

Mike Morris Elementary

South Bend School District



Student and Parent Handbook

2025-2026

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Mike Morris Elementary

"A Great Place To Be "

Dear Parents and Students,

On behalf of the elementary staff, I would like to say welcome to Mike Morris Elementary for the 2025-2026 school year! We are continuing to implement the Open Court Reading series as our core ELA program. This year grades 1-5 will use Take Off core mathematics, with Big Ideas in the 6th grade. In addition to these subject areas, we use Mystery Science and Generation Genius as our core science programs. In an effort to provide a balanced program for students, we use Character Strong; Purposeful People for social emotional learning. Most importantly, we will continue our work collaboratively on effective teaching strategies and monitoring each child's progress.

We believe the success of our school and students relies on great teachers, good curriculum and collaboration among teachers, parents and students. We are in this together and can only make a difference if we work together as a team. We want to do what is developmentally best for all children academically, socially and emotionally.

This handbook can be referred to for an understanding of the policies, regulations, and services we provide at Mike Morris Elementary. Your suggestions are always welcome. Please feel free to call the school if you have any questions concerning our programs.

The children who attend the South Bend School District are our most precious commodity and we promise to do the best job we can in taking safe care of them and providing a positive educational experience.

Best Wishes to all of you for another exciting and successful school year.

Sincerely,

Kresta Byington

Principal

MIKE MORRIS ELEMENTARY

MISSION STATEMENT

The South Bend School District's mission is to prepare our students to be life/career/college ready by providing supportive, meaningful, and challenging opportunities in every aspect of the educational experience.

BELIEF STATEMENTS

1. All adults in the school must demonstrate caring for all students.
2. Children learn best in warm, enriched and developmentally appropriate settings.
3. All students are capable of achieving higher order outcomes.
4. We must build on each students' strengths to enhance his/her self-image and attitude towards life long learning.
5. Students learn best through motivating and relevant curriculum.
6. Family support is a vital and necessary ingredient to a child's success in school.

Mike Morris Elementary Staff

Kresta Byington, Principal
Alyssa Olsen, Vice Principal
Tammy McDougall, Secretary

Aimee Betrozoff	Kindergarten	Morgan Hebish	Speech Therapist
Mindi Passolt	Kindergarten	Rosie Hansen	Nurse's Aide
Allison Johnson	Grade 1	Kooper Adamek	Paraeducator
Carlee Cavanaugh	Grade 1	Holly Copland	Paraeducator
Erika Harmer	Grade 2	Agustin Diaz	Paraeducator
Brittney Buchanan	Grade 2	Kristy Dockter	Paraeducator
Sabrina Jefferson	Grade 3	Cecilia Hagar	Paraeducator
Madelyn Barrett	Grade 3	Allyson Hjembo	Paraeducator
Neomie Kuiken	Grade 4	Anabel Hondamhack	Paraeducator
Julie Lorton	Grade 4	Viviana Rojas	Paraeducator
Jeremiah Alvarez	Grade 5	Alexandra Starling	Paraeducator
Preston Crow	Grade 5	Bailey Johnson	Head Cook
Kendra Schray	Grade 6	Sally Kunke	Kitchen Assistant
Samantha Lanka	Grade 6	Trista Zarza-Johnson	Kitchen Assistant
David Gunnarson	PE	Bob Caudill	Building Custodian
Shane Byington	PE	Jordan Johnson	Groundskeeper/Custodial
Thomas Sanborn	Music	Jon Ashley	Facility/Technology Director
Lori Dearmore	School Librarian	Shane Green	Facility/Technology Assistant
Tracy Dickey	LAP/Bilingual	Mike Karchesy	Transportation Director
Karley Reidinger	K-6 Special Education		
Stacey Villanueva	Mental Health Generalist		

SCHOOL CALENDAR DATES

Aug. 28	First Day of School
Sept. 1	Labor Day-No School
Sept. 24	Early Release
Oct. 31	Early Release
Nov. 11	Veteran's Day
Nov.20-21 and 24-25	Parent Teacher Conferences-Early Release
Nov. 26-28	Thanksgiving Vacation
Dec. 22-31	Christmas Vacation
Jan. 1-2	Christmas Vacation continued
Jan. 5	School resumes from Christmas break
Jan. 16	Early Release
Jan. 19	Martin Luther King Day- No School
Feb. 13	All-Staff Work Day (No school for students)
Feb. 16	President's Day-No School
March 2-6	Mid-Winter Break
March 18	Early Release
April 13-17	Spring Break
May 22	Early Release
May 25	Memorial Day- No School
June 5	Graduation
June 11	Last Day of School (11:00 Release)

BELL SCHEDULE

8:00	Doors Open
8:30	School Begins
11:00	Primary Lunch
11:30	Intermediate Lunch
3:14	School Dismisses

SPECIALIZED PROGRAMS AND SERVICES

LEARNING ASSISTANCE PROGRAM (LAP)

LAP is a state funded program, which provides additional instruction in reading, language arts, math and behavioural supports. Students needing additional help are identified through a composite score using professional judgement, test scores and classroom performance. Our LAP staff are a very talented and caring group of paraeducators and teachers who work very hard every day for kids. Please contact Tracy Dickey at tdickey@southbendschools.org if you have questions about the Learning Assistance Program.

ENGLISH LANGUAGE LEARNERS

English Language Learners represent over one fourth of the student population. Students who qualify for the Transitional Bilingual Program, based on the WIDA, can receive services to assist with the development of language acquisition in reading, writing, speaking and listening. Their progress is monitored each spring with the annual WIDA assessment. Contact Tracy Dickey at tdickey@southbendschools.org or Dan Raymond at draymond@southbendschools.org if you have questions about the Transitional Bilingual Program.

HIGHLY CAPABLE PROGRAM

Parents and teachers can nominate students to the Highly Capable Program. Forms can be located on the school's website or in the elementary office. If you have any questions about the program you can contact Jason Nelson at jnelson@southbendschools.org

SPECIAL EDUCATION

Education of students with disabilities is provided through special education and related services at Mike Morris Elementary. Special education programs are non-categorical in the sense that each student is placed in the program best suited to deliver the services specified in the student's individual Education Plan (IEP) regardless of the student's disability. Program placement decisions are made in accordance with the concept of educating students with disabilities in the least restrictive environment. Students may receive special education services if they meet one or more of the eligibility criteria for students with disabilities as defined by Chapter 392-172A of the Washington Administrative Code (WAC). For more information, contact Kresta Byington at kbyington@southbendschools.org or Jon Schray at jshray@southbendschools.org or call 875-5615 ex. 2.

VOLUNTEERS

In the classroom, volunteers play an important role as tutors in reading and math, implementing Art Smart lessons, preparing materials for the classroom, accompanying students on field trips and helping in many other activities. If you are interested in helping in your child's classroom or at the school in any way, please call the office or your child's teacher at 875-5615 ex. 2 during regular school hours. **All volunteers are required to pass a background check conducted through the District office.** Volunteers are a vital part of our school's success and the success of many students here at Chauncey Davis Elementary.

On advisory councils and decision-making committees, parents are encouraged to become involved in their child's education by participating on various advisory councils to review curriculum development, textbook selection, organizational policy and school improvement issues.

SCHOOL VISITATIONS

Parents are always invited and encouraged to visit the school. Please call your child's teacher ahead of time to make arrangements for your visit. Teachers are available to students and parents before school at 8:00 and after at 3:14 p.m. each day by appointment. You can call the office to arrange for a conference or to talk to the teacher on the phone.

NOTE: Because of our great concern for student safety, all visitors are required to check in with the front office before entering classrooms. Regular visitors will be required to pass a background check conducted through the District office.

MEAL PROGRAM

Mike Morris Elementary participates in the USDA National School Breakfast and Lunch Programs. The Community Eligibility Program entitles all students in grades K-12 to free breakfast and lunch. Adults and visitors will be charged a fee for meals. Adults can purchase breakfast for \$2.75 and lunch for \$5.00.

ARRIVAL AND DISMISSAL TIME

Student supervision is provided at 8:00 a.m. each morning. Parents are asked to not drop off or allow walking students to arrive prior to 8:00 a.m., especially in inclement weather where the students may become wet or cold. The school day begins at 8:30 a.m. each day and dismisses at 3:14 p.m.

ATTENDANCE

Washington State Compulsory Attendance Law (Becca Law) and the South Bend School District policy 3122 require parents/guardians to ensure students age 8-18, attend school every day school is in session and be on time to classes. The single greatest reason students fail classes is irregular attendance. This is the case even when absences are excused, but become excessive. Tardiness is another form of poor attendance. Students receiving 5 or more excused absences in a month or ten within the year, will receive a letter requesting a conference. Students receiving seven (7) unexcused absences in a month or ten (10) in a year will be referred to Pacific County Superior Court if an attendance appeal meeting can't be arranged.

In the event a student is absent a parent or guardian should call the school or write a note with the student's name, date, days of absence, reason for absence and signature. Excused absences include those due to illness, medical appointments, and other pre-arranged opportunities.

In the event a student has 1 unexcused absence a warning letter will be sent to parents, 2 unexcused absences within a month will result in a conference with the parents and the school. When a student reaches 5 or more unexcused absences in a month a petition will be filed with juvenile court.

If a child is removed from school during the day for medical appointments or for other reasons, a parent must come into the office to sign his/her child out. A note or a phone call in advance is helpful if you know that they will be leaving early. We do encourage you to make every effort possible to arrange appointments outside of the school day.

Students may need to provide documentation from the appointment office to excuse the absence.

TARDIES

Students are considered tardy if they are not in their classroom at 8:30 a.m. Please call or send a note if your child is tardy. The school will determine whether or not the tardy is excused. It is important that students learn the value of being on time for commitments including school or jobs. Excessive tardies will be subject to the Discipline Code.

INCLEMENT WEATHER

The decision to close schools or delay school starting times due to various weather concerns will be made when it is deemed serious enough to threaten the safe transportation of students to and from school. The district will contact families through an automated phone message system when there are school delays and closers. Announcements will be made over the radio on FM stations KSWW 97.7, KMFY 102.1, or 105.7 beginning around 6:00 a.m. In the case of a two-hour delay, bus routes will run two hours later than normal, the school doors will open at 10:00 a.m. and breakfast will not be provided. If unsure of school closures, please check with the school before dropping students off or sending them to school.

MONEY, VALUABLES AND PERSONAL BELONGINGS

Students are requested not to bring more money to school than is needed during the school day. Valuable jewelry, cell phones, iPods, cameras, radios; bats, balls, toys and so on should be left home. The district is not responsible for lost or damaged personal items, including bicycles.

CHILD CUSTODY AGREEMENT AND LEGAL ORDERS

Certified copies of child custody agreement and legal orders regulating parental access to children and their school records need to be filed with the principal. Policy prohibits schools or school personnel from becoming involved in domestic agreements and concerns between parents. Schools will remain neutral. The welfare and education of the child is the focus of the school's involvement. Contact the building principal for additional information.

TELEPHONE/CELLPHONE USE

During the school day, phone use by students should be for emergencies only. Students are discouraged from using the phone to arrange after school visits with friends or other things that should be done at home ahead of time. If a student has a cell phone, it is to be stored in the student's backpack and turned off until dismissal. If the student's cell phone is creating a disruption to the educational process, the teacher or principal will hold the cell phone until the end of the school day. Protocol requires students to communicate with school staff during the school day before contacting parents on the cell phones.

MEDICATION AT SCHOOL

If your child requires any type of prescription medication, Washington State laws require a medical form filled out by the doctor and yourself. The school must have written instructions from the doctor, written permission from the parents and medication in the original container. Forms are available in the office. Over-the-counter medicines such as aspirin or cough medicine must be brought to the office with written permission and directions by the parent/guardian for the dispensing of the medicine.

IMMUNIZATION REQUIREMENTS

Two doses of Varicella (Chicken Pox) are required for all students entering kindergarten and sixth grade. A three-shot series of Hepatitis B Vaccine is required for all children enrolled in preschool or child care and for children entering kindergarten and grades 1-8. A second dose of MMR (measles, mumps, and rubella) is also required before entry into kindergarten and grades 1-12. For comprehensive immunization requirements, contact health care providers or the local health department.

HEALTH INFORMATION

Notify the school of any health problems with your child. Please keep school staff informed about changes in health or activity limitations as they occur. A nurse is in the school at least once a week and a health room paraeducator is available everyday. Vision screening for nearsightedness and hearing screening for hearing loss occur at school each year. These are screening services only and do not replace regular examinations performed by an eye specialist or family doctor.

Any student displaying a communicable disease, including head lice, will be excluded from school until assurance is received from a physician, public health official or the student is checked by school personnel to ensure that they do not pose a health risk to students and staff. Students must be brought to school by the parent or guardian to be checked. They will not be able to ride school buses until they are deemed healthy by school or public agency personnel.

Students need to be fever free, without medication, for 24 hours before returning to school.

**The district may implement COVID safety protocols based on recommendations from the Center for Disease Control and the Pacific County Health Department.*

DRUG FREE SCHOOLS

While on school district property, students, staff and all others are forbidden to use tobacco products, possess drug paraphernalia, or be under the influence of alcohol, controlled substances, non-prescribed drugs or mood-altering substances.

BUS RIDING

If your child is to go home on a different bus or are walkers, a note or a phone call is required if they are riding home with a friend. If we do not have a note or a phone call they will be required to go home on their normal bus and not be allowed to ride home with friends. If you need to talk directly with the bus garage, call Noah Rumbles at 875-5000.

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?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school"

HIB may involve 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 district's reporting form to share concerns about HIB ([link to form](#)) 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 (Jon Tienhaara, 360-875-6041) 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, please see the district’s [HIB webpage](#) or the district’s [HIB Policy \[3207\]](#) and [Procedure \[3207P\]](#).

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, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, 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.

To review the district’s [Nondiscrimination Policy \[3210\]](#) and [Procedure \[3210P\]](#).

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.

To review the district’s [Sexual Harassment Policy \[3205\]](#) and [Procedure \[3205P\]](#), visit [\[our website\]](#).

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 contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Barb Cenci (PO Box 437, South Bend, Wa 98586, bcenci@southbendschools.org, 360-875-6041)

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Barb Cenci (PO Box 437, South Bend, Wa 98586, bcenci@southbendschools.org, 360-875-6041)

Concerns about disability discrimination:

Section 504 Coordinator: Barb Cenci (PO Box 437, South Bend, Wa 98586, bcenci@southbendschools.org, 360-875-6041)

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jon Tienhaara (PO Box 437, South Bend, Wa 98586, jtienhaa@southbendschools.org, 360-875-6041)

To **submit a written complaint**, 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 Superintendent Jon Tienhaara (e.g., 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). For the 2026-27 school year, this complaint process will be updated as required by the new state law, [ESHB 1296](#).

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: <https://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://www.ed.gov/>
- Email: ocr@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

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Jon Tienhaara, 360-875-6041

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see: <https://resources.finalsite.net/images/v1747240496/southbendwednetedu/sjrvoqrpalhmsy4c9ndq/HarrasmentIntimidationBullyingProcedures.pdf>

HOME AND SCHOOL COMMUNICATIONS

Communication is essential for home and school to know what is going on in your child's life. With the heavy demand on your child's teacher, please call to set up a time for appointments if necessary at 875-5615. If something is occurring in your child's life that may affect their behavior or work, please contact their teacher so that they are aware of it.

Newsletters with important information are sent out at the first of each month. They will let you know about the many activities going on at our school. Please encourage your child to make sure that all flyers handed out at school arrive at home for you to see.

Emergencies come up in everyone's lives and the school is happy to get these important messages to your children when necessary. Please call or stop by the office and drop it off with the secretary or the principal. The message will be delivered in a manner that will be the least disruptive to the classroom. In an effort to maintain a safe atmosphere at our school, all parents/visitors are required to check in at the office upon entering the building.

LOST AND FOUND

Small lost and found items are kept in the office. Clothing, lunch boxes, etc. are kept in a lost and found box in the entrance to the school. We accumulate many lost items, particularly clothes. Please be sure to check for any lost items on a regular basis. It is recommended that your child's name be placed on a coat tag for identification.

PETS

Pets are not allowed at school or on buses except on special occasions and only with teacher or principal approval. All pets must be leashed or caged. Dogs often follow students to school. When this happens, students may have to return them home or the parents will be called. The school also reserves the right to call the police when owners cannot be contacted or the owner of the dog is not known. The safety of the students is our most important concern.

Code of Student Conduct

Rights and Responsibilities

Student Rights

Equal educational opportunity

Students have the right to equal educational opportunity without interference from other students and people who do not belong on campus.

Exercise free expression

Students are entitled to express their personal opinions. These opinions must meet standards prohibiting libel, obscenity, pornography, personal attacks, and reckless disregard of facts.

NOTE: No form of expression shall interfere with the right of others to express themselves or with the conduct of school and classroom activities.

Freedom of assembly

Students are entitled to hold meetings at a time, place and in a manner which does not disrupt or disturb classroom instruction.

Due process

Students facing major disciplinary action are entitled to fair procedures to determine if they are at fault. Students are entitled to appeal decisions resulting in major disciplinary action such as suspension, expulsion, or exclusion.

School Staff Rights and Duties

School staff members also have rights and duties. They are required by law to maintain a suitable environment for learning for the benefit of all students.

Every teacher and school administrator has the authority to discipline any pupil for any disruptive or disorderly conduct when that student is in school or in attendance at any school function.

Student Responsibilities

- Protect the rights of others to study and learn
- Attend school daily unless ill or legally excused
- Be on time for all classes
- Obey school rules
- Show respect for persons in responsible positions
- Complete all in-class and homework assignments and meet deadlines
- Respect public property, materials, and equipment
- Come to class with necessary books and materials

STUDENT PROGRESS

Mike Morris Elementary operates on a trimester grading schedule. Parent conferences will be held at the end of the first trimester. School dismisses at 12:30 for that week and all parents will be given an appointment time to meet with their teacher. This is intended to be a mutual exchange of information about your child's strengths and weaknesses. Report cards are handed out at the conference, in November, March, and at the end of the school year. If you have questions or concerns prior to the conference or at any other time, PLEASE contact your child's teacher.

The state requires the Smarter Balanced Assessment in ELA and Mathematics be administered to 3rd, 4th, 5th, and 6th grade students, and science to 5th grade students, during the spring of the school year. Results of the tests will

either be discussed at parent conferences or sent home. If you have questions or do not understand the results, please contact the school and we will be happy to answer your questions.

HOMEWORK

Homework is an important component to any school instructional program. It serves as an opportunity to finish daily work, practice and strengthen academic skills. Research indicates that students who attend to homework tend to be higher achieving students. Homework can help a child become better equipped with the essential skills needed to be a successful adult. These skills include responsibility, perseverance, time management, initiative, self – reliance and resourcefulness.

Suggestions for Parents:

1. Establish a specific study time and area in which to work with no distractions.
2. Monitor student progress on an assignment, not the time spent working.
3. Show interest, be supportive and give guidance, but let your child do the work!
4. Encourage your child to contact their teacher when confused and ask for extra help.

POSITIVE REINFORCEMENT PLAN

Positive reinforcement is very effective in promoting desirable change in student behaviour. Mike Morris Elementary reinforcement system includes “golden tickets” which students earn when demonstrating behavior that is respectful and kind, responsible and safe, and demonstrates they are ready to learn. When students earn a golden ticket they write their name on the ticket and either use the ticket in their classroom for incentives or enter the ticket in the Principal Drawing. The Principal Drawing takes place weekly. Winners are announced in morning announcements and receive their incentive from the office.

BEHAVIOR EXPECTATIONS

The responsibilities and discipline rules are guidelines for students. Rules help students become good school citizens and apply to everyone. All actions should be respectful and kind, responsible and safe and ready for learning. Students should always be respectful of other students and staff, recognizing their personal space, feeling and personal belongings. Following these guidelines will allow everyone the right to learn.

	Respectful	Responsible	Ready
Setting	<i>Respectful and kind</i>	<i>Responsible and safe</i>	<i>Ready to learn</i>
All areas	<ul style="list-style-type: none"> ● Use kind words and actions ● Use appropriate voice level ● Be mindful of your own and other’s space 	<ul style="list-style-type: none"> ● Listen and follow direction ● Take care of your belongings ● Be accountable for your choices 	<ul style="list-style-type: none"> ● Be prepared and on time ● Be engaged
Hallway	<ul style="list-style-type: none"> ● Level 0 voice 	<ul style="list-style-type: none"> ● Hands to your side ● Walk directly to your destination ● Stay in a line 	<ul style="list-style-type: none"> ● Eyes forward ● Calm body
Stairs	<ul style="list-style-type: none"> ● Stay to the right when going up and down. 	<ul style="list-style-type: none"> ● Hold on to the bannister. ● Watch for others. ● Always walk 	<ul style="list-style-type: none"> ● Eyes forward ● Calm body
Cafeteria	<ul style="list-style-type: none"> ● Level 2 voice ● Use “please” and “thank you” 	<ul style="list-style-type: none"> ● Use utensils correctly ● Clean your table space and floor 	<ul style="list-style-type: none"> ● Have a calm body in line and at the table

	<ul style="list-style-type: none"> Only share food with neighbors 	<ul style="list-style-type: none"> Ask permission to leave 	
Recess	<ul style="list-style-type: none"> Listen to peers' words Speak kindly Share equipment 	<ul style="list-style-type: none"> Follow playground rules Follow adult directions Use Kelso's Choices Return playground equipment 	<ul style="list-style-type: none"> Freeze at the whistle Line up and enter the building quickly Have a calm body
Bathroom	<ul style="list-style-type: none"> Level 1 voice Honor others' privacy and personal space 	<ul style="list-style-type: none"> One person in a stall Keep the restroom clean Flush Wash hands with soap Keep water in sink 	<ul style="list-style-type: none"> Be quick
Assembly	<ul style="list-style-type: none"> Focus on presentation Show appropriate responses 	<ul style="list-style-type: none"> Sit appropriately in your seat Enter/Exit in a quiet orderly fashion 	<ul style="list-style-type: none"> Use restroom before assembly
Bus	<ul style="list-style-type: none"> Level 1 voice Speak kindly to others Keep bus clean and free from damage 	<ul style="list-style-type: none"> Back to back, seat to seat Keep aisles clear Keep hands, feet and other objects to self and inside the bus 	<ul style="list-style-type: none"> Always follow the directions of the driver.

DISCIPLINE REFERRALS/PROCESS

	Level 1 Violation (Teacher-handled)	Level 2 Violation (Office Referral)
Types of Violations	<ul style="list-style-type: none"> Campus/classroom disruption Talking out Loud voices/yelling Arguing Name calling Off task behavior Running Inappropriate dress Inappropriate language/gestures to other students Lying/Cheating Chewing gum or eating candy 	<ul style="list-style-type: none"> Inappropriate behavior Inappropriate language/gestures to staff Harassment/bullying Defiance Fighting/physical aggression to cause harm Property destruction/misuse Internet misuse Leaving classroom or building Theft Reference in conversation, writing or pictures to weapons or acts of violence Illegal activity (drugs/weapons) Repeated Level 1 Offense

Addressing the Behavior	<ul style="list-style-type: none"> ● Utilize Reinforcement system ● Proximity control ● Verbal/Nonverbal cue to correct behavior ● Private conference with student ● In-class modified seating ● In-class time out ● Review/reteach expected behaviour ● Refer to RTI team 	<ul style="list-style-type: none"> ● Student/teacher conference ● Student/parent conference ● Referral to social worker ● “Check-in” for appropriate behaviour ● Refer to RTI team
Consequence Steps	<ul style="list-style-type: none"> ● Loss of classroom privileges ● Office Referral ● Afterschool Study Hall ● ½ day ISS ● Full day ISS 	<ul style="list-style-type: none"> ● Office Referral ● Afterschool Study Hall ● 1/2day ISS ● Full day ISS ● One day OSS ● Referral to outside agency

- Further information about school discipline policy and procedure can be found in South Bend School District Policy 3241 and 3241P.
- NOTE: Depending on the severity of the offense, in school detention, after school detention, in school suspension or out of school suspension may be the penalty for the first offense or any offense requiring disciplinary action.

After School Detention

Consequences may progress to an after school detention, in-school suspension, out-of-school suspension.

In-School Suspension (ISS)

In-School Suspension is when a student is assigned to a location isolated from the general classroom, including the playground and cafeteria. Students on in-school suspension will be expected to complete all class-work assigned. They will be supervised by school personnel and be assigned ISS for various lengths of time.

Out-of-School Suspension (OSS)

Out of school suspension will require a specific amount of time away from the school. A parent conference will be scheduled to agree on terms to reinstate the student and educational services while out of school. When a student is suspended out of school, they are not allowed to attend social functions, special events or otherwise be on school property for the duration of their suspension.

DRESS CODE:

Clothes must be worn in a manner that fully covers all areas of the body between the armpits and the mid-thigh. This means that all skin, genitals, buttocks, nipples, and undergarments within the identified area of the body are fully covered with solid fabric. Additionally, all outfits must include straps that connect the front to the back and go over the shoulders.

Students May Not Wear:

- Attire that has violent images or language.
- Attire that includes images or language depicting or suggesting drugs, alcohol, vaping, or related paraphernalia.
- Attire that includes images or language depicting or promoting illegal activity.
- Attire that includes images or language that is hate speech or derogatory.
- Attire that includes images or language that is lewd, profane, or pornographic.

- Attire that is deemed to be a representation of gang affiliation may be restricted by building administration.
- Any clothing that reveals undergarments.
- Accessories that could be used as a weapon or considered dangerous.
- Any item that obscures the face or ears (with the exception of religious observance or personal protective equipment (PPE) when appropriate)

Students will be given the opportunity to change their clothing, or call a parent/guardian for alternate clothing. However, students will not be required to change their clothing unless the dress code violation is deemed egregious or dangerous by administration

BUS RIDING PRIVILEGES:

- The bus driver is in full charge of the bus and students.
- Keep head, hands, and feet inside the bus.
- Observe classroom conduct. Unnecessary conversation with bus driver is prohibited. Students shall ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
- Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
- Keep bus clean.
- Be courteous – no profane language, teasing, or name calling.
- Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.
- Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.
- Students crossing roads must do so under the direction of the bus driver, and cross only in front of the bus.
- Stay in the seat while the bus is in motion.
- Respect others and their property.
- If monitors or patrols are on duty, students must obey and respect their orders.
- Drivers may assign seats as needed.
- No pets or animals (except Seeing Eye dogs) allowed on the bus.
- No hazardous objects allowed on the bus.
- Student misconduct shall constitute sufficient reason for suspending transportation privileges.
- Students will keep their hands and feet to themselves.

BUS DISCIPLINE PROGRAM

(Except in cases that require immediate expulsion)

First Offense: Warning

Second Offense: Conference with parents, Transportation Supervisor, and driver either by telephone or in person.

Third Offense: Transportation suspended for one day.

Fourth Offense: Transportation suspended pending conference between parents and school authorities.

The Transportation Supervisor may alter penalties to fit the misconduct of individual cases.

EMERGENCIES/DRILLS

The South Bend School District follows the guidance of **The Standard Response Protocol K12** for procedures in lockouts, lockdowns, evacuations and seeking shelter. Mike Morris Elementary participates in monthly fire drills, lockout and lockdown drills and annual earthquake and tsunami drills.

DRUG-FREE and WEAPON-FREE ZONE

The Board has declared that, as required by law, the South Bend School District is to be a Drug-Free and Weapon-Free Zone. This means that it is illegal to possess drugs or weapons in or near the school complex. The district has a no-tolerance policy on drugs and alcohol in and around the school campus.

State law requires that school authorities notify law enforcement and a student's parents or guardian if a student possesses a firearm or dangerous weapon on school premises. It is a well understood federal requirement that districts must expel for one year a student who brings to, or possesses, a firearm at school. However, the superintendent also has the discretion, on a case-by-case basis, to modify the expulsion. The applicable law provides:

- (1) Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary to secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year under RCW 28A.600.010. The superintendent of the school district, educational service district, state school for the deaf or state school for the blind may modify the expulsion of a student on a case-by-case basis.
- (2) For purposes of this section, "firearm" means a firearm as defined in 18 U.S.C. Sec. 921, and a "firearm" as defined in RCW 9.41.010.
- (3) This section shall be constructed in a manner consistent with the Individuals with Disabilities Education Act, 20 U.S.C Sec 1401 et seq.
- (4) Nothing in this section prevents a public school district, educational service district, the state school for the deaf, or the state school for the blind if it has expelled a student from such a student's regular school setting from providing educational services to the student in an alternative setting..." RCW 28A.600.420.

It should be noted that the South Bend Police Department drug dog makes random, periodic inspections of the school and the premises.

It is the intent of the district to ensure that students who are disabled under Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. It is also the intent of the District to provide students and parents their due process rights and to comply with the administrative requirements of this act.

DISCRIMINATION

South Bend School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX Officer, and/or Section 504/ADA Coordinator, and/or Civil Rights Compliance Coordinator, 304 Adams Street South, PO Box 437, South Bend, WA 98586 (360) 875- 6041.

Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR).

Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint: www.southbendschools.org.

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://www.southbend.wednet.edu/Page/692>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

STEPS TO FILE A COMPLAINT:

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)