

PE ELL SCHOOL DISTRICT NO. 301

**Post Office Box 368
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(360) 291-3244**

Board of Directors

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District Administration

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INTRODUCTION

At Pe Ell School we believe in honesty, integrity, self-discipline, respect, and love of knowledge. These standards guide our actions. We believe in student achievement and to that end, that success for all students is not a dream but rather happens because of a plan. Furthermore, we strive to help students develop purposeful strategies toward their career pathway so they become passionate about their own plan for success. I will attempt to do my very best at all I try to do. If I do, I will live up to the Trojan standards of:

- Prepared
- Respect
- Integrity
- Determined
- Engaged

As a student,

I commit to: attend class regularly; work as hard as I can in class; help keep the school safe; ask for help when I need it; and to respect and cooperate with adults and other students.

I need: caring teachers and staff, people who believe I can learn; a school that is safe; respect for me as an individual; and an environment focused on learning.

As a parent/caring adult,

I commit to: have high expectations of my child, help my child attend school and be on time, keep track of my child's progress, assist my child in solving conflicts in a positive way, work with teachers and school staff in supporting and challenging my child, and respect school staff and work with them when conflicts arise.

I need: teachers/staff who respect my role as a parent/caring adult; communications from the school, to monitor my child's progress; respect for me as an individual; and a community that supports families.

As a staff person (Teachers, support staff, or administrator),

I commit to: have high expectations of myself and my co-workers; communicate and work with families, to assist student learning; provide a safe environment for learning; and respect cultural differences of students and their families.

I need: students who are ready and willing to learn; respect from students, families, and other staff and administrators; assistance from parents and administration, to remove barriers that prevent me from doing the best for my students.

**Pe Ell School
Mission Statement**

As a central part of a caring community, the Pe Ell School District works partnership with students, parents, staff and community. Dedicated staff members strive to provide and support an inclusive educational environment. Our goal is to prepare and challenge each student with the education needed to be a successful and respectful citizen in a changing world.

ASB ACTIVITY CARDS

Student Activity Cards are available at the school office. The activity card allows students to attend all Middle School and High School sporting events. Activity cards are \$10.00 for (1-5) students. Kindergarten students get in free.

POSITIVE REWARDS FOR BEHAVIOR

Every two weeks we will have a High Five Award Assembly recognizing positive student behaviors.

ORGANIZATIONS

PE ELL TROJAN BOOSTER CLUB -- We invite parents, staff, and community members to join the Pe Ell Trojan Booster Club. The mission statement of this organization is:

The Pe Ell Trojan Booster Club is an organization dedicated to providing all students, in academics and in sports, the “opportunity of experience”.

The members of the Pe Ell Trojan Booster Club accept the responsibility to care for, support, and encourage the growth of all students so that they may reach their fullest potential in our school community.

We acknowledge that each person should encourage students to learn the values of leadership, teamwork, and sportsmanship. Thus, creating the opportunity for all students to become a positive, model-citizen of our community, society, and world.

PE ELL TROJAN BOOSTER CLUB SCHOLARSHIP FOUNDATION -- “The mission of the Pe Ell Trojan Booster Club Scholarship Foundation organization is to expand educational opportunities for local students by involving and assisting the community in a demonstration of our confidence in their educational potential and our desire to encourage and support their continuing educational achievement after high school.”

Intervention Room-- The Intervention Room is for students who need time to "get it together." Is some type of behavioral, emotional, or social situation was preventing the student from being successful in class. The Intervention Room is staffed the entire school day. The adult in the room will help the student to process through the situation and return to class in a timely fashion. The room utilizes Positive Behavior Support Systems.

NON-DISCRIMINATION

Pe Ell Elementary School provides equal educational opportunity and treatment for all students in all aspects of the academic and activity programs without regard to race, creed, color, national origin, sex, marital status, previous arrest or incarceration, or non-program related physical, sensory, or mental handicaps.

ATTENDANCE

Regular school attendance for your child is an important parental responsibility and students are expected to comply with district attendance requirements. State law requires students to be prompt and have regular attendance at school. If it becomes necessary for your child to stay home because of illness, phone the school office (291-3244) to report the absence.

Washington State law requires that enrolled students between 6 and 18 years of age attend school. Schools are required to keep records of excused and unexcused absences. Absences for health, family emergency, school activities, prearranged absences approved by the principal, and absences for disciplinary reasons are excused absences. All other absences are unexcused absences and may result in disciplinary action including referral to courts for habitual truants.

Attendance requirements are currently in effect that require schools to: 1) Notify parents and students of the compulsory attendance law each year; 2) inform parents after any unexcused absence; 3) conference with parents after two unexcused absences within any one month; and 4) take steps to eliminate or reduce an individual's absences.

If actions taken by the school are not successful in substantially reducing an enrolled student's unexcused absences from school, not later than the seventh unexcused absence by a child within any month or not later than the tenth unexcused absence during the current school year, the District shall file a petition for a civil action with the juvenile court alleging a violation of the truancy laws.

EXCESSIVE EXCUSED ABSENCES -- The District may initiate court petition procedures beginning with a parent conference at fifteen percent (15%) absence rate and resulting with a court petition in cases of excessive excused absences which adversely effect the student's educational progress. For the purpose of this policy, excessive excused absence for the purpose of filing a petition may be defined as excused and unexcused absences exceeding twenty percent (20%) of any given quarter or trimester of the school year.

ABSENCES -- We offer a parent absence verification program. The purpose is to inform you that your child has not reported to school. A form will be sent home explaining the program.

Upon returning to school from being absent, the student must have a note written to the teacher the day he/she returns stating when and why he/she was absent.

Other absences, such as out of town trips, attending church or educational events, may be considered excused if the parent plans for the absence by requesting permission from the Principal and getting assignments in advance.

PLANNED ABSENCES -- The provisions of this section apply to planned absences of three or more days in length. It is the student's responsibility to make up all work that will be missed. Failure to make up the work may adversely affect the student's grade. Some activities or exercises that the student misses may be of a nature that would not allow the student to make them up; i.e., speakers, films, etc. Students who are anticipating a planned absence should notify their teacher to formulate a plan to make up the work they will miss.

TARDINESS -- Punctuality and promptness are desirable traits to develop. Every student has the responsibility to be at school and in class on time. Pupils late for school must check in with the office for a tardy slip.

School begins at 8:30 a.m. Please do not arrive before 8:15 a.m.

Parents, you play a big part in the success of your child's day. Start your child off with a good breakfast and see that he/she arrives on time.

Excused Absence -- All absences that are to be excused must be excused within 24 hours of the absence at 291-3244. Notes, phone calls, emails are accepted unless an attendance contract has been set up for excessive excused absences. An absence for illness, bereavement, a doctor's appointment, a family emergency or a religious/cultural related event may be excused. School approved activities and disciplinary actions will also be considered excused. Other absences may be excused by using a prearranged absence sheet.

***Excessive excused absences will result in contact with the parent or guardian and restrictions on acceptable reasons for non-attendance.*

Process for Excessive Excused Absences:

Step 1: Five days (Academic year)

Identify student(s) – review and monitor by the community truancy board.

Step 2: Eight days (Academic year)

Letter #1 – reminder of impact on learning. Community truancy board will put student on the “On watch list” as a letter will be sent home.

Step 3: Ten days (Academic year)

A conference will be scheduled with parent and child for the purpose of identifying the barrier to regular attendance.

Step 4: Twelve days (Academic year)

Letter #2 – Parent(s) or guardian(s) are asked to come in for a conference. A Letter of Verification from a Health Care Provider may be requested. Parent(s) or guardian(s) are informed about the truancy law in this letter.

If within five days of sending letter #2, the parent or guardian has not scheduled a conference with the community truancy board, a second request for a conference will be sent by certified mail. This letter will state the time and location for the conference and invite the parent or guardian to attend. At the conference, which is to be conducted by the building administrator/designee, solutions to the attendance problem will be explored.

Step 4: Twenty days (year to date)

Letter #3 - If parent does not make contact and/or provide Health Care Provider verification or attend scheduled conference, a truancy petition may be initiated.

UNEXCUSED ABSENCES: An absence is unexcused if the excused absence process is not followed. Sleeping in, missing a ride, trips w/o prearranged clearance, etc. will result in an unexcused absence mark on attendance.

An unexcused absence is the result of the failure of a parent or legal guardian to provide the school with a written excuse stating the reason for a student's absence, or a student leaving school without checking out at the office. Checkouts require either a note signed and dated by a parent or guardian submitted to the office prior to the student leaving campus, or the parent or guardian must personally check the student out, or the parent or guardian must telephone the school and speak with the administration or adult office personnel.

Although left to individual teacher discretion, teachers may refuse to accept make-up work if the absence is unexcused. It is recognized that on occasion a student will forget to bring a note the day following an absence. The student will be allowed five school days following their return to bring an excuse from their parent.

Process for Unexcused Excused Absences:

Step 1: First unexcused absence

Phone call to home.

Step 2 : Two unexcused absences in one month

Conference scheduled

Step 2: Fifth unexcused absence

Unexcused absence letter with request for conference. If parent does not make contact or attend conference, may start court truancy proceedings.

Step 3: Seven to ten unexcused absences (7 per month/10 per year)

File truancy petition.

Step 4: Follow up with contempt if indicated

Prearranged Absence -- A student who knows in advance that he/she will be absent from school (3 or more days) should bring a note to the office requesting to be absent at least five days prior to the anticipated absence. The office will issue a "Prearranged Absence Form" to the student that the student will hand carry to his/her teachers in order to get make-up assignments in advance. Those assignments should be submitted upon returning to school or when agreed upon with the teacher.

Credit/Promotion -- When a student's absenteeism exceeds the number of allowed absences in each course, the school may act to deny credit or promotion. The number of allowed absences per class/course is 18 periods per year or 9 periods per semester or 18 days for Elementary; school related days do not count towards this total. The total includes excused and unexcused absences.

When the 18 period limit has been reached, the course credit will be suspended pending a review hearing.

Process Steps-

1. The review board will meet.
2. The Principal, Counselor, Course Teacher, and a Non Course Teacher will review the grade, the student's attendance and other pertinent information to determine whether credit will be granted or denied.

3. Upon decision, the review board will notify the parents in writing of the intended action.
4. The parent/student have the right to appeal loss of credit/promotion decisions. The appeal must be in writing and submitted to the Principal's office within 10 days noted on the loss of credit notification. The appeal committee will review the appeal within 5 days.
5. The Superintendent, Principal, and one School Board Member, will review the student's grade, the student's attendance, and other pertinent information to determine whether credit will be granted or denied.
6. Upon decision, the appeal board will notify the parent in writing of the intended action. Any and all decisions by the appeal committee are final.

*If the 18 absences are medical in nature, the school nurse will be a part of the review board.

*Attendance Contracts can be used to correct/monitor absenteeism.

*The Truancy matter could also be referred to Lewis County Juvenile Court, per the BECCA Bill.

Early Dismissal -- A student needing to leave school during the school day must bring a signed request from his/her parents or guardians specifying the dismissal time and expected time of return when applicable. This early dismissal request must be submitted to the office before school begins so teachers can be informed and the absence recorded as excused. When time for the early dismissal arrives, the student is expected to officially check out of school through the office before leaving.

Late Arrival -- If a student arrives at school after 8:30a.m., he/she must report to the office before going to class. A written excuse will be required or the absence will be unexcused until a written excuse is received.

Checking Out of School -- Students are never to leave school before 3:00 P.M. without first checking out through the office. If it becomes necessary for a student to leave during the school day, written permission from the parent or guardian is required and must meet the "Simple 7" Excused Absence definition.

* Phone calls will not work to excuse students. For liability/security reasons, the school needs written documentation to excuse students during the active school day.

*Students who are checked out-MUST leave the school building immediately, loitering is not permitted.

CHANGE OF ADDRESS OR PHONE NUMBERS -- Please keep our office records up-to-date. Let us know of any change, even if only temporary.

LOCKERS

Each student will be issued a locker or cubby at the beginning of the school year, and each student will be held accountable for both the contents and appearance of such to which he/she is assigned. If, for some reason, your locker does not function properly, please inform the office so that maintenance staff can repair it.

In order to discourage theft, students are cautioned not to bring large amounts of money, expensive jewelry, electronics (CD players, iPods, cell phones, etc.) or other especially valuable items to school. Students are responsible for securing such items, and the District is not liable in case of loss or theft.

Student lockers and cubbies remain the property of the School District, and school officials retain the authority to inspect them in the absence of students when:

1. It occurs as part of a general inspection for the purpose of recovering school property such as library books.
2. They have reasonable cause to believe that items may be concealed which violate school rules or the law.
3. They have reasonable cause to believe that conditions or circumstances exist which threaten the health or safety of those in the school.

STUDENT RECORDS

Schools are required by law to maintain student records that are necessary for the educational guidance and/or welfare of students, and for the orderly and efficient operation of schools:

Student Directory Information -- is public and may be published or released without prior written consent of students, parents or legal guardians. Directory information may include a student's name, address, and telephone number; date and place of birth; photographs, videotapes, electronic media, web pages, student publications such as newspapers and annuals, and television broadcasts; participation in officially recognized activities and sports; weight and height of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by a student. Parents, legal guardians, and emancipated students may notify the Principal annually in writing if they wish that such directory information not be published or released without prior written consent.

Student Cumulative File -- may contain all information about a student which is collected and maintained on a routine basis, such as identifying information (name, birth date, sex, year in school, address, telephone number, parent's name, ethnic classification, emergency information; attendance records; grades and other student progress reports; records of school accomplishments and participation in school activities; verified reports of student misconduct, including a record of disciplinary action taken; such other information as shall enable staff to counsel with students and plan appropriate activities; and current reports of psychological tests and progress reports related to a student's handicapped condition. Such records are treated in a confidential and professional manner. Student records are the property of the District but shall be available in an orderly and timely manner to students and parents.

RELEASE OF STUDENT RECORDS

Release of Records to Other Schools -- Student records (academic, immunization, special needs, discipline, tests, attendance, etc.) shall be forwarded to other state-approved school agencies upon request. Certain records such as the final transcript may, however, be withheld pending payment of fines or fees. At the time of transfer of records, the parent or adult student may receive a copy of the records at his/her expense if requested and shall have the opportunity to challenge the contents of the records. It should be noted that current state law requires schools to maintain and forward disciplinary records to state-approved school agencies within two school days of their request.

Release of Records to Other Persons and Organizations -- Prospective employers or others may request student records. Such requests shall be only with the consent of the parent or adult student in the form of a signed release.

Exceptions to Release Policy -- Some exceptions exist to the release of student information and records policy as explained above. Student data and records may be released without written permission from the student or legal guardian as follows: 1) information needed to comply with federal and state audits of District compliance with regulations; 2) information required by other statutes to be released -- truancy or child abuse reports, etc.; 3) information needed for the purpose of developing, validating or administering predictive tests or improving instruction; 4) information required by court order or lawfully issued subpoena; and 5) information released to appropriate persons and agencies in connection with an emergency to protect the health or safety of the student or other persons.

Rights of Parents/Eligible Students -- The following rights are accorded to parents/eligible students:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights to Privacy Act (FERPA) authorizes disclosure without consent.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

COMMUNICATION

Please feel free to contact school personnel to clarify any concerns. The staff is very interested in establishing open and honest communication with the parents. Building and classroom bulletins and newsletters will be sent home on a regular basis to keep you informed. Individual parent-teacher conferences will be conducted on a scheduled basis during the year.

BUILDING RULES

All of us have to abide by certain rules. The children at Pe Ell Elementary will be expected to observe the following rules:

1. Respect for teachers is expected of the children at all times. It is a sign of respect and good manners for children to address all adults as Mr., Mrs., Ms., or Miss and their last name. The use of please and thank-you are expected to be used by the children.
2. Students who walk are not to arrive at school before 8:15 a.m.
3. Children must go directly home after school unless there is written permission from their parent or guardian stating otherwise.
4. Children should not go to the office except on business and they must have a hall pass or permission slip signed by the teacher. The Principal will be happy to talk with students concerning any pressing problem.
5. Student use of the office phone must be urgent in nature. Students must make their arrangements for after school activities prior to leaving for school.
6. **Parents picking up children during school hours must come to the office to sign out their children.**
7. **Children are not allowed to go to the store or restaurant after arriving at school.**
8. **Gum and sunflower seeds are not permitted at school.** Students may not use pop and snack machines during school hours.
9. Valuables such as ipods, cell phones, T.V.'s, large sums of money, electronic toys and games, etc. are not to be brought to school.

10. **LASER pointers are banned from school buses, school grounds and all school activities.**

In most instances violation of this ban will result in confiscation of the device and possibly detention or suspension. In some cases -- if the device is used on a school bus or used to intimidate or harass others by mimicking a LASER sight on a firearm, for example -- a student may be suspended or expelled and the matter may be reported to law enforcement agencies. This option to file charges would apply to both students and non-students.

PETS -- Pets may be brought to school for sharing, by teacher consent. We are concerned that even the most gentle pet can be agitated by the curious children of a classroom, so the parent is requested to supervise the pet during the school visit.

SCHOOL PARTIES -- In the interest of sensitivity to the feelings and needs of children, you are asked not to bring gifts, invitations for outside parties, or have candy or flowers delivered to the classroom unless all children in the class are invited or participate. Based on health concerns, our school prohibits home-prepared food or beverages from being brought to the classroom to share with students. For this reason, only packaged foods and drinks commercially prepared may be used. If you wish to celebrate a birthday at school, **please clear it with the classroom teacher involved well in advance** so that a time can be arranged and communication can be made to accommodate food sensitivities.

SCHOOL BUS RULES AND REGULATIONS

The Pe Ell School is concerned about student safety in and around buses and bus loading and unloading areas. To keep consistent with this safety concern we will enforce a rule that prohibits parents from picking up their children after school in the bus loading zone. If you need to pick up your children after school please do so at the cafeteria entrance by the breeze-way. If you must get your child off the bus, please park in the front of the school and walk to the bus loading area.

If your child is doing something after school such as T-Ball, cheerleading, basketball, etc., they need to have a note or they will be sent home as usual.

In accordance with WAC 392-145-035 the Pe Ell School District Board of Directors have adopted the following written policies or rules for passengers riding the Pe Ell School District buses or cars:

1. The driver and/or monitor is in full charge of the bus and passengers. Passengers must obey the driver/monitor promptly and willingly.
2. Students shall ride their regularly assigned bus at all times unless permission has been granted by school authorities based upon a note received from parent/guardian and verified by telephone. Passes will be issued for non-regular riders if it does not cause a standee on the bus. Large groups cannot be accommodated.
3. Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials and a District authorized slip is given to the driver.
4. Students must never approach a bus until it has come to a complete stop and access doors have been opened. Students shall cross the roadway only when the driver gives approval and the crossing must be only in front of and never behind the bus.
5. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include large musical instruments, sticks, breakable containers, inflated balloons, any type of firearms or straps & pins extending from clothing. Except for seeing eye dogs, no animals, reptile, fish or fowl is permitted on the bus.
6. Students shall not be allowed to stand when the vehicle is in motion. (WAC 392-145-010) Buses will not move until all passengers are seated.
7. Each pupil may be assigned a seat in which he/she will be seated at all times, unless

- permission to change is given by the School Principal and/or driver.
8. Windows may be opened only with permission of the driver and when opened no student shall extend any part of his/her body beyond the window ledge.
 9. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing objects of any kind.
 10. No student will use alcohol, tobacco, smoke, light matches or lighters or use any type of flame or sparking device on the bus.
 11. Excessive noise and loud behavior is not permitted. Classroom conduct must be observed. Profanity will not be tolerated.
 12. Except when absolutely necessary students shall refrain from talking to the driver when the vehicle is in motion.
 13. Students shall not sit in the driver's seat and students shall not tamper with any emergency doors, windows or equipment unless emergency conditions exist or while emergency exit drills are being conducted as authorized by the bus driver.
 14. Students shall stand away from the roadway curb when any bus is approaching or leaving a stop. Students shall be at the bus stop five minutes early and wait in an orderly manner.
 15. Students must always cross 8-10 feet in front of the bus in full view of the driver. Students must wait for driver's instruction and then look both ways before crossing a roadway.
 16. Parents of students damaging school busses will be responsible for proper reimbursement to the School District.
 17. Bike riders and students walking should stay away from busses to prevent someone from falling under a wheel.
 18. Student misconduct shall constitute sufficient reason for excluding transportation privileges.
 19. No food or beverages are allowed on the bus to be consumed on the bus during regular bus routes.

LUNCHROOM RULES

It is expected for each student to be Respectful, Responsible, Ready to Learn, Follow Directions, and Keep hands, feet, and objects to self.

To be **Respectful** in lunchroom, all students will:

- Use appropriate voice level
- Wait in line patiently
- Be friendly to others (say "please" and "thank you")

To be **Responsible** in the lunchroom, all students will:

- Clean you table, throw away trash
- Have good table manners
- Walk at all times

To be **Ready to Learn** in the lunchroom, all students will:

- Be ready to follow directions
- Sit and remain in you seat until prompted
-

*Food and Drink are not allowed in the Hallways. Food and Drink must stay in the cafeteria.

*Food and Drink are not allowed in the classroom, except only when special permission is granted.

*Only **Store** bought and sealed food is permitted in the classroom for celebration events. This policy insures the safety of our students.

RECESS RULES

It is expected for each student to be Respectful, Responsible, Ready to Learn, Follow Directions, and Keep hands, feet, and objects to self.

1. Follow directions the first time they are given.
2. Stay on the playground in designated areas and use playground equipment appropriately. Off limit areas: Football field, baseball field, and grandstand.
3. No throwing snowballs, bats, rocks, or anything else which could physically injure someone.
4. No fighting, swearing, teasing, etc.
5. Respect your property, the school property (i.e. no throwing things against the building), and others' property and persons.
6. Please put on coats before you go outside. Keep on your shoes, etc. when playing on school grounds.
7. No food or drink on the playground.
8. Report all injuries to playground supervisor(s).
9. Secure permission to leave the playground from the playground supervisors(s).
10. Skateboards or skates are not allowed at school.

RULES FOR INDOOR RECESS

1. No running.
2. No kicking any ball.
3. No hitting anyone with a ball of any kind.
4. No basketballs or soccer balls for K-2.
5. Nerf footballs may be used to play catch only. In the little gym, they may play catch the short distance, at the far end.
6. Only throw the ball when your partner is ready to catch. Use control!
7. When 3 - 5 are using basketballs, they are to be kept at the far end of the new gym.
8. Street shoes are okay in the little gym; however, no boots or soles that make black marks.
9. All other general recess rules apply to both outside and inside recesses.

PLAYGROUND EQUIPMENT/SPORTS RULES

SLIDE:

1. Do not walk up or down the slide.
2. Please go down the slide sitting down, facing forward, one at a time.
3. Do not play under the slide ladder.
4. Do not play on top of the slide platform.

BIG TOY:

1. Please do not climb on top of the monkey bars.
2. Do not push other students while standing on the slide platform.
3. Be courteous to other children while playing on the Big Toy--share.

FOOTBALL:

1. No tackle football at anytime on school grounds during school hours.
2. Do not bring football equipment to school from home.

FAN BEHAVIOR AT ATHLETIC EVENTS

Let's keep sanity in sports -- a well-played contest will be enjoyed by all only if each of us assumes our own responsibilities. You as a **spectator** are expected to:

1. Remember that the game is for the players. They are here because they want to play and enjoy the experience. Your sportsmanship will enhance this educational experience.
2. Refrain from distracting the players during play.
3. Recognize and appreciate skill in performance regardless of affiliation. **Applause** for an opponent's good performance is a **demonstration of generosity and good will**.
4. Treat the officials with respect before, during and after the contest. We cannot play the game without officials as they are an integral part of the game and they should be considered impartial arbitrators.
5. Display good conduct. Even though you paid for your admittance, the management has the authority to remove any spectator who does not conduct himself or herself respectfully. **Abusive language is to be avoided**.
6. Remember that your view of the game could be quite different from that of the official.
7. Remember that as a spectator you represent our school and community as do the athletes.
8. Respect, cooperate and respond enthusiastically to cheerleaders.
9. In accordance with Central Pacific B League policies and procedures, any student who leaves during an athletic contest will not be allowed to return. The Event Manager for the athletic contest has the authority to remove any student who seeks to reenter after leaving an athletic contest.

RAINY DAY POLICY

1. Children must wear the provided outer clothing when going outside to play. If recess is inside the gym, please send clean tennis shoes to wear.
2. The children are not to play in the rain. There is a covered play shed provided where children may play on rainy days.
3. If a child has had an extended illness or injury which has caused a significant loss of school time, a note may be sent to the teacher requesting the child should be kept in to prevent further loss of school time. Students presenting such written requests to their teachers will be allowed to remain indoors.

CLOSED CAMPUS

Pe Ell Elementary School is a "Closed Campus"-- which means that students are not to leave the school grounds during the school day. The only exception to this rule is the student who lives close to school and has written parent permission to go home for lunch. Students will not be permitted to walk to the restaurant or store for lunch.

DISCIPLINE

PROGRESSIVE DISCIPLINE

Discipline:

To promote appropriate behavior and positive interactions with others, PHS students are expected to focus on their academic success, get involved in some sort of activity (clubs, athletics, music, mentoring, tutoring), and be respectful to others. Students, parents, and school personnel are jointly responsible for expecting and demonstrating behavior that ensures a safe, orderly and healthy environment for all persons at all times. Students may not behave in a manner that is disruptive to the educational process or that is unsafe for other students, staff, and/or self.

The Elementary discipline policy is progressive in nature and attempts to, not only apply consequences, but resolve the issues that lead up to a disciplinary infraction. The PHS/MS staff is dedicated to helping students learn from the choices they make, be accountable and take responsibility for their actions. Every discipline case is judged on the individual facts of the situation found through an intensive investigation.

The goal of the progressive discipline approach is to encourage students to:

- Correct inappropriate or unacceptable behavior
- Develop a better understanding of the problem and the need for behavior change
- Accept responsibility for their action
- Provide an opportunity to demonstrate improvement and personal growth

There are two types of discipline offenses: major and minor. Major types include behaviors that are unlawful, seriously disrupt the educational process, and/or pose an immediate threat to the health, safety and teaching/learning for students, self and/or staff. Minor types of behaviors are those that are not respectful, responsible and/or safe and can impede teaching for staff and learning for students.

Major types of behavior are, but not limited to:

1. Arson
2. Assault/Threat of Assault
3. Bomb Threat
4. Damage, Destruction of Property
5. False Accusations
6. False Alarm
7. Fighting
8. Harassment, Intimidation, Bullying (HIB)
9. Continued Inappropriate Language/Verbal Abuse
10. Lewd Behavior/Sexual Misconduct
11. Possession, Use, Sale or Delivery of Drugs, Drug Paraphernalia, Alcoholic Beverages
12. Possession or Use of Explosives
13. Weapons
14. Continuous disruptive behavior

The severity of the consequences will depend on the individual's prior record and the situation that took place. Consequences for Major behaviors can include, but not limited to: lunch detention, after school detention, ISS, short-term suspension, long-term suspension, expulsion

Minor types of behavior include, but not limited to:

1. Disrespect
2. Defiance
3. Leaving Class w/o permission
4. Harmful Behavior
5. Off Task
6. Profanity
7. Disruptive Conduct
8. Failure to Cooperate
9. Refusal of Directions

Note #1 -- Putdowns/Dehumanizing behavior may be defined as use of verbal communication (name-calling, innuendo, insults, etc.) or non-verbal communication (gestures, actions, looks, mimicry, mockery, etc.) which insult, humiliate, belittle or embarrass others. This would include but not be limited to hazing, profanity, racial or ethnic slurs, and other similar behaviors.

Note #2 -- Continuous disruptive behaviors can best be defined as those behaviors that recur with a high frequency, resulting in little or no change due to normal disciplinary measures implemented by the classroom teacher, supervisor, or administrator.

Note #3 -- Public displays of excessive affection beyond the holding of hands is inappropriate in the school setting on school grounds or at any school function, is embarrassing to some who are exposed to it, and creates an image of Pe Ell School which is not positive. Examples of inappropriate displays of affection are kissing and hugging, being together in a reclining position, sitting on laps, etc.

*Administration does reserve the right to tailor/modify discipline procedure when special circumstance warrants.

*Administration does reserve the right to implement Positive Behavior Intervention Supports in place of or along with discipline consequences as needed for students of special circumstance.

SPECIAL EDUCATION DISCIPLINE PROCESS

Concurrently with the imposition of a corrective action or punishment for a special education student, the school Principal and special education staff who have knowledge of the student's handicapping condition will determine if there is a causal relationship between the handicapped condition and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed.

STUDENT CONDUCT CODE

As with any system, our school runs more effectively when the educational process is protected by a clearly understood code of conduct. The rules are not intended to inhibit student enterprise, but rather to protect each student's right to a superior educational experience. For students who seriously desire an education, clearly defined limits of acceptable conduct provide more freedom to achieve than restriction of behavior. Therefore, our discipline code provides consequences for misbehavior:

Detention -- Teachers and administrators may require students to serve detention before school or after school. Students and parents must be given 24 hours notice if the detention is to be served after school in order to arrange special transportation, but that condition may be waived by the parents. To assure parent notification, a detention form must be signed and presented to the detention room supervisor on the day the detention is to be served. Conflict with jobs or other activities will not excuse students from serving detention unless the teacher or administrator agrees. Detention time can be served between the hours of 7:45 a.m. to 8:25 a.m. and 3:05 p.m. to 3:45 p.m. It will be the student's responsibility to bring materials to the detention room no later than 7:45 a.m. and 3:05 p.m. Each student is to have sufficient materials and books to study for the assigned time, and is to cooperate with the detention room supervisor. **Students will be required to study and/or do custodial work during detention time.** Failure to serve detention time as assigned will result in additional disciplinary action being taken as described for Type B behaviors which will be 1 day of ISS. All detentions are expected to be served when assigned.

Suspension -- Suspension means "a denial of attendance at any single subject or class, or at any full schedule of subjects or classes for a stated period of time" (WAC 180-40-205). Suspended students are also precluded from participation in school activities and are denied access to school property during the period of their suspension.

Short Term Suspension -- A suspension of ten (10) school days or less.

Long Term Suspension -- A suspension of longer than ten (10) consecutive school days.

In-School-Suspension -- A short term suspension during which the student will come to school each day but be confined to a designated space rather than moving through his/her normal class schedule. In-School Suspension is designed to keep students in a formal learning environment when they have been suspended for disciplinary reasons. It is a rigid program with strict supervision in a room where students spend the entire day. Rules include no communication with other students, no sleeping, no eating (except during the scheduled lunch), no gum chewing, etc. Students must keep busy working on assignments related to their suspension and regular classroom work. They are expected to be cooperative and respectful at all times. Any violations could result in further disciplinary action including suspension. Students may not avoid assigned In-School Suspension by choosing to take At-Home Suspension. Failure to show up for In-School Suspension without valid medical reason will be deemed a truancy. This may lead to involvement with the juvenile court system for failing to attend school as outlined in the truancy laws.

Expulsion -- Expulsion means "a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time" (WAC 180-40-205).

Repeated Violation of School Policy -- A student who repeatedly fails to comply with the rules or directions of teachers and administrators is subject to suspension or expulsion from a single subject or class, or any full schedule of classes.

Excluded Students to Remain Away from Campus -- Any student who has been excluded from school as a result of discipline of any type is not permitted to return to the school campus at any time during the period of the disciplinary action unless he/she has specific permission from the Principal. Violators will be subject to possibly more severe disciplinary action as well as trespass charges being filed.

FIGHTING/PHYSICAL ASSAULT

Pe Ell School District has a zero-tolerance policy for violence. Students are strongly encouraged at all times to keep their hands and feet to themselves. Any initiation of physical contact, playful or not, may be interpreted as fighting and/or assault and consequences may be applied. Any student involved in a fight can expect to be disciplined regardless of who started it. Students encouraging, enticing, and/or watching/filming during a fight can expect to be disciplined as well.

HARASSMENT, INTIMIDATION & BULLYING

The Pe Ell School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons. Harassment, intimidation, or bullying will not be allowed to occur.

Harassment, intimidation and bullying can be any written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic (race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or mental or physical disability) or other distinguishing characteristics, when the intentional written (including electronic), verbal or physical act:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education; or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. 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, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

Consequences may range from counseling to detention, suspension or expulsion depending on the severity and frequency of the act of harassment, intimidation or bullying. Some cases of harassment, intimidation or bullying, especially persistent harassment, intimidation or bullying may be referred to law enforcement agencies for further action.

A student who feels harassed, intimidated, or bullied should fill out the District's (HIB) Incident Reporting Form and return the form to the Counseling Office or Principal's Office. Any reporting student will remain anonymous if they request.

CRIMINAL ACTS

The following activities are among those defined as criminal under the laws of the State of Washington. In addition to having legal consequences under the criminal code, these acts can result in suspension or expulsion.

1. Arson -- The intentional setting of a fire.
2. Extortion, Blackmail, Coercion -- Obtaining money or property by violence or threats, or by forcing someone to do something against his/her will by force or threats.
3. Trespass -- Being in an unauthorized place or refusing to leave when ordered to do so. Students on suspension or expulsion are excluded from school property and from all school functions.
4. Willfully Disobeying School Administrative Personnel or Refusing to Leave Public Property -- RCW 28A.635.020. This is a gross misdemeanor.

5. Abusing or Insulting Teachers -- Any person who shall insult a teacher anywhere on the school premises while such teacher is carrying out his or her official duties, shall be guilty of a misdemeanor (RCW 28A.635.010)
6. Unlawful Interference with School Authorities -- Interfering with school personnel in the performance of their duties (RCW 28A.635.090). A gross misdemeanor.
7. Intimidating any Administrator, Teacher, Classified Employee, or Student by Threat of Force or Violence -- It is unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge of conduct of his or her duties or studies (RCW 28A.635.100). A gross misdemeanor.
8. Possession of Dangerous Weapons -- It is illegal to possess firearms or other dangerous weapons on school grounds or at school activities. By law, possession of dangerous weapons will lead to suspension or expulsion and must be reported to law enforcement authorities for appropriate action.
9. Bomb Threats -- It is unlawful for any person to threaten to bomb or otherwise injure any public or private school building; or to communicate or repeat any information concerning such a threatened bombing or injury, knowing such information to be false and with intent to alarm the person or persons to whom the information is communicated (RCW 9.61.160). It shall not be a defense to any prosecution under the law that the threatened bombing or injury was a hoax (RCW 9.61.170). Threats to bomb or injure property are a felony (RCW 9.61.180).

THREATS OF VIOLENCE

Comments or statements made of a threatening nature at school about deadly weapons (guns, knives, explosives, etc.) may be understood in a manner not intended by the person expressing them. These comments or statements may be heard directly or overheard by others. Each person may hear a different meaning from what is said ranging from one end of the scale *taken as joking around*-to the other extreme – *taken as a serious intent to do harm*. Only the person making the statement knows for certain what is being expressed. Schools are a place where students and staff need to feel safe. To provide that type of safety, those types of comments and statements will be treated as – ***a serious intent to do harm.***

School District Policy and State law will be followed when statements that are considered threats are made. This will include notification to the students and their parents/guardians as required by law. RCW 28A.320.128

SEXUAL HARASSMENT

Harassment on the basis of sex is a violation of Washington State Law. **Sexual harassment is unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature.** Sexual harassment may include inappropriate touching, looks, gestures, lewd comments, jokes or innuendo. Even non-verbal communication can be sexually harassing by a person's tone of voice, facial gestures, body language or hand/arm gestures. Sexual harassment may occur between staff and student, or student and student (i.e.: boy and girl, girl and girl, boy and boy). Continued behavior after being told to stop is sexual harassment.

The first minor offense of sexual harassment will result in a conference with an explanation of sexual harassment and a written warning that the next offense will result in disciplinary action and parent contact. The first minor offense may result in disciplinary action if it violates other school rules -- obscene or profane language, putdowns, etc. The second offense of minor sexual harassment or any major offense of sexual harassment will result in disciplinary action to include possible in-school suspension, suspension from school, or expulsion. Some cases of sexual harassment especially persistent sexual harassment, sexual harassment involving physical contact or threat may be referred to law enforcement agencies for further action.

WEAPONS IN SCHOOL

It is illegal for any student, or non-student under 18 years of age, to have a weapon on campus, regardless of whether the weapon is in a locked vehicle and the owner has the proper permits.

Any violation of this provision by an elementary or secondary school student **shall** result in mandatory one-calendar-year expulsion from the state's public schools if a firearm is involved and **may** result in expulsion if a dangerous weapon is involved. Such expulsions will be carried out in accordance with all due process rights provided to the student. An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding an allegation or indication of such violation.

Dangerous Weapon - As defined in RCW 9.41.250 and RCW 9.41.280 include: "[A]ny instrument or weapon of the kind usually known as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm" (RCW 9.41.250). "Any firearm; 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; or any device commonly known as 'throwing stars,' which are multipointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas" (RCW 9.41.280).

Firearm - Handgun, rifle, or shotgun.

Other Firearm - Firearms other than handguns, rifles, or shotguns. The following are included within the definition:

- (1) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- (2) the frame or receiver of any weapon described above;
- (3) any firearm muffler or firearm silencer;
- (4) any destructive device, which includes:
 - (1) any explosive, incendiary, or poison gas
 - (2) bomb,
 - (3) grenade,
 - (4) rocket having a propellant charge of more than four ounces,
 - (5) missile having an explosive or incendiary charge of more than one quarter ounce,
 - (6) mine, or,
 - (7) similar device

2) Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.

3) Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Other - Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm.

Weapon - Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. Examples include firearms of any kind (operable or inoperable, loaded or unloaded); all types of knives, chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, dirks, other pointed instruments (including pencils, pens); nun-cha-ka sticks; brass knuckles; Chinese stars; billy clubs; tear gas guns; electrical weapons or devices (stun guns); BB or pellet guns; and explosives or propellants.

RELATIONS WITH LAW ENFORCEMENT AND OTHER AGENCIES

School officials have the option -- or in some cases are required -- to inform law enforcement agencies regarding discipline problems (theft, assault, alcohol & drugs, harassment, false alarm, threats & intimidation, vandalism, dangerous weapons, etc.) and may press charges. Any action taken by legal authorities will be in addition to that taken by the school.

Juvenile authorities, police officers, sheriff's deputies, officers of the court, representatives from Children's Protective Services, etc., are encouraged to conduct interrogations of students off school premises, however, the Principal shall permit such authorities to conduct any necessary questioning at school. In cases involving alleged child abuse or if a student is under age 12, the school shall require a parent waiver before such an interview can take place. The Principal or someone delegated by the Principal shall be present at the interview, unless the conditions are very unusual and a situation arises where, in the judgment of the Principal, the interview should be conducted in private. (A possible example of such a situation would be when a student states that he/she has something he/she wishes to tell the interviewer in private.)

When an officer removes a student from school, it is the responsibility of the officer and the Principal to attempt to contact the parents/guardians.

VISITORS

Parents and community members are always welcome at Pe Ell Elementary School. There are, however, certain requirements of those intending to visit:

1. Make arrangements with **the office and teacher before** visiting the classroom.
2. **PLEASE, FOR THE SAFETY OF ALL OUR STUDENTS AND STAFF WE ASK THAT YOU ALWAYS CHECK INTO THE OFFICE WHEN YOU ARRIVE AND STOP BY TO RETURN YOUR VISITOR PASS AND CHECK OUT BEFORE YOU LEAVE.**

Students may bring visitors (school age) to school only with the Principal's permission. Parents are to request permission in writing at least two days in advance.

PARENTS VISITING SCHOOL -- We ask that all parents who come into school, for whatever reason, to check-in at the main school office first. Please do not go directly to the classroom.

PARKING -- Visitors are encouraged not to block driveways, nor park in NO PARKING ZONES. Unattended vehicles are subject to parking tickets.

RELEASING STUDENTS

Please stop at the office to check your child out of school. All visitors must check in at the office. The office will call your child's classroom and ask his/her teacher to send your child to the office to check out. Teachers have been instructed not to release children to anyone stopping at the classroom.

It is the parents' responsibility to provide the school with up-to-date information regarding custodial rights. If a parent is not to have contact with a child, we must have a copy of a legal document stating custodial rights for our files.

If you are not able to pick up your child at the office, please let us know who will be picking up your child. In addition, we will not be sending students out to meet you in the parking lot or in front of the school. Please come in to the office.

If you need to talk to your child during the school day, please check in the office and we will send someone to get your child.

We hope you understand the need to enforce strict rules on releasing students. It is the school's responsibility to protect your children while in our care. For security reasons this policy will be rigidly enforced.

STUDENTS GOING HOME WITH A FRIEND

Students who wish to go home with a friend must have a note from their parent/guardian giving their permission. The same note will allow them to ride on their friends bus. **Students may not call home to ask to go to a friends.**

EARLY CHECKOUT

When it becomes necessary for the student to leave school during the day, the student must bring to the office, before school, a signed note from his/her parents or guardian stating the reason and time for early dismissal. The student then takes the office slip back to the homeroom teacher.

Parents/guardians are requested to come to the office to sign out your children.

HOMEWORK

Children in grades K-5 may have the type of homework that may be called drill or reinforcement. Such work should be of a drill nature related to such areas as reading spelling and math, and should not require explanation to or by the parents. Pupils may be asked to bring small items such as pictures and to make observations in connection with a unit being studied.

MAKEUP WORK

When pupils have been absent for some time and can't reasonably catch up with the class during school hours, the teacher may work with the parents and provide work that can be reasonably done at home. If you as a parent need to pick up classroom assignments when your child is sick, **please call in advance** to request materials. The teacher will make every effort to have materials ready by the end of the day. It may not be possible to interrupt regular classroom instruction to gather materials together. Students are given one day make-up time for everyday absent when due to medical illness or appointment.

SCHOOL SUPPLIES

A list of classroom supplies will be provided early in the year by individual teachers.

PERSONAL APPEARANCE

The following are the dress rules and regulations as established for Pe Ell Elementary School:

It shall be the code of the Pe Ell Elementary school that student dress and personal care will be the responsibility of the home. Cleanliness and neatness are important considerations of the school. **However, the school will reserve the right to discourage that which is hazardous, unhealthful, destructive to school property, or which disrupts the learning process.** Research shows that children's behavior is better when dressed in appropriate clothing.

The school will reinforce this by providing the kinds of learning experiences that will assist the child in making judgments in matters of dress, grooming, health, and acceptable social behavior.

Suggested Guidelines

1. **Hazardous** is defined as: Hairstyles, clothing and accessories that might cause or result in injuries.
2. **Unhealthful** is defined as: All clothing that is unclean, not in good repair, or unsuitable for the weather or kinds of activities in which the students participate; lack of personal care such as dirty hair and skin.
3. **Destructive** to school property is defined as: Shoes with cleats, nails or taps, etc. which could cause damage or excessive maintenance; jewelry or other ornaments that scratches or mars furniture.
4. **Disruptive** to the learning process is defined as: Immodest clothing that exposes undergarments (shorts, miniskirts, tank tops, half shirts, etc.); clothing that detracts from the maintenance of an academic environment; accessories that are used to disrupt the classroom environment; and beer and/or drug related signs, pictures, symbols, and words.

*Students will be placed in the Intervention Room until parents are contacted or the situation is resolved so that the student may return to class.

HATS

Headwear Guidelines in Pe Ell school

Pe Ell School promotes standards of common sense for wearing headwear, specifically the appearance of the headwear being worn. Students are expected to wear headgear in a fashion that shows respect and is not offensive, is conducive to a positive learning environment, is not disruptive or distracting to the educational process, and meets health and safety standards.

Pe Ell School strives for educational success and a positive learning atmosphere.

All headgear will be free from items directly or indirectly depicting or referring to drugs, alcohol, tobacco, violence, death, profanity, nudity, vulgarity, obscenity, gang symbols or other socially inappropriate message demeaning to any race, religion, gender or ethnic group, or which advocates the violation of the law.

Appropriate headgear will be acceptable in the following ways:

- All baseball caps must be worn straight forward or straight backwards.
- Headwear must be worn in a fashion that does not cover any part of face.
- Teachers may request to have hats and/or hoodies taken off in the classroom.
- Hats and/or hoodies must be taken off during morning flag salute.
- Only students head is allowed in headwear.
- If the headwear being worn causes a distraction, the student will get the item from the office; have a discussion regarding the disruption with principal. A second time will be grounds for headwear privileges being revoked.
- Failure to comply with these guidelines will result in headwear privilege being revoked.
- Other types of headwear are appropriate under the above stipulations. (head bands, stocking caps, etc.)

Please Note: The administration is the final judge on what is or is not appropriate.

STUDENT COMPUTER PRIVILEGES

Pe Ell School has dedicated itself to developing a high quality technology and computer education programs for the educational benefit and progress of its students. Hours of planning and implementation, as well as many budget dollars have been committed to this ongoing effort. Learning to respect the computer network and all its components parts (hardware and software) is an integral part of the instructional program. While we believe that technology education and access to available technology is important to all our students, it must be understood that **computer and network access are privileges** that may be lost due to violation of state and federal laws, WEdNet regulations, or school District policies regarding acceptable use of these facilities.

Privacy of Files -- User access and use of the network are privileges not rights. User access to and files stored on the network remain the property of the District, and the District reserves the right for authorized personnel to review system use and file content for security and administrative purposes. The District also reserves the right to remove a user account on the system to prevent further unauthorized activity. The District's wide-area network provider (WEdNet) reserves the right to disconnect the District to prevent further unauthorized use.

PUPIL ACCIDENT INSURANCE

A student accident insurance program is made available to all pupils. This insurance either covers the student during the time he is under supervision of the school or can cover the student twenty-four hours a day for a slightly higher premium. This insurance is in no way mandatory but is offered at a reasonable rate only as a service by the district. It is not meant to replace a family's regular insurance coverage, only supplement. Medical, Dental, Student Life and Athletic Sports Coverage plans are available. Application forms are available through the office.

REPORTING TO PARENTS

Parent-Teacher Conferences - Progress Report Cards:

Parent Conferences will be held twice a year, during the fall and spring in the middle of the first and second semesters. Conferences are designed to give the teacher and parents an opportunity to discuss the pupil's social, intellectual and physical growth. You will receive your child's progress report card at that time also.

- Parents are always free to contact the office or their child's teacher at anytime.
- Teachers are encouraged to contact parents frequently to maintain communication.

SCHOOL CLOSURE

When it becomes necessary to close school or alter the school day due to adverse weather conditions, information will be announced on KELA or KITI or KMNT 104.3. If no changes have been announced by 7:00 a.m., assume there will be school as usual.

If you call 360-291-3244 and press #5 you will receive a recorded message.

EARLY DISMISSAL

There will be scheduled and unscheduled early dismissals throughout the year. Notes will be sent home prior to scheduled early dismissals. Unscheduled early dismissal will be announced on KELA and KITI. Make sure your Emergency Form is completed and up to date so we will know where to send your child in case of early dismissal.

STUDENT HEALTH

A professional responsibility in education is to try to identify any problem of an individual that may adversely affect the learning ability of the student. This includes such things as hearing, sight, teeth, lack of sleep, malnourishment, injuries and ailments. In cases of child abuse, the teacher, Principal and District can be held legally responsible for not taking immediate action if there is any hint of child abuse. A false alarm is not nearly as bad as missing someone needing help.

Head Lice -- School staff/Nurse Responsibility.

1. Immediate or long-term exclusion is no longer recommended. Students with live head lice can remain in class and go home at the end of the school day, be treated, and return to school after the appropriate treatment has begun. Students can return to school with nits following treatment. Nits may persist after initial treatment, therefore student with nits should be allowed back in school the next day. Successful treatment should kill crawling lice
2. Notify parent/guardian of suspected case. Suggest resources for parents on how to treat head lice, such as those available through the Washington State Department of Health Lice Web page: <http://www.doh.wa.gov/CommunityandEnvironment/Pests/Lice.aspx>.
3. Maintain and support confidentiality of the student.
4. Utilized standard precautions regarding to guidelines for handling bodily fluids in schools
5. For more information, contact the school office and/or nurse.

IMMUNIZATIONS

The law requires that school children must meet certain minimum immunization requirements or they will not be allowed to enroll in school. You must present proof that your children have been immunized against certain childhood diseases. Please see the chart located at the back of this handbook to see the immunizations that are required for your child.

State Required Health Information: Please read the following health information at the back of this booklet. The first provides information on meningococcal disease. The second gives information to help reduce cervical cancer in Washington by protecting girls from HPV.

MEDICATION -- If your child is in need of any medication while at school you will need to pick up and fill out a Medicine Form. These forms can be picked up at the school office or at your doctor's office. This form needs to be signed by both you and your doctor. This is a state requirement. (This is for both prescription and over-the-counter medication.) All medication will be dispensed through the ISS room.

EMERGENCY TREATMENT FORMS -- If you have not already done so, please fill out and return an Emergency Form to the school office. If you don't have one they can be picked up at the office.

FIELD TRIPS

Students who continue to exhibit disruptive behaviors which lead to (in school or out of school) suspension through the school year, may be omitted from class field trips.

TEXTBOOKS AND LIBRARY BOOKS

Although textbooks are furnished free of charge, students are required to pay for lost books or for damage done beyond normal wear. Students have one library class per week and are free to check out books at that time. Students are expected to use library books with care. Students who have two or more overdue library books will not be allowed to check out books until the books are returned or paid for.

SPECIAL PROGRAMS

CHAPTER 1 -- This federally funded program is available for qualifying pupils needing supplemental assistance in reading. Parent permission is required for program entry.

SPEECH -- Both articulation and language deficits are treated by a Communication Disorder Specialist. A parent or teacher may make a referral for screening. Call the school office if you have a concern.

SPECIAL EDUCATION -- Children requiring a special teaching technique to enhance their learning may be eligible for this program. Careful screening and parent involvement are critical elements in placing a child in this program. Instruction is based on a child's needs as dictated by a mutually designed Individualized Educational Program and only with parental approval. The purpose is to provide an appropriate education to meet academic, social, and emotional needs.

PUBLIC DISCLOSURE ACT

Under Washington's Public Disclosure Act (chapter 42.17 RCW), you have the right to review public documents that are not exempt from disclosure. Generally, the District may not disclose personal information in files maintained for employees. Certain matters in an employee's personnel file, however, may be disclosed. These matters include documents containing disciplinary information about a specific instance of misconduct, including documents related to sexual misconduct or physical abuse by the employee.

AFFIRMATIVE ACTION STATEMENT

Students have the right to receive a free public education and a deprivation of that right may occur only for good and sufficient cause and in accordance with due process of law. Each student served by the Pe Ell District can expect the following rights:

1. An equal educational opportunity with freedom from discrimination because of natural origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a handicapping condition.
2. Freedom of speech and press, peaceful assembly, and redress of grievances subject to reasonable limitations upon time, place, and manner of exercising such rights.
3. Freedom from unreasonable searches or seizures.
4. Freedom from unlawful interference in their pursuit of an education.
5. Attend classes.
6. Pursue their course of studies.

The Pe Ell School District prohibits discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained guide dog, or service animal by a person with a disability, or any other basis prohibited by law or Pe Ell School District policy. Inquiries regarding compliance and/or grievance procedures may be directed to the Office of Superintendent 28A.640 RCW office, the 504 compliance coordinator, or the ADA coordinator at 519 N. 2nd St., Pe Ell, WA 98572, (360) 291-3244.

Title 9 officer is Keith Shepherd

WASHINGTON STATE SCHOOL LAW REFERENCES Website: <http://slc.leg.wa.gov/>

Access to Student Records: RCW 42.17.255, RCW 28A.600.475, WAC 180-52-030, WAC 180-10, WAC 392-168-120
ASB Funds: RCW 28A.325
Assault: RCW 9A.36
Attendance: RCW 28A.225, RCW 28A.600
Dangerous Weapons: RCW 9.41, RCW 9.91.160, RCW 28A.635.060
Disciplining Disabled Students: WAC 392-172
Equal Education Opportunity: WAC 392-190, RCW 28A.640
Gangs and Gang Activity: RCW 28A.600.455, RCW 28A.320.140, RCW 28A.225.225(5), RCW 9A.46
Grievance Procedure: WAC 180-40-317, RCW 28A.305.160
Inciting a Riot: WAC 148-120-100 (4)
Medication and Related Services: RCW 28A.210.260, RCW 28A.210.270
Minors Living Away From Parents: RCW 13.64.020, RCW 13.64.060
Negligence: RCW 28A.400.370
Parental Rights: RCW 26.09.225
Parental Responsibility When Students Vandalize: RCW 4,24,190, RCW 28A.635.060
Religious Expression in Public Schools: WAC 180-40-215 (2), WAC 180-40-227
Removing Students from School Grounds: RCW 28A.605.010
Required Curriculum: RCW 28A.150.210
Sexual Harassment: RCW 49.60.400
Special Education: WAC 392-172, RCW 28A.155
Speech and Press: RCW 28A.600.020, WAC 180-40-215 (2)
Student Conduct: WAC 72-120-100
Student Discipline and Due Process: RCW 28A.305.160, RCW 28A.600.010, RCW 28A.600.020, RCW 28A.600.410, RCW 28A.635, WAC 180-40-235 to 320, RCW 9A.16.030, RCW 28A.600.040, RCW 28A.400.010
Student Searches: RCW 28A.600.210, RCW 28A.600.220, RCW 28A.600.230 (3) RCW 28A.600.240, RCW 10.79.070, RCW 10.79.071 (1)
Student Fees and Fines: RCW 28A.325.010
Teacher Exclusions of Students: RCW 28A.600.010, RCW 28A.600.020, WAC 180-40-290
Teacher Responsibilities: WAC 180-44
Tobacco Products: WAC 72-120-100 (13)
Truancy Court (Becca Bill): 28A,225,030
Trespass vs. Access: RCW 28A.605
Weapons on Campus: RCW 9A.04.050, RCW 28A.600.010, WAC 180-40
Website for "504 Plan": <http://www.ed.gov/offices/OCR/regs/34cfr104.html>
Section 504 of the Rehabilitation Act of 1973

Pe Ell School District #301 ELEMENTARY HANDBOOK AGREEMENT

I hereby acknowledge receipt of my personal copy of the Pe Ell School District Elementary Handbook for the 2014-2015 school year.

I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in policies may supersede, modify, or render obsolete the information summarized in this handbook. As Pe Ell School District provides updated policy information, I accept responsibility for reading and abiding by the changes.

The preceding rules and regulations of Pe Ell School District Elementary Handbook have been read and understood by:

STUDENT'S PRINTED NAME

STUDENT SIGNATURE/DATE

GRADE

As the legal guardian of the student, I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

PARENT/GUARDIAN PRINTED NAME

PARENT SIGNATURE/DATE