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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  
2017-2018*

*This handbook belongs to:*

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## From the Principal

Dear Grass Valley School Community,

Welcome to the world of the Grass Valley Zebras! We look forward to making this an outstanding school year for our families and our staff. Join us in making Grass Valley a safe and comfortable place for all children to learn and grow.

Whether you are a student, parent, staff member, graduate, neighbor, volunteer or business partner, you are an important part of the Grass Valley School Community! It is a membership to be worn with respect and great pride.

Working together for a common goal is powerful. With the commitment of this community, our students will gain knowledge, acquire skills, become responsible citizens and develop a deep-rooted allegiance to Grass Valley Elementary School.

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 tucked into the front 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 teacher newsletters, our school website and school messenger. 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 school website, located through the district's website <http://www.camas.wednet.edu>. You can reach us by phone at 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*  
*Melissa Hutton, Associate Principal*



Our Mission:

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

Our Vision:

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

### Parent Volunteers

**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.**

### Parent/Teacher Conferences

We encourage ongoing communication between our staff and parents/guardians. Formal conferences will be held by the end of the first trimester and teachers will send home specific times and dates.

### PTA Membership

The Parent Teacher Association is comprised 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, late March, and at the end of the school year. Students bring home these reports in December and March and we mail them home in June.

## Coming and Going

### Morning Arrival

Children may come to school from several directions. There will be a crossing guard on 38<sup>th</sup> Street at Dahlia and another in front of the school on Grass Valley Drive. Children are welcome to arrive anytime between 8:45 and 9:00 a.m.--but not before 8:45. 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 front door or through doors to the gym and cafeteria. 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). Children can head to the cafeteria, library or playground until the 9:00 a.m. bell. The classroom wing is not open before school begins.

### School Neighbors

Please be courteous to our neighbors and do not use private driveways as a student drop-off and/or pick-up zone. 44<sup>th</sup> Avenue is very busy with bus traffic during these times. Please drop your student off at the corner of 44<sup>th</sup> Avenue and Dahlia Drive if you cannot utilize the designated Grass Valley parking lot drop-off and pick-up areas.

### Afternoon Dismissal

We need your cooperation to insure that all children leave school safely. While it may seem that our system is complex, it is effective in tracking every student's dismissal plan. There are four options:

School bus: Classroom teachers escort children to their school buses at the end of the day.

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 22<sup>nd</sup> Avenue, where the student will be supervised until the parent/guardian arrive. 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 833-5540 and the program manager is Mary Weishaar.

Occasional parent pickup: 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 Pick Up Slip for that day. You will meet your child at the main entrance to the building where they will be dismissed to you by the supervising staff member.

Daily parent pickup: If you plan to drive your child or walk home with them every day, you may confirm this with a form in the office so that you don't have to send in a note each day. Your child will be waiting in the back hall near the music room. If you are driving, we will give you a pass to display on your dashboard that will allow you to drive to the curb and collect your child without parking. When you show your pass to the staff supervisor on the sidewalk, s/he will check off and dismiss your child. (Please be considerate of other drivers. If you have a child who is slow to emerge, don't hog precious curb space. Circle back around the parking lot or come a few minutes later.) If you are walking, give your name to the supervisor who will dismiss your child.

Independent Walkers/Bikers: If your child is going to be walking/riding *without* an adult escort, they will come to the gym at the end of the day and a staff supervisor will check them out. You may choose:

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!

### **School Absences**

Parents are asked to call the school each day at 833-5710 when their children are absent or send a note on the day your child returns to school. If he or she is out for a week or more due to illness, please send a doctor's excuse. 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.

### **Late Arrivals**

Classroom doors open at 9:00 a.m. and the tardy bell rings at 9:05. Students late to school need to report to the office for an admittance form to class.

### **Early Departures**

When your child must leave school early or go for an appointment, please come into the office to get him/her. 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.

## **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 **5MPH 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, curbside pick-up 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 his/her teacher will pass it on to the office. If you forget the note, **you must call by 2:30 PM (12:00 PM on Wednesdays)** so we can have time to get the note to your child.

### **School Meals**

Students are able to purchase breakfast and lunch at school. Funds may be deposited in to student accounts by sending cash or check to school. Checks can be made out to "Camas School District". Prices for 2017-2018 are \$1.75 for breakfast and \$2.70 for lunch. For students bringing a lunch from home, milk, juice or water are available for \$.75. Adult breakfast is \$2.50 and adult lunch is \$3.75. Prices are subject to change each school year. Free and reduced meal applications are sent home in the fall and are also available in the office. We encourage you to take advantage of this option if applicable; this information is kept confidential.

### **Supplies**

Each grade level has a school supply list. Copies of the list can be picked up in the school office or accessed on the Camas School District website.

### **Lost and 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 his/her 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**

We must have information about where 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. Let us know if your phone number changes in case we need to get in touch with you. Remember to update the district registrar if there are changes in your child's emergency contact information.

### **Inclement Weather**

Winter months bring the problems of inclement weather and poor road conditions. You may tune in to local radio or television stations for information regarding transportation changes, school closures, or late starts. You may also call the school, where we will have a prerecorded message. Our automated emergency calling system will deliver a recorded message to the phone number you have designated as your primary number.

### **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.

### **Withdrawing from School**

Parents wishing to withdraw their child from school on a permanent basis must do so through the school office. Records will be forwarded upon request of the next school's principal. Records cannot be sent until any fines or fees have been paid.

## 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. Students have a 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.

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
- Written apologies
- Alternates to recess
- School community 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 the majority of 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 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 back pack while on school grounds. 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.

### Weapons

It is unlawful for any person to enter into a public or private elementary or secondary school property when he or she knowingly possesses or knowingly has under his or her control 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.

## 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 guidelines are "GVE 3": I am safe, I am respectful, I am a responsible 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 in this handbook.*

Grass Valley believes students deserve to be acknowledged and rewarded for their positive behavior choices. We will celebrate positive 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 setting 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 2017/18 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 a responsible learner**

As a student at Grass Valley, I agree to do my best to follow the GVE 3 behaviors at all times during the 2017/18 school year. I have reviewed the contents of this handbook and know what the rules are at Grass Valley.

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 \_\_\_\_\_





## 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. We also have programs that support the standards by providing students with targeted support in reading and special education instruction. We also have programs and instruction that connects to state standards and individual student needs that provide targeted support for special education.

### Technology Education

Grass Valley has a 30-station computer lab for group instruction, as well as minilabs in four classroom commons. We have software that can be used as teaching tools to help students master standards and extend their learning. Students will also have access to the Internet. Student usage of the Internet will be closely monitored by teachers. 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.

Grass Valley also has a variety of one to one mobile devices including tablets, Chrome Books and iPad mini's. Grades 3-5 have 1:1 Chromebook access. This helps create "21<sup>st</sup> century flexible learning environments" and gives our students personalized access to digital resources that support their learning. This technology is encouraging 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.

### Enrichment Opportunities

There are a variety of after-school enrichment opportunities for our students. Grass Valley School has a fifth grade science team and club. A renowned Grass Valley Jazz Choir for grades 3-5 and an ECO Officers Club that explores sustainability in our environment for grades 2-5. 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 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.**

## **THE CAMAS SCHOOL DISTRICT MISSION**

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

## **Parent Involvement**

### **VOLUNTEERS AND VISITORS**

We invite parents and guardians to visit and participate in school activities as volunteers. Parents are welcome 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 go to the Camas School District website for a volunteer application form. The office will make a copy of your ID and send the form and ID to district office for volunteer approval. Please allow at least five school days for the district to process and clear your volunteer application before helping out at school or chaperoning. **An approved volunteer application lasts for 2 years.**

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

If an adult visitor wishes to observe a classroom, a time should be prearranged with the classroom teacher and the principal. 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 Building in the Camas School District", available in the school office or online.

### **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 to School**

### **SCHOOL HOURS:**

Doors Open to Students	8:45 AM
School Begins	9:00 AM
End of Day (M, T, TH, F)	3:30 PM
Early Release Wednesday	1:10 PM

See the district calendar on the Camas School District website for a view of school holidays.

### **EARLY RELEASE:**

The Camas School District has early dismissal every Wednesday at 1:10 PM. Teachers use early release time to plan and prepare lessons, attend in-service trainings, and meet with teaching teams in professional learning communities.

### **TARDINESS = ARRIVAL AFTER 9:05 AM**

Students are expected to be in each classroom when their doors open at 9:00 AM, but no later than 9:05 AM when the tardy bell rings. Students late to school need to report to the office for an admittance form to class.

**NOTE: Contact the school office before 2:30 PM (12:00 PM on Wednesdays) if your child will be going home from school a non-typical way.** (Example: He/she usually rides the bus, but will be picked up by parent today.)

### **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.

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 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 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.

### **DRESS CODE**

Students come to school to learn. We do everything we can to insure 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. This clothing is generally accepted as being associated with gangs and intimidating behavior.
- 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 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 during in-school activities. 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.

#### **LOST AND FOUND**

Items that are found are placed in our lost and found. Three times during the school year (winter, spring and summer breaks), 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 THE TAG OF THEIR COATS, HAT, GLOVES, & LUNCH BOXES, ETC. SO WE CAN RETURN THEM TO THE CLASSROOM.*

#### **PHONE USAGE**

Students are allowed to use school telephones for school business or in case of an emergency.

#### **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, 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.

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.

Cellular phones are not to be used during school hours. All cellular phones must be off and in students' backpacks. Having them out in the open, whether turned off/on/vibrate, is not acceptable. See Appendix C for more information.

#### **STUDENT SALES AT SCHOOL**

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

#### **STUDENT'S TYPICAL EXIT 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 exit plan." This is the plan that their student(s) 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 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.

#### **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 Zellerbach 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.

## **Student Services**

### **COUNSELING**

Our school counselor is here to support all the students and families. 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 and anti-bullying behavior to all the classrooms in the fall. 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.

### **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**

Students who become ill or injured should check into the health room in the office. The health room 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 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.

### **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 web site.

### **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. 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.

### **EMERGENCY INFORMATION**

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).

### **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 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. Consequences may include: warning, restriction from activity, time out against wall, 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. The library is often open before school and during recesses.

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. 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.
- 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.

## NUTRITION GUIDELINES

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.

### Frequently Asked Questions

**1. Where is the Camas School District Nutrition and Fitness Policy found?**

*Answer:* The policy can be found on the Camas School District website: [www.camas.wednet.edu](http://www.camas.wednet.edu).

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

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

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

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

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

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

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

## HEALTH AND SAFETY

### ACCIDENTS:

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

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

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



such medication.

#### **BALLOONS - STUDENTS WITH LIFE THREATENING ALLERGIES:**

Camas School District is aware that anaphylactic reactions, most often caused by exposure to substances to which a student is allergic, can be life threatening. The sources of these allergens are typically foods, medications, stinging insects and latex. The risk of accidental exposure to these allergens can be reduced in the school setting when school staff, students, parents/legal guardians, and the licensed health professional work cooperatively to minimize risks and provide a safe environment. Please access *The Guidelines for the Management of Students with Life Threatening Allergies* at [www.camas.wednet.edu](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
- Using non-latex face masks or respirators for personal protective equipment
- NOT ALLOWING the presence of latex balloons on school grounds and in school busses. (Mylar balloons are a safe substitute).
- Discouraging staff and students to wear perfume or other scented personal products.
- Discouraging serving peanut butter products at elementary grade levels.

#### **HEAD LICE: (CSD policy/procedure 3414)**

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

#### **HEALTH ROOM:**

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

#### **IMMUNIZATIONS: (CSD policy/procedure 3413)**

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

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

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

See Washington State Department of Health "Vaccines Required for School/Child Care and 2011 Immunization Exemption Law" for additional information. <http://www.doh.wa.gov/cfh/immunize/schools/default.htm>

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

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

#### **KEEPING ILL CHILDREN HOME:**

Please refer to the School Health Services website: [www.camas.wednet.edu](http://www.camas.wednet.edu) under Schools and Resources, to

review **Guidelines for Keeping Ill Children Home from School**. Please remember that during school, children are in close contact with each other. If children are kept home when the first signs of illness appear, it helps prevent the spread of that illness to other children.

**LIFE-THREATENING HEALTH CONDITION: (CSD policy 3413)**

Washington State law (RCW 28A.210.320) directs school districts to require the presentation of a medication or treatment order for a child’s life-threatening health condition that may require medical services to be performed at school. The medication or treatment order must be presented prior to the student’s attendance or continued attendance if already in school. If a medication or treatment order is not provided, the superintendent/principal of the school is REQUIRED to exclude the child until such order has been provided. Please contact the building registered nurse if your child has a life-threatening condition.

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

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

**CHROMEBOOK ASSURANCE PROGRAM (Applies to students in grades 6-12)**

The Chromebook Assurance Program is optional and provides an inexpensive solution for families to lessen the financial burden if an accident or theft occurs. While the assurance is not mandatory, the return of the signed form is required before a Chromebook is issued.

Opt INTO Assurance Program	Opt OUT of Assurance Program
<p>Initial Fee: \$20 per student per year</p> <p>Damages: \$0</p> <p>After two incidents, parent/guardian will be responsible for the cost of repair.</p> <p>Not Covered: Lost Chargers (\$20), intentional damage, neglect, loss without a copy of a police report.</p> <p>Lost or Stolen: <i>Must file a police report within 24 hours</i></p> <p>1<sup>st</sup> Incident: \$75</p> <p>2<sup>nd</sup> Incident: \$150</p> <p><i>*If the device is later recovered and in working condition, the fine will be refunded.</i></p>	<p>Initial Fee: \$0</p> <p>Damages:</p> <p>\$150 Full replacement</p> <p>\$99 LCD, Keyboard, Touchpad or Charging port</p> <p>\$59 Hinge cover or Bezel</p> <p>\$50 AC charging adapter</p> <p>Lost or Stolen: \$150</p> <p><i>*If the device is later recovered and in working condition, the fine will be refunded.</i></p>

Please note:

- If a family leaves the district but does not return the Chromebook, they will be fined for the full replacement cost, and standard rules for restriction of records and transcripts would apply.
- To receive a district-supplied Chromebook, the assurance form below must be returned to the front office, as well as the signed policy form.
- For more information about our Chromebook initiative, please go to [bit.ly/camaschrome](http://bit.ly/camaschrome)

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**CHROMEBOOK RESPONSIBLE USE POLICY**

The Chromebook is one of many resources provided by the Camas School District that provides opportunities for learning and growth. With the privilege of access, comes the responsibility of access. To make this transition successful, we ask that parents and students read through the policies and begin a discussion about best practices for individual homes.

*The device you are being issued is the property of the Camas School District and is made available to you as a tool*

for learning. As with other school equipment, the device must be used in a manner aligned with building and district policies ([Policy 2022](#) and [Procedure 2022P](#)).

#### Expectations:

1. Be Prepared. Bring the device to school each day with a full battery charge.
2. Be a mindful digital citizen. Files, including communication and collaboration, must be consistent with school policies and copyright laws. Don't share your passwords with others, and refrain from logging in as another user. Communicate responsibly.
3. Take care of the device. Use the case provided. Keep the device away from foods, liquids and refrain from adding stickers. Do not leave your device unattended or close the device with items inside.
4. Keep the integrity of the device. Specific software and system configurations are intended for student safety. Do not alter district settings or software.
5. Return in good condition. Devices are to be returned to the district at the end of the three-year term, or upon withdrawal or transfer. The device must be in a working and reasonable condition and include original peripherals (ie. case and charger).

#### Inappropriate Use and Consequences:

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

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

#### District Systems:

- Filtering—Student-issued devices will be filtered and monitored both at home and school for topics as required by law; cameras and microphones are excluded from all monitoring.
- Antitheft- If the device is reported as lost/stolen, the location and screen will be monitored.
- Website—A Chromebook website will continue to be updated with best practices (such as how to clean devices) as well as parent tips (such as online safety) and students tips for usage (such as software tools). [bit.ly/camaschrome](http://bit.ly/camaschrome)

## Appendix A

### ANNUAL PUBLIC NOTIFICATION

#### Confidentiality - FERPA

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

- Inspect and review the student's education records;
- Request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records;
- File with the US Department of Education a complaint concerning alleged failures by the agency to comply with the requirements of the act;
- Obtain a copy of the policy, which is available by request at the Superintendent's Office located at 841 NE 22<sup>nd</sup> Avenue, Camas.

#### Releasing Information

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

#### Asbestos Plan

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

#### Legislation Regarding Military Recruiters

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.

#### Child Identification Procedures

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

#### Drug-Free Schools

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

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

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

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

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

### **Title IX**

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The 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: Marilyn Boerke, Title IX and Compliance Coordinator, [marilyn.boerke@camas.wednet.edu](mailto:marilyn.boerke@camas.wednet.edu); and Dana Lighty, [dana.lighty@camas.wednet.edu](mailto:dana.lighty@camas.wednet.edu). Both may be contacted at 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.

### **Sexual Harassment**

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

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

### **Harassment**

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

### **Staff Intervention**

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

### **Incident Reporting and Investigative Process**

Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff are responsible for receiving oral and written reports. Written reports are submitted to district staff using the Camas School District *Alleged HIB Incident Report Form* which is located on the district's website or can be obtained from the school administration. This form may be completed and submitted anonymously.

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

### **False Report**

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

### **Title I/LAP Schools**

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

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

### **Title I/LAP Parent Involvement Policy – Elementary Schools**

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

### **Pesticides**

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

### **Child Abuse Prevention**

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

## Appendix B

### CAMAS SCHOOL DISTRICT BUS RULES

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. When transporting classes or teams, the teacher or coach is primarily responsible for the students.
2. Students will observe rules of classroom conduct while riding on buses, i.e., quiet talking, hands, feet and objects to self, no teasing or rude/obscene gestures. Students must see that their possessions are kept out of the aisle.
3. Students will sit their bottoms on the seat, face forward and have their back touch the rear of the seat. Students will keep all body parts inside the bus windows at all times.
4. Eating or drinking is not allowed on the bus. This includes gum, candy, food and beverages. Special circumstances may be authorized and supervised by an accompanying teacher or coach. Students are to assist in keeping the bus clean. All trash will be placed in the wastebasket.
5. Each student may be assigned a seat in which they will be seated at all times unless permission to change is given by the school principal and/or driver. If a lap belt is in place, it must be used.
6. Students will leave the windows closed unless given permission by the driver to open them
7. Students will only ride their assigned bus and stop unless authorized permission is given. A bus pass from the student's school is required to be a guest on the non-designated route.
8. Students will get on and off the bus in an orderly manner. Students are expected to stand away from the roadway when the bus is approaching or leaving. Once the bus has come to a complete stop and the driver has given a cue, students may board the bus in single file. Students are to find a seat as quickly as possible. Students who must walk for some distance along the roadway where there are no sidewalks will walk on the left-hand side of the roadway facing oncoming traffic. Students may only cross in FRONT of the bus at the driver's direction. When students are off the bus, they will adhere to rules for pedestrians.
9. Skateboards, scooters, and roller skates will NOT be transported on the bus.
10. Headphones must be used with all electronic equipment such as music devices, gaming devices, etc. The bus driver has the right to take away the

equipment and turn it over to the school administrator if the equipment creates a disruption on the bus. If the student chooses to bring electronic equipment on the bus, the driver, school, or district are not responsible for broken or missing equipment. The electronic equipment is not to be visible at school during the school day. Cell phone use is not allowed.

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

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

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

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

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

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

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

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

## Appendix C

### PROHIBITED STUDENT CONDUCT & EXCEPTIONAL MISCONDUCT DEFINITIONS

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.

#### Guidelines for Cellular Phone Use

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

#### Definitions of Student Misconduct

\*\*Alcohol or Other Drug Possession or Use: A student shall not possess, use, be under the influence of any narcotic drug(s), anabolic steroids, hallucinogenic drug(s), amphetamine, barbiturates, marijuana, or any other substance purported to be one of the above described substances. The use of medication, prescribed for the individual student and used in accordance with the specific directions of the student's licensed medical practitioner, shall not be considered a violation of this policy.

\*\*Alcohol or Other Drug Sale or Delivery: Students shall not distribute and/or sell alcoholic beverages, unlawful drugs, legend drugs, controlled substances, hallucinogens, caffeine pills, diet pills, sleeping pills, or any substance, legal or illegal, used to induce mood or behavior changes (i.e. glue sniffing), or other drugs, medications (or items that purport to be any of the preceding), during school time, on school premises, or during school-sponsored activities.

\*\*Arson: Setting fire to a building or property.

\*\*Assault or Threat of Assault: The excessive use of physical force or threatening the use of physical force against another person, including the use of a weapon or other instrument for the purpose of inflicting injury.

\*Attendance: Failing to comply with building, district, and state guidelines setting forth class and school attendance.

As part of the 1995 "Becca Bill" (C 312 I 95), the Legislature enacted provisions that require schools to file a petition in juvenile court when a student accumulates at least five unexcused absences in a month, or ten unexcused absences in a year. If the allegations in the truancy petition are established by a preponderance of the evidence, the court must assume jurisdiction to intervene for the remainder of the school year. The court may order the student to attend school, or be referred to a community truancy board. If the student fails to comply with the court's order, the court can impose a variety of sanctions, including detention, fines, or community service.

Attendance Philosophy: School attendance is the responsibility of the student and his/her parents. It is the responsibility of the school to provide the instruction and to inform parents of absences. Additionally, state law not only requires students to be in school, it also requires the school to take action with students and parents when students do not attend. The action may begin with a simple contact made by either the school or the parent to verify mutual knowledge of an absence. In the case of a student with identified attendance problems, further action may be required. Typical actions which may be taken include the following: further contact between school official and parents; conferences with teachers and counselors; attendance contracts; disciplinary action; and filing for truancy with Juvenile Court.

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:



## Excused

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

## Unexcused

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

**\*\*Bomb Threat:** Threats to bomb or damage to any public school building, facility, or property.

**\*Closed Campus Violation:** Leaving the school grounds during the school day prior to dismissal without permission by school personnel.

**\*Damage or Destruction of Property:** Intentional or careless damage to school property or private property.

**\*Defiance:** Open disregard or contempt for school authority.

**\*Disobedience:** Refusal to obey the instructions of all district personnel.

**\*Disruptive Conduct:** Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission process, or function of the school.

**\*Disruptive Dress & Appearance:** Dress or appearance which is disruptive to the educational process and/or which threatens the health and safety of the student or others.

**\*Extortion:** The wrongful taking of a person's money or property without his/her consent but by using a threat or violence.

**\*False Accusations:** Untrue charges or wrongdoing.

**\*False Alarm:** Activating a fire alarm for other than the intended purpose of the alarm.

**\*Falsification/Forgery of Documents:** Altering or falsifying time, names, dates, grades, addresses.

**\*Fighting:** Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that could reasonably cause physical injury to another person.

**\*\*Gang/Gang Activity:** The Board of Directors is aware of the public existence of gangs which are involved in illegal, intimidating, and harassing conduct, and the Board hereby determines that such gangs and the expression of such gang membership cause, or are likely to cause, disruption in the school environment and present a threat to the health and safety of students and school personnel. Any such activity or expression by students is prohibited while they are subject to the disciplinary control of the school district. Therefore, no student on or about the school property, or in any place involving a school-related activity:

- Shall wear, possess, distribute, or display any clothing, jewelry, sign, or any other thing which by virtue of its color, arrangement, symbol, or any other attribute, is evidence of membership or affiliation in any such gang;
- Shall commit any act or omission, use any speech or gesture, any personal "grooming" style, or conduct evidencing membership or affiliation in such a gang;
- Shall use any speech, gesture, conduct, or commit any act or omission in furtherance of the interests of such gang or such gang activity, including, but not limited to: a) soliciting others for membership in any such gang; b) pressuring, intimidating, threatening, or harassing any person individually, or creating an atmosphere or environment of undue pressure which can reasonably be expected to interfere with the physical or mental well-being of others; c) committing any other illegal act or other violation of school district policies; d) inciting, provoking, or actively seeking other students to act with physical force, violence, or mental harassment of others.

**\*Harassment:** To persistently disturb, torment, or pester.

\*Inappropriate Language/Verbal Abuse: The use of vulgar or profane language by students on school property whether spoken, written, or gestured.

\*Intentional Misuse of School Equipment/Supplies/Facilities: Deliberate abuse and/or misuse of school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas

\*Intimidation: To force into or deter from some action by inducing fear.

\*Lewd Behavior/Sexual Misconduct: Indecent or obscene acts or expressions of or involving sex.

\*Obscene or Disruptive Material: Publishing or distributing on school grounds libelous, tasteless, obscene, or disruptive material.

\*Occupation of School Property: A student shall not occupy a school building or school grounds in order to deprive others of its use, or block normal pedestrian or vehicular traffic.

\*Occupying Unauthorized Areas: A student shall not be present in an unauthorized area without permission of school authorities.

\*Possession or use of Explosives: Anything tending or serving to explode such as firecrackers or bullets.

\*Possession or use of Tobacco: A student shall not carry, smoke or utilize cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals, devices that produce the same flavor or physical effect of nicotine substances, or any other tobacco innovation at school or school-sponsored events/activities, or while a passenger in district vehicles, or on school property.

\*Racial Harassment or Discrimination: Harassment or discrimination of an individual(s) on the basis of age, disability, national origin, race, marital status, religion, sex, or socioeconomic status by words, in writing, by gestures or actions.

\*Robbery: The taking of the property of another by violence or intimidation.

\*Sexual Harassment: Sexual Harassment does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior which is unwelcome, offensive, interfering with effectiveness or creating uneasiness in the educational and work environment.

For the purpose of this definition, sexual harassment may include conduct or communications that involve adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

Sexual harassment consists of unwelcome sexual advances; and/or requests for sexual favors; and/or sexually motivated physical contact; and/or verbal or physical conduct or communication of a sexual nature if:

- 1) submission to such conduct or communication is made a term or condition either explicitly or implicitly of obtaining an education or employment; and/or
- 2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; and/or
- 3) such conduct or communication has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational work environment.

Such conduct, whether committed in the educational environment or district workplace by employees, students, volunteers, parents or guardians, is specifically prohibited. This may include, but is not limited to:

- A. Making sexually suggestive remarks, gestures, jokes, or teasing;
- B. Pressure for unwanted companionship, contact, dates, or sexual activity;
- C. Disparaging remarks about one's gender or sexually demeaning terms for females and males;
- D. Hazing, pranks, or other intimidating behavior toward others because of gender;
- E. Deliberate and/or unwelcome touching such as impeding or blocking movement, cornering, pinching, pulling on clothing, kissing, or fondling;
- F. Displaying or distributing printed, pictorial, derogatory and/or offensive sexual materials such as posters, cards, pictures, cartoons, graffiti, drawings, or clothing;
- G. Using media for unwanted communications such as letters, phone calls, e-mail, texting, or other technology;

- H. Spreading rumors about a person's private sex life;
- I. Unwanted communications about personal sexual experiences;
- J. Requests for sexual favors in exchange for rewards such as grades, promotions, money, and/or personal gain.

\*Simple Assault: Unconsented touching or application of undue force to another person.

\*Theft: A student shall not carry away the personal goods or property of another person, or that of the school district.

\*Trespass: A student shall not gain unauthorized entry upon the property of the school district.

\*Unauthorized Gatherings: The assembly or meeting of students and/or non-students on school property without permission of school authorities.

\*Unauthorized Use of Technology: Tampering with electronic hardware, data files, or software, or unauthorized access to our use of such technology.

\*\*Weapons: The possession, use, transmission, or transporting of any object that could reasonably be considered a firearm or a dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage to property, or disruption of the educational process.

Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

## **DEFINITION OF CONSEQUENCES**

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

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

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

Time Out Room means spending part or all of the school day in the time out room.

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

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

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

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

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

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

Long-term suspension means a suspension which exceeds a "short-term suspension."

## **DISCIPLINARY STEPS**

Step 1: Conference and/or

Step 2: Loss of recess (up to and including lunch recess)/lunch work crew/timeout in a different classroom

Step 3: Lunch recess class/social skills group

Step 4: Detention before or after school

Step 5: Time out room

Step 6: Suspension (in and/or out of school)

Step 7: Expulsion

Note: Parent may be called at each step

## Appendix D

### CLASSROOM MANAGEMENT, DISCIPLINE AND CORRECTIVE ACTIONS

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

#### Unexcused Absences and Tardiness

Students with one or more unexcused absences and/or tardiness 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 or conferences with the parents/guardians and the student to analyze the causes of the student's 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 school or courses or assisting the parent/guardian in obtaining supplementary services.

Additionally, a student's academic grade or credit may only be adversely affected by reason of tardiness or absences if:

- The student's attendance or participation is related to the instructional objectives or goals of the particular subject or course;
- The student's attendance or participation has been identified by the teacher pursuant to district policy as a basis for grading the subject or course; and

The circumstances pertaining to the student's inability to attend school have been taken into consideration, including whether the absences are directly related to the student's disability under Section 504 of the Rehabilitation Act of 1964, Title II of the Americans with Disabilities Act (ADA) or the Individuals with Disabilities Education Act (IDEA).

#### 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**

No student in fifth grade and above will be suspended for more than a total of fifteen (15) school days during any single semester or ten school days during any single trimester.

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 or failure to complete such assignments or tests would result in denial of credit.

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) the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

#### **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. The superintendent or designee will establish guidelines for the operation of the in-school suspension program.

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 a single subject or class or any full schedule of subjects or classes 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 in in-school suspension.
  - 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. A student will remain isolated from other students throughout the school day and may be denied the opportunity of participating in any school activities while in the in-school suspension program.
5. 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.
6. 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.
7. Specific rules and building procedures will be developed by the building principal.

## 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 corrective action.

### **B. Readmission**

Any student who has been expelled will be allowed to make application for readmission at any time in accordance with district policy and procedure. (See also Readmission Application Process, below)

### **C. Reporting**

Principals will report all long-term suspensions and the reasons therefor to the superintendent or designee within twenty-four (24) hours after the imposing the expulsion.

### **D. Petition for Extension of One-Year Expulsion**

The principal or designee may petition the superintendent for authorization to exceed the one year calendar limitation on an extra limitation on an expulsion when warranted because of risk to public health and safety. The petition may be submitted any time after final imposition of the expulsion and prior to the end of the expulsion. See Procedure 3241 for full details.

### **E. 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. The purpose of the meeting is to discuss a reengagement plan with the parent/guardian and the student.

### **F. 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.

A reengagement meeting conducted by the district involving the student and his/her parents/guardians is not intended to replace a petition for readmission.

### **G. Readmission Application Process**

Any student who has been suspended or expelled will be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/ expelled, the student will submit a written application to the principal, who will recommend admission or non-admission. If a student wishes admission to another school, he/she will submit the written application to the superintendent. The application will include:

- Reasons the student wants to return and why the request should be considered;
- Evidence which supports the request; AND
- A supporting statement from the parent or others who may have assisted the student.

The superintendent will advise the student and parent/guardian of the decision within seven (7) school days of the receipt of such application.

## Exceptional Misconduct

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

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

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

### Definitions

Suspension program definitions:

**A. Discipline** means all forms of corrective action other than emergency removal, suspension or expulsion. Discipline includes the exclusion of a student from any type of activity conducted by or on behalf of the school district and exclusion of a student from a class by a teacher or administrator for a period of time that does not exceed the balance of the immediate class period, provided the student is in the custody of a school district employee for the balance of such period.

**B. Emergency removal** means a student's immediate removal from a class, subject or activity by a certificated teacher or an administrator or a school bus driver and sending of that student to the building principal or designee, when 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 school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.

**C. Suspension** means the denial of attendance for any single subject or class or for any full schedule of subjects or classes for a stated period of time. Suspension may also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented or controlled by the district.

- Short-term suspension means suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.
- Long-term suspension means a suspension that exceeds ten (10) consecutive school days. A long-term suspension cannot cause the student to lose academic grades or credit in excess of one semester or trimester during the same school year and cannot be imposed beyond the school year in which the alleged misbehavior occurs.

**D. Emergency expulsion** means an emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student's current school placement by the superintendent or designee. An emergency expulsion requires the superintendent or designee to have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school. If the district converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.



**E. Expulsion** means a denial of attendance for a period of time up to but no longer than one calendar year from the time the student is removed from his/her current school placement by a school district superintendent or designee. An expulsion may not be for an indefinite period of time. An expulsion may be extended beyond one calendar year if: 1) the school petitions the superintendent for an extension; and 2) the superintendent authorizes the extension pursuant to the superintendent of public instruction's rules adopted for this purpose (see Petition for Extension of One Year Expulsion below). An expulsion may also include a denial of admission to, or entry upon, real or personal property that is owned, leased, rented or controlled by the district.

**F. School business day** means any calendar day except Saturdays, Sundays and any federal and school holidays upon which the office of the superintendent is open to the public for business. A school business day concludes upon the closure of the superintendent's office for the calendar day.

**G. School day** means a calendar day except school holidays on which enrolled students are engaged in educational activity which is planned, supervised and conducted by or under the supervision of certificated staff and on which day all or any portion of enrolled students participate in such educational activity.

**H. Reengagement meeting** means a meeting held between the district and the student and parent/guardian to discuss how to return a long-term suspended or expelled student to an educational setting as soon as possible.

**I. Reengagement plan** means a written plan developed between the district and a student and his/her parent or guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student's suspension or expulsion and to return the student to the educational setting as soon as possible.