



FAMILY HANDBOOK
2024–2025

Dream Big, Work Hard!



Dear Prairie Families

Welcome or welcome back to Prairie! If you are returning, you already 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, Shari Parsons, can make any appointment you would like. Her email is shari_parsons@ycs.wednet.edu.

Sincerely,

Holly Ackerman
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 8:25 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 8:25 a.m., or remain on campus after 3:05 p.m. without parental supervision.**

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 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 8:25 a.m. for your convenience. We are able to provide before-school supervision on late start Wednesday beginning at 9:25 a.m. 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.. 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 five in a semester), the student shall be referred to the 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 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 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. (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 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 ten absences for the school year or 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@ycs.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. 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 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. New members are welcome at any time. Check 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 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:

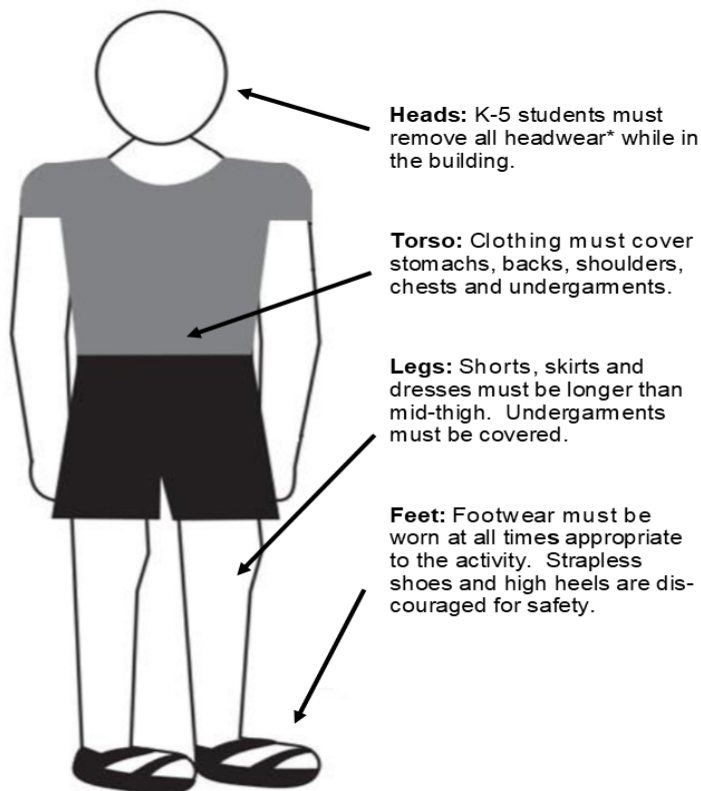
- Students gain positive male role models.
- Schools gain an extra set of eyes and ears. The presence of a father or father figure will provide an additional deterrent to bullying, enhance a sense of security in the building, and will help to create an environment conducive to learning.
- Fathers get 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, and social behavior.
- The WatchDOGS volunteers provide real and important help for the teachers and the students.

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. 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 before 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 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

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

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-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 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 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:

- 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.

FOOD SERVICE/MEALS AT SCHOOL

The breakfast and lunch program is provided by our district's Food Service department. Breakfast is served at 8:25 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 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. 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 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 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 cards are posted in Family Access twice a year, at the end of the second and fourth quarters (January and June). Parent-teacher conferences are held in November and March. Our teachers look forward to the opportunity to meet with you to discuss your child's progress and accomplishments.

Conferences are scheduled using the online scheduler in Family Access. 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 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. 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 it in their backpack 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 this includes the use of smart (cellphone) watches. We are happy to facilitate communication between students and parents through our office phone.

BIRTHDAY POLICY



At Prairie Elementary, we enjoy honoring students on their birthdays. 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 in an attempt to minimize the opportunity for classroom disruptions and any hurt feelings for those not receiving an invitation.

TREATS FOR SCHOOL

For student health and safety, any snacks brought to the classroom to be shared with other students must be store-bought. Before sending snacks to school, please contact your child's teacher for approval. Due to growing concerns over severe food allergies, we ask that 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, 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 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



At Prairie Elementary, we feel 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 and a permission form to sign. Children will not be allowed to leave school without 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 when students have to eat on the field trip, 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. 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 stored in the office for safe keeping. If your child has lost something, have them check the Lost and Found rack or ask the office. All current Lost and Found items will be 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



Two Friday mornings a month at 8:45 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 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 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

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 meeting with the parents, teachers, and the principal will be held to discuss if concerns have been addressed.
5. The outcome of this meeting will determine if a change in placement is necessary.

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 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 (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: DeeDee 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: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124,
shannon_powell@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.

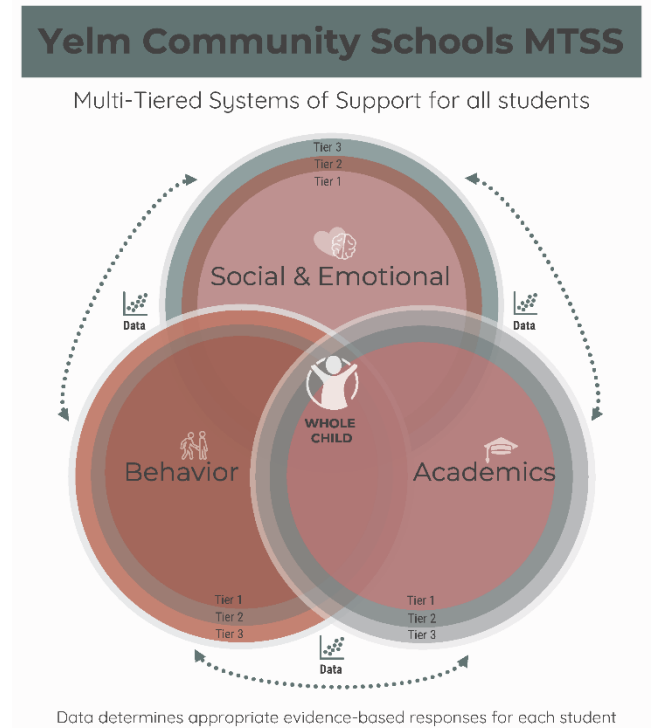
MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

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 Policy & Procedures

For an overview of a specific policy, please visit the YCS district's webpage which is available to all to view online at www.ycs.wednet.edu.