Blaine Elementary School Behavior Expectations and Guidelines



Scan this with a smartphone to access the BES website.

At Blaine Elementary School (BES) we are **ALL** dedicated to learning together. To do this we believe that all community members must be respectful, responsible, safe and productive citizens of our school.

This "Student Planner and Handbook" is designed to support students and their families by: communicating school expectations, providing an organizational tool, and providing a tool for ongoing school and family communications.

The School and Family Team

To ensure that our school behavior expectations and policies promote a respectful, responsible, productive and safe environment for learning, we revise aspects of this planner each year in June.

Families as Partners

All families in our community are invited to be full participants in the education of our children. Involvement may vary, as there are many demands on a family's time, but through teamwork and good communication there are a variety of ways families can contribute to their child's success at school:

- Communicate with your child's teacher often. For example, through the use of this planner, email (email links found on our school website), phone calls, or conferencing in person.
- Spend time <u>volunteering</u> to help with class or school activities. Volunteering can be accomplished at school or from home outside of school hours.
- Help your child understand the <u>connection</u> between the learning they do at school and learning in everyday <u>life</u>.
- Provide a <u>quiet area for homework</u> at home; help your child to organize his/her time and supplies for homework. Establish a routine each night to help your child take on the responsibility of homework.

- Be a good listener. <u>Listen</u> to what your child has to say about school and his/her successes and challenges.
- Ask questions about your child's school day and what they learned. Your interest in your student's day can be the best motivator possible. It will help your child grow in self-confidence, social skills, and learning.

**Parent/Teacher Conferences- Academic success is a priority at BES. <u>Families are encouraged to meet with their child's teacher</u>. All teachers are available to meet before and after school, but please call or email for an appointment. School-wide conference weeks will be held November 20th -25th and March 4th-5th.

Rights and Responsibilities

Each member of the Blaine Elementary School Community has rights and responsibilities. This includes students, staff and families. Each of us must do our part to make our community a respectful, responsible, productive and safe place to learn.

The 4 B's of B.E.S.

- Be Respectful
- Be Responsible
- Be Productive
- Be Safe

At Blaine Elementary we work hard to follow the 4 B's. When students are making positive choices, our Blaine Elementary School staff support these efforts by teaching about, and recognizing, positive contributions. Some ways students are supported and recognized include:

- **Positive praise** and feedback.
- Use of class meetings and community agreements to support democratic ideals and empower student voice.
- Yellow Tickets given for being "caught" making good choices. Once a month ticket drawings take place to recognize students.
- **Borderite Pride Days** Twice a year, all-school events are planned to acknowledge student positive choices and individual accomplishments.
- Attribute Assemblies- Each year at BES our staff and students deepen their understanding of a handful of character attributes. These include Borderite Pride (citizenship), Self-Management, Teamwork, Integrity, Empathy and Perseverance in the 2020-21 school year. Throughout the school year our community gathers to learn about and celebrate these attributes at whole school assemblies. This learning is then reinforced in a

- variety of environments and ways throughout the school year.
- I See You's- Students are recognized for demonstrating our monthly attributes.
- Lunch with the Principal- Throughout the school year students are selected for their positive choices and are recognized by having lunch with the principal.

Progressive Discipline

Progressive discipline relates to following logical steps to redirect or change behavior that is not respectful, responsible, safe or productive. These progressive discipline steps can be determined by previous history such as patterns, frequency or significance of a behavior. All students are entitled to the same confidentiality, we do not share the disciplinary actions of other students. Steps include the following:

- 1. Classroom-based interventions by a teacher(s) to help students improve their choices. Examples of interventions include, but are not limited to: verbal and non-verbal reminders/warnings (proximity or eye contact), redirection of a behavior by asking a student to "try it again," "do it differently" or coaching them to make a better choice. With early interventions families may be notified if efforts to improve behavior are not changing the behavior.
- 2. **Reflection Time-** When students have not responded to normal classroom interventions they are asked to take time to reflect on their choices, then make plans for a better choice in the future. This reflection is facilitated through a school-wide reflection tool.
- 3. Home Communication- When three or more reflection times are completed within a short time period, families should be contacted by the teacher. Next steps for support will be developed. This sometimes requires a plan for improvement with collaboration between home and school. A key idea with this process is that learning should be part of the reflection process, so that students can make better choices in the future.
- 4. Ongoing discipline issues will result in referral to the behavior specialist or administration. Discipline and teaching are assigned on an individual basis, but will follow a progressive discipline approach and align to district policies.

"Serious student misconduct" will be addressed by administrative action and can result in more significant consequences, like exclusion, suspension or emergency expulsion. Possession of weapons, firearms, drugs or alcohol are grounds for immediate emergency expulsion.

Logical Consequences & Restorative Practices

Whenever possible, logical consequences are assigned to behavior or choices that are not respectful, responsible,

safe or productive. For example: An irresponsible act could lead to a loss of a privilege, an act against property could result in service to help restore that object, school building or grounds, an act against another person/group can result in service to help that person or group, inappropriate clothing would result in a change of clothing.

Bullying

At Blaine Elementary we do not tolerate harassment, intimidation and/or bullying. As part of the Blaine School District, we are committed to a safe and civil educational environment for all members of our community. Generally, bullying occurs when a person is exposed to a harmful, aggressive or negative unwanted action repeatedly from someone else. It also often involves an imbalance of power. Each year students at Blaine Elementary are taught about bullying behaviors and how to respond to bullying situations by: asking the aggressor(s) to stop, reporting harassment or bullying to adults at school, and learning about strategies for dealing with bullying situations as a victim or bystander. All students are asked to immediately report instances of threat, intimidation, harassment, bullying or physical violence to an adult at All such reports shall be responded to, as school. determined by staff. Parents of children involved in such behaviors will be notified. You can find more information about harassment, intimidation and bullying on the Blaine School District website, including district policies, resources and frequently asked questions.

Some online Bullying/Safety Resources

ConnectSafely- www.connectsafely.org
ChildrenOnline- www.childrenonline.org
Family Online Safety Institute- www.fosi.org
Common Sense Media- www.commonsensemedia.org
OSPI Safety Center- www.k12.wa.us/SafetyCenter
Stopping bullying- www.stopbullying.gov/

If you are interested in additional online harassment, intimidation and bullying resources, please contact Craig Baldwin (principal), Lindsay Nowakowski (assistant principal) and/or, Sarah Point-Moore (counselor).

Fighting

Fighting is not permitted at school (or on school grounds) and includes the behavior of any student having physical conflict with another person, which may result in injury (this includes "play fighting"). This includes after school hours, as well.

Weapons/Dangerous Objects

Possession of any object that can reasonably be considered dangerous is prohibited on school grounds, at any school event or while going to and from school. (This definition includes any guns, knives, matches, lighters, explosives, firecrackers, toy guns or weapons, etc.) The prohibition refers to having a weapon on one's person, in a backpack, desk, or having provided such weapon to another student. It

is unlawful for any person to carry onto public school premises, or onto school provided transportation, or to possess in proximity of 1000', any firearm or any dangerous weapons defined in RCW 9.41.250 and RCW 9.41.280. In addition, local law enforcement and a parent/guardian will be notified.

Lunch Expectations

In order to maintain a safe, calm, productive, and friendly environment, we ask that students be self-managers and show Borderite Pride during their time in our lunch room. This includes demonstrating the following:

- Use a 6-inch voice
- Respect the personal space of others
- Pick and seat and stay there
- Be kind to self and others
- Clean our own area
- Include everyone in our community

Recess Expectations

Recess should be fun and safe for all students. During recess we will:

- Treat people and equipment with respect at all times.
- Play games/activities that are safe and include others.
- Use a pass and/or check in with an adult if we want to enter the school building.
- Stay in designated play areas. Students must always be in sight of a play supervisor.
- Walk through the covered area or near the playground
- When playing on the playground bars, have one hand on the bar at all times and make safe choices while climbing on the structure.
- Return all equipment to the proper area and line up quietly, cooperatively and immediately when the whistle blows.
- Walk quietly through the halls as we return to class.

Bus Expectations

The right to ride the bus can be revoked if the behavior of the rider endangers the safety or well being of self and others. In order for everyone to have a safe trip, students are expected to observe the following bus rules:

- Students will follow the bus driver's requests promptly. The bus driver can assign seats if needed.
- Students will ride their regularly assigned bus to and from their regular bus stops unless there is a written request from their parent or guardian.
- Students need to remain seated and facing forward while the bus is in motion.

- Students are expected to keep voice levels at a reasonable level to avoid distracting the bus driver
- Students are expected to keep all objects and body parts inside the bus.
- Students need to cross 8-10 feet in front of the bus. Students should look at the driver and wait for the driver's instruction before crossing the road
- When the bus is approaching or leaving the stop students need to wait in an orderly manner and stand away from the road and bus. Students need to be at the bus stop five minutes early.
- Students will be held responsible for any damage they are a part of causing to the bus.
- Misconduct on the bus is reason to suspend bus riding privileges.

Student Dress

At Blaine Elementary we expect that student dress will be modest and free of offensive sayings and pictures. Dress should not interfere with learning or become a distraction to the learning environment. For example:

- Hats, hoods, or masks should not become a distraction or prohibit learning at school.
 Teachers may ask students to remove hats or hoods during class or at group events like assemblies.
- Clothing should not display any profanity, alcohol, drugs, or sexual references. No gang related clothing is allowed at school.
- Shoes must be worn throughout the school day for safety.

When student dress is inappropriate, students will be permitted to contact a parent and receive a change of clothing from home. In the case this is not possible, our staff will help provide clothing to remedy the situation.

Physical Education

All students at Blaine Elementary are required to be enrolled in PE class and/or an adapted physical education program as appropriate. Students unable to temporarily participate in PE should provide a written note from their parent, physician, and/or school nurse exempting the student from specified activities. Students are still expected to attend PE class and observe or participate where appropriate. Appropriate shoes are required for PE. All students will need to wear properly laced athletic shoes for safe and successful participation in PE. Students who do not have appropriate footwear can borrow shoes on a temporary basis. Financial assistance is available for this requirement.

Technology Expectations

As technology use is a privilege at school, students are expected to use it with respect and responsibility.

The following information can also be found in "Blaine School District Policy # 2022: Electronic Information System. (K-20 Network)" and provides an overview of some expectations for use.

Students at Blaine Elementary show respect and responsibility by NOT:

- Damaging computers, computer system or computer networks.
- Violating copyright laws.
- Using the passwords of other students.
- Trespassing on other's systems, folders, work, or files.
- Displaying or distributing pictures or messages deemed inappropriate by administration/staff.
- Using obscene language or materials.
- Using personal email accounts while at school.
- Installing or modifying software on district equipment.
- Accessing any computer not explicitly authorized to use.
- Sending hate mail, harassment, cyber bullying, and/or discriminatory remarks.
- Bypassing district filters and/or accessing filtered sites (i.e.- Facebook, etc.).

Students, staff and families are asked to use appropriate social media etiquette. When dealing with conflict we ask that whenever possible seek alternative communication methods to solve the problem (phone call or conference).

Families receive "opt out" forms in the fall and are asked to return these to the office if they wish to "opt out" of having their child's picture included on any school-based publications or web pages. As a general rule of thumb the school and Parent Teacher Organization (PTO) make intentions to only include student group photos rather than individual pictures in any published material. It is expected that school volunteers also follow this policy.

Personal Electronics and Toys

Any item that interferes with a safe and productive learning environment should be left at home. Expensive items such as iPods/iPhones, handheld electronic games, and tablets should not be brought to school. Blaine Elementary School will not assume responsibility for theft or loss of items.

Cell phones may not be used during the school day and should be put away and turned off once students enter the building. This includes cell phone watches. Students in possession of a cell phone at school are expected to ensure that their phone is turned off and put away in a backpack or storage space. Phones should not be used to take pictures at school unless a student has explicit permission from a staff member. Students may use classroom or office

phones to make phone calls with the permission of an adult

Skateboards, Bicycles, Rollerblades, Skates, Heelys and Scooters

Students who ride these to school are encouraged to wear helmets. Students are asked to leave their bicycles in the school racks until they leave for home. We encourage students to lock up their bikes to protect their property. Risk Management does not allow these items to be ridden on campus. Privileges may be revoked if abused. Skateboards and scooters are not allowed on the bus.

Lunch

Money may be deposited into student accounts at the office, or through Skyward Family Access. All payments must be in U.S. funds. Financial assistance for meals is available for those who qualify. Forms are available in the office. Any questions regarding the free & reduced lunch program can be answered through Food Services at (360) 332-0348 or the principal. Lunch prices are \$2.75 for students and \$3.75 for non-students. Breakfast prices are \$1.50 for students and \$2.25 for non-students.

In the case that students reach a zero balance or owe money on their lunch account for multiple consecutive lunches a note of communication will be sent home to families informing them of this. Students will be offered a regular lunch regardless of account balance, no students will be refused a regular lunch.

Programs

Many services are available at our school for children and families. Please contact us if you are interested in learning more, or referring your child for any of these services.

Recess Club is a social skills opportunity provided during recess periods. At Recess Club students play games and interact with peers and supervising staff.

Lunch-time counseling groups are held for 8-12 weeks during various times of the year. Groups are held on a variety of topics, including: self-esteem, friendship, family changes, self-control, anger, etc.

Social Thinking Groups cover a variety of topics related to understanding our own and other's thoughts & emotions, being part of a group, and understanding how our actions affect others and ourselves. Social Thinking groups are based on the work of Michelle Garcia Winner. For more information visit: www.socialthinking.com

After School Programs

Enrichment classes are held after school. There are a variety of classes, including: sports, academic enrichment,

art, crafts, etc. Class description and application packets will be sent home with students. Information and specific schedules TBD. Fees vary; scholarships are available.

Other Programs

Parent Teacher Organization (PTO) is a group of parents and families who are committed to partnering with BES to enhance and strengthen the academic and social environment. Their goal is to compliment school curriculum and programs with additional opportunities for families, teachers and students to learn, socialize, communicate and grow. The PTO meets @ 6:00 pm in the library the second Tuesday of each month throughout the school year and is always looking for new members! You can contact the PTO on Facebook @ Blaine Elementary PTO or blaineespto@gmail.com.

Classroom counseling lessons occur throughout the school year and are facilitated by the counselor. Groups occur on a regular basis in each classroom throughout the school year. Topics include safety, bullying prevention, friendship, diversity, conflict resolution, learning styles, career development and community service.

Child Study is a leadership team made up of intervention specialists, grade level representatives, school counselor, school psychologist and principal(s). The team works collaboratively with parents and staff to support students not responding to targeted interventions in the area of academics and social emotional learning. Suggestions are made for further interventions based on a range of long-term data and other relevant factors regarding the whole child. All students are continually monitored for ongoing progress, based on assessment tools. If ongoing progress data paired with targeted intervention indicates a need for additional support, then your child may be referred to the Child Study Team.

Kathy's Closet "KC" Gently used clothing is available free of cost for BES students (and siblings). There are winter coats, shoes, pants, shirts, sweatshirts and various accessories available year round. If you are interested in having your child visit KC, or if you are interested in making a donation or volunteering, please contact our school counselor at (360) 332-0590.

Family Service Center (360) 332-0740

Program includes: lending library, evening parent workshops, immunization and vision/hearing screening clinics, energy assistance, children's clothing bank, assistance and referral services. The Family Service Center is located on the south side of the Middle School Gym. You can contact the Family Service Center @ (360) 332-0741 for more information.

Procedures

School Communications

Telephone messages may be left for a teacher before, during, or after school by voice mail. In the event of a family emergency please contact the main office and staff will ensure you are able to reach your child. Any change to transportation plans (like going home with a friend) must be made prior to arrival at school. It is important that all families of children involved are aware of and in agreement with prearranged plans.

Emailing Staff- To contact a staff member you can visit the Blaine Elementary School website and click on the email address next to a staff member's name.

Students, staff and families are asked to use appropriate social media etiquette. When dealing with conflict we ask that parties involved seek alternative communication methods to solve the problem (phone call or conference). In an increasingly interconnected world we know that social media sites like Facebook can provide staff and families with quick communication and information outside the normal communication channels. We also recognize that this method of communication has potential for negative scenarios to arise. We encourage all community members to seek resolutions to their problems/concerns by "going to the source" and directly communicating via phone or a conference as a way to solve their problems if they have concerns.

Conferencing- Conferences occur twice per year during the months of November and March. Notification of Conferences and sign up forms will be sent home in advance of these days. Staff can also meet before or after school for meetings during the school year.

Volunteering- Blaine Elementary welcomes and appreciates volunteers at school and school events like field trips. If you would like to volunteer at school please stop by the office to pick up paperwork for a volunteer background check. All adults who volunteer at school or for an event must complete a Washington State Patrol background check. Background checks will take about two days on average, so please submit paperwork prior to a planned event. Background checks are good for two years.

Other School Communications

The "BE Informed" monthly newsletter will be sent home to families with students on the first Wednesday of each month. This newsletter can also be found on the school website under the "newsletter" link. The BE Informed Newsletter includes current event information about the school and parent group (PTO).

To consolidate communication and paperwork all school information is sent out on Wednesdays throughout the

school year. Families should check with their child about school information and classroom items on Wednesday evenings.

Blaine Elementary and District Calendar

To find up-to-date information about school and district events please visit the Blaine School District web page at: http://www.blaine.wednet.edu

School Arrival and Dismissal

Students should arrive at school no earlier than 7:50 a.m. when they are allowed to enter the school building to have breakfast in the cafeteria. There is no supervision prior to 7:50 a.m. Students not participating in breakfast are expected to transition to classrooms at 8:00 a.m. The first bell rings at 8:15 a.m. Students are expected to be in their classroom, seated and ready to learn at 8:20 a.m. School is dismissed at 2:50 p.m. Students are to leave campus unless they are enrolled in an afterschool program. Students are to remain on campus from the time they arrive until the time school is out unless they are participating in a scheduled event with staff. Students walking to school should use the provided sidewalks and crosswalks for safety. Students walking to the Boys and Girls Club after school exit through the front doors and then use the crosswalk at H and Mitchell Streets. Students are not allowed to play on the playground before or after school due to no supervision.

Release of Students

In an effort to assure the safety of children who are released during the day, written parental permission should be sent to the office stating the requested time of release, or call no later than 2:15 pm. If any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent in writing specifying necessary information. If a student needs to be dismissed early for medical or emergency reasons, the parent or guardian must be present to sign the student out.

Attendance

In compliance with Washington State Law, each student enrolled at Blaine Elementary is expected to attend classes on a regular basis. Daily attendance is one of the key indicators of a student's educational success. Excused absences are those resulting from illness, medical/dental appointments, and those requested by parents and receiving prior approval from the principal. Absences due to medical/dental appointments require a note from the appropriate office in order to be excused. Other absences require a parent phone call to the school office or a signed and dated note from the parent or guardian stating a valid reason for the absence. Please call the office to inform the school when your child is going to be absent. If for personal reasons families plan to have their child out of school for more than three consecutive days they are

asked to provide written communication with the front office/principal for prior approval (excused absence) at least 48 hours in advance. In most cases we will only excuse an extended prior approval absence once per school year. It is the responsibility of a student to make up any missed school work due to an absence. Families should report absences within 48 hours of an absence. Absences that are not reported will become unexcused.

Unexcused Absences

Failure to attend school without a valid reason is truancy. If school absences or tardies become a concern, families and school staff will converse to determine ways to improve attendance. Excessive absences without a valid excuse will be considered unexcused. You may contact Denise Magnusson in the front office if you have questions or need to report absences. Chronic attendance problems will be referred first to a school based truancy board and if concerns persist, to the Whatcom County Courts. RCW 28A.225 WA State Compulsory School Attendance & Administration Law.

Health and Safety

Child Custody and Safety

With the safety of the child in mind, Blaine Elementary School will only release children to the parent/guardian or designee indicated on school records. If special circumstances exist, such as specific custody arrangements, protection orders, etc., the appropriate paperwork must be provided to the school. These legal documents will direct the school's actions.

Child Abuse Prevention

We believe families love their children and try their best within their means to care for them. As a community our paramount responsibility is to ensure the health and safety of our children, while providing a quality education. By law, any suspected child abuse or neglect must be reported by schools to Child Protective Services. As difficult as contacting Child Protective Services and/or law enforcement may sometimes be, if we have legitimate information for concern for a child's safety or welfare we will involve outside agencies to support children and their families.

Immunization

Washington Administrative Code requires that all children be immunized prior to being admitted to school. If you have questions about immunization please contact the Blaine Elementary School office or Blaine School District office.

Illness

If a student becomes too ill to remain in class, our nurse or office staff will contact parents by phone. This is one reason it is so important that the office has an *updated*, *working phone number* on the emergency contact card to reach families. If your child is ill, please do not send <a href="https://doi.org/10.10/journal.org/10

A reminder from the school nurse of what to look for when your child isn't feeling well:

*Fever- No child with a fever should be sent to school. A fever is considered to be at least one full degree of temperature above normal (98.6). If no thermometer is available then feel the child's forehead with the back of your hand. If it feels hot, then keep the child home. A child should be free of fever for 24 hours before returning to school.

*Cold- A child with a heavy cold and a deep or hacking cough belongs at home in bed even without a fever. Greenish discharge from the nose is a sign of a bacterial infection. Please consult a doctor. If your child has a sore throat, with a fever and/or white spots on the back of the throat, please call your doctor.

*Headaches- A child with a headache, stiff neck and chills along with a high fever should see a doctor.

*Vomiting- Children who have vomited in the afternoon or evening should remain at home the following day especially if they are not tolerating regular food or are displaying other signs of illness.

*Lice- If a student has head lice they can continue attending school. We do encourage families to treat a student's hair/scalp as soon as possible, because early treatment helps. When it is confirmed that there are three or more students in a classroom with lice, a letter informing families of this will be sent out by our school nurse.

Helpful reminders for students to avoid getting lice:

- -Do not share hats/hoods/jackets/etc.
- -Hang jackets on the back of their chairs or put them in backpacks in the classroom.
- -Do not rub heads with another student

Medication

If your child needs to have medication during the day, the school will need to have written consent from you and your doctor prescribing the medication. Forms for this purpose are available in the office. All medication is to be brought to school by an adult and must be in the *original container* with complete information attached: name of medication, patient name, dosage and complete instructions. Medication may only be dispensed in the office with adult supervision.

The Whatcom Alliance for Healthcare Access (WAHA) is a nonprofit community service that partners with the Blaine School District to offer families information and assistance with state health insurance programs and commercial private plans. WAHA's insurance counselors are available to help families look at their options and complete applications. Call 715-6594 or email them at waha@hinet.org

Blaine Elementary Staff

Gabrielle Allmann Sherry Klemmt Kelli Alonso Nate Krahn Nicole Armstrong Akeisha Lambe Julia Arps Jen Landreth Phyllis Ashby Rebecca Lawrance Ayn Balback Lisa Leary Craig Baldwin Shane Levetsovitis Gigi Bartch Denise Magnusson Brenda Bennett Orly Ziv-Maxim Amber Brouillette Tom Maxim Nicole Daniels Annmarie McAuley John Dennison Robb McKay Mary Edgley Kiley Miller Bateman Ricki Moynihan-Downs **Bob Feaster** Brian Myrick Avnslev Ferras Christine Ferrell Kathryn Nayavich Carol Gallaher Lindsay Nowakowski Keith Gasper **Emily Olsen** Jodi Greene Sarah Point-Moore Rayna Gibson Shannan Ritter Von Elizabeth Hanks Trautmann Sabrina Hendricks Michelle Schulz Russell Hyslop Sara Stiles Kim Ingham Melissa Taft Tricia Johnson Alex Taranenko Kathy Tennyson Xan Johnson Jamie Kamrath Kelly Tuski Tiffany Udman Amy Keiper Becky Kirby Ashley Walser Susan Wozniak

Contacting Staff by email and/or phone

All staff at Blaine Elementary have an email address and can be reached by typing the first letter of their first name and then last name followed by @blainesd.org. For example Craig Baldwin would be cbaldwin@blainesd.org. You can also contact most staff via phone by calling our front office at (360) 332-5213 and being transferred to that staff member.

Additional Contacts

WHAT	WHO	PHONE
Boys & Girls Club	Dakota Biggs	332-3008
Highly Capable Program (Reach		332-0722
Behavior Specialist		332-5213
Counseling	Sarah Point-Moore	332-0590
Title I Reading	Rayna Gibson	332-5213
Family Service Center	Jessie Burton	332-0740
Nurse(s)	Christine Ferrell, R.N. Jodi Greene, R.N.	332-5213
Special Education	Kiley Bateman Ashley Walser Emily Olsen	332-5213
Transportation	Rachel Hrutfiord	332-8933
Principal	Craig Baldwin	332-5213
Assistant Principal	Lindsay Nowakowski	332-5213