

INTRODUCTION

Welcome from all of us at Pe Ell Elementary School. We are very happy to have you and your child as an important part of our school family. Our school is dedicated to the task of giving each child the best education possible and to help them to recognize the potential each has within themselves.

This handbook will help answer a few questions about our school, but it is by no means complete. If you have concerns or questions please call and talk to us about them. If a phone call will not do, then a conference would be welcome.

ACTIVITY CARDS

Student Activity Cards are available at the school office. The activity card allows students to attend all Middle School and High School sporting events. Activity cards are \$8.00 for (1-5) students. Kindergarten students get in free.

NON-DISCRIMINATION

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

ATTENDANCE

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

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

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

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

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

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

PLANNED ABSENCES -- The provisions of this section apply to planned absences of three or more days in length. It is the student's responsibility to make up all work that will be missed. Failure to make up the work may

adversely affect the student's grade. Some activities or exercises that the student misses may be of a nature that would not allow the student to make them up; i.e., speakers, films, etc. Students who are anticipating a planned absence should notify their teacher to formulate a plan to make up the work they will miss.

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

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

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

Excellent Attendance Awards will be presented to students with perfect attendance for that quarter.

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

BREAKFAST & HOT LUNCH PROGRAM

	<u>Breakfast</u>	<u>10 day Breakfast</u>	<u>Lunch</u>	<u>10 day Lunch</u>
Reduced Meal	.30	3.00	.40	4.00
K-3	.60	5.50	1.15	10.50
4-6	.60	5.50	1.25	11.50
7-12	.60	5.50	1.50	14.00
Adults	1.00	9.50	2.25	21.50

LOCKERS

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

that maintenance staff can repair it.

In order to discourage theft, students are cautioned not to bring large amounts of money, expensive jewelry, or other especially valuable items to school.

Student lockers remain the property of the school district, and school officials retain the authority to inspect student lockers in the absence of students when:

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

STUDENT RECORDS

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

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

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

RELEASE OF STUDENT RECORDS

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

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

Exceptions to Release Policy -- Some exceptions exist to the release of student information and records policy as explained above. Student data

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

COMMUNICATION

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

BUILDING RULES

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

1. **Obedience and respect for teachers ~~expected~~ of the children at all times. It is a sign of respect and good manners for children to address all adults as Mr., Mrs., Ms., or Miss and their last name. The use of please and thank-you are expected to be used by the children.**
2. **Students who walk are not to arrive at school before 8:15 a.m.**
3. **Children must go directly home after school unless there is written permission from their parent or guardian stating otherwise.**
4. **Children should not go to the office except on business and they must have a hall pass or permission slip signed by the teacher. The principal will be happy to talk with students concerning any pressing problem.**

5. Student use of the office phone must be urgent in nature. Students must make their arrangements for after school activities prior to leaving for school.
6. Parents picking up children during school hours must come to the office to sign out their children.
7. Children are not allowed to go to the store or restaurant after arriving at school.
8. Gum is not permitted at school. Students may not use pop and snack machines during school hours.
9. As a courtesy, students will not wear hats in the elementary classrooms.
10. Valuables such as radios, tape recorders, T.V.'s, large sums of money, electronic toys and games, etc. are not to be brought to school.
11. LASER pointers are banned from school buses, school grounds and all school activities. In most instances violation of this ban will result in confiscation of the device and possibly detention or suspension. In some cases -- if the device is used on a school bus or used to intimidate or harass others by mimicking a LASER sight on a firearm, for example -- a student may be suspended or expelled and the matter may be reported to law enforcement agencies. This option to file charges would apply to both students and non-students.

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

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

SCHOOL BUS RULES AND REGULATIONS

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

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

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

1. The driver and/or monitor is in full charge of the bus and passengers. Passengers must obey the driver/monitor promptly and willingly.
2. Students shall ride their regularly assigned bus at all times unless permission has been granted by school authorities based upon a note received from parent/guardian and verified by telephone. Passes will be issued for non-regular riders if it does not cause a standee on the bus. Large groups cannot be accommodated.
3. Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials and a district authorized slip is given to the driver.
4. Students must never approach a bus until it has come to a complete stop and access doors have been opened. Students shall cross the roadway only when the driver gives approval and the crossing must be only in front of and never behind the bus.
5. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include large musical instruments, sticks, breakable containers, inflated balloons, any type of firearms or straps & pins extending

from clothing. Except for seeing eye dogs, no animals, reptile, fish or fowl is permitted on the bus.

6. Students shall not be allowed to stand when the vehicle is in motion. (WAC 392-145-010) Buses will not move until all passengers are seated.
7. Each pupil may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school principal and/or driver.
8. Windows may be opened only with permission of the driver and when opened no student shall extend any part of his/her body beyond the window ledge.
9. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing objects of any kind.
10. No student will use alcohol, tobacco, smoke, light matches or lighters or use any type of flame or sparking device on the bus.
11. Excessive noise and loud behavior is not permitted. Classroom conduct must be observed. Profanity will not be tolerated.
12. Except when absolutely necessary students shall refrain from talking to the driver when the vehicle is in motion.
13. Students shall not sit in the driver's seat and students shall not tamper with any emergency doors, windows or equipment unless emergency conditions exist or while emergency exit drills are being conducted as authorized by the bus driver.
14. Students shall stand away from the roadway curb when any bus is approaching or leaving a stop. Students shall be at the bus stop five minutes early and wait in an orderly manner.
15. Students must always cross 8-10 feet in front of the bus in full view of the driver. Students must wait for driver's instruction and then look both ways before crossing a roadway.
16. Parents of students damaging school busses will be responsible for proper reimbursement to the school district.
17. Bike riders and students walking should stay away from busses to prevent someone from falling under a wheel.
18. Student misconduct shall constitute sufficient reason for excluding transportation privileges.
19. No food or beverages are allowed on the bus to be consumed on the bus during regular bus routes.

LUNCHROOM RULES

1. Orderly lines
2. Speak softly
3. Clean-up your own area
4. No food throwing
5. No traveling between tables at lunch
6. Return to your seat after putting away your tray, an aide will dismiss you
7. No popping sacks or milk cartons
8. No standing on tables
9. No hats allowed
10. Disorderly conduct will not be allowed

RECESS RULES

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

RULES FOR INDOOR RECESS

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

PLAYGROUND EQUIPMENT/SPORTS RULES

SLIDE:

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

BIG TOY:

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

SWINGS:

1. Do not swing sideways on the swings--back and forth only.

2. Do not twist the chain of the swings.
3. Do not run in front or back of the swing while the swing is in motion.
4. When pushing a person in a swing, do not go under the swing.

FOOTBALL:

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

BASEBALL:

1. Please play baseball on the diamond suited for your grade level. No students in grades K-4 should play on the far baseball diamond during recess.
2. Do Not swing the baseball bat in the warmup area. (You may lose your privilege to play baseball from 1-5 days.)
3. There should only be two people in the area of home plate (batter and catcher)You must stay out of that area when playing ball.
4. No hard softballs or baseballs the playground at anytime during the school day.
5. K-3 students may not bring hard bats to school.

RAINY DAY POLICY

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

CLOSED CAMPUS

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

DISCIPLINE

Pe Ell School's philosophy of discipline centers around the belief that discipline must be firm, fair, and consistent. Our goal in disciplining students is to reduce behaviors that interfere with learning and to help students be self-managers who possess inner control and the self-esteem it helps generate.

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

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in the school, one may develop a correct attitude toward it, and not only do one's part in making the school an effective place of learning, but develop the habit of self-restraint which will make one a better person. The major offenses that will result in disciplinary action at Pe Ell Elementary School are:

MAJOR OFFENSES

1. Fighting or physical abuse.
2. Behaviors that might harm people.
3. Defiance of authority.
4. Disrespectful, dehumanizing, or abusive behaviors, putdowns (see note #1 below).
5. Continuous disruptive behaviors (see note #2 below).
6. Blatant abuse of an adult or student (verbally or by gesture).
7. Willful destruction or theft of property.
8. Possession or use of drugs, alcohol, or tobacco (drug, alcohol, or tobacco look-a-likes).
9. Possession or use of dangerous weapons (objects).
10. Classroom, playground, and lunchroom guidelines must be strictly obeyed.
11. Truancy or unauthorized absence from class.
12. Public display of excessive affection (see note #3 below).

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

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

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

Continuous Disruptive Behaviors (CDB) will be handled in the following manner:

1. The offending behavior will be brought to the attention of the student.
2. If an offending behavior continues, the CDB form will be completed, indicating the offense and action taken.
3. The teacher, supervisor, or administrator will conference with the student and provide him/her with a copy of the CDB form.
4. A copy of the CDB form will be forwarded to the office and one copy retained by the classroom teacher.
5. If behavior persists, the student will make direct contact with parents explaining the problem.
6. Two CDB forms need to be filled out before the student is referred to the Discipline Cycle at Step One.
7. The next time a continuous disruptive behavior occurs, a conduct report will be completed by the teacher and the student referred to the office for Step Two of the Discipline Cycle.
8. Once the student is in the Discipline Cycle, further disruptive behaviors will result in the teacher sending the student to the office with a conduct report. This will cause the student to move to the next step of the Discipline Cycle.

Minor offenses will be handled on the spot by the staff member, aide, or teacher on duty at the location of the incident.

DISCIPLINE CYCLE FOR MAJOR OFFENSES

STEP 1 -- For the first major offense during the school year, a student will go to 30 minutes of In School Suspension (ISS) and will write an Action Plan. The referring staff member must send a copy of the conduct report with the student when being sent to the office for disciplinary reasons. On the conduct report, the description of the behaviors may be written in at a later time during the same day. A copy of the action plan will be sent home with the student for the parent to keep. A copy of the conduct report will also be sent home to be signed by the parent and returned to school the next day. (If the conduct report is not returned to school within 2 days of the incident with the parent's signature, a copy will be sent

home in the mail and an effort made to contact the parent by phone).

STEP 2 -- For the second major offense, a student will be sent to the office with a conduct report and have 30 minutes of In School Suspension. The same format will be followed as outlined in Step 1.

STEP 3 -- For the third major offense a student will be sent to the office with a conduct report and will spend one-half day in In School Suspension (three continuous school hours). When notified that a student has been sent to In School Suspension, the teacher will provide assignments as soon as possible. Students will also be responsible for assignments that are given for math, reading, and other classes that are missed during this time. The conduct report will be sent home along with a request for a parent, teacher, principal, and student conference to discuss the existing problems. Possible alternatives in seeking a solution could include: (not necessarily in this order)

1. Individual Student Contracts
2. After School Detention
3. Suspension
4. Time Out Situation - Up to a full day In School Suspension
5. Weekly telephone conferences with parents
6. Physical Exercise
7. Student Helper Opportunities
8. Repeat Cycle
9. Other program helps
10. Other

The duration of the discipline cycle will coincide with the length of the school semester. All major offenses committed within one semester will be handled on an individual basis according to the frequency. At the beginning of a new semester, the teacher has the option of recycling infrequent offenders or with chronic offenders continuing options listed at the conclusion of Step 3.

DISCIPLINE FOR FIGHTING OFFENSES

We believe that students are responsible for behavior choices that insure

safety for all concerned. This means that fighting at Pe Ell Elementary School is an unacceptable solution to a problem. Children who assault other children - whether they initiate the action or fight back - will be removed from the playground (during lunch recess) for a minimum of 3 days.

STUDENT CONDUCT CODE

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

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

Suspension- Suspension means "a denial of attendance at any single subject or class, or at any full schedule of subjects or classes for a stated period of time" (WAC 180-40-205). Suspended students are also precluded

from participation in school activities and are denied access to school property during the period of their suspension.

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

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

In-School Suspension A short term suspension during which the student will come to school each day but be confined to a designated space rather than moving through his/her normal class schedule. In-school suspension is designed to keep students in a formal learning environment when they have been suspended for disciplinary reasons. It is a rigid program with strict supervision in a room where students spend the entire day. Rules include no communication with other students, no sleeping, no eating (except during the scheduled lunch), no gum chewing, etc. Students must keep busy working on assignments related to their suspension and regular classroom work. They are expected to be cooperative and respectful at all times. Any violations could result in further disciplinary action including additional days of in-school or off-campus suspension.

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

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

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

CRIMINAL ACTS

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

1. Arson-- the intentional setting of a fire.
2. Extortion, Blackmail, Coercion obtaining money or property by violence or threats, or by forcing someone to do something against his/her will by force or threats.
3. Trespass- being in an unauthorized place or refusing to leave when ordered to do so. Students on suspension or expulsion are excluded from school property and from all school functions.
4. Willfully Disobeying School Administrative Personnel or Refusing to Leave Public Property RCW 28A.635.020. This is a gross misdemeanor.
5. Abusing or Insulting Teachers Any person who shall insult a teacher anywhere on the school premises while such teacher is carrying out his or her official duties, shall be guilty of a misdemeanor (RCW 28A.635.010)
6. Unlawful Interference with School Authorities interfering with school personnel in the performance of their duties (RCW 28A.635.090). A gross misdemeanor.
7. Intimidating any Administrator, Teacher, Classified Employee, or Student by Threat of Force or Violence It is unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge of conduct of his or her duties or studies (RCW 28A.635.100). A gross misdemeanor.
8. Possession of Dangerous Weapons It is illegal to possess firearms or other dangerous weapons on school grounds or at school activities. By law, possession of dangerous weapons will lead to suspension or expulsion and must be reported to law enforcement authorities for appropriate action.

9. **Bomb Threats**- It is unlawful for any person to threaten to bomb or otherwise injure any public or private school building...; or to communicate or repeat any information concerning such a threatened bombing or injury, knowing such information to be false and with intent to alarm the person or persons to whom the information is communicated (RCW 9.61.160). It shall not be a defense to any prosecution under the law that the threatened bombing or injury was a hoax (RCW 9.61.170). Threats to bomb or injure property are a felony (RCW 9.61.180).

SEXUAL HARASSMENT

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

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

WEAPONS IN SCHOOL

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

Any violation of this provision by an elementary or secondary school student shall result in expulsion from the state's public schools if a firearm is involved and may result in expulsion if a dangerous weapon is involved. An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding an allegation or indication of such violation.

Dangerous weapons include but are not limited to: firearms, sling shots, sand clubs, metal knuckles, spring blade knives, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; any dagger, dirk, pistol, or other dangerous weapon carried furtively with intent to conceal, or any contrivance or device for suppressing the noise of any firearm; any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or any device commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas. Imitation weapons or weapon look-alikes, especially if used to intimidate or threaten, will be considered to be dangerous weapons. Violators are guilty of a gross misdemeanor.

RELATIONS WITH LAW ENFORCEMENT AND OTHER AGENCIES

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

ties will be in addition to that taken by the school.

Juvenile authorities, police officers, sheriff's deputies, officers of the court, representatives from Children's Protective Services, etc., are encouraged to conduct interrogations of students off school premises, however, the principal shall permit such authorities to conduct any necessary questioning at school. The principal or someone delegated by the principal shall be present at the interview, unless the conditions are very unusual and a situation arises where, in the judgment of the principal, the interview should be conducted in private. (A possible example of such a situation would be when a student states that he/she has something he/she wishes to tell the interviewer in private.)

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

POSITIVE REWARDS

Every two weeks we will have a R.A.P. Award Assembly. (Really Awesome Person)

Once a month we will have a V.I.P. Party to reward positive student behavior.

At the end of each semester we will have a Super V.I.P. Party for students who have received no slips for the entire semester.

VISITORS

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

1. Make arrangements **with** the office and teacher before visiting the classroom.

2. ALWAYS CHECK INTO THE OFFICE WHEN YOU ARRIVE.

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

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

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

RELEASING STUDENTS

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

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

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

If you need to talk to your child during the school day, please check in the office and we will send someone to get your child. (We don't always know who you are.)

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

STUDENTS GOING HOME WITH A FRIEND

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

EARLY CHECKOUT

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

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

HOMEWORK

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

MAKEUP WORK

When pupils have been absent for some time and can't reasonably catch up with the class during school hours, the teacher may work with the parents and provide work that can be reasonably done at home. If you as a parent need to pick up classroom assignments when your child is sick, please call in advance to request materials. The teacher will make eve-

ry effort to have materials ready by the end of the day. It may not be possible to interrupt regular classroom instruction to gather materials together.

SCHOOL SUPPLIES

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

PERSONAL APPEARANCE

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

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

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

Suggested Guidelines

1. Hazardous is defined as: Hairstyles, clothing and accessories that might cause or result in injuries.
2. Unhealthful is defined as: All clothing that is unclean, not in good repair, and unsuitable for the weather or kinds of activities in which the students participate; lack of personal care such as dirty hair and skin.
3. Destructive to school property is defined as: Shoes with cleats,

nails or taps, etc. which could cause damage or excessive maintenance; jewelry or other ornaments that scratches or mars furniture.

4. **Disruptive to the learning process is defined as: Immodest clothing that exposes undergarments (shorts, miniskirts, tank tops, half shirts, etc.); clothing that detracts from the maintenance of an academic environment; accessories that are used to disrupt the classroom environment; and beer and/or drug related signs, pictures, symbols, and words.**

HATS

When students arrive at school they will be required to remove their hats as they enter, and put them in their lockers. Hats are not to be worn again until students exit the building. Students will not be allowed to bring hats to class or wear them in the hallways between classes or during lunch.

STUDENT COMPUTER PRIVILEGES

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

Clearly, no list of rules can anticipate every possible infraction; however, the following regulations are presented as a guide for computer and network use:

1. **All use of the system must be in support of education**

and research and consistent with the mission of the district. The district reserves the right to prioritize use and access to the system.

2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computer system is prohibited.
6. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee.
9. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
10. Users shall not seed information on, obtain copies of, or modify files, other data, or passwords belonging to other

users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.

11. Communications may not be encrypted so as to avoid security review.
12. Users should change passwords regularly and avoid easily guessed passwords.
13. Personal information such as addresses and telephone numbers should never reveal such information without permission from their teacher or other adult.
14. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
15. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
16. The unauthorized installation, use, storage or distribution of copyrighted software or material on district computers is prohibited.
17. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files.
18. No person shall have access to the system without having received appropriate training -- a signed Individual User Release Form must be on file with the district. Students under the age of 18 must have the approval of a parent or guardian.
19. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

Violation of any of the conditions of use may be cause for loss of computer and/or network privileges. Furthermore, violation may result in disciplinary action as described in the discipline code, and, possibly, referral to law enforcement agencies if laws are broken (i.e.: malicious mischief, theft, harassment, etc.).

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

PUPIL ACCIDENT INSURANCE

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

REPORTING TO PARENTS

Parent-Teacher Conferences - Progress Report Cards:

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

SCHOOL CLOSURE

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

there will be school as usual kindergarten will be canceled if school is delayed by 2 hours.

EARLY DISMISSAL

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

STUDENT HEALTH PROBLEMS

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

Head Lice -- Each year schools throughout the state must cope with the irritating problem of head lice. Head lice are not considered to be a health problem, however, because they are highly contagious and due to the fact the law (RCW 28A.31.010) requires school districts to establish rules concerning the presence and/or readmission of persons who have been infested with head lice, the following procedure has been established to combat this problem once it has been detected:

1. Parents will be contacted immediately and asked to come to get their child/children.
2. Instructions concerning treatment will be provided;
3. students must be treated with a medication which is approved of by the medical profession;
4. All nits (eggs) must be removed as treatment is not 100% effective;

5. Once the treatment has been administered and nits removed, a parent is to bring their child/children back to school.
6. The child will be checked to see that he/she is nit free before being readmitted.

IMMUNIZATIONS

The law requires that school children must meet certain minimum immunization requirements or they will not be allowed to enroll in school. You must present proof that your children have been immunized against certain childhood diseases. They must have:

1. 4 or more doses of DTP/DT/Td vaccine, last dose after age 4.
2. 3 or more doses of polio vaccine, last after age 4.
3. 1 dose of measles vaccine at or after age 1.
4. 1 dose of rubella vaccine at or after age 1.
5. 1 dose of mumps vaccine at or after age 1.
6. A MMR (measles, mumps, rubella) booster vaccine is now required of all students prior to entering the sixth grade.

Proof must also include:

1. Month, day, and year of all vaccines. If no day of immunization is available, enter the first day of the month.
2. Physician documentation of measles disease will no longer fulfill the MMR requirement. The MMR requirement may be met by providing laboratory confirmation of a positive titer for measles, mumps & rubella.
3. If there are medical, religious, or philosophical reasons why your children should not be immunized, you must sign a waiver and present it to the school.
4. If your children need additional vaccines, please contact your physician, local health department, or community clinic.

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

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

FIELD TRIPS

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

TEXTBOOKS AND LIBRARY BOOKS

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

SPECIAL PROGRAMS

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

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

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

ORGANIZATIONS

P.T.S.O. (Parent Teacher Student Organization) -- The Pe Ell P.T.S.O. has regularly scheduled meetings once a month. P.T.S.O. members are involved in fund raising projects for the school district.