# Union Gap School

# Student Handbook

## 2026 - 2027

As a familia of learners,
we learn with integrity,
live with respect, and
lead with compassion.

**School Board Adoption: July 2026**
Copias del Union Gap Student Handbook estan disponibles en espanol.

**3201 South 4th Street**
**Union Gap, WA 98903**

## VISITORS

During regular business hours, all visitors are required to secure a visitor pass upon entry into the school facility. Passes are available at the school office. Visitors will be required to provide a driver's license, passport or state issued identification card as part of the process of securing a visitor pass. Personal identification provided will be recorded and processed as needed. Failure to provide identification may prevent the visitor from remaining on school property. Local law enforcement may be contacted if assistance is necessary. Thank you for your understanding concerning the safety of students and staff.

All visitors must check out at the office and return their badge before leaving the building in order to determine who is still in the building in the event of an emergency.

**School personnel only are allowed in classroom and hallways after class has begun per district policy.**

**A tone will sound through district speakers to remind visitors to begin exiting the school through the office. This helps teachers start school on time and students to get to work.**

The school campus is closed to students who are not members of the Union Gap School student body except during specified times authorized by the school principal. **Former students may visit on the first Friday of every month until 3:30 pm after receiving a visitor's pass from the office. Visiting former students must abide by the school rules at all times or their privilege to visit may be suspended.** Students wishing to bring a guest to school must obtain prior written approval from the principal and from each teacher whose class they will attend at least one school day prior to the visitation. After securing such written approval, the guest must accompany the host student throughout the day and must abide by the rules of conduct at the school at all times.

## CAMERAS/AUDIO/SURVEILLANCE

Please understand video/audio recordings may be taking place within the school facility/buses as well as on other school district property. Law enforcement agencies and/or school personnel, or their designee, may view recorded/live activities. Illegal activities or school violations, captured by the surveillance system, will be addressed by the appropriate agencies. Cameras are **not** installed in classrooms, restrooms or locker rooms; however, they are installed in the staff lounge, library, gym and computer labs. Audio and video surveillance is also installed on school buses and school office.

Union Gap School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination:

**Civil Rights Compliance Officer**
Patrick Vincent
Principal
3201 S. 4th Street
Union Gap, WA 98903
pvincent@uniongap.org
(509) 248-3966 ext. 306

**Sect. 504/ADA Coordinator/Foster Liaison**
Patrick Vincent
Principal
3201 S. 4th Street
Union Gap, WA 98903
pvincent@uniongap.org
(509) 248-3966 ext. 308

**Title IX/Affirmative Action Officer**
Celia Jimenez
Assistant Principal
3201 S. 4th Street
Union Gap, WA 98903
cjimenez@uniongap.org
(509) 248-3966 ext 304

**McKinney-Vento Liaison**
Briseida Equihua
State and Federal Programs
3201 S. 4th Street
Union Gap, WA 98903
bequihua@uniongap.org
(509) 248-3966 ext. 400

**Migrant Liaison**
Olga Palacios
3201 S. 4th Street
Union Gap, WA 98903
opalacios@uniongap.org
(509) 248-3966 x307

# Union Gap School

# 2026-2027

## Academic Year Calendar

Green - Conference Week
Red - No School
Yellow - Snow Make-ups

**August 26**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

8

**September 26**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | ~~25~~ | 26 |
| 27 | 28 | 29 | 30 | | | |

20

**October 26**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

19

**November 26**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

17

**December 26**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

14

**January 27**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

19

**February 27**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | ~~12~~ | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

17

**March 27**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

22

**April 27**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

17

**May 27**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

20

**June 27**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

**July 27**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

7

TK-Kinder Graduation June 8
8th Grade Promotion June 8

## Events

| | |
|---|---|
| Aug 20 | First day of classes |
| Sep 7 | No School - Labor Day |
| Sep 25 | NO School - 1/2 PD Day |
| Oct 2 | Picture Day |
| Oct 9 | PD Day - No School |
| Oct 12-16 | Conference Week |
| Oct 19-20 | Quarter Break/Credit Makeup |
| Nov. 5 | Picture Retakes |
| Nov 11 | No School - Veteran's Day |
| Nov 25-27 | Thanksgiving Break |
| Dec 21-31 | Winter Break |
| Jan 1 | Winter Break |
| Jan 18 | No School - MLK Holiday |
| Feb 12 | 1/2 Day - 12:50 dismissal |
| Feb 15 | President's Day |
| Feb 16 | Snow Day #1 or break |
| Feb 17 | Snow Day #2 or break |
| Mar 10 | Group Pictures |
| Mar 12 | NO School - PD Day |
| Mar 29 - Apr 2 | Conference Week - 12:50 pm |
| Apr 5-9 | Spring Break |
| May 31 | Memorial Day |
| Jun 9 | Last Day of School |
| Jun 10 | Snow Day #3, if needed |
| July 5-16 | Summer School |

| | | |
|---|---|---|
| 1st Qtr. | Aug. 20-Oct. 30 | 47 days |
| 2nd Qtr. | Nov. 2 - Jan. 22 | 45 days |
| 3rd Qtr. | Jan. 25 - April 2 | 46 days |
| 4th Qtr. | April 12 - June 9 | 42 days |

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## *School Schedule and Closures*

There are many ways to obtain information on whether school is delayed or canceled. ParentSquare, district website www.uniongapschool.org, social media, and the district app are the quickest ways to obtain this information.

**Classes will begin at 10:30 am for all students when we have a two-hour delay. Breakfast will NOT be served.** Parents: The final decision on whether your child attends school is always your call as a parent. Please call us at 248-3966 to let us know you kept your child home due to your local road conditions.

**IF BUS ROUTES ARE IMPACTED DUE TO WEATHER, THE DISTRICT WILL MAKE NOTIFICATION OF "SNOW ROUTES" IN OUR ANNOUNCEMENT.**

Union Gap also utilizes a calling system which makes calls to inform staff, students and parents of late starts or cancelled school due to weather.

**BREAKFAST is served every morning beginning at 7:45 am.**

**PRESCHOOL – 5TH GRADE SCHOOL SCHEDULE – remember Monday dismissal at 2:00PM**

| | | |
|---|---|---|
| **AM Preschool** | **8:30 am – 11:00 am** | **Monday – Friday** |
| **PM Preschool** | **12:30 – 3:00 pm** | **Tuesday – Friday** |
| **Kindergarten/TK** | **8:30 am – 3:10 pm** | **Lunch/Recess 11:20 am – 12:10 pm** |
| **Grades 1-2** | **8:30 am – 3:10 pm** | **Lunch /Recess 11:30 am – 12:10 pm** |
| **Grades 3-5** | **8:30 am – 3:10 pm** | **Lunch/Recess 11:50 am – 12:30 pm** |

**PERIOD TIMES FOR 6TH GRADE**

**Period 1 – 8:25 am – 9:50 am**
**Period 2 – 9:50 am – 11:10 am**
**Period 3 – 11:10 am – 12:27 am**
**Lunch – 12:30 pm – 1:10 pm ~~(Mondays – 1:00 pm)~~**
**Period 5 – 1:13 pm – 2:07 pm (Mondays – 1:03 pm – 1:27 pm)**
**Period 6 – 2:10 pm – 3:05 pm (Mondays – 1:30 pm – 1:55 pm)**

**PERIOD TIMES FOR MIDDLE SCHOOL**

**Period 1 – 8:25 am – 9:24/2 am**
**Period 2 – 9:27 am – 10:25 am**
**Period 3 – 10:28 am – 11:26 am**
**Period 4 – 11:29 am – 12:27 am**
**Lunch – 12:30 pm – 1:10 pm**
**Period 5 – 1:13 pm – 2:07 pm (Mondays – 1:03 pm – 1:27 pm)**
**Period 6 – 2:10 pm – 3:05 pm (Mondays – 1:30 pm – 1:55 pm)**

**Elementary students must remain in the elementary areas of the building and middle school students must remain in the middle school areas unless otherwise directed by staff.**

*2026-2027 Bus Schedule*

| MORNING ROUTES | | AFTERNOON ROUTES | | |
|---|---|---|---|---|
| **Blue Route - [Bus #1]** | | **Mon** | **Tue-Fri** | **Red Route – [Bus #2]** |
| **7:25** | Leave School | **2:10** | **3:15** | Leave School |
| **7:30** | 208 Ahtanum (Madd Hatters) | **2:13** | **3:18** | East Ahtanum Trailer Park |
| **7:33** | Meadowlands Family Park | **2:18** | **3:23** | 208 Ahtanum (Madd Hatters) |
| **7:36** | 10th Ave & Ahtanum (Los Juanes) | **2:20** | **3:25** | Meadowlands Family Park |
| **7:40** | Glaspey Lane & 16th Ave | **2:23** | **3:28** | 10th Ave & Ahtanum (Los Juanes) |
| **7:44** | Goodman & Meadowbrook | **2:26** | **3:31** | Glaspey Lane & 16th Ave |
| **7:54** | East Ahtanum Trailer Park | **2:30** | **3:35** | Goodman & Meadowbrook |
| **7:58** | 3609 Tacoma St (Rainbow Kidz 3) | **2:35** | **3:40** | Return to Union Gap School |
| **8:00** | Tacoma St & Columbus St | | | |
| **8:03** | Return to Union Gap School | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **Green Route – [Bus #2]** | | **Mon** | **Tue-Fri** | **Blue Route – [Bus #1]** |
| **7:25** | Leave School | **2:10** | **3:15** | Leave School |
| **7:35** | 2205 18th St (Town & Country) | **2:14** | **3:19** | E. Washington & Holiday Ave |
| **7:38** | Mead & 17th St | **2:17** | **3:22** | E. California St |
| **7:40** | Mead & Callahan Lane | **2:19** | **3:24** | 3609 Tacoma St (Rainbow Kidz 3) |
| **7:50** | E. Washington & Holiday Ave | **2:22** | **3:27** | Tacoma St & Columbus St |
| **7:53** | E. California St | **2:25** | **3:30** | Return to Union Gap School |
| **7:58** | Return to Union Gap School | | | |
| | | | | |
| | | | | |
| | | **Mon** | **Tue-Fri** | **Green Route – [Bus #6]** |
| | | **2:10** | **3:15** | Leave School |
| | | **2:17** | **3:22** | 2205 18th St (Town & Country) |
| | | **2:21** | **3:25** | Mead & 17th St |
| | | **2:23** | **3:27** | Mead & Callahan Lane |
| | | **2:30** | **3:35** | Return to School |

**Above times are estimated**
**Possible changes to routes and times may occur during the school year**
**Students should take the bus and NOT cross Main Street!**

## *Automated External Defibrillator (AED)*

We have two installed AEDs (Automated External Defibrillator) at the school. The devices are located in the unlocked janitor's room next to the concession stand (ice machine room) and staff workroom in the elementary hall. There are also red AED signs posted above each door. The school office staff and PE/Health teachers have received demonstrations on its use. The public are also encouraged to use the device during an emergency. The device will verbally walk an untrained person through the process of usage. We sincerely hope the device will never be used but if someone is having a heart attack at school, the device is charged and ready to go! A person who uses an AED at the scene of an emergency and all other persons and entities providing services are immune from civil liability for any personal injury that results from any act or omission in the use of the AED in an emergency setting, unless the acts or omissions amount to gross negligence or willful or wanton misconduct. District Policy 3412 and 3412P

## *Attendance (RCW 28A.225)*

Parent(s) of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session unless the child is enrolled in an approved private school; receiving home-based instruction; attending an education center (RCW 28A.205.010); excused by the district superintendent for a physical or mental disability; or is in a residential school. Parents of any child six or seven years old, who have enrolled the child in school, shall cause the child to attend school for the full time when such school may be in session, unless the child is formally withdrawn from enrollment by the parents.

If a student fails to attend school without valid justification, the following will happen per state law:

**Step 1** – Parents/Guardians will be contacted on a daily basis if student is absent without excuse.

**Step 2a** – Parent/Guardian/Student conference must occur at the 3rd unexcused absence. (RCW 28A.225.020).

**Step 2b** – Parent/Guardian/Student conference must occur after the 5th excused absence in a month unless absences were excused by physician.

**Step 2c** – If absences continue, an assessment must be completed with the family and recommendation to attend a Community Engagement Board hearing regarding attendance of child.

**Step 3** – A letter will go home after 7 unexcused absences. If all 7 unexcused absences are in one month, the school shall petition the court for an Order to Attend School or the parent/guardian can sign an Agreed Order so no court date is required.

**Step 4** – A letter will go after the 7th unexcused absence and no later than after the 15th unexcused absences notifying that the school will petition the court for an Order to Attend School.

**Students who have frequent absences because of illness may be required by the school to**

**furnish a note of verification from the doctor <u>before absences will be excused</u>**. Lifetime habits of promptness, reliability, honesty, sincerity, and dependability are being formed now. It is, therefore, very important that students be in school every day and that they be on time. If a student is ill, someone in the family should call the school. In order to ensure good attendance for education to occur, limits have been established on absenteeism whether excused or unexcused.

## *<u>Two types of excused absences</u>*

1. **Excused Absence:** This includes personal illness, serious illness or death in the family, medical/dental appointments, court appearances, funerals or other reasons recognized by the principal. A phone call, email or note from a parent/guardian must be received within 48 hours upon the student's return to school in order to excuse the absence.

**Students and parents/guardians please be informed that under Washington state law not all absences are excused. Please see RCW 28A.225.010 for a complete listing.**

The principal has the authority to determine if absences meet the legal criteria of an excused absence pursuant to RCW 28A.225.010.

2. **Prearranged Absence:** This includes releases for church or organization work, fairs or other educationally related activities not sponsored by the school. The student/parent must bring a written request for release at least 24 hours ahead of time. The student will be allowed to make up the work for full credit if the absence(s) is/are excused. A pre-arranged absence may be for up to **five** school days or as arranged due to extenuating circumstances. *Pre-arranged absences must be approved by a principal in order for them to be excused. A meeting will be required for lengthy absences.* ***Vacations, and babysitting are not accepted as legitimate reasons for pre-arranged absence requests and will not be excused. All prearranged absences require a meeting with an administrator and parent/guardian requesting absences if student is not at grade level academically. If pre-arranged absence is related medically to the student and will be accompanied by physician documentation, no meeting is required.***

The components of the elementary/middle school curriculum are designed to provide opportunity for students to acquire the skills necessary for success in their future academics as well as later in life. **Providing packets for students to complete while not in school does not replace teacher instruction, guided practice, error correction and re-teaching.** Teachers will not be expected to provide your student(s) work **<u>prior</u>** to a prearranged absence unless logistically possible.

**ALL STUDENTS** must report to the office with their excuses **prior** to entering class.

## *<u>VACATION</u>*

Vacation is NOT an excused absence. All vacations should be scheduled outside of the school year. The district calendar is included with this handbook and should be referred to when making plans for vacation. Attendance affects student academic progress and any absence from school should only be for reasons stated above in the definition of excused absence.

## *Immunization Deficiency Absences*

According to RCW 28A.210.080, students are to be withheld from school unless their immunization record meets with state requirements. As this is a condition of attendance, all students who are unable to attend school due to their immunizations not being up-to-date, will have unexcused absences until such immunizations are completed and they can return to school.

## *Tardies*

Students tardy to school must check in at the office before going to class. They will go to class with an admit slip from the office. The calling system will call home following each tardy to inform parents of students' attendance unless parent/guardian checked in student. **Parents are not allowed in the hallways after school has started. Students will be escorted to class, as needed, by staff members if they arrive after school has begun.**

**The consequence for having unexcused tardies per semester will be one hour of after school detention or two lunch detentions per every 3 unexcused tardies for students grades 3rd through 8th. Parents of students in grades kindergarten through 2nd will meet with administration to discuss barriers to on-time attendance.** Parents will be notified (orally or in written format) within 24 hours in advance of an assigned detention. Students arriving late to school in a chronic manner will have a parent/guardian, counselor, and principal conference to sign an attendance agreement.

Students who are tardy with a written acceptable excuse for the delay will be excused from penalty and allowed to make up all missed work for full credit. The only acceptable excuses will be those of a serious emergency nature. The tardiness of the student must clearly be beyond the control of the student and parent/guardian. **Students are not excused for oversleeping (self or parent).**

## *Early Release or Appointments*

If a student must leave early for an excused reason (doctor or dentist appointments) and they cannot be scheduled outside of the school day, a note needs to be sent with the student **in the morning before school** so that the office and teacher are prepared for the student's early departure from school. The note should be taken to the office by the student before the school day starts. This way, the teacher has to only send the student at the designated time instead of causing an undue interruption for the entire classroom.

# Union Gap School Policies

## *After-School Events*

Students are expected to behave in the same manner required during the school day at all after school events. Students who are removed for inappropriate behavior from after school events, including but not limited to family nights, concessions and athletic events are subject to the following discipline:

- 1st offense – removed from activity
- 2nd offense – removed from activity and assigned detention
- 3rd offense – removed from activity with loss of after school event attendance privilege for the remainder of the school year.

Administration reserves the right to skip disciplinary steps based on the severity of the incident and contact law enforcement as needed.

If a student has been in in-house suspension or suspended for the day/evening of the after school event, they are restricted from attending due to their discipline. This includes Family Nights, sporting events, etc.

Law enforcement will be called if persons other than Union Gap students are attending a sporting event and have any items in their possession that are contraband, or under the influence of mind-altering substances. Students should be in school appropriate attire during all school events that occur.

## *Bed Bugs & Cockroaches*

The school building is routinely inspected for bed bugs & cockroaches and we carefully follow DOH recommendations to prevent an infestation in the school, but we cannot guarantee that a bed bug or cockroach brought in on a student's clothing or belongings will not be transmitted to another student. Please let the nurse and/or Principal know if you have bed bugs in your home so that we can formulate a plan for preventing spread. Your information will be kept confidential.

## *Book or Library Fines*

When books are issued, students should notify teachers of previous damage to the book. If there is unreported damage, the student may be held accountable.

Fines for books not returned or damaged beyond use will be charged based on the district's replacement cost of the book. Books too new to be listed in the used textbook catalog will be replaced as a new textbook based on prices in the Northwest Textbook Depository catalog. Other fines for ink, torn pages, or other minor damage not requiring textbook replacement will be determined by the reporting teacher.

All fines for damage to school materials are to be submitted to the office by the teachers/library at the end of each grading period. Students owing fines will be excluded from non-academic field trips, end of year field day participation, have report cards held or incur other disciplinary measures for damaging school materials**.**
**Fines will be sent home with student or mailed continuously throughout the school year.**

## *Cell Phones, Electronic Devices, or Smart Watches*

From 7:45 AM to 4:15 PM. Time in the classroom is an opportunity for learning. We work hard to limit the number of distractions that occur during class. Due to the TREMENDOUS and FREQUENT distractions that they cause, we have a campus-wide, cell-phone policy. Cell phones are to be turned off and stored in a locker or backpack and remain there until such time that the student's school day ends and the student has left the building. Students participating in after school activities including sports must have their phones off and stored in a locker or backpack until the student's activity or sport ends and they have left the school building. Staff members who see these items with students during the school day will confiscate them. **The school day starts at**

**7:45 am to 4:15 pm** daily due to after school activities. This policy applies to field trips as well where cellphone usage is at the discretion of coaches/advisors.

- 1st offense – return at the end of the day.
- 2nd offense – parent/guardian will need to come and pick up the phone.
- 3rd offense – phone will be returned at the end of the school year.

**This policy is in effect during stated hours and students are on district property (indoors or outdoors).**

**Electronic devices** (i.e. Tablets, music playing devices, wired or wireless earphones, laser pointers, cameras, smart watches, etc.) are not allowed on the school grounds at any time without the express permission of staff. Cameras may be brought on field trips and the last day of school. Discipline consequences are the same as cell phones.

Due to the expense associated with cell phones and any other electronic devices, Union Gap School will not be liable for loss, damage or theft of items. Students bring them on campus at their own risk. The school district is not financially responsible or liable for personal property that is stolen or damaged.

## *Classroom Food*

Classrooms are open to celebrations on the last Friday of the month to coincide with "Free Dress Day" and Student of the Month celebrations.

You must inform your student's teacher if you plan to bring snacks 24 hours in advance in order to prepare for this as well as bringing napkins, plates and eating utensils if necessary. The school cannot accommodate snacks on any other day. Due to life-threatening allergies treats must be nut free, store-bought and in the original container.

No food or drinks (other than plain water) are allowed in the classroom outside of celebrations occurring in the classroom on the last Friday of each month.

Water with additives or flavoring are not allowed as spills will stain carpet. Student/families will be responsible for staining of carpet in terms of a fine if the student spills colored water in the classroom.

No spill water bottles are encouraged for each student. The district provides 3 water bottle filling stations throughout the building.

Containers must be clear or see-through allowing for school staff to readily see the contents of the container. This applies to grades 5th through 8th.

Staff who provide students with snacks during the school day must adhere to the nutrition guidelines listed in UGSD policy 6700 and 6700p and the USDA Smart Snacks in Schools nutrition standards.

## *Classroom Sweeps*

Administration may from time to time enter classrooms with the intent of determining that students are in dress code and/or have cell phones on their person. Discipline may occur at this time.

## *Closed Campus*

After students arrive at school, they may not leave the school grounds until the end of the school day unless the principal or other administrator has excused them after receiving a parent/guardian's consent.

## *Counseling*

The school counselor is available to assist in scheduling classes, help solve conflicts and resolve personal problems, assist with behavioral issues, conduct individual and group counseling.

Student initiated appointments with the counselor should be made before or after school in the office. The counselor will notify a student's teacher of any scheduled appointment when appropriate.

## *Deliveries to School or Gifts*

Reminder – Union Gap School District has a NO DELIVERY POLICY in regard to all holidays or special occasions. This includes:

- Balloons
- Candy
- Stuffed animals
- Flowers
- Cards
- Food

This decision has been made due to the high amount of deliveries and lack of space. These deliveries not only disrupt the function of the office, but also the academic day of our students. The deliveries can also cause potential safety hazards on our buses. If you have any questions, please call the office and ask to speak with a principal. We appreciate your cooperation in keeping our schools a safe learning environment for your student(s).

**STUDENT OF THE MONTH** – Students are unable to keep items/gifts, balloons, etc. at school following Student of the Month assembly.

## *Detention/lunch detention*

### Teacher Assigned Detention/Lunch Detention

Teachers may assign detention/lunch detention for the following reasons:

1. As a consequence for tardiness.
2. As a consequence for violation of the behavior code.
3. As a way to have students complete or make up missing assignments.

A student's failure to serve assigned detention without prior arrangements will result in

rescheduling the detention, plus one additional detention. Further continuation of failure to complete assigned detention will be cause for referral to the principal and student will be assigned Saturday School. The assigning teacher MUST PROVIDE PARENTS/GUARDIANS AND STUDENTS DIRECT NOTIFICATION BY PHONE, PARENTSQUARE, EMAIL OR A 24-HOUR WRITTEN NOTICE. If students continue to skip detention, in-house suspension will be assigned.

**Parents need to assume that if their student is absent on the date of an assigned detention, it will be rescheduled for the next detention date without additional notice.**

**Parents/Guardians can give ongoing permission for assignment of lunch detention by written permission. This allows for students to be placed into lunch detention without parent/guardian contact. <u>This can be done for missing assignments only</u>. All forms of detention assigned due to misbehavior will result in a phone call home each time.**

## DISCIPLINE POLICIES AND PROCEDURES

*Students are responsible for treating each other fairly and for acting in compliance with school policies and reasonable directions from school staff. These policies and rules of student conduct are designed to provide students with a safe, healthy, and educationally sound environment. Students/Parents are expected to be aware of the school's rules of student conduct, including behavior standards that respect the rights, person, and property of others.*

### *<u>Discipline</u>*

Since students spend the majority of their time in classroom environments where behavior must conform to high standards, most discipline matters are managed in the classroom. Some student behavior is managed by the office through an office referral that will result in consequences based on the severity of the infraction. School staff will make every reasonable attempt to involve parents and students to resolve behavioral violations, because parent/guardian involvement is critical to the creation of safe and orderly environments. Parent/guardian notification is *desired* at all levels of consequences, but it is *required* whenever there is the possibility that a student might be removed from the regular school classroom or instructional activity area.

Students whose behavior violates the school's policies will be subjected to discipline that will be communicated to the student and parent/guardian according to the fair and equitable administration of this discipline by designated staff.

### *<u>Other Forms of Discipline</u>*

School staff have developed other forms of discipline that may apply consequently to the listed offenses/infractions. These other forms of discipline could include lunch detention, detention, Saturday School, Zero Hour, behavior agreements, or those listed later in the disciplinary options.

### *<u>Classroom Exclusion/Alternative Learning Environment</u>*

A teacher, substitute teacher or administrator has the right to exclude a student from a classroom, instructional or activity area for behavioral violations that disrupts the educational process or poses an immediate and continuing danger/threat to others while the student is under the staff member's immediate supervision. This may be done for the balance of a student's class, block, or for as long as is determined by an administrator. This is utilized to reduce school exclusions, whenever possible.

The teacher or the administrator will notify the student's parent/guardian regarding the classroom exclusion as soon as reasonably possible.

## *Suspensions and Expulsions*

Serious behavior or chronic misconduct may result in the imposition of exclusionary discipline resulting in the student's denial of attendance. Suspensions and expulsions can only be administered by the superintendent, the superintendent's designee, or a principal. ***Students on out-of-school suspension or expulsion are not to be on school grounds/property for the duration of the suspension or expulsion.***

- **In-School Suspension**: Behaviors that are serious enough to warrant removal from the classroom environment may warrant in-school suspension. In-school suspension will only be used in certain instances and assignment is at the principal's discretion. In-school suspension will include the participation of general curriculum under the direct supervision of school personnel.
- **Short-Term Suspension** means the removal for disciplinary reasons of a student from school for a period of not more than 10 days by a principal. The principal has the authority to remove a student for misbehavior for a specific time (not to exceed 10 school days) at his/her discretion. The principal or designee will meet with the student to explain the allegations against the student, evidence in support of the allegations, an explanation of the corrective action, and allow the student to respond to them. The parent(s)/guardian(s) will be provided information regarding the allegations and the student's due process rights.
- **Emergency Removal** means the immediate removal of the student from school by a principal based on sufficient reason that the student's presence poses an immediate and continuing danger to other students or school staff, or an immediate and continuing threat of substantial disruption to the educational process. An emergency removal will end or be converted to another form of corrective action within ten (10) school days once the principal and the parent(s)/guardian(s) meet to discuss the reason for the emergency expulsion and follow the due process as outlined in district policy.
- **Long-Term Suspension** or **Expulsion** means the removal of a student from school for a period not to exceed one academic term by a principal for designated, exceptional misconduct as described by district policy 3241 and procedure 3241p.

## *Communication or Grievances about Discipline Decisions*

Those who violate the Union Gap School Code of Student Conduct will be subject to appropriate levels of consequences. However, school staff follow established procedures to address grievances of parents or students related to other forms of discipline, classroom exclusion, and exclusion from transportation or extra-curricular activity. The grievance procedures include an opportunity for the student to share his or her perspective and explanation regarding the behavioral violation. Parents/guardians may speak with school staff further about the imposition of any classroom exclusions or the use of other forms of discipline. If a parent/guardian remains dissatisfied or aggrieved, they may request an informal conference with an assistant principal or principal. If the situation remains unresolved, the parent/guardian may meet with the superintendent.

*Levels of Consequences:* Union Gap School Code of Student Conduct

| Level | Disciplinary Options | |
|---|---|---|
| 1 | ***Classroom Level Interventions***<br>Teachers use the following interventions to help the students change behavior in the classroom. If these interventions are successful, referral to the principal may not be necessary | |
| | **Parent contact** | Counseling |
| | Warning | In-class time out |
| | Letter of apology | Brief time out in another classroom setting |
| | Loss of privileges/recess | Reinforcement of appropriate behaviors |
| | Seat change | Lunch detention |
| | Teacher conference with student | Reflection sheet |
| 2 | ***Appropriate when Level 1 consequence/intervention has been ineffective***<br>Teachers use the following interventions to help the students change behavior in the classroom. In some cases, referral to the school administrator may be necessary. | |
| | **Parent contact** | Teacher and/or administrator conference with student |
| | Confiscation of item | Detention |
| | Supervised time-outside of classroom | Classroom exclusion |
| | Conference with parent or guardian | Reflection sheet |
| 3 | ***Administrator/Office Level Interventions***<br>***Appropriate when Level 2 consequence/intervention has been ineffective*** | |
| | **Office referral required** | In-school suspension |
| | **Parent/guardian notification required** | Specially assigned recess |
| | Loss of recess | Short-term suspension (1 – 3 days) |
| | Detention | Classroom exclusion |
| | Saturday School | Behavior contract |
| | Zero-hour | Behavior plan |
| 4 | ***Appropriate when Level 3 consequence/intervention has been ineffective*** | |
| | **Office referral required**<br>**Parent/guardian notification required** | Saturday School<br>Modified school day<br>Short-term suspension (4-10 days)<br>Behavior contract<br>Behavior plan<br>Zero-hour |
| 5 | ***Appropriate when Level 4 consequence/intervention has been ineffective*** | |
| | **Office referral required**<br>**Parent/guardian notification required**<br>Long-term suspension (10+ days)<br>Expulsion up to one academic term<br>*Building administrators may contact law enforcement | |

*In addition to any of the above consequences, restitution for loss or damage will be required, if necessary

# Discipline Consequences: Union Gap School Code of Student Conduct:

| Offense/Infraction | First Occurrence | Second Occurrence | Subsequent Occurrences | Reportable to Police/Court System |
|---|---|---|---|---|
| Absence (unlawful)<br>Excessive absences may result in recommendation for retention/court proceedings (BECCA) | Warning to lunch detention | After school detention | Zero Hour or Saturday School | Yes |
| Alcohol and other drugs including tobacco and synthetic drugs (spice, for example). This could include possession, consumption, distribution, or possession with intent to distribute. | Exclusion to short-term suspension | Short-term suspension to long-term suspension | Long-term suspension to expulsion | Yes |
| Assault | Exclusion to short-term suspension | Short-term suspension to long-term suspension | Long-term suspension to expulsion | Yes |
| Cell Phone/Electronic Devices<br>These will be confiscated if in use or seen by staff during school hours. | Student pick up after school | Parent/guardian pick up | School keeps until end of academic school year | |
| Cheating/Plagiarism | Warning to lunch detention | After school detention to zero hour | Saturday school to short-term suspension | |
| Classroom/Hallway Food<br>Non school-provided snack | Lunch detention | After school detention | Zero hour to Saturday school | |
| Computer Misuse<br>Based on criminal behavior, malicious modification/use, and/or mischievous modification/use | Warning to expulsion | Warning to expulsion | Warning to expulsion | |
| Defiance | Warning to lunch detention | After school detention to zero hour | Saturday school to short-term suspension | |
| Destruction of School Property/Vandalism | After school detention to exclusion | Exclusion to short-term suspension | Modified school day to short-term suspension | Yes |
| Disrespect | Warning to lunch detention | After school detention to zero hour | Saturday school to short-term suspension | |
| Disruptive conduct | Warning to exclusion | Exclusion to short-term suspension | Short-term suspension to long-term suspension | |
| Dress code violation<br>(See dress code requirements) | Warning | After school detention | In-school suspension | |
| Fighting (includes instigation/insight fighting) | Exclusion to short-term suspension | Short-term suspension | Short-term suspension to long-term suspension | Yes |
| Forgery | After school detention to exclusion | Exclusion to short-term suspension | Short-term suspension | |
| Gang Activity | Exclusion to short-term suspension | Short-term suspension to long-term suspension | Long-term suspension to expulsion | Yes |
| Gum | Lunch detention | After school detention | Zero hour to Saturday school | |
| Harassment/Intimidation/Bullying | Exclusion to short-term suspension | Short-term suspension to long-term suspension | Long-term suspension to expulsion | |
| Inappropriate Actions—physical contact, sexual activity | Warning to exclusion | After school detention to short-term suspension | Zero hour to long-term suspension | If illegal |
| Inappropriate language | Warning to exclusion | After school detention to short-term suspension | Zero hour to short-term suspension | |
| Leaving an area, leaving class, and/or school grounds without permission | Warning to lunch detention | After school detention to zero hour | Saturday school to short-term suspension | Yes |

| Offense/Infraction | First Occurrence | Second Occurrence | Subsequent Occurrences | Reportable to Police/Court System |
|---|---|---|---|---|
| Matches/Lighters | Exclusion to short-term suspension | Short-term suspension to long-term suspension | Long-term suspension to expulsion | Yes |
| Possession and/or use of dangerous or illegal items (drugs/tobacco/e-cigarettes/vapor pens/lewd material) | Exclusion to short-term suspension | Short-term suspension to long-term suspension | Long-term suspension to expulsion | If illegal |
| Removed from detention | Double detention to exclusion | Exclusion to zero hour | Zero hour to in-school suspension | |
| Sexual Harassment | After school detention to exclusion | Exclusion to short-term suspension | Modified school day to short-term suspension | If illegal |
| Skipping Assigned HUGS | Redo and one lunch detention | Redo and two lunch detentions | Redo and one to two zero hour(s) | |
| Stealing/Theft | Lunch detention to exclusion | Exclusion to short-term suspension | Modified school day to short-term suspension | Yes |
| Tardiness (parent conferences may be required) | Warning to lunch detention | After school detention | Saturday school or Zero Hour | |
| Threat to staff and/or student(s) | Exclusion to short-term suspension | Short-term suspension to long-term suspension | Long-term suspension to expulsion | Yes |
| Truancy—Skipping School | Warning to Lunch Detention | After school detention | Zero hour | Yes |
| Unsafe Action(s) | After school detention to exclusion | Exclusion to short-term suspension | Modified school day to short-term suspension | Yes |
| Weapons (including look-a-like guns) | Short-term suspension to expulsion | Long-term suspension to expulsion | Expulsion | Yes |
| Possession of: Firearm | Long-term suspension to expulsion | Long-term suspension to expulsion | Long-term suspension to expulsion | Yes |
| Possession of: Knife (1 ½" or smaller blade) | Exclusion to short-term suspension | Short-term suspension | Short-term suspension | |
| Possession of: Knife (blade longer than 1 ½") | Short-term suspension | Long-term suspension | Long-term suspension to expulsion | Yes |
| Possession of: Weapon (other than knife or firearm) | Exclusion to short-term suspension | Short-term suspension to long-term suspension | Long-term suspension to expulsion | Yes |
| Use of Weapon to Cause Injury or Attempt to Cause Injury | Long-term suspension to expulsion | Long-term suspension to expulsion | Long-term suspension to expulsion | Yes |

***Levels of consequences vary due to the age levels of our school.**

**Although the administration reserves the right to circumvent all, or a portion, of the discipline ladder in accordance with WAC 180-40-200 under statutory authority RCW 28A.04.132, a guideline of recommended action for misbehaviors is listed above.** Note that students who earn suspensions for these more serious misbehaviors will likely be sent home, not held for in-school suspension. In addition, these more serious misbehaviors may be referred to the police for possible legal action. Also, a repeat of any of these misbehaviors may result in an advance to a long-term suspension.

## *Zero-Hour*

*A. GUIDELINES AND PROCEDURES*

The entire premise behind the Zero-Hour program at Union Gap School is to provide students an alternative to suspension from school. Students are responsible to attend the Zero-Hour session recommended by an administrator and approved by the student's parent/guardian.

1. Students who are assigned after school detention on Tuesdays and/or Thursdays and are removed for behavior problems may be assigned the next Zero-Hour session.

2. Students who fail to attend the previously arranged Zero-Hour session will be disciplined as follows during the course of the school year:
   - First offense during the school year: The Zero-Hour assignment will be doubled.
   - Second offense during the school year: the student will be assigned Saturday School.
   - Additional offenses will incur additional discipline as assigned by the Principal/Assistant Principal.

Note: In situations where students miss Zero-Hour for bad weather conditions, the decision of the administration is final if weather conditions were poor enough to be absent from the assignment. If Zero-Hour is cancelled due to weather, the Principal/Assistant Principal will call home to notify parents of cancellation.

*B. STUDENT RESPONSIBILITIES DURING ZERO-HOUR ASSIGNMENTS*

1. Students must arrive on or before 6:45 a.m. The doors will be locked after this time, and no one will be allowed into the room. Students who arrive to Zero-Hour late for any reason will not be allowed to attend Zero-Hour during that session and additional discipline will follow. School rules and dress code/uniform policies are in effect.
2. Additional homework or reading material must be brought with the student to Zero-Hour. Students who fail to bring in materials will be required to complete the current Zero-Hour and an additionally assigned Zero-Hour the following school day.
3. Students who are serving Zero-Hour will not be allowed to leave the room at any time until their assigned time is completed.
4. Once Zero-Hour begins, talking or any other disruption will not be tolerated. Students will work for their assigned time (1 hour). Failure to follow Zero-Hour rules and/or dismissal for disciplinary reasons from Zero-Hour will result in additional discipline.
5. Once the Zero-Hour time is served and completed at 7:45 a.m., the student may leave the office and go to the cafeteria and/or outside recess.

## *Saturday School*

*A. GUIDELINES AND PROCEDURES*

The entire premise behind the Saturday School program at Union Gap School is to provide students an alternative to suspension from school. Students are responsible to attend the Saturday session assigned by the administration. Only those students who can justify missing Saturday School because of illness with a valid doctor's excuse indicating emergency treatment will be considered. This excuse must be presented to the office of the Principal the Monday morning following the Saturday School session missed. Acceptance of this excuse is strictly left

up to the discretion of the Principal. Under no circumstances will parental notes be accepted for missing an assigned Saturday School session.

1. Students who are assigned after school detention on Tuesdays and/or Thursdays and are removed for behavior problems will be assigned the next available 2 hour Saturday School.
2. Students who fail to attend assigned Saturday School will be disciplined as follows during the course of the school year:
   - First offense during the school year: The Saturday School assignment will be doubled.
   - Second offense during the school year: the student's Saturday School assignment will be doubled and In-School Suspension (ISS) will be assigned for the following Monday.
   - Additional offenses will incur additional discipline as assigned by the Principal/Assistant Principal.

Note: In situations where students miss Saturday School detention for bad weather conditions, the decision of the administration is final if weather conditions were poor enough to be absent from the assignment. If Saturday School is cancelled due to weather, the Principal/Assistant Principal will call home to notify parents of cancellation.

*B. STUDENT RESPONSIBILITIES DURING SATURDAY SCHOOL ASSIGNMENTS*

6. Students must arrive on or before 8:00 a.m. The doors will be locked after this time, and no one will be allowed into the room. Students who arrive to Saturday School late for any reason will not be allowed to attend Saturday School during that session. School rules and dress code/uniform policies are in effect.
7. Additional homework or reading material must be brought with the student to Saturday School. Students who fail to bring in materials will be required to check out and read a book. This will result in another Saturday School being scheduled.
8. Students who are serving in 2 hour Saturday School will not be allowed to leave the room at any time until their assigned time is completed.
9. Students assigned 4 hour Saturday School will be allowed a 15-minute in-school break to go to the bathroom at 10 am.
10. Once the Saturday School time is served, the student is required to leave the school building immediately.
11. Once Saturday School begins, talking or any other disruption will not be tolerated. Students will work for their assigned time (two or four hours). Failure to follow Saturday School rules and/or dismissal for disciplinary reasons from Saturday School will result in additional discipline.
12. Parents/ Relatives/ Friends, will not be allowed to pick up students earlier than their time of dismissal
    - 2 hour Saturday School - (8 am until 10 am)
    - 4 hour Saturday School - (8 am until 12 noon)
13. IN-SCHOOL SUSPENSION (ISS): One day spent working under the supervision of office staff. Homework will be gathered at the end of the day. Breaks will be given periodically.

## *Paraprofessional Discipline Ladder for Playground*

This step-by-step process should be repeated as appropriate to address and resolve misbehavior.

Action Step #1: Verbal warning, review of school rules and behavior expectations.

Action Step #2: Time-out in designated area of playground.

Action Step #3: Reflection Sheet

Action Step #4: Referral to principal. The principal may assign students to a specially determined recess for a specific period of time to address the behavior or actions that resulted in discipline.

## Transportation, Bus Behavior, and Consequences

Proper behavior by students at bus stops and on the school bus translates to safe transportation. Students who do not follow bus rules face the loss of bus privileges. **NO BALLOONS ARE ALLOWED ON BUSES!**

Behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff investigates, appropriate disciplinary action will follow. Generally, misconduct on a school bus will not deny a student access to the classroom. School suspension, including expulsion, will occur only in special cases of misconduct that warrant this type of action. Audio and video capabilities are installed in our buses.

### *Bus Behavior Expectations for All Students*

***Students are expected to observe the following rules for safety and courtesy on the bus. District staff members are not responsible for the supervision and safety of students from home until they board the bus, and from the bus stop to home. Students younger than 3rd grade must be met or be accompanied at the bus stop by a parent, guardian, or an older sibling.***

| 1. At the Bus Stop | 2. When the Bus Arrives |
|---|---|
| • Arrive at the assigned stop 10 (ten) minutes before the bus pickup.<br>• Be respectful and watchful of traffic.<br>• Wait in a quiet and orderly manner.<br>• Wait for the bus in a safe place, clear of traffic, and away from where the bus stops.<br>• Stay off private property. | • Allow the bus to come to a complete stop.<br>• When boarding, stay away from the danger zone and wait until the bus has stopped with warning lights flashing and all traffic has come to a stop.<br>• If crossing the street is necessary, cross in front of the bus only.<br>• Board the bus in a single file.<br>• Board the bus in a quiet and orderly manner. |

| 3. On the Bus | 4. Exiting the Bus |
|---|---|
| • Follow the instructions of the bus personnel promptly and respectfully.<br>• Be respectful of all people, including all bus personnel. | • Remain seated until the bus comes to a complete stop.<br>• Exit the bus at bus stop in an orderly manner. |

| | |
|---|---|
| • Food may not be eaten on the bus. Water only.<br>• No gum allowed.<br>• Use language appropriate for the school setting.<br>• Keep the bus neat and clean.<br>• Talk quietly and politely.<br>• Sit in assigned seat, if one is assigned by bus personnel.<br>• Stay in seat while bus is moving.<br>• Remember that school rules apply to students on the bus.<br>• Keep hands, heads and/or arms inside the bus at all times. Windows should not be opened without driver permission.<br>• Keep books, bags, and personal belongings out of the aisle<br>• Students are to treat the bus and bus seats with respect. Damage of school property will result in the student being held responsible for the cost of repairs/replacement. | • Exit at your assigned bus stop.<br>• Cross in front of the bus only. |

| *Consequences for Infractions Related to Transportation*<br>For all students include, but are not limited to: | | | |
|---|---|---|---|
| **1st Offense** | **2nd Offense** | **3rd Offense** | **4th Offense** |
| **Parent conference or communication**<br><br>**Appropriate Action Required** | **Bus Suspension (**1-5 days) | **Bus Suspension (**5 - 10 days) | **Bus Suspension** (for remainder of year) |
| | Additional bus consequences or discretionary discipline may occur for any offense at any time that is serious in nature to ensure the safe transportation of students. The consequences or discipline will be assigned by a building administrator. | | |

## *Dress Code and Uniform Requirements*

Washington state law allows school districts to require school uniforms as an enrollment requirement (RCW 28A.320.140, RCW 28A.600.455)

There will be free dress day on day of school pictures and retakes.

## *Union Gap School District Uniform Guide*

Here's what you'll need to know to get your child "Dressed for Success" for all students in Preschool through 8th grade, from UGSD Board Policy 3224BP 3224, P1-3.

**Students in all grades must wear uniform shirts.** You may purchase items at any store as long as they meet all uniform and dress code requirements. The school district will also sell uniform shirts at cost. School uniforms must be worn, if student is on campus, from 7:45 a.m. through 4:15 p.m. unless an exception is approved by the administration.

**Final approval of dress code policy lies with the principal or designee.**

## *Description of the Union Gap School District Uniform*

- **Black, white, or gray short- and long-sleeved traditional collared polo shirts with buttons (only top three button holes are not required to be used/buttoned) are required at all grades.** Shirts and all outerwear must fit well and not be oversized or undersized. Shirts can be worn untucked but must be of appropriate length. **Layering shirt colors is ok but all shirt colors must be of uniform solid color (gray, black or white).** For example, layering a gray polo shirt over a white tank top or t-shirt.

- **Black, white, or gray jackets, sweaters, and sweatshirts are allowed in all grades.** All outerwear must fit well and not be oversized or undersized. Zippered outerwear is allowed but hoods (if any) must remain down in the building. Any outerwear worn during class must not interfere with learning. Any outerwear worn during class must be of uniform colors and has to be one solid uniform color and pattern (no stripes or multiple colors). Any other color of outerwear may be worn to school but must be hung up, put in lockers or classroom cubbies during school hours. Polo shirts must be worn under non-uniform jackets/sweatshirts and visible at all times. **Polo collars must be up and showing at all times if polo isn't dominant in dress.**

- Middle School athletic team jerseys, Band, K-Kids, ASB, and Greenhouse Club shirts may be worn the day of a specific school event; i.e. a music concert, ASB event/meeting, middle school sporting event, once a month K-Kids meeting. **All shirts must be the most current year activity shirt**.
- The district sponsored logo sweatshirts or T-shirt is considered uniform clothing and no polo needs to be worn under these clothing items but any clothing beneath must be uniform color.
- Students may wear coats to and from school and at recess. Coats **do not** need to be uniform color. However, the coat must be hung up, put in lockers or classroom cubbies upon arrival to school. Non-uniform coats/jackets, etc. can only be worn in the building when going in or out

for recess or coming in or leaving for the day. **They are also not to be worn between class periods in the halls**.

- No **unapproved or brand logos**, wording, large lettering, or pictures are allowed on polo shirts regardless of color. **Exception**: Students may put their legal last names only on the back of their logo sweatshirts but must be in block letter format, black in color and readable.

- **On scheduled meeting/game days, the wearing of uniforms or any additional articles of clothing must adhere to the Union Gap School District Dress Code. (i.e. Scouts, Union Gap team jerseys, band shirts, school district approved clubs/organizations, etc.)**

## *Free Dress Day!*

Last Friday of each Month, picture days and last day of school.
Students may wear their favorite shirts, pants, dress or shorts as long as the apparel does not violate the district dress code. The only exemption is October, where free dress day will be the last school day of month to coincide with Halloween.

## *Principal's Award for Free Dress Days!*

Students in grades 3 through 8 may earn additional Free Dress Days through the *Principal's Award for Free Dress* program. Eligibility is based on academic achievement, good attendance, and displaying positive behavior. Eligibility will be reviewed monthly and may be adjusted at the discretion of the principal or designee. Students meeting the criteria will be notified in advance and may participate without a uniform on the designated Fridays.

**All clothing worn during school hours or at school-sponsored events must adhere to the Union Gap School dress code.**

**Discipline:** Students not following the uniform or dress code will be subject to progressive discipline.

**Students in all grades must wear uniform shirts.** You may purchase items at any store as long as they meet all uniform and dress code requirements. The school district will also sell uniform shirts at cost. School uniforms must be worn from 7:45 a.m. through 4:15 p.m. unless an exception is approved by the administration.

**Final approval of dress code policy lies with the principal or designee.**

## *Dress Code for Union Gap School District*

Applicable 7:45 – 4:15 while on campus. District Policy 3224 P(2)

Union Gap School District is dedicated to providing a positive learning environment helping students to achieve their academic potential. Student dress should exhibit modesty and safety promoting a general respect for the learning process. Students and staff are asked to conform to the dress code designed to prevent dress and appearance from distracting in any way from the educational process. Final dress code approval is subject to decision of principal or designee.

**HEAD**:

No hats, sweatshirt hoods, sweater hoods, visors, bandanas, head scarves, scull-caps, beanies, baseball caps or hairnets are to be worn inside the building unless for an approved school activity such as Spirit Week.

**UPPER CLOTHING**:

Upper clothing must be cut so as not to expose undergarments, chest area, cleavage, midriff or back. (Spaghetti/thin straps and large armholes are prohibited.)

**LOWER CLOTHING**:

1. All lower clothing (pants/shorts/skirts/etc.) shall be worn at the hips or above and be no more than 1 inch above the knee. No sagging, bagging, or dragging and no undergarments showing. Clothing must fit size and stature of the student and not be too form fitting (yoga/sweat pants or jeggings)
2. Length of shorts should be at least a mid-thigh.
3. Skirts, or dresses worn over a polo shirt, must be no higher than 1 inch above the knee.
4. Slits in dresses or skirts must be no higher than 1 inch above the knee.
5. Pajamas are not allowed to be worn on campus during school hours. This includes "lounge pants".

Leggings worn as pants are not allowed in grades 6-8.

**ALL CLOTHING**:

1. Tight-fitting (yoga, sweat pants, or other athleisure wear in grades 6-8) or otherwise revealing clothing is not permitted.
2. See-through clothing is not permitted.
3. Underclothing should not be visible through outer layers of clothing.
4. Intentional tearing or ripping of clothing is not permitted if it does not meet other dress code requirements (**no rips showing skin 1 inch above the knee**). This includes clothing that is purchased with "rips".

**FOOTWEAR**:

1. Footwear must be worn at all times and must be age-appropriate for activities and emergencies.
2. No slippers are allowed to be worn on campus during school hours.
3. No footwear that interferes with the instructional environment will be worn. For example, shoes that light up when NOT walking, or with wheels.

**GENERAL**:

1. Clothing/accessories shall not convey messages that are: crude, vulgar/profane, violence/death oriented, gang-related, sexually suggestive, or promote alcohol, drugs or tobacco. Tattoos and/or Body Art that exhibit these qualities must not be exposed.
2. Wearing tongue jewelry (tongue piercing) is prohibited.
3. Any jewelry or piercing(s) that may present a safety or health issue is prohibited. This includes PE classes and Band.
4. Belts must be tucked into belt loops and not be hanging. Lanyards are not to hang out of pockets.
5. No clothing, belts, jewelry, etc. with inappropriate messages.
6. No hairstyles that interfere with instruction or student attention.

## *Gang-related Attire/behavior*

1. Students may not wear gang-related jewelry, hairpieces, and/or clothing. For example, having only the top one or two buttons of the shirt fastened, chains inside or outside of pants pockets, hanging overall straps or suspenders, excessively large pants, belt buckles indicating gang affiliation, red or blue web belts, and un-looped belts hanging below the waist are not permitted. If a belt is necessary, twine will be provided and must be used in lieu of gang-related belt. Prohibited colors are currently red and blue however any other color(s), deemed to be gang related, may also be banned.
2. No wearing of blue or red dots on visible parts of the body. Prohibited colors are currently red and blue however any other color(s), deemed to be gang related, may also be banned.
3. No drawing of gang names or symbols on the hands or between fingers or on other visible parts of the body.
4. Any haircuts that signifies potential gang affiliation are prohibited.
5. No gang writing or symbols on notebooks or assignments.
6. No shaved or notched eyebrows.
7. No rosary beads are permitted on campus.
8. Clothing that implies or glamorizes gang membership or affiliation, written communication, marks, drawings, numbers, painting or design emblems will not be permitted.

Any amendments must be approved by Principal/Superintendent. **Any further restrictions or interpretation of this policy shall be the responsibility of the administration**.

## *Dismissal*

Students must leave school in a safe and orderly manner at the end of each day. At dismissal, students are expected to walk in the hallways, outside on adjacent sidewalks, on the way to buses, the pickup line, and as they leave to walk to the neighborhoods (how is this being enforced?). Students should avoid loitering in hallways unattended and outside the school building at dismissal time. Once students have exited the building, they may only enter through the main office doors(not happening by the playground).

## *Dress Code Protocol at Union Gap School*

**Students not adhering to dress code:**

a) **1st offense –** teacher/student calls parents/guardian; teacher documents infraction. Student goes to office to get in dress code. If student receives a loaner shirt, their personal (non-dress code) shirt will be held until the loaner shirt is returned and they will sign out the loaner shirt and fined if not returned. If loaner shirt is not available, student will call parent. **Discipline - Warning**
b) **2nd offense** – Student to office to call parent. Office documents in Skyward. Parent must bring appropriate uniform attire to school. **Discipline - assigned detention for insubordination.**
c) **3rd offense –** Student to office to call parent. Office documents in Skyward. Parent must bring appropriate uniform attire to school. **Discipline – parent conference/in-house suspension for insubordination.**
d) **Any additional offenses with dress code will result in progressive discipline.**

## *Purpose for Student Dress Code Policy*

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall conform to the district Dress Code and not:

A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
B. Create a health or other hazard to the student's safety or to the safety of others.
C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

The principal, in connection with the sponsor, coach, or other person in charge of an extra-curricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

A. Creates a hazard to the student's safety or to the safety of others.
B. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded

from the extracurricular activity for such period as the principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

## *Discrimination*

Union Gap School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator/Title IX/Affirmative Action Officer/Section 504/ADA Coordinator:

**Civil Rights Coordinator**
Patrick Vincent, Principal
3201 S. 4th Street
Union Gap, WA 98903
pvincent@uniongap.org
(509) 248-3966 x306

**Title IX Officer**
Celia Jimenez, Assistant Principal
3201 S. 4th Street
Union Gap, WA 98903
Cjimenez@uniongap.org(509) 248-3966 x304

**Section 504 Coordinator**
Patrick Vincent, Principal
3201 S. 4th Street
Union Gap, WA 98903
pvincent@uniongap.org
(509) 248-3966 x306

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online on the district website. (Board Policy 5011/Procedure 5011P)

## *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 on the district website. (Board Policy 3205/Procedure 3025P)

**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 is listed above. This is often the fastest way to revolve your concerns.

**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

## *Drug-Free Schools Policy*

**Definition of Drug** – Any substance that alters perception or behavior reducing that individual's ability to function appropriately in the academic setting.

The Union Gap School District recognizes the effects that alcohol, tobacco and other drugs have on students, the school community and the student's home life. School staff shall work with the home and community to identify resources that are appropriate and work within the means of the students and families involved. The Union Gap School District will seek support, cooperation and coordination of public and private agencies, including representatives from the instructional staff, students, parents, local government and law enforcement, and mental health and drug treatment agencies.

**The school recognizes that the use of illicit drugs and unlawful possession and use of alcohol is harmful. The standard of conduct in the Union Gap School District directs that students shall not possess, use, manufacture, transfer, conceal, sell, attempt to sell, deliver**

**nor be under the influence of narcotics, alcohol, other drugs, or materials/substances represented to be a drug.** Students shall also not be in possession of any drug paraphernalia including any form of vape pen. The policy covers prescription medications that are distributed illegally as well. This policy will be in effect on property owned, leased or maintained by the Union Gap School District at all school sanctioned activities, on and off campus, in vehicles used to transport students to and from school or at other school related activities.

Students in violation of this policy will be subject to appropriate Student Code of Conduct procedures, **up to and including sanctions for expulsion and referral to law enforcement for prosecution to be imposed on students who violate the standards of conduct.** In addition to disciplinary actions, students in violation of the standard of conduct regarding use or possession of drugs or alcohol may be referred to the counselor in order to develop appropriate behavioral intervention plans. When there is a referral related to drugs, an assessment for chemical dependency may be required before the student is allowed to return to school; the parent/guardian is responsible for any expense related to the assessment and treatment. Furthermore, the student who is referred for assessment/treatment must follow procedures recommended in the assessment/treatment to be eligible to return to school.

## *Field Trip Policy (Non-Academic/fun)*

To attend school field trips, students must meet the following criteria:

1. **No** level 3 discipline action within one month of the proposed field trip. Any level 3 discipline action within 6 months may be deemed grounds for not attending field trips.
2. Student shall not be in violation of the district and/or state attendance requirements.
3. **Students owing fines will be excluded from field trip participation.**
4. Student must have a C- (70%) in every class he/she is enrolled in within 14 days of the field trip, or, if not passing, either attend after school tutoring to show effort toward the failing classes (subjects) or make a reasonable effort toward improvement as determined by the teacher.**

Any grade level that has additional requirements (academic, effort and behavior) that are not listed above in order to be eligible for field trip participation will notify parents/students of such requirements.

School rules (cell phone, dress code, etc) apply on school sponsored field trips or at the discretion of the teacher.

**Any student not meeting all of the above criteria must be notified at least 5 days prior to the field trip, in writing, by the appropriate teacher. Parent contact must be made and documented at least 5 days prior to the field trip. Administrators have the right to remove students from a field trip as late as the day of the activity based on discipline.**

*Level 3 discipline shall include, but not be limited to, the following:

| | | |
|---|---|---|
| bullying | dangerous behavior | fighting |
| defiant behavior | drug possession | vandalism |
| violations of behavior plan | weapon possession | bus infractions |
| student safety concerns | | |

**Middle School Students may be required to be released from scheduled classes by individual teachers.

Students must ride the school bus to and from field trips. Exceptions may be granted for extenuating circumstances, but only if the student's parent/guardian is in the vehicle.

If any medications will be required on the field trip, please discuss this at least one week in advance with the school nurse. Students with life-threatening health conditions (i.e. asthma, diabetes, severe allergies, etc.) must be cleared by the school nurse.

## *Gang-Related Activity*

It is the responsibility of the students, families and staff to report a student who:

- brings gang-related materials and pictures to school
- wears gang-related clothing
- is involved in gang-activities (flashing/throwing gang signs, etc.)

Gang related writing on books, notebooks, binders, etc., is not allowed on school property. Students exhibiting this style of writing will receive disciplinary consequences. **Gang-related items will be confiscated and not returned.** See Student Code of Conduct for discipline/consequences. The student may be placed on a gang contract that will follow him/her to high school.

## *Gum*

Chewing gum is not allowed at Union Gap School. Discipline will be followed under the offense, **School Infraction. If gum infractions continue, progressive discipline will commence.**

**Guns-Free Act**

A violation of the gun free school policy will result in a mandatory one-year expulsion that may be modified on a case-by-case basis, with prompt notification of parents and law enforcement.

## *Halloween Costume Policy*

Halloween will be celebrated on the last school day of the month as free dress day. Students can wear Halloween costumes on this day. No masks or toy weapons are allowed and costumes must conform to Union Gap dress code. Face paint that distracts from the learning environment will have to be removed. As we have students in our building ages 3-14, gory face paint may be inappropriate for younger students, therefore is prohibited.

## *Harassment, Intimidation, or Bullying*

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 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 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 (Assistant Principal) 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, 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.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210p or visit the website.

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 or visit the 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: Patrick Vincent, Principal, 3201 4th Street, Union Gap, WA 98903. pvincent@uniongap.org, 509-248-2966 x. 306.

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Celia Jimenez, Assistant Principal, 3201 4th Street, Union Gap, WA 98903. cjimenez@uniongap.org, 509-248-2966 x. 304.

Concerns about disability discrimination:
Section 504 Coordinator: Patrick Vincent, Principal, 3201 4th Street, Union Gap, WA 98903. pvincent@uniongap.org, 509-248-2966 x. 306.

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Patrick Vincent, Principal, 3201 4th Street, Union Gap, WA 98903. pvincent@uniongap.org, 509-248-2966 x. 306.

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 the superintendent or designee 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

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211p, or visit the website. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: The Civil Rights Coordinator. For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

## *Head Lice*

In the event that a student is found to have head lice, the parent will be contacted and educated on the treatment of head lice. Because lice do not transmit disease and are not considered a public health threat, a student with live lice or nits will usually not be excluded from school, but this will be determined case by case.

Children with lice are uncomfortable and may suffer social stigma, so families are encouraged to treat them with proven methods (currently Permethrin 1% is recommended). It is especially important to check the head daily and remove live lice and any nits close to the scalp, to treat the entire family, and to wash bedding and vacuum any place the infested head has been in contact with (car seats, carpet, furniture).

## *HUGS: Helping Union Gap Students*

Extra tutoring and academic assistance is available for eligible students after school on Tuesdays and Thursdays from 3:15 – 4:15 P.M. Students will be recommended for HUGS in K-6 by their teachers.

HUGS will take precedent over after school detention. If students are assigned detention on a HUGS date, detention will be moved to the next available date or assigned 2 lunch detentions for every after-school detention assigned. If no detention is available as an alternative, an administrator will assign an alternate but comparable disciplinary consequence such as Zero-Hour or Saturday School. Late busing services are available for students participating in HUGS and Credit Retrieval.

## *Late Work Policy*

Teachers need to be able to determine as soon as possible whether or not students have understood key concepts or have mastered specific skills. If students do not turn in assignments on time, the teacher cannot adequately evaluate the student's progress. In addition to teaching subject matter, one of the school's goals is teaching students to be responsible for their own learning and for meeting deadlines that will be important throughout life. Students are expected to complete and turn in assignments on time. Teachers develop their own late work policy. Contact your child's teacher(s) for specific details.

## *Medical Information Requests*

Information requested of teachers by physicians and/or mental health personnel (behavior rating scales, narrative reports, reference letters, etc) must be given to the front office. The front office

will ensure that the forms are given to the teachers. After completion, the forms are not returned to the parent/guardian but rather will be faxed or mailed directly to the provider.

## *Medication at School*

It is generally safer for a student to receive medication at home. However, there may be times when it needs to be given at school. State laws dictate who may give medicine at school and the authorization needed for it. Below is a summary of the procedure for giving medication at school. *It applies to both prescription and over-the-counter medications*.

***Who can give medications at school?***

1. Parents
2. Nurses, but only with a written order from the doctor and the parent
3. Certain staff members, but only with written orders and having been trained by the nurse

***What about emergency medications, like inhalers or EpiPens?***

Students are encouraged to carry their inhalers or EpiPens whenever possible. The nurse will work with them to determine the best place to keep them, depending on the age of the child and other circumstances. It is important that emergency medications be immediately available on the bus and in the various places the students move to throughout the day. Many parents provide medication for the student's backpack and an extra to be kept in the nurse's office.

***What is the procedure for having staff give medication to students?***

1. Parents and health care providers must complete the Medication Order Form (available at the school or your medical clinic).
2. Parents should bring the medication to the school office. This prevents theft or misuse.
3. Medications must be in the original package, with original labeling. If it is a prescription, ask the pharmacist to package the doses needed at school separately so it won't need to be carried back and forth from home to school.

***What if the student becomes sick at school?***

Sick children need to go home where they can be cared for and won't infect other children. The school cannot give medicine to treat fevers. The school does not have medicine to treat headaches, rashes, etc.

***What about other "non-medications"?***

- Parents may send cough drops with the student, but the nurse will evaluate the child and the cough before using them. They should not be used during recess or PE or other physical activity.
- Students may bring their own lip balm or hand lotion (not to be shared with other students).
- Any sunscreen used for field trips or field days must be supplied by the parent/guardian but staff members can apply the sunscreen for the students as

needed.

## *MTSS (Multi-Tiered System of Supports)*

MTSS is a multi-tiered process designed to provide interventions or support for all students, whether they are struggling or highly achievers. As part of this process, all students in grades Kindergarten through 8th grade receive universal testing in reading, writing and math at least three times a year. The data generated from this testing helps us determine which students may need extra support. The tiers to this testing are as follows: Benchmark (students at grade level on basic skills), Strategic, (students may need some extra support), and intensive (students may need a different program such as small groups and focused instruction).

Another component is progress monitoring, which are short tests that are given monthly to ensure that students are making progress in their basic skills. This ensures that the research-based interventions used are working. Sometimes if students are not making the expected progress, diagnostic tests may be given to pinpoint the exact skills that are missing.

The data collected is used to inform the school staff not only how individual students are performing but how the district as a whole is performing. This assists the staff and administration in their collaboration efforts to analyze student data and continue to improve processes at all levels of our school system.

## *Notice of Inspection*

Students should be aware that the school district, may from time to time, utilize drug-sniffing dogs in an effort to detect drugs (1) carried by students; (2) stored in lockers or other school property.

## *Notice of Search*

Students should be aware that their persons and personal property not stored in lockers (for example: purse, backpack, etc.) may be subject to search when school officials have reason to believe that weapons, drugs or any other objects/materials evidencing a violation of school policy/rule or other law and regulations are contained therein.

## *Parking, Picking up, and Dropping off Students*

- The ***one-way area***, in front of the school, is for picking up/dropping off students only:
  - For the safety of all, please follow the instructions of staff.
  - It is important that you **not leave your car unattended in this area or leave your vehicle during pickup/drop off times**
  - Students need to **enter/exit your car from the right side of your vehicle**. Other vehicles are leaving the one-way area and it is dangerous to have your child(ren) enter the car from the left of your vehicle.
  - As vehicles leave in front of you, please move forward to the next available stall so we can allow more parents to enter the one-way area.
  - Do not double park in the one-way lane.

    - **NO LEFT-HAND TURNS**, into the one-way area, are permitted; we have had potential incidents that could have been tragic due to drivers ignoring the NO left turn request.
- Please park at the football field or gym parking areas if you need to park and leave your vehicle.
- NO PARKING IS PERMITTED IN THE BACK OF THE SCHOOL. The back of the school is for bus parking only. We need to keep vehicles and buses apart from each other for obvious safety reasons.
- Please do not park (either attended or unattended) or drop off your students at the 3 Angeles Iglesia Adventista Del Septimo Dia-Intersection Church's parking lot on South 4th Street. Pedestrians walking across South 4th Street, without a crossing guard, are in danger of being struck by a vehicle.
- Vehicles must park in designated spots.

Gym/Athletic Field Parking Lots

PLEASE follow the arrows and please park in parking spaces ***instead of*** dropping off/picking up your child in the middle of the traffic lane. The gym parking lot was **not** designed as a drive through pick up/drop off area like the front of the school. Note: The front/first row of the parking lot, closest to the school building, is designated for handicapped and visitor parking as marked.

Staff Parking Lot

The staff parking lot is reserved for staff use only, from 7:30 am – 4:00 pm, Monday through Friday. Also, please do not use this parking lot to pick up or drop off students and should not be utilized by parents/guardians.

**Your cooperation will provide a safer parking area for yourself and the children.**

## *Perfumes, colognes, scented deodorant, and scented hairspray*

Strong odors can be disruptive, as well as dangerous to students and staff with asthma. For this reason, students and adults may not use perfumes, colognes, scented lotion, scented deodorant (i.e., Axe Body Spray), strongly scented hand sanitizer, or scented hairspray at school. Use of these products at school may result in an office referral.

## *Pets on School Property*

No pets are allowed in the building including the school office. Also, please do not have your pets near the primary school (grades K-2) pick up areas after school for safety reasons. Service animals are welcome any time.

## *Public Displays of Affection*

A public display of affection (PDA or PDOA) is the physical demonstration of affection for another person. Holding hands, hugging or kissing are not allowed on school premises. Short greetings are not considered PDA.

## *Recess*

The school will provide at least thirty minutes of recess for all elementary-school students each school day that exceeds five hours (TK-5). Staff members will not withhold recess as a form of

discipline unless a student's participation in recess poses an immediate threat to the safety of the student or others. Nor should staff members withhold recess to compel students to complete academic work. Additional guidelines used to direct recess activities can be found in UGSD Policy 6701 and 6701P.

## *Restrooms*

Students may use the restroom before and after school, between class periods and at the beginning or end of the lunch period. Teachers will allow students to use the restroom during class time in a reasonable manner as arranged. Students should not have to use the restroom 10 minutes into a class period/block or 10 minutes before the next class. Disciplinary action may be taken if students abuse the classroom restroom policy.

## *Retention/Promotion*

In accordance with School Board Policy, students in grades K-8 who have not met grade level learning goals will be considered for retention. A conference will occur involving the parent/guardian and teacher prior to the end of the school year. A decision will be made to retain or promote based on whether the student has achieved minimum academic achievement standards. The final decision to retain or promote students in grades K-8 is made by the school administration.

## *School Day*

**DO NOT DROP YOUR STUDENT OFF TO SCHOOL BEFORE 7:45 am as there is no supervision until this time.** This is a safety issue. School hours are listed at the beginning of this handbook. Students are not to enter the school building until it is unlocked at 7:45 a.m. When students are in the building or on school grounds after school, they must be attending a school activity or under the supervision of school personnel. Students are not to loiter in the hallway or on school grounds after school.

Teacher workdays do not start until 8:00 am, therefore, no parents are allowed in the hall prior to that time. When parents/guardians check in at the front office, office staff may verify that teachers are available before letting parents come to their classroom. **School personnel only are allowed in classroom and hallways after class has begun per district policy.**

Please adhere to the district calendar and school schedule. Your student must be picked up on time or taken home by the bus on a daily basis, if they do not walk. Parents/Guardians that consistently do not picked up their students at the designated time of dismissal will be asked to meet with administration. If students continue to not be picked up in a timely manner, administration will contact the local authorities.

## *School Food Program*

Student lunch – Free
Non-enrolled student breakfast - $3.50
Adult lunch - $5.50
Adult breakfast - $3.50

Student breakfast - Free
Non-enrolled student lunch - $5.50
Non-enrolled Student Milk - $ .75

**No school provided food can leave the cafeteria per state and federal guidelines. Taking food out of cafeteria could jeopardize our free student breakfast and lunch program.**

Students will eat in the cafeteria under the supervision of the paraprofessionals. Students are responsible for the cleanliness of their area prior to leaving the lunchroom.

**Please monitor what your student is bringing from home for breakfast and/or lunch. Chips and a soda/energy drink/coffee are not breakfast or lunch. Students' breakfasts and lunches must meet our federal nutritional guidelines.**

**Students cannot bring food into the cafeteria if they are eating a hot lunch.**

Middle School - Hallway eating – there is NO eating in the hallway between classes. This will be monitored by the teachers and consistently reinforced.

## *School Phone*

The school office phone number is 248-3966. The office phone is for business use. Secretaries will take and deliver **emergency** messages to teachers and students. Students are to use the designated office phone only in the event of an emergency and under the supervision of the office staff before and after school. Phones in the classroom may be used only with teacher permission. **Please understand that phone conversations may be recorded.**

## *Special Education*

Special education services are available for students with disabilities who qualify. If you have questions about this service, please contact the special education personnel in the school office.

## *Student Illness*

Students who become ill or are injured during the day are sent to the office or school nurse. Minor complaints will be handled in the classroom. Parent or Guardian may be called by the school office or school nurse to pick up his or her student. The parent/guardian will then sign the student out of school. Students will not be allowed to go home without parental permission (or permission from person designated on the emergency contact list). Under no circumstance is a student allowed to go home without permission from the office.

**Students who have had a fever in the past 24 hours should stay home,** even if the fever is down because of the use of fever-reducing medication. Students who have had vomiting or diarrhea in the past 24 hours should stay home.

**Students who are too ill to attend classes should remain at home or they will be required to go home following the above steps.**

## *Student Messages*

The school cannot be responsible for providing messages to your students daily whether for change in transportation or lunch issues. We are finding some parents call the school daily to get messages to their students. We cannot continue to disrupt instruction for this reason. Please make sure that your student has the information they need to complete their day in school

without interruption. Please be aware your child may not remember to give the teacher or office information on change of routine or schedule so there is no guarantee that this information will be passed onto the school. **Emails and phone messages left for school personnel, including teachers are not guarantees that your student or the school will be aware of your student's routine.**

## *Student Records*

A student's record is available to school personnel on a need-to-know basis. The record is also available for interpretation by school personnel to the student and his/her parent/guardian by appointment during regular school hours.

The Family Education Rights to Privacy Act (FERPA) requires school districts to notify parents/guardians yearly of students currently in attendance, and eligible students currently in attendance, of their rights. Parents/guardians, or eligible students, have a right to:

(1) Inspect and review the student's education records;
(2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent.
(4) File with the U.S. Department of Education a complaint under 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the act and this part; and,
(5) Obtain a copy of the policy adopted by the Union Gap School District by contacting the school office.

The District shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of school as required by law. All information related to individual students shall be treated in a confidential and professional manner. When information is released in compliance with state and federal law, the District and District employees are immune from civil liability unless they acted with gross negligence or in bad faith. Student records are the property of the District but shall be available in an orderly and timely manner to students and parents/guardians. A parent/guardian may challenge any information in a student record believed inaccurate, misleading or in violation of privacy or other rights of the student.

Student records shall be forwarded to other school agencies upon request. A high school student may grant authority to the District which permits prospective employers to review the student's transcript. Parental consent shall be required before the District may release student records other than to a school agency or organization, except as otherwise provided by law.

A grade report or transcript shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling

school. The content of those records shall be communicated to the enrolling school district within two (2) school days and copies of the records shall be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being held due to an unpaid fee or fine.

The Superintendent shall establish procedures governing the content, management, and control of student records.

The Family Educational Rights and Privacy Act allows school districts to release "Directory Information" without specific consent from parents. Directory information includes the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized sports and activities, weight and height of members of athletic teams, diplomas and awards received, and the most recent previous school attended. Union Gap School District will release directory information upon request to law enforcement and Child Protective Services without the consent of parents. Union Gap School District does not release directory information for commercial use.

Unless families opt out of the release of information by completing the district form, the Union Gap School District will release student names, addresses, and telephone numbers, upon request to official United States government military recruiters in accordance with federal law.

Students participating in the state Address Confidentiality Program may wish to submit this form to maintain confidentiality of directory information.

## *Student Report Cards/Grades*

Official report cards are issued at the end of each semester in grades K-2. Official report cards are issued at the end of each quarter for grades 3-8. Teachers will provide students/parents at least one progress report midway through the grading period, although most staff members can provide grade status when requested. If students are issued progress reports, these must be returned to the issuing teachers with parent/guardian signature if required. Any questions regarding report cards should be directed to the teacher issuing the grade. Generally, grade changes will not be made, but if a grade change is justified, it can be done only with the agreement of the teacher and administration. After the grading period ends, any grade changes in a class must be submitted to the principal and teacher for consideration within two weeks of the end of the grading period.

## *Suicide Safety Plan*

The suicide safety plan is available on the school website and copies are in the school and district offices.

## *Teacher Requests (K-2 only)*

Parents/Guardians may make requests for teacher placement by completing the appropriate form that is available in the school office. Requests will be taken into consideration, but final placement decisions will be made by the Principal with teacher input. Many factors affect student placement, including academic skills, behavioral patterns, legal considerations, etc. **Requests must be made in writing and returned to the Principal by the second Friday of May each school year.**

## *Toys*

Students may bring one toy to school and play with one toy at recess only. For example, one doll with accessories, a coloring book with crayons, or a football with gloves would each count as one toy. Students may not buy, sell, or trade toys. The school is not responsible for lost, broken, or stolen toys, as well as for toys that have been bought, sold, or traded. Toys MUST be away when in the classroom—either in a bag or stored in a cubby. Toys must remain in student's bags while on the bus at all times.

Students may be assigned progressive discipline and/or lose the privilege to bring toys to recess—this includes students, classes, or grade-levels temporarily or up to the entire school year

## *Volunteers*

Staff members are encouraged to have volunteers in the classroom. However, volunteers need to follow specific guidelines for being in the building. This is to ensure the safety of our students. ***Volunteer forms must be filled out by parents or guardians prior to volunteering for a field trip with ample time for processing prior to the trip (see application for requirements). This form must be completed on a yearly basis. See Board Policy 5630.***

## *Walking to and from School*

Students are encouraged to ride the bus to and from school if their walking path has them crossing Main Street or if students ~~would~~ have to walk more than one mile to their home. The school district cannot be held responsible for students that do not ride the bus and ~~walk~~ cross~~ing~~ Main Street. ~~when busing is provided.~~ Students walking home in ~~TK~~Preschool-2nd grade must be picked up by an approved adult or an older sibling and may not walk home unaccompanied.

# *Union Gap School District Laptop One-to-One Responsible Use Manual*

## *Technology & 1:1 Student Computer Responsible Use Policy*

Although our students have grown up in a digitally infused world and they can navigate around it fairly easily, they still rely on the adults in their lives to teach them about their technological rights and responsibilities. Learning to evaluate bias and accuracy on websites or shifting from being consumers of technology to using it for productivity and creation are more challenging skills that they need to be taught.

Our goal is to ensure that all of our students learn to become positive, productive virtual digital citizens who understand how to be safe, responsible, and respectful online.

Student's are required to agree to this policy each year that they are enrolled in our school and when a student accept a Laptop from the district they are agreeing to abide by all UGSD policies and procedures related to the policy Procedure for Electronic Resources and Internet Safety (2022P), local, state, and federal laws. Students are expected to responsibly use district technology and network resources and to keep their district-issued devices safe, secure and in good working order.

Through rich and ample opportunities to use technology for learning in school and at home, it is our goal students will:

- access digital resources where and when they need them;
- proficiently and safely use information, media, and technology to succeed in a digital world;
- communicate with peers, teachers, and appropriate resources beyond the school building in support of learning;
- learn, share, collaborate and create to think and solve problems;
- manage work, equipment, resources, and timelines to lead to accomplishment; and
- take ownership of goals and apply resources to reach them.

The information in this Manual will assist students and parents in meeting these expectations.

## *Student Responsibilities with Technology*

**General Care**

- Do not remove the nametag from the laptop.
- Leave asset tags displayed; do not tamper with or remove.

- Keep vents uncovered while in use.
- Clean the screen with a soft, dry microfiber cloth if needed.
- Use designated computer wipes to clean other parts of the device including the keyboard. (Never clean an electronic device with water.)
- Use USB headphones to prolong the life of the sound jack and improve sound quality.
- **Report any damage to the device as soon as possible. This means no later than the next school day.**

**Classroom Habits**

- Center the device on the desk.
- Use two hands to open the lid and carry the device.
- **Do not close the lid with anything inside the Laptop** (headphones, pencils, etc.).
- Follow all directions given by the teacher.
- Follow copyright laws and cite appropriately, sources used from electronic media.
- Convey to your teacher as quickly as possible, without discussing with other students, any identified security problems, or potential online safety issues.

**Traveling To, From, and Around School**

- Completely shut down the device before traveling.
- Never leave the device unattended for any reason.
- Do not lean against the device or on your backpack/bag with the device inside.
- Store device standing up on its side in a locker; do not pile other things on top of it in a locker.
- If ever in a situation where someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school or parent/guardian when as soon as you arrive at home.

**At Home, if approved for your grade**

- Take your device home every day.
- Charge the device fully each night; leave the power cord/charger at home.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table - never on the floor!
- **Do not leave the device in a vehicle.**
- Protect the device from:
    - Extreme heat or cold and direct sunlight
    - Food, drinks, other liquids
    - Small children or pets

*Procedures for Electronic Resources and Internet Safety (2022P)*

Rules and guidelines are in effect before, during, and after school hours, for all UGSD electronic devices whether on or off the school campus. All use of the network, whether on a district-provided or personal electronic device, must support education and research and be consistent with the mission of the school district. Remember these important do's and don'ts from our UGSD procedures:

| DO… | DON'T… |
|---|---|
| ✓ Keep your District login and password safe and private<br>✓ Create files, digital projects, and videos using network resources in support of education and research.<br>✓ Cite appropriately sources used from the Internet or other electronic media.<br>✓ Keep personal information private, including your full name, home address, and phone numbers, on websites, blogs, podcasts, videos, social networking sites, wikis, email, or as content on any other electronic medium.<br>✓ Keep other individuals' personal information private on any electronic medium unless first obtaining permission to share.<br>✓ Notify a school authority if dangerous or inappropriate information or messages are encountered online. | × Use other users' accounts.<br>× Cyberbully, harass, or distribute hate mail of any kind, including discriminatory jokes and remarks.<br>× Post, send, or store information that could endanger or embarrass yourself or others.<br>× Demonstrate actions that are unethical, illegal or result in liability or cost to UGSD.<br>× Copy or make copies of electronic works or software programs "Pirating"; this is the same as stealing.<br>× Hack, vandalize, or introduce viruses, worms, or other changes to hardware, software, and monitoring tools.<br>× Access, upload, download, store, or distribute obscene, pornographic, or sexually explicit material.<br>× Use UGSD technology for personal gain, commercial solicitation, or compensation of any kind.<br>× Physically alter parts or components of district technology devices. |

Remember that files, including email, stored on UGSD equipment, the UGSD network, or the UGSD Office 365 Learning Management System (LMS) tenant are the property of UGSD and are subject to regular review and monitoring.

Any failure to comply with these responsibilities may result in disciplinary action. UGSD staff may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. UGSD staff reserves the right to confiscate the Laptop at any time.

School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds.

## *Parent/Guardian Responsibilities with Technology*

The parent/guardian may be responsible for the cost of repair or replacement if the device is:

- Damaged
- Not returned
- Lost
- Stolen*

**Monitoring Student Use**

The UGSD makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. Filtering services provided in our schools in compliance with minimum federal regulations (CIPA) for protection of students are extended to Laptops when they are used away from school.

Parent involvement is key for keeping students safe online.

Parents may elect to have students not take home the Laptop and have it checked in and out at the school each day.

***Suggestions***

- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Develop a set of rules/expectations for electronic device use at home. Some websites provide parent/child agreements for you to sign.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Put all electronic devices “to bed” for the night at a designated time, preferably in a common room that can be observed if it is used again. This is a great way to ensure the Laptop is charged nightly, and;
- Turn off your home WiFi at appropriate times. Many of the Laptop and other device features require an Internet connection to function. When offline, the Laptop can access the Office application suite and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.

## *LAPTOP LOSS, REPAIRS, & FEES*

Laptop devices are loaned to students and remain the property of the UGSD. Just like textbooks, team uniforms, and other school property issued to students for school purposes, there is a responsibility to care for and return the property in good condition. However, we understand that accidents or losses may happen, even when students are doing their best to take care of their devices.

### Service

Unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). UGSD Information Technology Department is available to assist students with getting such issues resolved. To have a device serviced, please contact the home room teacher or main office. At no time should a Student or Parent/Guardian attempt repairs on their own, or take the device to an outside computer service for repair.

### Loaner Devices

Temporary replacements (sometimes called "hot swaps" or "Loaners") are available at the school so that learning may continue during any repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to loaner devices.

### Repairs

Costs of accidental damage and theft are covered as follows. (Accidental damage, fire, flood or natural

disaster.)

### Examples costs

| **Accidental Damage** | **Stolen*** *Police Report is required. | **Not Covered** |
|---|---|---|
| •1st Incident: $0<br>•2nd Incident: $50<br>•3rd Incident: Full Cost<br><br>•*Example:*<br>*Screen Replacement: $63*<br><br>*1st Incident: $0*<br>*2nd Incident: $50*<br>*3rd Incident: $63* | •1st Occurrence: $50<br>•2nd Occurrence:Full Cost<br><br>•*Example:*<br>*Laptop cost: $323.40*<br><br>*1st Occurrence: $50*<br>*2nd Occurrence: $323.40* | •Cords<br>•Charger<br>•Protective Case<br>•**Missing keys (they do not just fall off)**<br>•**Negligent/willful damage**<br>•Theft without police report/failure to return<br>•**Lost devices** |

All the above examples are tracked per school year and are reset at the start of the next school year. The family will be financially responsible for replacement/repair costs associated with any damage or loss to subsequently issued Laptops (e.g. Loaners). If a lost or stolen device is later recovered in working condition, the fine will be refunded.

*Accidental damage vs. Negligence*

Accidents do happen. However, there is a difference between an accident and negligence. If the device is deemed to be intentionally or willfully damaged, the student may be subject to discipline and the cost of repair or replacement. Willful damage includes damage caused by writing on the machine, willful destruction, prying off keys/trackpad, spilling liquid in the machine, etc.

Repair costs are for parts; no labor charges are assessed. Representative costs are provided here:

| Damage | Estimated Cost (incl. WA sales tax) |
|---|---|
| Laptop Screen Replacement | $79 |
| Laptop Keyboard Replacement (Includes Individual | $35 |
| Laptop Touchpad - Torn or Inoperable Internal | $72 |
| Laptop Headphone Jack - Repair/Replace | $120 |
| Laptop Charging Port - Repair/Replace | $85 |
| Laptop Hinge Replacement | $60 |

| Replacement Item | Replacement Cost |
|---|---|
| Charger w/ cord | $20 |
| Laptop | $350 |

**Payment Timeline**

Parents/guardians/students have 30 days to pay any fees or fines. If fines are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may set up payment plans to clear fines, if needed.

**Lost Equipment**

***If any equipment is lost, the student or parent must immediately report it to the main office.*** When a device is reported as lost or stolen, the Information Technology Department will remotely turn off all device functionality so the device is unusable.

**Equipment Return**

All District owned devices must be returned at the end of each school year. Students leaving UGSD midyear must return the device to the school main office. As a part of the return procedure, the device will be inspected to assure that it is functioning

properly and is not damaged. If a student leaves UGSD without returning the device, they will be fined for the full replacement cost and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering UGSD property.

# Student Technology Device Agreement

*2025-2026 School Year*

Union Gap School District is providing each student a laptop computer to use at school, and for specified grades at home, based upon the stipulations outlined below:

- I understand that this device is not my property, but the sole property of the District and that the District has the right, at its sole discretion, to retrieve this device from me at any time, with or without cause and with or without prior notice to me. An example cause for retrieval would be a lack of instructional participation by student.

- I understand that the intended sole use of the device is for educational purposes only and that all use of the device must abide by the Union Gap School District Policy 2022(P) – Electronic Resources and Internet Safety, Responsible Use Policy, and is subject to review by the District at any time.

- I understand there is no reasonable expectation of privacy in the use of the device and the contents of this device may be subject to the Washington State Public Information Act.

- If the technology device is damaged or stolen, I understand I may be financially responsible for the repair or replacement costs, determined upon an investigation of the incident that resulted in the damage.

- If the device is stolen, then:
  - File a police report within 24 hours; and
  - Provide a hard copy of the police report to the main school office within 24 hours of filing the police report.

- Return the device to the school for check in as determined by school administration or the student's last day of school each year, whichever is first.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

# Acknowledgement of Review and Agreement

*2026-2027 Student/Parent Handbook*

The handbook was sent home to be shared with parent(s)/guardian(s) on the first day of school.

Parents/Guardians, Please review this handbook. His/Her teacher has discussed it in class and the policies it references are an important part of daily student life, supporting a safe and secure learning environment. It is important that you review this handbook in its entirety so you understand how the policies and procedures affect you and your child.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in our Code of Student Conduct. This enables students to succeed in school and the community. Your support is vital in this process.

After you have reviewed the Student/Parent Handbook and the Code of Student Conduct within the handbook, please sign and return this form to the school.

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As the parent/guardian of _____ (student's name), I have read and discussed the Student/Parent Handbook with my child. I understand that it and the policies it references apply to all students at all times on Union Gap School property, including buildings and grounds; on all school vehicles and at all school, school related, or school-sponsored activities, including but not limited to, school field trips and school sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

☐ I understand that pictures of my child may be taken throughout the school year but they will not be identified by name in any published print without my consent.

☐ I understand that Union Gap School District uses an automated calling system to inform or remind me of important information related to my student or school activities and agree to continue to participate in receiving these automated calls/texts.

_____

Parent's/Guardian's Signature Date

_____

Student's Signature Date

**DO NOT TEAR OUT – INFORMATION ONLY**