

Clothing, Dress Code, and electronic devices

Students' names should be put on all outer clothing articles to avoid loss and help with identification.

Dress Code

Our goal at Terrace Heights is to concentrate on our learning, so our students can be as smart as possible. Anytime a student's appearance attracts the attention of others away from the teacher's instruction or the student is not safe, the teacher and/or principal will talk to the student and make a call home. We will lend more appropriate clothing to the student or make arrangements for a change with the parents. The following guidelines will be enforced:

- Skirts, dresses, and shorts must reach as far as the student's fingertips when the arm is extended straight down the side.
- No underwear can be showing. This means spaghetti straps must be 2", and tank tops with large arm holes, and pants that hang down on the hips are not appropriate.
- Bare skin around the midriff area cannot be showing. Therefore, short tops are not appropriate.
- Hair styles that are extreme will have to be adjusted. Remember, the rule about distracting others from teacher instruction.
- Long chains and accessories with metal points will be confiscated. They can be claimed in the office by an adult family member. If a student wears them again, strict consequences will be issued.
- Head scarves or bandanas are not to be worn at school. Hats and caps are fine outside.
- Flip-flops or other shoes from which the foot easily slips are discouraged because of safety concerns.
- Gang style clothing is not allowed.

- Clothing depicting negative messages such as: violence, prejudice, alcohol, cigarettes, or drugs are strictly prohibited.
- Heelies or rollers inside shoes are not to be used during school hours. Heelies/rollers can cause serious injury to the person wearing them as well as to others that get in their way.

We believe you want the best possible school environment for your children. Therefore, it is an expectation of the Terrace Heights staff that students not wear inappropriate attire or hair styles.

Cell Phones and other electronic devices

Cell phones and other electronic devices such as ipods, CD player, etc are not allowed at school. Electronic devices create distractions from learning and can be very disruptive. If a student is caught with an electronic device at school, it will be confiscated until the parent comes to school and picks it up. Our school will not be responsible for lost or stolen electronic devices.

Lost and Found, Toys, Student property, Money, Pets, Visitors, withdrawals, and Changing After School Plans

Lost and Found

Lost and found boxes are located in the multipurpose room. Unclaimed items are gathered up at the end of the school year and donated to charity. Please check the lost and found boxes and tables during conferences or whenever you are in the building.

Toys, Student Property, Money, and Pets

Toys and other valuable property or money should be left at home, unless a student brings an item for sharing. The school cannot guarantee recovery of lost or stolen property. It is especially important that valuable items such as cell phones and hand-held video games be left at home. Should they be brought to school inadvertently, they must be kept turned off and in the child's back pack. Any such items found activated will be removed and held for an adult to pick up. Money should only be brought in small amount and for specific purposes, such as paying for lunch, or special events.

Student pets may occasionally visit the school with permission from the classroom teacher and principal. Pets should be brought to and

from school by parents. They should be on leashes or otherwise contained to insure the safety of the children. Birds are absolutely not allowed at school for any reason.

Visitors

Parents are always welcome at Terrace Heights. We require that all parents (any visitor) check-in at the office and put on a visitor badge. This helps our staff and students to recognize a visitor and provides safety for our school. Your cooperation is appreciated. If you wish to visit a class, approval by the principal is required. Remember that during class time the teacher is engaged in teaching and will not be able to talk to visitors. Please inform the office if you are going to have lunch with your child. We need to get your meal on the lunch count so we have enough food for everyone. It is also a good idea to let your child's teacher know you are dining with your child, so they can make plans for your attendance.

Withdrawals

Please notify the school's office in writing if you are planning to move out of our school district. A week's notice would be greatly appreciated, so appropriate forms can be prepared for your child's new school. The school should receive a notice of withdrawal at least two days before the student's last day of attendance. With reasonable notice, the teacher can prepare the report and obtain information for the transfer slip. Please make sure all school property, such as books, are returned, so that a transfer to the next school can be done quickly.

Terrace Heights Elementary School Discipline Plan

Philosophy

- It is our charge as parents & teachers to provide consistency and continuity in our children's lives.
- Students & adults should be treated with dignity and respect.

- Through our positive interventions & discipline procedures, students will gain respect towards themselves and others.
- Our commitment is to establish & maintain appropriate student behavior while assisting in developing self-discipline.

We believe that all people; students and adults alike, should be treated with dignity and respect. This basic premise guides and informs all of our actions concerning discipline in our elementary school. School discipline is designed to be a learning process. Expectations for students, both inside and outside of the classroom, are clearly communicated and reinforced. Consequences for inappropriate behavior will be logical and instructive. Every attempt is made to protect the privacy of our students and to keep parents and guardians informed of difficulties at school. School and home communication is part of this plan as we recognize the value of this essential partnership. Positive behaviors are recognized and rewarded. Negative behaviors are dealt with a variety of strategies designed to address the severity of the infractions. We also believe that one of the best ways to learn appropriate behavior is to observe it. Given this, as school staff we will model the behavior that is expected of our students. Our five basic expectations follow:

Expectations

1. Be safe
2. Be kind and help others
3. Be courteous, use good manners and appropriate words
4. Be your best
5. Be a listener



Inappropriate Behaviors

Student was not being **safe**

- Physically dangerous, aggressive, hands-on behavior (body contact)
- Fighting
- Outside of school boundary
- Unsafe behavior
- Throwing dangerous objects
- Possession of weapons and drugs/alcohol (See pages 8-13)
- Arson

Student was not being **kind**

- Verbal disrespect toward students and/or adults
- Name calling, teasing
- Defiant/insubordinate/disrespectful
- Indecent photos/language/exposure
- Verbal/physical threats toward students and/or adults

Student was not being his/her **best**

- Refusal to participate
- Not listening, following directions, or paying attention
- Forgery
- False alarm or bomb threats/prank 911 calls
- Theft
- Vandalism
- Damage to school property

- Damage to personal property
- Harassment/Intimidation/Bullying (See pages 8-13)

Student was not being **courteous**, using good manners or appropriate words

- Poor manners
- Being rude
- Profanity/disrespectful language, racial insensitivities
- Inappropriate displays of affection

Severity of above mentioned behaviors can be considered Exceptional Misconduct (See pages 12-13)

Possible Interventions/Consequences

- Student and intervening staff discuss the problem using the classroom/school discipline plan
- Classroom/recess time-out
- Walk with playground teacher
- Check-in w/playground teacher
- Recess detention(s)
- Student calls home
- Principal, teacher, and parent conference
- Behavior plan
- In-school suspension
- Out-of-school suspension
- Expulsion

Cell Phones

Cell phones are to be **turned off** while at school and not to be seen or heard. The school does not assume responsibility for lost or stolen cell phones.

1. First offense-phone confiscated & secured in office and sent home with student at dismissal on the same day
2. Second offense will result in phone being confiscated & secured in office to be picked up by a parent/guardian
3. Third offense will result in phone being confiscated, call to parent, and principal referral for discipline

Toys and Electronic Devices

Trading cards, electronic devices (CD players, electronic games) are only allowed on buses with driver permission. Devices must be turned off while at school and not to be seen or heard. We encourage toys from home to be left at home. Teacher permission regarding show & tell would be an exception and the school assumes no responsibility for lost or stolen items.

Dress Code

Students are expected to dress appropriately. The following describes specific dress expectations during school hours:

Shirts/Tops

1. Appearance that distracts from the learning process is unacceptable. For this reason, excessively revealing tops, exposed underwear, tube tops, halter tops, muscle shirts or tank tops that are cut low under the arm, shirts that expose the midriff or back, sheer or see-through clothing, and excessively low-cut tops are prohibited.
2. Shirts/tops must have a 1" minimum width at the shoulder.
3. Shirts will be long enough to cover the stomach and back. The majority of buttons will be fastened on shirts if no shirt is worn underneath.

Pants/Shorts/Skirts

1. Pants that are excessively oversized or undersized (two or more waist sizes from the normal) are not permitted.
2. Shorts and skirts must cover underwear and private areas while sitting and standing.
3. No holes in pants or shorts between waist and mid-thigh.
4. No undergarments showing.

Headwear

1. Bandanas, sweatbands, and hairnets may not be worn on campus.
2. Hats and visors may be worn indoors on the last Friday or last school day of the month, but individual staff members may ask students to remove their hat if it interferes with learning.

Footwear

1. Footwear is required

Miscellaneous

1. Any clothing or items that include the use of vulgar, sexual, racial, drug, tobacco, or alcohol-related messages (direct or implied) are prohibited.
2. No sunglasses (unless prescribed by a doctor) may be worn inside of the building.
3. Wallet chains are prohibited.

The following apparel and items, which can be considered an indicator of gang activity, are prohibited on East Valley School District property at any time:

- Showing “colors” through clothing items such as shoelaces, gloves, belts, hats, shirts, and sweatshirts.
- Dangling belts or unfastened suspenders/overalls.
- Having only the top one or two buttons of the shirt fastened.
- Any apparel or items that have gang related numbers, symbols, designs, drawings, or lettering; such symbols, drawings, numbers, etc. appearing on any visible part of the body.

Dress Code Violations will result in a call home for correction.

Bus Rules:

1. The bus driver is in full charge of the bus and students. He/she will report all cases of student disobedience and misbehavior to the transportation supervisor and/or principal.
2. Students shall board and leave the bus in an orderly manner.
3. Students should be ready at the bus stop five minutes before scheduled time.
4. Students shall ride their regular assigned bus at all times.
5. Students shall sit properly in their seats and not throw objects.
6. Students shall keep their hands, feet and unkind words to themselves and be courteous to their fellow passengers.
7. Students shall remain seated while on the bus.
8. Students who misbehave will be given a warning or bus referral based on transportation policy.

To ensure proper and orderly conduct of students leaving the school building to board buses, the following rules need to be followed:

1. All bus students are to **WALK** on main walkways to enter bus lines.
2. Bus students are to enter bus lines from the back.

See the East Valley School District Board Policy #8123 for complete transportation text.

Exceptional Misconduct:

The following behavior constitutes a substantial disruption of the educational process and also poses a serious safety threat to both students and staff of Terrace Heights Elementary School. They constitute exceptional misconduct under WAC Section 180-40-260, WAC 180-40-275, and WAC 180-40-295.

Participation in any of these acts will result in immediate long-term suspension; repeated, multiple, or severe offenses may result in expulsion. Individual extraordinary circumstances will be considered before a formal decision is made.

1. Possession or control of a gun, knife, or other dangerous weapons as described in RCW 9A.41.280(certain knives, sticks, clubs, “throwing stars”, etc. Guns that use tnt, gunpowder, or expanding gas fall under the new state law that will impose emergency expulsion followed by expulsion.)
 - A. If a student is found to be in possession, or found through investigation to have possessed a weapon on school property or at a school sponsored activity, will result in the following consequence:
 - 1) A minimum one calendar year expulsion, which can be modified on a case by case basis by the superintendent or their designee.
 - 2) Parent/guardians and/or legal guardians will be notified.
 - 3) All cases will be reported to law enforcement by the school for prosecution.
2. Sale or distribution of drugs or substances purported to be drugs.
3. Assault on school personnel, verbal, physical, or written.
4. Criminal acts against school personnel, students, and/or school property.
5. Continual defiance of authority.
6. Continual gang activity.
7. Gang-related fighting

***The proper authorities will be called in cases of arson, possession of alcohol or other drugs, weapons, assault or any other behavior which is considered a danger to self or others and at the discretion of the**

administrator. Consequences may result in a long term suspension or expulsion from school.

Sexual Harassment Policy

All students have the right to attend school and not be bothered or hurt by unwanted sexual comments and/or actions of others. Inappropriate language, gestures of any kind, and/or touching of other students inappropriately will not be tolerated.

If a student experiences such behaviors they are encouraged to immediately tell the person to stop and then notify an adult about what has occurred. Respect must be given to every student.

See the East Valley School District Board Policy #8700 for complete text

Gang Policy

A gang, as defined in this policy, is any group of two or more persons whose purpose includes the commission of illegal acts or violations of district policies.

No student on or about school property or any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership in or affiliation with any gang. This prohibition includes, but is not limited to, wearing gang-oriented colors, tattoos, emblems, slogans, insignias, names, markings, initials, or gang-related clothing; being in possession of gang paraphernalia or materials, or vandalizing school property by marking such property with gang-related graffiti or symbols.
2. Shall commit any act, or use any speech, either verbal or non-verbal (gang gestures, handshakes, hand signals), showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of interest of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in any gangs;
 - b. requesting any person to pay protection or otherwise intimidating or threatening any person;
 - c. committing any other illegal act or other violation of school district policies;
 - d. insisting other students act with physical violence upon any other person
 - e. possess any weapons or objects which are detrimental to the safety of others

Bullying Policy

We are committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by a characteristic in RCW 9A.35.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

See the East Valley School District Board Policy #3207 for complete text

Definition & Consequences for Drug/Alcohol Infractions

Alcohol & Drugs – A student shall not possess, use, transmit, be under the influence of, or show evidence of having recently used a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or material purported to be alcohol or drugs on or adjacent to the school premises or at any activities or extracurricular activities which are organized, sponsored or hosted or participated in by the East Valley School District and attended by the student. Examples of this include but are not limited to: field trips, dances, all athletic events, and District, Regional, or State competitions of any type. Possession of drug paraphernalia is also considered a violation of this section of the code. Use of a drug authorized by a medical prescription by the prescribed user shall not be considered a violation of this rule.

Consequences

These infractions are of such a serious nature that they will be considered part of the student's record for his or her entire time enrolled at East Valley School District.

First Offense for possession, use, under the influence, or evidence of having recently used –

- Notification of police
- Long-term suspension up to ninety school days (grades 9-12), long-term suspension up to sixty school days (grades 5-8) in compliance with WAC 180-40-260. The long-term suspension may be reduced to a 15 day out-of-school suspension upon completion of the following:
 - Valid urine analysis within 48 hours of the infraction,
 - Completion of a drug/alcohol assessment,
 - Return to school and reduction of the suspension is dependent upon following the assessment recommendations given.
- Informational
 - Loss of opportunity to apply for college financial aid.
 - Loss of driver's license until age 18 on a Minor in Possession (RCW 46.61.503, 66.44.270.2A)

First offense for sale or intent to sell

- expulsion for one calendar year

First offense for out-of-district students


- loss of attendance in EVSD

Second offense for possession, use, under the influence, or evidence of having recently used

- Notification of police
- Expulsion for one calendar year (grades 5-12). The long-term suspension may be reduced to a fifteen day out-of-school suspension upon completion of the following:
 - Valid urine analysis within 48 hours of the infraction,
 - Completion of a drug/alcohol assessment,
 - Return to school and reduction of the suspension is dependent upon following the assessment recommendations given.

Second offense for sale or intent to sell – expulsion from EVSD

Third offense – expulsion from EVSD.

Ten Steps in  ing a Success

Be here on time and appropriately dressed

Be prepared
(materials and homework)

Be a listener

Be on task

Be a task completer

Be safe

Be honest

Be cooperative and considerate

**Be respectful of yourself, others,
and your school**

Be a SUCCESS!