

**Parents/Guardians need to please Sign & Return
this page to the Student's Classroom Teacher**



Positive Student Behavior Agreement

We have great kids at Dorothy Fox! We want all students to learn to manage their behavior and to understand that the choices they make contribute to their success at school. Students have many opportunities to demonstrate their ability to make responsible choices at school. Students should strive to do their best to demonstrate courtesy, cooperation and respect for all people and property.

Our school guidelines are "The Fox Four": I am safe, I am respectful, I am responsible, and I am a learner. They frame our expectations for student behavior in all areas of our school. These expectations are explicitly taught, reinforced, and celebrated with students all year. *Please review our common behavior expectations on pages 16 in this handbook.*

Dorothy Fox believes students deserve to be acknowledged and rewarded for their positive behavior choices. We will celebrate "Four Fox" behavior in many different ways throughout the year. At the same time, we know that students need help managing their conduct at times. Our first intervention is to educate students on clear expectations. Students will get chances to practice positive behavior in various settings around the school and be provided strategies to support self-discipline and emotional regulation. In the event that a student knowingly violates school rules, Dorothy Fox practices restorative justice techniques to help students take responsibility and show empathy to others.

I agree to support my student in the 2018-19 school year by celebrating their successes and holding them appropriately accountable for their behavior choices. I will ensure that they are at school on time, help them to be ready to learn each day, and make their academic and social/emotional growth a family priority. We have reviewed the contents of this handbook.

Parent/Guardian Signature: _____ Date _____

I am safe • I am respectful • I am responsible • I am a learner

As a student at Fox, I agree to do my best to follow the Fox Four at all times during the 2018-19 year. I have reviewed the rules of the handbook and know what the rules are at Dorothy Fox.

Student Signature: _____ Date _____ Room # _____

As a school, we agree to teach our expectations to students and to reinforce these behaviors in positive ways. Student emotional and social health will be a school priority. We will be respectful of all people in all circumstances. We will work hard to keep families informed and strive to nurture a safe and positive learning environment for all students, every day.

Principal Signature: Cathy Sork Date: September 4, 2018

**Please rip off this page
so that it can be turned into the school.**

Dorothy Fox Elementary School

2018-19



Dorothy Fox Elementary
2623 N.W. Sierra Street
Camas, WA 98607

(360) 833-5700

(360) 833-5701 - FAX

<http://schools.camas.wednet.edu/dorothyfox/>

Dr. Cathy Sork – Principal
Mrs. Shauna Ruse – Secretary
Mrs. Kathy Duley – Student Support Specialist
Mr. Chris Baxter – Counselor
Mrs. Teresa Gano – Health Room Assistant

This agenda belongs to:

Name: _____ Grade: _____

Homeroom: _____

Please bring this planner to and from school every day.

THE MISSION OF THE CAMAS SCHOOL DISTRICT

The mission of the Camas School District is to provide students with the ability to communicate effectively, use technology, reason, be self-confident, possess mental and physical health, and work effectively with others. In broader terms, our mission is to create a learning community where teachers and citizens are jointly involved in the advancement of knowledge and personal growth.

THE DOROTHY FOX MISSION

Dorothy Fox is a community where we strive to help our children reach their full academic potential and become well-rounded students. Academic excellence is achieved through our strong curriculum that recognizes individual differences. In a safe and respectful environment, families and educators work together to develop confident students who care about themselves, others, and their community.

Our school mission is to **“ENSURE HIGH LEVELS OF LEARNING FOR ALL STUDENTS.”**

SCHOOL MASCOT: Fox

OUR MOTTO: **“Fox Rocks!”**

SCHOOL COLORS: Red and White

SCHOOL HOURS:

Doors Open to Students	7:45am
School Begins	8:00am
<small>(Students need to be at the classroom outside door at 8am)</small>	
End of Day (M, T, TH, F)	2:30pm
Early Release Wednesday	12:10pm
<small>(Students will eat lunch at school on early release days)</small>	

Being on Time to School is Important



See the district calendar on the back cover of the planner for a view of school holidays.

NOTE: Contact the school office before 1:00pm daily if your child will be going home from school a non-typical way.

(For example, send them a note to walk home instead of ride the bus.)



We encourage families to limit classroom disruptions when able. Each time we call a classroom during the day to have a student leave early, the teacher has to stop teaching to answer the phone.

We try to honor the continuous learning environment of all students as much as possible.

Parent Involvement

VOLUNTEERS AND VISITORS

We invite parents and guardians to visit and participate in school activities as volunteers. Parents are welcome to help in the classroom, support the library, chaperone students on field trips and to share their time and special talents with students. Our volunteers are invaluable to our mission and every hour given is valued. If you wish to volunteer in the school, please go to the Camas School website or the school office for a volunteer application form. The office will make a copy of your ID and send the form and ID to district office for volunteer approval. Please allow at least five school days for the district to process and clear your volunteer application before helping

out at school or chaperoning. **An approved volunteer application lasts for 2 years.**

(Not sure when you last applied? You are welcome to ask the office to check the master list.)



VOLUNTEERS AND VISITORS CONTINUED...

Parents and other visitors are welcome in our school. For the safety of our children, we must insist that all visitors come to the office before going to any location on campus to sign in and get a visitor badge. Additionally, this check-in procedure allows staff to know who is in the building in case of an emergency. So please, come to the office to check in even if you have been here many times or are just having lunch. Our intent is never to offend or discourage your visits; we just need to account for everyone in our building.

If an adult visitor wishes to observe a classroom, a time should be prearranged with the classroom teacher and the principal. Parent volunteers should never interrupt a classroom unexpectedly or “pop your head in” when you are in the building during an unscheduled time. Inviting friends or other children to visit is not permitted during the regular school day.

Volunteers will be invited to an opportunity to attend trainings in the fall in conjunction with the first PTA meetings. There is much more information about visitor and volunteer policies in the flier: “A Guide for Volunteers and Visitors to Building in the Camas School District,” available in the school office or online.

PHOTOS ON CAMPUS

Parents are given the opportunity to opt out of having their child included in photos for the yearbook, school publications, and other district uses. Families have a right to their privacy. Parents and visitors during the school day are asked to not take photos of other students. Afterschool events are okay, but please honor student privacy and confidentiality in all areas at school.

Parents are asked not to approach the playground fence during the school day from the outside. This creates a disruptive and unsafe environment.

SignUPGenius.com: The PTA uses an internet program called Sign Up Genius to allow adult volunteers to sign up for various events. Even if you are not a PTA Member, you can still get these email invitations throughout the school year and your help is appreciated. Email the school office if you need help getting access to this program.

PARENT/TEACHER CONFERENCES

Although there will be ongoing communication with parents/guardians, formal conferences will be held during a district conference week in early November with all families. Specific times and dates will be sent home during the school year by each teacher.

PTA MEMBERSHIP

Dorothy Fox is lucky to have a very involved and caring parent community. Joining the PTA and/or supporting their events are a way for families to get involved in our school. The Parent Teacher Association is comprised of dedicated parents, committed to an excellent working relationship among teachers, support staff, administration and parents. Meetings for 2018-19 will be held every other month. PTA membership information is available in the school office. Please see the Dorothy Fox PTA Website and Facebook Page on the Fox school blog.

REPORT CARDS

Report cards go home to parents three times each year: in early December and mid-March with each child and mailed to parents/guardians at the end of the school year.

Students are evaluated on the state standards with a 4-point system. These do not correlate to a traditional A, B, C grading system. A report card with 3's suggests that the



REPORT CARDS CONTINUED...

student is right where they need to be at that moment in time. Students who end the year with marks of 3 on the standards show they are ready for the following grade level.

4 = A student is consistently performing above the grade level. This can at times require student initiative to be shown in the classroom.

3 = A three is the target. A student with a 3 is consistently showing grade level expectations.

2 = A two means that the student is growing and approaching the standard or that he/she shows the skill at times but are not yet consistent in their performance.

1 = A one is very concerning as it means that the student is performing well below grade level.

Students do not receive letter grades at the elementary level in Camas Schools.

SCHOOL SUPPLIES

Copies of the requested grade level supply list can be picked up in the school office or accessed on the web site. Any student who needs support in acquiring the necessary supplies throughout the year should contact our counselor, Mr. Baxter. We have provisions to help students in need of school materials and backpacks. We do not want a family to feel burden or stress about our detailed and specific supply list.

BREAKFAST & LUNCH ACCOUNTS

Students can buy hot lunch or bring cold lunch to school. If you purchase a school lunch, students get unlimited trips to the fruit and veggie bar as well as the chance to pick from four daily choices, including a vegetarian option. Drink options include white or chocolate milk, juice, and water.

Parents now have the opportunity to view their student's meal purchase history and current balance as well as make credit card deposits online for student meal accounts. Information for creating an account is available on the school district website.

Eligible Camas School District students can receive free or reduced-price meals and other benefits. Breakfast and lunches will be served at no cost to children who qualify for free meals and to those who qualify for reduced-price meals in kindergarten through 3rd grade. All other students will be charged regular rates. The rates are published each year at the school district website. Free & reduced applications are made available to all families and must be filled out each year.

Coming to School

BEFORE SCHOOL PARENT-STUDENT CAR DROP-OFF: *BE SAFE & SWIFT*

If you are transporting your child to school, please be careful and patient. State policy dictates that private cars should not be present in the driveway when buses are loading or unloading students. For this reason, the buses will unload on Sierra Street so that private cars can drop students off in the north area or the front bus lane in the morning to control congestion. **Students should not arrive before 7:45 A.M.** The automatic doors will not open until 7:45am and students will be left to wait outside. We do not have staff to supervise students before this time. Student safety is #1.

Also, please try to be efficient when at the curb. **PLEASE DO NOT STOP YOUR CAR RIGHT IN FRONT OF THE MAIN DOORS.** This blocks all the cars behind you and is unsafe as cars line up behind or try to go around. We ask that you pull all the way forward to utilize the enter curb front. Try not to idle cars for environmental reasons and be ready to say a quick goodbye at the curb so that we can keep the line of cars moving. If the bus area is crowded, please go to the North door drop off area.



SCHOOL ABSENCES:

Student attendance is essential to success in school. Most subjects are taught in sequence, requiring understanding of each concept in order to make progress. Sending work home to a student that was absent is not a replacement for the rich learning that takes place in the classroom. Parents play the key role in stressing the importance of regular, on-time attendance. Please remember that according to state policy, illness, medical appointment, religious observance and family emergency are the only reasons for having an excused absence. Persistent absenteeism and/or tardiness create a genuine hardship for a student and the teacher and is regarded as a very serious problem. Special requests and family vacations will not be excused if they are determined by the school to adversely affect the student's educational progress per district policy.

PLEASE NOTIFY SCHOOL WITHIN 3 DAYS OF ABSENCE: Parents are required to notify the school each day their child is absent. An automated phone message will be sent on each day that your child is not at school. We request that you call, send a note, or email each day your child is gone with a detailed explanation of why they were not at school. The office voicemail is available 24/7.

Students are responsible for making up missed work when they are gone. Requests for homework for absences due to illness can be made through the office, however, if he or she is out for 5 consecutive days or more due to illness, a doctor's note is necessary. Students with ongoing health issues will be contacted by our school nurse to develop a plan to ensure good attendance.

Family trips should be planned on non-school days in order to support each student's education. Teachers are not expected to produce homework for students going on family trips in advance. Students gone for reasons unrelated to illness or emergency will have assignments available to them to make up upon their return.

Absences & Truancy (CSD Policy & Procedures 3122 & 3241)

Attendance Truancy Reporting: When a student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, the school will file a truancy petition with Juvenile Court. The court may then schedule a hearing with the student and his/her parents/guardians. (RCW 28A.225.030; ESSB 5439) Following are typical examples of excused and unexcused absences:

REASON FOR EXCUSED ABSENCES

Illness
Health condition (doctor, dental appt.)
Religious observation
Family emergency (funeral, serious injury to immediate family member)
Emergency situations authorized by school officials
Approved conferences (school, police, DSHS)

EXAMPLES OF UNEXCUSED ABSENCES

Student is tired or parent overslept; alarm problem
Needed at home or family visitors in town
Babysitting, shopping, modeling, or other work
Student's birthday
Missed the bus/car trouble
Out-of-Town (unless cleared by school in advance)
Personal reasons (unless cleared by school)
No reason given for absence

Parents of elementary students are responsible to get their children to school every day, on time each day. Should this become a chronic problem, the principal will request a meeting with parents to problem solve the reason for the absences. Should the student continue to have their education negatively impacted by excused or unexcused absences, a behavior contract will be enacted that could lead to mandatory doctor's notes and/or filing with truancy court. Dorothy Fox has high expectations for student attendance.



TARDINESS = ARRIVAL AFTER 8:00AM

Students are expected to be at the classroom when their outside doors open at 8:00am. Kids that walk through the door at 8:00am are considered late to school. Students late to school need to report to the office for an admittance form to class.

EARLY RELEASE = WEDNESDAY AT 12:10PM

The Camas School District elementary schools have early dismissal every Wednesday at 12:10 PM. Teachers use early release time to plan and prepare lessons, attend in-service trainings, and meet with teaching teams in professional learning communities.

PETS ON SCHOOL GROUND *(Rule does not apply to certified service animals.)*

Some students are allergic or fearful of certain animals. In order to maintain the feeling of safety for our students, we limit animals on campus. **All pets, including dogs on leashes, are not allowed on the school grounds per district policy.** Prior permission may be granted for special teaching demonstrations. Dogs at pick up time should be on the public sidewalk.

SALES AT SCHOOL

Any type of selling by students (outside of school fundraisers) will not be allowed during the day.

LOST AND FOUND

Items that are found are placed in our lost and found, which is located on hooks or shelves outside the cafeteria/gym. Three times during the school year (Winter Break, Spring Break and Summer Break), the clothing that is not claimed will be given to charitable organizations. Have your child frequently stop by and check to see if there are any articles that belong to your family.



PLEASE PUT YOUR STUDENT'S NAME ON THEIR COATS, HATS, GLOVES, & LUNCH BOXES, ETC. SO WE CAN RETURN THEM.

DRESS CODE

Students come to school to learn. One thing that impacts how children react to the learning climate is their dress. At the same time, Dorothy Fox is a school where it is important for kids go outside in the fresh air and play every day. Clothing that supports active play and a professional learning environment is encouraged.

The following is not an inclusive list. Any clothing or accessory which detracts from instruction is not appropriate. We request our families use their best judgment and if questions arise, please ask.

- The most appropriate clothing is jeans, sweat shirts and t-shirts, long pants, dresses with shorts worn underneath for playing, shorts that extend below the fingers when arms are at the sides of the body, leggings with long t-shirts and sweaters.
- Students may not wear clothing or accessories having logos with inappropriate language, messages that promote anger, violence or clothing with demeaning/offensive messages. Shirts showing alcohol, sexually suggestive, implications of profanity, tobacco, or illegal drug messages will not be worn at school.
- Students will not be allowed to wear pants that hang low on the hips and show underwear. This clothing is generally accepted as being associated with gangs and intimidating behavior.
- Short shorts, crop tops, halter tops, swimsuits or see-through tops are not okay.
- Costume hoodies that cover the face need to stay unzipped at school.



DRESS CODE CONTINUED...

- All clothing should meet and cover the abdomen. Only the upper back should be exposed when wearing tank tops or summer shirts. If students wear a jacket or sweater to cover an inappropriate top, then they need to wear that covering all day in all locations of the school.
- Tank tops should have straps at least one inch in width. Dresses with spaghetti straps should cover the torso. All clothing must cover undergarments when the child is standing, bending and sitting.
- Students need to wear good shoes when at school to support safe physical activity when running in P.E. and at recess. (During pajama spirit day, slippers are only allowed if they have a solid shoe bottom. These can only be worn as a part of an intentional costume.)
- Students may wear hats on the playground, in the hallways, and cafeteria. Hats and hoodies must be removed during learning times in all classrooms and during assemblies. This includes boys and girls wearing hats for fashion purposes.
- Sunglasses can be worn outside the building if needed to protect eyes. Plastic glasses or fashion frames that are pretend or not-related to a student's eye prescription needs are considered a distraction to learning and should not be worn to school.
- Please do not allow students to wear or bring makeup, including lipstick, to school.

Exceptions to the dress policy are allowed if they are part of a permitted costume and they do not disrupt the individuals learning or the learning of others.

AFTER SCHOOL PARENT-STUDENT PICK-UP

At Dorothy Fox we carefully monitor each student as they exit the building.

If you are picking up your child after school, please below are some options:

1. If you will be regularly picking up your child, we have developed a convenient option that will not require you to get out of your car. You may drive through the north parking lot and pick your child up at the north door. We will have supervisors present to make sure students get to your car safely. We may ask for identification before releasing a student. If you chose this option, please remember that our parking lot gets quite congested, so please be patient and careful.
2. If you are occasionally picking up your child either after school or during the school day, we are requesting that you sign your child out with staff from the main office area. Identification may be required. If you call when you are on your way, efforts will be made to have the student waiting for you in the office when you arrive.

In order to keep things orderly and safe, parents are not allowed to go directly to the classroom to pick up their student or get them directly off of the bus. Please go to the office in case of special need. We ask that parents limit calling students early to avoid class disruption at each occurrence.

This North parking area can be highly congested at pick up time. The bus lane is not available for afternoon pick up. Dorothy Fox suggests that families walk or car pool whenever possible.

USING THE SCHOOL PHONE

Students are allowed to use school telephones for school business or in case of an emergency. Such things as arrangements for one child to go to another's home after school should be made before the child comes to school. **Cell phones are not to be turned on during the school day for any reason.** Students are not to be texting during the school day from a phone or watch. Parents are asked to please not call or text their children during the 8:00-2:30pm day.



BICYCLES, SCOOTERS, AND ROLLER BLADES

Students may select to ride a bicycle or scooter to school with parent permission. **Students must wear a safety helmet.** This is the law in the city of Camas. A bike rack is provided on the north side of the school building, however, the school cannot accept responsibility for any loss or damage to bicycles, scooters, or other items left in this area. The school does recommend a bike lock be used. Students should bring bike helmets inside the classroom to keep them secure.

Students who come to school on wheels are expected to dismount and walk the item to the school after they cross at Sierra and 28th. For the safety of all students, we do not allow children to ride wheels on school campus or on the sidewalk where they interact with walkers. Students who fail to meet this expectation will lose the right to come to school on wheels.

For safety reasons, students are never allowed to roll on school campus with shoes that have wheels in the heels. Skateboards are also not allowed on campus at any time.

WALK ZONE INFORMATION

For those students who live within ½ mile of Dorothy Fox, you are expected to walk to school, please follow the guidelines listed:



IF YOU MUST CROSS THE STREET TO GET HOME, STUDENTS MUST CROSS AT THE MANNED CROSSWALK FOR SAFETY
(Students may not cross over Sierra or 28th except at our CROSSWALK CORNER)

1. Students arriving at school and departing from school are helped across NW Sierra and 28th by School Patrol Crossing Guards. Students coming from the south may walk on the school bus lane to/from the park with parent permission. For their safety, these students should not be crossing the school driveway.
2. Students are expected to walk to the corner of Sierra and 28th where we have supervised crossing guards, even if this means that students have to back track on their path to and from home. There are a few students who have a safer route by going to the south by the community park. These students should walk on the school sidewalk with parent permission.
3. When crossing streets, children should be sure to look both ways carefully.
4. **Children should not arrive at school before 7:45 AM. The computer controlled doors do not automatically unlock until this time and students will have to wait unattended outside.**

YOUNG CHILD WITHOUT AN ADULT AT A BUS STOP

In the event that a kindergarten student is not met by an adult at their bus stop after school, the bus driver will reroute the student to Camas Extended Day at the JDZ Administration Complex, 841 NE 22nd Avenue, where the student will be supervised until the parent/guardian arrive. Similarly, an older student may be rerouted to Camas Extended Day Childcare if circumstances warrant it by the driver and contact cannot be made with parent/guardian. The phone number is 833-5540.

TAKE YOUR CHILD TO WORK DAY

Dorothy Fox values each day that students attend school. For this reason, we encourage families to reschedule Take Your Child to Work day to the summer or weekend if possible. If a family chooses to participate in this event, you must call the school to prearrange the absence.



STUDENT POSSESSIONS—CELL PHONES, TOYS, IPODS, CAMERAS, WATCHES, ETC.

Toys, CD players, phones, iPods, MP3 players, cameras, gaming devices and other electronic toys, etc. are considered a distraction to the learning environment. These items should not be brought to school unless they are for a teacher/parent authorized reason. They must be kept out of sight in the classroom and will not be allowed on the playground.

The school provides play equipment for recess. Therefore, students should not bring personal tennis balls, soccer balls or other items to play with on the playground. Please ask recess adults if you need something.

While the district school bus driver may allow some electronic items on the bus, they are prohibited at Dorothy Fox. From the moment a student steps on school property, such items must be zipped away in a backpack and not accessed at school. Should students violate this policy, the electronic item will be taken away and returned at the end of the day as a warning. A second offense will cause the item to be kept in the office until it can be picked by an adult. A third offense will signal a loss of this privilege for the rest of the year.

Any toy brought to school that resembles a weapon violates state policy and can result in discipline of the student. Even on spirit dress up or theme days, students should never bring items such as toy guns, knives, swords, etc.

Related items that connect to school historical projects or displays should be approved by the teacher and principal in advance.

The school cannot assume responsibility for lost or damaged personal items. We do collect toys and other items that may be harmful or disruptive to the learning environment. Parents may pick up these items from the teacher or principal.

Cellular and data watches need to have the calling and internet features turned off during the day. Students can wear these items as a regular watch but it should not make calls, play games, beep, or disrupt the school environment during school hours.

Cellular phones are not to be used on school buses or during school hours. **All cellular phones must be off and in students' backpacks** from the time they are on school property until they are off school property. Having them in student possession during school hours, turned off or on vibrate is not acceptable. Students should not be testing with anyone during the day.

Student Services

ENRICHMENT OPPORTUNITIES

There are a variety of after-school enrichment opportunities for Fox students, such as the Swingin' Ukes, Student Leadership Team (SLT), Robotics, Green Team and Science Olympiad.

STUDENT DELIVERIES

Deliveries to the school, such as mylar balloons or flowers can be a distraction to the learning climate. We discourage families from sending items like this to the school. Should a student receive a delivery that would be appropriate to take to the classroom, the student will be called at the next available scheduled break to come to the office to retrieve the item. Other items, such as bouquets will be kept in the office until the end of the day.



STUDENT SUPPORT SYSTEMS AT DOROTHY FOX

It is our goal to help every child be successful in school, ensuring a bright future for all. For some students this can mean receiving more individual services in order to address significant issues that impact a student's academic success. Like all schools in America, there are students with disabilities, students with varied socio-economic backgrounds, and students with different cultural and language experiences in every classroom. We believe such diversity is an asset to the students of Camas as they learn to be accepting and respectful of all people. We encourage families to communicate with Dorothy Fox about the needs of your student.

Information about Special Education Services, 504 Plans, ELL Programs, LAP Reading, sensory accommodations and other intervention supports can be found on the school web site.

COUNSELING

Our school counselor, Mr. Baxter, is here to support all the students and families at Dorothy Fox. Students make appointments by filling out "request to meet" slips that are available on the door of the counselor's office. A parent can make an appointment with the school counselor through the office at any time. The counselor will help students with academic, personal, social, or behavioral issues. The main goal is to help students understand themselves, so they can make good decisions about life.

The counselor also delivers curriculum on friendship, emotion management, problem solving, and anti-bullying skills to all the classrooms over the year. Services are delivered 1:1 as well as in groups for conflict resolution and other needed areas.

Conversations between the school counselor and students will remain confidential, within legal limits. For example, reports of abuse and/or neglect must be reported to the proper authorities. Parents are informed about safety issues that emerge during this process.

Our school counselor provides support to parents as well. He offers classes/resources on parenting techniques and works with adults individually on ways to help their child to be successful. Parents or guardians are encouraged to seek out the help of the counselor as a source of information whenever needed.

HEALTH ROOM

Students who become ill or injured should check into the health room in the office. The health room at Fox is staffed daily by a health assistant with a nurse who supervises and is on campus one day a week. It is important for the school to be able to contact parents/guardians or a trusted friend/relative in case a student becomes ill or injured while at school. Students will not be allowed to leave school without the permission of one of these people. At the beginning of each year, families provide the school with accurate phone numbers for work, home and emergency contacts. If any of these numbers change, please notify the school office immediately.

WITHDRAWAL FROM SCHOOL

Parents wishing to withdraw their child from school on a permanent basis must contact the school office. Records will be forwarded upon receipt of a signed request by the parent. Any student not in attendance for 20 consecutive days will be automatically withdrawn from the school district per state policy.

GUM Students are not allowed to be in possession of gum on campus. (Rare exceptions can be made per a student intervention plan with school officials if there is a documented learning reason to allow gum chewing.)



Health and Safety



HANDWASHING is the single most important practice preventing transmission of diseases. Students at Dorothy Fox will be encouraged to wash their hands frequently. Hand sanitizer will be used as a substitute if washing hands is not available to the class before eating.

STUDENT BIRTHDAY CELEBRATIONS

We love birthdays, but in order to support healthy habits at school per school district policy, students shall not bring cupcakes, or other sugary foods to celebrate student birthdays in the classroom. Parents are encouraged to find non-food celebration items if they wish to acknowledge a student's birthday within the classroom setting. Suggestions include pencils, small erasers, or donating a book to the classroom in the student's name. See Board Policy 6700.

RESPONDING TO BULLYING

Bullying can greatly affect learning and the school climate, and is unacceptable. At Dorothy Fox we strive to teach pro-social behavior, encourage positive interactions, and appropriately respond to bullying behavior. Teachers and our school counselor teach all students empathy, friendship skills, problem solving, anger management and how to respond to bullying behavior through district adopted curriculum.

Bullying is defined as: behavior that is mean and one-sided. It happens when someone keeps hurting, threatening or leaving someone out on purpose. Students are taught the three "R"s as a way to respond to bullying. To "R"ecognize if bullying is occurring, "R"efuse bullying by standing up for themselves with verbal strategies if it is safe to do so, and to "R"eport bullying to an adult. Persons suffering from bullying behavior and those using power in mean ways both need support and clearly defined structure to recover and change. It is important for staff, parents and children to work together to solve bullying problems when they occur.

Anyone who feels they have been bullied can fill out a district HIB Form and turn it into the office as a way to report the problem and start an investigation. These are available on line at the district "Harrassment, Intimidation, & Bullying" website.

UNSAFE ITEMS BROUGHT TO SCHOOL

Some items that may be appropriate for home, camping, etc. are not acceptable at school. Any kind of knife, matches, and many types of tools are unsafe to bring to school. Replicas of guns, knives, swords etc. are not permitted and could cause other students to be concerned and thus detract from learning. Squirt guns or plastic gun replicas are not allowed at school. Bringing weapons or using replicas for intimidation are never permitted and district policy regarding consequences is spelled out in Appendix C.

EMERGENCY INFORMATION

Fox has many features that help to keep it safe. First, is the front door entry system that keeps the door locked during the school day. Double doors in the front hall are the recommended entry set up for safe schools. Our main doors are electronic and can be locked with a push of a button in the office. Stations around the school are equipped with 911 buttons that can get help to the school very fast if needed. All entry ways are covered by indoor cameras around the school that work 24/7 with cameras covering the play structures and front entrance. We practice regularly to make sure that school adults are ready to handle emergencies.



SCHOOL EMERGENCIES/PARENT UNIFICATION

The school participates in monthly, school-wide safety drill rehearsals. All staff are provided with training for handling various school emergency situations with student safety as our #1 priority. Systems are in place to account for the location of each and every student during an emergency.

Should an actual emergency occur, parents need to be aware that the school phone system could be overburdened with calls. We will utilize the district emergency phone calling system, emails, and our voicemail to provide timely information to parents.

Parents who come on campus to try and retrieve their student during a school emergency situation need to be aware that a parent staging area will be set up where families will be required to report. Students will be released to parents/guardians in an orderly fashion once the immediate threat has passed. Parents wishing more information about school safety plans/procedures are welcome to call and talk with the principal.

FIRE ALARM DRILLS

In the event of an alarm, students are to proceed out of doors following methods prescribed during regular fire drills. Any volunteer or parent in the building at the time of a school alarm, must also exit the building during these times. A student who pulls the fire alarm for mischievous or false purposes will be suspended from school and local authorities will be notified.

EARTHQUAKE DRILLS

In the event of an earthquake, students should respond in the drop, cover and hold method as prescribed during regular earthquake drills. Students en route to school or home should stay away from power lines and proceed to their destination.

SCHOOL LOCKDOWN DRILLS

The school will practice drills that lock down the school at various times throughout the school year. Lockdowns are identified as being two types. An internal lock down is the most serious where all students are either brought into secured areas, lights are turned off. When hiding, students are expected to be quiet, and staff will keep students out of sight and away from windows. Staff may also select that leaving the school campus away from danger is the safest move when there is an internal threat. An external lockdown is a cautious procedure where movement inside the building is allowed, but outside doors are locked and students are not allowed outside.

EMERGENCY CLOSURE OF SCHOOL

During poor weather conditions, parents will receive an automated message phone call from the district office with information about any closures. Please also listen to the local radio and TV stations for late-start and closure information. Emergency closure information is also posted on the district Web site at www.camas.wednet.edu.

In case the school closes during the school day and students need to be sent home early, we need the family to provide a "back-up" plan for a safe and supervised place your child could go due to unexpected school closure. There is not time to make individual personal phone calls for arrangements at the time. We must have information about where, in our school's busing or walking boundaries, your child will go in the event that we close school during regular hours due to an emergency. Please complete a [Student Emergency Closure Form](#) each year and return it to the school.



Library/Media Center

The Library/Media Center exists to help students and teachers carry out the school curriculum, to assist in research, and to promote an enjoyment of reading. The library is open almost every morning before school and often during lunch recess.

Students should:

- Understand they are financially responsible for items they check out.
- Understand if an item checked out is not returned or renewed after two weeks, it will be overdue. An overdue notice will be sent to the student and parent and additional items cannot be checked out until the overdue ones are returned or renewed.
- Act in a Fox Four manner when in the library by being respectful to others with a quiet voice.
- Not hesitate to ask the staff for assistance if they need help.

Students with overdue books at the end of the year will have book fines placed on their Skyward school record file. This will follow them year to year until it is resolved. Book fines can be paid in the school office.

Technology Code of Conduct

Chromebooks, Ipads and their associated programs/apps are some of the many resources used in the classroom that provide opportunities for learning and growth. With the privilege of access, comes the responsibility of access. The device must be used in a manner aligned with building and district policies ([Policy 2022](#) and [Procedure 2022P](#)), as with other school equipment.

Expectations:

1. Be a mindful digital citizen. Files, including communication and collaboration, must be consistent with school policies and copyright laws. Don't share your passwords with others, and refrain from logging in as another user. Communicate responsibly.
2. Take care of the device. Help to keep it charged properly in the classroom cart daily. Do not close the device with items inside or stick anything into the ports unnecessarily.
3. Keep the integrity of the device. Specific software and system configurations are intended for student safety. Do not alter district settings or software.

Actions that are in conflict with district codes of conduct will result in a consequence deemed appropriate. Specific codes relating to technology include but are not limited to:

- Bullying behavior, such as harassment, discrimination or intimidation.
- Offensive behavior, including profanity, or otherwise offensive to a reasonable person.
- Malicious use, including misrepresenting others, modifying files from another, accessing an account of another.

Behavioral Expectations

We believe it is important to teach children the behaviors we expect at school so they can learn how to be responsible citizens. Our goal is to create an environment that is safe, kind, and respectful. Through a program called Positive Behavior Support Planning, Dorothy Fox is prepared to make reinforcing positive student behavior a top priority where we work to reinforce common expectations around the school. Data on student behavior is reviewed monthly so we can keep our school environment positive and focused on learning.



Our Positive Behavior Support Program (PBIS) at Dorothy Fox Starts with Common Behavior Expectations

The following expectations will be taught and re-taught explicitly by all staff in the school. Parent volunteers and substitutes are encouraged to hold students to the same high standards when at school. Explained below is what it means to show the Fox Four in various common school areas.

THE FOX FOUR	<u>I am Safe</u>	<u>I am Respectful</u>	<u>I am Responsible</u>	<u>I am a Learner</u>
All Common Areas 	<ul style="list-style-type: none"> Hands, feet, & objects to self Walk facing forward in a straight line & to the right 	<ul style="list-style-type: none"> Wait your turn Use kind words and actions 	<ul style="list-style-type: none"> Clean up after yourself Use appropriate voice level Take care of equipment and belongings 	<ul style="list-style-type: none"> Follow adult directions Do your best
Bathroom 	<ul style="list-style-type: none"> Keep water off floors Wash hands Report problems 	<ul style="list-style-type: none"> Use quiet voices Give people privacy 	<ul style="list-style-type: none"> Flush toilets Towels: Count 1,2...rip Follow classroom checkout 	<ul style="list-style-type: none"> Return to class promptly Quick, quiet, aim, flush!
Cafeteria 	<ul style="list-style-type: none"> Don't share or trade food Sit with feet towards floor, bottom on bench Walk with tray, hold it with both hands Walk at all times 	<ul style="list-style-type: none"> Allow anyone to sit next to you Say please and thank you Use quiet voices Say "Excuse me" before you walk through the line Chew with your mouth closed 	<ul style="list-style-type: none"> Clean up your space Place salad bar handles carefully so they stay up and out of the food Raise your hand to get up Stay seated until excused 	<ul style="list-style-type: none"> Eat a nutritious lunch Be "Green" (recycle) Compost food and paper products in the green bins
Hallways 	<ul style="list-style-type: none"> Straight line Walk to the right Hands, feet & objects to self Walk slowly 	<ul style="list-style-type: none"> Silent, no talking, Level 1 Hold door for the person behind you 	<ul style="list-style-type: none"> Arrive/leave on time Go straight to your destination Have a pass or be with your class 	<ul style="list-style-type: none"> Make good decisions Don't press auto door button unless needed
Computer Lab 	<ul style="list-style-type: none"> Sit in chair facing forward Use appropriate posture No food or drink 	<ul style="list-style-type: none"> Use very quiet voices Practice patience Hands, feet, & objects to self 	<ul style="list-style-type: none"> Access your file only Use materials appropriately Return materials/equipment 	<ul style="list-style-type: none"> Follow adult directions Use internet safely
Recess 	<ul style="list-style-type: none"> Stay within boundaries Line up quickly, quietly and in your own space Hands, feet & objects to self Use equipment safely Wear appropriate clothing for the weather Please report if someone is hurt or injured 	<ul style="list-style-type: none"> Follow game rules Play fairly. All games are open to all kids Take turns. All equipment is to be shared Respect others property Use positive talk When you lose, go out without arguing 	<ul style="list-style-type: none"> Listen and follow supervisor directions Put equipment away Use pass for leaving the area Line up when bell rings Vote fairly when a judge Take care of your backpack and belongings 	<ul style="list-style-type: none"> Learn and understand the playground rules Solve problems by using the line to judge or use rock/paper/scissors (1 time) Make good decisions Play cooperatively Show good sportsmanship
Assemblies 	<ul style="list-style-type: none"> Walk quietly and calmly Sit in assigned area 	<ul style="list-style-type: none"> Sit on pockets (bottom) Sit in your own space Clap appropriately Keep hands at sides 	<ul style="list-style-type: none"> Enter/exit quietly Use good audience manners Wait for signals Be a good listener 	<ul style="list-style-type: none"> Participate Use appropriate volume
THE FOX FOUR	<u>I am Safe</u>	<u>I am Respectful</u>	<u>I am Responsible</u>	<u>I am a Learner</u>
Evacuation Drill 	<ul style="list-style-type: none"> Line up quickly, quietly and in your own space Walk quietly, calmly Face away from the building 	<ul style="list-style-type: none"> Help your teacher and others if asked 	<ul style="list-style-type: none"> Follow adult directions Be a good listener Never play with school safety alarms or extinguishers 	<ul style="list-style-type: none"> Know the expectations and the routine to evacuate the classroom, playground, or if you are in the bathroom.
Leaving School 	<ul style="list-style-type: none"> Use sidewalks & crosswalks Walk bicycles/scooters Got wheels? Wear a helmet 	<ul style="list-style-type: none"> Use quiet voices Wait your turn 	<ul style="list-style-type: none"> Have a note from parent if going somewhere different. Follow adult directions Go straight to your destination 	<ul style="list-style-type: none"> Know the routine/ expectations for riding the bus, walking, or parent pick up



ACKNOWLEDGING POSITIVE CHOICES

The Fox Positive Behavior Support plan emphasizes the positive. Responsible behaviors enable students to develop, strengthen, and maintain academic, personal, and interpersonal skills. These behaviors increase opportunities for success in school, at home, and in the community.

The most important means of encouraging students are the minute-by-minute positive interactions that occur between staff and students. We will strive to interact with each student more frequently when the student is engaged in responsible behavior than when the student is not being responsible. Our goal is to encourage greater intrinsic motivation for kids in the end.

1. Special Attention

In order to increase the ratio of positive interactions for students, staff is encouraged to acknowledge students with greetings and conversation throughout the day. Parent - teacher positive contact by means of the student planners, phone or e-mail is also encouraged. Post cards home are supported as well.

2. FOX Paws'itives

Paws'itive tickets are given to students for showing any one of the Fox Four traits. We believe that students who make these choices should be acknowledged for their efforts. Students are rewarded for earning Paws'itives in a variety of ways including school-wide activities, individual privileges, and the chance to win prize drawings. Students can be acknowledged as Fox Four Scouts with the ability to pass out Paws'itive tickets to others. Photos of the Fox Scouts can be seen in the hallway. They can trade chairs with the principal for the day, earn extra recess, and enjoy other fun things. Five tickets can be traded to the office for their school ID card, 10 tickets for a Fox Pencil, 20 tickets for a Fox Four Ribbon and 30 tickets for a Fox Four Water Bottle.

3. Signing the Success Book

Approximately every 6 weeks, school staff are asked to nominate students to sign the Fox Success Book. This is a book on display in the Fox living room that is a part of our school record and will live on at Fox long after the students move on to other schools and beyond. It is an honor for students to put their name in the book and acknowledges kids for doing a good job. Staff provide a certificate to each student which describes the reason for his/her nomination that they can bring home to parents. Students are announced on the news or in front of their peers at an assembly to celebrate positive behavior.

4. The Rob Warren Acts of Kindness Award

The Rob Warren Acts of Kindness Award will be given to the Fox Student at the end of the school year that best represents the qualities of kindness, cooperation, and respect for everyone. This award is a lasting tribute to a boy who was best known for his smile, big heart, sense of humor, and compassion.

5. The Courage of Lucy Award

The purpose of this award is to recognize children who positively handle life's challenges, i.e., ill family members, family tragedy, teasing, etc. The Courage of Lucy Award will be given to a Dorothy Fox student who showed the following characteristics: Courage in adversity, facing life changing or threatening situation with honesty, exhibits grace under pressure, shows selfless behavior or acts, has a positive countenance, is a role model in each area.

Per district policy, Fox avoids using food as a form of reward or incentive for students.



HANDLING MISBEHAVIOR

Dorothy Fox will respond to misbehavior in a calm and consistent manner. The following are descriptions of Minor versus Major offenses with a menu or responses that the school feels is appropriate depending on the circumstances. The goal is to help the student make responsible choices in the future.

The consequences given will depend on the severity of the incident(s), number and frequency of offenses of the same or different nature, and previous consequences given. Suspension could eliminate student opportunities to participate in school-sponsored activities or events. *Note that student due process rights can be found in Appendix D of this handbook or on the CSD website.*

MINOR OFFENSES FOR MISBEHAVIOR Staff/Classroom Managed	MENU OF EXPECTED RESPONSES
<ul style="list-style-type: none"> • Not cleaning up eating area in cafeteria • Note passing • Inappropriate use of play equipment • Hat violation • Gum violation • Off task • Arguing with teacher • Failing to follow the rules with 1 reminder • Littering • Disruptive behavior • Playing in the bathroom • Undirected spitting • Dress code • Electronic equipment violation • Inappropriate voice level • Low level teasing • Not in assigned area during lunch & recess • Cheating • Not keeping hands, feet, or objects to self 	<p><u>1st Minor Offensive</u></p> <ul style="list-style-type: none"> • Ask students which rule was broken • Remind, redirect, reinforce • Require additional practice of correct behavior • Closer monitoring • Ignore / acknowledge appropriate behaviors • Contact parent (as necessary) <p><u>Repeated Minor Offense</u></p> <ul style="list-style-type: none"> • Contact parents • Re-teach appropriate behavior with student practice • Application of a mild, natural consequence • Loss of privilege (i.e. recess, computer time, etc.) • Time out • Write letter or plan for change • Clean up duty or other community service • Send to another classroom • Restitution • Referral to recess school or video review • Develop a plan of support
MAJOR OFFENSES OF MISBEHAVIOR Office Managed	MENU OF EXPECTED RESPONSES Complete office referral form (Required)
<ul style="list-style-type: none"> • Chronic minor behavior • Rough housing • Weapons • Drug & alcohol violation • Intimidation/threats of others • Inappropriate touching • Spitting at people • Unsafe activities • Referral on the school bus • Fighting/Assault/Physical Aggression • Overt defiance • Harassment/Bullying • Danger to others with intent to hurt • Vandalism 	<ul style="list-style-type: none"> • Send student to the office • Parent contact • Conference with parent/teacher/counselor/principal • Natural consequences as appropriate which can include community service • Social skills classes and/or work with counselor • Restitution • Loss of privileges • Detention • Formal behavior plan and/or behavior contract • In-school suspension • Notify law enforcement (as necessary) • Short or long term out-of-school suspension

Playground/Recess Expectations

The playground is a place where many skills can be learned and practiced. Not only can motor skills be refined, but many responsible behaviors can be cultivated such as cooperative play, good sports etiquette, and self-control. The following guidelines have been designed to facilitate positive play interactions and experiences.



The Goal: The playground should be a safe and fun area for children.

On the playground, the Fox Four are specifically outlined. We expect all children to learn and follow these playground rules. Specific game and equipment guidelines are printed here as a reference for students and to help increase consistency of expected behavior in common areas.

The FOX FOUR on the Playground:

<p style="text-align: center;">I am Safe</p> <ul style="list-style-type: none"> • Stay within boundaries • Line up quickly, quietly & in your own space • Hands, feet and objects to yourself • Use equipment safely • Wear appropriate clothing for the weather • Please report if someone is hurt or injured • Backpacks are to be off if running/playing 	<p style="text-align: center;">I am Respectful</p> <ul style="list-style-type: none"> • Follow game rules • Play fairly. All games are open to all kids • Take turns. All equipment is to be shared • Respect others property • Use positive talk • When I lose, I go out without arguing • Always include others
<p style="text-align: center;">I am Responsible</p> <ul style="list-style-type: none"> • Listen and follow supervisor directions • Put equipment away • Use approved pass for leaving the area • Line up appropriately when bell rings • Vote fairly when a judge for a group game • Show good sportsmanship • Take care of your backpack and belongings 	<p style="text-align: center;">I am a Learner</p> <ul style="list-style-type: none"> • Learn and understand the playground rules • Solve problems by using the line to judge or by using rock/paper/scissors (1 time) • Make good decisions • Play cooperatively • Show good sportsmanship

PLAYGROUND SUPERVISORS

The playground supervisors #1 goal is to keep kids **SAFE** while playing. They usually do not referee games. The students in line are the judges. When something is unsafe or a problem occurs, playground supervisors are there to help. They have passes to the library, health room, office and bathroom. Playground supervisors are the authority at recess. They are responsible for safety and therefore will encourage positive behavior and give consequences for unsafe behavior.

PLAY AREAS/BOUNDARIES

Play in proper play areas (main fields inside the track and blacktop). For safety reasons, students are not allowed to be around the portables or past the northwest gym door. Students should also not congregate in the double door area by the bathrooms or near the building past the wall ball courts (near rooms 11-13). These boundaries are marked by painted lines. When in doubt, ask a playground supervisor.

OPTIONS FOR INDOOR RECESS

Library - The library is available most days during lunch recess. Students get a pass from a recess supervisor before coming to the library. This area is supervised by the librarian and students may check out books, draw, play games, listen to books, etc.

Main Hallway Chess - Chess is a game that Dorothy Fox celebrates in our kids. It is a strategy game that is linked to higher lever thinking skills. Students can get a pass for any recess of the day to come and play chess on one of the four available boards. Each chess board is limited to players only.

Rainy Day Room - The Rainy Day Room is located in one of our outdoor portables and is open when the weather stipulates. Recess supervisors put out orange safety



OPTIONS FOR INDOOR RECESS CONTINUED...

cones on the deck of the portable to signal to students that the room is open that recess. Inside students can play games, shoot baskets, play foosball, pretend in the kitchen, and many other fun things. We are always looking for new games, legos and activities to put in the rainy day room for Fox kids and welcome donations of unwanted home items.

LANGUAGE

One of the ways we show respect is through the language that we use around and toward others. On the playground and throughout the school, students are expected to avoid any cursing, vulgar, or offensive language or gestures.

All students at Dorothy Fox follow the Fox Four rules for recess.

Game rules are taught to keep games running fair and without argument.

If students make up game rules, everyone in the game needs to know and agree to them. If problems or disagreements occur, the published school rules take over.

Disagreement?

Students are encouraged to "ROCK IT OUT" with Rock, Paper, Scissors or play a do-over.

During games, the entire line is the judge. The line participants vote if a student is out.

Dorothy Fox wants recess to be fun and active for all kids. The following guidelines are developed and reviewed yearly with the help of Fox kids to keep things fair and safe.

JUMP ROPE

Take turns twirling.

If you "get tripped up" and cause the rope to stop, then the student must take the rope handles from the student who has been twirling the longest.

Before beginning, the group needs to agree on the game to be played. A majority vote can be taken to select the activity. This includes if reverse is allowed, hot chili (spinning the rope fast), and/or high wire (turned off of the ground).

BARS/GLIDER

Swing in one direction. No hanging upside down. Do not climb on top of bars. It is not safe.

We do not push others or assist others on the glider. Student must get up on the glider by themselves and hold on tight so they do not hit hard on the opposite end and fall unexpectedly. Holding with two hands is best.

Glider: Glide one time back and forth, and then return to back of line to take turns.



SLIDES

Go feet first while sitting on your bottom.

One person at a time.

No climbing up or jumping off the slides.

Do not sit on the bottom of the slide.

TETHER BALL

First player serves and does not touch the ball until opponent touches it.

Players cannot hold the ball or rope.

You must stay on your own side.

The people in line are the judges.

You may hit the ball only one time on your side.

DO NOT SIT ON OR KICK THE TETHERBALLS.



JUNGLE GYM/PLAY STRUCTURES

No running or jumping off.

No tag games on the structures.

No sitting on the red/yellow/blue circuit.

No standing on top of the red satellite rings.

SWINGS

Sit upright—swing forward & backward only.

One person on at a time.

No jumping out of moving swing.

If someone is waiting to use the swing, he/she must count to 100 and then ask for his/her turn.

Students are not allowed to push others on the swings.

If you are not swinging, please stay out of bark chip area for safety.

FLAG FOOTBALL

Only pull a student's flag; avoid pushing or being on the ground for safety.

A student must read and sign a football contract before they can get a flag to play.

No tackling or pushing.

You may rush after a count of "five alligators."

A first down is when your team advances the ball at least ten yards.

A team may punt on fourth down, but must let the other team know.

Take turns being quarterback and pick teams in a way that is fair and kind to all.

Please do not hang on goal posts.

FIELD KICKBALL/WIFFLE BALL

15 minute recess, 2 outs and then switch. Longer recesses, 3 outs.

The first two people on the field are the captains. Second captain chooses first.

Pitcher is chosen by rock-paper-scissors.

Foul ball gets re-kick. No stealing the bases.

If the ball is caught it's an out.

If a runner is tagged it's an out.

No throwing the ball at runners.

The play is over when the pitcher has the ball on the mound. If the ball gets back to the pitcher's mound and the runner is not on base, it's an out.

Please do not climb on back stop fence.

WALL BALL

Server starts the game.

The other player can return the ball either in the air or on a bounce.

Use only the front wall. No side walls or ceiling.

Players trade shots until someone gets out by:

- Hitting it out or hitting the ball on the ceiling.
- Letting it bounce twice.
- Interfering with other player is a redo.
- Catching the ball then throwing it.

If the ball hits the other player, it is a redo.

"Babies", "cross countries", and "pop ups" are not allowed. If the ball clears the wall and bounces back to the players, it is good.

A "pocket" is when the ball hits the lower corner where wall meets the ground and stops. The person who hits a pocket is out.

Remember that players in line are judges.

THE SPINNER

Students must propel themselves on the spinner. No pushing or touching the person on the spinner.

To get a turn, you must wait in line along the edge of the bark chips.

The person on the spinner gets off when the next person in line counts slowly to 50, or before. The count starts when the person is standing on the platform or starts spinning.

Please stand back for safety.

Please keep at least one foot on platform at all times.



SOCCER

Play in the grass areas that are set up for soccer.

A student must read and sign a soccer contract in order to play.

No slide tackling, pushing or body checking.

Please do not hang from goal posts and stay off of nets if they are present.



GYMNASTIC MOVES

For safety, students are asked to have 1 foot and 1 hand on the ground at all times. Students need to have the skill to do the moves on their own without assistance. No helping others.

Examples of moves that are okay at school:

- Summer saults
- Cart Wheels (Tuck in shirt)
- Hand stand (Tuck in shirt)
- Walk over (Tuck in shirt)

Examples of gymnastics moves not okay on the playground include flips, round offs, and one-armed cartwheels.

FOUR SQUARE

Everyone gets a square and others form a waiting line along one side. Play begins when the server drops the ball once into her/his square then hits it underhand into a different square (serves the ball). The server must keep both feet in the service box until the serve is completed.

The ball can only bounce once in any square. Each player needs to hit the ball underhand into an opposing player's square after it has bounced only once in his/her square. No catching or holding the ball.

A player returns to the waiting line for another try if the ball they hit: didn't bounce once in their square before hitting it, lands on a line, goes out of bounds before it bounces, or bounces again in her/his square.

Anytime a player goes to the waiting line, the players move up and the next player waiting goes to the last box. *Kindergarten and 1st graders can catch/hold the ball for a count of 3.

No spins or tricks.

This is a fast paced game with the ball in constant movement.

BASKETBALL

Shooting baskets is a safe activity for our playground. However, team-on-team competitive games will not be allowed unless an adult is present as a referee. This is due to the nature of the



concrete walls and concerns about group size and safety. Some recesses, school supervisors are available and parent volunteers are always welcome to come as basketball referees as well.



QUICK SHOT (NOT BUMP)

The group playing decides where the first shot is to be taken.

If you miss your first shot, you may shoot the rest of your shots from anywhere.

Once you make it, get the ball back to the next person in line promptly and safely.

The first shooter has to release the ball before the second shooter can shoot.

If the person behind you makes the basket first, you are out.

No bumping the ball of any kind is allowed.

Anyone can join until the first player gets out.

A re-shoot happens when a majority of the people in line agree there was interference that made it unfair. (If your ball bounces out of the court, with no one interfering, it is part of the game and not a re-shoot)

Repeated bad sportsmanship or repeated breaking the rules can be reported to the recess supervisors who may take away the game for those involved for a period of time.

TAG GAMES NEED TO BE SAFE

All participants need to be in control of your body and feelings.

Tag should be done with your hand, no pushing. Be safe.

Students need to take turns being "it".

If teams, they need to be picked fairly.

It is not okay to target 1-2 people to always be it.

If you need a break, quit until the next round. Avoid calling timeout.

If an accident or fall happens, say sorry and show concern. Ask if they are okay and need help.

POP UP TAG

Tag softly on shoulders or back. If tagged, squat or sit down. You get up when the person who tagged you gets tagged. If both players tag each other, Rock-paper-scissors (Back to Back). You can have one partner and help each other (No other teams or truce). No guarding. Once someone is up, they need to be able to run (Stay 8-10 feet away). If you fall down, you are tagged.

SHARKS & MINNOWS (TAG GAME)

Be clear about the boundaries of the game.

Sharks stay in the Shark Tank (coned area)

Flags are worn outside of clothes, no guarding flag.

Two sharks are picked by rock-paper-scissors.

As minnows run by, sharks go after flag only.

Once flag is pulled, you are a shark.

There is no base and students must stay in bounds .

Once sharks say "3-2-1 Go" you have to the count of 15 to start to run to the other side.



WALL KICKBALL

Two players trade kicks trying to keep the ball in the boundaries. No Elimination. You are out if: you kick it out of bounds, you hit the net on the ceiling, you hit a player with a ball, you block your opponent, or you use hands. The line is the judge.

- Wall boundary: On or below line, you are in, above line you are out.
- Front boundary: After the ball hits the wall, it has to cross the front line before going out the side boundary. If it goes out first, the kicker is out.
- Back boundary: If the ball crosses the back line, the receiver is out.
- Side boundary: If the receiver does not kick the ball inbounds before it crosses the side boundary, they are out.
- No drop kicks are allowed. A drop kick is when hold the ball and kick it before it bounces.



FOX SPEED

A tennis ball is thrown at the wall from at least 6 feet away.

Players, other than the thrower, must catch the ball cleanly (without dropping it) in the air or off the bounce(s). Thrower must wait until all players are on court.

Thrower is out if:

- A player catches the ball "on the fly"
- The ball hits anyone on the way to the wall, hits kids in the line, or goes past them, hits the lower smooth section of wall, hits the thrower, hits the side wall, hits net on ceiling

- The ball goes out the side of the area

If the ball is bobbled (dropped):

- Catcher must run to the wall
 - Catcher stays in if they make it before the ball hits the wall
 - Catcher is out if the ball hits wall before they make it to the wall
 - Catcher is out if they kick or knock the ball away before or while running to wall
- Thrower is out if the ball hits the player running to the wall
- There is no reason to be out of bounds unless you are getting a ball that has left the game. Being out of bounds does not keep you from getting out.
- Stay in bounds unless retrieving a ball. There are no time outs unless someone is hurt.

A FOX SPEED-OUT:

- All players, except the thrower, are out if the ball reaches the back boundary line or goes out of covered area before anyone can touch it.

FOX SPRING JOGGING PROGRAM

During the last few weeks of school, all students are invited to keep track of their laps around the school playground track. Each lap is worth 1/3 of a mile. Students are honored for their commitment to fitness.



Camas School District Student Health Policies

NUTRITION POLICY IN SCHOOLS

School Board Policy 6700 stipulates guidelines and advocacy for improved nutrition and fitness practices across our district. The Camas School Board believes that the school environment should be conducive to and promote learning, nutrition being a key element. Students who have nutritious food and appropriate physical activity are better prepared to learn.

The Camas School District Nutrition and Fitness Policy can be found at www.camas.wednet.edu.

Frequently Asked Questions

1. How does the policy address the use of food as a reward?

Answer: In the past, teachers, administrators or other staff members have used food (like candy or sweets) as a reward for good academic performance or desired behavior. Implicit in these practices was an expectation of some sort of reciprocity: receiving a food reward for displaying certain behaviors. While these practices may often have been prevalent, the intent of the policy now is to avoid encouraging children to eat treats even when they are not hungry or creating habits of always rewarding or comforting with food.

2. How does the policy address the use of food in classroom parties, events or celebrations?

Answer: Food provided to students other than through the school lunch/breakfast program or through competitive food sales also includes foods provided for school sponsored parties, celebrations and events. These foods should comply with the policy language for food sales, except that occasional school-wide or class events can be exempt from the specific guidelines found in Policy 6700, Appendix A. However, providing healthful options is strongly encouraged! No more than five such exceptions shall take place in a given school year for a grade level at the elementary level. No more than three such exceptions shall take place in a department at the secondary level. Principals and grade level teams will work together to determine what (if any) exceptions they feel are appropriate for their grade level, department or school. While parents are not allowed to bring/send birthday treats to school, they are encouraged to check with teachers to determine what non-food birthday celebration is allowed.

3. What about the use of food during lessons when a clear curriculum objective is tied to some food consumption or preparation?

Answer: The district recognizes that food can often exist as a legitimate part of instructional units or lessons. Here are just a few examples where food might play a role in the classroom.

- *Studying cultural customs or celebrations from various countries or ethnic groups and sampling food related to these customs as part of the curriculum.*
- *The incorporation of food, recipes or food preparation into a curriculum unit where it is appropriate. (Example: The kindergarten FARM unit; using food portions and measurement in a math unit; preparation of a Thanksgiving feast, etc.)*
- *Creating models that involve food (Examples: building toothpick and gumdrop geometric structures; teaching fractions using sections or portions of some food items; occasionally building/creating/decorating gingerbread houses or other seasonal food items)*
- *Sorting food (fruits, vegetables etc.) by shape and color and sampling some of the items.*



HEALTH AND SAFETY

ACCIDENTS:

In the unfortunate circumstance that a child is seriously injured at school, parents/guardians are notified immediately. This is why keeping the school informed as to changes in emergency contact information is imperative. If a child needs medical attention and a parent/guardian or other emergency contact cannot be reached, school personnel will contact emergency medical services to transport the child by ambulance to the preferred hospital listed on the **Student Health Inventory** form. Minor injuries are usually followed up with a written note, sent home with the student, from the health assistant or building registered nurse.

ASTHMA/ANAPHYLAXIS: (CSD 3419/3419P and 3420/3420P)

Students shall be authorized to self-administer asthma/anaphylaxis medication if the parent/legal guardian and licensed health provider complete the **Authorization for Administration of Medication** form, and the health provider and building R.N. observe the skill necessary to use the medication/device properly. The student's authorization may be limited/revoked by the district if the student demonstrates an inability to responsibly possess/self-administer such medication.

BALLOONS - STUDENTS WITH LIFE THREATENING ALLERGIES:

Camas School District is aware that anaphylactic reactions, most often caused by exposure to substances to which a student is allergic, can be life threatening. The sources of these allergens are typically foods, medications, stinging insects and latex. The risk of accidental exposure to these allergens can be reduced in the school setting when school staff, students, parents/legal guardians, and the licensed health professional work cooperatively to minimize risks and provide a safe environment. Please access **The Guidelines for the Management of Students with Life Threatening Allergies** at www.camas.wednet.edu under Parent Corner, Student Health Services.

All staff and community partners will support the following guidelines:

- Utilizing only non-latex gloves
- Using non-latex face masks or respirators for personal protective equipment
- NOT ALLOWING the presence of latex balloons on school grounds and in school busses. (Mylar balloons are a safe substitute).
- Discouraging staff and students to wear perfume or other scented personal products.
- Discouraging serving peanut butter products at elementary grade levels.

HEAD LICE: (CSD policy/procedure 3414)

According to the American Academy of Pediatrics, no-nit policies in schools are detrimental, causing lost time in the classroom, inappropriate allocation of the health services team's time for lice screening, and a response to infestations that is out of proportion to the medical significance. Transmission of lice occurs most often among family members due to the close proximity of living conditions. Misdiagnosis of head lice infestation occurs frequently and causes inappropriate exclusion from and unnecessary treatment with pediculicides. **Camas School District supports NOT having a no-nit policy, and head lice guidelines reflect the best evidence-based management and treatment options.** Educating families and community persons regarding scientific facts about head lice is important. This may then lead to allowing students with head lice and/or nits to remain in school. Please review **Camas School District Parent Guidelines for Students with Head Lice Utilizing Evidence-Based, Best Practice Management** at: www.camas.wednet.edu under Schools and Resources.

HEALTH ROOM:

There is a health room in each building staffed primarily by health assistants to be used for emergencies/urgent situations. We do recognize that students may become ill while at school; in that case, you would be notified to pick up your student.



IMMUNIZATIONS: (CSD policy/procedure 3413)

Immediately upon enrollment in the district a certificate of immunization status, distributed by the Washington Department of Health, shall be completed by the student's parent. The student's immunization status will be documented as: **complete, conditional or exempt**. A student who is **'out of compliance'** regarding his/her immunization record may not register for school.

The 2011 Washington State Legislature passed a law that changes the process for getting an immunization exemption. The law says that if a parent/guardian wants to exempt their child from school or child care immunization requirements, they must first talk with a licensed health care provider about the benefits and risks of vaccinations. The provider will sign the Certificate of Exemption form that parents have to turn into the school or child care to exempt their child. Instead of signing the form, providers may choose to write and sign a letter verifying the same information.

Parents or guardians who demonstrate membership in a church or religious body **that does not believe in medical treatment** do not have to have a health care provider sign the exemption.

See Washington State Department of Health "Vaccines Required for School/Child Care and 2011 Immunization Exemption Law" for additional information.

<http://www.doh.wa.gov/cfh/immunize/schools/default.htm>

INFECTIOUS DISEASES – STUDENT HEALTH INVENTORY: (CSD policy/procedure 3414)

"In order to safeguard the school community from the spread of certain communicable diseases...the district shall require that the parents/guardian shall complete the **Student Health Inventory** form at the beginning of each school year". By completing this form on a yearly basis, families are assisting school health services in identifying students with possible life threatening health conditions and/or needing medication during the school day. Registered nurses then create emergency care plans, train and share plans with identified staff to help keep students safe during the school day.

KEEPING ILL CHILDREN HOME:

Please refer to the School Health Services website: www.camas.wednet.edu under Schools and Resources, to review **Guidelines for Keeping ill Children Home from School**. Please remember that during school, children are in close contact with each other. If children are kept home when the first signs of illness appear, it helps prevent the spread of that illness to other children.

LIFE-THREATENING HEALTH CONDITION: (CSD policy 3413)

Washington State law directs schools to require the presentation of a medication or treatment order for a child's life-threatening health condition that may require medical services to be performed at school. The medication or treatment order must be presented prior to the student's attendance or continued attendance if already in school. If a medication or treatment order is not provided, the school is REQUIRED to exclude the child until such order has been provided. Please contact the building registered nurse if your child has a life-threatening condition.

OVER THE COUNTER OR PRESCRIBED MEDICATION AT SCHOOL: (CSD policy 3416/3416P)

If your child requires daily/occasional medication, it is preferred that you arrange for administration times outside of regular school hours. However, if this is not possible, in order for your child to receive medication at school the *Authorization for Medication/Treatment at School* form must be completed by the licensed health provider and the parent/legal guardian prior to the administration of any medication (prescribed or over-the-counter) or treatment at school. All medications must be brought to the school by the parent/guardian in the original pharmacy labeled bottle. **Do not send the medication with your child.** Please refer to the Health and Wellness web page at www.camas.wednet.edu under Schools and Resources.



Annual Public Notification by School District: Appendix A

Confidentiality - FERPA

Parents in the Camas School District have rights to confidentiality under the Family Education Rights and Privacy Act (FERPA). The parent or eligible student has a right to:

- Inspect and review the student's education records;
- Request 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;
- Consent to disclosures of personally identifiable information contained in the student's education records;
- File with the US Department of Education a complaint concerning alleged failures by the agency to comply with the requirements of the act;
- Obtain a copy of the policy, which is available by request at the Superintendent's Office located at 841 NE 22nd Avenue, Camas.

Releasing Information

Schools may release specific directory-type information - including names, address, and phone number - without prior parental consent if the school both provides notification that it reserves the right to release such information and defines what kind of information will be considered directory information. However, under FERPA, parents must be given the right to opt out of the directory information for release. Though schools may release directory information without obtaining the prior consent of parents, school officials use their discretion as to whether they release such information to third parties. The opt-out form is available online under Parent Corner > Forms.

Asbestos Plan

The district engages in a continuous asbestos surveillance program to assure that there are no asbestos problems or danger to students and employees. A copy of the Camas School District asbestos management plan is available for review at the district office.

Child Identification Procedures

The district conducts Childfind activities for the purpose of locating, evaluating, and identifying students with a suspected disability who are residing within district boundaries. Childfind activities apply to children who are not currently receiving special education and related services. Parents having concerns about their child's health, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision can call the district's special services department at 360-833-5570.

Drug-Free Schools

Congress has adopted legislation requiring drug-free schools. A study by the National Commission on Drug-Free Schools indicated that drug and alcohol use among our nation's youth remains widespread. Appreciable numbers of students begin to use alcohol in the elementary grades and increasing numbers begin to use illicit drugs in middle school. Camas School District is committed to drug-free schools. The board has established a policy requiring that each student adhere to all the rules of conduct adopted by the district. Failure to do so shall be cause for corrective action enforced by school officials.

Use and/or possession of alcohol and illicit drugs is unlawful, wrong, and harmful. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind while:

- On the school grounds during and before and immediately after school hours;
- On school grounds at any other time when the school is being used by a school group(s);
- Off the school grounds at a school activity, function, or event.



Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. Examples of sanctions may include notification of parent/guardian, notification of authorities, referral for substance abuse evaluation, curtailment of participation in district sports, suspension, expulsion, and/or completion of a drug/alcohol rehabilitation or treatment program not at district expense. (Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.)

Information about the drug/alcohol counseling and rehabilitation program may be obtained from the building administrator or student service counselors. Compliance with the above standards of conduct is mandatory for all students and will be enforced without exception.

Title IX

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The CSD #117 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 designated youth groups. The following employees have been designated to handle questions/complaints of alleged discrimination: Marilyn Boerke, Title IX and Compliance Coordinator, marilyn.boerke@camas.wednet.edu; and Dana Lighty, dana.lighty@camas.wednet.edu. Both may be contacted at 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.

Sexual Harassment

Sexual Harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual or gender-based in nature or based on sexual orientation and/or gender expression or identity. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person.

Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive, and which interferes with efficacy or creates uneasiness.

Harassment

Harassment can take many forms and can include bullying, slurs, comments, rumors, put-downs, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other electronic, verbal or physical conduct relating to an individual which (1) have the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual's work performance or education; or (3) otherwise unreasonably affects an individual's employment or education opportunities.

Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation, or bullying. For minor incidents that staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation, or bullying, no further action may be necessary.

Incident Reporting and Investigative Process

Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any



staff member. All staff are responsible for receiving oral and written reports. Written reports are submitted to district staff using the Camas School District *Alleged HIB Incident Report Form* which is located on the district's website or can be obtained from the school administration. This form may be completed and submitted anonymously.

Whenever possible, staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident has been resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on district's *Alleged HIB Incident Report Form* and submitted to the principal or designee, unless the designee is the subject of the complaint. The steps in filing an *Alleged HIB Incident Report Form* and its investigation and corrective measures are set forth in District Policy. A summary of the policy and procedure is posted and disseminated in each school, on the district's web-site, and reviewed with employees and students on an annual basis. For questions or more information on the CSD HIB policy and procedure, please contact the HIB Compliance Officer, Jeffrey Niess, at (360) 335-3000 ext 78310 or at jeffrey.niess@camas.wednet.edu.

False Report

To knowingly report false allegations of harassment is a violation of this policy. Persons found to knowingly report false allegations will be subject to appropriate discipline.

Title I/LAP Schools

Teacher Qualifications: As a parent of a student in Title I Schools and Learning Assistance Program schools, you have the right to know the professional qualifications of the classroom teachers who instruct your student. Federal law allows you to receive certain information in a timely manner if you ask for it.

Specifically, you have the right to ask for the following about each of your student's classroom teachers:

- Whether OSPI has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether OSPI has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject.
- Whether any teachers' aides or similar paraprofessionals provide services to your student and, if they do, their qualifications. If you would like to receive any of this information, please call the personnel specialist at 360-335-3000.

Title I/LAP Parent Involvement Policy – Elementary Schools

As part of Title I/LAP requirements each elementary school has on file a Parent Involvement Policy that explains various ways that parents can be involved and support the efforts of the school. This policy may be obtained by inquiring at each school office or by asking the Title I/LAP teacher.

Pesticides

Best practices are used in our school district in the utilization of pesticides within our buildings and on our grounds. It is our intent to take steps that promote a healthy environment for our students, staff, and community. We use minimal applications directed at very specific problems. Our staff members use alternatives when possible. Applications are completed in a manner in which the chance of direct or indirect exposure is minimal. All pesticides are applied under the direction of trained, licensed staff members or contractors. If you would like to be directly contacted prior to an application in or around the building where your student(s) attend, please contact your school office and complete a contact form. More information about our pesticide practices can be found through our Board Policies on the school district web site.

Child Abuse Prevention

School districts must work with state agencies, including the Office of the Superintendent of Public Instruction to establish a coordinated primary prevention program for child abuse and neglect. All parents shall be given notice of the primary prevention program and may refuse to have their children participate in the program.



CAMAS SCHOOL DISTRICT BUS RULES: Appendix B

The purpose of district transportation is to safely transport students to and from school and/or district sponsored events. Any misconduct by a student, which is detrimental to the safe operation of the bus, will be sufficient cause for the building administrator to suspend transportation privilege.

Students should be at their designated stop five minutes before the scheduled bus stop time. In the afternoon, students are to exit at their regularly assigned bus stop and go directly home.

1. Students will follow driver and adult directions. The driver is in command of the bus and students. When transporting classes or teams, the teacher or coach is primarily responsible for the students.

2. Students will observe rules of classroom conduct while riding on buses, i.e., quiet talking, hands, feet and objects to self, no teasing or rude/obscene gestures. Students must see that their possessions are kept out of the aisle.

3. Students will sit their bottoms on the seat, face forward and have their back touch the rear of the seat. Students will keep all body parts inside the bus windows at all times.

4. Eating or drinking is not allowed on the bus. This includes gum, candy, food and beverages. Special circumstances may be authorized and supervised by an accompanying teacher or coach. Students are to assist in keeping the bus clean. All trash will be placed in the wastebasket.

5. Each student may be assigned a seat in which they will be seated at all times unless permission to change is given by the school principal and/or driver. If a lap belt is in place, it must be used.

6. Students will leave the windows closed unless given permission by the driver to open them

7. Students will only ride their assigned bus and stop unless authorized permission is given. A bus pass from the student's school is required to be a guest on the non-designated route.

8. Students will get on and off the bus in an orderly manner. Students are expected to stand away from the roadway when the bus is approaching or leaving. Once the bus has come to a complete stop and the driver has given a cue, students may board the bus in single file. Students are to find a seat as quickly as possible. Students who must walk for some distance along the roadway where there are no sidewalks will walk on the left-hand side of the roadway facing oncoming traffic. Students may only



cross in FRONT of the bus at the driver's direction. When students are off the bus, they will adhere to rules for pedestrians.

9. Skateboards, scooters, and roller skates will NOT be transported on the bus.

10. Headphones must be used with all electronic equipment such as music devices, gaming devices, etc. The bus driver has the right to take away the equipment and turn it over to the school administrator if the equipment creates a disruption on the bus. If the student chooses to bring electronic equipment on the bus, the driver, school, or district are not responsible for broken or missing equipment. Cell phone use is not allowed.

11. Students will refrain from carrying or possessing any items that may cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable or glass containers, weapons or firearms, straps, cords, or pins protruding from clothing or bags, large, bulky items that cannot be held or placed between the legs, etc. Matches, lighters, cigarettes, tobacco, or illegal substances of any kind will not be allowed.

12. Animals, with the exception of service animals (Policy 2030/Procedure 2030), are not allowed on the bus.

13. Emergency doors and equipment must be left alone by the students.

14. Parents of students identified as causing damage to buses will be charged with the cost of repairing or replacing the incurred damage. Students causing the damage may be suspended from bus transportation. Students may be asked to clean the bus after school.

15. Student misconduct will constitute sufficient reason for suspending transportation privileges.

WAC 392-141-010 (1) School Districts--General Authority to Provide Transportation-A school is not required to provide transportation for school students but may do so.

WAC 392-145-015 (6) Transportation of Unsafe Articles-Requires that teachers or other school district personnel refrain from requesting students to transport on a school bus any form of animal life (except seeing eye dogs), firearms, weapons, breakable containers, flammable and other articles which could adversely affect the safety of the bus or passengers.

WAC 392-145-020 (7) Rules for School Bus Drivers-A student may be permitted to leave the bus at other than his or her regular stop provided that permission is first obtained pursuant to district policy.

Camas School District Policy: Appendix C

PROHIBITED STUDENT CONDUCT & EXCEPTIONAL MISCONDUCT DEFINITIONS IN APPENDIX C ARE AVAILABLE AT THE SCHOOL & DISTRICT WEBSITE. www.camas.wednet.edu

Camas School District Policy: Appendix D

DEFINITION OF CONSEQUENCES

Discipline means all forms of corrective action other than suspension or expulsion and includes the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period. Discipline also includes the exclusion of a student from any other type of activity conducted by or on behalf of the school district, including district transportation.

Detention means being held in school for additional time before, after, or during school hours.

Loss of recess includes any or all of the recesses during school hours.

Time Out Room means spending part or all of the school day in an alternative supervised location.

Exceptional misconduct means behavior judged to be so serious in nature and/or so serious in terms of the disruptive effect on the operation of the school that students may be subject to a suspension for a first-time offense.

Expulsion means a denial of attendance at any single subject or class or any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. It also means the expelled student could be denied the opportunity to participate in particular school-related activities.

Emergency expulsion means the immediate denial of school attendance due to an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

Emergency removal means the immediate removal of a student from a class, subject or activity by a teacher or administrator when the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

Suspension means denial of attendance, other than for the balance of the immediate class period for "discipline" purposes, in any single subject or class or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. It also means the suspended student will not be able to participate in school-related activities while suspended.

Short-term suspension means suspension for any portion of a calendar day up to and not exceeding 10 consecutive school days. Long-term suspension means a suspension which exceeds a "short-term suspension."

CLASSROOM MANAGEMENT, DISCIPLINE AND CORRECTIVE ACTIONS

full text is online at www.camas.wednet.edu.

Unexcused Absences and Tardiness

Students with one or more unexcused absences and/or tardiness pursuant to Chapter 28A.225 RCW may be subject to corrective action that is reasonably calculated to modify the student's conduct.

As part of the 1995 "Becca Bill" (C 312195), the Legislature enacted provisions that require schools to file a petition in juvenile court when a student accumulates at least five unexcused absences in a month, or ten unexcused absences in a year. If the allegations in the truancy petition are established by a preponderance of the evidence, the court must assume jurisdiction to intervene for the remainder of the school year. The court may order the student to attend school, or be referred to a community truancy board. If the student fails to comply with the court's order, the court can impose a variety of sanctions, including detention, fines, or community service.

Attendance Philosophy: School attendance is the responsibility of the student and his/her parents. It is the responsibility of the school to provide the instruction and to inform parents of absences. Additionally, state law not only requires students to be in school, it also requires the school to take action with students and parents when students do not attend. The action may begin with a simple contact made by either the school or the parent to verify mutual knowledge of an absence. In the case of a student with identified attendance problems,



further action may be required. Typical actions which may be taken include the following: further contact between school official and parents; conferences with teachers and counselors; attendance contracts; disciplinary action; and filing for truancy with Juvenile Court.

Student Discipline

Exceptional Misconduct

A student may be short-term suspended for exceptional misconduct, other than absenteeism, when such misconduct is of such frequent occurrence or is so serious in nature and/or is so serious in terms of disruption to the operation of the school that immediate suspension is warranted. In cases of exceptional misconduct, a short-term suspension may be imposed without first attempting alternative forms of corrective action. The superintendent, following consultation with a representative ad hoc citizens' committee, will recommend for board adoption, the nature and extent of the corrective actions which may be imposed as a consequence of exceptional misconduct. (See Procedure 3240P). An exception may be granted by an administrator when warranted by extenuating circumstances.

The following guidelines are in effect for students to establish a range of corrective actions which may be imposed as a consequence of exceptional misconduct. The appeal process for short and long-term suspensions shall remain in effect for short and long range suspensions imposed as a result of this procedure.

Exceptional Misconduct	Range of Corrective Action	Action That May Be Taken
Possessing and/or using alcohol, illegal chemical substances	<ul style="list-style-type: none"> • Minimum • Maximum 	<ul style="list-style-type: none"> • Short-term suspension, prosecution referral • Expulsion, prosecution referral
Threatening or verbal abuse, fighting or fighting words	<ul style="list-style-type: none"> • Minimum • Maximum 	<ul style="list-style-type: none"> • Short-term suspension • Long-term suspension
Setting fire or damaging school property/devices	<ul style="list-style-type: none"> • Minimum • Maximum 	<ul style="list-style-type: none"> • Short-term suspension • Long-term suspension
Initiating or participating in the dissemination of inappropriate messages or images including transmitting, viewing or possessing images of a sexually explicit nature on an electronic device.	<ul style="list-style-type: none"> • Minimum • Maximum 	<ul style="list-style-type: none"> • Short-term suspension, notification to law enforcement • Expulsion, notification to law enforcement
Possessing and/or using weapons or explosive devices	<ul style="list-style-type: none"> • Minimum • Maximum 	<ul style="list-style-type: none"> • Expulsion for one calendar year, • Notification to law enforcement • Indefinite expulsion
Possessing/Using Tobacco products	<ul style="list-style-type: none"> • Minimum • Maximum 	<ul style="list-style-type: none"> • Short-term suspension • Long-term suspension
Disrupting the educational process	<ul style="list-style-type: none"> • Minimum • Maximum 	<ul style="list-style-type: none"> • Short-term suspension • Long-term suspension
Refusing to follow reasonable directions of staff	<ul style="list-style-type: none"> • Minimum • Maximum 	<ul style="list-style-type: none"> • Short-term suspension • Long-term suspension

Grievance and Appeal Process for Student Discipline

Any parent/guardian or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the principal for the purpose of resolving the grievance. The employee whose action is being grieved will be notified of the grievance as soon as reasonably possible.

At such conference the student and parent/guardian will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved.

After exhausting this remedy, the parent/guardian and student will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent or designee.

If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, have the right to present a written or oral grievance to the board during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The board will notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The disciplinary action will continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

Alternatively, the board may delegate its authority to hear and decide discipline and short-term suspension grievance appeals to a school district disciplinary appeal council established pursuant to WAC 392-400-310(1).

FULL APPENDIX D AVAILABLE AT THE SCHOOL WEBSITE. www.camas.wednet.edu

