

# *Davis Elementary School*

## *Student/Parent Handbook*



**2006-2007**

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# DAVIS SCHOOL VISION STATEMENT

Davis Elementary School is committed to the education of all students in the skills needed to become responsible members of society and to instill in them the value of learning as a lifelong process. We are dedicated to preparing our diverse population to meet the challenges of the future.



## **DAVIS ELEMENTARY SCHOOL MISSION STATEMENT**

Build upon their desire  
to learn...

## Foreword

This is your copy of the Parent Handbook for Davis School. Its purpose is to further your acquaintance with Davis school and staff.

Close cooperation between the home and the school is necessary to assure the full development of your child's potential.

### **Formula for academic success:**

Students that want to learn  
+  
parents that help their children  
+  
schools that provide research based curriculum and teachers that  
instruct using best practices  
=

## **Premier Educational Success**

The school staff invites you to visit your school and to attend meetings of the parents and teachers. Children are entitled to the security and benefits, which result from parents and teachers working together from a common basis of understanding.

We hope you will find this booklet helpful. Please keep it for convenient reference throughout the year.

Should you have any questions not answered here, please feel free to call us.

Chris Drabek, Principal  
Davis Elementary School  
525-5110

## **College Place School District Mission Statement**

The mission of the College Place School District is to assure learning experiences to help all children develop skills and

attitudes fundamental to achieving individual satisfaction as responsible contributing citizens.

## DAVIS SCHOOL STAFF 1 2006-2007

Principal – Chris Drabek  
Secretary – Kerri Ramirez  
Assistant Secretary – Mamie Tennent

### Grades

Early Childhood Center-	Sara Moran
Preschool-	Ginger Case
Kindergarten -	Carla Houchin Tracy Longmire Nichole Hansen
Multi-grade- (1-2)	Judy Jackley Verna Reesman
1 <sup>st</sup> grade-	Melissa Einig Elizabeth Bleecker
Looping 1 <sup>st</sup> & 2 <sup>nd</sup> grade	Kim Schneidmiller Cynthia Litts
2 <sup>nd</sup> grade-	Cristy Stimmel
Looping 2 <sup>nd</sup> & 3 <sup>rd</sup> grade (Spanish)	Eliza Cerna Nancy Carter
3 <sup>rd</sup> grade-	Kathy Baker Marcie Garrison Marne Thorson
Music-	ReNae Davis
Physical Education-	Nichole Kelly
Librarian-	Elizabeth Boe
Counselor-	Blake Limburg
Resource Room-	Joyce Beecroft
Life Skills-	Tracy Towne
Migrant/Bilingual-	Martha Anderson
Migrant Liaison	Melito Ramirez
Title 1/LAP-	Lori Kissinger
School Psychologist-	Linda Byerley
Special Services Secretary-	Julie James
Speech/Lang. Pathologist-	Kathryn Baker
Occupational Therapy-	Sara Toms

## WEBSITE and EMAIL ACCESS

We welcome you to visit our Website at anytime [www.cpps.org](http://www.cpps.org). All staff members have email addresses and are accessible through email at anytime. Please type in the first initial of a staff member's first name and the full last name and add @cpps.org. An example being: Should you wish to reach our Secretary, Kerri Ramirez, you would type [kramirez@cpps.org](mailto:kramirez@cpps.org)



## Schedule

### DAVIS SCHOOL DAILY SCHEDULE 2006-2007

7:45 AM	Teachers and First Busses Arrive
8:05	Classes Begin at Davis
10:00 - 10:15	Kindergarten Recess
10:10 - 10:25	2L, 1SC, 2C, 2S, PJ, PR Recess
10:30 - 10:45	1B, 1E, 3B, 3C, 3G, 3T Recess
11:00	Morning Kindergarten Dismissed
11:35	Afternoon Kindergarten Begins
11:40 - 12:20	Classes 1B, 1E, 1SC, PJ, PR Lunch & Recess
12:00 - 12:40	Classes 2C, 2S, 2L Lunch & Recess
12:10 - 12:50	Classes 3T, 3G, 3C, 3B Lunch & Recess
12:20	1B, 1E, 1SC, PJ, PR Return to Class
12:40	2C, 2S, 2L Return to Class
12:50	3T, 3G, 3C, 3B Return to Class
1:15 – 1:25	Kindergarten Recess
2:25	(K-3) School Dismissed

## **DAVIS - ROUTINES**

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### **Friends and Family**

My parents and other adults are always welcome to visit the school. All visitors must report to the office upon arriving at the school grounds; classroom visits need to be pre-arranged. Only enrolled students are allowed on school grounds.

### **Don't Tune Out Your Education**

I understand that the primary focus at Davis School is to create a positive and productive learning atmosphere. Because we work together to achieve this climate, I recognize that equipment, such as radios, tapes, tape players, computer games, Walkman radios, CD players and games, will not be allowed on our campus. I further understand that if I choose to bring these items to school, they will be kept in the office and can only be released to the custody of my parents or guardians.

### **A.T.&T. and Me**

As a Davis student, I have access to the office telephone, but not for arranging my social life. The office telephone is available (with staff permission) before and after school and in case of an emergency. My after-school activities must be cleared by my parents or guardians **before I come to school.** Telephones in classrooms are OFF LIMITS to students without teacher assistance.

### **TLC and Chicken Soup**

If I am really sick, my bed at **home** is what I should pick. If I am at school feeling sick and low, the health room is the place to go (with teacher permission). I must bring all medication to the secretary with the proper medication form signed by my parent/guardian and physician. The original container and specific directions will be kept in the health room. If I am hurt at school or know that someone else has been injured, I will immediately report the accident to an adult.

### **Yellow Cadillac**

I have the privilege of utilizing the transportation services of this school district. If I do not follow the rules on the bus, that privilege can be taken away. Drivers are carefully trained to transport me to my destination safely. If I plan to "catch" a ride on a bus with my friend, I will ask the office to stamp a **written parent permission slip**, which will be stamped by the office before lunch time. I will present this slip to the bus driver before getting on the bus.

### **Cruzin'**

My school recognizes that some of us may rely on wheeled (bicycles, rollerblades, skateboards, scooters, etc.)

transportation to and from school. I may not use my wheels on campus or in the school parking lot – that is the rule. I will take full responsibility for placing my bicycle in the bike rack for the day. The bike rack area is off-limits during the school day. Skateboards, scooters, rollerblades and roller shoes are secured in the classroom for the day. Locking my bike will make sure it does stay. To keep my bike safe, buying a license from the City of College Place is a small amount to pay. No wheels touch the floor or they might not return after a warning. Skateboards, scooters, rollerblades and roller shoes will be carried into and out of the building during the day. Students traveling on these wheeled transportation items will depart Davis School out the Davis N.E. corner door near room 13 for their journey home.

### **Lost and Found**

I need to check the lost and found by the cafeteria if I have misplaced my belongings. Any items not claimed at the end of the school year will be donated to a worthy organization.

## **DAVIS - PROGRAMS**

### **Dear Abby: Help!**

Getting picked on? Grades down? Parents don't understand? We have just the person! Our counselor is the most caring person in the whole wide world. He will listen to my concerns, explore solutions with me, and help me get back on my feet.

### **Go For The Gold**

If I'm caught being good I can be given a Gold Slip. If my slip is drawn at the end of the week I get a prize. Caring is cool so don't be a fool, get your gold slip in the pool!

### **V.I.P.**

My actions may make me eligible for Good Citizen of the Month. Each month I have the chance to be nominated as Student of the Month by my teachers. If I am the chosen one, it could really be fun!

## **DAVIS - ACADEMICS**

### **Be Prepared**

I will bring books, paper, writing tools, completed homework, and any other materials required by my teachers and be to class on time.

### **Accelerated Reader**

What's my reading level, I ask? A STAR test can help me with this task. I'll discover what colored dot will connect me with books I like a lot. To the library I will go and pick a book whose dot I know. I'll read, read, and read some more. Then take a test

with a computerized score. I can earn points. Yippee!  
Hooray! Receive recognition the AR way!

### **I've Got The Power**

3

I will receive formal grade reports at the end of every grading period. In addition to these grade reports, my parents/guardians and I will receive a Midterm Progress Report. It is important that my parents/guardians contact my teachers with any questions they might have about my classroom performance.

### **Davis A B C'S**

#### **A excellent**

A 90% - 100%

#### **B above average**

B 80% - 89%

#### **C average**

C 70% - 79%

#### **D below average**

D 60% - 69%

#### **F failing**

F 59% and below

We use a number scale to align our grading system to the State Essential Learnings. Students may receive the following on a report card to indicate application of skills learned:

INDICATORS	CRITERIA
<b>4</b> <b>Exceeds the Standard</b>	Demonstrates excellent grasp of concepts presented. Requires little teacher support.
<b>3</b> <b>Meets the Standard</b>	Demonstrates adequate grasp of concepts presented. May require limited teacher support.
<b>2</b> <b>Approaches the Standard</b>	Shows limited understanding of concepts presented. Requires teacher support. Exhibits limited self control and/or self-motivation.
<b>1</b> <b>Below the Standard Area Of Concern</b>	Does not understand concepts presented. Requires constant support.
<b>0</b>	Chooses not to perform concepts presented.
<b>NA</b>	Not assessed at this time
<b>@</b>	Assessed by specialist

### **DAVIS - ATTENDANCE**

### **I Miss School - I Miss Out**

We care about you and want you to be at school! I understand that attendance affects what I learn in my classroom. I know it is essential to attend school regularly and to be on time to every class. The only time I can be out of class is with teacher's permission. When it is necessary for me to miss school for a legitimate reason, **I must be excused by a written note or phone call from my parent or guardian.** Parents will be contacted regarding all absences.

### **Early to Bed, Early to Rise**

Class time is important! I know that when I leave my home I should have enough time to get to school by 8:05 am! I understand how much work I'll have to catch up on and how disruptive it is to the rest of my classmates and my teacher if I'm even a few minutes late. Breakfast is served no later than 8:00 am. I will be responsible to go directly to breakfast and then to recess or class. If I'm tardy, I'm no smarty!

### **Be Cool, Stay at School**

Even though I miss my family I will stay all the way till the end of the school day. 2:25 is the end of my day! Pick me up early, NO WAY!

### **Fine Print**

Be sure to pay all fines and your report card you will find. I will check all the library, office, and lunchroom charges to make sure I owe no money.

### **Successful Davis Students Know**

It is important for me to clearly understand the following procedures regarding **my attendance**:

\*If I am late to school, I will report to the office for a red tardy slip.

\*If I need an early dismissal, I will take my note to my teacher. I will be called from class when my parent/guardian arrives at the office to sign me out.

\*If I am absent from school for a legitimate reason, I know it is my responsibility to check with my teachers at an appropriate time to arrange for make-up work.

\*I will contact the office for my homework if my absences will exceed three days.

### **Better Late Than Never?**

Late for the movie at the cinema? Never! Late for your own birthday party? Not! Late for the opening comments in math class? Negative! Late for instruction in reading class? What a tragedy! BE ON TIME!

### **Missing in Action**

Too frequently gone from school? Home visits will be the tool! We care about seeing your smiling faces and want you at school on a daily basis.

## **DAVIS - BEHAVIOR**

4

### **Where To Be or Not To Be**

I am not to arrive before 7:45. The building will be open for students at 7:45 A.M. Prior to that time I can wait outside. I understand we have a closed campus, and I will remain on the Davis School grounds during the school day.

### **These Boots Are Made for Walking...**

Save your running for P.E. or track! Walking in the halls and passing on the right is the way to go at school. .

### **First Come First Served**

I understand that standing in lines at lunch, at the bus stop, or at other times is a part of the Davis routine. The rule is no "cuts" or "saving places", and "only my body saves my place".

### **Hangin' Around**

If I am involved in after-school activities, I must be in an area with my supervisor. Any time I am on the school grounds I will follow school rules.

### **Halt! Who Goes There?**

At recess time I must have in hand a pass signed by a staff member to be in the building. I will show my pass to the duty supervisors when asked.

### **Food For Thought**

I will demonstrate good table manners at all times and will clean up after myself. I can eat or drink only in the cafeteria. I enjoy clean halls, classrooms, gymnasium, and school grounds. I will strive to keep them looking good.

### **AVOID STICKY SITUATIONS!**

I WILL LEAVE MY GUM AT HOME.

### **Clothes Case**

I should come to school well-groomed and appropriately dressed. I am not a walking billboard for gangs, alcohol, tobacco, drugs or profanity. My hat, dew-rag, bandana, and sunglasses are for wearing at recess **outside**. (Exception may be made for Spirit Day). I'll wear pants that stay up without having to be held and shirts that cover up my body as well. Even when hot and I take my jacket off, no thin straps, backless, halter tops, single shoulder straps or crop tops will be in view. Shirts that don't cover may embarrass you. No shorts or skirts that can't reach my fingertips when I stand. Forget this and there'll be a phone to call home in my hand.

No clothes that are either too loose or too tight –I'll be sure to wear what is **just right!**

See attached dress code diagram on page 7

### **That's Entertainment**

I am privileged to be a Davis student and have the opportunity to participate in a variety of entertaining and informative assemblies. Students and staff are proud of the fine tradition of courteous and orderly conduct that we display at all school assemblies. Running in and out for drinks and restroom visits is **not** permitted.

### **Paying My Dues**

I know that I should have self-discipline. I am proud of the opportunities and activities I have to show that I can make responsible choices at school. I will be courteous, cooperative, friendly, and exhibit an attitude of respect for people and property.

In the event that I need help with my self-discipline, I realize that I will receive appropriate consequences for my behavior. I know that my parents/guardians will be notified. Other consequences might include: forfeiting free time, after-school detention, parent conference, custodial duty, in-school suspension (ISS), out-of-school suspension (OSS), short or long term suspension, or expulsion. The consequences I receive will depend upon the nature and seriousness of the inappropriate behavior and the number of previous misbehaviors. Out-of-school suspension (OSS) will cancel my participation in after-school events on that day.

### **Affectionate Behavior**

How students behave when away from school and on their own time is their own private rule. At school show your affection in kind words and deeds. Keep your hands to yourself and use only friendly language.

### **Let's Play Ball!**

A limited amount of balls and other sports equipment are available for students to checkout. I realize if I check it out, I am responsible for returning it.

### **Write Right!**

I understand that walls and bathroom stalls are not places to practice my penmanship! **Graffiti is illegal!**

### **Safe Schools**

I understand it is important for school to be safe. It is not fair that any individual(s) be allowed to disrupt my learning. Students' threats of violence will be dealt with promptly. Students' behavior, dress, signing or symbolism representing gang affiliation will not be tolerated on school grounds, at school-sponsored activities, either on or off-campus, or en-route to and from school. Weapons are not allowed at school.

It is necessary to report to an adult if I see or hear about any weapons.

### **Respectfully Yours**

5

Theft, harassment or fighting will get me nowhere! Name calling and profanity are not acceptable. I know disagreements among students will occur, and the counselors and other adults at my school are ready, willing, and able to help me with problem solving. I will involve them at the first sign of difficulty that I cannot handle on my own.

### **Not In Our School!**

The rules are very clear when it comes to substance violations: I will not sell, possess, use, or be under the influence of alcohol or drugs of any kind on school grounds, at school-sponsored activities (either on or off-campus), en-route to and from school, or while in attendance during the school day.

### **I Did What?**

If a discipline slip is written on me, in detention I will be. If I receive a discipline slip, I will serve after-school detention the next school day. I must take a copy home for my parents' or guardian's signature. My teacher will also call my parent/guardian to notify them of the problem. The next school day, I must return the signed discipline slip. If I receive three discipline slips in a grading period, I will automatically serve ISS or OSS. If my misbehavior is serious enough I may receive ISS or OSS even if it is my first offense.

### **DAVIS – PLAYGROUND/RECESS RULES**

1. Students will play safely with respect for others and themselves.
2. Students will walk to the playground areas.
3. Students will sit in the swings and only swing back and forth. Students will not jump out of the swings.
4. Students will play on the pavement and lower playground away from the building, doorways and windows.
5. Students will not throw or kick any objects such as sticks, snow, snowballs or rocks.
6. Students will use only appropriate language.
7. Students will take turns on the playground equipment and play appropriately.
8. Students will stay on the playground and inside the school boundaries.

### **VIOLATION PROCEDURES**

1. Students will be warned if seen violating any of the above rules and may be placed against the wall for a time-out. If the violation continues or is severe, a student will receive a discipline referral slip.

### **HALL RULES**

1. Students may not be in the building during recess except with permission from a duty teacher.

### **N O**

**B** ad language

**U** nkindness

**L** eaving others out

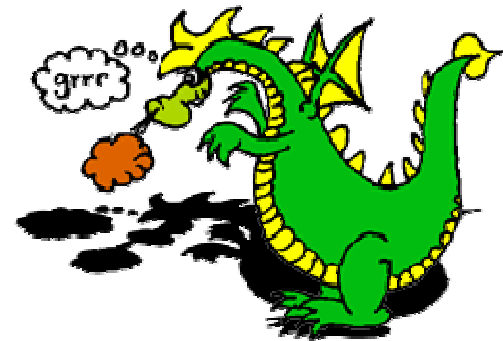
**L** aughing at others

**I** nfllicting harm verbally and/or physically

**E** xcluding others

**S** ingling others out

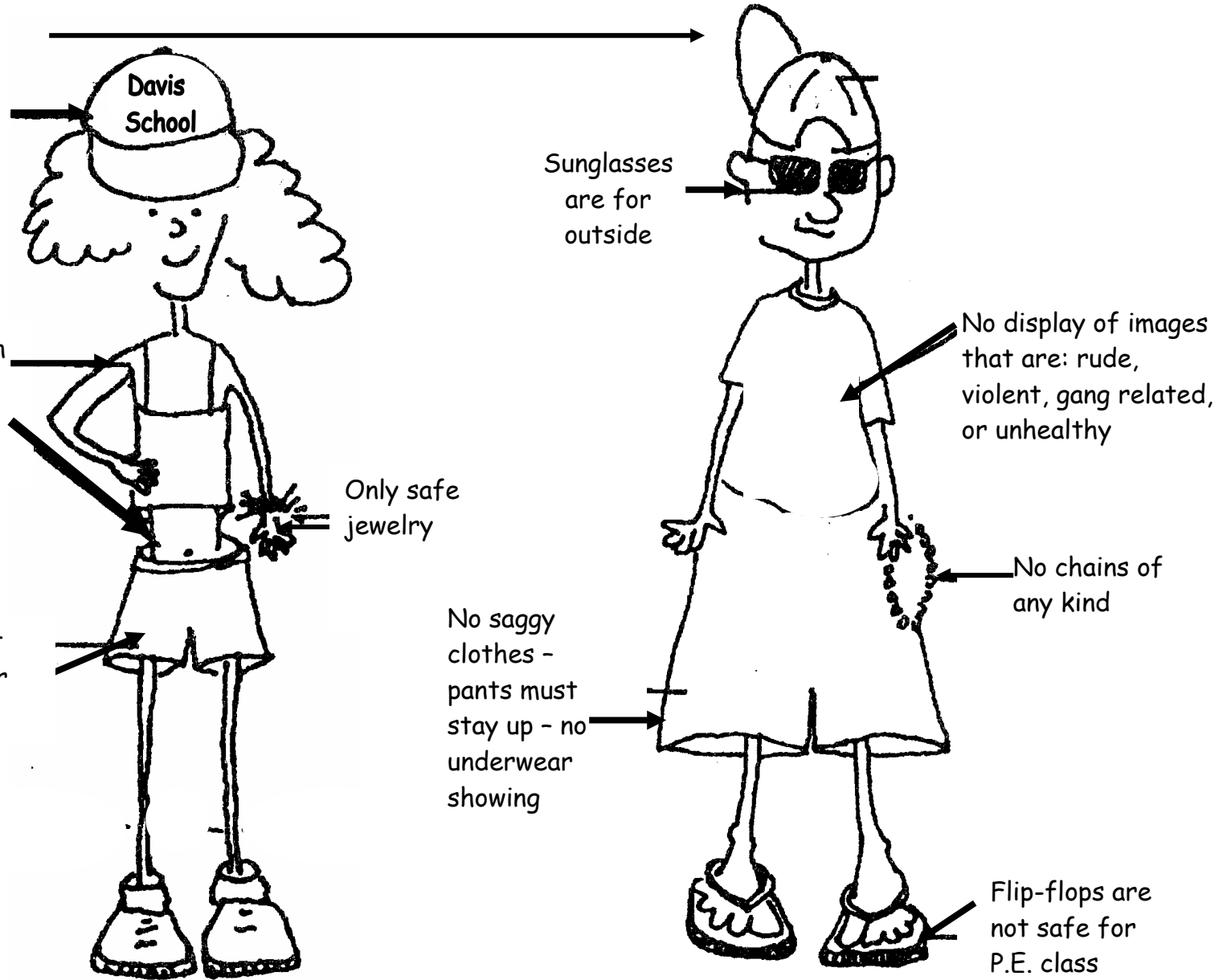
**H E R E !**





# Davis Elementary Dress Code

Hats at recess,  
NOT in school  
except on  
declared spirit  
days announced  
from Davis office.



A good general policy regarding the dress code is:  
If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.

## **ATTENDANCE**

The school district shall not deny any pupil equal opportunity or discriminate against any pupil because of national origin, race, religion, economic status or sex.

### **Truancy Law**

All public school districts are required to record and report all unexcused absences and take appropriate action when they become excessive.

Students are allowed to make up work or tests that take place during an excused absence. Students are not allowed to make up work or tests that take place during an unexcused absence. The following absences will be considered excused at College Place School District:

1. Absences due to illness or a health condition
2. Absences due to school approved activity
3. Absences due to family emergencies
4. Absences due to discipline or suspension
5. Absences excused by the principal on prior approval

Absences that do not meet these requirements are considered unexcused. Unexcused absences can translate into poor grades and lost credit. Even a large number of excused absences can seriously affect student's educational progress and cause a school's administration to take corrective action with the student.

**The state truancy law requires school districts to take specific corrective action no later than after a student's fifth unexcused absence in a month. It also clearly states that the school district shall file petition with juvenile court naming the student and/or the parent not later than after the seventh unexcused absence in a month or the tenth unexcused absence in a year, alleging a violation of 28A.225.010 RCW.**

The education and the safety of your child are our top priorities. Parents must call or contact the school promptly when it has been determined that the child will not be attending all or part of a regular day of school. Each school has a handbook clearly outlining the school's attendance policy and procedures. You are encouraged to review this section with your child.

If you have concerns about your child's attendance, please contact your child's teacher or the school principal. When a student is having difficulty with regular attendance, very often the school and parents working together can correct the problem.

### **Compulsory School Attendance      Policy No. 3121      Adoption Date: December 16, 2002**

All parents, guardians or persons residing in this school district, having custody of any child eight years of age and under 18 years of age shall cause such child to attend the schools of this district, if the child resides in College Place, the full time district schools are in session. The following situations are exceptions.

- (1) The child attends an approved private school for the same time;
- (2) An educational center as provided in Chapter 28A.205RCW;
- (3) The child is receiving approved home-based instruction;
- (4) The superintendent has excused such child from attendance because the child is physically or mentally unable to attend school;
- (5) The child is attending a residential school operated by the Division of Institutions, Department of Social and Health Services;
- (6) The student's parents have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process

- (7) The student is sixteen years of age, regularly and lawfully employed and either has parent permission or is emancipated pursuant to chapter 13.64 RCW;
- (8) The student has met graduation requirements in accordance with the State Board of Education rules and regulations;
- (9) The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The district shall not require enrollment for either (a) a minimum number of semesters or trimesters or (b) a minimum number of courses in a semester or trimester which exceeds the enrollment time or courses necessary for a student to meet established course, credit, and test requirements for high school graduation.

## **Absence Policy**

**Policy No. 3122** Adoption Date: June 20, 2005

Policy No. 3122  
Students  
Page 1 of 2

## **EXCUSED AND UNEXCUSED ABSENCES AND TARDINESS**

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.
- B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. An excused absence shall be verified by the parent; adult, emancipated or appropriately aged student; or school authority responsible for the absence. If a student is to be released for health care, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- E. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in

his/her primary language that the student has unexcused absences. A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.

Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

- F. All suspensions and/or expulsions shall be reported in writing to the superintendent within 24 hours after imposition.
- G. Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student and parent shall be referred to the principal or counselor. If counseling, parent conferencing or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class.

The superintendent shall enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents and students annually.

Cross References:

Board Policy  
3250 Suspensions or Expulsions  
3230 Student Privacy

Legal References:

RCW  
13.34.250 Failure to cause juvenile to attend school as evidence under neglect petition  
28A.225 Compulsory School Attendance

WAC  
180-16-215 Minimum 180 school day year --Five day flexibility--Students graduating from high school  
180-40-235 Discipline--Conditions and limitations  
180-40-260 Long-term suspension--Conditions and limitations

Adoption Date: December 16, 2002

### **Excused/Unexcused Absences and Tardiness**

The best school achievement is accomplished with good attendance, which is less than 5% absence. Anything more frequent is disruptive to the child's educational progress. Nonetheless, it is recognized that at times students may appropriately be absent from class. The parent/guardian must notify the school office on the morning of the absence and/or send a signed note of explanation with the student upon his/her return to school. If a student's absence was caused by illness, a health condition, or an emergency, the parent/guardian is to notify the school office. The notes must be received within 24 hours of the student's return to school. For students who are gone for three (3) days, who have habitual illness, or a doctor-diagnosed illness, we must have a note from the doctor stating the diagnosis. A student will be unexcused until one of these conditions is met. Five (5) days are allowed for notes to excuse an unexcused absence.

### **Excused Absences**

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. The affected teacher and/or principal must be notified prior to the absence unless it is clearly impossible to do so.

- A. **Participation in school-approved activity.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. **Absence due to illness, health condition, family emergency or religious purposes.** When possible, the parent/guardian is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion. A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one makeup day for each day of absence.
- C. **Absence for parental-approved activities.** This category of absence shall be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent/guardian-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

- D. **Absence resulting from disciplinary actions — or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.
- E. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course, which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.

F. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent/guardian's request.

### Unexcused Absences

Unexcused absences fall into three categories:

- G. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
- H. Any student who presents false evidence, with or without the consent of his/her parent/guardian, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used; or
- I. Failing to submit any type of excuse statement signed by the parent/guardian.

### **Unexcused Absence Procedure**

#### First unexcused absence during any one month period

Each unexcused absence shall be followed by a warning letter or by phone to the parent/guardian of the student. The parent/guardian contact shall include the potential consequences of additional unexcused absences. Each notice shall be in writing in English or in the primary language of the parent/guardian. A student's grade shall not be affected if no graded activity is missed during such an absence.

#### Second unexcused absence during any one month period

After two unexcused absences within any month a conference shall be held between the parent/guardian, student and principal. This conference is in addition to the written or phone contact identified above. At such a conference the principal, student and parent/guardian shall consider:

- a. Adjusting the student's program;
- b. Providing more individualized instruction;;
- c. Assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or,
- d. Imposing other corrective actions that are deemed to be appropriate.

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#### Fifth unexcused absence during any one month period

A letter is sent home to inform the parent/guardian as the number of absences and a parent/guardian conference is required. At this conference the district shall enter into an agreement with the student and parent/guardians that establishes school attendance requirements, refer the student to a community truancy board, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

#### Seventh unexcused absence during any one month period

If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his/her family and prescribe corrective action, which may include suspension for the current semester and expulsion.

No later than the seventh unexcused absence within any month during the current school year **or upon the tenth unexcused absence during the current school year** the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian, student or parent/guardian and student. The petition consists of written notification to the court alleging that:

- e. The student has unexcused absences in the current school year (petitions must be filed if the 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, but a petition may be filed earlier; also unexcused absences accumulated in another school or school district shall be counted for all purposes in this procedure);
- f. Actions taken by the school district have not been successful in substantially reducing the student's absences from school; and

- g. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school. Additionally, the petition shall include the student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parent/guardians. The petition must include facts that support the allegations made in the petition, must generally request relief available under the statute, and must describe what the court might order. Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice it may be represented by a person who is not an attorney at hearings related to truancy petitions.

A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Students six or seven years of age, who have been enrolled in the district, are required to attend school and their parent/guardians are responsible for ensuring that they attend. Parent/guardians who wish to withdraw their children before the children are eight years old and against whom no truancy petition has been filed, may withdraw the students from school. When a six or seven year old student has unexcused absences, the district shall do the following:

- h. Notify the parent/guardian or guardian in writing or by telephone after one unexcused absence in any month.
- i. Request a conference with the parent/guardian or guardian and child to analyze the causes of the student's absences after two unexcused absences in any month (a regularly scheduled teacher-parent conference held within thirty days may substitute).

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- j. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school, course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.
- k. After seven unexcused absences in a month, or ten in a school year, the district shall file a truancy petition.

### Assignment Makeup

As a means of instilling values of responsibility and personal accountability, a student whose absence is **not** excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.

If an absence is excused the student shall be permitted to make up all missed assignments. Acquiring missed assignments is a collaborative effort between the classroom teacher and the student/parent/guardian. However, the primary responsibility for acquiring missed assignments is that of the student and/or parent/guardian. Assignments will be made up outside of class and under reasonable conditions and time limits established by the appropriate teacher(s).

### Tardiness

Students are expected to be in class on time. The student who has four (4) or more unexcused tardies in a sixty (60) day period commencing with the first tardy, may be required to, but not limited to, stay after school, stay in for recess, and/or he/she may be given in-school suspension.

1. Parents/Guardians of students who are habitually tardy from class, whether excused or unexcused shall be referred to the principal or counselor. Parents/guardians will meet with the counselor to devise a contract that defines a program to keep tardiness to a minimum.
2. Five (5) unexcused tardies in a sixty (60) day period will be equal to ½ day unexcused absence.

The following tardies will be considered excused at College Place Public Schools:

1. Health condition – must have a doctor's note
2. Medical, vision, or dental appointment - must have a doctor's note
3. Family emergency
4. Prior approval from principal

A tardy that does not meet these requirements is considered unexcused. Each building will determine what consequences are appropriate for individual unexcused tardiness.

Leaving school early is a type of reverse tardiness and is discouraged. A no tolerance philosophy is maintained for leaving school early due to disruption of learning. An afternoon appointment will require a doctor's note upon return to school.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment. (See policy 3241)

### **Withdrawals**

A parent or guardian wishing to withdraw a student should notify the school by phone or in writing at his/her earliest possible convenience. All books and school materials must be turned in, and the student must clear up any fines or other obligations he/she has incurred before he/she is allowed to check out. Records will not be forwarded until a request is received from the new school in which the student is enrolling.

### **Age of Attendance**

Children entering kindergarten must have reached their fifth birth date before August 31. If they are entering the first grade for their first year of schooling, they must be six years old before August 31.

## **STUDENT LIFE**

### **Student Registration Packet**

At the beginning of each school year, Davis families receive a Student Registration Packet. This packet includes: confidential registration, home language survey, free/reduced lunch application, a field trip permission form, an extra-curricular sports permission form, insurance information, an internet users agreement, a school calendar, Student Handbook Agreement, School Wide Parent/Teacher/Student/Principal Compact, and information on the opening weeks of school. This is an important part of your student's school record and also enables communication with you in case of emergencies or other situations as needed. Please read over this packet carefully and return it to school with your student as soon as possible. The Student Registration Packet is part of the registration process and is required each year.

**Lunch and Breakfast Programs:** The schools serve hot lunch and breakfast daily. Seating is provided in the cafeteria for students bringing sack lunches from home. Money (for breakfasts, hot lunches and milk) may be deposited in any amount at the **office each morning before class begins**. A computer is used to keep track of each student's individual account. Parents may complete an application for free or reduced price hot lunches and/or breakfasts. A new application must be processed when a family's income changes. The application must be filled out each year.

Hot lunch charges at Davis are limited to three (3) at any one time. Should your child have more than three (3) charges, lunch will not be provided by the school. Parents/Guardians are asked to ensure that their children eat a noon meal daily.

**Parents/Guardians of students who abuse the privilege of charging will be notified.**

No food may be taken from the lunchroom or eaten in the hallway or on the playground. Parents wishing to have their children go home for lunch must notify the school in writing.

**Closed Campus:** Students are not permitted to leave the school grounds during school hours unless given permission by the school office secretary or principal and the parent or parent's emergency designee. If students leave without securing permission, it is considered skipping school and will be treated as such.

**School Pictures:** Pictures of students will be taken early in the school year. Parents/guardians will be notified in advance. Purchase of the pictures is optional. School pictures are provided by a private business, and the school district does not receive remuneration for this service.

**Classroom Parties:** All parties other than regular holiday room parties must have prior approval of the classroom teacher.

**Fines:** Students are held responsible for proper treatment of books and other school property. Lost and/or damaged school property will result in a fine or replacement cost. Fines must be paid in order for students to participate in some activities, or to receive their report card at the end of the year.

**Student Accident Insurance:** For a fee, parents/guardians may obtain insurance, which will not only insure children while they are participating in school activities, but will also "cover" children while they are going directly to and from school. Parents will be given information regarding insurance during the first few weeks of school.

**Accidents:** Students involved in an accident while at school should report such accident to the office and the supervising teacher and have the necessary forms filled out. This must be done at the earliest possible time.

**Health Room:** The school health room is provided to give preliminary care to students who become ill or injured during the school day. If a student is injured or ill to a degree where medical or home care seems advisable, the parents will be notified. If the parent cannot be contacted, the school will exercise its best judgment in giving the student proper care.

**Medication:** Any medication, prescription or over-the-counter, taken at school must be dispensed at the office. Authorization for administration of oral medication at school, signed by doctor and parent/guardian, must be on file in the office for medication to be taken at school. Medication is brought to school by parents, or specific arrangements are made. Medication is not sent with students.

**Building Safety Plan:** Davis School has a detailed building safety plan. Staff members are assigned to an emergency response team for emergencies or disasters. Our emergency response plan is activated by:

1. Spontaneous events such as fire, earth quake, hazardous material incident or intruder alert
2. Weather warnings/watches

Students will be trained in evacuation and lock down procedures. In the event of a school emergency, a Student-Parent Reunion Team will be established on the lower Davis playground. This is the location where parents may pick up their child in the event of an emergency.

Please realize that in an emergency or disaster situation, order is our strongest ally. Our goal is to protect the life of your child and will do so to the best of our ability until we are able to release the child into your custody. Your calm and cooperation will be a huge asset to the successful operation of the Student-Parent Reunion Team.

## **General Procedures/Emergency Numbers IN CASE OF EMERGENCY DIAL 9-911**

1. In all cases of emergency the principal or his/her designee shall dial 9-911 (if emergency services – fire, police, utility, ambulance, etc. are required), then call the superintendent's office (525-4827).
2. **The safety of student and staff in all situations is the prime consideration.**
3. In the absence of orders from superiors, each teacher is authorized and directed to take such action as may be necessary to save lives and mitigate the effects of disaster.

## **Emergency Lock-Down Procedures**

1. If a lock-down is announced, teachers will ignore all bells and fire alarms. An announcement will be made by office personnel if an evacuation is necessary..
2. Teachers will immediately check the hall to retrieve straggling students and then lock and close their room doors.
3. Every student who is out of class will go to the nearest occupied classroom and remain there.
4. Any classes outside the building when the lock-down announcement occurs should remain outside and move away from the building to an area deemed safe by the teacher.
5. Teachers will create a list of missing (not absent) students and extra students in case a list is requested.
6. If the lock-down announcement occurs during a recess, students outside should report to the designated site. Students in the cafeteria, gymnasium, or lobby should follow the directions of supervising staff.
7. The Superintendent's office will be notified.
8. When the unsafe condition ceases, an announcement will be made explaining the situation and giving staff and students further directions.
9. If appropriate, an after-school staff meeting will be held and/or a letter will be sent home with students explaining the situation.

- **Lock-Down:**

All exterior doors locked, all lockable interior doors locked with students locked in classrooms, drapes pulled and interior door windows covered. Students assume position (to be determined room by room) in a designated classroom area and wait until the all clear sign is given. Children on playground are taken to a predetermined safe site or into building if possible. Teachers maintain calm setting until an "all clear" message is broadcast over the intercom.

- **Fire Drill**

Davis students and staff will practice monthly fire drills. All individuals in the building evacuate to the designated space on the playground. Attendance is taken, evaluation of the situation performed by the incident management team, and then the direction is given to return to the building. If there were a real emergency, students would remain with teachers as the Student-Parent Reunion Team Center is established on the lower Davis playground.

- **Shelter in Place**

In the event of an outside emergency such as a toxic spill, etc... students will go to the designated Shelter in Place area in Davis School.

**Equipment:** Sports equipment must be checked out through the P.E. teacher or the P.E. Department.

**Lost and Found:** Lost and found articles will be taken care of through the office. Items not claimed will be donated to a worthy organization at the end of the school year.

### **Code of Conduct for Students at Davis School**

Three words are used in describing expected student behavior at Davis—  
**Respect, Responsibility, and Safety**

1. Davis School students should always conduct themselves in a manner that will bring credit and honor to their school, their parents, their teachers, and their friends. They should always be truthful and accept the responsibility for their actions. Being on time, completing homework, being prepared with school supplies, and exhibiting positive behavior at sports events are examples of responsible behavior.
2. Students should always be well mannered and respectful to others. They should treat other people's property with respect. Walking in the halls, not taking food in halls or outside, returning play equipment to the classroom, eating one's own lunch, and not teasing or calling others names are examples of respectful behavior.
3. Students should strive to be safe at all times on the school premises. Staying on the blacktop side of the playground, using play equipment appropriately, careful boarding of buses, and waiting patiently for drinks at the drinking fountain are examples of safe behavior.

Classroom behavior expectations are set by the individual supervisor in charge.

## **ACADEMICS**

A list of materials needed for each classroom will be given to every student at Davis. It is the students' responsibility to come prepared to work.

**Assignments:** Students will be required to turn in their assignments by their **DUE DATE**. We believe this prepares students for the deadlines and time limits that will be part of their adult lives. Students who fail to comply with due dates will encounter established grade level consequences and may be referred to principal and counselor. Parent Conferences will be arranged.

**Homework:** Homework may be required of pupils on a regular schedule. Teachers may assign homework to supplement class assignments. Students who do not complete daily assignments in class should plan to complete the assignments at home in preparation for the next school day.

**Academic Achievement Reports:** Report cards will be given each trimester. Mid-term reports are also provided in the middle of each grading period. Mid-term reports are not official grades. They are an indication of a student's progress so that parents and students can respond to improve a grade if necessary.

**Grading System:** In Davis School grades K-3 the following marks will be seen:

**Percent of achievement**

85 - 100% = 4

70 - 84% = 3

55 - 69% = 2

40 - 54% = 1

+ - surpasses requirements

/ - satisfactory

N - needs to improve

W - work too difficult

SL - English language deficient. Student working to best ability but not at grade level.

In some cases, "S" (satisfactory) and "U" (unsatisfactory) may be used. Pluses or minuses are used as indicators to define borderline work and achievement. "I" (incomplete) – minimum requirements not met and two weeks are allowed to complete work to receive credit.

We also use a number scale to align our grading system to the State Essential Learnings. Students will receive the following on the new report card to indicate application of skills learned:

INDICATORS	CRITERIA
4 <b>Exceeds Expectations</b>	Demonstrates excellent grasp of concepts presented. Requires little teacher support. Displays self-control and self-motivation.
3 <b>Consistent</b>	Demonstrates adequate grasp of concepts presented. May require limited teacher support. Displays adequate self-control and self-motivation.
2 <b>Frequently</b>	Shows limited understanding of concepts presented. Requires teacher support. Exhibits limited self control and/or self-motivation.
1 <b>Inconsistent</b>	Does not understand concepts presented. Requires constant support. Difficulty with self-control and/or self-motivation.
0	Chooses not to perform concepts presented.
NA	Not assessed at this time
@	Assessed by specialist

**Promotion/Retention:**

Each student who attends Davis School shall pass 70% of his/her courses each trimester and be in attendance at least 85% of the time. If these conditions are not met, the student may be referred for retention. The goal of Davis School is for each student to have a strong background in each subject area.

College Place School District established a Student Retention Policy #2421 and Acceleration Policy #2421 P in the 1999/2000 school year. The policy infuses more parent participation and responsibility with school staff in the process to determine student

eligibility for retention or acceleration. A child study team (CST) composed of all teachers involved academically with the student, the counselor, and the parents will design a written plan to help the student. This team will meet periodically to review student progress.

Parents will retain the final approval authority the "first year" retention is recommended by the principal. However, the school will have the final approval authority on a "second-year-in-a-row" retention recommendation by the principal. In a second consecutive year, final recommendation to retain a student will "require" retention. Retention students leaving the district and returning, during retention year, will be grade placed according to the previous year's retention decision. There will be a follow up team meeting to examine student progress in the fall of the retention year --no later than October 1<sup>st</sup>, with periodic meetings held thereafter to review student's progress.

**Parent-Teacher-Student Conferences:** These conferences are twice a year, once in the fall and once in the spring. We urge parents/guardians to come and meet students' teachers. We are more effective if we are **all** working on your student's progress.

## **PROGRAMS**

### **CARE TEAM:**

Davis has a student assistance program called the Care Team, facilitated by the school counselor, and made up of Davis staff. Care Team provides direction for the evaluation of a student's problems, behavior or academic, and then develops a plan of action for resolving those problems.

Most behavioral concerns can be talked over between teacher and student. If this does not resolve the issue, it may be brought to the counselor's attention. At that point, the counselor will visit with your child unless you have come in, met with the counselor, and signed a form refusing counseling services. After talking with the student, the counselor may notify you for your support or ideas. The counselor does not necessarily notify the parent every time the student visits the counseling office. Notification is mandatory if your child is in danger of harm to self or others. A full brochure addressing all of the counseling program components is available in the office.

### **PHYSICAL EDUCATION**

The following criteria is expected of students in Davis School physical education and health classes.

1. All students in the College Place Schools are to participate in all physical education classes unless a written excuse is received from the student's parents or doctor. A note from the doctor is requested from the student when a physical ailment necessitates he/she miss P.E. classes for any period exceeding three days. If a student is excused from class by a doctor, we should also have a note from the doctor stating the child may resume class activity. Excuses should be given to the instructor when the student first enters class at the beginning of the period.
2. Students are to respect the rights and safety of other students, aides and teachers.
3. Students are to respect all school property. Any damaged school property will be replaced by the student causing damage.
4. Students are not to enter the ball storage room at any time without permission of the P.E. instructor or their assignee.
5. Students are to leave any valuables they may have in their classroom during class. Please do not wear watches, rings, necklaces, bracelets, etc. during class.
6. Students are not to play on any apparatus unless instructed to do so by the teacher.
7. Students are to report any missing articles or any personal injuries to your instructor at once.
8. Appropriate shoes must be worn for P.E. participation.

In addition to the above, physical education grades will be based on participation, attitude, effort, and written and skills tests.

### **LIBRARY**

The Library is designed and administered to supplement the school curriculum with print and non-print materials. The library also provides books and magazines for leisure reading.

### **MUSIC**

Vocal music classes include music appreciation with an emphasis on singing.

## **LEARNING ASSISTANCE PROGRAM (LAP)**

Students with an identified need may participate in this program. The purpose of LAP is to provide basic skills assistance to students not receiving other similar supplemental compensatory services.

## **TITLE I SCHOOL WIDE**

The goals of this program are to improve the educational opportunities of all children by helping them to:

1) succeed in the regular program, 2) attain grade level proficiency, and 3) improve achievement in basic and more advanced skills.

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

This program is designed for students whose primary language is other than English and whose language skills are sufficiently deficient to impair learning. The ESL program may include instruction in the primary language, as well as English, to help develop content area concepts and strengthen English skills.

## **MIGRANT EDUCATION**

This program assists qualifying students in areas of academic achievement.

## **SPECIAL EDUCATION**

Special education services include specially designed instruction, provided at no cost, to meet the unique needs of the student. Every student with a handicapping condition has the basic right to a free, appropriate education designed to meet the child's unique educational needs. A student becomes a possible candidate for special education when parents, school personnel or other concerned persons bring the student to the attention of the school district because of a potential handicapping condition (such as difficulty in walking, talking, seeing, hearing and/or learning).

Both state and federal laws are written to explain and protect the rights of parents and handicapped children in their attempt to find the best available school program. These laws direct states to seek out handicapped children, to make parents aware of services available to these children, to provide programs based on each child's need, and to offer a means to appeal if parents disagree with the school district's evaluation or placement of a child. The intent of these laws is to involve parents as much as possible in the educational plan for their children. Especially in the case of the handicapped child, cooperation among important persons in the child's life is necessary for successful adjustment.

"Handicapped" as defined by state and federal laws includes any condition, which significantly hinders the child's school performance and/or social adjustment, except for deficits, which are caused primarily by a difference in language, cultural, or economic background. (These children are often provided with special programs as well, but they are not considered "handicapped" by legal definition).

Assistance for handicapping conditions include: (1) Evaluation to determine whether or not the child is handicapped; to what extent and what type of handicapping condition exists; and what services are needed to correct or improve function. (2) Special Education classrooms to provide individualized programs, materials, and equipment. (3) Support services when needed (for example, speech therapy, counseling, and consultation with the school nurse). (4) Many districts employ or can obtain the services of social workers, physical therapist, occupational therapist, and vocational counselors.

Each handicapped student is to be provided with the "least restrictive environment." In other words, the child must be educated to the greatest extent possible with non-handicapped children in his/her own school district or in the nearest program, which is appropriate to his/her needs.

If the student does have a handicapping condition and needs special educational services, the district must notify the parents, share the assessment results, and invite parents to help in the development of an Individualized Education Program (IEP) for their child. The IEP is developed by parents and school district personnel during a meeting at a mutually convenient time and place. The IEP includes classroom goals and objectives as well as a plan for providing services to the student. Written parental consent is necessary for the student to receive initial special education placement.

A school district must maintain student records necessary for the educational welfare of all students and for the orderly and efficient operating of schools, as required by law. All information relating to individual students must be treated in a confidential and professional manner. If you are interested in obtaining more information about the program or are willing to be a volunteer, please contact your school office.

# DAVIS ELEMENTARY POLICIES AND PROCEDURES

## PARENT VISITATION

Staff members invite you to visit the school. We feel that we should know one another and you should know your schools. Arrangements can be made in the office. You must check in at the office and pick up a badge prior to visiting the classrooms. This is done to protect the children from unauthorized visitors and to help you locate your child. Please contact the individual teacher to prearrange classroom visitations.

Please do not send children to school who are not officially enrolled in the school, to visit or for parties, unless accompanied by a parent. Prior approval by the principal is required.

## STUDENT SCHOOL HOUR PICK UPS BY PARENT/GUARDIAN/FRIEND

We ask that Davis parents/guardians/friends observe some simple student pick up procedures because of the many varying family situations in which our students live and due to the increase child-related crime in our country today. Please observe the following procedures that will be the safest for your child:

- a) Identify yourself as either -parent, guardian, or friend at the school office. If not parent or guardian you will need to give the secretary proof of pick up authority (letter and phone number for verification). Please don't send a friend to pick up your child without notifying the school secretary in writing of pick up authorization for the third party. We cannot release students to friends without the letter.
- b) Report to the school secretary upon entering the building asking that your child be called to the office for early departure. Please do not approach the teacher in the classroom for early release. All releases must go through the office.
- c) If a restraining order has been issued against an individual whom you fear may come to school to visit or pick up a child, you must early on, give the secretary a copy of the order and a photo of the individual restrained.
- d) Canceled restraining orders need to be brought to the secretary's attention also. We won't release a child to anyone who has been restrained by court order.
- e) Parents/guardians/friends who wish to pick up a child from the playground, must report to the school office first. If all is in order, a written pass will be given to the individual to take to the adults on playground duty. Parents, guardians, friends are asked NOT to attempt pick up directly from the playground or directly from the classroom. To do so will leave the school office out of the screening process, which must be observed to access and provide safety for all students.
- f) When picking up students at Davis, at the end of the day, please be patient as the line of cars moves forward to safely load students in individual vehicles. All students must remain on the sidewalk until their parent/guardian's vehicle is stopped next to the student loading zone curb. This policy will prevent possible accidents.
- g) Currently Davis School dismissal time is 2:25PM. The Davis Office is open until 3:45PM when the secretary leaves. It is very important for children's safety that they are picked up by parents on time at dismissal time. Unless in a special program after 2:25PM 'lingering' children are largely unsupervised. If it becomes known to the school office staff that children are left waiting for parents beyond 3:45PM, and parents have not contacted the school secretary to announce a delay and a plan for pick-up, the children will, if possible, be provided a place to sit and wait unsupervised near the school office for an additional 20 minutes until 4:05PM. At that time the children will be considered 'abandoned' and will be taken to the College Place Police Department for later parent pick-up there.
- e) Morning Kindergarten dismissal time is 11:00 a.m. and students must be picked up on time.

Prior to sending a student to his/her home for illness, discipline or a corrective action, the principal shall attempt to reach the student's parent to inform him/her of the school's action and to request that he/she come to the school for the child. If the principal cannot reach the parent, the student shall remain at school until the close of the school day. A student may be released to a law enforcement officer in accordance with the district policy. Your cooperation is greatly appreciated. If you have questions please call **525-5110**.

**Board Policy # 3124** Specifics for may be viewed on the district website at: [www.cpps.org](http://www.cpps.org)

## **DRESS AND APPEARANCE**

### **Policy:**

- A.** Health, safety, and decency will be the basis for the dress and grooming standards. Dress and grooming shall not be disruptive of, or impede the teaching or learning activities of, the individual or class. The Davis student dress code is stated in the student section of this handbook.
- B.** Footwear is to be worn at all times. Sandals and flip-flops are unsafe for P.E. Students should wear appropriate footwear to participate without possible injury. Hats are not worn inside the building.

## **LOITERING**

**Policy:** A person (except a person enrolled as a student, or parent or guardian of such student or person employed by the school) without a lawful purpose, is not allowed to loiter about the buildings of the school or the public premises adjacent thereto during normal school hours or special school functions.

## **SCHOOL ASSEMBLIES**

**Policy:** Students are not allowed to obstruct or disrupt school assemblies or programs. Unless excused, students will attend school-sponsored assemblies during regular school hours.

## **OFF-CAMPUS SPONSORED EVENTS**

**Policy:** Students are expected to observe the same school policies at off-campus school-sponsored events regarding conduct that are observed during the regular school day.

## **DISCIPLINE**

It is the goal of the teacher and the school to take a positive approach to discipline with the development of self-discipline and self-direction. Each student must assume the responsibility for his/her own actions.

## **DISCIPLINE SLIPS**

### **Sequential Steps Using Discipline Slips:**

In order to insure each student the proper school learning climate, the following discipline plan will be utilized:

**Step 1:** The classroom teacher shall post and discuss his/her list of classroom expectations for behavior. It will be the responsibility of each classroom teacher/supervising adult to set classroom consequences for inappropriate behavior and educate students about school discipline slips.

**Step 2:** The teacher/supervising adult informs the student that the behavior is in violation of a classroom or school behavior expectations and requests that the student comply. Non-compliance by student can result in consequences within the classroom or a school discipline slip.

**Step 3:** The teacher/supervising adult will write a discipline slip in triplicate detailing the behavior. Both teacher/supervising adult and student sign the discipline slip. When a student receives a discipline slip, he/she may discuss the behavior with the principal.

**Step 4:** The teacher/supervising adult will confer with the parent and administrator. When the final decision of the number of days of after-school detention, in-school-suspension (ISS), or out-of-school suspension (OSS) are made, the teacher/supervising adult is responsible for sending signed copy home with student, one copy to the office, and one copy to be filed with homeroom teacher.

- a)** Parents will be notified by phone or letter of the infraction made by their child that day, stating that their child must serve detention. The phone call will be made by the homeroom teacher or administrator.
- b)** The student will take the slip home for a parent/guardian signature and return it the next day. Slips not returned the following day make the student responsible to serve one additional day of detention for each day the slip is not returned. All slips must be returned signed by the parent/guardian.
- c)** Students will serve detention on the **next school day**. This is to ensure that parents have time to make arrangements for next day pick up, sign the discipline slip, and counsel their child.
- d)** **Detention** will be served after school from 2:30 – 3:00 P.M. The student will fill out a behavior problem solving form while in detention. If a student acts inappropriately in detention, he/she is immediately referred to the principal.

- e) Parents will have prior notification of pick-up time. If an authorized adult does not arrive to pick up the student, he/she may then be taken to the local College Place Police Department by 4:05 P.M. for parent pick-up.
- f) On the **third infraction** each trimester, the student will serve an in-school or Out-of-School Suspension. The length of suspension will be determined by the administrator.

**In-School Suspension (ISS):** Any student whose conduct is such that he/she must be removed from the regular classroom may be placed in the in-school suspension room. The student's entire day will be spent in this room, with classroom teachers providing the necessary schoolwork. This program is in lieu of suspension from school.

**Out-of-School Suspension (OSS):** Any student whose conduct is such that he/she must be removed from the regular classroom may also be placed in out-of-school suspension. Out-of-school suspensions are **assigned to any student who receives three discipline slips in one trimester**. A student who has OSS may not attend any school functions on that day.

**Disciplinary Procedure Policy:** RCW 28A.58.201 provides that a certified staff member shall have the authority to exclude a student from his/her classroom for all or any part of the period or until the certificated staff member has conferred with the administrator, whichever occurs first. Prior to excluding a student, except in emergency circumstances, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period without the teacher and administrator conferring.

**Disruptive Conduct Policy:** Conduct which interferes with the educational process is prohibited. Every teacher and school administrator, as provided in RCW 28A.67.100, shall have the authority to discipline any pupil for any disruptive or disorderly conduct while under his supervision and to make recommendations to the proper school authority for suspension or expulsion of any pupil: provided that no teacher, administrator or other school employee shall maltreat or abuse any pupil by administering any unreasonable punishment as set forth in RCW 28A.87.140.

Threats of violence will be taken seriously at Davis. The following steps may be taken when an incident occurs:

1. Contact the Mental Health Crisis Team
2. Contact the local police
3. Contact the parent
4. Retain the child in isolation while at school until the parent meets with the administrator.

**Search and Seizure Policy:** "Pupils shall have the right to be secure in their persons, papers, and effects against unreasonable searches and seizures." (WAC 180-40-055). School authorities have the responsibility for the health and safety of all the students. Although not having unlimited entry or search powers, school authorities may do so to the extent that they have reasonable cause to believe that the student desks or other intended object of the search is being used for some purpose inconsistent with school policy and/or regulations.

## **PLAYGROUND/RECESS RULES**

1. Students will play safely with respect for others and themselves.
2. Students will walk to the playground areas.
3. Students will sit in the swings and only swing back and forth. Students will not jump out of the swings.
4. Students will play on the pavement and lower playground away from the building, doorways and windows.
5. Students will not throw or kick any objects such as sticks, snow, snowballs or rocks.
6. Students will use only appropriate language.
7. Students will take turns on the playground equipment and play appropriately.
8. Students will stay on the playground and inside the school boundaries.

## **Violation Procedures**

1. Students will be warned if seen violating any of the above rules and may be placed against the wall for a time-out. If the violation continues or is severe, a student will receive a discipline referral slip.

## **HALL RULES**

Students may not be in the building during recess except with permission from a duty teacher.

## **TRANSPORTATION RULES FOR STUDENTS RIDING SCHOOL BUSES**

- 1.** The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly for the safety of all.
- 2.** Pupils shall ride their regularly assigned bus at all times, unless written permission has been granted by school authorities. School authorities should verify with the drivers the availability of extra seating space and will not issue bus passes for non-regular riders if there is no room.
- 3.** Unless written permission from parent has been approved by school authorities, no student shall be permitted to leave the bus other than at his/her regular stop.
- 4.** Each pupil may be assigned a seat in which he will be seated at all times, unless permission to change is given by the school principal and/or driver.
- 5.** Outside of ordinary conversation, classroom conduct must be observed.
- 6.** Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. Eating and/or drinking is not allowed.
- 7.** No pupil will smoke or light matches on a school bus.
- 8.** No pupil shall open a window on the school bus without first getting permission from the school bus driver.
- 9.** No pupil shall at any time extend his/her head, feet, hands, or arms out of the windows whether school bus is in motion or standing still.
- 10.** Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, hair spray, perfume, any type of firearms, straps or pins extending from their clothing or school bags. Also, any type of animal is not permitted on the bus, except for "seeing eye" dogs.
- 11.** Each pupil must see that his books, personal belongings, or musical instruments are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
- 12.** No pupil shall sit in the driver's seat nor shall any pupil be to the immediate left or right of the driver.
- 13.** No pupil will be allowed to talk to the driver more than is necessary.
- 14.** Pupils are to remain seated while bus is in motion and are not to get off or on until the bus has come to a full stop.
- 15.** Pupils must leave the bus in an orderly manner and must obey the directions of the school staff on bus duty. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.
- 16.** Pupils must cross the highway 10 feet in front of the school bus and never behind it.
- 17.** Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due.
- 18.** Self-discipline should be exercised by pupils at the bus loading area. Students should refrain from pushing and shoving other students.
- 19.** Pupils who have to walk some distance along the highway to the bus loading zone, where practical, must walk on the left-hand side facing the oncoming traffic. This will also apply to pupils leaving the bus loading zone in the evening.
- 20.** Students' misconduct on bus will be sufficient reason to discontinue providing bus transportation to those students involved.
- 21.** In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
- 22.** Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
- 23.** Pupils are not to run errands between the bus stop and their home.
- 24.** Parents will be notified in writing of student bus misconduct. They must sign the notice and return it to school before the student is eligible to ride the bus again.

# **COLLEGE PLACE SCHOOL DISTRICT #250 SCHOOL POLICIES AND STATE REGULATIONS**

## **RIGHTS AND RESPONSIBILITIES**

### **BOARD POLICY #3200**

Each year, the superintendent shall develop and make available to all students, their parents and staff handbooks pertaining to student rights, conduct, corrective actions and punishment. Such statements may be developed with the participation of parents and the community. The school principal and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They may also confer annually to establish criteria for determining when certificated employees must complete classes to improve classroom management skills.

All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine.

## **SAFETY AND CIVILITY IN SCHOOLS**

### **BOARD POLICY #3205**

Students and staff learn and work in schools that are free from violence, intimidation, threats, harassment and fear. Because of wise, consistent enforcement of the rules and ethical decision making by both youth and adults, the school environment is attractive to students and creates the most favorable conditions in which to learn.

## **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

### **POLICY PROCEDURE: #3207** Adoption Date: December 16, 2002

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 intimidating 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 many 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 procedures in the district's Sexual Harassment policy.

**POLICY PROCEDURE: #3207**      Adopted: December 16, 2002

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements.

Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

1. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The superintendent or designated compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
2. Regardless of the complainant's interest in filing a formal complaint, the superintendent or designated compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.
3. The superintendent or designated compliance officer shall refer all formal, written complaints of harassment, intimidation or bullying, and other information in the superintendent or designated compliance officer's possession that the officer believes requires further investigation to the Risk Management Team.
4. When the investigation is completed, the Risk Management Team shall compile a full written report of the complaint and the results of the investigation and deliver it to the superintendent. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

5. The superintendent or designee, who is not the compliance officer and/or a Risk Management Team member, shall respond in writing to the complainant and the accused within thirty days, stating:
  - A. That the district intends to take corrective action; or
  - B. That the investigation is incomplete to date and will be continuing; or
  - C. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
6. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
7. If a complainant remains aggrieved by the superintendent's response, the complainant may pursue the complaint as one of discrimination pursuant to District policy, Nondiscrimination or a complaint pursuant to District policy, Complaints Concerning Staff or Programs.

A fixed component of all district orientation sessions for employees, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

## **NONDISCRIMINATION** **BOARD POLICY #3210**

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, or non-program-related physical, sensory or mental disabilities. RCW 49.60 Law Against Discrimination.

Students, and/or parents, staff or other individuals acting on behalf of students of the district are eligible to participate in this complaint procedure. This complaint procedure is designed to assure that the resolution of real or alleged violations shall be directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure shall apply to the general conditions of nondiscrimination policy (Policy No. 3210) and more particularly to policies dealing with guidance and counseling (Policy No. 2140) co-curricular program (Policy No. 2150), and curriculum development and instructional materials (Policy No. 2020). As used in this procedure,

## **GRIEVANCE PROCEDURE** **BOARD POLICY PROCEDURE: #3210P**

Definition: A "grievance" shall mean a complaint which has been filed by a student or by a student's parent, on his/her behalf, dealing specifically with Title IX and Washington Administrative Code (WAC) 392-190 or Section 504 of the Rehabilitation Act of 1973, or Title VII of the Civil Rights Act of 1964. Normal channels of communication, from student to teacher to administrator to board, shall be used whenever feasible, in seeking clarification or questions of concern to the student, before the grievance procedure is utilized.

Purpose: The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. The proceedings shall be kept confidential at each level of this procedure.

Level One: A student with a complaint shall first present it orally and informally to the respondent alleged to be directly responsible for the violation and/or person with the immediate supervisor who is related to the complaint.

Level Two: If the complaint is not promptly resolved, he/she may present a formal claim in writing (including all supporting statement and evidence) to the principal of the school. The principal shall evaluate the evidence and render his/her

decision within 30 calendar days after receiving the complaint. The principal shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint.

**Level Three:** If a complainant remains aggrieved as a result of the action or inaction of the superintendent in resolving a complaint, the complainant may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- A. The date upon which the complainant received the superintendent's response, or
- B. The expiration of the 30-calendar day response period stated in Level Two, whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony, as the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to the complainant.

**Level Four:** In the event a complainant remains aggrieved with the decision of the board, the complainant may appeal the decision to any federal or state agency empowered with the authority to resolve such complaint.

**Withdrawal:** A complaint may be withdrawn by the complainant at any level without prejudice or record.

**Hearings and Decisions:** At each of the above four levels the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of Level One) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

**Reprisals:** No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.

**Preservation of Records:** The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, shall be retained in the office of the Title IX compliance officer for a period of 5 years.

## **FREEDOM OF EXPRESSION** **BOARD POLICY #3220**

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings. The superintendent may develop guidelines assuring that students are able to enjoy free expression of opinion while maintaining orderly conduct of the school.

### **1. Student Publications**

Student publications produced as part of the school's curriculum or with the support of the associated student body fund are intended to serve both as vehicles for instruction and student communication. They are operated and substantively financed by the district. Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Such materials may not: be libelous, obscene or profane; cause a substantial disruption of the school, invade the privacy of others; demean any race, religion, sex, or ethnic group; or, advocate the violation of the law or advertise tobacco products, liquor, illicit drugs, or drug paraphernalia.

The superintendent shall develop guidelines to implement these standards and shall establish procedures for the prompt review of any materials which appear not to comply with the standards.

### **2. Distribution of Materials**

Publications or other material written by students may be distributed on school premises in accordance with procedures developed by the superintendent. Such procedures may impose limits on the time, place, and manner of distribution including prior authorization for the distribution or circulation of substantial quantities of printed material or the posting of such material on school property.

Students responsible for the distribution of material which leads to a substantial disruption of school activity or otherwise interferes with school operations shall be subject to corrective action or punishment, including suspension or expulsion, consistent with student discipline policies.

## **STUDENT CONDUCT** **BOARD POLICY #3240**

The board acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of acceptable behavior;
- B. Respect the rights, person and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Submit to the authority of staff and respond accordingly.

Specifics on conduct may be viewed on the district website at: [www.cpps.org](http://www.cpps.org)

Respect for the Law and the Rights of Others

Compliance with Rules

Alteration of Records and Cheating

Attendance

Alcohol, Chemical Substances and Tobacco Products

Disruptive Conduct

Damage or Theft of Property

Extortion, Assault or Causing Physical Injury

Gang Activity

Leaving Campus During School Hours

Loitering

Vulgar or Lewd Conduct

Weapons and Dangerous Instruments

## **CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS OR PUNISHMENT** **BOARD POLICY #3241**

All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff.

The methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

- A. consistent from day to day and student to student,
- B. balanced against the severity of the misconduct,
- C. appropriate to the student's nature and prior behavior,
- D. fair to the student, parent, and others, and
- E. effective.

### **Exceptional Misconduct**

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

<b>Exceptional Misconduct</b>	<b>Range of Corrective Action</b>	<b>Action That May Be Taken</b>
Possessing and/or using alcohol, illegal chemical substances	Minimum	Short-term suspension, prosecution referral
Threatening or verbal abuse, fighting or fighting words	Minimum	Short-term suspension
Setting fire or damaging school property devises	Minimum	Short-term suspension
Possessing and/or using weapons or explosive devices	Minimum	Expulsion for one calendar year, notification to law enforcement
Possessing/Using Tobacco products	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Disrupting the educational process	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Refusing to follow reasonable directions of staff	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)

**PROCEDURAL DUE PROCESS RIGHTS SHORT-TERM SUSPENSION**  
**BOARD POLICY #3241**

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

**PROCEDURAL DUE PROCESS RIGHTS EXPULSION OR LONG-TERM SUSPENSION**  
**BOARD POLICY #3241**

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within 3 school business days after the date of receipt of the decision. The disciplinary appeal council shall schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the council deems reasonable. Prior to adjournment, the council shall agree to one of the following procedures:

- A. Study the hearing record or other materials submitted and record its findings within 10 school business days;
- B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within 15 school business days; or
- C. Hear and try the case denovo before the council within 10 school business days.

Any decision by the council to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:

- A. Those council members who have heard or read the evidence,
- B. Those council members who have not acted as a witness in the matter, and
- C. A majority vote at a meeting at which a quorum of the council is present.

Within 30 days of receipt of the council's final decision, any parent and student desiring to appeal any action upon the part of the council regarding the suspension or expulsion may serve a notice of appeal upon the council and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

### **READMISSION PROVISION EXPULSION/SUSPENSION**

#### **BOARD POLICY #3241**

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

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

The superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

### **CHILD ABUSE AND NEGLECT PREVENTION**

#### **BOARD POLICY: #3421**

Child abuse and neglect are both a violation of children's human rights and an obstacle to their educational development. The board directs that staff shall be alert for any evidence of such abuse or neglect.

Staff is legally responsible for reporting all suspected cases of child abuse and neglect. For that reason, under state law staff is free from liability for reporting instances of abuse or neglect and are criminally liable for failure to do so. Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.

Specifics may be viewed on the district website at: [www.cpps.org](http://www.cpps.org)

### **POLICY AND PROCEDURES ON DRUGS AND ALCOHOL**

#### **BOARD POLICY: #2121**

The board recognizes that the abuse of alcohol, and the use and abuse of controlled illegal, addictive, or harmful substances including anabolic steroids is a societal problem and may represent impairment to the normal development, well-being and academic performance of students. To ensure the safety, health and well-being of all students, the board is committed to the development of a program which emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary corrective actions. The program will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The program will be age-appropriate and developmentally based for all students in all grades.

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product on the premises of a school of College Place District #250, or at any school-sponsored function.

**Board Policy Procedure:** Adopted September 16, 2002

#### **Intervention**

The goal of the intervention program shall be to eliminate use of alcohol and the use and abuse of controlled, illegal, addictive or harmful substances including anabolic steroids abuse by students. Ongoing in-service will be provided for faculty and staff. Important aspects of in-service training will include dimensions of the family illness and dynamics of the addiction process; enabling behaviors; intervention techniques; children in chemically dependent families; student experimentation, abuse and dependency; parental involvement and community resources; prevention issues and strategies; treatment and aftercare support; and implementation of the program into the classroom/building.

Staff roles for the intervention program are as follows:

- A. Administrators, counselors, selected staff and nurse meet for the purpose of identifying any student(s) who may be in need of assistance. Such staff shall be sensitive to identifying symptoms of substance abuse.

- B. Suspected student(s) shall be referred to the Care Team, consisting of staff members who have exhibited a strong interest in attending to the needs of such students.
- C. The Care Team will meet regularly to review referrals; confer with students and/or parents; collect data; make recommendations for services; and maintain a confidential system of record keeping. Parents will be involved before any action is taken.
- D. The Care Team will provide recommendations for students returning to school from a community inpatient or outpatient treatment programs. Primary aftercare responsibility for students returning from a community treatment program rests with the student, parent and community treatment program personnel. School staff, the student, parent(s) and community treatment personnel will work cooperatively to facilitate the aftercare plan.

### **Corrective Action**

If a student appears at school or at a school-sponsored function demonstrating behavior which indicates that he/she may be under the influence of an addictive substances and/or admits to an administrator that he/she is under the influence of a addictive substances, the school will take the following action:

- A. The parents will be notified.
- B. If the student's illegal use of addictive substances is confirmed, the school administration may request the assistance of a law enforcement official in investigating the source of the addictive substance.
- C. Appropriate school disciplinary action will be taken.

If school authorities find a student in possession of addictive substances at school, the addictive substances will be confiscated and turned over to law enforcement officials for investigation and disposal.

Appropriate school disciplinary action will be taken by a school administrator regardless of law enforcement action.

If a school administrator receives information concerning sales and use of addictive substances outside of school, the information will be reported to law enforcement officials for their investigation.

### **STUDENT POSSESSION OF WEAPONS ON SCHOOL PROPERTY**

#### **Board Policy: #3240**

A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun, personal protection spray device or a dangerous weapon. Violation of this rule with a firearm shall result in a minimum one-year expulsion, unless modified by the superintendent.

#### **Board Policy: #4210**

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.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

School officials shall notify 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.

#### **STATE LAW - RCW 9.41.280**

#### **Possessing dangerous weapons on school facilities -- Penalty -- Exceptions.**

(1) It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

(a) Any firearm;

(b) Any other dangerous weapon as defined in RCW 9.41.250;

(c) Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;

(d) Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect; or

(e) Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

(2) Any such person violating subsection (1) of this section is guilty of a gross misdemeanor.

Any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state's public schools in accordance with RCW 28A.600.010. An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation.

Upon the arrest of a person at least twelve years of age and not more than twenty-one years of age for violating subsection (1)(a) of this section, the person shall be detained or confined in a juvenile or adult facility for up to seventy-two hours. The person shall not be released within the seventy-two hours until after the person has been examined and evaluated by the county-designated mental health professional unless the court in its discretion releases the person sooner after a determination regarding probable cause or on probation bond or bail.

Within twenty-four hours of the arrest, the arresting law enforcement agency shall refer the person to the county-designated mental health professional for examination and evaluation under chapter 71.05 or 71.34 RCW and inform a parent or guardian of the person of the arrest, detention, and examination. The county-designated mental health professional shall examine and evaluate the person subject to the provisions of chapter 71.05 or 71.34 RCW. The examination shall occur at the facility in which the person is detained or confined. If the person has been released on probation, bond, or bail, the examination shall occur wherever is appropriate.

## **REMOVAL OF STUDENT DURING SCHOOL DAY**

**POLICY PROCEDURE: #3124** Adoption Date: December 16, 2002

Law enforcement officers, upon proper identification, may remove a student from school without a warrant provided that the law enforcement officer signs a statement that he/she is removing the student from the school. Residential parents should be contacted as soon as possible when a student is taken into custody.

State law requires that school personnel not remove, cause to be removed or allow to be removed a student from school grounds during school hours without the consent of the student's parent or guardian, unless the employee is the student's parent or guardian, the employee is providing bus transportation, the employee is supervising an extra-curricular activity and providing transportation for the student, or the student requires transportation for emergency medical care and the parent cannot be contacted.

School security personnel may remove a student from school without parental authorization for disciplinary reasons, and anyone officially responding to a 911 emergency call may remove a student without prior parental authorization. School personnel should exercise discretion as to whether the student shall be transported by ambulance or private automobile to a doctor or hospital in case of an emergency, (i.e. accident or illness when the school is unable to reach the parent or their authorized representative).

## **PESTICIDES & SCHOOLS**

### **Parent Notification Law**

Starting in July 2002, a new Washington law requires public schools to provide annual written notice to parents, guardians, and employees about the school's pest control policies and methods. Information includes methods of parental notification and the posting of information at least 48 hours before application of pesticides.

The Local Hazardous Waste Management Program is working with school districts to provide education about the specifics of the law and increase the dialogue about safer alternatives to pesticides. Information about the Integrated Pest Management

and safer pesticide alternatives is available by calling the Natural lawn and Gardening Hotline at (206) 633-0224 or at King County's website: [www.metrokc.gov/hazwaste/](http://www.metrokc.gov/hazwaste/) .

The law does allow for exemptions when students are not in school for at least two consecutive days after the application or in case of emergencies that pose an immediate human health or safety threat, such as an application to control stinging insects.

## **CONFIDENTIALITY (FERPA) NOTICE**

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.  
Parents should submit to the school principal or appropriate school official, written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent believes is inaccurate.  
Parents may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including health or medical staff and law enforcement unit personnel); A PERSON SERVING ON THE School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the parent of the records request unless the institution states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by College Place Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605