

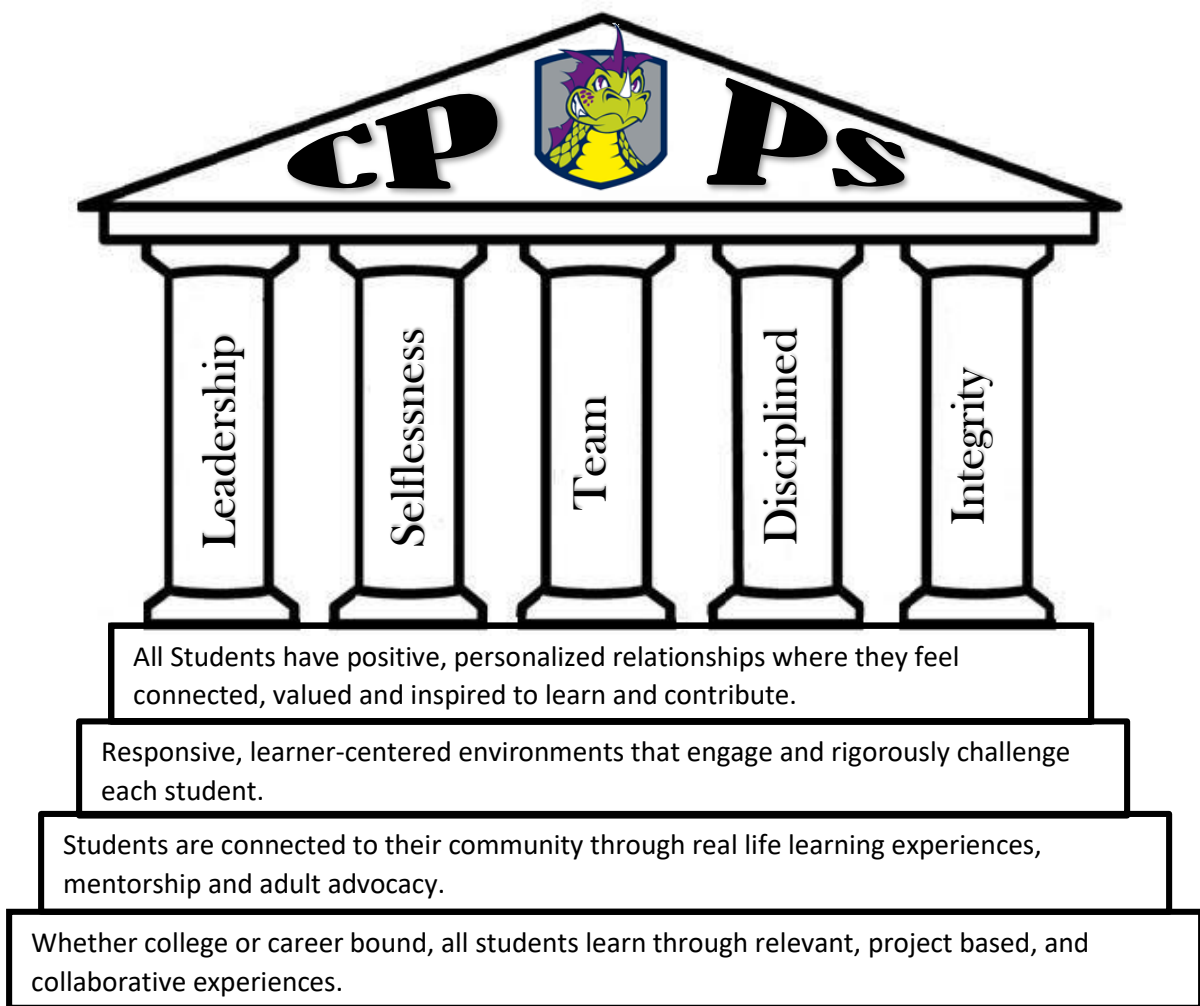
# Davis Elementary



DAVIS  
**Dragons**

# Student Handbook 2020-2021

# Focusing on Kids and Their Learning



Davis Vision: Our vision is to champion rigor\* and joy\* for every student, in every classroom, every day.

Davis Mission: “Our mission is for students to engage in effective academic instruction focused on reading, writing, and mathematics that is relevant, systematic and grounded in a culture of inquiry.”

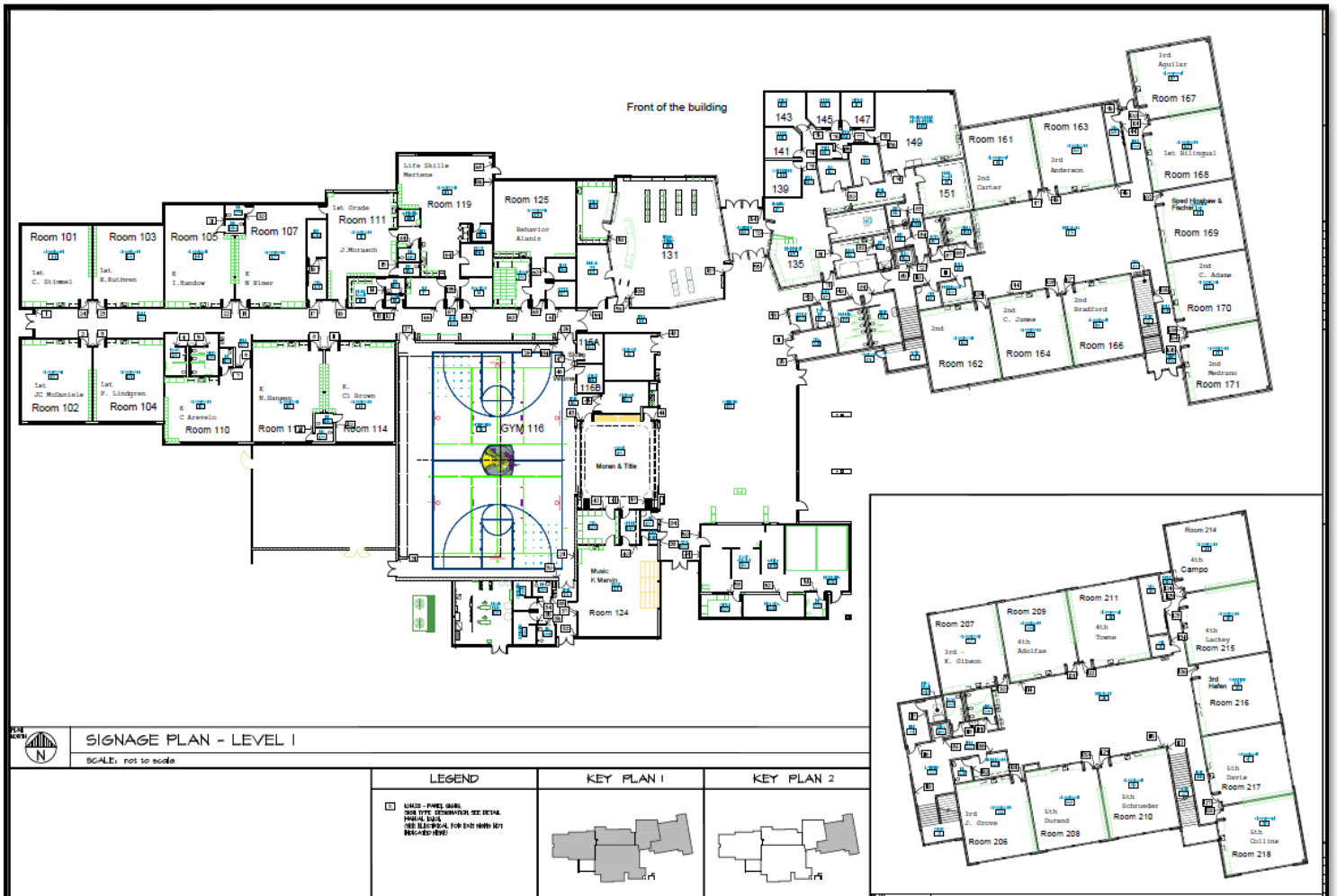


# Table of Contents:

District Vision Pillars of Character & Guiding Principles	Pg. 1
Davis Vision and Mission statement	Pg. 1
Davis Building Layout	Pg. 3
Communication	Pg. 4
Welcome to Davis	Pg. 5
Website & Email/Arrival & Departure/ Parking Lot	Pg. 5
Dragon Slips, Dragon Fire, Specials, Guidance Team, Athletics	Pg. 6
Attendance, Visitors, Electronics, Telephone, Surveillance, etc.	Pg. 7
Illness	Pg. 8
Grading, Playground	Pg. 9
Big 3	Pg. 10
Discipline	Pg. 11-13
Definition of Bullying & Dress Code	Pg. 14
District Policies	Pg. 15

Located at the end of the handbook is a signature sheet that needs to be signed and returned to the school.

## Davis Elementary Building Layout



Davis Elementary works in conjunction with our Davis PTA to create positive and memorable memories for all of our Davis students. Please take the time to join and volunteer your time to make Davis Elementary memories. [Davisdragonspta@gmail.com](mailto:Davisdragonspta@gmail.com)

A few events that the Davis PTA sponsor or assist in sponsoring. Please consider joining.

- ❖ Movie Nights
- ❖ Fun Run (Where every student receives a Davis shirt)
- ❖ Music
- ❖ Field Trips
- ❖ Student items and so much more.

**Communicating with Davis Elementary**





## Welcome to Davis Elementary



DAVIS  
**Dragons**

Davis Elementary School  
31 SE Ash St.  
College Place, WA 99324  
Phone: (509)525-5110

### WEBSITE AND EMAIL ACCESS

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

### ARRIVAL AND DEPARTURE TIMES

Monday – Thursday

7:40 AM	Doors will open and breakfast served. Students will go to the playground until first bell.
8:00 AM	School Begins
8:05 AM	Tardy Bell. Anyone arriving after 8:05 will need to check in at the office.
2:50 PM	Dismissal bell for the end of school.

Friday Late Start doors open at 8:40 AM and School starts @ 9:00 AM

### Half Days release dismissal bell rings at 12:10 PM

1. Walkers and bike riders leave campus promptly at 2:50 pm. Campus (playgrounds) is closed and has no supervision. Students who wish to utilize the playground after school hours need to go home and check in with a parent first.

2. Bus riders will be walked to the bus area by a teacher between 2:45 pm & 2:50 pm. Please make arrangement prior to 2:15 pm if you are wanting to get your child off the bus.
3. Students waiting to be picked up by parents will wait in the student loading/unloading zone in front of Davis School. Students should **never** be picked up in the back of the building as this is the bus zone only.
4. Students unsure of after-school plans should make arrangements with their teacher and or office to contact their parents for clarification prior to 2:15 pm. For safety and transportation schedules, please do not request your child to not ride the bus after 2:15 pm. Busses will be leaving approximately 2:55pm

### PARKING LOT

Please remember to work together to keep our parking lots safe for everyone. Be early, be patient and be attentive. Please use the crosswalks to model safety. When dropping off or picking up students, the car needs to be parked in a stall or pulled over near the curb. Please do not leave your cars unattended in the fire lane, this will cause a traffic problem and may result in the car being towed away. Please be patient when using the lower parking lot, drive slowly and keep it safe for everyone.

As we work to teach our students important life skills, the following are building-wide expectations:

1. Be at school in class by (8:00 AM, 9:00 AM on Fridays)
2. Come to school ready to learn
3. Do your best work
4. Complete all work given
5. Respect each other
6. Always be kind





## Davis Programs

### **Dragon Slips**

Students have an opportunity to earn Dragon Slips throughout the year by practicing positive characteristics and thoughtful healthy habits. Davis students practice Dragon Fire (Friendliness, Integrity, Respect and Engagement)

### **Dragon Fire**

All Dragons Breathe Fire  
We will be encouraging all Davis Dragons to “Breathe Fire”, that is- **F**riendliness, **I**ntegrity, **R**espect and **E**ngagement. The concept behind the acronym FIRE is to promote highly desirable behavior and traits that promote academic success, while simultaneously fitting within the context of the school mascot and identity. FIRE is easy to remember and promote in both the academic and social settings of the school. The ideals friendship, integrity, respect, and engagement are easily remembered by students and easy to promote in all school activities.

At the heart of Dragon Fire is ensuring that each child at Davis has at least one strong, caring relationship with a Davis Staff member. Dragon Fire recognizes the classroom teacher as the primary individual to do this with their students; at the next level are the intervention specialists; and finally, the principal and assistant principal. Using this tiered approach, Dragon Fire works as a systematic approach to connecting each child with at least one adult who they know, trust and respect.

### **Specials**

At Davis, we believe in teaching the whole child. Research conclusively demonstrates the link between physical and mental activity, and the importance of the arts for mental and emotional health. Vocal music classes include music appreciation with an emphasis on singing. PE classes are designed around Washington State Physical Education standards and are specifically designed to be age and ability-appropriate.

### **Guidance Teams**

The student assistance program includes the school psychologist, intervention specialists and Davis staff. The team works together to develop action plans and address the behavior and/or academic needs of students. The team then monitors the progress of these plans, altering or revising the plans as needed.

### **Professional Care**

Sometimes children need a friendly ear, and one-on-one attention. If your child is struggling to make friends, stand up for himself/herself, or is having a problem that needs a little extra help, our school counselor and social worker are ready and able to lend a helping hand.

Counselor: Blake Limburg [blimburg@cpps.org](mailto:blimburg@cpps.org)  
Social Worker: Stacy Babcock [sbabcock@cpps.org](mailto:sbabcock@cpps.org)

### **Athletics:**

Davis Elementary offers basketball for 5<sup>th</sup> Grade boys and girls. The boys season begins approximately in November and the girls begins approximately in January. To participate, athletes must have regular and prompt attendance at all practices. If student is absent, goes home due to an illness or has an unexcused absent during the day, they will not be eligible to participate that day unless permission is granted by administration. Behaviors resulting in a referral and or discipline may result in the loss of participation.



### **Attendance**

Good attendance is critical for teaching students about expectations. Good attendance is an indicator for successfully graduating. Please visit the state website <http://www.k12.wa.us/Attendance/Laws.aspx> to become familiar with chronic absenteeism and truancy.

When a student needs to be absent due to an illness, it is the parent(s) responsibility to contact the school. (509)525-5110

Parents must sign students out at the front desk if they are to leave during school hours. Parents or guardians must furnish up to date information for communication and safety of all.

### **Visitors**

All visitors are required to check in at the front office upon entering Davis Elementary. For the safety of all you may be asked to return to the office to check in and or receive a visitor pass. Volunteers of the school will need prior authorization by administration and have a cleared background check conducted.

### **Electronics**

We encourage students to leave their technology such as tablets, games, i-Pods, etc. at home. Such items can cause a distraction to owner and others. We are not responsible for the lost, stolen or damaged items caused by owner and or others.

### **Student and Telecommunication Devices**

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

Davis Elementary prohibits the use of all personal electronic devices (including cell phones) during the school day. If a parent/guardian wishes his/her child to have a cell phone, it must remain in the student's backpack and be turned off during school hours. All communication between parents and students during the school day must go through school personnel.

If a personal electronic device is seen or heard during the school day, the device may be confiscated by school personnel. Students who violate this policy will be subject to progressive disciplinary action up to and including confiscation of the device and/or losing the privilege of bringing the device onto school property. The first step in all cases shall be a verbal reminder by a College Place Public Schools staff member to put the device away and/or cease operating it. A device which has been confiscated shall only be returned to the student's parent/guardian. The device will be available for pick-up at the school office by the parent/guardian as determined by the school.

A student who is isolated and involved in a school investigation will not have access to any telecommunication/electronic device while the investigation is in process.

The school and district are not responsible for the loss or damage of any electronic item brought to school including those devices that have been confiscated. Furthermore, the district will not investigate lost, stolen or damaged devices.



Teachers may grant exceptions in their own classrooms to this policy if use contributes to instructional and/or educational efforts.

**Surveillance Cameras:**

Surveillance cameras are located throughout all College Place School campuses. Locations include but not limited to: each entry way, hallways, common spaces, parking lots, and athletic fields.

**Tobacco, Alcohol, Drugs:**

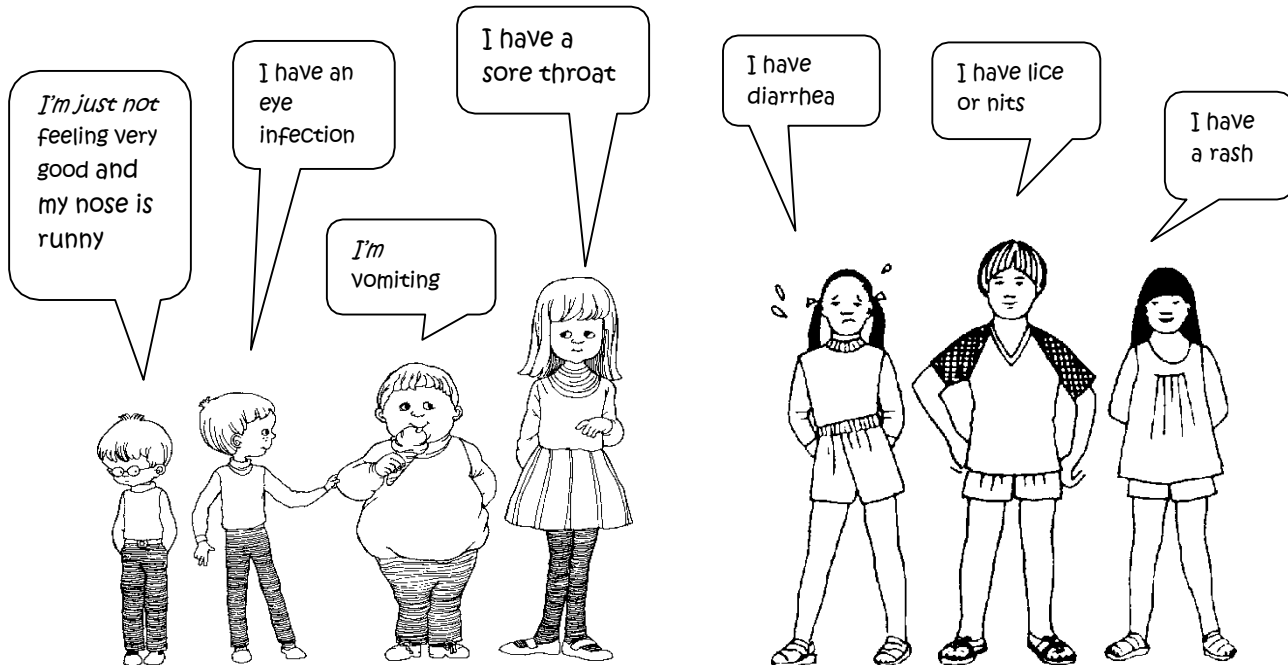
College Place Public Schools are considered to be drug free. Students may not use, possess, or sell tobacco, vapes, alcohol, drugs or paraphernalia of any kind on or near school grounds. (See policies 5201 & 4215)

**Weapons**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school property, school transportation, or other facilities being used exclusively for school activities. Please see the full board policy 4210 for more detailed information and or exemptions to this policy



## Keep Me Home If...



Unusually tired, pale lack of appetite, confused or cranky, yellow or green runny nose.

Red eyes, thick mucus or pus draining from the eye.

Vomiting two or more times in 24 hours.

Sore throat with fever or swollen glands.

3 or more watery stools in 24 hours.

Uncontrollable itching. Evidence of lice or nits.

Body rash especially with a fever

***When your child is sick:*** Call the school to report his/her absence. Monitor for 24 hours after last episode. (509) 525-5110.

All children thrive on a regular bedtime routine. Children who get enough sleep have a healthier immune system, and better school performance, behavior, memory and mental health. (American Academy of Pediatrics)

Recommended Amount of Sleep for Pediatric populations	
Age	Recommended sleep hours per 24 hr. period
Preschoolers: 3-5 years	10 to 13 hours (including naps)
Grade school: 6 to 12 years	9 to 12 hours

## GRADING

Davis utilizes Standards Based grading to describe a student's ability at a particular time. Every student learns at a different rate and in various ways so we have embraced a 1 – 4 reporting scale.

- 4 **Exceeds the Standard** A student is showing mastery in a particular standard / consistently performing the task and with no assistance
  - 3 **Proficient in Standard** A student is showing proficiency in a particular standard / consistently performing the task with minimal assistance
  - 2 **Approaching the Standard** A student is approaching proficiency in a particular standard / inconsistently performing the task and requires assistance
  - 1 **Attempting the Standard** A student is working or still needs to work on a particular standard /inconsistently performing the task and requires a substantial amount of assistance.
- IE **Insufficient evidence** Student is choosing to not work on a particular standard / Student is choosing to not perform or the performance is so irregular that a true assessment cannot be provided. A student has not been at school long enough to provide an assess

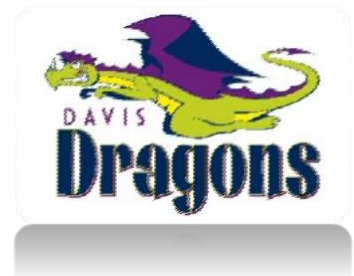
## PLAYGROUND RULES

Playground rules are subject to but not limited to the following basic rules. It is the goal of Davis staff to work with students in order to learn appropriate safe and healthy behaviors.

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

**Violation Procedures:** Students will be warned if seen violating any of the above rules and may be placed in a time-out. If the violation continues or is severe, a student will move into the referral system of discipline

On both playgrounds there are Davis Dragon Benches for students to enjoy. The K-1 Dragon Buddy Bench provides students a place to go when they are looking for a friend to play with at recess.



At Davis Elementary, we like to say, “All Dragons Breathe Fire.” What does it mean to ‘Breathe Fire’? Fire in this sense, stands for Friendliness, Integrity, Responsibility and Engagement. **These four qualities make up our school-wide expectations**, which we refer to as Dragon FIRE!

Dragon FIRE fits College Place Public School’s ‘Five Pillars of Character’, which serve to guide our work in realizing the District Mission, which reads, “As a College Place graduate, I will distinguish myself by communicating, leading, learning and serving with integrity. I am driven by a lifelong commitment of respect of others, the community and myself.” The ‘Five Pillars of Character’ are: Leadership Development, Selflessness in Service of Others, Team/Togetherness, Disciplined Life, and Integrity. Dragon FIRE was developed to help realize these ideals among our students, K-5, in a developmentally appropriate and exciting way.

Dragon FIRE is broadly defined with the following base-line definitions for school-wide reference, including verbiage that serve as critical attributes, further defining our school-wide expectations for behavior and readiness for learning:

### School-Wide Definitions & Critical Attributes

**Friendliness:** “We are **kind, courteous** and **respectful** to others with our words and bodies.”

*Critical Attributes of ‘Friendliness’:*

- Kindness
- Courtesy
- Respect

**Integrity:** “We **speak truth** and strive to be people of **character**.”

*Critical Attributes of ‘Integrity’:*

- Truth
- Character

**Responsibility:** “We **own** what we do and say; we look out for the **safety** of ourselves and others.”

*Critical Attributes of ‘Responsibility’:*

- Ownership
- Safety

**Engagement:** “We **participate positively** in our school and community.”

*Critical Attributes of ‘Engagement’:*

- Participation
- Positivity



More specificity is provided within all common indoor and outdoor spaces of the building as to what it looks like to ‘Breathe Fire’ in all areas of the building, clearly stating our school-wide expectations using common language.

When students make choices that result in discipline actions, assigned consequences, and mandatory restorative steps, coming back to promoting the ideals of FIRE help frame the student behavior within the scope of the school community and building-wide expectations. Furthermore, restoring relationships becomes more about exhibiting behavior that promotes building an academic community conducive to learning, rather than simply conforming to a set of rules and expectations.

## DISCIPLINE

The goal of the supervising adult is to redirect inappropriate behavior and reeducate students prior to writing a referral slip. In order to insure each student the proper school learning climate, the following discipline plan will be utilized:

- Step 1:** Davis staff will provide instruction of rules and expectation for all student areas (Classroom, POD, cafeteria, hallways, playground, etc.). A discussion of rules and expectations will be posted and or discussed with all the students.
- Step 2:** Students may be provided warnings, redirected in behavior and/or removed from the situation.
- Step 3:** Non-compliance or arguing by student may be considered a defiant behavior and could result in consequences, interventions and or a referral process, especially in the case of a major incident or safety concern.
- Step 4:** The supervising adult may write a discipline slip (School Safety Referral Form) in triplicate detailing the behavior. Both the supervising adult and student may sign the discipline slip. When a student receives Safety Referral Form, he/she may be required to discuss the behavior with an administrator. An attempt to contact the parent will be made by the referring staff member and/or administration.
- Step 5:** The supervising adult will confer with an administrator to determine an appropriate action steps, including consequences and/or interventions. If a decision is made to assign after-school detention, in-school-suspension (ISS), or out-of-school suspension (OSS) a copy will be sent home for a parent signature to be returned to the office. Out-of-school suspensions may require a parent meeting to plan for reengagement. Academic work will be provided by the teacher and completed as part of the reengagement plan. **MORE INFORMATION AT THIS STEP IS DETAILED IN THE NEXT SECTION: 'Discipline Intervention and Referral System at Davis'.**

**Field Trips** Field trips are often an extension of learning within the classroom. Students are expected to project Dragon Fire behaviors as their behaviors reflect themselves, their family and Davis Elementary. Field trips are a privilege and Davis student get to earn this privilege by working hard in academics and showing responsibility. Field trip privileges may be revoked for students choosing to display inappropriate behaviors at school and or on the bus.

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

- a. Contact the parent
- b. Contact the local police
- c. Contact the Mental Health Crisis Team
- d. Retain the child in isolation while at school until the parent meets with the administrator



## Discipline Intervention and Referral System at Davis

### What We Believe

At Davis, our vision is to champion rigor and joy for every student, in every classroom, every day. This means providing them with an optimal learning environment in which to thrive as learners. One component of establishing and maintaining such an environment, is to ensure appropriate behavior for learning; not only for one's self, but for others as well. We also believe that behavior may often be a form of communication by children, and that all behavior helps a child meet a need, whatever that need may be. Therefore, we have developed a systemic approach for responding to our students' variety of needs that is intended to help them learn and grow within the context of safe and meaningful relationships, as well as to ensure a safe and orderly learning environment for all students and staff.

### Discipline/Intervention

Failure to follow the expectations and rules may result in disciplinary measures. Such disciplinary action shall be compliant within the scope of Washington State RCWs, WACs, CPPS Board Policy, The Student Handbook, and/or Classroom/Local Area disciplinary plans.

#### Student Focus Team (SFT) Referral

After a teacher has attempted to correct behavior that is *disruptive* to the learning environment, *inappropriate* and/or *contrary to Dragon Fire*, per their disciplinary plans, a student may be referred for further intervention(s) using a **Focus of Concern Form**. A team will then work with the student, teacher and family to establish an intervention plan that may help meet the needs of the child to be successful in class.

#### School Safety Referral

A '**School Safety Referral Form**' (SSRF) may be issued in the event that a child's behavior *warrants a safety concern for themselves or others* (including, but not limited to: inappropriate physical contact, aggression, fighting, harassment, bullying, self-harm, possession of inappropriate items, serious acts or threats of violence, and leaving the classroom/supervision).

### Discipline Accountability

SSRFs include both 'Actions' and 'Restorations'. Actions may or may not be progressive, and are dependent on the severity of the behavior, and/or the degree to which the behavior may have influenced the emotional and physical safety of both students and staff. Restorations seek to assist the student in mending the harm caused by their behavior.

### Action Items

Davis may utilize the following 'Actions' to hold students accountable for their behavior and as options for intervening with and correcting inappropriate behaviors following the issuance of a SSRF:

#### **A. Student Conferences**

*Students discuss safety issue with staff member(s) that may include, but are not limited to: the School Social Worker, the School Counselor, the Assistant Principal, or the Principal. Conferences may also include Parent/Guardians and/or other stakeholders in the child's life.*

#### **B. Office Think Time**

*Students assigned to an 'Office Think Time' will report to the office and set a timer for a duration*



*appropriately fit for their age. The 'Think Time' may be taken immediately or deferred until a specified time. While in Think Time, students will think about why their actions were unsafe and how they might make things right. Prior to returning to class, students shall share and process their thinking with an adult.*

**C. Lunch Club**

*Students assigned Lunch Club will eat their lunch in a space designated for Lunch Club use. While in Lunch Club, students may discuss with an adult how their behaviors impacted the safety of the learning environment. They may spend time normally allocated for lunch recess working on grade-level academic tasks or participating in a plan of restoration.*

**D. In School Suspension (ISS)**

*Students assigned to In School Suspension will report to a specified area in the building to work on academic tasks apart from their peers for the purpose of physical or emotional safety. Prior to, or while in, ISS, an adult will assist the student in filling out a **'Deemed Done' form**. This form may address the academic goals/objectives (as determined by classroom teacher) to accomplish, and/or restorative actions to be taken during this time. ISS shall not be deemed done until the objectives/goals/actions specified on the 'Deemed Done' form are completed. Failure to complete a session of ISS may result in the assignment of additional ISS time.*

**E. Out of School Suspension (OSS) and Expulsion**

*See District Policy 3241 & District Policy 3241P*

**Restoration Items**

Davis may utilize the following 'Restorations' to assist students in repairing the harm their behavior may have caused others. Such practices include, but are not limited to:

**A. Apologies**

*Apologies may include written or verbal messages to people impacted by a student's behavior. Apologies may be planned and given with the assistance of an adult.*

**B. Restorative Circle/Conference**

*This may include people impacted by the student's behavior. A Restorative Circle/Conference is an opportunity for the student to hear how others were impacted, and a chance to make amends/restore relationships hurt by his/her actions.*

## BULLYING: DEFINITION

According to the Revised Code of Washington (RCW) 28A.300.285 for an action to be considered bullying, it needs to meet the following definition:

Harassment, intimidation, or bullying means any **intentional** electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act [has the following results]:

- **Physically harms** a student or **damages** the student's property; or
- Has the effect of **substantially** interfering with a student's education; or
- Is so **severe, persistent, or pervasive** that it creates an **intimidating or threatening** educational environment; **or**
- Has the effect of **substantially** disrupting the orderly operation of the school.

Bullying will be taken very seriously, but before there is an accusation made against a student, please check the action against the above criteria.

A safe rule of thumb: Check for the following:

- ☑ An imbalance of power (size, age, number of students, etc.)
- ☑ A loss to learning and feeling of safety
- ☑ Pervasive

If you think a child is being bullied according to the above criteria, please report the incident, with as much detail as possible, to the office immediately.

## DAVIS DRAGON DRESS CODE

No hats inside. Hats are ok outside

Clothing must NOT have inappropriate images

Shorts and pants must not sag

No Skate shoes or Heelies

Shoulder straps must be 1"

No bare back, low cut, or see through clothing

Lace up or velcro strap tennis shoes are required for PE

Open toe shoes and sandals are discouraged for safety reasons. Flip-flops are not allowed



# District Addendum

## DISTRICT POLICIES AND STATE REGULATIONS

The following Board Policies referenced in the handbook are summaries.

For complete Board Policies visit our Web Page at [www.cpps.org](http://www.cpps.org)

Policy 3120	Enrollment .....
Policy 4218	Language Access Plan.....
Policy 3231	Student Records.....
Policy 4040	Public Disclosure to District .....
Policy 3126	Child Custody .....
Policy 3115	Homeless Students: Enrollment Rights and Services.....
Policy 3224	Student Dress .....
Policy 3200	Rights and Responsibilities.....
Policy 3210	Nondiscrimination.....
Policy 3210P	Nondiscrimination Complaint Procedure .....
Policy 3205	Sexual Harassment of Students Prohibited .....
Policy 3205P	Sexual Harassment of Students Prohibited Procedure .....
Policy 3207	Prohibition of Harassment, Intimidation, and Bullying .....
Policy 3207P	Prohibition of Harassment, Intimidation, and Bullying .....
Policy 5253	Professional Staff and Student Boundaries .....
Policy 3126	Child Custody .....
Policy 3124	Removal of Students During School Hours .....
Policy 4200	Safe and Orderly Learning Environment.....
Policy 5201	Drug Free Schools, Community, and Workplace .....
Policy 4215	Use of Tobacco, Nicotine Products, and Delivery Devices .....
Policy 4210	Regulations of Dangerous Weapons in School.....

Policy 2421	Promotion and Retention and Acceleration of Pupils .....
Policy 2421P	Promotion and Retention and Acceleration of Pupils .....
Policy 3122	Excused and Unexcused Absences .....
Policy 3122P	Excused and Unexcused Absences .....
Policy 3110	Qualification of Attendance Placement.....
Policy 3241	Classroom Management, Corrective Actions and Punishment .....
Policy 3205	Sexual Harassment of Students Prohibited .....
Policy 3207	Prohibition of Harassment, Intimidation and Bullying .....
Policy 3413	Student Immunizations and Life-Threatening Health Conditions .....
Policy 3416	Medications at School.....
Policy 2161	Special Education and Related Policies for Eligible Students .....
Policy 2110	Transitional Bilingual Instruction .....
Policy 2190	Highly Capable Programs .....
Policy 2170	Career and Technical Education .....
Policy 2108	Remediation Programs .....
Policy 4130	Title I Parent Involvement.....
Policy 3242	Closed Campus.....
Policy 3520	Student Fines, Fee, and Charges.....
Policy 3240	Student Conduct Expectations and Reasonable Sanctions.....

## **DISTRICT INFORMATION AND POLICIES**

### **Enrollment (Policy 3120)**

A district may require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements.

### **Student Registration**

Before the beginning of each new school year, College Place School District requires the completion of On-line Registration for each student returning to College Place Public Schools. Parents or Guardians must complete the on-line registration process before each student is considered **enrolled** for the current year and is assigned a teacher or schedule. . Please watch for the registration fair -in August of each year. The Fair is open to all grade levels and will assist new parents registering their students for the first time and, returning parents so they may get a jump start on their back-to-school responsibilities.

### **Language Access (Policy 4218)**

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services and activities for students and parents with limited English proficiency (LEP) free of charge. To that end, the Board of Directors requires the District to implement and maintain a language access plan tailored to the District's current LEP parent population. The District will seek to accurately identify LEP parents and where reasonably possible provide them information in a language they can understand. The District will take reasonable steps to provide LEP parents competent oral interpretation of materials or information significant to their student's education

### **Student Records (Policy 3231)**

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students will be treated in a confidential and professional manner. Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible.

### **Public Disclosure of Public Records (Policy 4040)**

To request records contact:

Julie James, Director of Business and Finance.  
1755 S College Ave  
College Place, WA 99324  
jjames@cpps.org

## **SAFETY**

### **Homeless Students (Policy 3115)**

To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate public education (including public preschool education) provided to other students. Special attention will be given to the identification, enrollment, and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status

### **Dress Code (Policy 3224) \*\***

Clothing should not be a distraction. Students should come to school well-groomed and appropriately dressed. Students will be sent to the office for dress code issues.

\*\*Subject to the Principal's discretion.

### **Rights and Responsibilities (Policy 3200)**

All students who attend the district's schools will comply with the written policies, rules and regulations of the schools, will pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine. See Policies 3240 and 3241.

### **Nondiscrimination, Harassment, Intimidation and Bullying (Policies 3210, 3205 and 3207)**

The district is committed to provide equal educational opportunity and treatment for all students in all aspects of the academic and activity programs; Free of discrimination, harassment, sexual harassment, intimidation and bullying. Please see the District website, [www.cpps.org](http://www.cpps.org), for more information about Board Policy 3210, 3210P, 3205, 3205P 3207 and 3207P.

### **Professional Staff and Student Boundaries (Policy 5253)**

The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries. Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

### **Custody/Protection Orders (Policy 3126)**

The school board presumes that the person who enrolls a student in school is the residential parent of the student. Further, the Board presumes that there are no restrictions regarding the nonresidential parent's right to be kept informed of the student's school progress and activities. In cases involving court-ordered custody or restrictions to access to children, it is the responsibility of the parent/guardian to provide the school office with legal paperwork showing the current restrictions.

### **Removal of Student During School Hours (Policy 3124)**

Students must be signed out of school at the front desk and will be called down to the office by the office staff. A student will be released to the residential parent or the nonresidential parent, unless the residential parent provides the school with a certified copy of a court order restricting and/or prohibiting the student's contact with the nonresidential parent. When in doubt as to who has custodial rights, the school district will



rely on enrollment records. Parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information regarding custodial rights.

#### **Safe and Orderly Learning Environment (Policy 4200)**

All visitors are required to check into the office upon entering a school building. All entrances must be posted. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office. A visitor's badge should be worn conspicuously. Written guidelines pertaining to rights of non-custodial parents should be readily accessible to direct staff about what to do if a non-custodial parent shows up demanding to meet with the teacher of his/her child; visit with his/her child; or remove his/her child from the school premises. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.

#### **Tobacco, Alcohol, Drugs (Policies 5201 and 4215)**

College Place Schools are considered to be Drug Free. Students may not use, possess, or sell tobacco, alcohol, or drugs of any kind on or near the school grounds. This includes coming to or going home from school, as well as while participating in any school activity. In addition, these products may not be found in a student's possession. For substance abuse violations, parents and law enforcement will be notified. If the student's illegal use of addictive substances is confirmed, the school administration may request the assistance of a law enforcement official in investigating the source of the addictive substance. Appropriate school disciplinary action will be taken by a school administrator regardless of law enforcement action.

#### **Weapons on School Premises (Policy 4210)**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school property, school transportation, or other facilities being used exclusively for school activities. Please see the full board policy on the district website for more detailed information and/or exemptions to this policy

#### **Surveillance Cameras**

Surveillance cameras are located throughout all College Place school campuses. Locations include, but are not limited to: each entry way, hallways, common spaces, parking lots, and athletic fields.

#### **Volunteers**

College Place School District is always in need of parent volunteers who wish to give of their time on an hourly, weekly, or occasional basis. Help is needed in the classrooms, the offices, the health room, as chaperones, and for special projects. If you would like to be involved at any level, please contact the school administrators. Volunteers will be required to provide personal information for a background check.

### **ACADEMICS**

#### **Conferences**

Parent-Teacher-Student conferences are held twice a year; once in the fall and once in the spring. We urge parents/guardians to come and meet students' teachers.

#### **Graduation Requirements**

Please see the district website, [www.cpps.org](http://www.cpps.org), College Place High School page, for more information.

#### **Promotion/Retention (Policy 2421 and 2421P)**

College Place School District established a Student Retention and Acceleration Policy and Procedure P. The Policy and Procedure in part, infuse more parent participation and responsibility with school staff in the process to determine student eligibility for retention or acceleration.

## **ATHLETICS**

Please see the web page for the Athletic Handbook. [www.cpps.org](http://www.cpps.org)

## **ATTENDANCE**

### **Age of Attendance** (Policy 3110)

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

### **Excused Absences** (Policy 3122)

The following absences (with a signed note of explanation) will be considered excused at College Place Public Schools:

- Absences due to illness or a health condition
- Absences due to school-approved activity
- Absences due to family emergencies
- Absences due to discipline or suspension
- Absences excused by the principal on prior approval

### **Prearranged Absences**

Before planning an extended absence (three days or more) of a student, parents should consider the following:

- The student should pick up the Pre-Arranged Absence Form from the Attendance Office one to two weeks prior to the absence.
- The parent/guardian should fill out the form and sign it.
- The student should take the form to all of his/her teachers and notify them that assignments are needed.
- The student and teachers can work out a time when it is convenient for assignments to be picked up.
- The student needs to hand in the completed form to the Attendance Office before he/she leaves school for the prearranged absence

### **Tardiness**

Students are expected to be in class on time. If a student's tardiness becomes frequent or disruptive, he/she may be referred to the principal or counselor. The following tardy excuses are allowed (with a signed note of explanation) and considered excused:

- Tardy due to health condition
- Tardy due to medical, vision, or dental appointment (must have Doctor note)
- Tardy due to family emergency
- Tardy with prior approval from principal

### **Truancy**

The state truancy law requires school districts to take specific action. It also clearly states that the school district shall file a petition with the juvenile court naming the student and/or the parent not later than after the seventh unexcused absence in a month or the tenth unexcused absence in a year, alleging a violation of 28A.225.010 RCW.

Please refer to Board Policy 3122 for more information regarding unexcused absences.

### **Withdrawals**

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

## HEALTH ROOM

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

- ☐ **Immunizations** (Policy 3413): Washington State Immunization law (RCW 28A.210.080) requires all students to present, on or before the first day of school attendance:
  - Proof of full immunization; or
  - Initiation of a schedule of immunization; or
  - Certificate of Exemption
- ☐ **Illness:** Students who are sick should stay home. Parents must call the school to excuse absences. If a student feels ill after coming to school, the office staff will determine if the situation requires a call to the parent for a final decision about the student going home. If a student misses the entire school day, he/she will be unable to participate in any extra-curricular or after-school activities. If a student is hurt while at school, he/she will immediately report the accident to an adult.
- ☐ **Medication** (Policy 3416): Students must **bring all medication to the secretary** with the proper medication form signed by the parent/guardian and physician. Any medication, prescription or over-the-counter, taken at school must be dispensed at the office. Non-medicated cough drops are allowed. Prescribed or over-the-counter medication must be properly labeled and contained in the original container. No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent/guardian must meet with the nurse and make specific arrangements. Any questions regarding medications, please contact the school nurse.
- **Potentially Life Threatening Conditions** (Policy 3413): The WA State Legislature requires schools to have emergency care plans in place for any student with a potentially life-threatening condition. Potentially life-threatening conditions include, but are not limited to, severe allergies, severe asthma, diabetes, seizure disorders, etc. To reach the school nurse, please call your child's school.

## STATE AND FEDERAL PROGRAMS

### Special Education and Related Services (Policy 2161)

The board recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. The district adopts the state's full educational opportunity goal to provide students in need of special education services with a free appropriate public education.

### Transitional Bilingual Instruction (Policy 2110)

The Board has the highest commitment toward ensuring an equal educational opportunity for every student. While English is the basic language of instruction in the District's schools, the District may provide a transitional bilingual program for children whose primary language is not English, and whose English skills are sufficiently deficient or absent to impair learning. The District's transitional bilingual instruction program is designed to enable students to achieve competency in English. Annually, the Board of directors will approve the District's transitional bilingual instruction program.

**Highly Capable Programs (Policy 2190)**

In order to develop the abilities of each Highly Capable Program student, the district will offer a highly capable program which provides kindergarten through twelfth grade students selected for the program access to basic education program that accelerates learning and enhances instruction

**Career and Technical Education (Policy 2170)**

The district will provide a program of Career and Technical Education to assist students in making informed and meaningful educational and career choices and to prepare students for post-secondary options.

**Remediation Programs (Policies 2108 and 4130)**

The District, within its financial capacity, will offer programs that are designed to meet the needs of educationally disadvantaged students.

Please see the District website, [www.cpps.org](http://www.cpps.org), Programs tab, for more information about available programs.

**STUDENT LIFE****Closed Campus (Policy 3242)**

Students K-10 shall remain on school grounds from time of arrival until close of school unless officially excused. If a student leaves without securing permission, it is considered skipping and will be treated as such.

**Fines (Policy 3520)**

If all fines are not paid, special privileges (such as detention free activities, honor roll trips) will be lost. Students should check library, music, office, and lunchroom charges to make sure they owe no money. Check our website, [www.cpps.org](http://www.cpps.org), to pay fines online through InTouch.

**Provision 2 Meal Program**

Meals for the 2017-2018 school year will be provided at no cost under the Provision 2 program to all students who are enrolled in the College Place schools. The schools serve breakfast and lunch daily. Seating is provided in the cafeteria for students who prefer to bring sack lunches from home.

All parents/guardians are asked to complete a meal application to be in compliance with Provision 2 requirements. Maximum participation in application completion from parents/guardians is critical to program funding. Parents/Guardians whose student(s) have charges from past years will still be required to pay those charges. Parents will be notified by phone and text of any outstanding fees.

**Student Conduct (Policy 3240)**

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

**Classroom Management (Policy 3241)**

Staff are responsible for supervising student behavior, employing effective classroom management methods and enforcing the rules of student conduct in a fair, consistent and non-discriminatory manner. Corrective action must be reasonable and necessary under the circumstances and reflect the district's priority to maintain a safe and positive learning environment for all students and staff.

## **Parking**

Each school building has parking lots available for staff, visitor, student pickup/drop-off, and at the high school, student parking. These areas should be used by the people they were intended for. Check with the school office if you are not sure what parking area is available to you.

**\*\*Student Parking:** See the district website, [www.cpps.org](http://www.cpps.org), College Place High School's page for detailed information regarding student parking.

## **School Closures/Emergency Preparedness**

The District's emergency procedures were created to protect both students and staff in the event of natural disasters or any other unforeseen emergency. Changes in bus schedules, school closures, or early dismissals due to inclement weather will be broadcast to all families in the district using our School Messenger phone and email system. Emergency messages will also be posted to our district website, [www.cpps.org](http://www.cpps.org). Local radio & TV stations also announce school closures, delays or emergencies.

## **Student Accident Insurance**

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

## **TRANSPORTATION**

Students have the privilege of utilizing the transportation services of this school district. Students who do not follow the rules on the bus may lose the privilege of riding. Our drivers are carefully trained to provide safe transportation. .

\*Please see the district web site, Transportation page, for more information on behavior expectations. A hard copy of the School Bus Conduct Guidelines is available from the bus driver.

## **ONLINE PAYMENTS**

Online Payment is an easy and convenient way for you to pay your student's meals, class fees, sports fees, fines and more.

Online Payments will be available to all parents and students in each building in the district as well as online. We take payments via cash, check, and credit and debit cards. We are currently accepting VISA, MasterCard and the Discover Card.

To access Online Payments simply go to the school website and click on the Menu Tab on the homepage. Once you click on the tab, you will be then click on the Pay Fees tab, you will be directed to enter a USERNAME and PASSWORD.

We encourage you to use this system for all of your student needs. Once in Online Payments, you can make one payment for all of your students with one transaction no matter what school they attend! The system also tracks each and every transaction no matter who in your family made it. You can print receipts, reports and view all payment history. We hope that you will find Online Payments a helpful tool to provide you with the most convenient way to make payments. **Important:** If your password is changed you must wait overnight for the new password to be updated in Online Payments

## **School Web Addresses**

- College Place High School – [cphawks.org](http://cphawks.org)
- John Sager Middle School – [sagerraiders.org](http://sagerraiders.org)
- Davis Elementary School – [davisdragons.org](http://davisdragons.org)

## COMMUNICATION

Below is a list of ways that we provide information and access to members.

**CPPS Website** a convenient, accessible source for District information and updates, providing the most comprehensive and up-to-date info. Visit us at <http://www.cpps.org>. Access your school website page by going to the district site and then choosing your school from the drop-down menu.

**PPS App** –Download the CPPS App for **FREE** at the App Store or Google Play. This is a convenient way to receive notifications, get news, track events, review school menus, and contact our staff and more!

**Skyward Family Access System:** All families have access to online information about their child(ren) via this system. Sign up only once for your family. As any younger students enroll, they are automatically added to your account. Families can see contact information, lunch accounts, attendance records, and immunization records. You can also add money to lunch accounts online. Secondary families have access to all of the above, plus can track assignments and grades.

**CPPS Phone and Email System:** All our schools and the District Administrative Office are using email and phone calls to communicate with families about attendance and other issues. Please provide current contact information, including an email address if you have one, to your school. Better communication allows us to provide you with information you need to help your student succeed!

**CPPS Weekly News:** Each week, a comprehensive e-newsletter is sent to all parents with email addresses in the District. This newsletter's purpose is to inform parents and guardians of upcoming events, special news about the schools, activities, changes to schedules and important dates

**CPPS Community School Newsletters:** Newsletters are prepared by each of our schools, and then sent home with students and/or posted to their school website page. Special bulletins or letters addressing specific events or concerns are also sent home, as needed.

*College Place School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Superintendent has been designated to handle questions and complaints of alleged discrimination and can be contacted via phone at 509-525-4827 or mail at 1755 S. College Avenue, College Place, WA 99324*



Please complete and return this page of the handbook back to Davis Elementary.

**STUDENT AND PARENT/GUARDIAN ACKNOWLEDGEMENT**

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

- I have read the College Place School District Handbook.
- I understand my responsibilities as a College Place School District Student or Parent/Guardian of a Student.
- I agree to follow the guidelines outlined in the handbook.
- If I have any questions, I will ask a staff member for clarification.

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Parent/Guardian Signature

