



GRASS VALLEY elementary

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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*  
*2016-2017*

*This handbook belongs to:* \_\_\_\_\_



## 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, school bulletins and Peachjar. 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 getting 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.cammas.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



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.

## Mission Statement

### The Camas School District Mission

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

## Parent Involvement

### Parent Volunteers

We invite parents to participate in school activities as volunteers. Parents are welcome to chaperone students on field trips, help in the classroom and to share their special talents with students. If you wish to volunteer in the school, please contact your child's teacher or ask the secretary for a volunteer application form five days prior to helping out at school. All volunteers must fill out a volunteer application and successfully pass a Washington State Patrol background check.

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. We provide visitors with approved volunteer ID badges that indicates to staff members they have been cleared to be on campus.** Additionally, the check-in procedure allows staff to know who is in the building or on campus 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. We certainly don't want to discourage your visits but only to account for everyone who is in the school building.

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

### 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

### School Hours

Doors are open to children at 8:45 a.m. daily. Outdoor supervision is available for students before school from 8:45-9:00 a.m. Please do not drop off your student before 8:45 a.m. because there is no supervision available. School begins at 9:00 a.m. and ends at 3:30 p.m. each day except Wednesday. Dismissal on Wednesday is at 1:10 p.m. for grades K-5.

Every Wednesday, students are dismissed at 1:10 p.m. Teachers use this valuable time to plan and prepare lessons, attend in-service events sponsored by the district and to conduct parent conferences. Teachers may also use Wednesdays to meet with parents about student progress.

### 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.

Children who arrive after the 9:05 tardy bell need to go directly to the office for a tardy pass before proceeding to their classrooms.

## 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 2016-2017 are \$1.70 for breakfast and \$2.60 for lunch. For students bringing a lunch from home, milk, juice or water are available for \$.75. Adult breakfast is \$2.35 and adult lunch is \$3.65. 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

### **Clothing**

Students come to school to learn. We do everything we can to insure that we set a tone for learning. 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. Listed below are the dress standards that are in effect at Grass Valley. Students who do not follow the dress code will be asked to change

- The most appropriate school clothes are jeans, sweatshirts, t-shirts, long pants, dresses, walking-type shorts, sport shorts, blouses, sweaters, dress shirts and pants.
- Makeup, including lipstick, glitter and colored hair gel, is not appropriate for school.
- Students may not wear clothing having logos with inappropriate or vulgar language, ones that promote anger and violence or clothing with demeaning/offensive messages. Shirts showing alcohol, tobacco, or drug messages may not be worn.
- 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.
- Short shorts, crop tops, halter tops, swim suits and see-through tops are not acceptable. Clothing that exposes the abdomen is not allowed. Straps on girls' tops should be at least 2 inches wide.
- Students should wear shoes that are safe and comfortable for both inside and outside use. Students participate in PE activities and should wear tennis shoes on those days. Shoes with wheels are not allowed at school.
- Students may wear hats on the playground and to school, but not inside the buildings.
- This 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.

### **Gum**

Students may not chew gum at school.

### **Toys**

Toys of any kind are not allowed at school. Children are to bring only their school work, school supplies, back packs, lunches and coats to school. Please help us to keep the focus on student learning!

### **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.

### **Sales at School**

Any type of selling by students will not be allowed during the school day.

### **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).

### **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.

## 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.

### 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. 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. The Jack Will and Rob Youth Center offers many programs including art, music, technology and athletics. The program is open to grades 1-12. In addition, Community Ed offers programs in our building before and after school.

### 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 regularly assessed relating to these standards utilizing the Smarter Balanced Assessment. (SBAC). 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.

## Health and Safety

### Accidents

In the unfortunate circumstance that a child is seriously injured at school, parents are notified immediately. If a child needs medical attention and a parent or someone at the emergency number cannot be reached, school personnel will have the child picked up and delivered by ambulance to the medical service listed on the enrollment form. Minor injuries are usually followed up with a written note, sent home with the student, from the health assistant. Please provide our district registrar with a full set of emergency contact numbers and update the district registrar if there are changes in your contact information.

### Bus Procedures

It is imperative to student safety that all bus rules are closely followed. For a complete list of rules, please refer to Appendix B at the end of this handbook.

### Counseling

Parents or students can make an appointment with the school counselor through the office. 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. Conversations between the school counselor and students will remain confidential with legal limits. For example, reports of abuse and/or neglect must be reported to the proper authorities. Parents are informed about safety issues.

### Emergency Procedures

#### Earthquake Procedure

- Drop, hold, and cover
- Turn away from the window
- Wait until the shaking stops
- Listen for instructions

#### Fire Procedure

- Walk quickly and quietly outside
- Go to your classroom's designated meeting spot
- If not in a classroom at the time of the alarm, go outside and report to the first adult you see.



### **Lockdown/Intruder Alert Procedure**

When it becomes known that there is an intruder on school grounds who poses a clear and present threat to the safety of students and/or staff, the following steps will be taken:

- Announcement made of intruder's presence.
- Staff contact police.
- "Open" areas are checked for unattended students, etc., to get them to a safe area.
- Children in classrooms drop to the floor so they are out of view of the intruder and crawl to their designated position in the classroom.
- Staff is informed of situation and position of intruder, when possible.
- Staff maintain a calm manner with children.
- Strategic doors are closed and locked.
- Staff assists law enforcement as needed.

### **Bomb Threat Procedure**

- The fire alarm will sound. Fire trucks will arrive.
- Staff and children follow the fire drill procedure.

### **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, please listen to the local radio and TV stations for late-start and closure information: Z100 FM, K103.3 FM, KINK 101.9 FM, KXL 750 AM, KOPB 91.5 FM. Television stations KGW (8), KOIN (6), and KATU (2). Emergency closure information is also posted on the district Web site at [www.camas.wednet.edu](http://www.camas.wednet.edu).

### **Fire Alarms**

In the event of an actual fire, 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. Appendices are located at the end of this handbook.

### **Library/Media Center**

Our 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. It is open almost every morning before school and during recesses.

Students should

- Understand they are financially responsible for items they check out;
- Look up materials at the Patron station via the circulation system, Alexandria;
- Understand that if an item checked out is not returned or renewed after two weeks, it will be overdue. An overdue notice will be sent to the student's classroom and additional items cannot be checked out until the overdue ones are returned or renewed;
- Act in a responsible manner by being respectful to others and using a quiet voice;
- Understand food and drinks (including gum and candy) are not allowed in the library; and
- Not hesitate to ask the staff for assistance if they need help.

### **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.**

## **STUDENT HEALTH**

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

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

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

Students shall be authorized to self-administer asthma/anaphylaxis medication if the parent/legal guardian and licensed health provider complete the Authorization for Administration of Medication form.

### **Students with Life Threatening Allergies**

Camas School District is aware that anaphylactic reactions can be life threatening. Please access The Guidelines for the Management of Students with Life Threatening Allergies for guidelines.

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

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

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

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

### **Health Room**

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

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

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

See Washington State Department of Health "Vaccines Requires for School/Child Attendance"  
<http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements>

### **Keeping Ill Children Home**

Please refer to Guidelines for Keeping Ill Children Home from School.

### **Over The Counter or Prescribed Medication At School (CSD Policy and Procedure 3416)**

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

### **Nutrition Guidelines**

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

## **Appendix A**

### ANNUAL PUBLIC NOTIFICATION

#### **Asbestos Plan**

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

#### **Child Abuse Prevention**

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

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

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

#### **Confidentiality - FERPA**

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

- Inspect and review the student's education records;
- Request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records;
- File with the US Department of Education a complaint concerning alleged failures by the agency to comply with the requirements of the act;
- Obtain a copy of the policy, which is available on the district website under Parent Corner.

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

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

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

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

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

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District #117 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Marilyn Boerke, Title IX and Compliance Coordinator, marilyn.boerke@camas.wednet.edu; and Dana Lighty, dana.lighty@camas.wednet.edu. Both may be contacted at 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.

### **Releasing Information**

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

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

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

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

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

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

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

**Staff Intervention (CSD Policy 3207)**

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

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

Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff are responsible for receiving oral and written reports.

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

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

**Title I / LAP – Parent Involvement Policy – Elementary Schools (CSD Policy 2108)**

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

## 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.

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/Procedure2030), 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

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

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

#### **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

### **Definitions Of Student Misconduct (CSD Procedure 3241)**

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

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

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

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

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

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

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

Any conduct which interferes with teaching and learning is not allowed. The following acts are specifically not allowed on school property, on school transportation such as buses, or at school-sponsored events such as field trips. There will be consequences for doing these things. This list is not inclusive. Behaviors marked with a dot (\*) have been determined to be a serious disruption. Students may be suspended from school for doing these things even if it is the first time that they are involved. Behaviors marked with two dots (\*\*) will result in contacting the police as well.



## **Student Self-Management**

Students are expected to manage their behavior and to understand that the choices they make contribute to their success at school. Students have many opportunities to demonstrate their ability to make responsible choices at school, no matter where they are or what they are doing. Students should strive to do their best to develop a positive reputation for themselves and our school that demonstrates courtesy, cooperation and respect for people and property.

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

Intervention/discipline

Peer mediation

Conferences

School or community service

Social skills classes

Individual contract(s)

Short-term suspension

Long-term suspension

Expulsion

Police contact

The consequences given will depend on the severity of the incident(s), number and frequency of offenses of the same or different nature, and previous consequences given. Suspension could eliminate student opportunities to participate in school-sponsored activities or events.

## Elementary Parents/Guardians

### **\*\* Sign and Return \*\***

this page to your Student's classroom Teacher

### **Positive Student Behavior Agreement**

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

Our school guidelines are "GVE 3": I am safe, I am respectful, I am responsible, and I am a learner. They frame our expectations for student behavior in all areas of our school. These expectations are explicitly taught, reinforced, and celebrated with students all year. *Please review our common behavior expectation on page \_\_\_\_\_ of 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 2016/17 school year by celebrating their successes and holding them appropriately accountable for their behavior choices. I will ensure that they are at school on time, help them to be ready to learn each day, and make their academic growth a family priority. We have reviewed the contents of this handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **I am safe | I am respectful | I am responsible | I am a learner**

As a student at Grass Valley, I agree to do my best to follow the GVE 3 behaviors at all times during the 2016/17 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 \_\_\_\_\_