

**Darrington Elementary, Pre/K-8  
STATEMENT OF ACKNOWLEDGMENT**

**RETURN TO HOMEROOM TEACHER**

By our signatures below, we state that we have received a copy of the Darrington Elementary Pre/K-8 Parent/Guardian/Student Handbook and have read the information provided therein.

I agree that these policies and procedures are necessary in order to maintain an effective school learning environment.

Student's Signature \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Return to this form to your homeroom teacher. Thanks for your cooperation in keeping our students safe.**



# Darrington Elementary

## Pre-K-8



### Student/Parent Handbook 2016-2017

1075 Fir Street

P.O. Box 27

Darrington, WA 98241

360.436.1313

Fax 360.436.0592

Tracy Franke, Principal

tfranke@dsd.k12.wa.us

## **Darrington School District Mission Statement**

**The Darrington School District, with the assistance of an involved community, will provide education and support so that each student is prepared to succeed in life. (Adopted December 20, 2007)**

### **WELCOME STUDENTS AND FAMILIES**

Each student at Darrington Elementary is unique and has special talents and capabilities. Darrington Elementary is committed to maintaining a learning environment where students are successful in reaching their academic potential while supporting their social/emotional development. Every student will be given equal educational opportunities regardless of race, color, creed, ability or national origin. We believe it is important for students to be educated in an environment that demonstrates tolerance and respect for others.

### **PAX—A BEHAVIOR MANAGEMENT PROGRAM**

Our school has adopted a nation-wide program called PAX. It is a behavior management technique teaching students the ability to sustain attention, self-regulate or self-manage, and to cooperate with others intentionally to create peace, productivity, health and happiness for self and others through timed “games”. PAX is the Latin word for this state of mind. The scientific support and benefits are numerous, but the bottom line is this: The more you do PAX, the more students’ brains are wired with the core cognitive, emotional, and social skills to achieve well academically. PAX happens during any normal school activity, yet it is not curriculum. PAX games are used during math, spelling, science, art, music, PE, in the halls, at recess, on the bus, on field trips, in after-school programs, in assemblies and even in homes and in the community. Rewards move from extrinsic to intrinsic throughout the year as students see their ability to concentrate and raise scores because of the sustained body management. Contact the school if you would like further explanation regarding PAX.

### **DAILY SCHOOL SCHEDULE**

7:45 am	Building opens for breakfast
8:05 am	Classrooms open to welcome students
8:10 am	5 min. warning bell
8:15 am	Class begins
11:05-11:45	1-2 Recess & Lunch
11:25-12:00	PreK & K Recess & Lunch
11:50-12:10	6-8 Lunch & Recess
12:10 - 12:50	3-5 Lunch & Recess
2:45 pm	Dismissal

Please  
remove the  
back page,  
sign, and  
return it to the  
school  
after review of  
the handbook.

Darrington Elementary School Staff

Tracy Franke—Principal  
 Megan Lucas—Counselor  
 Dianne Green—Building Secretary

<u>TEACHERS</u>	<u>POSITION</u>	<u>CLASSIFIED</u>	<u>POSITION</u>
Teri Bauman	Title I Teacher	Heather Baker	Para
Eileen Booth	Sp Needs	Linn Brooks	Cashier
Shawna Brown	Middle School	Kendra Brown	AmeriCorps
Melissa Cumming	Middle School	Margarita Gillette	Cafeteria
Patty Duncan	1st Grade	Kurt Helling	Grounds
Laura Goheen	Music	Laura Helling	COTA
Sue Howard	5 <sup>th</sup> Grade	Donna Jones	Para
Eileen Jones	3rd/4th Grade	Sami Kissinger	Para
Ann Nemnich	LAP/Sp Needs	Diane Meece	Para
Susan Neumann	Kindergarten	Mikie Meece	Office Para
Eileen Porch	Kindergarten	Diane Miller	Para
Cam Ross	Middle School	Henry Miller	Tech
Cory Ross	Middle School	Lorena Miller	Cafeteria
Helen Ross	1 <sup>st</sup> Grade	Tracey Olander	Para
Kathleen Ruddles	4th Grade	Mary Quanttrille	Library Para
Sheya Shields-Sanchez	Art	Demi Ramilo	Maintenance
Roxanne Sappingfield	3rd Grade	Kathy Slate	Nurse/Para
Kim Wiersma	2 <sup>nd</sup> Grade	Valerie Smith	Sp Needs Secretary
		Sandy Tucker	Para
		Samantha Valencia	Custodial
<u>ECEAP</u>		Tiffany West	Para
Suzy Monteith	Teacher	PJ Wieferich	Para
Dayna Wood	Teacher Assistant		
Geneen Cabe	Program Manager Family Support5		

ABSENCE

If your child is absent for any reason, please call or email. The school may call your home/work on the day of a student’s absence if a parent/guardian does not contact the school first. If the school is unable to contact you on the day of the absence, please send a written note with your child on the next school day explaining their absence. Parents/guardians are responsible for obtaining assignments for their child and ensuring that their child completes all assignments.

ATTENDANCE

Daily attendance and active participation in each class is a critical part of the learning process. The following policies and procedures are designed to help students learn responsibility and increase their potential for success.

Darrington School District considers regular attendance to be a necessary part of student learning. It is the district's desire to instill a sense of responsibility in each student that will carry over into the world of work. Students, in concert with their parents/guardians, have the responsibility for establishing and maintaining prompt and regular attendance as prescribed in the compulsory Attendance Law of the State of Washington, **RCW 28A.225.010**. In accordance with this, the following procedures are adopted to ensure regular attendance. Parents will be contacted at 5, 10, and 12 days of class absence.

***Definition of Terms***

***Excused Absences:*** *Valid excused absences are as follows:*

- *Participation in a district or school approved activity or instructional program.*
- *Illness, health condition or medical appointment (including but not limited to medical, counseling, dental, or optometry.)*
- *Family emergency, including but not limited to a death or illness in the family.*
- *Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.*
- *Court, judicial proceeding or serving on a jury.*
- *Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.*
- *State-recognition search and rescue activities consistent with RCW 28A.225.055*
- *Absence directly related to the student’s homeless status.*
- *Absence resulting from a disciplinary/corrective action. (e.g., short-*

term or long-term suspension, emergency expulsion)

- *Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.*
- *The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.*
- Parents/guardians must notify the attendance office in writing or by phone call or email for an absence to be considered excused. The notification from the parent/guardian must include the date(s) of the absence, the reason for the absence, and the parent/guardian signature, if a note is written. **The notification from parents must be received within 3 days of the absence.**

**Unexcused Absences:** Any absence other than those listed above under excused absences is considered an unexcused absence, unless cleared by the principal. Students who leave class before the end of a period without teacher approval will be given an unexcused absence for that class for that day.

**Illness at School or Unscheduled Early Dismissals:**  
**NEVER LEAVE SCHOOL WITHOUT PROPERLY CHECKING OUT WITH THE OFFICE.**

**Prior Permission:** All pre-arranged absences of 3 or more days must include a Prior Permission form, which is available in the attendance office. The student is responsible for completing the form and returning it to the attendance office. Prior Permission absences will count toward the student's 12 total absences per semester. See page 3 of the athletic handbook for school attendance requirements to practice or play in an activity or sport which states the following: A student athlete must be in school attendance all of that day to be eligible to participate in practices or contests, unless arrangements are made by submitting the proper written form at least a day in advance to both the head coach and the school principal (or his/her designee, e.g. athletic director). Students must be in attendance all day on that day or the preceding day if the activity occurs on a non-school day to be eligible to participate in extra-curricular activities (practice and/or games/activities) unless they had completed a pre-arranged absence form for the absence.

**Verification of Absences:**

- A student's absence will be considered excused only when verified by a parent/guardian and the office.

**Citizen Complaint Against a School District or Other School Service Provider**

Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs—Citizen Complaint Procedure for Certain Categorical Federal Programs.

- Find this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>.

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

**Follow steps 1 through 5 to complete the citizen complaint process.**

**STEP 1 Use Your Local Process First**

If you have followed the citizen complaint process of your school district, ESD or school service provider (subgrantee) and are unable to reach a satisfactory solution, use this citizen complaint process through OSPI.

**STEP 2 File a Citizen Complaint Through OSPI**

A citizen complaint must be in writing, signed by the person filing the complaint, and include:

- **Contact Information of the Person Filing the Complaint.** Your name, address, telephone number and email, if you have one.
- **Optional:** If someone is helping you to file this citizen complaint, include **1)** their contact information, and **2)** your relationship to them — for example, family member, a relative, friend or advocate.
- **Information About the School District, ESD or School Service Provider You Believe Committed This Violation.** Name and address of the school district, ESD or school service provider (subgrantee) you think violated a federal rule, law or regulation or a state regulation that applies to a federal program.
- **The Facts — What, Who & When.** Include a description of the facts and dates, in general, of when you think the alleged violation happened.
  1. What specific requirement has been violated?
  2. When did this violation occur?
  3. Who you believe is responsible: names of all the people, and the program or organization involved.
- **Optional:** Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.
- **The Resolution You Expect.** A proposed solution, if you think you know or have ideas about how the issue can be resolved.

**STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI**

Office of Superintendent of Public Instruction

Attn: **Citizen Complaint-Title I, Part A**

P.O. Box 47200

Olympia, WA 98504

Fax: (360) 586-3305

**Citizen Complaint Against a School District or Other School Service Provider**

**STEP 4 OSPI Staff Process Your Complaint**

Once federal program staff at OSPI receive your written complaint, here is what follows:

1. OSPI sends a copy of your complaint to the school district, ESD or school service provider (subgrantee).
2. The school district, ESD or school service provider begins a formal investigation led by a designated employee.
3. The designated employee provides the written response of the investigation to OSPI — within 20 calendar days.
4. OSPI staff will send you a copy of the results of the investigation conducted by the school district, ESD or school provider (subgrantee).

Their response must clearly state one of two results:

- Denial of the allegations in your complaint and the reason for denial.
- Proposal of reasonable actions that will correct the violation.

If you need to provide more information about the allegations in the complaint, send that information to OSPI within 5 calendar days of the date of the response from the school district, ESD or school service provider (subgrantee).

**STEP 5 Final Decision by OSPI**

OSPI will send you the final decision in writing within 60 calendar days of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time.

1. Review all the information gathered related to your complaint. The review could include the results of an independent, on-site investigation.
2. Decide independently whether or not the district, ESD or school service provider (subgrantee) violated a federal rule, law or regulation or a state regulation that applies to a federal program.
3. Provide you with the final decision: Findings of fact, conclusions, and reasonable measures necessary to correct any violation.
4. The district, ESD or school service provider (subgrantee) must take the corrective actions OSPI prescribes within 30 calendar days of the final decision.
5. A citizen complaint is considered resolved when OSPI has issued a final written decision and corrective measures, if necessary, are complete.

**Extend or Waive Timelines**

If you as the complainant, and the school district, ESD or school service provider (subgrantee) named in your citizen complaint agree to extend the timelines, this agreement must be in writing and sent to OSPI within 10 calendar days of the date the school district, ESD or school service provider (subgrantee) received notification from OSPI.

Office of Superintendent of Public Instruction

Attn: **Citizen Complaint—Title I, Part A**

P.O. Box 47200

Olympia, WA 98504



### **USE OF TELEPHONE/MESSAGES**

***Cell phones should be left at home.*** Cell phones brought to school should be kept out sight. If a student uses their phone during the school day, it will be taken and kept in the office until the end of the day. Students will be allowed to use the office phone in case of illness or emergency. The office phone is capable of dialing cell phones of parents/ guardians. Messages for students may be left with the office staff. Messages will be delivered at appropriate times and as soon as possible. Students may not use the office phone to make after school play arrangements.

Students will be called out of class for emergencies only.

### **VANDALISM OR THEFT OF PROPERTY**

Damage, destruction or theft of school (or private students') property will lead to disciplinary action and may include suspension or expulsion. Students who engage in such acts will pay for the repair or replacement of the property including labor costs. Students may also be required to assist in the repair. ***Law enforcement may be involved in any and all acts of vandalism and theft.***

### **VOLUNTEERS IN SCHOOL**

To ensure the safety of our students and staff, all individuals must go through the district's volunteer applications process and be approved before beginning a volunteer assignment.

The application process includes a background check through Washington State Patrol. If you are interested in volunteering please obtain an application from the school office. This is done on a yearly basis.

- Absences must be cleared through the office within 3 days.
- Absences must be cleared by the following:
  - \* Parent phone call for the day of absence.
  - \* Written excuse signed by the parent
  - \* Email notification from the parent.

### ***Excused and Unexcused Absences:***

1. Students (not school personnel) are responsible for providing timely information in regards to absences for which an excused status is requested. The school has the right to deny excuses for patterns of absences (even with parent notes) perceived as excessive. Students are expected to be in school and in class every day. Many instructional methods are used that require student participation—if students are absent they miss out on learning.

For example, the school may request that a written doctor's note/statement be submitted to the school explaining the condition/diagnosis preventing the student from attending school and the anticipated date of return to school before excusing further absences.

2. 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. An exception would be 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.

3. An excused absence shall be verified by the parent/guardian, adult, emancipated or appropriately aged student, or school authority responsible for the absence.

4. 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 may be held after two unexcused absences within any month during the current school year.

If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging violation of **RCW28A.225.010** by the parent, student or parent and student no later than the seventh (7<sup>th</sup>) unexcused absence within any month during the current school year or upon the tenth (10<sup>th</sup>) unexcused absence during the current school year.

### ***State Law Truancy***

Washington State's truancy law, known as the Becca Bill, requires the

school/district and the juvenile court to take specific actions when youth are truant. Consistent with RCW 28A.225.030, all students will attend and be punctual at regularly scheduled classes unless officially excused.

- After **one** unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After **two** unexcused absences, the school is required to initiate a parent conference to improve the student's attendance.
- After **five** unexcused absences in a month, the parent and school must enter a contract to improve the student's attendance.
- After **seven** unexcused absences in a month, or **ten** days unexcused absences in an academic year, the school district may file a truancy petition with the juvenile court.

If the student is not in compliance with a court order resulting from a truancy petition, the school is required to file a contempt motion.

### **ADDRESS CHANGE**

Any change of address, telephone number, email address, or emergency contact information should be given to the school office for your child's records. Unlisted phone numbers will be kept in strict confidence.

### **BIRTHDAY CARDS/PARTY INVITATIONS**

The staff of Darrington Elementary asks that parents distribute birthday cards/party invitations via mail or outside of school. Such distributions can be distracting to the educational process.

### **BREAKFAST AND LUNCH PROGRAM**

The school breakfast and lunch program, operating under the regulations of the National School Lunch Act, is open to all students enrolled in school. Parents are encouraged to attend school and eat lunch with their child whenever the opportunity is present. Applications for free and reduced lunch are available in the school office. A lunch menu will be sent home each month. The menu will be posted in each classroom and on the bulletin board by the office. Parents/students can deposit any amount of money into the student's meal account. At mealtime, each student will enter their account number into the computer. ***Students participating in the free/reduced meal program cannot be singled out or identified using this system; every student enters a number on a keypad.*** The price of the meal will be deducted from the student's account. Notice will be given to the students when their account is low.

aisles.

- For safety reasons, students are asked not to talk to the driver (while driving) more than is necessary.
- Students are to remain seated while the bus is in motion and not to get on or off until the bus comes to a full stop.
- Students must cross the highway only in front of the school bus and never behind it.
- Students are to remain in view of the driver at all times.
- Students should arrive at the bus stop on time. They should not stand or play on the roadway while waiting for the bus.
- Emergency exit procedures will be clearly explained to all riders.

### **SCHOOL WIDE TITLE 1A**

Darrington Elementary is a School Wide Title 1A School. Title 1A is a federally funded program that serves students in grades kindergarten through 8th grade. The intention of the School Wide Title 1A Program is to support lower achieving students through supplemental instruction. For more information, please contact Tracy Franke, Principal, at 360.436.1313.

### **SKYWARD FAMILY / STUDENT ACCESS**

We encourage you to use Family Access on the Darrington School District Website:

<http://www.dsd.k12.wa.us/> to check on lunch account balances, missing assignments and other student information. Contact Dianne Green at 436-1313 to activate Family Access or for help with any of the features. A current email address is required.

### **SPECIAL EDUCATION SPECIALISTS**

The Darrington School District provides access and services to the following specialists: Speech & Language Pathologist, Occupational Therapist, and School Psychologist. These services are available to identified students who have speech, communication, motor, and learning needs. Please call Val Smith for questions regarding Special Education at 360.436.1140.

### **TARDINESS**

Students may arrive at 7:45 am for breakfast. Other students should arrive at 8:05 to be ready to be seated and ready to learn at 8:15. Students who arrive after 8:15 must check in at the office for an admit slip.

### PROHIBITED ITEMS

- Items such as tablets, electronics, water guns, weapons, matches, glass containers, etc. may not be brought to school.
- **Animals must have required vaccinations prior to obtaining permission for them to visit the campus.**
- Dangerous and hazardous items such as knives, guns, and noxious, irritating (including bottles/containers of cologne or perfume as a product like AXE can cause allergic reactions) or poisonous chemicals are not allowed at school. *Their possession will result in serious disciplinary consequences up to and including expulsion and arrest.*
- Weapons and replicas of weapons are prohibited, along with any other item fashioned with the intent to harm, threaten or harass students, staff members, parents, and patrons. *Their possession will result in serious disciplinary consequences up to and including expulsion and arrest.*

Please explain and discuss this policy with your child. Encourage them to report to school officials if they know about other children bringing weapons or other dangerous items to school. Your assistance will help Darrington Elementary continue to be a safe place where children can learn.

### SCHOOL DISTRICT BUS RULES -- [WAC 392-145-035]:

The driver is in full charge of the bus and must be obeyed at all times. Students not cooperating may not be allowed to ride the bus. All students, whether regular bus riders or not, will ride buses for field trips. All students must follow the direction of the driver.

- Students must ride their regularly assigned bus at all times, unless a signed note from home or the office is given to the bus driver granting permission to do otherwise.
- Unless permission is granted by parents, students are to leave the bus only at their regular stop.
- Each student may be assigned a seat in which he/she will be seated at all times.
- Outside of ordinary conversation, classroom conduct is expected.
- Eating is not permitted on the bus.
- Students are to keep their heads, arms, and hands inside the bus.
- Students are to assist in keeping the bus clean.
- Students are not allowed to have in their possession items that may cause injury to other students, such as sticks, knives, breakable containers, firearms, matches, lighters, etc.
- No animal, reptile, fish, or fowl is permitted on the bus, **except** Seeing Eye dogs.
- Students must see that their books and belongings are kept out of the

### MEAL PRICES

Breakfast	Pre K-8	\$1.75	Lunch	Pre K-6	\$2.75
Breakfast	Adults/Guests	\$2.25	Lunch	7-8	\$3.00
Breakfast	Free & Reduced	\$0.00	Lunch	Adults/Guests	\$4.00
			Lunch	Reduced Pre/K-12	.40

Milk Prices: Students—\$.65, Adults—\$.75 daily (Included with lunch.)

***Pop and energy drinks are not allowed in the lunchroom.***

### CHILD FIND

Darrington School District is responsible to locate, evaluate, and serve any child with special education needs from birth through 21 years of age. If you know of any child who may need special education or if you have questions about the services that can be provided, please contact Val Smith @ 360.436.1140 or write for information: Darrington School District, Special Education Department, PO Box 27, Darrington, WA 98241

### COMPUTER/INTERNET ACCESS

Students will have access to the internet in their classrooms, the library, and on Chromebooks. This access will be supervised by school staff and carefully monitored. Students may use the internet for educational purposes only. A signed Computer User Agreement must be returned to school before a student can use the internet or any district technology equipment. Students will be assigned a district email account to access Google Classroom. For students' protection, the email accounts will only send/receive email from school district accounts.

### CONFERENCES

Parent conferences will be held in the fall and in the spring. At any time during the school year parents or students are encouraged to contact teachers before or after school, or request the teacher call the parent/guardian to set up an appointment to obtain information. Please ask your student's homeroom teacher about email communication as well.

### COUNSELOR

The school counseling program provides a variety of services to students, teachers and parents, both in classrooms with teachers and in their own offices with parents and/or children. Counselors are professionals who schedule their days to seek better ways of helping children enjoy school. They help children develop the social and academic skills needed to become successful people. They help children learn new things about

themselves and the world around them. Our counselor is in our building Monday through Friday. We also partner with Catholic Community Services which provides counselors two days a week. Please contact Megan Lucas for more information @ 436-1313.

### **DISCIPLINE**

A number of factors must be considered in determining the degree of disciplinary action to be taken. Some of these factors include the severity of the misbehavior, the age of the student, and the student's disciplinary history. Families will be contacted by phone when disciplinary action is required; however, as a preferred method of communication, a meeting may be scheduled with the teacher, parent, student, counselor, and principal.

In an effort to correct inappropriate student behavior, either in the classroom or in the other areas of the school, the principal and staff have set up procedures that will first attempt to teach students the appropriate behavior. The procedures also provide needed consequences to provide a safe and orderly school for all students.

### ***Expulsion***

Expulsion is the exclusion from school or individual classes for an indefinite period of time. A student may be excluded from school prior to a hearing without other forms of action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff or administrators or is a substantial disruption to the educational process. Please reference the complete district policy for further expulsion policies on the district website.

### ***Harassment, Intimidation, and Bullying***

The district is committed to establishing a safe and civil education environment for all students that is free from harassment, intimidation, and/or bullying. "Harassment, intimidation, and/or bullying" means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property,
- Has the effect of substantially interfering with a student's education,
- 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.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, draw-

### **PERSONAL PROPERTY**

All personal property should be left at home. This includes, but is not limited to, any electronic device, (cell phones, tablets, MP3 players, handheld electronic games), sporting equipment, skateboards, candy, toys, and skates. These items can be distracting, dangerous, and disrupt a positive learning environment. The school is not responsible for lost or stolen items.

- **The school will not be responsible for personal items brought to school that are lost or stolen.**

### **PHYSICAL EDUCATION**

The goal of physical education at Darrington Elementary is to grow mentally, physically, socially, and emotionally through participation in games and sports. Traits to be developed include cooperation, empathy, fair play, sportsmanship, honesty, safety, respect, leadership, and the ability to follow directions.

### **PLAYGROUND RULES**

Playground rules are based on promoting safety and respect for everyone using the playground. Students have the responsibility to make the playground safe by not hurting or threatening anyone, and by using the equipment safely.

#### **To ensure everyone's safety during recess:**

- Students may enter the building only with permission,
- Students may use only the cafeteria restrooms,
- Students are to play within fenced area, but not on high school fields; dugouts are off limits,
- Balls may be thrown and kicked only on the little league field,
- Sliding is limited to one student at a time, while seated, and going only downward in a feet-first position,
- Rock throwing of any kind is not allowed,
- Walking on top of monkey bars is not allowed,
- No running in the chip area,
- Personal equipment is limited to baseball mitts.

#### **To ensure respectfulness toward everyone:**

- Students will treat equipment, the playground, and building with care,
- Students will help maintain a clean playground,
- Students will dress in a way that is sufficiently warm and appropriate to the equipment or playground activity involved, and
- Students will use only language that is respectful and appropriate for school.

Para-educators monitor playground activity and are available for help if a student is having a problem.

- Put into operation programs, activities and procedures for the involvement of families in all of its Title I schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
- Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing of effective parent involvement activities to improve student academic achievement and school performance.
- Build the school's and family's capacity for strong family engagement;
- Coordinate and integrate Title I family engagement strategies with parent involvement strategies under other programs, such as ECEAP;
- Conduct, with the involvement of families, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title I funds including: identifying barriers to greater participation of families in Title I-related activities, with particular attention to participation of families with limited English proficiency, families with disabilities and families of migratory children; and
- Involve the families of children served in Title I, Part A schools in decisions about how Title I, Part A funds, reserved for family engagement, are spent.

### **PERSONAL HEALTH AND SAFETY MEDICATION**

Darrington School District medication policy requires that medications shall be administered during school hours only when required for the student's health. Any student who is required to take medication (**prescription or over the counter medication**) during the school day must comply with the following regulations:

- Written orders by a licensed prescriber must be provided, including name of medication, dosage, method, side effects,
- Release of liability to the school district must be signed by the parent/guardian,
- Medication must be in the original pharmacy or over the counter container with the name of the medication and dosage. The medication must come to school correctly labeled by the prescriber or pharmacist.

ings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images. Harassment is not necessarily students engaged in conflict.

### ***Prevention***

The district will provide students with strategies aimed at preventing harassment, intimidation, and/or bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

For more information regarding this policy you may contact the school or administration office.

### ***Suspension***

A student may be suspended in school or out of school for up to and including 10 school days for willful and repeated violations of school rules. The district may require a student to attend school during non-school hours as an alternative to suspension. When students require this level of disciplinary action, parents/guardians will be asked to meet with the principal, the classroom teacher and counselor. An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. Every reasonable effort, by personal contact or mail, will be made to notify the parents promptly of a suspended student.

***While under suspension, a student may not attend after school activities, be present on district property, or participate in activities directed or sponsored by the district.***

Schoolwork missed by a student while on suspension may be made up upon the student's return to school.

### ***Threatening Behavior***

The Darrington Elementary staff and educational community are committed to sustaining and enhancing a positive climate while working to decrease disruptive, dangerous, and disrespectful behavior within our school. At school we are much more sensitive to threats of violence *and even the use of imaginary guns or weapons*. There is now an emphasis on student behaviors that are not tolerated in a school setting. State statutes and school board policy are very clear about not tolerating any threat in any manner. Students who make threats may be suspended or expelled from school. The staff of Darrington Elementary asks each parent to discuss the seriousness of these actions with their students.

### **DIRECTORY INFORMATION**

The school may release certain personally identifiable information without written consent from a parent. Examples are: photos for *The Log*, the school newsletter, website, Facebook, Twitter or other newspapers or lists of students receiving special awards or honors. **IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO REQUEST IN WRITING THAT THE SCHOOL NOT RELEASE THIS INFORMATION. A Permission to Publish form is sent home at the beginning of each year.**

### **DISTRICT RESPONSIBILITY FOR STUDENTS BEFORE AND AFTER SCHOOL**

**Before School** - The district is responsible for students when they board the school bus. The district's responsibility for non-school bus riders begins upon arrival at the school on school days. ***Students are not permitted on campus earlier than 7:45 am as there is no supervision until that time.***

**After School** - Students are to return home directly after school unless they are participating in a school activity or a parent/guardian has made explicit arrangements and coordinates with the student's teacher and/or office before they leave school on that day. ***After dismissal students need to follow family plans. They should only remain on campus if they are involved in a planned school activity. There is no other supervision provided after school hours.***

### **DRESS CODE**

The following rules comply with WAC. 392-400-210. Students who do not meet these requirements will be asked to change or be sent home to change. Administrative discretion will determine appropriateness.

Several items need to be considered: neatness, cleanliness, safety, health, modesty, and vulgarity. A student's dress and grooming shall not be regulated except in the following instances:

- A health or safety hazard shall be presented by the student's dress or appearance. It is recommended students **not** wear shoes that expose their toes.
- The student's dress or appearance shall create a disruption of the educational process at the school.
- In keeping with our "no use" message, no articles of clothing or accessories shall be worn depicting any drug, alcohol or tobacco product, or drug or alcohol paraphernalia or message.
- Clothing that advertises violence or uses profanity shall not be worn. Obscene representations of any kind are not acceptable dress.
- Sexually suggestive or supportive clothing including halter-tops, sports bras, spaghetti straps or less than a 2 inch strap or T-shirts that reveal a

your child's clothing. Lost and found items are kept in the cafeteria. Unclaimed clothing items left at school are "recycled" for our families who need them or sent to a charitable organization on a bi-monthly basis.

### **OTHER SCHOOL EXPECTATIONS**

Students are taught and retaught PAX expectations throughout the school year. In addition to these expectations, students must understand and follow the following expectations:

- Student behavior shall not disrupt the educational environment at any time.
- *Pushing, kicking, tagging, wrestling, chasing, fighting, or pretend-fighting are not permitted at school.*
- Toys and balls from home should not come to school. Jewelry and valuables should not come to school.
- Students may not use or have in their possession: tobacco, illegal drugs/paraphernalia, or alcohol on school premises or at any school sponsored activity. Violations of this rule will result in suspension or expulsion, and the student may be required to participate in a drug prevention program.
- Hazing, verbal, physical or written harassment of students or school personnel is not permitted.

### **FAMILY ENGAGEMENT—TITLE 1**

The Board recognizes that family engagement contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, family and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Family engagement means the participation of family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that families:

- Play an integral role in assisting their child's learning;
- Are encouraged to be actively involved in their child's education at school; and
- Are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

The board of directors adopts as part of this policy the following guidance for family engagement. The District shall:

need to take the necessary time to complete their homework. This will help them progress in school. If you have any questions about homework, please call your child's teacher.

### **INSPECTION OF STUDENT RECORDS**

All student records maintained by the school are confidential and are open for inspection only by the parent/guardian.

Education records are those records that are directly related to the school and are maintained by an educational agency or institution. Requests for review of these records by the parent/guardian shall be accommodated within a reasonable period of time. The school will also respond to reasonable requests for explanations and interpretation of the records. If the parent/guardian requests, the school will provide a copy of the student's records (a fee may be charged) pursuant to Washington law. If a parent believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he or she may ask the educational agency or institution to amend the records.

### **LEAVING THE SCHOOL GROUNDS**

Students may not leave the school during the school day without clearance through the office. A note from the parent/guardian to the school will be required in advance. Leaving school grounds without permission will result in disciplinary action.

**Students will not be released to anyone except their parent/guardian or as designated on Emergency Contact List, without a written request from the parent/guardian submitted to the school.** Parents who desire that their child go home with another student, be picked up by a different adult, or go to a babysitter after school, must provide such information to the school before the change in the student's daily routine.

### **LIMITED FORUM**

All activities involving students during student contact time are related to the district's established curriculum. All school sponsored extra-curricular activities require staff supervision. Please see the superintendent/principal regarding any questions pertaining to limited forum.

### **LOST & FOUND**

All coats, jackets, P.E. clothes, and other items that could be lost throughout the school year should have some identification on them. Please label

student's chest, cleavage, or midriff are prohibited.

- Leggings should be worn with shirts or tops that cover to the thigh.
- Outfits which are too revealing or suggestive are not appropriate. Clothing articles that inappropriately reveal body areas of the shoulder, back, chest, waist, and upper thighs are prohibited.
- See-through clothing and clothing that has excessive rips, tears or holes is not permitted. All undergarments are to be covered.
- Pajamas are limited to school spirit days or designated classroom parties.
- Oversized or excessively baggy clothing like pants, shorts, shirts that sag or slouch; trench coats.
- Pants or shorts worn below the waistline or that show the student's underwear.
- Any other clothing items or personal property deemed as disruptive and/or unsafe by school staff.

### **EMERGENCY DISMISSAL**

It may occasionally be necessary to close school early due to weather conditions, power failure, or other reasons. In any of these events, the students will be sent home. This information will be broadcast over local television and radio stations, Facebook & twitter. We realize that many families work or often have plans that will keep them away from home for the day. Families should inform their children of their family plans for the day with instructions for them in case of emergencies. It is also essential that your child's emergency contact information be current in the office. ***Keeping contact information current, complete with the names of people who are permitted to pick up your child, is essential.***

### **ENGLISH LANGUAGE LEARNERS**

The Darrington School District provides services for students who have English as their second language. The district will also provide translators to assist families with registration, parent-teacher conferences and general school information when required.

### **EXCLUSION OF CHILDREN FROM SCHOOL FOR CONTROL OF COMMUNICABLE DISEASES**

If your child has any of the following communicable diseases, please notify the school and follow these protocols:

Chicken Pox – Students may return when all pox are scabbed over and student does not have a fever. Students will need to be out of school a minimum of 5 days after rash appears.

Impetigo – Students may return to school when lesions are healed.

Influenza – Students are running a fever or who have an upset stomach must remain at home for at least 24 hours after they have had no fever without medication.

### **EXTRA-CURRICULAR – GRADES 6-8 INTERSCHOLASTIC ATHLETIC REQUIREMENTS**

Interscholastic athletic activities are open to all students who satisfy the requirements of the Washington Interscholastic Athletic Association (WIAA) and the Public Schools. (A detailed outline of Athletic Guidelines is available in the athletic handbook.)

To be eligible students must:

1. Purchase an ASB card.
2. Have a current physical on file.
3. Turn in all equipment and pay any fines from the previous sport.
4. Turn in an emergency medical authorization form.
5. Meet all scholastic requirements.
6. Provide proof of insurance.
7. Sign and return Notification of the Athletic Code and General Athletic Procedures Form.
8. Sign and return the “Permission to Participate” form.

### **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES** **(Sports and Club Membership)**

- A student must be in school all day to be eligible to participate in practices, contests, concerts, competitions, or performances unless the absence is pre-approved in advance with the head coach, sponsor, or advisor and excused by the principal.
- A student may be receiving a “1” in 1 class but must be passing all others. During the time that the student is ineligible, he/she may participate in practices but may not participate in contests, concerts, competitions, or performances.
- Any student whose name appears on the “ineligible” list will not be eligible for participation in games or other extra-curricular activities.
- The status of warned or ineligible remains in effect until the student brings their grade up to passing. A student may be eligible if an eligibility report is signed prior to a game/activity.

### **EQUIPMENT AND UNIFORMS**

Students are responsible for the replacement of lost and/or damaged equipment and uniforms.

### **FAN BEHAVIOR/SPORTSMANSHIP**

Good sportsmanship is expected of all school students. Much of our school's reputation is based on the sportsmanship displayed at interscholastic athletic contests. We expect students to back our teams with enthusiasm and to treat our guest teams, fans, and officials with respect. Booing of players and officials is poor sportsmanship and is never proper. Students attending school-sponsored athletic contests are subject to school rules and regulations. School guidelines also apply for student spectators at all athletic events on school grounds.

### **FIELD TRIPS**

Field trips may be scheduled throughout the year for educational purposes. All students are considered to be “in school” while participating in district-sponsored field trips. This means that students are subject to school expectations, rules, and consequences. We encourage family to help chaperone field trips; however we ask that siblings remain in the care of others at home or in school. Field trip permission slips will be sent home for each scheduled field trip. This permission slip must be signed and returned to school before your child will be allowed to go on the field trip. Adults who chaperone or volunteer in the building will be required to fill out a volunteer application and pass a free criminal background check. This needs to be done at least one week prior to the field trip to allow time for processing.

### **FINES**

Students will be issued books and other materials belonging to the school. Fines will be assessed for any lost item or any excessive wear and tear. In the event that books or equipment are lost or destroyed, students will be charged the replacement cost or asked to replace a damaged item with a new one.

### **EMERGENCY DRILLS**

Drills will be held regularly for fire, earthquakes, evacuation and lockdown. Students will leave during a fire drill by fire exits indicated on the fire exit plan, which is posted in each classroom and all main meeting areas. Teachers will instruct students for each particular type of drill on the correct procedures, and appropriate behavior will be expected.

### **HOMEWORK**

Homework that is assigned to your child is a reinforcement of what they have already learned in class. The extent of understanding of a concept varies from student to student. Homework varies between grade levels. Students