Clallam Bay Elementary

2012 – 2013

Student Parent Handbook
A Message from the Principal

Dear Parents,

Welcome to the 2012-2013 school year! There has been a lot of work behind the scenes to make sure this is the best year ever for Clallam Bay School. Knowing you are your child’s first teacher, we are looking forward to partnering with you on this wonderful journey!

Clallam Bay Elementary School staff members are honored to have the privilege of being responsible for a portion of your child’s education. We will make every effort to provide a caring, safe, and challenging environment for every child. This handbook is a roadmap to guide you in an effort to make sure you know how the school operates. We hope that you will use it to help clarify questions you might have along the way.

The vision of Clallam Bay Elementary School is to create a learning partnership of students, staff, families, and community. This can only be accomplished when ALL stakeholders work together in a cooperative effort that is focused, intentional, and positive. Our partnership is committed to creating an environment where EACH student achieves success every day. The mission of Clallam Bay School is to:

- Provide a learning environment where students are challenged to succeed daily.
- Prepare students for learning, living, and working cooperatively in an ever-changing world.
- Value and respect diversity.
- Maintain “School of Distinction” status.

I believe my role, as principal, is to help facilitate cooperation between all members of the Clallam Bay community. I look forward to all this next year has to offer. If you have any questions about any of this information, please contact me at school and I will be happy to personally discuss the information with you. Together, we can make school a good place for children to learn and grow.

Sincerely,

Stephanie Teel
Principal
**Cape Flattery School District Mission Statement**

“The mission of the Cape Flattery School District, in partnership with the Cape Flattery communities, is to insure that each student be given the opportunity to gain the knowledge, skill and self-esteem necessary to become a contributing member of society.”

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<tr>
<td>Kindergarten/First Grade</td>
<td>Lauren Indendi</td>
<td><a href="mailto:lindendi@cfsd.wednet.edu">lindendi@cfsd.wednet.edu</a></td>
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<tr>
<td>Second/Third Grade</td>
<td>Cheryl Erickson</td>
<td><a href="mailto:cheryle@cfsd.wednet.edu">cheryle@cfsd.wednet.edu</a></td>
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<tr>
<td>Fourth/Fifth Grade</td>
<td>John Wonderly</td>
<td><a href="mailto:jwonderly@cfsd.wednet.edu">jwonderly@cfsd.wednet.edu</a></td>
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<tr>
<td>Elementary P.E.</td>
<td>Sandy Roberts</td>
<td><a href="mailto:sroberts@cfsd.wednet.edu">sroberts@cfsd.wednet.edu</a></td>
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<td>K-5 Counselor (District)</td>
<td>Carol Turner</td>
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<td>Academic Counselor</td>
<td>Kris Hanson</td>
<td><a href="mailto:krishans@cfsd.wednet.edu">krishans@cfsd.wednet.edu</a></td>
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<tr>
<td>Special Education</td>
<td>Diana Leiza</td>
<td><a href="mailto:dleiza@cfsd.wednet.edu">dleiza@cfsd.wednet.edu</a></td>
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<tr>
<td>Library Para Ed</td>
<td>Melanie Herndon</td>
<td><a href="mailto:herndonm@cfsd.wednet.edu">herndonm@cfsd.wednet.edu</a></td>
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<tr>
<td>Technology Ctr. Para Ed</td>
<td>Julie McKay</td>
<td><a href="mailto:jmckay@cfsd.wednet.edu">jmckay@cfsd.wednet.edu</a></td>
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<td>District Speech Therapist</td>
<td>Shannon McIntire</td>
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<td>School Nurse</td>
<td>Nancy Schiedermayer</td>
<td><a href="mailto:nschneider@cfsd.wednet.edu">nschneider@cfsd.wednet.edu</a></td>
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<td>School Psychologist</td>
<td>Emily Gustafson</td>
<td><a href="mailto:egustafson@oesd.wednet.edu">egustafson@oesd.wednet.edu</a></td>
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<td>Paul Bowlby</td>
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<td>Sandy Reeves</td>
<td><a href="mailto:sreeves@cfsd.wednet.edu">sreeves@cfsd.wednet.edu</a></td>
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<td>Kim Bowlby</td>
<td><a href="mailto:kbowlby@cfsd.wednet.edu">kbowlby@cfsd.wednet.edu</a></td>
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<td>Cassie Burrow</td>
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<td>Judy Jannausch</td>
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<td>Cathy Jewett</td>
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<td>Debbie McDonald</td>
<td><a href="mailto:dmcdonald@cfsd.wednet.edu">dmcdonald@cfsd.wednet.edu</a></td>
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<td>Lori Larrechea</td>
<td><a href="mailto:llarrechea@cfsd.wednet.edu">llarrechea@cfsd.wednet.edu</a></td>
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<td>Secretaries</td>
<td>Karen Dukes</td>
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<td>Kim Gregory</td>
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<td>AmeriCorps Worker</td>
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## 2012 – 2013 Student Calendar

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Clallam Bay Elementary  
Page 4
Academic Success

Clallam Bay School encourages, accepts, and celebrates the individuality and efforts of all students while cooperatively seeking academic excellence.

➢ Textbook maintenance and classroom preparations are building blocks for excellence.
➢ Textbooks are issued to the students as their personal property for the year. Students are required to keep their books in good condition. Fines will be issued for any damaged or lost books.
➢ All students are expected to come to school prepared for class with paper, pencils, completed homework, and necessary books.

Teamwork of students, parents, and staff support create the cooperative framework for success. Be involved in your education: participate in discussions, ask questions, offer to tutor others, make arrangements to meet with teachers before or after school.

Clallam Bay Elementary classrooms will be in grade combinations this school year. The staff is extremely excited about the possibilities this program has to offer for students. Teachers have been spending their summer planning and organizing so that they are ready to go on the first day of school.

The philosophy behind our program accepts that students of a particular age or grade will be working at a variety of academic and developmental levels. Students will experience a combination of individualized learning, flexible small groups, and whole group instruction depending on the task. Building a learning community between children of different ages and abilities encourages and supports children to work as individuals while being a part of a larger learning community.

Our goals for the program are:

➢ Clear learning goals using lessons aligned with curriculum objectives and Washington State standards.
➢ Creating a community of learners that will support and learn from each other.
➢ Individual growth at an individualized pace.
➢ High accountability as evidenced by authentic assessment tools that are linked to instruction.

We are anxiously looking forward to teaching and learning from your children this year. The process of teaming with each other will be an incredibly exciting learning experience for all of us. We have taken great joy in the creations of what we believe to be the best possible learning experience for your child and are looking forward to the new school year.
General Information

School Mascot and Colors

Our school mascot is the bruin and our colors are black and gold. We encourage students and staff to wear these colors on special days.

Volunteers

We are always interested in having parents and community members work in our school. Volunteers are needed for both long and short-term projects. We also have things that can be done at home. If you would like to volunteer your time and talents, please contact the school office. School volunteers must complete a Washington State Patrol background check prior to beginning to help at school. Information and the forms are available in the school office. All volunteers must check in at the office and pick up a visitor's button before entering the classroom buildings or a classroom. The visitor's sticker identifies authorized visitors for our staff and students.

Arriving and Departing From School

The main elementary building and playground will be open at 7:30 a.m. There will be no student supervision in those areas prior to 7:30 a.m. The cafeteria will be serving breakfast from 7:30 a.m. - 7:55 a.m. School will begin at 8:00 a.m. Please do not send your student(s) to school before 7:30 a.m. unless you would like them to eat breakfast in the cafeteria. If students arrive before 7:30 a.m. and are not planning on eating breakfast in the cafeteria, parents will be contacted to pick them up. Students will be dismissed at 2:30 p.m. Please do not drive into the bus-loading zone to pick up your child. Please do not park in the area that is designated for handicapped parking right off the sidewalk. It impedes students from walking to the cross walk correctly, which is a safety hazard. The bus-loading zone will be closed to all traffic from 7:00 a.m. to 3:00 p.m. Monday through Friday. The COAST Afterschool Program begins at 2:30 p.m. and ends at 4:30 p.m.

Our school operates under a closed campus policy. Students must stay on school grounds in approved areas from the time they first arrive until they leave for home after school is dismissed.

Students that ride their bikes to school will need to dismount once they reach the crosswalk or sidewalk areas of the campus. Skateboards, roller blades, scooters, etc. are not to be brought or driven to school.
Safety Patrol

Our school Safety Patrol will be on duty from 7:30 to 8:00 A.M. Parents must inform their children to be safety-conscious. Students and parents are expected to use the school crosswalk and obey the Safety Patrol person on duty. Motorists are required to stop on the given flag signal by a Safety Patrol member.

School Closure: Emergency or Late Start

1. In the event that we experience extreme weather conditions the following procedures will be enacted:

2. If the power goes out during the night and is not restored by 5:30a.m., we will enact a 2 hour late start.

3. If the power will not restored by 12:00p.m., school will be canceled for that day.

4. You will receive a phone call from your child’s teacher or the school office to inform you any changes in the starting or ending of the school day.

5. You may also call the school office at 963-2324 for a recorded update.

6. Please make sure the office has a current emergency number for your child in case the parent or guardian cannot be reached.

Attendance Policy

Please call the school each morning before 10 AM if your child is absent. As time permits, we try to contact parents of students who do not call, but this is not always possible due to the level of activity in the office. **Students who are absent may not participate in any school-sponsored activities on the day of their absence. On occasions, there are exceptions to this policy; exceptions to this policy must be cleared in advance with the principal.**

In the event students are late coming to school, they need to check in with the office. Students will not be admitted to class unless they have been to the office. It is important that each student makes every effort to be on time. Teachers begin with critical instruction at the start of the school day as soon as the attendance is taken. It is an interruption in the school program when students arrive late to class. Students who are tardy may be required to make up time during recesses on the day that they are tardy. Students will either work on missed assignments or read. Medical, counseling and court appointments do not count as a tardy, but all other late arrivals do count as a
tardy regardless if the parent has excused the child or not. Students who are late from eating breakfast are considered tardy unless the buses have arrived after 7:50. Your cooperation in this matter is appreciated.

Each unexcused absence will generate a letter home from the office to notify parents formally of the absence.

Recent legislative actions (BECCA law) require school officials to notify parents of all unexcused absences and to conduct a parent/student conference following the second unexcused absence in any month. In addition, information will be forwarded to the proper authorities following five (5) unexcused absences in any month, ten (10) unexcused absences in a year or following ten (10) absences (excused or unexcused) unless the student brings a doctor’s note excusing him/her for medical reasons. The attendance committee will use the following procedures following the fifth (5th) absence, the eighth (8th) absence and the tenth (10th) absence in a semester.

Exclusion from school (suspension and expulsions) will not count toward the maximum of ten (10) days of absenteeism allowed per semester.

**Definition of Terms**

**Excused Absence** - Illness, medical/dental appointments, absences of a personal nature approved and verified by a parent/guardian are excused absences. Extended absences (normally 5 or more consecutive days) for medical reasons are to be verified with a written note by a physician. The note must list the dates of absences due to illness. Students may be provided with alternative programs to keep them current with their scheduled classes.

**Unexcused Absence** - any absence, which is without parental permission and/or doctor’s note

**Truancy** - any absence without a bona fide excuse

**Steps to Follow When Absent**

1. A parent/guardian should call the attendance voice mailbox at 963-2324 and press 2 to leave a message, or call the attendance clerk @ 963-2154, or send e-mail to kgregory@cfsd.wednet.edu, on or before the morning of the absence. If a call has not been made to the school regarding a student’s absence, the school will contact home to inquire about the absence.

   -OR-

2. Parent/guardian must provide a written excuse giving the name, current date, and date(s) of absence, reason for absence, and his/her signature within 24 hours of the absence.

   a) All students in grades K-12 will present their written excuse to the attendance clerk as soon as they report to school.

3. Students should meet with their teacher(s) as soon as possible upon their return to school to arrange for make-up assignments. Each student is
responsible for obtaining and completing all work missed during an absence.

**Unexcused Absence Procedures**

1. Students are expected to attend all classes every day. Teachers will keep accurate records of all absences and tardies by using the WSIPC program through ESD 114.
2. Students who are absent and do not bring a note signed by their parent/guardian within 24 hours upon their return are considered unexcused.
3. Students who fail to bring a note, or have parent’s call within 24 hours following an absence are subject to disciplinary action and academic sanctions.

**Becca Law Information**

During the 1995 legislative session, E2SSB 5439 (Chapter 312 L95) the “Becca law” RCW 28A.225.030 was passed to give parents more control over runaway children and curb truancy and absenteeism in the schools by requiring schools to take action following unexcused absences. The Becca law relies heavily on after-the-fact intervention. 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 a period of time determined by the court. If the student fails to comply with the court’s order, the court can impose a variety of sanctions, including detention, fines, community service, or require that the student submit to drug or alcohol testing.

See Board Policies
- BP 3110
- BP 3111
- BP 3112
- BP 3122
- BP 3120

Legal References:
- RCW 28A.225.010
- RCW 28A.225.020
- RCW 28A.225.160
- RCW 28A.225.030
- WAC 392-134-10

**Rules for School Bus**

Violations of the following rules may lead to corrective action and/or to the discontinuance of a student’s school transportation privileges.

1. The driver is in full charge of the students and bus. Students must obey the driver promptly and willingly.

2. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School
authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.

3. Unless by written permission of school authorities, no student shall be permitted to leave the bus except at his or her regular bus stop.

4. Each student may be assigned a seat in which the student will be seated at all times, unless permission to change is given by the principal and/or the driver.

5. Outside of ordinary conversation, classroom conduct must be observed. Classroom conduct is a rather loose term, but in its broadest sense, it may be interpreted to mean that students:

   a) Will sit properly in their seats.
   b) Will refrain from throwing objects.
   c) Will keep their hands to themselves.
   d) Will be courteous to their fellow passengers.

6. Students are to assist in keeping waste paper and all kinds of trash off floor and seats. Eating and drinking will not be permitted on regular routes.

7. Drinking of alcoholic beverages, use of any tobacco or use of any type of flame or sparking device on a school bus will not be tolerated.

8. No student shall open a window on the school bus without first getting permission from the school bus driver. Nothing shall be thrown or put out of the windows at any time.

9. No student shall, at any time, extend his or her head, hands, or arms out of the windows, whether the school bus is in motion or standing still. Nothing shall be thrown or put out of the windows at any time.

10. Students must have nothing in their possession that might cause injury to another. Items which should not be transported within the passenger area of the bus include all forms of animal life (except Seeing Eye dogs), firearms, weapons, glass or breakable containers, flammables and all other articles which could adversely affect the safety of the bus and passengers.

11. Each student must see that his or her belongings are kept out of the aisle. Special permission must be secured by the driver to transport any large items.

12. No student shall sit in the driver's seat or handle any of the controls.
13. Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.

14. Students must leave the bus in an orderly manner. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, students should be in view of the driver at all times.

15. Students must cross the highway only in front of the school bus, never behind it.

16. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.

17. Self-discipline must be exercised by the students at the bus loading area. Students must refrain from pushing and shoving other students.

18. Students who have to walk some distance along the highway to the bus loading zone must walk, where practical, on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.

19. In the event of an actual emergency, established emergency exit procedures will be followed.

20. Parents of students damaging school buses will be held responsible for reimbursement to the school district.

21. Student shall refrain from using vulgar language or gestures.

22. Interior lights will be used during hours of darkness while students are aboard the bus.

23. Radios, tape players or noise making devices will not be used on regular routes.

24. Students will keep objects likely to damage the seats on the floor.

**Bus Rule Violation Consequences**

1st - Written notice to parent
2nd - Five (5) days suspension from riding the bus and parent meeting
3rd - Suspended from riding the bus for remainder of the quarter/semester
4th - Suspended from riding the bus for the remainder of the school year
Campus Visits

Parents or guardians are always welcome to visit school. We ask that you obtain prior approval with both the teacher and principal. Security and safety demand all visitors report to the office FIRST before going anywhere else in the building. All visitors must obtain a visitor pass.

Due to recent statewide school safety concerns our campus will no longer allow student visitors. This policy will be strictly enforced. Please do not send a visitor to school with your child.

Bicycles

We prefer only students in grades 2 and older ride bicycles to school. Riders are expected to obey traffic rules that apply to vehicles. We believe that helmets are part of bicycle safety! A written parent statement must be sent to the school before bicycle riding is permissible. Students are to walk bicycles on and off the school grounds. Park bikes in the bike rack upon arrival to school. The school assumes no responsibility for bicycles that are brought to school.

Meal Prices

We encourage every family to read the information about free and reduced meals that is sent home at the beginning of the school year. Please take time to complete and return the application. It may be possible for your family to qualify for free or reduced breakfast and lunches.

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Extra Milk - .50  Extra Juice - .50 Extra Muffins - .50  Extra Hamburgers - 1.00  Extra Hot Dog - 1.00   Adult Entrees: Hot dog, Hamburger, Chili or Soup, Large Salad - $1.00

Dress Code

School dress standards set a tone that impacts the learning environment. Students should be dressed appropriately each day for the variety of activities in which they may participate, including PE and recess. Dress standards for school differ from what students might wear to the mall or at home. Clothing that directly or indirectly advertises gangs or
suggests the use of drugs, alcohol, tobacco products or which attracts undue attention is considered disruptive to the educational process and therefore may not be worn.

These guidelines must be followed:

- Students must come to school wearing shoes, pants (or skirts/dresses for girls), shirts, underwear and a jacket or sweatshirt for outside. Clothing should be clean and fit properly.
- Shirts/tops for boys and girls need to cover their backs, stomach area and shoulders. Sleeveless shirts may be worn only on days when the temperature is predicted to be over 70 degrees outside. This warm weather provision does not include swimsuits, halter tops, midriff shirts, or spaghetti strap shirts. Shirts exposing the stomach or which are low-cut or backless are not allowed.
- Pants that are too loose and sag below the student's waist are not permitted. Please take care when selecting low rise pants to be sure the child’s shirt will cover their back when sitting.
- Pajamas and slippers are not permitted.
- Clothes need to be without reference to drugs, alcohol, gangs, violence, or sexual themes.
- Hats are not worn in the building.
- Bandanas, hairnets, do-rags and hoods are not permitted unless permission is given by the principal. Hooded sweatshirts are permitted, but hoods may not be worn indoors and they are not considered to be hats on “hat days.”
- No spiked jewelry or spiked belts are allowed. Belts may not hang down.
- Girls should refrain from wearing high heels or have a change of shoes to use during PE.
- Shorts, skirts, and dresses must extend two inches beyond the fingertips in the front and back.
- Any clothing or aspect of personal appearance (e.g., makeup) that is determined to be disruptive or gang related by the building administration is not allowed.

Students will be asked to change if their clothing does not match the school dress policy. In those cases, the parent will need to bring a change of appropriate clothes before the student may return to school activities. Parents will be contacted if their student's dress interferes or disrupts the overall learning atmosphere at school.

**Illness or Injury**

If a child is ill or injured at school, emergency first aid treatment will be given and parents will be called. If a parent cannot be reached, the emergency contact number listed will be called. If no one is available to come
to the student, we will use our best judgment on whether to call a doctor or to keep the child in the nurse's office.

**Communicable Diseases and Parasites**

Please notify the school if your child should contract a communicable disease, such as; head lice, fifth's disease, measles, MRSA, or chicken pox. If your child attends school with head lice, he/she will be sent home. A notice is sent home with the student explaining the situation and how the child may return to school. The students in a class with a student with head lice will also be notified so the parents can be looking for signs of head lice on their child. Head lice are a common problem that can be kept in check if the school and parents work together cooperatively. Students who are sent home for head lice need to come to school with their parent and be checked before going to class. If a student with a returning lice case has nits, he/she will be sent home.

**Medicines**

The parent and physician must complete medication forms if a child is to take medication of any type, including over the counter during school hours. All medication (including over the counter) and completed forms must be turned into the office. School staff will supervise the administration of the medication. Copies of the required form may be picked up in the office. Please do not send your child to school with any medication. It may get into the wrong hands. Parents must personally drop off any medication in the office in the original container. Permission to dispense medication must be renewed annually by parent/Doctor. Please pick up unused medications at the end of the school year.

By law a student may carry only an epi-pen or their inhaler, providing a doctor has given the order, the parent has given written permission and the student has demonstrated the correct use of the inhaler and/or epi-pen to the school nurse. A second inhaler and/or epi-pen must be kept at the nurse's station.

**Insurance**

Our school district offers an optional student insurance plan. We will send home information on this plan soon after school starts. If you do not have insurance on your child, we urge you to review this policy.

**Family Access**

Family Access is a web-based program that allows parents/guardians to look up information contained in the District's student information system regarding their child/children. Some of the information available is
demographic information, food service statements, grade book assignments, grades, upcoming events, and messages posted by teachers and administrators.

A step-by-step guide is available to assist you with this new system. Newly enrolled students will have guardian usernames and passwords created upon enrollment. Please protect your username and password.

**Student Privacy Rights**

Cape Flattery School District # 401 wishes to inform the public that the Family Education Rights and Privacy Act of 1974 requires schools to notify parents that schools maintain official records regarding their child which includes information deemed necessary to the welfare of students. Student records are the property of the school district; however, parents or students eighteen years of age or older may inspect the records by contacting the school principal. With very few exceptions, as provided by law, the school will not release information regarding your child to other persons or organizations except on your written, signed consent. However, the law does permit the district to release certain information, known as “directory information” for non-commercial use without the parent’s permission. Such information is limited to the following: name; address and telephone; date and place of birth; grade level; school attended; major field of study; records of participation in school activities and sports; weight and height of team members; dates of attendance; awards and honors received; and most recent school attended.

The Act grants you the right to request that “directory information” regarding your child not to be released without your prior consent. If you wish to request the school to withhold “directory information” regarding your child, you must request so in writing.

**PARENTAL NOTICE**

Pursuant to Chapter RCW 42.17, parents and other members of the public have the right to inspect and copy public records retained by the District, including records pertaining to employee discipline, unless the records are exempt from public disclosure under state law.

**Curriculum**

The Clallam Bay School will be working in partnership with the Washington State Commission on Student Learning to raise the standards for all students in the State of Washington. Those standards focus on achievement of four state learning goals.

Goal 1- Read with comprehension, write with skill, and communicate effectively & responsibly in a variety of ways and settings.
Goal 2- Know and apply the core concepts and principles of mathematics; social, physical & life sciences; civics & history; geography; arts; and health & fitness.

Goal 3- Think analytically, logically & creatively, and to integrate experience and knowledge to form reasoned judgments and solve problems.

Goal 4- Understand the importance of work and how performance, effort and decisions directly affect career and educational opportunities.

Our students are making progress towards these goals. For more detailed information on how Clallam Bay students are progressing, please visit www.k12.wa.us.

Electronic Devices

The use of cell phones and other electronic devices is strictly prohibited while at school unless permission has been given to the student by the principal or principal designee. Students who bring cell phones or other devices are responsible for them. The school assumes no responsibility or liability if such items are lost, stolen or destroyed. All devices brought to school need to be silenced before coming onto school property and not turned on until after the student has left the property. Devices are to be strictly out of sight. Devices found on or visible at school will be held in the office. The device maybe picked up by a parent in the office.

Homework

The purposes of homework are:

- Provide students with opportunities to practice and reinforce acquired skills. These should be skills that are understood by students and within their ability to complete assignments using these skills with minimum supervision and frustration.
- Develop personal study habits and responsibility.
- Give parents an opportunity to talk with their child about current learning and thus foster ongoing communication about school activities.
- Provide additional time for students to complete assignments and projects.

Homework Time Guidelines

The following guideline is offered as an average for typical students and most days. Occasionally, students may have more homework due to unusual circumstances.
Kindergarten - Up to 15 minutes a day.
First Grade - Up to 30 minutes a day.
Second Grade - Up to 30 minutes a day.
Third Grade - Up to 40 minutes a day.
Fourth Grade - Up to 50 minutes a day.
Fifth Grade - Up to 60 minutes a day.

**Typical Activities**

The following lists of activities are examples of typical work expected by teachers. Completing some or a variety of these activities on a daily basis will help to ensure your child will reach their full potential and help your child to meet the challenges of junior high school and high school.

**Kindergarten:**

1. Read to your child daily
2. Practice the alphabet (be sure to say the letters clearly and distinctly)
3. Use letter flashcards to help your child practice letter recognition (later as sounds are introduced by the teacher, practice the sounds)
4. Play number games
5. Practice writing their name, letters and numbers
6. Practice your address and phone number
7. With your child, review the papers brought home (discuss the papers as appropriate giving praise and reinforcement)

**First Grade:**

1. Do the Reading Homework (this includes site word practice, mini-books, vocabulary and spelling)
2. Complete Math Homework (this is typically a practice sheet based on the daily lesson and a basic fact practice sheet)
3. If time permits read with your child (as your child becomes more fluent, read and discuss books together)

**Second Grade:**

1. Do the Reading Homework (this includes vocabulary and daily spelling work)
2. Complete Math Homework (this is typically a practice sheet based on the daily lesson and a basic fact practice sheet)
3. If time permits read with your child

**Third Grade:**

1. Complete any assignment not completed in school that is due the next day (this could be math, reading, spelling, social studies or science activities)
2. Study spelling words
3. Practice your basic math facts (addition, subtraction, multiplication and division to 9)
4. Spend up to 30 minutes reading independently
5. Practice cursive writing during the second half of the year

Fourth Grade:

1. Complete any assignment not completed in school that is due the next day (this could be math, reading, spelling, social studies or science activities)
2. Study spelling words
3. Practice your basic math facts (addition, subtraction, multiplication and division to 12)
4. Spend up to 30 minutes reading independently
5. Have your child orally summarize the book they are reading
6. Practice cursive writing

Fifth Grade:

1. Complete any assignment not completed in school that is due the next day (this could be math, reading, spelling, social studies or science activities)
2. Study spelling words
3. Study the current social studies chapter being read at school. Ask your child comprehension questions about the chapter
4. Occasionally, review your basic math facts (addition, subtraction, multiplication and division to 12)
5. Spend up to 45 minutes reading independently
6. Have your child orally summarize the book they are reading and occasionally have your child write a short summary paragraph
7. Occasionally, practice cursive writing

Please do not try to complete all the activities each day. Work down the list as time permits. If on a regular basis, your child is having trouble completing the expected work in a reasonable amount of time (no more than twice the recommended time), please contact your child's teacher. Homework activities should strengthen the partnership bond between home and school. Adjustments may need to be made for some students. Working together, school and home can help your child to reach their full potential.

Other Activities:

The following is a brief list of activities parents could do with their children if the parent is looking for other academic related activities:

1. Keep a journal of daily activities, or news events or other areas of interest.
2. Read books that are appropriate for a particular grade level and in many cases correspond with our reading series.
3. Play math games with your child using estimation and precise calculations.

**Report Cards and Conferences**

There are four student progress report periods in the academic year. Two methods of reporting student's progress to parents are used: conference and written.

Parent/teacher conferences for students in grades K-5 are planned for mid-fall and spring quarters. You will be notified and asked to commit to a meeting date and time. On these days students will go to school for 1/2 a day. Release time will be 12:30pm.

If you would like information on your child's progress or have other concerns, please make an appointment with your child's teacher. Teachers arrive at school at 7:30 A.M. and stay through 3:00 P.M.

**Label Personal Items**

Please label all personal items that your children bring to school, these would include: coats, sweatshirts, sweaters, boots, backpacks, lunch boxes, or bags, gloves, etc.

**Lost and Found**

Every year we accumulate lost jackets, sweaters, and other items. Please mark all such clothing so we may return the items to the proper students. Lost articles may be claimed in one of two places: in the front lobby of the main building or the elementary school. Those items not claimed by the last day of the school year will be donated to a local charity.

**Personal Property**

Please do not bring large amounts of money or other valuable personal property to school. Articles of value for class display should be checked in with the teacher, at the office, or dropped off and picked up by the parent directly before and after the sharing session. Radios, tape recorders, CD players, cameras and other distraction items are not to be brought to school.

Children may bring items from home for use at sharing time however, responsibility for the item form home lies strictly with the child and his/ her parents. Parents are urged to assist their children in the selection of items being brought to school and in communicating the child's responsibility for the item. For special project of sharing an animal may be brought to school ONLY if they have talked directly to the teacher. The parent is responsible for bringing and taking home the animal. **Be sure to check your child's**
backpack often to reveal school items you need to see or items you prefer to be a home.

Use of the Telephone

Our school phone is for business and emergencies. Before coming to school, students need to make arrangements about where they are to go after school and what activities they are going to attend. We do not allow students to use the phone to arrange after school activities. We do allow use of the phone in emergencies.

Messages to Students from Home

While we are happy to deliver critical messages from you to your child during the school day, please be aware of the fact that any messages called in or left on our school voice mail may not reach your child before school ends. PLEASE make after-school arrangements with your child before sending them to school in the morning.

Birthday Parties, Invitations, and Items to be Sold

Invitations to after school or weekend birthday parties are not to be distributed at school unless there is an invitation for everyone in the class. When some students are not invited this can cause hurt feelings. Please be aware that items to be sold by students at school for non-school fundraisers are not permitted. In the past many students have lost money or merchandise.

Recess

All students will be required to go outside during recess periods unless there is adverse weather. Our school has a plan in supervised areas for those times. It is important that parents provide clothing and instructions to their child for outdoor periods. If it is absolutely mandatory that a child stays indoors, a note from the parent is required.

Weapons Free Zone

By state law, schools are drug and weapon free zones. Weapons include but are not limited to the following list: knives (of any sort or size), guns (real or look alike), martial arts instruments, and common items used with an intent to inflict bodily harm to another person. Any student who brings dangerous objects to school is subject to discipline as outlined by state law, which includes but is not limited to expulsion.
Weapons Policy

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. It is also a violation of district policy for any person to carry or use in a threatening or disruptive manner any device, which resembles or is intended to look like a dangerous weapon. Any such violations shall be taken seriously by school officials and will be subject to corrective action or punishment. School officials shall notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. The superintendent may modify the one-year expulsion on a case-by-case basis.

Tobacco Policy

District policy prohibits the use of tobacco by students, staff or visitors on school district property. Possession or distribution of tobacco products by minors is prohibited. School district property includes all district buildings, grounds and district-owned vehicles. Students are subject to discipline for violations of this policy.

Student Discipline Guidelines and Procedures

All students will be expected to obey all rules at school. When a student breaks a rule, he/she can expect to be disciplined. Depending on the rule that has been broken and the circumstances surrounding the problem, one or more of the following will occur:

1. An individual conference with teacher or para-educator is the first step. Punishment may be a verbal warning, loss of school privileges (i.e. recess, lunch playtime), after school detention, suspension or expulsion. The principal will be involved in all cases requiring suspension or expulsion and most cases involving detention.
2. In case of detention after school, the parent will be notified 24 hours in advance.
3. The student may be referred to the principal (this option can be exercised by teachers or para-educators). The adults will then work together to determine the best plan.
4. General guidelines: Cape Flattery School District believes that schools and families work together for the good of the students. Early involvement of parents when discipline issues arise is essential to a student's successful school career. When students know that home and school expect the same behaviors and believe the student capable of good behavior, the more likely the student is to make good

choices. The principal’s role in supporting the student is also essential.

5. If a student receives a written conduct violation from a staff member, the child will meet with the principal. The principal will write a brief report outlining the violation and the steps the school has taken or is taking to correct the behavior. Parents will receive a copy of the report and it will need to be signed and returned to school. If the violation is serious enough to warrant a suspension either in school or out of school, the parents will be contacted immediately.

6. Always, if any parents have concerns or questions, they are encouraged to contact the principal or classroom teacher.

Building and Playground Guidelines

At Clallam Bay School, we have 4 (four) simple building and playground guidelines. We expect these guidelines to be followed by every member of our school community, including students, staff, and any visitors to our building. These guidelines are learned and practiced in each classroom, and are posted in each room and classroom in the building. They are in place in classrooms, on the playground, in the hallways, lunchroom, and bathrooms. In addition, Clallam Bay uses the CHAMPs model from Safe and Civil Schools to specifically identify and teach behavior expectations and procedures to students.

We follow these guidelines for success:

1. **Practice kind words and actions.**
2. **Act respectfully and responsibly to self, others and property.**
3. **Work to keep your hands, feet, and other objects to yourself.**
4. **Share your best effort in all things you do and with everyone.**

Some definitions:

**Respect and responsibility for SELF means:**

I do my best and make good choices, play and work safely, and take good care of myself.

**Respect and responsibility for OTHERS means:**

I treat others as I wish to be treated, with kindness and compassion. It means I accept differences in others and value those differences.

**Respect and responsibility for PROPERTY means:**

I take care of our school and our materials. It means I clean up after myself, and help others take care of our home, school and community.
General Rules

1. Rock throwing, assaultive behavior, harassment of any kind, use of bad language, bothering others' belongings without permission, disorderly conduct, damaging school property, disobedience, or defiance have no place at school and will result in disciplinary action.
2. Students may not bring any personal play items to school (this includes toys, balls, electronic devices and make-up or finger nail polish). The school will issue playground equipment for use on the playground. In the past, personal items brought to school have been lost, stolen or broken. The school takes no responsibility for unauthorized items brought to school.
3. Please deposit lunch money into your account before school starts.
4. Students may not be on the playground prior to 7:30; there is no adult supervision.
5. Students are expected to follow the directions of any adult in the building, on the playground, or at any school activity. Students are expected to follow adult directions with respect and with an appropriate attitude.
6. No:
   a. spitting
   b. running in the halls
   c. screaming
   d. climbing over the walls
   e. going into the building before school starts without permission from an adult
   f. stopping for drinks or using the restroom on the way to class from recess
   g. gum chewing

Playground Expectations

On the playground we expect that everyone does the following:

1. Respect myself, others, and property.
2. Play safely.
3. Use all equipment properly
4. Follow the rules of the game.

We also have some specific game rules made to help keep everyone safe and having fun!

These will be taught to all students during the first two days of school.

If you would like a copy of the specific game rules, please let the office know. We can email them to you or send home a paper copy.
Student Cafeteria Rules

In order for lunchtime to be pleasant for everyone, I will show respect and responsibility for myself, others and property by:

1. Walking in the lunchroom.
2. Keeping my hands and feet to myself while I wait in line.
3. Talking quietly in the lunchroom.
4. Returning playground equipment back to where it belongs when it is time to line up.
5. Not trading lunches or touching anyone else’s food.
6. Cleaning up after myself.

Student Bus Rules

While waiting for the bus I will show respect and responsibility for myself, others and property by:

1. Keeping my hands and feet to myself.
2. Being polite to others.
3. Not fighting.

An Important Reminder

In life, natural consequences face us each day, in every decision we make. School is a safe place where children learn which decisions are the most productive: those which produce positive natural consequences. Thus, even playground and social situations are vast learning grounds for making good decisions. Therefore, logical ‘natural consequences’ are used when less positive decisions are made. This could include being “out”, receiving a short time-out, a conference with a supervisor, the counselor, teacher, or sometimes the principal. All of these consequences have the same positive goal: to help each child learn to make good decisions.

Grievance Procedures

All site administrators in the Cape Flattery School District shall use the following grievance procedures:

- Any student, parent or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with building principal or his or her designee for the purpose of resolving the grievance.
- Subsequent to the building level grievance meeting, the student, parent or guardian, upon two business days prior notice, shall have the right to present a written and or oral grievance to the superintendent of the district or his or her designee.
If the grievance is not resolved, the student, parent or guardian, upon two business days prior notice, shall have the right a present a written grievance to the school board directors during the next regular scheduled meeting, or a meeting held within 30 days, whichever is earlier. A closed meeting maybe held for the purpose of considering the grievance. The board shall notify the student, parent or guardian of its response to the grievance within ten school business days after the date of the meeting. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such an action.

**Appeal Process**

**Short Term suspension (1-10 days)**
- Follow due process for notification and informal meeting
- Student/parent has right to an informal meeting-suspension shall stand during appeal.
- Principal may waive suspension during informal meeting.

**Long Term Suspension (10+ days) and Expulsion**
- Follow due process rights
- Student has 3 days to appeal - no suspension during those 3 days.
- If student appeals – no suspension valid appeal is heard and decision is rendered.

**Emergency Expulsion**
- Immediate-plus appeal rights
- Follow due process rights
- Student has three days to appeal.
- If student appeals – no suspension until appeal is heard.

**Prohibition of Harassment, Intimidation, and Bullying**

Harassment in the form of slurs or other verbal or physical actions based on gender, race, religion, ethnic origin or disability (physical, mental, or sensory) is prohibited. Harassment may be considered a hate crime. Federal law requires the reporting of hate crimes. RCW 9A.36.080. Malicious harassment is a Class C felony; the local law enforcement will be notified.

Sexual/Racial Harassment and Discrimination complaint procedure- victims of harassment should report the problem to any staff member. The complaint may be oral or in writing. The staff member then has the responsibility to inform an administrator. An investigation will then be undertaken. The privacy of the student is to be protected as much as possible. A range of discipline for harassment and discrimination will be exercised, depending on the severity of the offense.
The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. “Harassment, intimidation or bullying: means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

Physically harms a student or damages the student’s property; or Has the effect of substantially interfering with a student’s education; or  Is so severe, persistent, or pervasive that it creates an intimidation or threatening educational environment; or Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take any forms including; slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted.
by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 65900, Sexual Harassment.

Cross References
Policy 3200, Rights and Responsibilities
Policy 3241, Classroom Management, Corrective Action
Policy 3210, Nondiscrimination and Punishment
Policy 3240, Student Conduct
Policy 6590, Sexual Harassment

Legal Reference
Chapter 207, Laws of 2002

In all cases involving discrimination and harassment it is possible law enforcement will become involved.

Sexual Harassment Policy

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:
1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur 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.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at
school activities will have their access to school property and activities restricted, as appropriate. Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook. The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Complaints should be addressed to: Superintendent, Cape Flattery School District #401, Box 109, Sekiu, WA 98381. Phone number (360) 963-2329

(cf. 3210 Nondiscrimination)
(cf. 3240 Student Conduct)
(cf. 3421 Child Abuse and Neglect)
(cf. 5010 Nondiscrimination)
(cf. 5281 Disciplinary Action and Discharge)
Legal References:
RCW 28A.640.020 Regulations, guidelines to eliminate discrimination--Scope
WAC 392-190-056 through 058 Sexual harassment
RCW 28A.400.317
RCW 26.44.030

Non-Discrimination Statement

Cape Flattery School District # 401 does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a
trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries concerning Title VI, Title IX and Section 504, may be referred to the Coordinator for the Office of Civil Rights, Cape Flattery School District #401, Box 109, Sekiu, WA 98381, or phone (360) 963-2329, or the Office of Equity Education, Superintendent of Public Instruction, Old Capitol Building, P.O. Box 47200, Olympia, WA 98504, or phone (360) 753-2560. You may also contact the Pacific Region Office for Civil Rights, Seattle Office, US Department of Education, 915 Second Avenue Room 3310, Seattle, WA 98174-1099 or phone (206) 220-7900 TDD (206) 220-7907.