAL PURPOSE	57,462,679	5,787,391.15	38,529,513.09		18,933,165.91	67.05
4000 STATE - SPECIAL PURPOSE	17,039,330	1,688,263.29	11,899,825.57		5,139,504.43	69.84
5000 FEDERAL - GENERAL PURPOSE	125,000	15,200.36	91,421.36		33,578.64	73.14
6000 FEDERAL - SPECIAL PURPOSE	6,138,027	492,972.02	4,056,429.90		2,081,597.10	66.09
7000 REVENUES FR OTH SCH DIST	0	0.00	0.00		0.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	0.00	0.00		0.00	0.00
9000 OTHER FINANCING SOURCES	0	0.00	0.00		0.00	0.00
Total	93,802,293	12,708,991.37	65,622,140.16		28,180,152.84	69.96

B. EXPENDITURES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
00 Regular Instruction	49,426,381	4,399,419.39	34,088,821.03	725,927.55	14,611,632.42	70.44
10 Federal Stimulus	726,897	141,819.21	613,847.72	0.00	113,049.28	84.45
20 Special Ed Instruction	15,621,902	1,487,461.14	11,361,745.26	1,096,841.30	3,163,315.44	79.75
30 Voc. Ed Instruction	4,625,255	337,522.10	2,802,460.89	64,183.41	1,758,610.70	61.98
40 Skills Center Instruction	0	0.00	0.00	0.00	0.00	0.00
50+60 Compensatory Ed Instruct.	3,751,158	441,539.36	2,657,767.77	104,558.75	988,831.48	73.64
70 Other Instructional Pgms	540,207	25,242.30	309,647.73	0.00	230,559.27	57.32
80 Community Services	0	0.00	0.00	0.00	0.00	0.00
90 Support Services	20,327,643	1,882,518.32	14,475,974.70	1,045,586.78	4,806,081.52	76.36
Total	95,019,443	8,715,521.82	66,310,265.10	3,037,097.79	25,672,080.11	72.98

C. OTHER FIN. USES TRANS. OUT (GL 536)	281,940	0.00	281,940.00
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D. OTHER FINANCING USES (GL 535)	0	0.00	0.00
---	---	------	------

E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	(1,499,090)	3,993,469.55	(970,064.94)	529,025.06	(35.29)
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F. TOTAL BEGINNING FUND BALANCE	6,400,000		7,037,899.78
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G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)			0.00
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H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	4,900,910		6,067,834.84
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Budget Status Report

2023-2024

YELM COMMUNITY SCHOOLS

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 20
Reporting Month: April	Budget Type: Revised	Fund Description: CAPITAL PROJECTS FUND

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	0	0.00	0.00		0.00	0.00
2000 Local Support Nontax	500,000	95,598.51	635,052.05		(135,052.05)	127.01
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
4000 State - Special Purpose	1,500,000	352,160.29	1,666,935.33		(166,935.33)	111.13
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
6000 Federal - Special Purpose	0	0.00	0.00		0.00	0.00
7000 Revenues Fr Oth Sch Dist	0	0.00	0.00		0.00	0.00
8000 Other Agencies and Associates	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	0	0.00	0.00		0.00	0.00
Total	2,000,000	447,758.80	2,301,987.38		(301,987.38)	115.10

B. EXPENDITURES

10 Sites	3,145,000	0.00	541,368.93	452,147.10	2,151,483.97	31.59
20 Buildings	10,940,000	205,960.41	1,431,146.16	925,604.14	8,583,249.70	21.54
30 Equipment	2,175,000	0.00	159,044.35	223,871.62	1,792,084.03	17.61
40 Energy	75,000	9,500.00	19,500.00	27,540.00	27,960.00	62.72
50 Sales & Lease Expenditure	0	0.00	0.00	0.00	0.00	0.00
60 Bond Issuance Expenditure	0	0.00	0.00	0.00	0.00	0.00
90 Debt	0	0.00	0.00	0.00	0.00	0.00
Total	16,335,000	215,460.41	2,151,059.44	1,629,162.86	12,554,777.70	23.14

C. OTHER FIN. USES TRANS. OUT (GL 536)

0 0.00 0.00

D. OTHER FINANCING USES (GL 535)

0 0.00 0.00

E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)

(14,335,000) 232,298.39 150,927.94 14,485,927.94 (101.

F. TOTAL BEGINNING FUND BALANCE

21,000,000 18,486,635.44

G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)

0.00

H. TOTAL ENDING FUND BALANCE (E+F + OR - G)

6,665,000 18,637,563.38

Budget Status Report

2023-2024

YELM COMMUNITY SCHOOLS

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 30
Reporting Month: April	Budget Type: Revised	Fund Description: DEBT SERVICE FUND

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	6,757,308	2,562,154.37	5,900,144.35		857,163.65	87.32
2000 Local Support Nontax	30,000	3,992.98	43,368.39		(13,368.39)	144.56
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	281,940	0.00	281,940.00		0.00	100.00
Total	7,069,248	2,566,147.35	6,225,452.74		843,795.26	88.06

B. EXPENDITURES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
Matured Bond Expenditures	3,100,000	0.00	3,100,000.00	0.00	0.00	100.00
Interest On Bonds	3,862,965	0.00	1,968,449.00	0.00	1,894,516.00	50.96
Interfund Loan Interest	0	0.00	0.00	0.00	0.00	0.00
Bond Transfer Fees	200,000	0.00	750.00	0.00	199,250.00	0.38
Arbitrage Rebate	0	0.00	0.00	0.00	0.00	0.00
Underwriter's Fees	0	0.00	0.00	0.00	0.00	0.00
Total	7,162,965	0.00	5,069,199.00	0.00	2,093,766.00	70.77

C. OTHER FIN. USES TRANS. OUT (GL 536)	0	0.00	0.00			
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D. OTHER FINANCING USES (GL 535)	0	0.00	0.00			
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E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	(93,717)	2,566,147.35	1,156,253.74		1,249,970.74	(1,333.
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F. TOTAL BEGINNING FUND BALANCE	3,259,046		3,374,103.23			
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G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)			0.00			
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H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,165,329		4,530,356.97			
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I. ENDING FUND BALANCE ACCOUNTS	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
G/L 810 Restricted for Other Items	0		0.00			
G/L 830 Restricted for Debt Service	3,165,329		4,530,356.97			
G/L 835 Restrictd For Arbitrage Rebate	0		0.00			
G/L 870 Committed to Other Purposes	0		0.00			
G/L 889 Assigned to Fund Purposes	0		0.00			
G/L 890 Unassigned Fund Balance	0		0.00			
G/L 896 Change in Accounting Principles	0		0.00			
G/L 897 Change to or within the Financial Reporting Entity	0		0.00			
Total	3,165,329		4,530,356.97			

Budget Status Report

2023-2024

YELM COMMUNITY SCHOOLS

Basis of Accounting: Fund Balance	Account Codes: Agency	Fund Code: 40
Reporting Month: April	Budget Type: Revised	Fund Description: ASSOCIATED STUDENT BODY FUND

A. REVENUES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 General Student Body	335,652	19,622.63	193,167.71		142,484.29	57.55
2000 Athletics	389,621	23,499.13	247,345.58		142,275.42	63.48
3000 Classes	54,150	0.00	15,400.00		38,750.00	28.44
4000 Clubs	136,037	38,760.82	116,004.77		20,032.23	85.27
6000 Private Moneys	9,050	85.68	2,528.38		6,521.62	27.94
Total	924,510	81,968.26	574,446.44		350,063.56	62.14

B. EXPENDITURES	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 General Student Body	324,951	28,541.79	133,735.29	47,467.33	143,748.38	55.76
2000 Athletics	400,687	15,140.41	209,024.48	15,118.09	176,544.43	55.94
3000 Classes	44,810	294.17	5,507.02	2,750.00	36,552.98	18.43
4000 Clubs	130,429	11,898.53	84,641.08	54.65	45,733.27	64.94
6000 Private Moneys	9,100	164.76	1,714.89	0.00	7,385.11	18.84
Total	909,977	56,039.66	434,622.76	65,390.07	409,964.17	54.95

C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	14,533	25,928.60	139,823.68		125,290.68	862.11
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D. TOTAL BEGINNING FUND BALANCE	310,822		488,845.66			
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E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)			0.00			
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F. TOTAL ENDING FUND BALANCE (C+D + OR - E)	325,355		628,669.34			
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G. ENDING FUND BALANCE ACCOUNTS	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
G/L 810 Restricted for Other Items	9,000		9,000.00			
G/L 819 Restricted for Fund Purposes	316,355		619,669.34			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		0.00			
G/L 850 Restricted for Uninsured Risks	0		0.00			
G/L 870 Committed to Other Purposes	0		0.00			
G/L 889 Assigned to Fund Purposes	0		0.00			
G/L 890 Unassigned Fund Balance	0		0.00			
G/L 896 Change in Accounting Principles	0		0.00			
G/L 897 Change to or within the Financial Reporting Entity	0		0.00			
Total	325,355		628,669.34			

Differences	0		0.00			
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Budget Status Report

2023-2024

YELM COMMUNITY SCHOOLS

Basis of Accounting: Fund Balance
Reporting Month: April

Account Codes: Agency
Budget Type: Revised

Fund Code: 90
Fund Description: TRANSPORTATION
VEHICLE FUND

A. REVENUES/OTHER FIN. SOURCE	Annual Budget	Actual for Month	Actual for Year	Encumbrances	Balance	Percent
1000 Local Taxes	0	0.00	0.00		0.00	0.00
2000 Local Nontax	0	1,379.00	9,174.91		(9,174.91)	0.00
3000 State - General Purpose	0	0.00	0.00		0.00	0.00
4000 State - Special Purpose	618,369	0.00	0.00		618,369.00	0.00
5000 Federal - General Purpose	0	0.00	0.00		0.00	0.00
6000 Federal - Special Purpose	0	0.00	0.00		0.00	0.00
8000 Other Agencies and Associates	0	0.00	0.00		0.00	0.00
9000 Other Financing Sources	1,500	0.00	0.00		1,500.00	0.00
Total	619,869	1,379.00	9,174.91		610,694.09	1.48
B. 9900 TRANSFERS IN FROM GF	0	0.00	0.00		0.00	0.00
C. Total REV./OTHER FIN. SOURCES	619,869	1,379.00	9,174.91		610,694.09	1.48
D. EXPENDITURES						
Type 30 Equipment	570,000	0.00	0.00	699,541.24	(129,541.24)	122.73
Type 40 Energy	0	0.00	0.00	0.00	0.00	0.00
Type 60 Bond Levy Issuance	0	0.00	0.00	0.00	0.00	0.00
Type 90 Debt	0	0.00	0.00	0.00	0.00	0.00
Total	570,000	0.00	0.00	699,541.24	(129,541.24)	122.73
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	0.00	0.00			
F. OTHER FINANCING USES (GL 535)	0	0.00	0.00			
G. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)	49,869	1,379.00	9,174.91		(40,694.09)	(81.60)
H. TOTAL BEGINNING FUND BALANCE	679,748		692,219.46			
I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)			0.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	729,617		701,394.37			

**May 2024
Yelm Community Schools Monthly Enrollment Report (P223)**

	Southworth		McKenna		Prairie		Fort Stevens		Mill Pond		Lackamas		YMS		RMS		YHS		YES/ALE		DISTRICT TOTAL				
	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE	HC	FTE			
TK							16	16.00	16	16.00												32	32.00	TK	
K	109	106.15	60	60.00	58	57.38	76	76.00	67	65.38	45	44.04										415	408.95	K	
1	110	110.00	74	74.00	74	72.83	69	68.65	58	58.00	47	47.00										432	430.48	1	
2	128	126.83	63	63.00	77	77.00	77	76.45	59	58.61	57	57.00										461	458.89	2	
3	115	115.00	69	69.00	57	57.00	85	83.89	65	65.00	47	46.02										438	435.91	3	
4	116	112.47	73	73.00	84	84.00	87	87.00	55	55.00	50	50.00										465	461.47	4	
5	108	108.00	60	60.00	79	79.00	78	77.09	61	61.00	43	42.04										429	427.13	5	
6													226	225.17	194	193.96						420	419.13	6	
7													224	223.08	191	189.20						415	412.28	7	
8													236	235.36	193	192.15						429	427.51	8	
9																	435	433.53	5	5.00		440	438.53	9	
10																	437	433.70	30	29.50		467	463.20	10	
11																	393	352.01	44	43.30		437	395.31	11	
12																	291	252.17	50	48.30		341	300.47	12	
TTL	686	678.45	399	399.00	429	427.21	488	485.08	381	378.99	289	286.10	686	683.61	578	575.31	1556	1471.41	129	126.10		5621	5511.26	TTL	
																					*TOTAL W/RUNNING START:		5823	5624.03	+RS

TBIP TK	
TBIP K-6	27
TBIP 7-12	
Transitioned	5

	24	24
	1	

	1
	31
	2

	5
	1

	6
	1

	12
	3

	3
	11

	51
	1

	4

Bilingual TBIP	
TBIP TK	1
TBIP K-6	132
TBIP 7-12	84
Transitioned/Monitoring	14

	RUNNING START / VOCATIONAL / PRE-K				TTL
	YES	YHS	RMS	YMS	
RUNNING START HC	3	155			158
College Only RS HC	0	44			44
Non Voc RS FTE	0.53	101.38			101.91
Voc RS FTE	0.46	10.4			10.86
VOC 9TH-12TH FTE		448.29	0.00	0.00	448.29
VOC 7TH-8TH FTE			11.73	18.87	30.60
PRE-K (HC Only)					32
Gravely					31.00

Budgeted vs. Actual FTE	
BUDGETED FTE*	5576.00
ACTUAL FTE	5624.03
DIFFERENCE	48.03

*NOTE: NO RUNNING START REPORTED IN SEPTEMBER

	MONTHLY ACTUAL & ANNUAL AVERAGE										
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	AVG
HC	5649	5875	5875	5864	5827	5864	5843	5781.00	5823		5822
FTE	5523.43	5690.25	5687.75	5673.96	5650.58	5682.33	5662.19	5587.72	5624.03		5642.47

ENROLLMENT COMPARED TO LAST MONTH							
	HEAD COUNT				FTE COUNT		
	Apr-24	May-24	Difference		Apr-24	May-24	Difference
Southworth	684	686	2.00		678.02	678.45	0.43
McKenna	396	399	3.00		395.85	399.00	3.15
Prairie	431	429	(2.00)		429.21	427.21	(2.00)
Fort Stevens	467	488	21.00		463.32	485.08	21.76
Mill Pond	365	381	16.00		362.71	378.99	16.28
Lackamas	288	289	1.00		284.97	286.10	1.13
YMS	685	686	1.00		683.08	683.61	0.53
RMS	581	578	(3.00)		578.31	575.31	(3.00)
YHS	1565	1556	(9.00)		1478.17	1471.41	(6.76)
YES	125	129	4.00		121.92	126.10	4.18
SUB TOTAL	5587	5621	34.00		5475.56	5511.26	35.70
Running Start	42	44	2.00		112.16	112.77	0.61
TOTAL	5629	5665	36.00		5587.72	5624.03	36.31

ENROLLMENT COMPARED TO LAST YEAR							
	HEAD COUNT				FTE COUNT		
	May-23	May-24	Difference		May-23	May-24	Difference
	5544	5823	279.00		5490.92	5624.03	133.11