

**Parents/Guardians  
need to 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 page 15 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 will be education. Staff will make sure that students clearly know the rules and what is expected of their behavior. Students will get chances to practice positive behavior in various settings around the school. In the event that a student knowingly violates school rules, disciplinary actions may be necessary.

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I agree to support my student in the 2016-17 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 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 2016-17 school year. I have reviewed the contents of this handbook and know what the rules are at Dorothy Fox.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

As a school, we agree to teach our expectations to students and to reinforce these behaviors in positive ways. 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.

Principal Signature: Cathy Sork \_\_\_\_\_ Date: September 6, 2016



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



**Dorothy Fox Elementary School  
2016-2017**



**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 \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

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## Fox Rocks!

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The goal 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 staff, students, and citizens are jointly involved in the advancement of knowledge and personal growth. "Camas Schools....A tradition of caring and quality."

### 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	8:45am
School Begins	9:00am
End of Day (M, T, TH, F)	3:30pm
Early Release Wednesday	1:10pm

Being on Time to School is  
Important



**NOTE: Contact the school office before 2:30pm if your child will be going home from school a non-typical way.**

(For example: "He/she usually rides the bus, but will be picked up by parent in the office today.")

## Parent Involvement

### VOLUNTEERS AND VISITORS

We welcome parents and guardians to visit and participate in school activities as volunteers. Parents are invited to chaperone students on field trips and to share their time and special talents with students. If you wish to volunteer in the school, please contact your child's teacher or ask the secretary for a volunteer application form. The office will also ask to make a copy of your ID when applying to volunteer. 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 form lasts for 2 years.**

(Not sure when you last applied? You are welcome to ask the Fox office staff whom have a master volunteer list.)

Parents and other visitors are always 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 so you can sign in. 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 pre-arranged 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 AND VISITORS, CONTINUED**

Volunteers will be invited to an opportunity to attend trainings in September and October 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.

### **PARENT/TEACHER CONFERENCES**

Although there will be ongoing communication with parents/guardians, formal conferences will be held during a district conference week at the end of October 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 2016-17 will be held every month with alternating meetings in the evening and during the day after morning drop off. PTA membership information is available in the school office. Please see the PTA web link on the Fox school blog.

### **REPORT CARDS**

Report cards go home three times each year to parents: in early December and mid-March with each child in their backpack 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 system. A report card with 3's suggests that the 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.

## **Coming to School**

### **EARLY RELEASE**

The CSD has early dismissal every Wednesday at 1:10pm (Except if the Wednesday is on the first day of school). Teachers use early release time to plan and prepare lessons, attend trainings, and meet with teaching teams in professional learning communities.

### **TARDINESS = ARRIVAL AFTER 9:00AM**

Students are expected to be at the classroom when their doors open at 9:00am. Kids that walk through the door at 9:00am are considered late to school. Students late to school need to report to the office for an admittance slip. In order to be considered for a school attendance award, students must have doctor/dentist appointments excused. Medical offices will provide a slip documenting the date/time of the appointment upon request. With a note, these missed minutes will be excused.



## 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.

Parents are asked 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 require 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.

Students are responsible for making up missed work following an absence. Requests for homework for absences due to illness can be made through the office, however, Fox teachers need at least 24 hours to process the request to have it ready to be picked up or sent home with a sibling.

**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 collected on their desks as things are handed out for students during the time of their absence making them available to the student to make up upon their return.**

If he or she is out for 5 consecutive days or more due to illness, a doctor's excuse is necessary. Students with ongoing health issues will be contacted by our school health officials to develop a plan to ensure good attendance. See Attendance Philosophy/Truancy Reporting in Appendix.

### **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 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 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.



## **ESTABLISHING A TYPICAL STUDENT EXIT PLAN EACH YEAR**

In order to make sure we are accountable for the safety of every student, Dorothy Fox has parents/guardians establish their "typical exit plan." This is the plan that their student(s) will follow on most days. Any day in which the plan is altered, Fox needs this information provided to the office by a parent at the start of the day.

Individual office notes are provided daily to students who vary from the typical plan. Teachers will not allow students to change their exit plan without an office note that came from direct parent/guardian permission. If we don't have a note, phone call, or email, the child will be sent home on their typical exit plan.

## **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 back packs.

## **SCHOOL MEALS**

Students are able to purchase breakfast and lunch at school. Funds may be deposited to student accounts by sending cash or checks to school. Checks can be made payable to "Camas School District". Online payments may be made at [www.mymealtime.com](http://www.mymealtime.com). A pass code is necessary for the online account which can be obtained from the Nutrition Service Department at 833-5768. The cashier is set up to take payments in the morning from 8:45 to 9:00 AM in the cafeteria. Also there is a drop box for payments in the main hallway. When a student's account runs low (2-3 lunches left), the cashier will stamp their hand with a reminder stamp. A reminder note can also be given if parents would prefer. A courtesy reminder e-mail is also sent 2 times a week if the school district has an e-mail address on file.

Prices for 2016-17 are \$1.70 for breakfast and \$2.60 for lunch. For students bringing a lunch from home, milk, juice and a 80z water bottle is available for \$0.75 cents. Prices are subject to change during the school year. Free and reduced applications are sent home in the fall and are also available in the office; this information is kept confidential. A monthly menu is available on line at the Camas School District website; please ask the office if you need help getting a month menu. Parents are invited to come and eat with their child in the lunchroom on occasion.

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

Some students are allergic or fear 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.

## **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 TO THE CLASSROOM.**



## DRESS CODE

We do everything we can to insure that Dorothy Fox sets a tone for a professional learning environment. One thing that impacts how children react to the learning climate is their dress. It has been established at the state and district level that schools may establish a dress code in order to support the learning environment.

The following is not an inclusive list. Any clothing, makeup or accessory which detracts from instruction is not okay. We request our parents and students to use their best judgment and if questions arise, please ask staff.

- The most appropriate clothing is jeans, sweat shirts and T-shirts, long pants, dresses, walking-type shorts or ones that extend below the fingers when arms are at the sides of the body, blouses, sweaters, dress shirts and pants.
- 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.
- Sagging and long-crotch clothing is not acceptable. This clothing is generally accepted as being associated with gangs and intimidating behavior.
- Short shorts, crop tops, halter tops, swim suits and see-through tops are not acceptable. All clothing must meet and cover the abdomen and back.
- Tank tops must have straps at least one inch in width. Off the shoulder shirts are not appropriate in a school environment. 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, but not inside the school building. This includes boys and girls wearing hats for fashion purposes. Individuals who do not cooperate regarding hats will not be allowed to wear hats to school. We would never keep a child from wearing a hat in cold weather. (During spirit days, students are allowed to have hats as part of an obvious, intentional costume.)
- 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. Guidelines during spirit days will be provided for students.

## BEFORE SCHOOL PARENT-STUDENT DROP-OFF

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 8:45 A.M.** We do not have staff to supervise students before this time. Student safety is our #1 priority.





### **BEFORE SCHOOL PARENT-STUDENT DROP-OFF, CONTINUED**

Also, please try to be efficient when at the curb. **PLEASE DO NOT STOP RIGHT IN FRONT OF THE MAIN DOORS.** This blocks all the cars behind you and is unsafe. We ask that you pull all the way forward to utilize the entire 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 a parent drops their child off in the morning before 8:45am, this is a major safety concern and a letter will be sent to notify the parent of the school policy. If the pattern continues, the parent/guardian will be contacted for a conference to determine alternative options for child care in the morning.

### **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 choose one of the two options below.

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 an adult supervisor present to make sure that they get to your car safely. We may be asking 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 the school when you are on your way, efforts will be made to have the student waiting for you in the office when you arrive (Before 2:30).

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.

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.

### **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** unless a note is provided by the parent excusing them from this rule. 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 28<sup>th</sup>. For the safety of all students, we do not allow children to ride bikes, scooters, or roller blades 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 28<sup>th</sup> except at 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 28<sup>th</sup> 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 8:45 AM.**

## **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.

## **EMERGENCY CLOSURE OF SCHOOL**

The Pacific Northwest provides occasional challenges due to weather for schools and parents. 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.

## **USING THE SCHOOL PHONE**

An effort is made to limit the use of the school telephone to school business. Students are allowed to use the office phone during their free time if their reason relates to a school activity or a family need. 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.**

## **SALES AT SCHOOL**

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

## **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, 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. Electronic readers, such as a Kindle, can be used at school with expressed parent permission, yet, families need to know that we do not have places to keep these secure.

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 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. Cellular phones are to be in accordance with Policy 3245: Students and Telecommunication Devices.

## **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, and Science Olympiad.

### **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.

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.

## **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 will be kept in the office until the end of the day.

# **Health and Safety**

## **STUDENT BIRTHDAY CELEBRATIONS**

In order to support healthy habits at school per school district policy, students shall not bring cupcakes, cookies, 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.



## **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.

## **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**

Our school has many features that help to keep it safe. First, the double doors in the front hall that is watched by office staff is 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. We practice regularly to make sure that school adults are ready to handle emergencies.

In the event of a school closure due to emergency, your student will be sent home according to the information you are asked to provide at the beginning of each year. Children should also be given clear instructions by parents about where they will go in case of unexpected school closure. 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](http://www.camas.wednet.edu).

## **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 clogged with calls. We will utilize the district emergency phone calling system, emails, and our voicemail to provide timely information to parents. The district website will also have up to date information about any events.

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 is passed. Parents wishing more information about school safety plans/procedures are welcome to call and talk with the principal.



## **FIRE ALARMS**

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.

## **EARTHQUAKES**

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. A full lock down is the most serious where all students are brought into secured areas, lights are turned off, students are expected to be quiet, and staff keep students under desks and away from windows. A partial lockdown is a cautious procedure where movement inside the building is allowed, but outside doors are locked and students are not allowed outside.

## **SUBSTANCE ABUSE SITUATIONS**

Problems with alcohol or other drugs interfere with learning and a student's wellbeing. If a student needs help, or is concerned that someone they know has an alcohol or other drug problem, students can seek help from any staff member, or can ask to see the school counselor.

## **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.)











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



## **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.

### **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 encouraged as well.

### **2. FOX 'Paw'sitives**

'Paw'sitive 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 'Paw'sitives 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. 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, ten tickets for a Fox Pencil, and 20 tickets for a Fox Bumper Sticker.

### **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 who 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, sticking up for a friend, etc. The Courage of Lucy Award will be given to the 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.*

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



## **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's classroom and additional items cannot be checked out until the overdue ones are returned or renewed.
- Act in a responsible 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**

Fox provides all students access to technology. We have 30-station computer lab for group instruction with Ubuntu mini-labs spread around the school for student use as well as arts of Ipods, I pads, and Chromebooks for classroom use. Student usage of the Internet will be closely monitored by staff. Although we don't believe there will be misuse of the Internet by students at FOX, the district has established Internet misuse consequences.

Use of the network, which includes the local Camas School District computer network as well as the internet, shall be in support of education and research that is consistent with the mission of the district. Parents wishing to opt their child out of internet or network use need to notify the district in writing. Students are expected to:

- Maintain the integrity of files and data. Modifying or copying files/data of other users without their consent is not permitted.
- Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed in any form at school.
- Treat information created by others as the private property of the creator. Respect copyrights.
- Use the network to access only educationally relevant and curriculum-specific materials.
- Protect your password from others.
- Treat computer hardware or software appropriately.
- Search the internet for images with appropriate content only.

The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.



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

## **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.

## **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.



## Playground/Recess Expectations, CONTINUED

**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.**

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, than the student must take the rope handles from the student who has been twirling the longest.

If there is a disagreement about who is out, a vote can be taken. The majority vote decides.

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).

### **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.

### **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..

Glider: Glide one way back and forth, then return to back of line.

### **SWINGS**

Sit upright—swing forward and 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.



### **BARS**

Swing in one direction. No dropping from your knees. Do not climb on top of bars.

### **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. Violation of the contract results in loss of this activity as a privilege.

No slide tackling.

No pushing or body checking.

### **FLAG FOOTBALL**

Play in the grass area.

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.

### **FIELD KICKBALL**

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 to re-kick.

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.

No stealing the bases at any time.

## **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 net on the ceiling.
- Letting it bounce twice.
- Interfering with other player.
- Catching the ball then throwing it.
- Hitting so low that the other person has no chance of returning it (called a baby).
- Hitting it so high and soft that it falls next to the wall (called a waterfall).

Remember that the players in line are the 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.

## **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.

## **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**

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.

## **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.**



**TAG GAMES NEED TO BE SAFE**

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

Tag should be done with your hand, no pushing.

Students need to take turns being "it".

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

**SHARKS & MINNOWS (TAG GAME)**

Be clear about the boundaries of the game.

\*New\* 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.

**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).

**FOX SPEED**

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.

**SPEED RULES CONTINUED**

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.

**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.



## **Camas School District Student Health Policies**

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](http://www.camas.wednet.edu).

### **NUTRITION POLICY IN SCHOOLS**

#### **1. How does the policy address the use of food as a reward in schools?**

*Answer: In other school districts, staff members use food (like candy/sweets) as a reward for good academic performance or desired behavior. Implicit in these practices is an expectation of some sort of reciprocity: receiving a food reward for displaying certain behaviors. The intent of the CSD policy is to avoid encouraging children to eat treats when they are not hungry or creating habits of 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 the occasional school-wide or class event can be exempt from the specific guidelines found in Policy 6700. 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. Principals and grade level teams will work together to determine what (if any) exceptions they feel are appropriate for their grade level 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.*

### **Student Health Inventory (CSD Policy & Procedure 3414)**

A Student Health Inventory form is required annually for each student. Registered nurses will create emergency care plans as necessary with parent/guardian.

### **Asthma/Anaphylaxis (CSD Policies & Procedures 3419 and 3420)**

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.

### **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](http://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
- NOT ALLOWING the presence of latex balloons on school grounds and in school busses. (Mylar is okay)
- Discouraging staff and students to wear perfume or other scented personal products.
- Practice peanut/tree nut awareness in classrooms and the cafeteria.



### **Head Lice (CSD Policy & Procedure 3414)**

Camas School District supports not having a no-nit policy, and uses head lice guidelines that reflect the best evidence-based management and treatment options. Please review Camas School District Parent Guidelines for Students with Head Lice.

### **Immunizations (CSD Policy & Procedure 3413)**

Up to 30 days after enrollment in the district, a student must have proof of vaccinations completed and/or initiated or a signed exemption form from a licensed health care provider. Forms must be from Washington State and can be found at the district website.

See Washington State Department of Health "Vaccines Required for School/Child Attendance"

<http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements>

### **Keeping Ill Children Home**

Please refer to Guidelines for Keeping Ill Children Home from School on the school district website.

### **Life-Threatening Health Condition (CSD Policy 3413)**

Washington State law (RCW 28A.210.320) directs school districts to require the presentation of a medication or treatment order (Authorization for Administration of Medication ) for a child's life-threatening health condition that may require medical services to be performed at school, prior to the student's first day of attendance. 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)**

All medication including prescriptions or over the counter (Tylenol, ibuprofen) requires an Authorization for Medication/Treatment at school form completed by the licensed health provider and the parent/legal guardian if needed during a school day. Do not send the medication with your child, please contact the health room for questions.

The following are considered medications: cough drops, aspirin, Advil, Tylenol, inhalers. Students may not carry these at elementary school and they must be administered through the health room.

**HANDWASHING** is the single more 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.





## **Camas School District Policy: Appendix A** **Annual Public Notification by School District**

### **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 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.

### **Child Identification Procedures (CSD Procedure 2161)**

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.

### **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 on the district website under Parent Corner.

### **Drug-Free Schools (CSD Policy & Procedure 3240)**

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.

### **Legislation Regarding Military Recruiters (CSD Policy & Procedure 4260)**

Section 952B of the No Child Left Behind Act, also known as Armed Forces Recruiter Access to Students and Student Recruiting Information, requires schools to provide student contact information to military recruiters and other institutes of higher education. However, FERPA protects information about students from being released if parents opt out or require prior consent in writing. Please contact your student's school office for additional information.

### **Non-Discrimination Title IX (CSD Policy & Procedure 3210)**

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District #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 the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination. : Rita Pakenen, Title IX and Compliance Coordinator, rita.pakenen@camas.wednet.edu; and Dana Jones, dana.jones@camas.wednet.edu. Both may be contacted at 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.



### **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.

### **Pesticides (CSD Policy & Procedure 6895)**

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.

### **Harassment (CSD Policy & Procedure 3207)**

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 and 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.

### **Sexual Harassment (CSD Policy & Procedure 3205)**

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.

### **Staff Intervention (CSD Policy 3207)**

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 under this procedure may be necessary.

### **Incident Reporting and Investigative Process (CSD Procedure 3207)**

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.

### **False Report (CSD Policy & Procedure 3207)**

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 – Parent Involvement Policy – Elementary Schools (CSD Policy 2108)**

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.



## **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 the 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.
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. The electronic equipment is not to be visible during the day.
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, straps, cords, or pins protruding from clothing or bags, large, bulky items that cannot be held or placed between the legs, etc.
12. Animals, with the exception of service animals 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

### **STUDENT CONDUCT POLICIES AND DEFINITIONS**

#### **Network Use and Internet Safety (CSD Policy & Procedure 2022)**

Internet use benefits students' education in the form of access to educational resources otherwise unavailable. General school and district rules for behavior and communications apply. Users should have no expectation of privacy in electronic files stored on school district computers. Network storage areas are the property of the district and may be searched.

The Camas School District intends to provide internet access as a tool for educational activities and does NOT intend to create a forum for discussion of "any topic at any time." Students using the district network are not permitted to do the following: Access offensive messages or pictures. Use obscene or defamatory language. Harass, insult, defame, or attack others, Damage computers, alter computer systems or networks, Violate copyright laws, Use another's password, Give out his/her name, address, or phone number, Trespass in another's folders, work, or files, Intentionally waste limited resources, or Employ the network for commercial purposes.

Violations may result in loss of access as well as other disciplinary or legal action. All users of the district network are bound by the Network Use and Internet Safety policy 2022. Parents will need to give written notification, with the district opt-out form, if they do not wish for their child to have access to the Internet.

#### **Prohibited Student Conduct & Exceptional Misconduct Definitions (CSD Policy & Procedure 3240)**

Any conduct which interferes with teaching and learning is not allowed. The following acts are specifically not allowed on school property, on school transportation such as buses, or at school-sponsored events such as field trips. There will be consequences for doing these things. This list is not inclusive but can be found on the Camas School District website.

#### **Student Self-Management**

Students are expected 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, no matter where they are or what they are doing. Students should strive to do their best to develop a positive reputation for themselves and our school that demonstrates courtesy, cooperation and respect for people and property.

If students need help managing their behavior, they should understand that appropriate actions will be taken. In the event that disciplinary actions are necessary, parents will be notified and consequences may include:

Intervention/discipline	Individual contract(s)
Peer mediation	Short-term suspension
Conferences	Long-term suspension
School or community service	Expulsion
Social skills classes	Police contact

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.



## Camas School District Policy: Appendix D

### **CLASSROOM MANAGEMENT, DISCIPLINE AND CORRECTIVE ACTIONS**

The following represents most but not all of the District's Procedure 3241 for discipline. The full text is [www.camas.wednet.edu](http://www.camas.wednet.edu).

#### **Unexcused Absences and Tardiness**

Students with one or more unexcused absence and/or tardy and subject to compulsory attendance pursuant to Chapter 28A.225 RCW may be subject to corrective action that is reasonably calculated to modify the student's conduct. However, if a district imposes corrective action on a student for one or more unexcused absences, it must:

- Provide notice to the student's parent/guardian in writing in English or the primary language of the parent/guardian, that the student has failed to attend school without valid justification, and by any other means necessary to provide notice of these facts;
- Schedule a conference with the parents/guardians and student to analyze the causes of the absences and determine whether the student would be appropriately placed in a special program designed for his/her educational success; and
- Take steps to reduce the student's absences, which include, where appropriate in the judgment of district staff, adjustments to the student's school program or assisting the parent/guardian in obtaining supplementary services.

### **Student Discipline**

#### **Detention**

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students before or after school hours for not more than 60 minutes on any given day.

Preceding the assignment of detention, the staff member will inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student will be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention will not begin until the parent/guardian has been notified (except in the case of an adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action.

Students detained for corrective action will be under the direct supervision of the staff member or another member of the professional staff.

#### **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).

#### **Emergency Removal**

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school. The removal will continue only until:

- The danger or threat ceases; OR
- The principal or designee acts to impose corrective action.

The principal or designee will meet with the student as soon as reasonably possible following the removal and take or initiate appropriate corrective action. The meeting will take place no later than the beginning of the school day following the student's emergency removal. The teacher or administrator who removed the student will be notified of the action taken or initiated.



## **Suspension: Short Term (1-10 days), Long Term (>10 days)**

### **A. Conditions and Limitations**

Any student who has been short-term suspended will be provided the opportunity upon return to make up assignments and tests missed during the suspension if the assignments or tests have a substantial effect upon the student's grades.

The principal will notify special education staff of any short-term suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that short-term suspensions may cumulatively or consecutively exceed ten school (10) days, (see Procedure 2161P, Special Education and Related Services for Eligible Students, Discipline section).

### **B. In-School Suspension**

Students who are denied attendance at school are denied the opportunity to learn. The district has therefore created an in-school suspension program which temporarily removes the student from his/her regular learning environment but permits the student to maintain his/her educational progress. An in-school suspension is no different from any other suspension as defined by WAC 392-400-205, and therefore triggers the same substantive and procedural due process, including student and parent/guardian notification.

Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff.

Suggested guidelines for in-school suspension are as follows: A student who is afforded the opportunity to be assigned to the in-school suspension program as an option to suspension:

1. Will agree to the conditions specified by the school principal; and
2. The in-school suspension program is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.
  - A student in in-school suspension will attend in a separate location on school property from their regular subject or class or schedule and/or classmates.
  - The student will be denied the opportunity to participate in any school activities while suspended.
  - While in-school suspended, the student and staff may develop a behavior contract that defines the future expected behavior of the student. The student and his/her parents/guardians and a staff member will sign the contract.
3. Any act of inappropriate conduct may result in denial imposition of this alternative to other corrective actions.
4. An assignment to the in-school suspension program will not exceed five days. As such, the appeal process for a short-term suspension shall be in effect.
5. After a student is placed back into the regular classroom(s), the principal, or designee or school counselor will monitor the student's progress on a daily basis. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.

## **Emergency Expulsion**

### **A. Conditions and Limitations**

A student may be immediately removed from school prior to a hearing without other forms of corrective action if the superintendent or designee has good and sufficient reason to believe that the student poses:

- An immediate and continuing danger to other students or school staff; OR
  - An immediate and continuing threat of substantial disruption of the educational process.
- Such emergency expulsion must end or be converted to another form of corrective action within ten (10) school days of the date of the expulsion. If the emergency expulsion is converted to another form of corrective action, the district will provide the student and/or parents/guardians with notice and due process rights appropriate to the new action.

### **B. Reengagement Meeting**

A reengagement meeting should be convened within twenty (20) days of a long-term suspension or expulsion but no later than five (5) days before the student's reentry or reenrollment to school.

### **C. Reengagement Plan**

The district must create a plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion. The plan should aid the student in taking the necessary steps to remedy the situation that led to the suspension or expulsion.

In developing the reengagement plan, the district may consider shortening the length of time that the student is suspended or expelled, other forms of corrective action and supportive interventions that aid in the student's academic success and keep the student engaged and on track to graduate.

### **D. Readmission Application Process**

Any student who has been suspended or expelled will be allowed to make application for readmission at any time.

### **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. An exception may be granted by an administrator when warranted by extenuating circumstances.

**ALL SCHOOL DISTRICT POLICIES ARE AVAILABLE ON THE SCHOOL DISTRICT WEBSITE.**

