

Woodburn Elementary School 2019-2020



**Woodburn Elementary
2400 N.E. Woodburn Drive
Camas, WA 98607
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<http://www.camas.wednet.edu>**

**Brian Graham
Melissa Hutton
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**Principal
Associate Principal
Administrative Assistant
Counselor
Attendance**

FROM THE PRINCIPAL

Dear Woodburn Families,

Welcome to the 2019-2020 school year! Woodburn Elementary School's staff is committed to creating a safe, positive learning environment for all students in our school. We believe it is important to create an environment where students feel welcome, encouraged, and engaged while learning. We have high academic and behavior expectations for all students. As a result of these beliefs, the Woodburn staff works collaboratively to create a safe environment where all our kids can be successful. We also believe in strong communication with families as we know you play a key role in your children's success both academically and socially.

The purpose of the handbook is to familiarize you with the practices of our school. The policies and procedures have been created to make Woodburn Elementary a safe and productive learning environment. Please read through the handbook and discuss the content with your child before signing. We hope you will find the handbook helpful in answering questions you may have. If you have questions, feel free to call our school office at 360-833-5860 or email me at brian.graham@camas.wednet.edu

Information about our curriculum, events and special programs will come to you through teacher newsletters, school bulletins, and flyers. Your student will bring home flyers and I encourage you to set aside time to read them.

I also invite you to view our school website, read our mission statement, and get to know us. Feel free to contact any one of Woodburn's dedicated staff members to learn more about our school.

Every day counts!

Sincerely,

Brian Graham, Principal

THE CAMAS SCHOOL DISTRICT MISSION

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

THE SCHOOL VISION

*Nurture. Inspire. Achieve.
Every child. Every day.*

THE SCHOOL MISSION

The mission of Woodburn Elementary is to model a growth mindset and inspire a love of learning in all students. At Woodburn we believe in partnering with families and our colleagues to support students and personalize instruction. As a team of educators, we empower students to ask questions, think deeply, and look for solutions. Our goal is to inspire students to persevere and empathize by modeling a spirit of teamwork and collaboration. We provide a safe and nurturing learning environment where students value listening, diverse thinking and experiences. We believe academics, the arts, physical education, and social learning are all valuable aspects of developing thoughtful students and citizens.

SCHOOL MASCOT: Wolf

SCHOOL COLORS: Navy and Gray

SCHOOL HOURS:

Doors Open to Students	7:45am
School Begins	8:00am
End of Day (M, T, TH, F)	2:30pm
Early Release Wednesday	12:10pm

See the 2019-20 calendar on the back of your school planner to view all school attendance days and 2019-20 Holidays.

BEFORE SCHOOL STUDENT DROP-OFF

If you are transporting your child to school, please use the front parking lot to drop them off. **Students should not arrive before 7:45 AM.** We do not have staff to supervise students before this time. Students must be accompanied by an adult if they plan to wait in the main entry vestibule area. Student safety is one of our top priorities.

END OF THE DAY STUDENT PICK-UP

We have express pick-up available at Woodburn if your child is picked up daily. Forms are available in the office.

**NOTE: Contact the school office before 1:30pm
if your child will be going home from school a non-typical way.**
(For example: He/she usually rides the bus, but will be picked up by parent today.)

PARENT INVOLVEMENT:

VOLUNTEERS AND VISITORS

We invite parents and guardians to visit and participate in school activities as volunteers. Parents are welcome to chaperone students on field trips and to share their time and special talents with students. If you wish to volunteer in the school, please go to the Camas School District website for a volunteer application form. The office will make a copy of your ID and send the form and ID to district office for volunteer approval. Please allow at least five school days for the district to process and clear your volunteer application before helping out at school or chaperoning. **An approved volunteer application lasts for 2 years.**

Parents and other visitors are always welcome in our school. For the safety of our children, we must insist that all visitors come to the office before going to any location on campus to sign in and get a

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

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

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

PTO MEMBERSHIP

The Parents Association of Woodburn Students (PAWS) is proud to be a Parent Teacher Organization. Every parent and guardian of a Woodburn student is automatically a member. Our monthly board meetings and General Meetings are open to all members. For more information about our group and meetings, please visit us at our web page: <https://woodburnpaws.membershiptoolkit.com> or send a message to president@woodburnpaws.org Being involved can happen on many levels--thank you for volunteering and participating!

REPORT CARDS

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

COMING TO SCHOOL:

EARLY RELEASE

The Camas School District has early dismissal every Wednesday at 12:10 PM. Teachers use early release time to plan and prepare lessons, attend in-service trainings, and meet with teaching teams in professional learning communities.

TARDINESS = ARRIVAL AFTER 8:05 AM

Students are expected to be in each classroom when their doors open at 8:00 AM, but no later than 8:05 AM when the tardy bell rings. Students late to school need to report to the office for an admittance form to class.

ABSENCES SEE APPENDIX C FOR ADDITIONAL INFORMATION

Student attendance is essential to success in school. Most subjects are taught in sequence, requiring understanding of each concept in order to make progress. Sending work home to a student that was absent is not a replacement for the rich learning that takes place in the classroom. Parents play the key role in stressing the importance of regular, on-time attendance. Please remember that according to state policy, illness, medical appointment, religious observance and family emergency are the only reasons for having an excused absence. Persistent absenteeism and/or tardiness create a genuine hardship for a student and the teacher and is regarded as a very serious problem. Special requests and family vacations will not be excused if they are determined by the school to adversely affect the student's educational progress per district policy.

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

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

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

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

SCHOOL MEALS

Students are able to purchase breakfast and lunch at school. Funds may be deposited to student accounts by sending cash or checks to school. Checks can be made payable to "Camas School District". Online payments may be made at www.mymealtime.com. A pass code is necessary for the online account which can be obtained from the Nutrition Service Department at 833-5768. The cashier is set up to take payments in the morning from 7:45 to 8:00 AM in the cafeteria. When a student's account runs low (2-3 lunches left), the cashier will stamp their hand with a reminder stamp. A reminder note can also be given if parents would prefer. A courtesy reminder e-mail is also sent once a week if the school district has an e-mail address in Skyward.

Prices for 2019-2020 are \$1.80 for breakfast and \$2.75 for lunch. For students bringing a lunch from home, milk is available for \$0.75 cents. Adult breakfast is \$2.50 and adult lunch is \$3.75. Prices are subject to change during the school year. Free and reduced applications are sent home in the fall and are also available in the office; this information is kept confidential. A monthly menu is sent home with students and is available on line at the Camas School District website.

SCHOOL SUPPLIES

Copies of the requested grade level supply list can be picked up in the school office or accessed on the Woodburn web site. Any student who needs support in acquiring the necessary supplies throughout the year should contact our counselor, Melissa Dolan. We have provisions to help students in need of school materials and back packs.

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

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

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

While the district school bus driver may allow some electronic items on the bus, they are prohibited at school. From the moment a student steps on school property, such items must be zipped away in a backpack and not accessed at school. Should students violate this policy, the electronic item will be taken away and returned at the end of the day as a warning. A second offense will cause the item to be kept in the office until it can be picked up by an adult. A third offense will signal a loss of this privilege for the rest of the year.

The school cannot assume responsibility for lost or damaged personal items. We do collect toys and other items that may be harmful or disruptive to the learning environment. Parents may pick up these items from the teacher or principal.

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

STUDENT SALES AT SCHOOL

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

LOST AND FOUND

Items that are found are placed in our lost and found. Three times during the school year (winter, spring and summer breaks), the clothing that is not claimed will be given to charitable organizations. Have your child frequently stop by and check to see if there are any articles that belong to your family.

PLEASE PUT YOUR STUDENT'S NAME ON THE TAG OF THEIR COATS, HAT, GLOVES, & LUNCH BOXES, ETC. SO WE CAN RETURN THEM TO THE CLASSROOM.

USING THE SCHOOL PHONE

Students are allowed to use school telephones for school business or in case of an emergency. Cellular phones are to be turned off during school hours and on school property. Violations of this rule will result in phone confiscation through the end of the day. We are not responsible for lost or stolen phones. **Cell phones are not to be turned on during the school day for any reason.**

DRESS CODE

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

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

- The most appropriate clothing is jeans, sweatshirts and T-shirts, long pants, dresses, walking-type shorts or ones that extend below the fingers when arms are at the sides of the body, blouses, sweaters, dress shirts and pants.
- Students may not wear clothing or accessories having logos with inappropriate language, messages that promote anger and violence or clothing with demeaning/offensive messages. Shirts showing alcohol, sexually suggestive, profanity or implies profanity, tobacco, or illegal drug messages will not be worn at school.
- Sagging and long-crotch clothing is not acceptable. Students will not be allowed to wear clothing that is hanging low on the hips and showing underwear. This clothing is generally accepted as being associated with gangs and intimidating behavior.
- Short shorts, crop tops, halter tops, swimsuits and see-through tops are not acceptable.
- All clothing must meet and cover the abdomen and back.
- Tank tops must have straps at least one inch in width. Off the shoulder shirts are not appropriate in a school environment. All clothing must cover undergarments when the child is standing, bending and sitting.
- Students need to wear good shoes when at school to support safe physical activity when running in P.E. and at recess. (During pajama spirit day, slippers are only allowed if they have a solid shoe bottom. These can only be worn as a part of an intentional costume.)
- Students may wear hats on the playground, but not during in-school activities. Individuals who do not cooperate regarding hats will not be allowed to wear hats to school. We would never keep a child from wearing a hat in cold weather. Hats often become distracting and stop students from paying attention to the teacher. (During spirit days, students are allowed to have hats as part of an obvious, intentional costume.)
- Sunglasses can be worn outside the building if needed to protect eyes.
- Please do not allow students to wear or bring makeup, including lipstick, to school. Exceptions to the dress policy are allowed if they are part of a permitted costume and they do not disrupt the individual's learning or the learning of others. Guidelines during spirit days will be provided for students.

PETS ON SCHOOL GROUND

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

STUDENT'S TYPICAL EXIT PLAN ESTABLISHED EACH YEAR

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

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

YOUNG CHILD WITHOUT AN ADULT AT A BUS STOP

In the event that a kindergarten student is not met by an adult at their bus stop after school, the bus driver will reroute the student to Camas Extended Day at the Zellerbach Administration Complex, 841 NE 22nd Avenue, where the student will be supervised until the parent/guardian arrive. Similarly, an older student may be rerouted to Camas Extended Day Childcare if circumstances warrant it by the driver and contact cannot be made with parent/guardian. The phone number is 833-5540.

EMERGENCY CLOSURE

The Pacific Northwest provides occasional challenges due to weather for schools and parents. In case the school closes during the school day and students need to be sent home early, we need the family to provide a "back-up" plan for a safe and supervised place your child could go due to unexpected school closure.

There is not time to make individual personal phone calls for arrangements at the time. We must have information about where, in our school's busing or walking boundaries, your child will go in the event that we close school during regular hours due to an emergency. Please complete a [Student Emergency Closure Form](#) each year and return it to the school.

STUDENT SERVICES:

COUNSELING

Our school counselor is here to support all the students and families. A parent can make an appointment with the school counselor through the office at any time. The counselor will help students with academic, personal, social, or behavioral issues. The main goal is to help students understand themselves, so they can make good decisions about life.

The counselor also delivers curriculum on friendship and anti-bullying behavior to all the classrooms in the fall. Services are delivered 1:1 as well as in groups for conflict resolution and other needed areas.

Conversations between the school counselor and students will remain confidential, within legal limits. For example, reports of abuse and/or neglect must be reported to the proper authorities. Parents are informed about safety issues that emerge during this process.

Our school counselor provides support to parents as well. She offers classes on parenting techniques and works with adults individually on ways to help their child to be successful. Parents or guardians are encouraged to seek out the help of the counselor as a source of information whenever needed.

STUDENT SUPPORT SYSTEMS AT WOODBURN

It is our goal to help every child be successful in school, ensuring a bright future for all. For some students this can mean receiving more individual services in order to address significant issues that impact a student's academic success. Like all schools in America, there are students with disabilities, students with varied socio-economic backgrounds, and students with different cultural and language experiences in every classroom. We believe such diversity is an asset to the students of Camas as they learn to be accepting and respectful of all people. We encourage families to communicate with Woodburn

about the needs of your student. Information about Special Education Services, 504 Plans, ELL Programs, LAP Reading, sensory accommodations and other intervention supports can be found on the school web site.

HEALTH ROOM

Students who become ill or injured should check into the health room in the office. The health room at Woodburn is staffed daily by a health assistant with a nurse who supervises and is on campus one day a week. It is important for the school to be able to contact parents/guardians or a trusted friend/ relative in case a student becomes ill while at school. Students will not be allowed to leave school without the permission of one of these people. At the beginning of each year, families provide the school with accurate phone numbers for work, home and emergency contacts. **If any of these numbers change, please notify the school office immediately.**

WITHDRAWAL

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

STUDENT DELIVERIES

Deliveries to the school, such as balloons or flowers can be a distraction to the learning climate. We discourage families from sending items like this to the school. Mylar balloons are prohibited. If accidentally let loose, they may set off fire alarms and sprinklers. Should a student receive a delivery that would be appropriate to take to the classroom, the student will be called at the next available scheduled break to come to the office to retrieve the item.

HEALTH AND SAFETY:

RESPONDING TO BULLYING

Bullying can greatly affect learning and the school climate, and is unacceptable. We strive to teach pro-social behavior, encourage positive interactions, and appropriately respond to bullying behavior. Teachers and our school counselor teach all students empathy, friendship skills, problem solving, anger management and how to respond to bullying behavior through district adopted curriculum. Bullying is defined as: behavior that is mean, one-sided, and repeated over-time. It happens when someone keeps hurting, threatening or leaving someone out on purpose. Students are taught the three "R"s as a way to respond to bullying. To "R"ecognize if bullying is occurring, "R"efuse bullying by standing up for themselves with verbal strategies if it is safe to do so, and to "R"eport bullying to an adult. Persons suffering from bullying behavior and those using power in mean ways both need support and clearly defined structure to recover and change. It is important for staff, parents and children to work together to solve bullying problems when they occur.

GUM

Students are not allowed to be in possession of gum on campus unless provided as a classroom incentive.

UNSAFE ITEMS BROUGHT TO SCHOOL

Some items that may be appropriate for home, camping, etc. are not acceptable at school. Any kind of knife, matches, and many types of tools are unsafe to bring to school. Replicas of guns, knives, swords etc. are not permitted and could cause other students to be concerned and thus detract from learning. Squirt guns or plastic gun replicas are not allowed at school. Bringing weapons or using replicas for intimidation are never permitted and district policy regarding consequences is spelled out in Appendix C.

STUDENT BIRTHDAY CELEBRATIONS

In order to support healthy habits at school per school district policy, students shall not bring cupcakes, cookies, or other sugary foods to celebrate student birthdays in the classroom. Parents are encouraged to find non-food celebration items if they wish to acknowledge a student's birthday within the classroom setting. Suggestions include pencils, small erasers, or donating a book to the classroom in the student's name. No balloons of any kind are not allowed inside school buildings. See Board Policy 6700.

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.

EMERGENCY INFORMATION

In the event of a school closure due to emergency, your student will be sent home according to the information you are asked to provide at the beginning of each year. Children should also be given clear instructions by parents about where they will go in case of unexpected school closure. During poor weather conditions, parents will receive an automated message phone call from the district office with information about any closures. Please also listen to the local radio and TV stations for late-start and closure information. Emergency closure information is also posted on the district web site at www.camas.wednet.edu.

SCHOOL EMERGENCIES

The school participates in monthly, school-wide safety drill rehearsals. All staff are provided with training for handling various school emergency situations with student safety as a top priority. Systems are in place to account for the location of each and every student during an emergency.

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

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

- **Earthquakes:** In the event of an earthquake, students should respond in the drop, cover and hold method as prescribed during regular earthquake drills. Students en route to school or home should stay away from power lines and proceed to their destination.
- **Fire Alarms:** In the event of an alarm, students are to proceed out of doors following methods prescribed during regular fire drills. A student who pulls the fire alarm for mischievous or false purposes will be suspended from school and local authorities will be notified. For detailed information regarding discipline, please refer to Appendix C for definitions and consequences and Appendix D for due process.
- **School Lockdown Drills:** The school will practice drills that lock down the school at various times throughout the school year. Lockdowns are identified as being two types. A full lockdown is the most serious where all students are brought into secured areas, lights are turned off, students are expected to be quiet, and staff keep students under desks and away from windows. A partial lockdown is a cautious procedure where movement inside the building is allowed, but outside doors are locked and students are not allowed outside.

BEHAVIORAL EXPECTATIONS:

We believe it is important to teach children the behaviors we expect at school so they can learn how to be responsible citizens. Our goal is to create an environment that is safe, kind, and respectful. Through a program called Positive Behavior Support Planning, we are prepared to make positive student behavior a top priority where we work to reinforce common expectations around the school. Data on student behavior is reviewed monthly so we can keep our school environment positive and focused on learning.

**Our Positive Behavior Support Program
Starts with Common Behavior Expectations**

The following expectations will be taught and re-taught explicitly by all staff in the school. Students will be held to a common standard and be given appropriate reinforcement to help them be a good citizen of our school. You may see a green "Pride Ticket" come home with your child because they have been recognized as being safe, responsible and respectful citizens of Woodburn. Parent volunteers and substitutes are encouraged to hold students to the same high standards.

The playground is a place where many skills can be learned and practiced. Not only can motor skills be refined, but many responsible behaviors can be cultivated such as cooperative play, good sports etiquette, and self-control. The following guidelines have been designed to facilitate positive playground interactions and experiences.

Goal: The playground should be a safe and fun area for children

On the playground, the behavior rules are clearly outlined. We expect all children to learn and follow these playground rules. Specific game and equipment guidelines are also printed here as a reference for students and to help increase consistency of expected behavior in common areas.

On the Playground:

<p align="center">I am Safe</p> <ul style="list-style-type: none"> ● Stay within boundaries ● Line up quickly, quietly & in your own space ● Hands, feet and objects to yourself ● Use equipment safely ● Wear appropriate clothing for the weather 	<p align="center">I am Respectful</p> <ul style="list-style-type: none"> ● Follow game rules ● Play fairly. All games are open to all kids ● Take turns. All equipment is to be shared ● Respect others property ● Use positive talk 	<p align="center">I am Responsible</p> <ul style="list-style-type: none"> ● Listen and follow supervisor directions ● Put equipment away ● Use approved pass for leaving the area ● Line up appropriately when bell rings ● Show good sportsmanship ● Take care of your backpack and belongings
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The Way of the Wolf

	<i>I am safe</i>	<i>I am respectful</i>	<i>I am responsible</i>
Audience	Walk quietly & calmly Keep hands, feet & objects to self	Show your appreciation appropriately Sit in assigned area on your bottom	Wait for signals Use whole body listening
Bathroom	Keep hands & feet to self Wash hands Keep floor clean & dry	Respect privacy, wait your turn Use silent voices	Return to classroom right away Use a bathroom pass

Cafeteria	Always walk Report spills to adult	Use polite manners Wait to be excused	Compost and recycle waste
Hallway	Walk facing forward Hands to yourself	Silent in the hallway Observe wall art	Walk on the right side Go directly to class
Office	Ask permission Use an office pass	Use a quiet voice Wait patiently	Check out with an adult Go directly to class
Stairway	Use handrail One step at a time	Eyes forward Level 1 voice	Walk on right side
Visitor	Always sign-in and wear a visitor badge	Speak quietly and wait patiently	Confirm your appointment and go directly to destination

PLAYGROUND SUPERVISORS

The playground supervisors #1 goal is to keep kids **SAFE** while playing. They usually do not referee games. The students in line are the judges. When something is unsafe or a problem occurs, playground supervisors are there to help. They have passes to the library, health room, office and bathroom. Playground supervisors are the authority at recess. They are responsible for safety and therefore will encourage positive behavior and give consequences for unsafe behavior. Consequences may include: warning, restriction from activity, time out against wall, referral to the office and/other logical consequences that reinforce safe/respectful behavior.

LIBRARY/MEDIA CENTER:

The Library/Media Center exists to help students and teachers carry out the school curriculum, to assist in research, and to promote an enjoyment of reading. The library is often open before school and during recesses.

Students should:

- Understand they are financially responsible for items they check out.
- Understand if an item checked out is not returned or renewed after two weeks, it will be overdue. An overdue notice will be sent to the student's classroom and additional items cannot be checked out until the overdue ones are returned or renewed. Students with overdue books at the end of the year will have book fines placed on their Skyward file. This will follow them year to year until it is resolved.
- Act in a responsible manner when in the library by being respectful to others with a quiet voice.
- Not hesitate to ask the staff for assistance if they need help.

TECHNOLOGY AND THE NETWORK CODE OF CONDUCT:

Woodburn provides all students access to technology. We have 30-station computer lab for group instruction with Ubuntu mini-labs spread around the school for student use. Student usage of the Internet will be closely monitored by staff. Although we don't believe there will be misuse of the Internet by students at Woodburn the district has established Internet misuse consequences.

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

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

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

LANGUAGE

One of the ways we show respect is through the language that we use around and toward others. On the playground and throughout the school, students are expected to avoid any cursing, vulgar, or offensive language or gestures. Use of such language or gestures will be subject to school discipline.

CAMAS SCHOOL DISTRICT GUIDELINES:

STUDENT HEALTH INVENTORY (CSD Policy & Procedure 3414)

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

ASTHMA/ANAPHYLAXIS (CSD Policies & Procedures 3419 and 3420)

Students shall be authorized to self-administer asthma/anaphylaxis medication if the parent/legal guardian and licensed health care provider complete the Authorization for Administration of Medication form: <http://www.camas.wednet.edu/schools-resources/resources/health-wellness/>.

STUDENTS WITH LIFE - THREATENING ALLERGIES (CSD Policy and Procedure 3413)

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

LIFE-THREATENING HEALTH CONDITION (CSD Policy 3413)

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

HEAD LICE (CSD Policy & Procedure 3414)

Camas School District rejects having a no-nit policy, and uses head lice guidelines that reflect the best evidence-based management and treatment options. Please review Camas School District Parent Guidelines for Students with Head Lice, which can be found on the district website under "Schools and Resources" > Health and Welfare > Notices & Forms.

HEALTH ROOM

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

IMMUNIZATIONS (CSD Policy & Procedure 3413)

Up to 30 days after enrollment in the district, a student must have proof of vaccinations completed and/or initiated or a signed exemption form from a licensed health care provider. Forms must be from Washington State and can be found at the district website, by going to "Schools and Resources" > Health and Welfare > Notices & Forms. See Washington State Department of Health "Vaccines Requires for School/Child Attendance" <http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements>."

KEEPING ILL CHILDREN HOME

Please refer to Guidelines for Keeping Ill Children Home from School, which can be found on the district website under "Schools and Resources" > Health and Welfare > Notices & Forms.

OVER-THE-COUNTER OR PRESCRIBED MEDICATION AT SCHOOL (CSD Policy and Procedure 3416)

All medication including prescriptions or over-the-counter (Tylenol, ibuprofen) requires an Authorization for Medication/Treatment at school form completed by the licensed health care provider and the parent/legal guardian if needed during a school day. This form can be found on the district website under "Schools and Resources" > Health and Welfare > Notices & Forms. Do not send the medication with your child, please contact the health room for questions.

NUTRITION GUIDELINES

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

Appendix A
ANNUAL PUBLIC NOTIFICATION

ASBESTOS PLAN

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

CHILD ABUSE PREVENTION

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

CHILD IDENTIFICATION PROCEDURES (CSD Procedure 2161)

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

CONFIDENTIALITY - FERPA (CSD Procedure 3235)

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

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

DRUG-FREE SCHOOLS (CSD Policy & Procedure 3240)

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

LEGISLATION REGARDING MILITARY RECRUITERS (CSD Policy & Procedure 4260)

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

NON-DISCRIMINATION TITLE IX (CSD Policy & Procedure 3210)

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District #117 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, participation or the use of a trained dog guide or service animal by a person with a disability, or the Boy Scouts of America. The following employees have been designated to handle questions and complaints of alleged discrimination. Marilyn Boerke, Title IX and Compliance Coordinator, marilyn.boerke@camas.wednet.edu; 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.

RELEASING INFORMATION

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

PESTICIDES (CSD Policy & Procedure 6895)

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

HARASSMENT (CSD Policy & Procedure 3207)

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

SEXUAL HARASSMENT (CSD Policy & Procedure 3205)

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

STAFF INTERVENTION (CSD Policy 3207)

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

INCIDENT REPORTING AND INVESTIGATIVE PROCESS (CSD Procedure 3207)

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

FALSE REPORT (CSD Policy & Procedure 3207)

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

TITLE I / LAP – PARENT INVOLVEMENT POLICY – ELEMENTARY SCHOOLS (CSD Policy & Procedure 4130)

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

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

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

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

Please note:

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

CHROMEBOOK RESPONSIBLE USE POLICY

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

The device you are being issued is the property of the Camas School District and is made available to you as a tool for learning. As with other school equipment, the device must be used in a manner aligned with building and district policies ([Policy 2022](#) and [Procedure 2022P](#)).

Expectations:

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

Inappropriate Use and Consequences:

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

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

District Systems:

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

APPENDIX B

**CAMAS SCHOOL DISTRICT NO. 117
School Bus Safe Riding Rules**

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

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

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

STUDENT(S) NAME(S) _____

SCHOOL _____

STUDENT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

APPENDIX C

ABSENCES & TRUANCY (CSD Policy & Procedures 3122 & 3241)

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

Excused

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

Unexcused

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

DEFINITIONS OF STUDENT MISCONDUCT (CSD Procedure 3241)

GUIDELINES FOR CELLULAR PHONE USE (CSD Policy & Procedure 3245)

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

NETWORK USE AND INTERNET SAFETY (CSD Policy & Procedure 2022)

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

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

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

PROHIBITED STUDENT CONDUCT & EXCEPTIONAL MISCONDUCT DEFINITIONS (CSD Policy & Procedure 3240)

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

STUDENT SELF-MANAGEMENT

Students are expected to manage their behavior and to understand that the choices they make contribute to their success at school. Students have many opportunities to demonstrate their ability to

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

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

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

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

Elementary Parents/Guardians

**** Sign and Return ****

this page to your Student's classroom Teacher

Positive Student Behavior Agreement

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

Our school guidelines are "The Way of the Wolf": I am safe, I am respectful, I am responsible, and I am a learner. They frame our expectations for student behavior in all areas of our school. These expectations are explicitly taught, reinforced, and celebrated with students all year. *Please review our common behavior expectation in this handbook.*

Woodburn believes students deserve to be acknowledged and rewarded for their positive behavior choices. We will celebrate good behavior in many different ways throughout the year. At the same time, we know that students need help managing their conduct at times. Our first intervention will be education. Staff will make sure that students clearly know the rules and what is expected of their behavior. Students will get chances to practice positive behavior in various setting around the school. In the event that a student knowingly violates school rules, disciplinary actions may be necessary.

Handbook and Positive Student Behavior Agreement Sign-Off

I agree to support my student in the 2019/2020 school year by celebrating their successes and holding them appropriately accountable for their behavior choices. I will ensure that they are at school on time, help them to be ready to learn each day, and make their academic growth a family priority. We have reviewed the contents of this handbook.

Parent/Guardian Signature _____ Date _____

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

As a student at Woodburn Elementary, I agree to do my best to follow the "Way of the Wolf" behaviors at all times during the 2019/2020 school year. I have reviewed the contents of this handbook and know what the rules are at Woodburn Elementary School.

Student Signature _____ Date _____

As a school, we agree to teach our expectations to students and to reinforce these behaviors in positive ways. We will be respectful of all people in all circumstances. We will work hard to keep families informed and strive to nurture a safe and positive learning environment for all students.

Principal Signature *Brian Graham* Date 9/3/2019

