

**IMPORTANT TELEPHONE NUMBERS**

**White Pass Elementary School** .....(360) 497-7300, main office – ext. 2000  
**White Pass High School**.....(360) 497-5816, main office – ext. 3000  
**White Pass School District Office** .....(360) 497-3791, main office – ext. 4000  
**White Pass School District Bus Garage** .....(360) 497-2298  
**Safe Schools Help Line: Suicide Prevention**..... 1-800-418-6423 Ext. 359

**DISTRICT MISSION STATEMENT**

The mission of the White Pass School District, in conjunction with our greater rural community, is to provide a quality education for all in a safe and challenging environment.

**DISTRICT BELIEF STATEMENTS**

We believe **Educators** provide quality instruction, while modeling and expecting excellence, cooperation and respect from each other and their students.

We believe **Families** are essential partners in our children’s education.

We believe **Students** are curious and valuable individuals who, with guidance and self-discipline, are responsibly involved in their education and community.

We believe **Education** is a life-long productive process that prepares people to be creative, participating, and contributing citizens.

We believe **Schools** are safe and challenging centers for learning.

We believe the **Community** and schools are reflected in each other with mutual support and participation.

**EQUAL OPPORTUNITY**

The White Pass School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Paul Farris, P.O. Box 188, Randle, WA 98377; (360) 497-3791 (Title IX/Section 504/ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642).

# WHITE PASS ELEMENTARY

## SCHOOL STAFF

### TEACHERS

Kindergarten ..... Kari Loucks  
 Kindergarten.....Casey Dunlap  
 1<sup>st</sup> Grade ..... Nori Kruger  
 2<sup>nd</sup> Grade ..... Shaleesa Westover  
 3<sup>rd</sup> Grade..... Roanne Fenbert  
 4<sup>th</sup> Grade..... Marcia First  
 5<sup>th</sup> Grade ..... Amelia Donahey  
 5<sup>th</sup>/6<sup>th</sup> Grade ..... Tara Keniston  
 6<sup>th</sup> Grade..... Erin Shook  
 Special Education..... Dan Meekhof  
 Physical Education..... Bryan Delong

### PARA-EDUCATORS

Paige Christiansen, Eileen Connelly-Kelly, Kristi Davis, Denna Hahn, Rosie Gall, Leah Gillispie, Marian Kratzer, Chrystal Mercado

### COUNSELOR

Chantel Merriman

### COOK

Rhea Bryant

### LIBRARIAN

Dorinda Guy

### SECRETARY

Christy Hampton

### TECHNOLOGY

Shane Loucks, Joe Toal

### CUSTODIAL / MAINTENANCE

John Kelly, Joe Greenwood

### SPECIAL SERVICES

Teresa Barnes, Speech Assistant  
 Carolyn Borovec, Speech  
 Homero Flores, Psychologist  
 Kim Innocencio, Nurse  
 Gene Silento, Occupational Therapist

### PRESCHOOL

Paige Christiansen, Chrystal Mercado

### PRINCIPAL

Nathan Coutsoubos

### SUPERINTENDENT

Paul Farris

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## ARRIVAL AT SCHOOL

Buses will arrive at school at 7:40 and release students to the multipurpose room for breakfast. School supervision is provided from 7:40 a.m. Teachers pick up classes at 8 a.m. Students who arrive to school late should check in at the office to receive a tardy slip to be admitted to class.

## ATTENDANCE POLICY

Our state attendance laws are very clear in setting the expectations that students be regular in their attendance. RCW 28A.225 states that any enrolled student between the ages of 8-18 years of age must attend school on a regular basis. If a parent enrolls a child ages six or seven, the parent has the responsibility to ensure the child attends for the full time school is in session. It is the district's responsibility to comply with the statutes and file petitions with the court system if excessive **absences** are causing a serious adverse effect upon a student's performance.

It is the district's belief that attendance patterns are established early in a student's school experience. It is necessary, therefore, that we establish the importance of regular and timely school attendance. We hope that parents understand that our idea of an excused absence includes such things as the occasional medical appointment, family emergency, or illness.

**Excused absence:** Each excused absence requires a note or phone call from the parent or guardian stating the reason for, and date of, the absence.

**Unexcused absence:** No note or phone call received following a child's absence.

**Excessive excused absences:** The district may initiate court petition procedures beginning with a parent conference and resulting in a court petition in cases of excessive excused absences which adversely affect the student's educational process. For the purpose of this policy, excessive excused absences may be defined as excused absences exceeding twenty percent (20%) of any given quarter or trimester of the school year. Twenty per cent equates to an average of 1 absence each week or a total of 9 absences in a quarter.

**Extended illness or health condition:** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete.

**Excused absence for chronic health:** Students with a chronic health condition that interrupts regular attendance may qualify for placement in a limited attendance and participation program. The parent or legal guardian shall contact the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The principal shall approve the recommended limited program. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

**Tardy:** Students arriving at school after the official start time but within the first hour will be recorded as tardy.

Three tardies will equal one unexcused absence for truancy purposes. The principal will use this formula, as appropriate, in computing the total number of absences for preparation of truancy petitions.

Students who arrive at school 1 hour after class begins or leave one hour prior to dismissal will be considered absent for ½ day.

### **School Day Start and End Day Bell Schedule**

Before school breakfast:	7:40
School begins:	8:05
School ends:	2:50
Friday Early Release Dismissal	1:30

### **BOOKS & SCHOOL MATERIALS**

Textbooks are furnished by the school. It is the student's responsibility to treat these books with care. Any excessive damage beyond normal wear will result in a fine. As students receive their textbooks, they should report any damage found in the books to their teacher so they are not charged at the end of the semester or school year for damaging the books. The student will pay for school equipment that has been broken, lost, or in any way defaced by the student. Student fines, book replacement fees, or technology bills that are unpaid may result in final grades and transcripts being withheld, until full payment has been received.

\*Any Chromebooks ,iPads, or laptops checked out have additional rules and regulations governing their checkout, handling, and usage. Check with your issuing teacher for more information.

### **BUS RULES**

1. The driver is in full charge of the bus and the students.
2. No student will leave the bus except at his or her regular stop, unless written permission is given from the student's parent or school authorities.
3. Each student will be assigned a seat in which he or she will be seated at all times.
4. Students are to assist in keeping the bus clean. No eating or drinking on the bus.
5. No open windows, unless by permission.
6. No student shall, at any time, extend his or her head or arms out of the windows.
7. Students shall remain seated, facing forward while bus is in motion.
8. Cross only in front of the school bus, and wait for the bus driver's signal.

9. Student must not stand or play in the roadway while waiting for the bus.
10. School district will be reimbursed for damages to buses by students and parents or guardians. Students will be held responsible for their seat and the back of the seat in front of them. Anyone caught cutting seats will be suspended from riding the bus 5 days on the first offense, 10 days on the second offense and the rest of the semester on the third offense.
11. Student misconduct will be sufficient reason for transportation to be discontinued for those involved.
12. Obscenities directed toward the driver and/or possession of tobacco, alcohol, or drugs will result in automatic loss of riding privileges for 10 school days.
13. Students are expected to use normal conversational tones when talking. Yelling and making a commotion may be the basis for disciplinary action.






<b>SCHOOL-WIDE POSITIVE BEHAVIOR EXPECTATIONS</b>
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The elementary school staff is dedicated to creating and maintaining a positive, safe, and productive learning environment. Together, parents, students, and staff can help to develop students who are positive, contributing members of society. We aim to foster a sense of understanding and respect for differing points of view. It is essential that students be constructive problem solvers and learn the skills needed to become respectful, self-motivated learners.

We treat negative behavior as an important opportunity to teach the correct replacement behavior. Students who need additional support for positive behavior will get it. Students may go to the Den, which is a room where students, with the help of an adult, can think about their behavior, identify what expectations they did not meet, come up with a plan to meet those expectations, and make amends to the people they have negatively impacted. Other supports include a daily check in / check out system with an adult, a behavior plan where students can monitor their own success, time in guidance with the counselor or another adult, and/or additional supports as needed.

Our school-wide behavior expectations help us teach students how to behave respectfully, responsibly, and safely in the classroom and throughout the school. The following matrix explains our school-wide expectations.

## Panther Cub Expectations

Setting	To <b>BE SAFE</b> , I will:	To <b>BE RESPONSIBLE</b> , I will:	To <b>BE RESPECTFUL</b> , I will:
<p>Assemblies and Events</p>  <p>Volume Level: 0-1</p>	<ul style="list-style-type: none"> <li>• Wait for signals</li> <li>• Keep hands and feet in your own space</li> </ul>	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Whisper while you wait</li> </ul>	<ul style="list-style-type: none"> <li>• Be an active listener</li> <li>• Sit on your bottom so others can see</li> <li>• Use audience manners</li> </ul>
<p>Bathroom</p>  <p>Volume Level: 0</p>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Wash hands</li> <li>• Keep floor clean and dry</li> </ul>	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Flush toilet after use</li> <li>• Return to classroom right away</li> <li>• Use the sign in/out sheet in classroom</li> <li>• Exit with stall open</li> </ul>	<ul style="list-style-type: none"> <li>• Respect privacy</li> <li>• Wait for your turn</li> </ul>
<p>Bus (drop off/pick up)</p>  <p>Volume Level: 2</p>	<ul style="list-style-type: none"> <li>• Stay with adult on duty</li> <li>• Keep hands, feet, and objects to self</li> <li>• Stay in assigned area</li> <li>• Watch for moving vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Go to gym in the morning</li> <li>• Use sidewalks and crosswalks</li> <li>• Arrive on time</li> <li>• Put food away</li> </ul>	<ul style="list-style-type: none"> <li>• Walk behind the person in front of you</li> <li>• Follow adult directions</li> <li>• Wait patiently</li> </ul>
<p>Bus (riding)</p>  <p>Volume Level: 2</p>	<ul style="list-style-type: none"> <li>• Keep aisle clear</li> <li>• Face forward</li> <li>• Obey the bus driver</li> <li>• Do not bring glass or animals onto bus</li> </ul>	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Stay seated in your assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others personal space</li> <li>• Use kind and polite words</li> <li>• Be considerate</li> <li>• Use conversation voice</li> </ul>
<p>Cafeteria</p>  <p>Volume Level: 2</p>	<ul style="list-style-type: none"> <li>• Walk and stay in line</li> <li>• Carry your tray with two hands</li> <li>• Keep coats and backpacks with you</li> </ul>	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Empty your tray appropriately</li> <li>• Know your lunch number</li> <li>• Follow the lights off- FREEZE signal</li> <li>• No food sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Use words such as please and thank you</li> <li>• Eat with your mouth closed</li> <li>• Raise your hands and wait to be dismissed</li> <li>• Allow anyone to sit next to you</li> </ul>

Setting	To <b>BE SAFE</b> , I will:	To <b>BE RESPONSIBLE</b> , I will:	To <b>BE RESPECTFUL</b> , I will:
Hallway  Volume Level: 0	<ul style="list-style-type: none"> <li>Stay to the right</li> <li>Walk in a line with group</li> <li>Go directly to your destination</li> <li>Face forward</li> </ul>	<ul style="list-style-type: none"> <li>Leave no trace</li> <li>Wear or carry your backpacks and coats</li> <li>Have a pass</li> <li>Yield to bigger groups</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet in your own space</li> <li>Greet friends with a smile</li> <li>Open doors gently</li> <li>Hold door open for the person behind you</li> </ul>
Library  Volume Level: 0-1	<ul style="list-style-type: none"> <li>Walk to tables and story time</li> </ul>	<ul style="list-style-type: none"> <li>Leave no trace</li> <li>Know your library number</li> <li>Treat books with care</li> <li>Return books so others may use them</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet in your own space</li> <li>Be an active listener</li> <li>Check sign- Open or Closed for checking out books</li> </ul>
Office  Volume Level: 1-2	<ul style="list-style-type: none"> <li>Stay in front of the counter</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Leave no trace</li> <li>Wait your turn</li> <li>Have a hall pass</li> </ul>	<ul style="list-style-type: none"> <li>Use kind and polite words</li> <li>Follow adult instructions</li> </ul>
PE  Volume Level: Varied	<ul style="list-style-type: none"> <li>Wear gym shoes</li> <li>Control your body and be aware of others around you</li> <li>Remove jewelry</li> </ul>	<ul style="list-style-type: none"> <li>Leave no trace</li> <li>Follow the game rules and your teacher's direction</li> <li>Put equipment away carefully</li> </ul>	<ul style="list-style-type: none"> <li>Use the equipment properly</li> <li>Use problem solving skills</li> <li>Be an active listener</li> <li>Enter and leave gym in a single file line</li> </ul>
Playground  Volume Level: 1- 4	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> <li>Walk on the pavement</li> <li>Stay within the boundaries</li> <li>Be aware of the activities around you</li> <li>No food or gum</li> </ul>	Leave no trace <ul style="list-style-type: none"> <li>Stop when whistle blows 3x and line up</li> <li>Stay in assigned area</li> <li>Play by school game rules</li> <li>Follow adult directions</li> <li>Leave toys at home</li> <li>Return all equipment/balls</li> </ul>	<ul style="list-style-type: none"> <li>Be a good sport</li> <li>Include everyone</li> <li>Use problem-solving skills</li> <li>Share and use equipment properly</li> <li>Line up quickly and quietly with class</li> <li>Line up= level 1 voice</li> </ul>

**Volume Level Key**

**0= Silence**

**1= Whisper Voice**

**2= Conversation Voice**

**3= Presentation Voice**

**4= Outside Voice**



White Pass Elementary's philosophy of discipline centers around the belief that discipline must be firm, fair, and consistent. Our goal in disciplining students is to reduce behaviors that interfere with learning and to help students be self-managers who possess inner control. Above and beyond treating negative behavior as an opportunity to teach the correct replacement behavior based on our school-wide expectations, progressive discipline may be needed. This may include closed lunch, spend time in a buddy room, loss of a privilege, in-school and out of school suspensions, and/or other consequences as needed.

We believe that no student has the right to interfere with the rights of other students to learn. Each teacher has the right to teach and each student must have the right and opportunity to a productive learning environment. All students need a good understanding of the rules and consequences (positive and negative). Possessing this knowledge will allow the student to make a choice between proper behavior or inappropriate behavior. By knowing these things the student can begin to develop self-discipline and good citizenship.

According to school policy, fighting, threats, and weapons will result in suspension.

### **FACILITIES USE**

Individuals and groups in the community may use school facilities for non-profit purposes. To use the facilities, a Building Use Application form needs to be completed. The application form can be obtained from the office. A minimal fee may be assessed according to the fee schedule specified by the Board of Directors. A schedule of use is maintained and school functions are given priority when determining availability.

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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. The name and address of the Office that administers FERPA is:

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

\*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a "public records" request within five business days. RCW 42.17.320.

<b>FIELD TRIPS</b>
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Field trips are an extension of the classroom and an enrichment of the curriculum. As representatives of the White Pass School District, students are expected to demonstrate appropriate behavior and dress at all times. Students who struggle in class with behavior, academics, or attendance issues may be required to attend a conference with the parent, teacher, and principal prior to a field trip. Final determination for participation in the field trip or related activity will be made by the principal.

<b>FIRE, EARTHQUAKE, LAHAR, &amp; LOCKDOWN DRILLS</b>
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Procedures for drills will be posted in the classrooms and taught by teachers. During drills and emergencies, listen to and follow through with all instructions given to you by any adult staff member.

## FOOD SERVICE - LUNCH AND BREAKFAST

The White Pass School District has a point-of-sale system for food service. You may write a check or send cash (in an envelope) for the amount of money you want entered in your child's account. As your child goes through the breakfast or lunch line, your child's five digit number is entered into the computer and the cost of the meal is automatically subtracted from the account's balance. The procedure is the same for milk-only purchases.

If you qualify for free or reduced meals, an application form must be filled out each year. You have 30 days from the start of school to complete this application. Remember, however, that it takes time for our district office to approve the application. Please do so as soon as possible.

### SCHOOL LUNCH/BREAKFAST PRICES FOR 2018-2019 SCHOOL YEAR

#### LUNCH

Regular	\$ 2.60
Reduced	\$ .40
Adult	\$ 3.50
Student Milk	\$ .35
Adult Milk	\$ .40

#### BREAKFAST

Regular	\$ 1.45
Reduced	\$ .00
Adult	\$ 1.75
Student Milk	\$ .35
Adult Milk	\$ .40

## HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation, and bullying are prohibited on school grounds and at school activities. Please see Policy 3207 – Prohibition of Harassment, Intimidation and Bullying, for details. This is available at the school office and the district office.

## HEAD LICE

In order to prevent the spread of head lice, it is the responsibility of all school staff to be aware of the symptoms associated with students appearing to have head lice.

All staff observing anyone with indicators should notify the building principal and/or school nurse. Students having lice or visible nits (lice eggs) in hair will be sent home from school. But, students may be allowed to stay for the remainder of the day, based upon the number and vitality of lice and/or nits observed, time of day, and/or other factors. This decision will be made by the school principal (or designee) in consultation with the nurse or staff member performing the head check.

Students may return to school after adequate treatment and all nits have been removed from the hair.

Students are not allowed to ride the bus until they have been cleared by school staff. The parent/guardian must bring the student back to school to check with school staff to review the status of the nits.

Upon returning to school, the student's head must be visually checked by the school staff. For privacy and staffing reasons, please bring the student in at 8:30 a.m. for the head check.

The decision in determining if all nits are adequately removed is the responsibility of the building principal, school nurse, and/or head check staff member. In the absence of those individuals, the teacher in charge of the building will determine this.

Printed procedures for getting rid of lice will be handed to parents at the time lice are discovered.

### HIGHLY QUALIFIED STAFF

Parents may request information regarding the professional qualifications of the student's classroom teacher from the White Pass School District Office.

### HOME AND SCHOOL COMMUNICATIONS

#### ABSENCE NOTES

When a student is absent he/she is required to bring a note stating the reason for the absence unless the parent/guardian calls the office to excuse them verbally the day of the absence. We will be calling starting mid-morning when your child is absent if a call has not been received. When a child has 5 unexcused absences in one month or 10 unexcused absences in a year, the school district is required to file a petition with juvenile authorities. RCW 28A.225.010.

#### BUS NOTES

Make arrangements for after school activities prior to coming to school. Students are expected to go home after school unless they have a note from home stating they are to go someplace else. Please include the name, address, and phone number of where they are going. It is also helpful to put your child's teacher and grade level on the note. A student with a note should present it to the teacher first thing in the morning. We can handle "last minute" changes and write notes for a student in the office during the day, but ***please notify the school before 1:45 p.m.***

#### CLASSROOM INTERRUPTIONS

If you come to school to pick your child up prior to the dismissal bell, **PLEASE STOP AT THE OFFICE** to sign him/her out. Office staff will assist you. If you need to make contact with a teacher, either by phone or in person, please make that contact at a time when class is not in session.

#### CONFERENCES

Parent-teacher conferences are held on a scheduled basis in the fall and spring. However, additional conferences can be initiated at any time. Parents are encouraged to call the school at 497-7300 x2001 to make an appointment for a conference with the teacher at times when there is a need. Teachers will also contact parents for an appointment when they feel a need for a conference. When teachers and parents

work together to share concerns and ideas about the child's educational program, the benefits for the child increase.

#### NEWSLETTERS – The Panther Press

The Panther Press is sent home every Friday. It contains information pertaining to school events. Parents are welcome to contribute items for publication. Informational items need to be submitted to the office by Wednesday of the week in which the information is to be published. Please include the name and number of the contact person. Teachers may have classroom newsletters as well.

WEBSITE- Our website includes updated information regarding important links, news, and events throughout the year. <http://www.whitepass.k12.wa.us/>

## **HOMELESS EDUCATION PLAN**

### DEFINITION

*Children and youth in transition* are children and youth who are otherwise legally entitled to or eligible for a free public education, and who lack a fixed, regular, and adequate nighttime residence, including:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
4. Migratory children and youth who are living in a situation described above.

### IDENTIFICATION

In collaboration with school personnel and community organizations, the Homeless Education Liaison will identify children and youth in transition in the district, both in and out of school.

### SCHOOL SELECTION

Children and youth in transition will remain at their schools of origin to the extent feasible, unless that is against the parent or youth's wishes.

### ENROLLMENT

The school selected for enrollment will immediately enroll children and youth in transition. Enrollment will not be denied or delayed due to the lack of any document normally required for enrollment.

### TRANSPORTATION

Transportation will be provided to and from the school of origin for a child or youth in transition.

### TITLE I

Reserved funds will be used to provide education-related support services to children and youth in transition, both in school and outside of school, and to remove barriers that prevent regular

attendance. Children and youth in transition will be assessed, reported on, and included in accountability systems, as required by federal law and U.S. Department of Education regulations and guidance.

## SERVICES

Children and youth in transition will be provided services comparable to services offered to other students in the school selected, including:

1. Transportation.
2. Title I services.
3. Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners.
4. Vocational and technical education programs.
5. Gifted and talented programs.
6. School nutrition programs.
7. Before- and after-school programs.
8. Preschool programs.

If you or someone you know in our district needs more information, please contact the Elementary School office at (360) 497-7300 ext 2000.

## IMMUNIZATIONS

By Washington State law, all students must present or have on file documentation of their immunization status on or before the first day of attendance. The certificate of immunization status must show the month and year of all vaccines required.

### **IMMUNIZATIONS REQUIRED ARE:**

Hepatitis B – Three doses before kindergarten.

DTP – At least four doses. The last dose received since the child's fourth birthday.

Polio – At least three doses. The last dose received since the child's fourth birthday.

MMR (Measles, Mumps, Rubella) –The first dose received at or after 12 months of age and a second dose before kindergarten.

Varicella (Chicken Pox) – **Two** doses given on or after the first birthday (OR a **doctor's documentation** of chicken pox) for those children entering kindergarten.

Students may be exempt for medical, religious, or philosophical reasons. A physician's signature must accompany a waiver for medical purposes; a parent's signature is necessary to exempt a student for religious or philosophical reasons.

## LAW ENFORCEMENT & CHILD PROTECTIVE SERVICES

Law enforcement officers and/or child protective service representatives will be allowed by the building administrator to interview students in school without notifying parents. If a student is taken into custody the school will inform the parent, unless requested not to by law enforcement to protect the integrity of an investigation.

## **LIBRARY SERVICES**

Each class has a regular library period once or twice a week. During this time students may check out one or two books, depending on the grade level. In order to check out books the following week, books must be returned to the library. Parents are welcome to visit our library during library hours. Please check with your child's teacher for that information.

When library books are brought home, please keep them in a safe place, for even the smallest books are quite expensive. Parents will be charged for lost or damaged library books.

We encourage parents to take their children to the Timberland Libraries in Randle and Packwood in order to have access to additional materials, services, and events.

## **MEDICATION**

Special forms must be completed for staff to give medication to a student. The form is available in the office or from the doctor providing the medication. We do not dispense any medication without a doctor's permission (even Tylenol, cough drops, etc.) This form also requires parent signature.

## **PARENT INVOLVEMENT**

Please see Policy 4130 – Parent Involvement Policy, available from the school office and the District Office.

## **PERSONAL ITEMS, ELECTRONICS, & TOYS**

Students bringing personal items (other than school supplies) from home do so at their own risk. If an item is of considerable monetary or sentimental value and its loss or damage would cause hardship or pain, the item should be left at home. If a toy, MP3 player, iPod, iPad, cell phone, Game Boy, or other electronic device is brought to school it must remain in the student's backpack during school hours. Electronic devices may be confiscated from students if they are visible and/or in use during school. The school is not responsible for items brought from home that get lost, stolen, or damaged. Laser pens are considered dangerous and are not allowed at school.

## **RECESS/PLAYGROUND EXPECTATIONS**

### GENERAL GUIDELINES

- Food, chewing gum, or beverages are not allowed on the playground.
- MP3 players, iPods, iPads, cell phones, or other electronic devices must remain in a backpack during school hours (7:40am-2:50pm).
- Students are to play games according to the rules and be good sports at all times.

- Rocks, dirt, and sticks are to be left on the ground.
- Walk on the blacktop.
- Balls are to be kicked in the field only.
- During cold weather, stay off the icy blacktop areas.
- Students need to stay in the designated playground area. If a ball is deflected outside of that area, contact a playground supervisor for assistance.
- Students are to gently return all equipment to the ball box at the end of each recess.
- Students must be in eyesight of the playground supervisors.
- Throw snowballs only in the designated area (back stop).

### BASKETBALL

Play BUMP in the morning. There are many children on the playground at this time.

### JUMP ROPES

Both handles must be used.

Watch around you for a safe place to jump.

Stay in the designated play area.

Jump ropes are for jumping only.

### KICK BALL

One person is up at a time.

If the ball is caught, you're out.

If you're tagged, you're out.

Fielders stay behind the pitcher.

### RINGS

Go across in one direction.

Keep hands and feet in your own space.

Stay upright for safety.

### SLIDE

One person slides at a time.

Always come out at the bottom feet first.

Wait for the person in front of you to finish their slide before beginning your slide.

Keep your own space.

### SOCCER

Play on the soccer field.

Keep feet in contact with the ball only.

### SPIDER

Keep the spider still for safety reasons.

Keep at least one hand on the spider while climbing.

### SWINGS

Keep your feet lower than your head.

Only one person is allowed on a swing at a time.

Swing forward and back only.

Be careful when walking near the swings.

Feet must be on the ground when leaving the swing.



### TEETER TOTTER

One person only on each end

Hang on with your hands.

Get off carefully so the other person doesn't drop to the ground.

Keep your bottom in contact with the teeter totter.

Stay away from the painted yellow crossbar.

### TETHERBALL

Two people play at a time.

Next person in line stands outside circle to watch for stepping on line.

Server can win three times in a row.

A person who touches rope or steps on line is out.

The ball may not be held in your hand or thrown. You must hit the ball.

Treat equipment respectfully.

The next person in line goes in when someone is out.

You must allow the ball to go once around the pole before hitting it back.

## **PARENTAL RIGHTS**

1. You have a right to ask about the professional qualifications of your child's teacher.
2. You have a right to know whether your child is provided services by para-educators and if so their qualifications.
3. You have a right to information on your child's level of achievement on the state assessments.
4. You have a right to receive information in an easily understandable format. Please let us know if we need to make changes in our communication.
5. You have a right to information about the state's procedures for complaints that the state, local school district, educational service district, or other sub-grantee has violated one or more requirements of federal statutes or regulations or state regulations that apply to Title I, Part A.

## **SCHOOL DRESS**

We encourage and expect our students to dress appropriately for school. Inappropriate clothing is often distracting and disrupts the learning process.

The following are some general guidelines:

- Shorts and skirts should be fingertip length or longer when arms are extended to the side.
- No flip-flops (we want to protect toes and feet from injuries)
- No suggestive or disrespectful language should be on shirts or hats.
- No spaghetti straps, oversize tank tops, or bare midriffs.
- No hats are to be worn in the school buildings.

- No make-up can be brought or worn at school.
- No pajama pants should be worn to school.
- No blankets should be brought and used as jackets.

### • STATE ASSESSMENTS

- Each spring students in grades 3 – 8 the Smarter Balanced Assessment. Summative assessments are required. They will take place during the last 12 weeks of the school year. These computer-based tests will help schools evaluate how well their students performed by comparing them with students from other schools across the nation. The end-of-year assessments provide families with a clear indication of how well their children are progressing toward mastering the academic knowledge and skills necessary for college and career readiness.
- The Smarter Balanced Assessment Consortium is a state-led consortium working collaboratively to develop next generation assessments aligned to the Common Core State Standards (CCSS) that measure student progress toward college- and career-readiness. The work of the Consortium is guided by the belief that a high-quality assessment system can provide resources and tools for teachers and schools to improve instruction and help students succeed.

### STUDENT RIGHTS & RESPONSIBILITIES

We believe that for every right there is a responsibility. Students will respectfully accept, and adhere to, the following:

#### **Rights:**

- Students have the right to a safe environment free from intimidation, harassment, and assault.
- Students have the right to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways, and lunchrooms.
- Students have the right to safe passage to and from school and while on campus.
- Students have the right to expect staff to help solve their problems.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to actively participate in a problem-solving process.
- Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.

#### **Responsibility:**

- Students are responsible for their own behavior.
- Students are responsible for respecting the property of other people and school property.
- Students are responsible for attending school and all classes daily and on time.
- Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
- Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.

- Students are expected to make a determined effort to learn.
- Students are expected to follow the instructions of teachers and other school staff.
- Students are expected to dress appropriately for school.

## VISITORS

For the safety and security of guests and students, visitors are required to present themselves at the office upon arrival. In the office, visitors will sign in and receive a visitor badge. When leaving, visitors are asked to return to the office to sign out. Visitors need to arrange their visits with a classroom teacher **at least one day prior** to the planned visit to minimize disruptions.

## WEAPONS

Weapons are prohibited on school grounds and at school activities. A student shall not pass or transmit any object that can reasonably be considered a firearm, weapon, or dangerous plaything such as a laser pointer. (RCW 9.41.250, 9.41.270, 9.41.280) Any firearms violation will carry a mandatory one year suspension from school by law. In addition, violators will be turned over to legal authorities. (RCW 9.41.280) See WP School District-Regulation of Dangerous Weapons on School Premises found in the district office and on the school website under School Board/Policies at [www.whitepass.k12.wa.us](http://www.whitepass.k12.wa.us).

# White Pass School District

## ELEMENTARY SCHOOL

### HANDBOOK AGREEMENT

I have received a copy of the White Pass Elementary School Handbook for the 2018-2019 School Year.

I have read the handbook and will abide by it.

The information in this handbook may change. As White Pass School District provides updated policy information, I will read and abide by the changes.

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**STUDENT'S PRINTED NAME**

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**STUDENT'S SIGNATURE**

**DATE**

**STUDENT'S GRADE** \_\_\_\_\_

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**PARENT/GUARDIAN'S PRINTED NAME**

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**PARENT'S SIGNATURE**

**DATE**