

Elger Bay Elementary School

Home of the “Explorers”



Student Handbook

2016-2017

**1810 Elger Bay Road
Camano Island, WA 98282
(360) 629-1290
ebweb.stanwood.wednet.edu**

Victor Hanzeli, Principal

Revised: September 2015

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**ELGER BAY ELEMENTARY STAFF
2015-2016**

Principal:	Victor Hanzeli
Office Manager:	Janet Peterson
Secretary:	Kris Holm
Kindergarten:	Kelly Layton Ashley Klempel
First Grade:	Carolyn Hillier Kathleen Nelles
Second Grade:	Aileen Cruise Jane Mosteller
Third Grade:	Jessica Jansma Patricia Morgan Cindy Wright
Fourth Grade:	Kimberly Burt Tricia Drinnon
Fifth Grade:	Emily Hansen Ken Szymborski
Library:	Seri Chaplik
Physical Education:	Kurt Blom
Music:	Richelle Tripp
Resource Room:	Victoria Dowdy
PBS:	Linda Anderson
Instructional Assistants:	Kathy Buckingham Lois Carlson Kristen Cook Michelle Goshorn Stacy Johnson Marci Klempel Michael Olsen Vicki Palmer Sherri Webb Kristen Winter
Occupational Therapist:	Segornae Douglas
School Psychologist:	Danielle Fogarty
Speech and Language:	Elizabeth Reese
Nurse:	Billie Griffeth
Health Room Assistant:	Sherri Webb
Title I Specialist:	Dana Anderson
Cook:	Marlene Anderson Lynn Brandt
Custodian:	Isaac Forslund Willie Voehl

Email Addresses: The pattern for staff Email addresses in our district is:
(first initial)(last name)@stanwood.wednet.edu

ELGER BAY ELEMENTARY SCHOOL
DAILY SCHEDULE
2015-2016

Monday, Tuesday, Thursday, Friday

8:35	Bus Arrival
8:35 – 8:55	Breakfast Served in Cafeteria
8:55	First Bell (students should be in their classroom)
9:00	Tardy Bell - School Begins
10:30 – 10:45	Kindergarten – 2 nd Grade Recess
10:45	Bell to end K – 2 nd Grade Recess
11:55 – 12:20	Primary Lunch: Kindergarten – 2 nd Grade
12:20 – 12:40	Kindergarten – 2 nd Grade Recess
12:40	Bell to end Primary Lunch recess
12:25 – 12:50	Intermediate Lunch: Grades 3 rd – 5 th
12:50 – 1:10	3 rd – 5 th Grade Recess
1:10	Bell to end Intermediate Lunch recess
2:25 – 2:40	Kindergarten – 2 nd Grade Recess
2:40 – 2:55	Grades 3 rd – 5 th Recess
2:55	Bell to end 3 rd – 5 th Recess
3:27	Bell -Student Dismissal to gym (Parent Pickup only)
3:30	Bell for Bus Riding Student Dismissal

Wednesday

9:55	Bus Arrival
9:55-10:15	Breakfast Served in Cafeteria
10:15	First Bell (students should be in their classroom)
10:20	Tardy Bell - School Begins
11:55 - 12:20	Primary Lunch: Kindergarten – 2 nd Grade
12:20 – 12:35	Kindergarten – 2 nd Grade Recess
12:35	Bell to End Primary Lunch Recess
12:25 – 12:50	Intermediate Lunch Grades 3 rd – 5 th
12:50 – 1:05	Grades 3 rd – 5 th Recess
1:05	Bell to end Intermediate Lunch recess
3:27	Bell Student Dismissal to Gym (parent pickup only)
3:30	Bell for Bus Riding Student Dismissal

WELCOME

Welcome to Elger Bay Elementary School! We are glad that you are with us and hope that the school year will be especially successful for you. The pages of this handbook are filled with important information regarding school policy and procedures. Students and parents are encouraged to take time and review the contents together. If you have questions that remain unanswered, please feel free to call the school office.

Elger Bay's teaching mission is based on the idea that elementary education provides the foundation for all future and essential learning. It is our ultimate goal to supply each student with basic facts and experiences that will support our students in becoming self-sufficient individuals mentally, physically, socially, and morally in order to meet the demands of a rapidly changing society. It is the intent of our faculty to lead the students toward being disciplined, productive, informed, and fulfilled individuals. To achieve these ideals, mutual respect and understanding must be present in the learning community between all participants; faculty, students, parents, and community.

ELGER BAY GENERAL INFORMATION FROM A – Z

ACADEMIC DAILY SCHEDULE:

- 8:35 Doors open for students
- 8:55 First Bell: Students expected in the classroom
- 9:00 School begins
- 3:27 Bell for "Parent Pick-up (gym)" Student Dismissal
- 3:30 Dismissal of bus riding students

Students arriving after the 9:00 bell shall check in at the office to be issued a tardy slip before being admitted to class.

Wednesday Start Schedule

Most Wednesdays* school will begin at 10:20 am and end at 3:30 pm.
(Doors open at 9:55, students should be in class by 10:15)

**Please check the SCSD calendar*

ATTENDANCE PROCEDURES

It is very important that you **excuse** your child's absence(s) **within 48 hours** of returning to school. District policy and state law requires us to track this very

closely and send out written notices to you when a student accumulates unexcused absences. Contacting us for this purpose is very simple and can be done at all hours of the day. Select the technique most convenient to you, but please be sure to diligently follow through on this procedure. If the student will be absent for more than two days, please call the school office to arrange for homework assignments to be picked up.

Excusal Methods

- Call our office line (360) 629-1290 and leave a message or talk with a secretary. This line will take your calls and voice messages 24 hours.
- Send in a written note to the office that includes the students name, dates of absence, homeroom teacher and signature;
- Drop by the office in person and communicate the above information to one of the secretaries;
- Establish a Stanwood Camano School District Family Access account and go online to excuse an absence.

General Procedures For Absences:

- Monitored weekly
- A written notice or phone call must be turned in within 48 hours of the absence for it to be excused.
- Letters sent to parents beginning when two unexcused absences are accumulated.
- If a pattern begins to emerge, the family will be asked to conference with the school and develop a plan to help ensure good attendance.
- If a pattern of excessive absences continues beyond that, the students will be referred to Island County Juvenile Court Truancy Intervention Program.
- If a student has 5 unexcused absences within a month or 10 unexcused absences for the year, a petition will be filed with the Island County Juvenile Court Truancy Intervention Program stating the student as a truant and possible court action may take place.

General Procedures for Tardiness

- Monitored monthly
- If student does not arrive by 10:30 am it is an **AM absence**. (Wed.: if student does not arrive by 11:00 am, it is an AM absence).
- If student arrives between 9:00 – 10:30 am, it is marked as an **AM tardy**. (Wed.: 10:20 – 11:00 am it is marked as an AM tardy)
- A written notice or phone call must be turned in within 48 hours of the tardy for it to be excused.
- Letters sent out monthly for students with 5 or more tardies (excused or unexcused)
- If a pattern appears, families will be asked to conference with the school and develop a plan to encourage timely attendance.
- If the pattern of excessive tardies continues beyond that, the students will be referred to Island County Juvenile Court Truancy Intervention Program.

Early Dismissals

- If early dismissal takes place before 2:00 pm, then it's marked as a half day of **absence** for the afternoon.
- If early dismissal takes place after 2:00 pm, it's marked as a **tardy** for the second half of the day.

BUS DISCIPLINE

Before any student will be moved into the level system, the following prerequisites will be implemented.

- ◆ Proactive steps to alleviate the problem.
- ◆ Documentation that the problem has been ongoing and which proactive steps have been implemented.

Parent contact has been made to discuss the problem. Documentation should be made on the write-up form.

Level System of Discipline –

Lower levels of misbehavior can usually be handled at Levels 1 and 2. Repeat offenses of lower level misbehavior and higher levels of misbehavior move to Level 3 immediately.

- **Level 1:** Short form write up, parent contact, interventions with a positive conclusion and/or discipline administered by driver or transportation supervisors.
- **Level 2:** Short form write up, parent contact, documentation, with discipline administered by transportation supervisors. If suspension is a potential consequence, it should be noted in writing on the form at this level.
- **Level 3:** Long form write up, student conference with school administrator. That conference may include transportation staff and/or parents. The driver should not make recommendations for disciplinary actions on write up form.

Violations of safety procedures in and around loading and unloading zones will result in placement on level system.

In the areas of arson, assault, possession of drugs or alcohol, or weapons violation, the school administrator and the transportation supervisor will be contacted immediately and they will determine the consequences consistent with District policies.

The bus driver is responsible for the discipline of students through Level 2. The building administrator is responsible for discipline of students at Level 3 and incidents of exceptional misconduct.

If a discipline issue exists with students from more than one building, involve both building administrators.

Drivers and transportation supervisory staff will be invited to attend discipline conferences where they will have access to student file information.

Drivers should review rules of the bus at the beginning of the school year. Drivers should periodically review the bus rules as needed during the remainder of the

school year. All new students assigned to a bus route shall be given a copy of the rules. The bus rules and information stressing the importance of parents and students understanding that the bus ride to and from school is a continuation of the school day will be included in individual school handbooks and at parent orientation meetings in the fall. A parent signature copy of the bus rules for each student will be kept on file at the transportation center.

BUS LANE SAFETY

To allow for the safe arrival and departure of our students riding the bus, please do not park in front of the building during these peak times:

8:15 – 9:15 am (M/T/TH/F) 9:30 – 10:35 am (Wednesday)

3:00 – 4:00pm

BUS PASSES

Notes are needed for all of the following types of transportation changes:

- A student being picked up by parents rather than riding the bus.
 - A student being picked up by someone other than a parent or guardian.
 - A student who needs to ride a different bus.
 - A student who needs to get off at a different bus stop, when riding their regular bus.
-
- In case of emergency changes, please try to call the school office by 2:30pm.
 - For consistent changes (Cub Scouts, Girl Scouts, Soccer, Baseball, etc.) one note or phone call to the office before the schedule begins will be sufficient. Please notify office when regular schedule resumes.
 - Any student leaving school by any means other than their normal method must present a note or have a parent call the office.

CHANGE OF ADDRESS and/or PHONE NUMBERS

Please notify the office whenever there is a change of address, home location or phone numbers (home, work, cell) during the school year. It is important that we keep these updated as they are how we might contact you if there is an emergency.

CHILD PROTECTIVE SERVICES (CPS)

Mandatory Reporters

R.C.W.26.44.030

All professional school personnel are by law mandatory reporters of suspected child abuse or neglect. Professional School Personnel includes:

Teachers and Administrators
Contracted School Employees
Counselors and Psychologists
School Nurses
Speech Language Pathologists
Occupational Therapists/Assistants

R.C.W.26.44.030

When any mandated reporter has “reasonable cause to believe that a child...or developmentally disabled person has suffered abuse or neglect,” he or she shall report such incident, or cause a report to be made. Reports must be made “at the first opportunity, but in no case longer than 48 hours after there is reasonable cause to believe that the child or adult has suffered abuse or neglect.”

COMPUTER USAGE

We are pleased to offer our students access to a computer network, including the Internet. Students who wish to use the computer network must have a parent or guardian sign an “Acceptable Use Policy.” A copy of this policy will be distributed to each student.

DISASTER PLAN

Regular drills are held at school so that children will know what to do in case of fire, earthquake or lockdown. In the event of an emergency occurring during school hours, a plan is in place to ensure the safety of all students, staff, and volunteers.

DISMISSAL

- All pick-up students are dismissed to the gym at 3:27pm to be supervised until they are reunited with a parent or approved adult.
- All bus-riding students are dismissed at 3:30pm and go immediately to the bus loading area.
- Students staying after school for sports events, etc., will be dismissed at 3:30pm and need to report to the gym for reunification.
- Pick up or bus notes from parents should be sent with the student and given to the teacher in the morning. Please call the office before 2:30pm, if possible, for last minute changes.

DRESS CODE

- Caps, hats, and hoods may be worn outside but need to be removed when inside the building.
- Short shorts, halter-tops, spaghetti strap or loose tank tops, and any tops exposing a child’s midriff **are not considered appropriate dress** and are not acceptable for school. More specifically:
 - Tops must have a “3 finger” width strap and show no undergarment.
 - Shorts and skirts shall be no shorter than the fingertip of the two arms stretched straight down.
 - Tummies and underwear should not show when one arm is stretched straight up.
 - Plunging necklines or opened button shirts are not allowed. Three fingers from the clavicle notch is a guide.
- Flip-flops pose a significant safety issue at recess and noise problem in the hallway. Students are not allowed to wear them at school.

- Chains and baggy, loose-waist pants are not permitted.
- Gang related insignia items are not allowed on campus.
- Clothing showing drugs, alcohol, inappropriate language or pictures will not be allowed in school.
- If a student's clothing becomes soiled or damaged during the day, extra clothing may be available in the health room for the child to wear for the remainder of the day. We ask that the borrowed clothing be washed and returned to school.

If a student is dressed in any of the above-mentioned clothing, they will be asked to turn their shirt inside-out, go to the Nurse's office for appropriate clothing, or a phone call will be made to the parent/guardian to bring appropriate clothing.

EARLY DISMISSAL

Early dismissal for such things as dance lessons and sports practices is discouraged. However, if you need to pick up your child, come to the office. The office staff will contact the classroom to have your child sent to the office to meet you. Please sign out your child in the front office. Please do not ask for this after 3:00.

EMERGENCY CLOSURE INFORMATION

In the case of inclement weather or school emergency, local radio and TV stations will carry announcements of delayed opening, emergency closing, or early dismissal. Information can also be found by calling the Emergency Number listed in this handbook. Decisions to cancel school, delay the opening, or have an early dismissal are made by the Superintendent of Schools. Decisions are made based on weather predictions and road conditions throughout the Stanwood-Camano area.

Every effort will be made NOT to close school early. In the event of an emergency that will impact our schedule an automated phone message will be delivered. In this day and age of home and cell numbers, it is crucial that you keep us informed of updates to your contact and emergency contact information.

Parents are requested to make provisions for children in the very rare and unlikely event that school is closed during the course of the school day. Each child should know where he/she is to go in case school is dismissed and you are not at home.

EMERGENCY INFORMATION CONTACT PHONE NUMBER FOR THE STANWOOD-CAMANO SCHOOL DISTRICT

Please call this number for school closure and/or emergency information: (360) 629-1240 or go to www.schoolreport.org.

GENERAL PROCEDURES FOR ELGER BAY ELEMENTARY

Entering school

- *Walk quietly*
- *Eat breakfast in cafeteria*
- *Walk quietly to your classroom*
- *Get ready for a great day*

Restroom

- *Quietly signal teacher*
- *One at a time*
- *Sign out or get a pass*
- *Inside voices*
- *Wash hands*
- *Come right back*

Recess

- *Follow rules of the playground*
- *Get a pass before using the restroom or getting a drink*
- *Get a pass before going to the health room*
- *Put equipment away after the bell rings*
- *Walk quietly to class*

Hallway Transitions

- *Stay in line*
- *Walk quietly*
- *Keep to the right in the hallways and on the stairs*
- *Hold onto handrails on the stairs*

Specialist – *Line up quietly outside specialist’s door*

Assembly – *Sit on floor in your classroom’s designated spot*

Going to lunch

- *Clean up work area*
- *Get your coat and lunch/or lunch number*
- *Line up and stand quietly*
- *Walk quietly to the cafeteria*
- *Enter cafeteria through door “A”*
- *Lunch totes outside against brick wall*

Cafeteria

- *Hot lunch or milk – line up in lunch line*
- *Cold lunch – find a seat*
- *Stay in your seat*
- *Eat all your lunch*
- *Raise your hand to clean up and be dismissed*
- *Line up for recess*
- *Stand quietly in line until dismissed for recess*
- *Use pass to travel in hallways*
- *Give any notes to a lunch attendant*

End of day – Pick-up

- *Clean up your area*
- *Help others straighten up*
- *Stack chairs*
- *Put items in your backpack*
- *Walk quietly to the gym*
- *Sit quietly and wait for your name to be called*

End of day – Bus

- *Clean up your area*
- *Help others straighten up*
- *Put items in your backpack*
- *Stack chairs*
- *Walk quietly to your bus out the front doors*

Emergency (Evacuation Drill)

- *Line up quickly and quietly*
- *Follow your escape route (Escape route maps posted by door in all rooms)*
- *Remain quiet*
- *Follow your teacher’s instruction*
- *If you are in the hall or bathroom, go directly outside to play field and find your class*

GUM AND ENERGY DRINKS

- Gum is not allowed at school.
- “Energy” drinks high in caffeine and/or sugar are not allowed at school.

HARASSMENT, INTIMIDATION AND BULLYING

Any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), other distinguishing characteristics, when an act:

- 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.

Parents may submit a concern about potential harassment, intimidation, or bullying at either the SCSD or EBE homepage website by clicking on the “Reporting Harassment.”

Sexual Harassment – Sexual harassment in the educational environment is defined as any unwanted attention experienced in the school or during a school related activity. The range of behavior includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical contact of a sexual nature. It might include, but not limited to, leering, pinching, grabbing, and suggestive verbal comments, etc.

In compliance with new state laws and regulations regarding harassment, intimidation, and bullying, the school district has developed policy and procedures for instances of harassment, intimidation, and bullying. The procedures include both informal and formal processes. A complete copy of these procedures is available in the school office for parents. Each year all staff reviews this policy and these procedures.

- There is a one-year mandatory expulsion for firearms at school, on school grounds, in school provided transportation, or at school events.

Chief school officer may modify one-year expulsion requirement.

Students experiencing this type of incident are encouraged to inform a trusted teacher, staff member or the school principal.

HEALTH ROOM / HEALTH AND WELFARE

Your child should stay home from school when:

- Temperature is 100 degrees or greater within the past 24 hours;
- Vomiting or diarrhea within the past 24 hours;
- Runny nose with drainage that is cloudy; yellow; pus-like or green;
- Thick mucus or pus drainage from the eye or pink eye;
- Body rash, especially with a fever or itching;
- Sore throat, especially with fever or swollen glands in the neck;
- Cough, especially with fever, loss of appetite or weight loss.

Your child's communicable diseases, i.e. strep, infection, chicken pox, pink eye, head lice, mono, etc., should be reported to the school nurse as soon as diagnosed. If we are aware, we can alert parents of children who may have been exposed. We ask this as a courtesy for your child and others in the classrooms. Your notification of communicable diseases will remain confidential. Changes in your child's health status should be reported to the school nurse as soon as possible. This will ensure that accurate and up-to-date health information is on file for your child in the school health office.

Because situations of illness or injury may arise while students are in attendance at school, we have adopted the following rules regarding disposition of such cases:

When the student becomes ill or is injured during the school day, the school nurse or school personnel will assess the child and determine the best course of action. If the child is too ill to return to class, the parent will be notified to make arrangements for the student to be taken home. The school, through its health room, will be able to give minor and emergency first aid only.

Washington State law requires student's who have diabetes, severe seizures and severe allergies to have a completed medication authorization and treatment plan each school year. Both health care provider and parent must sign these forms. Upon receipt of these forms, the school nurse will develop a health care plan. The health care plan must be completed **PRIOR** to admission into school. These forms and the medication **MUST** be brought to the school office before the first day of school, each new school year.

IMMUNIZATIONS

It is required of the school district by state law: **RCW 28A.210.080**, to exclude students from starting school, whose parents or guardians have not provided to the school district proof of compliance with immunization requirements.

This notice is to inform you that your child **will not be able to start school** unless this requirement has been satisfied. You will receive notification from your child's school if they do not have proof of **ALL** immunizations.

You must provide a **CERTIFICATE OF IMMUNIZATION STATUS (CIS) form**, filled out with your child's vaccination dates, signed by you, and returned to the school by **August 26, 2016**. This will guarantee that your child can begin school on the first day in September.

RCW 28A.210.080

Immunization program — Attendance of child conditioned upon presentation of alternative proofs:

(1) The attendance of every child at every public and private school in the state and licensed day care center shall be **conditioned upon the presentation before or on each child's first day of attendance at a particular school or center, of proof of either (a) full immunization, (b) the initiation of and compliance with a schedule of immunization, as required by rules of the state board of health, or (c) a certificate of exemption as provided for in RCW 28A.210.090.**

If you have any questions regarding this law, please contact your child's school nurse.

Billie Griffeth, RN
Elger Bay Elementary
Phone: 360-629-1290 ext. 2506
Fax: 360-629-1291

INSURANCE PROGRAM

Group Accident Insurance is available for students during the school year. This insurance will cover most expenses incurred in an accidental injury to a student on the way to and from school as well as at school. Information is sent home at the beginning of the school year.

LIBRARY MEDIA CENTER

- The Library Media Center supports and extends the classroom program of instruction. Our mission is to assist students and staff in becoming effective users of ideas and information.
- The library is open from 9:00am until 3:30pm each day. With permission from their teachers, students may come in at any time to checkout books.
- Kindergarten students may checkout one book at a time from a pre-selected assortment.
- First Grade students may checkout 1 book at a time.
- Second Grade students may checkout 2 books.
- Third, Fourth, and Fifth grade students may have 3-4 books. They are allowed to have more if needed for a report or project.
- Materials may be kept for one week and then may be renewed unless needed by another student. We encourage students to return materials as soon as they are finished with them so other students can make use of them. Students may not checkout if they have any overdue materials.

LOST OR DAMAGED BOOKS

When a student checks out a book, it is his/her responsibility to return the book in good condition. Fines will be charged for lost or damaged materials.

Students are encouraged to carry books in a plastic bag in their backpack. This keeps food and drink from damaging books.

LUNCHES

- We utilize our cafeteria for both serving and eating lunches.
- Daily lunch menus are available online.
- Student lunch price is \$2.75 per day. Milk is included with all lunches. Breakfast price \$1.50.
- Milk may also be purchased separately for \$0.60 a day.
- Families are encouraged to add money into their child's lunch account in advance.
- Adult breakfast price \$3.25. Adult lunch price \$4.25.

LUNCHROOM PROCEDURES

When a student has met the following expectations, they may be excused to go to recess:

- As a courtesy to others, students are to use "inside voices."

- Students are expected to finish eating.
- All students are responsible for cleaning their table/floor area.

MEDICATION

Washington State requires that any student who needs to take medication during the school day to:

- a) Have a form signed by the doctor on file with the school nurse explaining what is being taken and at what times;
- b) Send the medication to school in the original bottle, labeled with the student's name, the name of the medication, the time the medication is to be taken, and the medication dosage.

NIGHTLY READING

As a staff, we want to help each student develop the intrinsic love for reading. As the gateway skill to nearly all other learning, it is crucial and one that we feel needs to be practiced as frequently as possible. To that end, our staff wants to share with you our expectation of students as it relates to nightly reading:

- We expect our students to read for at least 20 minutes each night.
- Our expectation is they do this at least 5 out of 7 nights per week.
- Teachers will do a weekly check of their nightly reading.
- Nightly reading is included as part of the students homework score on their progress report.
- Teachers will track to see who completes their reading homework 100% of the time.
- Students who read 100% each week, all year long, will receive a certificate at year's end.

PARENT / TEACHER CONFERENCES

Parent/teacher conferences are reflected in the yearly calendar distributed by the district during the summer. Education requires close involvement between school and home. We strongly urge parents to attend conferences. If you have questions, jot them down and bring them to the conference. Specially scheduled conferences may be held at the request of parents or teacher.

PERSONAL ITEMS (LOST & FOUND)

- Parents need to mark their child's name on coats, hats, footwear, lunch pails, lunch sacks, musical instruments, or any other item that could be lost by their child.
- Lost and Found coat hooks and tubs are located in the hallway near the front entrance. Please check regularly for items your child may have misplaced.
- **Personal play equipment such as toys, trading cards, breakable items, video games, and audio equipment should not be brought to school. If brought to school, the item will be taken to the office and parents will be called to pick it up.**
- The school is not responsible for replacement of lost or damaged student property.
- According to the Stanwood-Camano School Board Policy, under no circumstances may a student bring a toy or real weapon to school. This may include water guns, cap guns, nail clippers, knives, or any other item that may cause a distraction or harm another person.
- Electronic equipment, (cell phones, beepers, etc.) are not allowed to be taken out or used during the day.

PHYSICAL EDUCATION (PE)

Students need to wear appropriate clothing for running, jumping, crawling and climbing. Some outside PE activities may require a jacket or sweatshirt. Students should wear good tennis shoes that fit tightly around the foot and ones that stay on during activities and games. Shoes that leave marks on the gym floor, shoes with extended heels, slip-ons, flip-flops or footwear that does not protect the toes will not be allowed in PE. If your child is dressing up for school, please have them bring a pair of shoes and socks for PE, or leave a pair in their cubby.

PLAYGROUND PROCEDURES - GENERAL

Students will refrain from:

- Play fighting, tripping, kicking, tackling and spitting.
- Using foul, disrespectful language or rude gestures.
- Bringing food or drink on the playground.

Students will play in appropriate areas of the playground. Students will:

- Refrain from playing near portables or on portable ramps.
- Refrain from playing near classroom walls.
- Stay away from fences.
- Will seek help from a Playground Supervisor to retrieve a ball that has left the playground.
- Play on the field areas only if they are participating in organized games.
- Will respect games in process by not walking through them.

Students will remain on the playground unless:

- They obtain a pass from a Playground Supervisor.
- A parent has checked their child out through the office and presents a pass.

Students will leave the following items at home:

- Electronic equipment (if allowed on bus by driver, please keep in backpack while at school)
- Trading cards
- Sharp objects
- Umbrellas
- Toys

PLAYGROUND PROCEDURES - EQUIPMENT

Bars and Slider Bar – Students will refrain from wrapping their legs around another student. They will also refrain from climbing on top of bars. One student at a time may use the slider bar. Other students must stand clear of students on equipment.

Slides – Students will only go down the slide feet first. They will not stand or walk on the slide. Students begin their slide when the student in front of them has gotten off the slide. Do not stop on the slide.

Big Toy – Students will not stand on the bars.

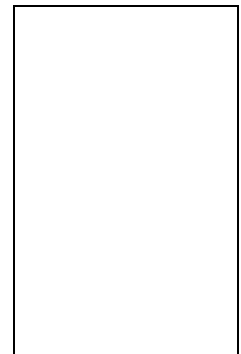
Swings – Only one student on each swing at a time. Students must only swing while seated. Absolutely NO jumping off of the swings. Students waiting to use the swing must stay clear of the swings until the previous student has come to a complete stop.

Only Kindergarten students will use the Kindergarten Play Area if they are at recess. The guidelines for the playground equipment (above) will be used for this equipment too.

PLAYGROUND PROCEDURES - GAMES

Around The World – The number of players will vary. All participating players stand in a straight line behind the shooters. The object of the game is to successfully make baskets at spots 1-9.

- The numbers 1-9 are marked on the ground within the throwing distance of the basket. All children in the game line up behind the number *one*. Have them note carefully their place in the line.
- First child tries to throw the ball into the basket. If successful, he moves to the number *two* and shoots again. He continues to shoot from successively higher numbers until he misses.
- When he misses, the next child in line has his turn. Each child starts at *one* and tries to put the ball into the basket from each number. When he misses, he stays at the number which he missed and awaits his next turn.



The first child to complete all the numbers is the winner.

“Clean” Bump – The number of players will vary. This game requires two basketballs. All participating players stand in a straight line behind the shooters.

- Play begins when the first person in line shoots their ball from the free throw line. As soon as the first person releases the ball, the person behind him/her in line then shoots their ball. Both players are now attempting to be the first one to make a basket.
- If the person *in front* makes a basket, they must IMMEDIATELY give their ball to the next player in line. If the person *behind* player makes a basket, then the other player is “out” and must get out of the line to watch the remainder of the game. (The only person that can get you “out” is the person behind you.)
- This game is called *CLEAN* bump, so ***YOU CANNOT HIT OR DEFLECT THE OTHER PLAYER’S BALL. If you purposely do this, you are automatically out of the game.*** The only time during the game which play will stop is when BOTH players make a basket OR the SECOND person makes the basket before the first. At this point, play will not resume until both new players have a ball in their hands and are ready to continue.
- When two players remain, the first person in line must now make a basket, run back to the free throw line and make another basket before the second person scores.
- To begin the next game, the person that won the game will be the first person in line. The player that finished second will be the second person in line.

Wall Ball – Two players. Player #1 bounces the ball against the wall. Player #2 has to bounce it back without catching the ball or dropping the ball. Both players need to stand behind the serving line when the ball is first served. The first person in line calls the outs. If the ball is hit low on the wall (called “Babies” – the third row of bricks or below) that is also an out.

Tetherball – Two players. Server stands on the “building side” of the court. The ball must have one free swing around the pole. The ball may be hit back on the second time around. Playing with either or both hands is permissible. As the ball is hit back and forth, each player tries to hit the ball so that the rope winds completely around the pole in the direction he/she has been hitting the ball. The game is won by the player who succeeds in doing this, or if the other player forfeits the game by fouling out. The following are considered fouls:

- Hitting the ball with any part of the body other than the hands or forearms.
- Catching or holding the ball during play.
- Touching the pole.
- Hitting the rope with forearms or hands.
- Throwing the ball.
- Stepping inside the circle.
- Stepping across the line that divides the courts.

Students are out on the second foul. A student winning two games is to go to the end of the line to allow others to play.

Four Square – This game is for four players. The player in the #1 (on our playground it is marked as an “A”) square must stay in the server’s square when he or she serves. The ball is served by dropping it in the server’s square and hitting it underhanded, with both hands, from the bounce. If the serve hits a line,

the server is out. The server can hit the ball to any of the other three courts. The player receiving the ball must keep it in play by striking the ball after it has bounced once in his/her square. He/she then directs the ball or commits a fault. Faults are as follows:

- Hitting the ball sidearm or overhand. Hands must be kept below the waist.
- Ball landing on a line between squares. A ball landing on an outer boundary is considered good, and must be played on.
- Stepping in another square to play the ball.
- Catching or carrying a return volley. The ball should never “rest” on the hands.
- Allowing the ball to touch any part of the body, except the hands.
- Twisties or spinners are out.
- If the person hitting the ball hits someone above the waist, the person hitting the ball is out.

There is no “calling” in Square Ball, except “Around the World”, which may be called by the server. Around the World is limited to three times around the court. If two players volley the ball back and forth between themselves more than 5 times, *both* players are out. Players waiting in line to play must line up on the line next to the court.

Kick Ball – Two teams. One team lines up behind home plate. Each member takes a turn as kicker. Cuts in line are not allowed. Team members line up on a first come basis. The other team goes to the “outfield”, with a pitcher and catcher elected by the team. This game follows the basic rules of baseball, with the exception being that there are TWO outs. Base runners cannot advance to another base if the pitcher has the ball and is on the pitcher’s mound. Base runners may not steal bases, lead off or slide. No bunts.

The pitcher rolls the ball to waiting kicker, who attempts to kick the ball and then run to first, second, third, and home bases before being thrown or tagged out by the other team. Kick ball is played according to baseball rules with the following exceptions:

- The kicker is out if he/she steps out of the kicking square.
- The runner may not steal or play off bases while the ball is in the pitcher’s hands before it is pitched.
- The runner is “tagged out” if the ball is in the hands of the baseman or fielder when he tags the runner.
- A runner is “thrown out” if the base is touched, before the runner reaches it, either by the ball while in the hands of the baseman or fielder or by some part of the body of the baseman or fielder while holding the ball.

Every player on a team **MUST** have a chance to kick (be up) before anyone gets a second chance “up.” Pitchers should alternate every inning to give others a turn.

Soccer – Soccer is played according to SCFAA accepted guidelines. Slide tackling is considered a foul, and will result in immediate removal from the game.

Flyers Up – This game can be played with any number of players. The object of the game is to catch the ball in the air after it has been kicked.

- One person (kicker) will stand with the soccer ball facing the rest of the players.

- The kicker then kicks the ball into the air, in the direction of the group. The player that catches the ball gets to be “it” (the kicker).
- If the ball hits the ground, the kicker gets to keep his position and kick again (maximum of 5 kicks). The ball is returned to the kicker by being thrown or rolled, NOT kicked. After 5 kicks, the kicker must pick someone to be the new kicker (the new kicker cannot have been the kicker before, unless EVERYONE has had a chance to kick).

This is NOT a contact sport. Tackling and pushing are NOT allowed.

SCHOOL WIDE EXPECTATIONS

The building-wide philosophy for our Elger Bay Community is centered upon the Lifelong Guidelines and Lifeskills:

The *Lifelong Guidelines*:

- Trustworthiness:*** To act in a manner that makes one worthy of trust and confidence.
- Truthfulness:*** To be honest about things and feelings with oneself and others.
- Active Listening:*** To listen with the intention of understanding what the speaker intends to communicate.
- No Put-Downs:*** To never use words, actions and/or body language that degrade, humiliate, or dishonor others.
- Personal Best:*** To do one’s best given the circumstances and available resources.

The LIFESKILLS we teach and model in our learning community:

Caring	Flexibility	Perseverance
Common Sense	Friendship	Pride
Cooperation	Initiative	Problem Solving
Courage	Integrity	Resourcefulness
Curiosity	Organization	Responsibility
Effort	Patience	Sense of Humor

Classroom Procedures

Each teacher will develop a classroom management plan. Teachers will communicate that plan with parents early in the school year.

SIGN IN PROCEDURE FOR VISITORS

- Parents and visitors are **REQUIRED** to sign in at the office and wear a visitor badge, even if only to walk her/his child down the hallway to class and/or drop something off.
- Once you have signed in, explained your business, and put on a visitor badge, you may make your way to the classroom.
- If you drop your child off every day, our office staff will work with you to make a permanent pass that you will need to wear each day. (Remember, students should be in the classroom at 8:55)

- This guideline applies to all of our volunteers, regular ones as well. We will work with the photographer to get you a permanent badge and lanyard to make the ID more permanent and convenient.
- **Special Rules For Pickup: You are no longer allowed to just walk to the classroom at day's end and pick up your child. All students who are being picked up by a parent or approved designee MUST report to the gym for reunification. There, you must wait a moment for the staff supervisors to ensure that the correct student is matched up with approved family member or designee.**

STATE TESTING

- Second grade students will be given a reading inventory in the fall of the school year.
- Third grade students will take the Smarter Balanced Assessment (SBA) in English/Language Arts and Mathematics.
- Fourth grade students take the Smarter Balanced Assessment (SBA) in English/Language Arts and Mathematics.
- Fifth grade students take the Smarter Balanced Assessment (SBA) in English/Language Arts, Mathematics and Science.

SUPPORT CENTER PROCEDURES & BEHAVIOR INTERVENTIONS

Our focus is on teaching students to learn and be positive problem solvers. Our belief is that everything is part of a learning process – even (and perhaps especially) during difficult interactions with peers.

What you can expect to happen in the Support Center

- When a child is referred here, the first step is to determine the facts of a given situation. This typically involves speaking with students involved, and if needed, witnesses.
- Using the problem steps outlined in this booklet, and with a focus on restitution when needed, students find ways to resolve their particular situation. This approach allows students to strengthen their problem solving skills while at the same time reinforcing the need to work through difficult situations.
- If it is determined that restitution is appropriate, students and staff work together to find an acceptable solution to “make the wrong right.”
- “I messages” and “I understand responses” are used. It is our experience that these methods defuse and clarify emotionally charged issues.
- Teachers are notified, with details, of interventions. They will then print and copy the notification and send it home with student(s) involved.

In our endeavor to focus on academic and social growth, all staff will follow a process for positively directing students in behavior change at each level of discipline. Our goal is to help students to be responsible, self-disciplined individuals.

We believe that children have a right to learn from their mistakes and move on. In this way, when a problem is considered resolved, everyone has a “clean slate!”

Consequences And Interventions For Inappropriate Behavior

If your child is sent to the Support Center Specialist (SCS), this is what you can expect:

First Visit – Notification from the teacher. If the severity warrants, immediate parent notification will result. Consequences may be assigned.

Second Visit – Notification from the teacher and/or Support Center and written form or phone call home, depending on severity. Consequences may be assigned.

Third Visit – Notification from the teacher and/or Support Center and written form or phone call home, depending on severity. Consequences will be assigned.

Fourth Visit – Notification from teacher and/or Support Center and written form or phone call home, depending on severity. Consequences will be assigned. Possible referral to Intervention Team (IT).

Possible Consequences

- Conflict resolution between students with appropriate staff member
- Loss of recess(es) if a consequence is necessary for student’s action
- Written form or phone call home
- Principal referral
- In-school suspension
- Out-of-school suspension
- Expulsion

THREATS

All threats, even those made in jest, are taken seriously and investigated immediately upon report. Please speak to your child about the importance of this issue.

TITLE 1 COMPACT

The District PAC (Parent Advisory Counsel) has developed a compact that each elementary in Stanwood/Camano school district is committed to following. The motto is, “One Community Dedicated to the Success of Every Child.” It includes the commitments from a teacher, parent and student.

<p>We are committed to the vision of the Stanwood-Camano School District: “One Community Dedicated To The Success Of Every Student”</p>
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As evidence of my commitment, as a **teacher**:

I will demonstrate a professional attitude.
I will build positive and respectful partnerships with students, parents, and staff.
I will provide a safe and engaging environment for learning.
I will provide instruction that addresses the needs of the diverse learners in my classroom.
I will model lifelong learning by staying professionally current.

As evidence of my commitment, as a **parent**:

I will send my child to school well rested, fed, and ready to learn.
I will be involved in my child's education.
I will share responsibility for consistent communication between home and school.
I will offer praise and encouragement for effort and achievement.
I will set up a time for my child to practice reading and math regularly.

As evidence of my commitment, as a **student**:

I will attend school regularly, arrive on time, and be prepared to do my best.
I will participate in class, share ideas, and ask for help when I need it.
I will bring home important papers and discuss school activities with my family.
I will complete and return all of my assigned homework at the prescribed time.
I will actively practice the Lifelong Guidelines and LIFESKILLS.

Teacher

Parent

Student

VISITORS & VOLUNTEERS

Volunteers are an important link in the Stanwood-Camano School District. We welcome you to volunteer and enhance our student curriculum and programs. There are school and PTA volunteer sign up forms sent home at the beginning of the school year and then are available throughout the year in the school office or online.

Sign In

When visiting or volunteering at school, please sign in at the front office and wear your badge while in the building.

Volunteer Application

Volunteer Applications and Parent Driver Form Packets need to be renewed **every two years**. We recommend completing the forms in the fall, so you can participate in your student's activities throughout the year. Volunteer forms are available online and at the school office.

If parents wish to be a parent driver for field trips, please complete the "Parent Driver Form Packet", which is available in the school office, online, or at the district office.

DANGEROUS WEAPONS ON SCHOOL PREMISES – 4210

It is a violation of the district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion. (To read the entire policy, please go to SCSD website Policy #4210).

Parents have the right to request their students' teachers' professional qualifications. For this specific information, please contact Mrs. Maurene Stanton at mstanton@stanwood.wednet.edu or call 360-629-1200

Nondiscrimination Statement

The Stanwood-Camano School District does not discriminate in employment, programs, or activities on the basis of age, creed, religion, race, color, national origin, sex, marital status, sexual orientation including gender expression or identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Affirmative Action Officer and Civil Rights Compliance Coordinator, Maurene Stanton, or the Section 504/American Disabilities Act Coordinator, Pam Gentz, Stanwood-Camano School District, 26920 Pioneer Hwy, Stanwood, WA 98292. Telephone: (360)629-1200.