

PRUNE HILL ELEMENTARY  
STUDENT AND PARENT HANDBOOK  
2016-2017



Julie Swan, Principal  
Nadia Hagen, Secretary  
Gina Nelson, Student Services Coordinator

This handbook belongs to:

Name \_\_\_\_\_

Classroom No. \_\_\_\_\_ Teacher \_\_\_\_\_

**School hours:**

Classes begin 9:00

Tardy bell rings 9:05

Dismissal: Monday, Tuesday, Thursday, Friday 3:30  
Wednesday 1:10

**Important phone numbers:**

Prune Hill Office 833-5730

Prune Hill Fax Line 833-5731

District Office 335-3000

Transportation 833-5585

Camas Extended Care 833-5540

Special Services 833-5570

**2016-2017 Prune Hill Staff**

**Principal**-Julie Swan

**Secretary**-Nadia Hagen

**Counselor**-Mike Durfey

**Student Services**-Gina Nelson

**Health Room**-Angela Kendall

**Kindergarten**

Angela Alanis

Katie Schram

Erica Herington

**First Grade**

Andrea McCarty

Patti Landers

Amanda Lomax

**Third Grade**

Evan Lustig

Jill Salmon

Becky Loftsgaarden

Susie Hassel

**Fifth grade**

Marti Stewart

Roxanne Driver

Jillmarie Holscher

Amy Miller

Andrea Little

**Second Grade**

Beth Burton

Carmen Beuhl

Lori Bright

Jessica Miller

**Fourth Grade**

Julie Menor

Gillian Buchanan

Sharon Rakoski

MaryJo Barga

**Specialists:**

**Music**-Kimberly Ray

**Library**-Sherry Loniewski

**PE**-Michele Houston

**K-1**

**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.

I have read this handbook with my student and agree to support him/her in the 2015-2016 school year.

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

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

**From the Principal**

Dear Prune Hill Families,

Welcome to Prune Hill Elementary School! We are a dedicated group of teachers and staff that are committed to creating a safe, positive learning environment for all students in our school. We strive to ensure student success with high academic expectations, student independence, and strong communication with families. We have outstanding educators here at Prune Hill working to build strong, positive classroom communities. Knowing that family involvement in school plays a key role in children’s success both academically and socially, we invite all families to participate whenever possible in school activities.

Please take the time to read this handbook with your student to familiarize yourselves with the general policies and procedures of our school and district before signing the front page of this handbook (page 3). These policies are in place for the safety and security of all our penguin families, and offer guidelines to help keep our school running smoothly and focused on student learning.

Please do not hesitate to contact us with any questions or concerns. I am looking forward to a great year!

Sincerely,



Julie Swan  
Prune Hill Elementary Principal

**Mission Statement**

**Our Mission**

The mission of Prune Hill Elementary is to nurture and develop a community of life-long, independent learners who will positively impact the world. At Prune Hill Elementary we will foster academic and social growth with compassionate and respectful guidance. Our holistic education will meet the unique needs of each student and prepare them for a quality future.

**Parent Involvement****Parent Volunteers**

We invite parents to participate in school activities as volunteers. Parents are welcome to chaperone students on field trips 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](#) prior to helping out at school.

**PTA Membership**

The Parent Teacher Association is comprised of dedicated parents committed to an excellent working relationship among teachers, support staff, administration and parents. Meetings are held quarterly and membership information is available in the school office.

**Report Cards**

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

**Coming to School****Open Doors**

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. daily, students may not arrive at school before 8:45. School begins at 9:00 and ends at 3:30 p.m. each day except Wednesday. Dismissal on Wednesday is at 1:10 p.m.

**Early Release**

Students are dismissed at 1:10 p.m. on Wednesdays. Teachers use this valuable time to plan and prepare lessons and attend in-service sponsored by the district.

**After School Procedures**

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 JDZ Administration Complex, 841 NE 22nd Avenue, where the student will be supervised until a parent/guardian arrives. Similarly, an older student may also be rerouted to *Camas Extended Day* if circumstances warrant it and contact cannot be made with parent/guardian. Contact Mary Weishaar, program manager for CED, 833-5540.

**School Absences**

Parents are asked to call the school each day their child is absent. Call 833-5730 to leave the message. Send a note on the day your child returns to school. If your child is absent, and we have not heard from the parent, the Camas School District has a phone notification system that will call the primary phone to excuse the absence. If he or she is out for a week or more, 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 fifth 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 web site.

**Tardiness**

Students late to school, arriving after 9:05, need to report to the office for an admittance form to class.

**School Meals**

Students are able to purchase breakfast and lunch at school. Prices for 2015/16 are \$1.70 for breakfast and \$2.55 for lunch. For students bringing a lunch from home, milk is available for \$.65. Students that qualify for reduced breakfasts are free and reduced lunch is \$.40. Adult breakfast is \$2.35 and adult lunch is \$3.60. Prices are subject to change each school year.

**Supplies**

Each grade level has a school supply list which is updated in late spring for the following year. Copies of the list can be picked up in the school office or accessed on the Camas School District web site.

**Toys and Animals**

Toys, including sports equipment, I-Pods, cell phones, electronic toys, etc., should not be brought to school without teacher permission.



Shoes with wheels should not be worn on school property.

All pets, including dogs and cats, are not allowed on the school grounds. Special permission may be granted for special instructional demonstrations.

## **Prune Hill Curriculum**

We use a curriculum that is rich in the language arts (reading, writing, listening, speaking) and mathematics. This basic curriculum is enhanced by the content areas of social studies, science, health, physical education, drug and alcohol awareness, and music. The curriculum is implemented through the use of teaching strategies that capitalize on individual student success and is organized around themes that tie it all together. We have programs that support the curriculum by providing students with reading remediation, special education instruction, computer training and experience in using reasoning thought processes.

### **Technology Education**

Prune Hill has a state-of-the-art technology program. We have a 30-station computer lab for group instruction, as well as mini-labs located in class wings. We have purchased software that can be used as teaching tools to help students master essential learning in all curriculum areas. Students will also have access to the Internet. Student usage of the Internet will be closely monitored by teachers. Parents will need to give written notification if they do not wish for their child to have access to the Internet. Although we don't believe there will be misuse of the Internet by students at Prune Hill, the district has established Internet misuse consequences. For detailed information regarding Internet use, please refer to the Network Code of Conduct section located in this handbook.

### **Enrichment Opportunities**

Extra curricular activities are offered before and after school throughout the school year. Prune Hill students may have the opportunity to engage in activities such as: Choir, Camas Community Education programs; such as Mad Science, Legos, Chinese, Camas Parks and Recreation and the Jack Will and Rob Center. Fliers will be sent out throughout the school year.



## Dress Code

Students come to school to learn and at Prune Hill we strive to do everything possible to set a tone for learning. One factor that impacts how children react to their learning climate is dress. It has been determined at the federal, state and district level that schools may establish a dress code in order to support the learning environment.

- The most appropriate clothing items include jeans, sweat-shirts and T-shirts (see below about logos), long pants, dresses, walking-type shorts or shorts that extend below the fingers when arms are at the sides of the body, blouses, sweaters, dress shirts and pants.
- Logos seem to be very popular. Students may not wear clothing or jewelry marked by inappropriate language, or angry, violent, demeaning, or offensive messages/images. In addition, clothing or jewelry depicting alcohol, tobacco or illegal drug messages will not be worn at school.
- Sagging and long-crotch clothing is not acceptable due to its association with gangs and weapons. Police inform us that these types of pants provide places for hiding weapons. It is our belief that things imitated can eventually become accepted by a person and that our students should not strive for this look.
- Short shorts, crop tops, halter tops, swim suits and see-through tops are not acceptable.
- Tank-tops must have straps at least one inch in width and must cover any undergarments. All clothing must cover underwear when the child is standing, bending and sitting.
- Students may wear hats on the playground but not during in-school activities or inside school buildings. 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. Our central issue lies in students wanting to wear baseball-type caps all day. These hats become distracting and can prevent students from paying attention to their teachers.
- Please do not allow students to wear makeup, including lipstick, in school.
- Clothing that exposes the abdomen is not allowed.
- Shoes with wheels are not to be worn at school as these damage floors and are unsafe.
- 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.

## Student Welfare

At the beginning of each year, we ask parents where their children will go after school and by what means. If at any time your child needs to deviate from their normal "plan," we must have written or verbal direction from the parent. Please do not give your child verbal information and direct him or her to tell the staff. If we do not have direct verbal communication or written verification from a parent, we must send the child home according to his or her normal plan. Additionally, these communications are best received in the morning as the tight bus schedule does not allow for last minute phone calls at the end of the day. Keeping children safe and properly cared for is an important goal and if we work together, all of us will be worry-free.

When your student arrives late or needs to leave school early due to an appointment, please come into the office to sign in or out.

Visitors are always welcome in our school. For the safety of our children, we must insist that all visitors first come to the office before going to any location on campus. We give visitors a badge to wear, which indicates to staff members and students that it is alright for them to be there. 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 who comes to school each day.

## Student Services

### Building Intervention Team (BIT)

The Building Intervention Team is comprised of professionals qualified to examine and/or recommend alternative strategies and/or further testing for all students. This team consists of at least a student's classroom teacher, a special education teacher, the school psychologist, and the building administrator.

### 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, within legal limits. For example, reports of abuse and/or neglect must be reported to the proper authorities.

### Health Room

Students who become ill or injured should check into the health room in the office staffed by our health assistant. It is important for the school to be able to contact parents/guardians or a trusted friend or relative. Students will not be allowed to leave school without the permission of one of these people. At the beginning of each year parents provide the school with accurate phone numbers for work, home and an emergency contact person. If any of these numbers change, please notify the school office immediately. By law, school staff cannot transport a student to the doctor or hospital.

### Multi-Disciplinary Team (MDT)

The MDT is a team of professionals qualified to evaluate the disabling conditions of special education students. This team consists of at least a student's classroom teacher, a special education teacher, the school psychologist, and the building administrator.

## 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 *Student Health Inventory* form. Minor injuries are usually followed up with a written note, sent home with the student, from the health assistant.

### Student Welfare

Due to severe allergic student sensitivities, latex balloons are not allowed on school grounds. Additionally, Camas School District food service meals provided are nut-free. Students with severe food allergies are encouraged to sit at a designated table in the cafeteria.

The atmosphere of a neat and clean cafeteria makes lunch more enjoyable. Cooperation and thoughtfulness are needed to keep the cafeteria a pleasant place to eat. Each student who uses the cafeteria is required to clean up his/her own eating area following lunch. Garbage should be placed in the garbage can, and recycling/compost when appropriate. Caffeinated, sugared energy drinks are prohibited at Prune Hill. Students are not permitted to have food and/or drink outside the cafeteria.

### Bus Procedures

As mentioned previously, children who do not have a written note from a parent or whose parent has not spoken with a staff member in the office will be sent home according to their usual plan.

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.

### 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 Appendix C for definitions and consequences and Appendix D for due process. Appendices are located at the end of this handbook.



**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.

**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 will be sent to their normal after school location unless another address within Prune Hill Busing area is provided at the beginning of the 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). Camas School District will also use the all school notification system to call the primary family phone number to notify in the event of late start or closure. 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 Appendix C for definitions and consequences and Appendix D for due process. Appendices are located at the end of this handbook.

**Head Lice**

Head lice are a considerable nuisance each year. If your child becomes infected, he or she will not be excluded from school but should be treated. The Clark County Health Department and the Camas School District recommend all eggs be removed before re-admission to school. If you discover your child has head lice, please alert the school. By working together, we can minimize this problem.

**Immunizations**

All students must present, on or before their first day of attendance, proof of: a) full immunization, b) initiation of a schedule of immunization, or c) a certificate of exemption. Immunizations must include polio, diphtheria, whooping cough, tetanus, measles and varicella. Parents in need of immunization forms can pick them up in the main office.

**Medication at School**

Some children may require daily/occasional medication at school. When this occurs, the parent must bring in the medication and an *Authorization for Medication/Treatment at school* form that has been signed by the licensed health provider and the parent. Also, the medication (prescribed or over-the-counter) must be brought in the original pharmacy container to the office by an adult. The medication remains in a locked area of the office. Students must come to the office to take the medicine and remain there until it is swallowed. All over-the-counter products (for example Tylenol and cough drops) fall under the same guidelines. Please do not ever send any medication to school with your child.

**Substance Abuse Situations**

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

**Behavioral Expectations**

We find that when students keep hands, feet, objects and insulting language to themselves, learning is at a premium. Pushing, shoving, hitting, kicking, throwing objects and saying offensive things do not enhance learning. Teachers will generally deal with negative behaviors and if a student does not respond positively, they will be referred to the principal, parents will be notified and board-approved discipline procedures, including suspension, will be used to correct the behavior. **We will frequently, and with great pride, praise and recognize those who maintain our behavior standards so all students can learn.**

Students have the right to be safe when they are in school. Any threat against another student and/or staff member will be taken seriously. Appropriate discipline measures will be administered **including possible suspension and/or expulsion**. For detailed information regarding discipline, please refer Appendix C for definitions and consequences and Appendix D for due process. Appendices are located at the end of this handbook. Parents are invited to view the Camas School District Policy Manual located in the school office and on the district web site.

At all times students are expected to treat staff and their peers with respect and courtesy. Behavior which endangers the property, health, safety, or comfort of others, impedes the opportunity for the student or other students to learn, is unlawful, disobedient or disrespectful, violates classroom or general school rules is considered to be inappropriate.

Prune Hill has implemented Positive Behavior Interventions Support (PBIS) system that systematically teaches and recognizes expected behaviors to all students across the school setting. Penguin Pride tickets are given as recognition to those adhering to our 3 Penguin Pride rules.

The following school-wide "Prune Hill Guidelines for success" are posted throughout the school. Staff members review these expectations and possible consequences with students on a regular basis.

**I am safe**

- Moving quickly and directly from place to place.
- Walking at all times in the building.
- Following school and classroom rules.
- Keeping hands, feet, and body to one's self.
- Asking for help when needed.
- Remaining on school grounds during school hours.

**I am respectful**

Respectful behaviors include:

- Using kind words to others and ourselves.
- Practicing good listening skills.
- Using appropriate tone of voice and language.
- Being courteous and thoughtful.
- Preserving, maintaining, and treating materials and equipment with care.
- 

**I am responsible**

Responsible behaviors include:

- Taking ownership and accepting consequences for one's actions and words.
- Completing a task.
- Setting goals for one self.
- Looking out for your neighbor, as well as yourself.

**Together we build a strong community of learners at Prune Hill.**

## Library/Media Center

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

Students should

- understand they may check out up to two (2) items at a time for up to two weeks. Items that do not have a hold placed on them may be renewed if brought in by the student for renewal;
- understand they are financially responsible for items they check out;
- look up materials in the LMC at the Patron station via the circulation system, Alexandria;

- understand if an item checked out is not returned or renewed after two weeks, it will be overdue. An overdue notice will be sent to the student's classroom and additional items cannot be checked out until the overdue ones are returned or renewed;
- act in a responsible manner when in the LMC by being respectful to others and using a quiet voice;
- understand food and drinks (including gum and candy) are not allowed in the LMC, unless arranged by the LMC staff; 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. Parents will need to give written notification, with a district opt out form, if they do not wish for their child to have access to the Internet.

- 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.



## Playground Rules

On the playground students are expected to play safely, fairly and respectfully. Playground rules allow everyone to have a safe and enjoyable time while on the playground. Please have fun but be careful to follow the guidelines listed below.

### Be Safe:

- Keep your hands and feet to yourself.
- Chasing and tag of any kind are allowed only in approved field areas.
- Kick balls on the soccer field and kick ball area only.
- Hold equipment when putting away.

### Be Responsible:

- Return equipment to its proper place.
- Judge is always the first person in line.
- Be a fair player and a fair judge.

### Be Respectful:

- Use good sportsmanship.
- If you get out of line, go to the end of the line.
- Follow directions given by adults.

### Playground Discipline steps:

1. Verbal Warning
2. Student excused from activity and given 'time-out'.
3. Student behavior warrants a written "FYI" form from teacher or supervisor.
  - a. When a student has received three "FYI" forms they will be issued a Student Incident Report, which requires principal attention, parent notification and disciplinary action.
  - b. Students will complete a written management plan for success.
  - c. Students may be directly issued a Student Incident Report for any severe behavior that endangers themselves or others.

**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 reward?**

*Answer:* In the past, teachers or 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. Teachers and classrooms are encouraged to establish their own non-food birthday celebrations.

**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 gum drop 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.*

Please note: For safety reasons, foods brought to school for an approved function may not be homemade.

**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) PARENT CORNER – SCHOOL 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 3414P)**

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) PARENT CORNER – SCHOOL HEALTH SERVICES.

**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 son/daughter.

**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. **Beginning July 22, 2011**, the new 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 will then turn in to 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 Requires 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 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) PARENT CORNER – SCHOOL HEALTH SERVICES to review **Guidelines for Keeping Ill Children Home from School**. Please remember that during school, children are in close contact with each other. When 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 School Health Services website: [www.camas.wednet.edu](http://www.camas.wednet.edu) PARENT CORNER – SCHOOL HEALTH SERVICES.

**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> Ave., 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.

Discipline 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: Rita Pakenen, Title IX and Compliance Coordinator, rita.pakenen@camas.wednet.edu; and Dana Jones, dana.jones@camas.wednet.edu. Both may be contacted at 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.

### **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 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**

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.

### **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 ext 78234.

### **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 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 portable music players, 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 busses, 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
- Personal reasons (unless cleared by school)
- 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
- No reason given for absence

- \*Bomb Threat: Threats to bomb or damage 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 the 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 can be online at [www.cammas.wednet.edu](http://www.cammas.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 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.

<b>Exceptional Misconduct</b>	<b>Range of Corrective Action</b>	<b>Action That May Be Taken</b>
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	<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.