



GRASS VALLEY IS COMMITTED TO HIGH LEVELS OF LEARNING FOR ALL

**3000 NW Grass Valley Drive
Camas, WA 98607
(360)833-5710
(360)833-5711 (Fax)**

*STUDENT HANDBOOK
2022-2023*

This handbook belongs to:



Dear Grass Valley School Community,

We are excited to have you join the world of the Grass Valley Zebras, where all are welcome! We support the simple idea: Respect and compassion for all. Together, we can make this an outstanding school year for everyone! Grass Valley values the diversity in our student body and community. Please join us in ensuring that every student is valued, seen and served so they may reach their full potential in an environment free from bias, judgment and racism.

The entire community benefits when every child succeeds; therefore, we have a collective responsibility to ensure that children of every race, national origin, language, religion, gender, sexual orientation, gender identity or expression, socioeconomic status, and ability, maximize their learning and social emotional well-being in a positive and safe environment.

To help everyone be successful it is important that you carefully read this handbook with your child as it contains information about the day-to-day operation of our school. Please be sure to sign and return the form on the last page of the handbook. There is information here that pertains to students from kindergarten through fifth grade. When everyone follows these guidelines, we all benefit. We welcome your suggestions on how to improve.

Information about our curriculum, events and special programs will come to you through Parent Square, teacher and schoolwide newsletters, and our school website. Good communication is a key characteristic of great schools. Please help us to keep in touch; students need to bring home flyers and parents need to read them. To be sure you are reading school bulletins and newsletters, please be sure we have your current email address on file in the office. Also, please notify us if you prefer a paper copy of the school newsletter. Help us to form strong connections between home and school and let us know when you have questions, compliments and concerns.

Additional information is available on our Parent Square through posts and alerts, and located through the district's website <http://www.camas.wednet.edu>. You can reach us by phone at 360-833-5710.

We look forward to working with you and invite you to join our mission of ensuring high levels of learning for all.

Sincerely,

T. Sean McMillan, Principal
Hannah Hartman, Associate Principal



Our Vision:

Grass Valley is committed to high levels of learning for all.

Our Mission:

Grass Valley is dedicated to work collaboratively with our community to:

- Communicate clear learning and behavioral expectations.
- **Provide a safe and nurturing learning environment that respects and values diversity.**
- Focus on personalized instruction.
- Empower students and families to recognize and celebrate student growth.

Parent Involvement

Currently all volunteers must be fully vaccinated.

VOLUNTEERS AND VISITORS

We invite parents and guardians to visit and participate in school activities as volunteers. All **volunteers must have an approved background check through the Washington State Patrol**. Parents are welcome to chaperone students on field trips and to share their time and special talents with students. Our district has an online volunteer management tool that streamlines the background application process for families. In the system, you will be able to indicate your areas of interest in volunteering, and staff members will easily find the volunteers they need for activities taking place throughout the year.

Volunteers will create an account with their email address, and walk through the steps to complete the application. Note: If you have ever applied for a job in our district's online platform, you will already have an account as these two systems are linked.

Visit <https://camasvolunteers.myschooldata.net> to complete the online volunteer application.

For more information: email volunteer@camas.wednet.edu or call 360-335-3000.

An approved volunteer application lasts for 2 years.

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 to sign in and get a visitor badge.** Additionally, this check-in procedure allows staff to know who is in the building in case of an emergency. So please, come to the office to check in even if you have been here many times or are just having lunch. Our intent is never to offend or discourage your visits; we just need to account for everyone in our building.

When volunteering or visiting, you should only be in the designated areas of the building required to complete your task or support. We ask that you respect the educational process at Grass Valley and do not interrupt classrooms or staff with whom you do not have prior appointments.

If an adult visitor wishes to observe a classroom, a time should be prearranged with the classroom teacher and the principal. Inviting friends or other children to visit is not permitted during the regular school day.

There is much more information about visitor and volunteer policies in the flier: "A Guide for Volunteers and Visitors to Buildings in the Camas School District", available in the school office or online.

PARENT/TEACHER CONFERENCES

We encourage ongoing communication between our staff and parents/guardians. Formal conferences will be held the first week of November. Teachers will send home specific times and dates for these conferences.

PTA MEMBERSHIP

The Parent Teacher Association is composed of dedicated parents and teachers, committed to an excellent working relationship among teachers, support staff, administration and parents. Membership information is available in the school office.

REPORT CARDS

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

Coming and Going

MORNING ARRIVAL

Children may come to school from several directions. There will be a crossing guard on 38th Avenue at Gold's Gym and another in front of the school on Fremont Street. Children are welcome to arrive anytime between 7:45 and 8:00 a.m.--but not before 7:45. Children riding the school bus will unload at the bus canopy. Children in cars should be driven to the main entrance and enter through the front doors. (Please respect our neighbors and do not drop off children at other locations.) Walkers and bike riders can enter through the north entrance sidewalk or the back gate off of 44th . Bikes can be left in one of the three bike racks (outside the first grade classrooms near the bus canopy, outside the cafeteria, or on the west side near the music room). We ask that you please use a bike lock as GVE is not responsible for the bike. Children can head to the cafeteria or line-up spot until the 8:00 a.m. bell. The classroom wings are not open before school begins. **Our campus is considered a "closed campus" while students are on site. When you drop off or pick up your child/ren, please stop at the campus entrances (kindergarten fence, 44th Avenue gate at the back of the school by the portables, or the maintenance gate in the front of the building). From here, students should walk independently to school and after dismissal. This practice ensures that we keep our campus secure and that we are aware of all visitors on site.**

SCHOOL NEIGHBORS

Please be courteous to our neighbors and do not use private driveways as a student drop-off and/or pick-up zone. 44th Avenue is very busy with bus traffic during drop-off and pick-up times. Please drop your student off at the corner of 44th Avenue and Emily Way if you cannot utilize the designated Grass Valley parking lot drop-off area. Please do not use Grass Valley Court to park, drop off or pick up students.

AFTERNOON DISMISSAL

All students will be designated as **bus riders or walkers**. Students designated as **walkers** will be walked to their dismissal location. Students have the option of walking home or meeting up with parents at our designated locations (kindergarten fence or the 44th Avenue gate at the back of the school by the portables). **Kindergarten students** will be met at the kindergarten fence by a parent or guardian, or walked to the 44th gate / maintenance lot to meet a parent or guardian. Kindergarten students who meet their older siblings (in grades 1st-5th) will be walked to sibling check out near the playground to meet and dismiss. It is important that parents communicate with their child/ren where to meet and remind them to head back to the office if no one shows up to meet them in a timely manner. Staff members will be on the playground to monitor the area from 2:30-2:40. We do ask that you **plan to arrive to pick up your child by 2:30 and by 12:10 for Wednesday's release.** All **bus riders** will be walked by their teachers to the bus loading area and placed on their assigned bus.

STUDENT'S TYPICAL DISMISSAL PLAN ESTABLISHED EACH YEAR

In order to make sure we are accountable for the safety of every student, our school has parents/guardians establish their "typical dismissal plan." This is the plan that their child/ren will follow on most days. Any day in which the plan is altered, the school needs this information provided to the office in writing 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 dismissal 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 their typical dismissal direction.

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 program at the ZAC, 841 NE 22nd Avenue, where the student will be supervised until the parent/guardian arrives. Similarly, an older student may also be rerouted to Camas Extended Day if circumstances warrant it and contact cannot be made with parent/guardian. The phone number for CED is 360-833-5540 and the program manager is Mary Weishaar.

OCCASIONAL PARENT PICK-UP: If you plan to drive your child or walk home with them from time to time, notify the office—preferably with a note sent to school that morning—and we will give your child a Walk slip for that day. You will meet your child at one of the designated meeting locations after they have been dismissed by the supervising staff member.

1. If your child is going to be walking or bike riding *occasionally*, notify the office with a note in the morning and we will give your child a Walk/Bike Note for that day only.
 2. If your child is going to be walking or bike riding *regularly*, notify us with a note to the office and we will put your child on our Daily Walk/Bike list.
- All bikers must wear a bike helmet at school for their own safety and protection!

LATE ARRIVALS

Classroom doors open at 8:00 a.m. and the tardy bell rings at 8:05. If dropping off anytime after 8:05 AM, parents and guardians of GVE students will need to park their car and accompany their student(s) into the building and sign their student(s) in at the front office. Time, signature and reason for tardy will be provided. **Our goal is for each and every GVE student to have a pattern of regular attendance.**

EARLY DEPARTURES

When your child must leave school early or go for an appointment, please come into the office. We will call the classroom and have your child sent directly to you in the office. Before you leave, we will ask you to complete a sign-out process.

ABSENCES: SEE APPENDIX C FOR ADDITIONAL INFORMATION

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. State law, RCW 28A.225.010, requires the Camas School District to file a truancy violation to the Juvenile Court upon the seventh unexcused absence in a month or tenth unexcused absence within a year. Parents can also be held liable for fines if found in violation of the Truancy Law. For detailed information regarding absences, please refer to the Camas School District Policy Manual located in the school office and on the district website.

Parents are asked to notify the school at 360-833-5710 when their child is absent, or send a note on the day they return to school. An automated phone message will be sent on each day that your child is not at school. We request that you call, send a note, or email each day your child is gone with a detailed explanation of why they were not at school.

Students are responsible for making up missed work. Requests for homework for absences due to illness can be made through the office.

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

If your child is out for five 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.

DRESS CODE

Students come to school to learn. We do everything we can to ensure that we set 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 federal, 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 appropriate. We request our parents and students to use their best judgment and if questions arise, please ask our staff.

- The most appropriate clothing is jeans, sweatshirts 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 and violence or clothing with demeaning/offensive messages. Shirts showing alcohol, sexually suggestive, profanity or implies profanity, tobacco, or illegal drug messages will not be worn at school.
- Sagging and long-crotch clothing is not acceptable. Students will not be allowed to wear clothing that is hanging low on the hips and showing underwear. Hoods on sweatshirts should remain down.
- Short shorts, crop tops, halter tops, swimsuits 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 appropriate shoes when at school to support safe physical activity when running in P.E. and at recess. Closed toed shoes are the most appropriate for P.E. (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 during in-school activities. If there is a legitimate reason for a need to wear a hat in school please contact your child(s) teacher. 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. Hats often become distracting and stop students from paying attention to the teacher. (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.
 - 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 individual's learning or the learning of others. Guidelines during spirit days will be provided for students.

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 their teacher, counselor, or the front office. We have provisions to help students in need of school materials and backpacks.

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

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

Cell phones should be turned off and stored in a student backpack during the school day. Students are not allowed to use a cell phone, or a device such as a smartwatch or similar that has the ability to communicate electronically. **All communication from parents to students should come through the office.** Please do not text your child during the day. Students are also not allowed to use their device to create a playdate after school as that causes a major disruption to our dismissal process and a change to their plan.

The school provides sports equipment for recess. Therefore, students should not bring personal tennis balls, basketballs or other items to play with on the playground.

While the district school bus driver may allow some electronic items on the bus, they are prohibited at school. 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 up by an adult. A third offense will signal a loss of this privilege for the rest of the year.

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.

STUDENT SALES AT SCHOOL

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

Parking Lot Safety

SPEED LIMIT

Please do your part and help keep the Grass Valley School Community safe each and every day. Our parking lot is very busy. We ask that you obey our **5 MPH speed limit** at all times.

PARKING

Please park your vehicle in designated parking spots only. Parking next to the school sidewalk is reserved for drop-off and emergency vehicles only. Please use the designated crosswalk at all times. Visitor and volunteer parking is in the north parking lot.

School Day

NOTES FROM PARENT/GUARDIAN

We appreciate your notes! They are essential in helping us make sure that your children leave school safely. Please send a note whenever your child is going home in a different way from their usual way, if someone other than a parent is picking them up, if they are taking a different bus. We need to hear from you whenever there is any sort of change in your routine and a note is the clearest way. Send the note to school with your child and your child's teacher will pass it on to the office. If you forget the note, **you must call by 1:00 PM (11:00 AM on Wednesdays)** to allow enough time to get the note to your child.

SCHOOL MEALS

Students are able to purchase breakfast and lunch at school. Funds may be deposited into student accounts by sending cash or checks to school. Checks can be made out to "Camas School District". Prices for 2022-2023 are \$1.80 for breakfast and \$2.80 for lunch. For students bringing a lunch from home, milk or juice are available for \$.75. Adult breakfast is \$3.00 and adult lunch is \$4.00. Prices are subject to change each school year. Free and reduced meal applications can be sent home upon request and are also available in the office. We encourage you to take advantage of this option if applicable; this information is kept confidential. Reduced Breakfast – No Charge; Reduced K-3 Lunch – No Charge; Reduced 4-12 Lunch - No Charge.

LOST & FOUND

We have an enormous amount of unclaimed items that are placed in our Lost and Found! Please take the time to write your child's name in every item they might leave behind (coats, sweatshirts, lunch boxes, hats, etc.) so we can return them to the student's classroom. At three times during the school year (Winter Break, Spring Break and end of school year), unclaimed items will be given to charitable organizations or kept for children in need at our school. Have your child stop by and check to see if there are any articles that belong to your family.

EMERGENCY CLOSURE

In the event of a school closure due to an emergency, your child will be sent home according to the information you 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.

INCLEMENT WEATHER

Winter months bring the problems of inclement weather and poor road conditions. You will receive a message via Parent Square designated to your registered email addresses on file.

SCHOOL RECORDS

A record is kept for each student containing information such as grades, test scores, health history, etc. Legal guardians, upon request, may inspect all records within 24 hours. Should your child enroll in another school, an official transcript or copy of the permanent records, health records and achievement test scores will be sent upon notice of the student's enrollment in that new school.

Behavioral Expectations

GVE 3

- Be Safe
- Be Responsible
- Be Respectful

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.

We will frequently, and with great pride, praise, reward and recognize those who maintain our behavior standards so all people can learn, and staff can do their jobs. Students have the right to be safe when they are at school. Students, at all times, are expected to treat teachers and their peers with respect and courtesy.

Any behavior which endangers the property, health, safety, or comfort of others, impedes the opportunity for the student or other students to learn, is unlawful, is disobedient or disrespectful, violates classroom or general school rules is considered to be inappropriate. Any threat against another student and/or staff

member will be taken seriously. Additionally, any negative or condemning racial, gender identity, cultural or religious remarks/behaviors toward students or staff are not tolerated and will be taken seriously.

Students are here to learn. Their behavior should not disrupt a teacher from teaching or their peers from learning. This includes not disrupting their own learning.

When students need help managing their behavior, we use a variety of approaches to support them.

These may include:

- Documentation on a Minor Behavior form (Uh-Oh) that includes the adult response to the behavior
- Documentation on a Major Office Referral form that includes conferences with the principal, school counselor, teachers and/or parents
- Group/class discussions
- Restorative practices to support students in communication how a peers behavior affected them
- Reteaching needed skills
- Written apologies
- Alternatives to recess
- Parent conferences
- School service
- Social skills classes
- Individual contract(s)
- Short-term suspension
- Police contact
- Long-term suspension
- Expulsion

Consequences for misbehavior 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.

Readiness to Learn

DRUG-FREE SCHOOLS

Students shall not knowingly possess, use, transmit, be under the influence of or show evidence of having used alcohol, tobacco or illegal drugs, while on school grounds. For detailed information regarding discipline, please refer to Appendix C for definitions and consequences and Appendix D for due process. Appendices are located at the end of this handbook.

LANGUAGE

One of the ways we show respect is through the language we use. On the playground and sometimes in the classroom, students use language that is cursing, vulgar, sexually and racially harassing and offensive to people at school. We do not tolerate offensive language. Students will be referred to the principal, parents will be notified, and discipline procedures approved by the school board, including suspension, will be used to stop this behavior.

PETS ON SCHOOL GROUND

All pets, including dogs, are not allowed on the school grounds. Prior special permission may be granted for special instructional demonstrations. Parent delivery and pick-up will be necessary. Please do not bring your pets onto the school campus when picking up or dropping off your students.

PHONE/SMARTWATCH POLICY

An effort is made to limit the use of the school telephone to school business. Students are allowed to use the office phone if their reason relates to a school activity. Such things as arrangements for one child to go to another's home after school should be made before the child comes to school. **At Grass Valley, students may not use a cell phone at school and must store any cell phone in a backpack while on school grounds during school hours.** If a student has a cell phone out at school it will be taken to the office for collection at the end of the day (first offense), taken for collection by a parent (second offense) and taken for the rest of the school year (third offense). Utilizing any personal communication device to talk or text is prohibited. **Students may not use smart watches to text during school hours. The same process as cell phones will be used for students not following school policy.**

WEAPONS

It is unlawful for any person to enter into a public or private elementary or secondary school property knowingly possessing or is knowingly in control of a weapon apparently capable of producing bodily harm. It is not lawful for any type of knife, look-alike weapon (squirt gun), ammunition, projectile (including homemade items like paper clip sling shots), club/pipe, razor, or poisonous material to be at school. Any

imitative behavior related to weapons is also not acceptable. Students will be disciplined using board approved procedures, including a mandatory expulsion of 1 year, subject to appeal, if a weapon or firearm is brought to school.

Grass Valley Curriculum

We recognize the Common Core Standards provide the specific skills and concepts that our students must learn. Grass Valley uses a variety of materials and strategies rich in the language arts (reading, writing, listening, speaking), mathematics, social studies, science, health, physical education and music to help students learn. Implementation is intentionally delivered with teacher collaboration through the use of many resources and targeted research-based teaching strategies in flexible grouping environments that require students to think critically, investigate, analyze, infer and problem solve. Grass Valley also has programs that support the standards by providing students with targeted support in reading (LAP Learning Assistance Program) and special education instruction.

TECHNOLOGY EDUCATION

Grass Valley utilizes one to one mobile devices for students in all grades. Kindergarten and first grade utilize iPads and second through fifth grade utilize chromebooks. This helps create flexible learning environments and gives our students personalized access to digital resources that support and extend their learning. This technology is encouraging research, discovery, sharing and creativity with our students. It also helps students develop critical-thinking and problem-solving skills. And, it can help teachers make learning more personal and relevant, so that the needs of each student are met. Learners—both students and teachers—can access their local community and make global connections.

Students will also have access to the Internet. Student usage of the Internet will be closely monitored by teachers. Using the GoGuardian system, students will have supervised access to the Internet unless parents sign an opt-out form. Although we don't believe there will be misuse of the Internet by students at Grass Valley, the district has established Internet misuse consequences. For detailed information regarding Internet use, please refer to the Network Code of Conduct section located in this handbook.

ENRICHMENT OPPORTUNITIES

Grass Valley School has a renowned Jazz Choir for grades 3-5. Camas Community Education offers many programs including art, music, technology and athletics. The programs are open to grades Pre K-12.

ACCOUNTABILITY AND ASSESSMENT

Our district remains committed to ongoing measurement and feedback to support student learning. The state of Washington utilizes the Common Core Standards to identify the skills and concepts students are required to learn in all grade levels. Students are assessed yearly utilizing the Smarter Balanced Assessment in grades 3, 4 and 5 and WaKids (Kindergarten). These tests are administered in grades 3, 4 and 5. Our district also collects ongoing data about student performance tied to our own assessment tools. It is important that our staff and students see the growth that is made and understand their specific strengths and weaknesses.

Network Code of Conduct

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.

- 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 on the network.
- 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.
- Computer hardware or software should not be destroyed, modified or abused in any way.
- Unlicensed software or software that does not support curriculum is not permitted.
- "Hacking" the system is not permitted.
- The network is not to be used for commercial purposes.
- Respect the privacy of others. Use only your password.

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.

Student Services

COUNSELING

The School Counselor/School Social Worker leads and facilitates our district-approved Social Emotional Learning curriculum in the classroom for all students. In addition, small groups focused on specific social/emotional/behavioral needs are facilitated. Services are also delivered 1:1 as a brief crisis intervention. Conversations between student and School Counselor/School Social Worker 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. The School Counselor/School Social Worker builds a bridge between home, school and community resources.

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.

HEALTH ROOM

The health room is staffed daily by a health assistant and with a nurse who supervises and is on campus at least 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 is 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 by filling out a Student Health Inventory. If any of these numbers change, please notify the school office immediately. If your child has a life-threatening condition, please contact the school nurse for more information. Currently Department of Health guidance requires masks for any student or adult who occupies the room. Masks are provided by the school.

SUPPORT SYSTEMS

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 socioeconomic 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 the school 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 website.

WITHDRAWAL

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

Health and Safety

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. Please communicate with your student(s) teacher prior to a birthday. We kindly ask that you do not send in foods without communicating to the teacher. Suggestions include pencils, small erasers, or donating a book to the classroom in the student's name. See Board Policy 6700.

EMERGENCIES

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 a top priority. Systems are in place to account for the location of each and every student during an emergency.

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

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

- **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.
- **Fire Alarms:** In the event of an alarm, students are to proceed out of doors following methods prescribed during regular fire drills. A student who pulls the fire alarm for mischievous or false purposes will be suspended from school and local authorities will be notified. For detailed information regarding discipline, please refer to Appendix C for definitions and consequences and Appendix D for due process.
- **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 lockdown 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.

GUM

Students are not allowed to be in possession of gum on campus.

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.

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 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. Consequences may include: warning, student-to-student problem solving, restriction from activity, time out, referral to the office and/other logical consequences that reinforce safe/respectful behavior.

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.

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. Students with overdue books at the end of the year will have book fines placed on their Skyward file. This will follow them year to year until it is resolved.

STUDENT HEALTH

Student Health Inventory (CSD Policy 3414)

A Student Health Inventory form is required annually. Registered nurses will create emergency care plans as necessary with parents/guardians.

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 care provider complete the Authorization for Administration of Medication form: <http://www.camas.wednet.edu/schools-resources/resources/health-wellness/>.

Students with Life-Threatening Allergies (CSD Policy and Procedure 3413)

Camas School District is aware that anaphylactic reactions can be life-threatening. Students with life-threatening allergies must have a medication or treatment order in place. Please refer to Life-Threatening Health Conditions.

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.

Head Lice (CSD Policy & Procedure 3414)

Camas School District rejects 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, which can be found on the district website under "Schools and Resources" > Health and Welfare > Notices & Forms.

Health Room

There is a health room in each building staffed primarily by health assistants with access to district registered nurses.

Immunizations (CSD Policy & Procedure 3413)

According to Washington State Regulation (WAC-246-105-120), starting with registration for the 2020-2021 school year, all immunization records turned in to schools or child care centers are required by state law to be medically verified. Complete immunization records or a signed exemption form from a licensed health care provider must be turned into the school on, or before the first day of attendance. Forms must be from Washington State and can be found at the district website, by going to "Schools and Resources" > Health and Welfare > Notices & Forms. 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, which can be found on the district website under “Schools and Resources” > Health and Welfare > Notices & Forms.

Over-The-Counter or Prescribed Medication At School (CSD Policy and Procedure 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 care provider and the parent/legal guardian if needed during a school day. This form can be found on the district website under “Schools and Resources” > Health and Welfare > Notices & Forms. Do not send the medication with your child, please contact the health room for questions.

Nutrition Guidelines

School Board Policy 6700 stipulates guidelines and advocacy for improved nutrition and fitness practices across our district. The policy can be found on the Camas School District website.

Appendix A

ANNUAL PUBLIC NOTIFICATION

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 Child Find activities for the purpose of locating, evaluating, and identifying students with a suspected disability who are residing within district boundaries. Child Find 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 (CSD Procedure 3235)

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 About CSD > Policies & Procedures.

Drug-Free Schools (CSD Policy 5201)

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 adheres 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.

All Camas School District health forms and policy/procedures can be found online at www.camas.wednet.edu

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, honorably discharged veteran or military status, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, participation or the use of a trained dog guide or service animal by a person with a disability, or the Boy Scouts of America. The following employees have been designated to handle questions and complaints of alleged discrimination. Marilyn Boerke, Title IX and Compliance Coordinator, marilyn.boerke@camas.wednet.edu; 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 Schools and Resources > 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 website.

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 an intimidating, hostile, or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual's work performance or education; or (3) otherwise unreasonably affects an individual's employment or education opportunities.

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 4130)

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.

Limiting Immigration Enforcement in Schools - (CSD Policy & Procedure 4300)

To view this policy and procedure on the CSD website go to "About CSD" > "Policy & Procedures" > "Policies" > "4000 - Community Relations" > 4300 for policy and 4300P for procedure.

Appendix B

CAMAS SCHOOL DISTRICT NO. 117

School Bus Safe Riding Rules

The mission of the Camas School District transportation department is to provide safe, responsible, and reliable transportation for all students. Any behavior which jeopardizes the safety of students and/or the driver will be sufficient cause to begin progressive discipline which can include loss of bus riding privileges.

1. All passengers will follow driver directions. The driver is responsible for the safety of the bus and all passengers. When transporting classes or teams, the teacher or coach is primarily responsible for the students.
2. To create a safe and respectful environment, students must observe classroom conduct while riding on buses. Students are expected to use quiet talking voices, keep hands, feet, and objects to themselves, and refrain from teasing and using rude /obscene gestures or language.
3. For their safety, students must sit on the seat, facing forward.
4. When necessary, drivers have the authority to assign seats.
5. Students may put windows down no further than halfway with driver permission. Students must keep all body parts inside the bus windows at all times.
6. Students must remain quiet at all railroad crossings.
7. Due to food allergies and choking hazards, eating and drinking are not allowed on the bus. Students need to assist in keeping the bus clean.
8. Students may only ride their assigned bus. If a student needs to ride to an alternate location, prior approval from the student's school must be obtained and there must be room on the bus. Any requests to change the route or bus stop location will be reviewed by the transportation office.
9. To prevent injury, students will follow safe loading/unloading procedures. Students must only cross in front of the bus at the driver's direction, never behind
10. Electronics are an everyday part of the lives of our students. Headphones must be used with all electronic equipment. The bus driver has the right to take away equipment which becomes a distraction or disruption on the bus. The district is not responsible for broken or missing equipment
11. Students must refrain from carrying or possessing any items that may cause injury to other passengers. Such items include sticks, breakable or glass containers, weapons or firearms, pins protruding from clothing or bags, skateboards or large, bulky items that cannot be held on a lap or placed between the legs on the floor. Flammables or illegal substances of any kind will not be allowed.
12. Animals are not allowed on the bus with the exception of pre-approved service animals.
13. To ensure their safety, all kindergarten students must be received by a parent or guardian at their bus stop. If a parent or guardian is not present or cannot be reached, kindergarten students will be transported to the district daycare program.
14. Emergency evacuation drills will be conducted twice a year.

Please read and review with your child(ren), and return this signed form to the bus driver.

STUDENT(S) NAME(S) _____

SCHOOL _____

STUDENT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

Appendix C

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 15 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 their parents/guardians. (RCW 28A.225.030; ESSB 5439) Following are typical examples of excused and unexcused absences:

Excused

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

Unexcused

Overslept/parent overslept
Alarm did not ring
Babysitting, shopping
Haircut
Missed the bus/car trouble
Trip to the beach
Personal reasons (unless cleared by school)
No reason given for absence

Definitions Of Student Misconduct (CSD Procedure 3241)

Guidelines For Cellular Phone Use (CSD Policy & Procedure 3245)

Cellular phone use will align with Policy 3245: Students and Telecommunication Devices.

Network Use and Internet Safety (CSD Policy, Procedure & Form 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. This form can be found on the CSD website under Schools and Resources > Forms.

All Camas School District health forms and policy/procedures can be found online at www.camas.wednet.edu

Prohibited Student Conduct & Exceptional Misconduct Definitions (CSD Policy & Procedure 3241)

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. Behaviors marked with a dot (*) have been determined to be a serious disruption. Students may be suspended from school for doing these things even if it is the first time that they are involved. Behaviors marked with two dots (**) will result in contacting the police as well.

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
- Peer mediation
- Conferences
- School or community service
- Social skills classes
- Individual contract(s)
- Short-term suspension
- Long-term suspension
- Expulsion
- 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.

Elementary Parents/Guardians
**** Sign and Return ****

this page to your Student's classroom Teacher

Positive Student Behavior Agreement

We have great kids at Grass Valley Elementary School! 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 wide student expectations are as follows: I am safe, I am respectful, I am responsible, and I am a learner. They frame expected student behavior in all areas of our school. These expectations are explicitly taught, reinforced, and celebrated with students all year. Student behavior should not disrupt their own learning, or the learning of their peers. Student behavior should not disrupt teachers from teaching. *Please review our common behavior expectation on page __9-10__ of this handbook.*

GVE believes students deserve to be acknowledged and rewarded for their positive behavior choices. We will celebrate positive and appropriate 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.

Handbook and Positive Student Behavior Agreement Sign-Off

I agree to support my student in the 2022/2023 school year by celebrating their successes and holding them appropriately accountable for their behavior choices. I will ensure that they are at school each day on time. This will 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 _____, I agree to do my best to follow the expected behaviors at all times during the 2022/2023 school year. I have reviewed the contents of this handbook and know what the rules are at Grass Valley Elementary school.

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 _____ Date _____