

COLLEGE PLACE



2018-2019 School Handbook

*College Place Elementary
20401-76th Avenue West
Lynnwood, WA 98036
425-431-7626*

Our handbook is also available online on the

College

Place Elementary

website:

<http://collegeplace.edmonds.wednet.edu>

Welcome to College Place Elementary School!

Dear College Place Elementary Families,

Welcome to College Place Elementary School and the 2018–2019 school year. At College Place Elementary we know that helping students to be successful takes all of us working together, and for that reason communication with families is vitally important. This handbook is designed as a quick reference for information such as school policies and procedures, expectations for students, parents, guardians and staff. These guidelines help us ensure the safety and welfare of all our students. Please take time to review the following pages to acquaint yourself with our school.

We are committed to providing quality learning experiences at College Place, and welcome you as family members to join us in that effort. Our goal is to help build lives of promise for children and our community. We hope your time at our school will be happy and successful.

Sincerely,

Scott Morrison
Principal

Creed

At CPE,

We take care of our school

We take care of each other

We take care of ourselves

ABC's of CPE

We do this by:

Acting Safe

Being Our Best

Choosing Respect

Reporting Student Progress - Visitors

REPORTING SCHOOL PROGRESS

Formal report cards to students and parents are scheduled two times each year. In addition, parent conferences will be held in October and informal conferences may be called by either parent or teacher whenever necessary. We encourage parents to contact the teacher at any time during the year if they have questions about their child's school performance. To request a conference, please set up an appointment to ensure that the teacher is available to meet with you.

VISITORS IN SCHOOL

We enjoy having visitors and volunteers in our school and invite parents to be actively involved in our classrooms. We care about the safety of staff and children, so we ask that all visitors sign-in at the office and wear a Visitor Badge. If you plan to be a volunteer, please stop by the office to fill out a Washington State Patrol background check application. Children from out-of-town or other schools may not attend school with College Place students as this presents supervision and safety concerns.

Lunches – Daily Schedule – Arrival and Dismissal

LUNCHES

The Food Service Department of Edmonds School District is a centralized food system. Lunches are served in the cafeteria. Menus can be found on the school website. Meal prices are \$1.50 for breakfast and \$2.95 for lunch. The lunch program is operated on a daily cash basis, no credit is available. Students can pre-pay for lunches. There is also an online payment system families can accessed through your student's Skyward account. Application forms for the free and reduced lunch program are available online or through the office. To maintain privacy and confidentiality, all students use individual PIN numbers to access their lunch account.

Typical Daily Schedule (Subject to Change)

8:05 Breakfast Starts
8:10 Patrols Out
Students in assigned areas
8:30 Students go to class
8:40 Instruction begins
11:35 1st Lunch/Recess –

Early Dismissal Schedule

8:05 Breakfast Starts
Patrols Out
Students in assigned areas
8:30 Students go to class
8:40 Instruction begins
10:30 Primary Lunch

12:05	2nd Lunch/Recess	11:00	Intermediate Lunch
12:35	3rd Lunch/Recess	11:40	Early Dismissal
3:10	Dismissal		

For their safety, **students should plan to be on school grounds no sooner than 8:10 am and no later than 3:30pm; there is no supervision unless students are enrolled in a before or after school program.** Upon arriving at school, students should wait for the first bell in assigned areas of the school or eat breakfast in the cafeteria starting at 8:10 am.

Students are expected to go home or to daycare immediately after being dismissed from school. If it is necessary for other arrangements, parents need to inform the office with a written note giving permission for a change of plans. Written permission is necessary to prevent miscommunication, **student phone calls from the office or classroom phone should be used for emergencies only.**

Release of Students – Accidents/Illness – Medication

RELEASE OF STUDENTS

We encourage parents to make appointments for their children outside of the school day. In the event it becomes necessary for a child to leave during school hours, please send a note or email to the office indicating that your child needs an early dismissal. **Students will be released only to the parent/guardian or those family members or adults who are designated on the registration record.** Children cannot leave school grounds until the authorized person has signed them out at the school office. Anyone picking up a child may be requested to show picture I.D.

Please remember to update registration information with the school office. A form is sent home the first week of school and should be completed and returned by the end of September. In case of emergency or illness, we want to care for your child and follow the procedures you desire. If there is any change of emergency information during the school year, please inform the office immediately.

ACCIDENTS OR ILLNESS

If a child is injured at school, he/she will be given emergency first aid treatment by the school nurse or staff members who are trained in first aid. We will use our judgment on whether to call 911. The parent will be called immediately. If they are not available, the person whom you've designated on the registration record will be called.

If your child should become ill at school, the school nurse or office staff will take the child's temperature and determine if the child should be sent home. The parent will be called, and if not available, the person(s) who are designated on the registration card will be called. Please remember to update your child's health history as needed.

MEDICATION POLICY

All requests to administer medication to your child must be on the district permit form, **"Permission for**

Medication Administration at School” (available at the school office or district website). Any medications prescribed by a doctor or dentist, or “over the counter” medications, such as aspirin, cold and allergy tablets, asthma inhalers, etc. require a doctor’s written instruction and written parent permission. Medication must be in the original prescription container listing the medication name, student’s name, dosage amount, and administration times. Over the counter medications must be in the original container and labeled with the student’s name.

Safety Patrol – Bus Riders - Bicycles

SAFETY PATROL

Safety patrols assist to provide safe conditions for students before and after school. All students must follow the directions and safety measures practiced by these safety patrols. School patrols will be at the assigned crossings listed below from 8:15 to 8:30 before school and from 3:10 to 3:20 after school. Please send walkers while patrols are on duty. Patrols will not be out during foggy and icy weather.

We urge you to help your child learn the safest and most direct route to and from school and the rules of safe walking and safe bicycling.

BUS RIDERS

Bus riders are to ride their assigned bus to and from school each day. If any change is needed, a signed note from parents is necessary on or before that day. Without a written note from parents, the student will be required to leave school on their regular bus.

The following **Student Behavior** is expected at bus stops:

- be on time, but not more than 5 minutes before scheduled stop
- stand on the sidewalk and a safe distance back
- act in a safe and responsible way at all times, following all school rules
- after school, walk directly home

Students who ride the bus must follow directions of the bus driver during their transportation. Students who misbehave on the bus or at the bus stop may be required to provide their own transportation for a period of time. Students will be counseled and notice will be given to parents before such action is taken. Items not allowed on the bus include all animals, breakable containers (glass, aquariums, etc), and other articles which could affect the safety of the bus and passengers.

BICYCLES

Students may request a permit from the school office to ride their bike to school. Helmet and bike locks are required.

- | | |
|--|--|
| <input type="checkbox"/> wear a helmet | <input type="checkbox"/> walk bicycles on the school grounds and at crosswalks |
| <input type="checkbox"/> observe state laws | <input type="checkbox"/> yield to pedestrians |
| <input type="checkbox"/> park and lock bicycles in the assigned area | |

Skateboards and kickboards are allowed for transportation to and from school if they can be locked up at the bike rack. They are not be allowed in the building or kept in the office. The school cannot assume responsibility for stolen or damaged bikes or skateboards. Roller blades, “heelies” (the shoes with wheels in the heel), and motorized scooters will not be allowed.

Grooming/Dress – Personal Belongings

STUDENT GROOMING AND DRESS CODE

Students should wear clothing appropriate for the school setting. The classroom teacher and/or the principal will judge appropriateness of attire. Examples of clothing that will be considered inappropriate are “spaghetti” straps on shirts for girls, “muscle” shirts for boys and shirts that reveal midriffs. Clothes that advertise or promote alcohol, tobacco, violence or any illegal act or substance are not permitted. Shoes must be worn at all times and should be comfortable and appropriate for physical education/playground activities. Hats and other headwear can be a distraction, and are not to be worn during school hours. Hats may be worn **outside** for warmth or protection from the sun.

Cosmetics such as make up, hair gel, hair spray, deodorant, etc, may not be applied at school, and so should not be brought to school. Cologne or perfume should not be brought to school, and students and adults should refrain from using heavily scented products while at school. No aerosol products should be handled by students at school and will be confiscated. These are health and safety restrictions.

PERSONAL BELONGINGS

Please do not allow your child to bring valuable items, trading cards, electronics, cash or toys to school unless arrangements have been made with the teacher. The school cannot be responsible for personal belongings.

CELL PHONES – At College Place, we restrict cell phone use to ensure a learning environment free from distraction. Student cell phones are not necessary for class and are to be turned off and kept in the student’s backpack for the entire day.

Students may not use their cell phone during the day for any purpose, including calling or texting without permission. If they have permission from a staff member, they may use it under the supervision of the adult giving that permission. This is the same rule we have for student use of school phones. Parents should not expect students to receive or return messages via the use of school phones or a student cell phone during the school day.

If you need to contact students or staff, please do so through the school office during school hours (8:00 a.m. to 3:30 p.m.) at (425) 431-7626.

Hazardous/Dangerous Items – Lost and Found – Pets

HAZARDOUS OR DANGEROUS ITEMS

Hazardous or dangerous items, weapons or replicas of weapons are prohibited at school. These include, but are not limited to: firearms, explosives, fireworks, knives, laser pens, drugs and other potentially dangerous equipment. Any of these items will be considered weapons regardless of its intended use. Students found with such items may be subject to immediate expulsion or suspension. The items will be confiscated and will not be returned to the student.

LOST AND FOUND

Please clearly label coats, sweatshirts, and sweaters (outerwear) with black permanent marker. A designated place in the commons is provided for lost clothing. Any other lost property will be kept in the office. Families are encouraged to check the lost and found on a regular basis. Unclaimed items will be sent to “Clothes for Kids” on a regular basis.

PETS

Many students have serious allergies to pets and so restrictions are necessary. In general, animals are not permitted at school with the exception of service dogs, per school board policy 2030.

Student/Family Rights - Insurance

STUDENT RIGHTS AND RESPONSIBILITIES

The Edmonds School District “Student Rights and Responsibilities” policy 8220-R1 can be found on the district website for student and parent reference. A copy will be furnished to families per request from the school office.

FAMILY RIGHTS AND PRIVACY ACT

The District is required to protect families from unauthorized release of certain information about students. However, “directory information” may be released without permission of parents, unless parents notify their child’s school, in writing, of their objection by October 1. Directory information consists of a student’s name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and most recent previous school attended. Directory information may be released without

consent for the purpose of providing educational scholarship, vocational/occupational and/or military information, or to the news media and law enforcement. This information shall not be released for commercial reasons. You have a right to withhold any or all of this information. **If you do not wish to have such information about your child released, please let us know in writing by October 1.**

INSURANCE

School insurance is offered to all students. Forms will be sent home in the first day packet. This is a voluntary program offered for your convenience should your child be accidentally injured at school.

CPE Family Group – Student Council

PTA

The College Place Elementary Family Group is an active and positive link between the school and the community. It is composed of families and teachers dedicated to the interests of child welfare, service to the school, improvement of education, and harmonious relations between school and community. We encourage everyone to become active members and support this organization. The CPE Family Group has planned many activities throughout the school year. Refer to the school website for upcoming important and fun events.

STUDENT COUNCIL

Representatives from Grades 5 through 6 form the College Place Student Council. This body of students is part of the school decision-making process and promotes school spirit. Student Council provides students with leadership skills and experience with their school community.

Attendance Policy

ATTENDANCE AND TARDINESS POLICY

The Compulsory Attendance Law of the State of Washington demands a great deal of accountability from schools and parents regarding student attendance. A section of this legal code, known as the “Becca Bill”, requires us to improve school attendance and reduce unexcused absences and tardies.

EXCUSED ABSENCE

Under district policy, an excused absence is one in which the parent, by phone call or note, presents a valid reason for non-attendance. Absences should be avoided unless caused by the following acceptable reasons for an excused absence:

- ❑ Illness
- ❑ Medical, dental, or other appointment that cannot be scheduled before or after school
- ❑ Recognized religious observance
- ❑ Family emergency or event such as a funeral or birth
- ❑ A prearranged absence which the principal approved **in advance**, i.e., out of town travel.

Upon receiving notice of unexcused absences the District will contact parents in writing and schedule an attendance conference. The school will work with families to support their efforts to improve attendance.

Harassment, Intimidation, or Bullying (HIB) Policy

It is the intent of the students and staff in the Edmonds School District to create an environment for learning and work that promotes and values respect, diversity and trust. Individuals have the right to be treated with respect and dignity, and have the responsibility to treat others the same way.

Definition

Harassment, intimidation, or bullying (HIB) is an intentional written, verbal, or physical act which:

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

Recognizing Harassment

The following behaviors are among those commonly identified as forms of HIB:

Written or Verbal Could Include:

- Remarks and / or suggestions that are unwanted / unwelcome.
- Comments about body
- Teasing, joking or making dehumanizing, derogatory, lewd remarks
- Ethnic/political/racial/religious/sexual slurs
- Hazing (initiation activities)
- Unwanted / unwelcome written, verbal or electronic messages
- Sexting (i.e. electronic transmission containing inappropriate sexual content)
- Exploiting a physical / mental disability
- Pressure for sexual activity
- Threats / acts of aggression
- Suggested favors to obtain preferential treatment
- Extortion
- Demanding compliance accompanied by implied / overt threats
- Making demeaning comments in front of others
- Spreading rumors
- Unwanted questions or comments of a highly personal nature

Physical Could Include:

- Unwanted / unwelcome touching / grabbing

- Impeding / blocking the free movement of another
- Staring / leering in a way that makes a person uncomfortable
- Displaying offensive graphics / drawings / graffiti / cartoons
- Intentional brushing against body
- Obscene/Threatening gestures
- Pranks
- Lewd conduct

Reporting Incidents of Harassment, Intimidation, Bullying

Students, parents and volunteers are encouraged to report incidents of harassment, intimidation or bullying to the appropriate school official. To report an incident, students, parents, and volunteers can report directly to school staff or they may use the **Harassment, Intimidation and Bullying Reporting Form** located on the district website. Disciplinary action will be taken to address the behavior or the perpetrator. No school district employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. False reports or retaliation will receive consequences.

Students who engage in harassment as defined above will be subject to school discipline including and up to suspension or expulsion from school.

Sexual Harassment Policy

Equal Educational Opportunity and Sexual Harassment

The Edmonds School District will maintain a learning and work environment that is free from sexual harassment. Sexual harassment is a form of discrimination which is prohibited under Title IX of the Civil Rights Act. Sexual harassment substantially compromises the attainment of educational excellence, and the District will not tolerate such behavior by staff or by students, or by parents, volunteers or contractors while on school district grounds or participating in school-sponsored events.

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent, or student, who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender.

Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

Any District staff member (regardless of area of responsibility) who knows or has reason to believe that sexual harassment is or may be occurring must take immediate steps to see that the matter is addressed or reported. Such action must be taken whether or not the student(s), volunteer, or parent has reported the incident.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

1. Submission to such conduct or communication is made either an explicit or implicit term or condition of success in school;
2. Submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating hostile, or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

1. Unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
2. Any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member;
2. Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances;
3. Cornering or blocking of normal movements;
4. Displaying sexually suggestive pictures or objects in an educational/work environment;
5. Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, verbal comments about an individual's body, overly personal conversation of a sexual nature, sexual jokes, stories, drawings, pictures or gestures, spreading of sexual rumors, touching of an individual's body or clothes in a sexual way.

Reporting Incidents of Sexual Harassment

If any student, parent or community member experiences or witnesses discrimination or sexual harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable.

Reports of such incidents may also be reported to the district Equity Officer, Debby Carter, 425 431-7012

Students who engage in harassment as defined above will be subject to school discipline including and up to suspension or expulsion from school.

Behavior Management Plan

BEHAVIOR MANAGEMENT PLAN

The Staff at College Place Elementary School believe that educating children takes everyone. The staff, families, and community of College Place work together as partners. We are committed to providing students

with a positive, safe and productive learning environment that fosters positive self-concept, respect for self and others, responsibility and accountability for actions. College Place believes that we should: take care of ourselves, take care of others, and take care of this place. When problems arise, we will work positively with students and parents/guardians to find solutions.

Please note, a copy of the detailed Behavior Management Plan will be sent home with your student(s) in the first month of school. Included in the brochure is a signature form for you to sign that you have read and discussed the Behavior Management Plan with your child. Please return the signed form to the school office for placement in their cumulative record file.

Student Alcohol and Drug Policy

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substances), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district has developed programs that emphasize prevention, intervention, aftercare support, and necessary corrective actions. The district also recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. Part of the responsibility of the school and school District is to inform students and parents each year of the District's policy on drugs/alcohol. This policy is as follows:

- It is unlawful for a student to sell, possess, use, or show evidence of being under the influence of alcohol or other illegal drugs while on school district property or at any school-sponsored event. Law enforcement shall be notified when this policy is violated.
- Any student who possesses, uses, or shows evidence of being under the influence of alcohol or other illegal drugs while on school district property or at a school-sponsored event shall be suspended for the remainder of the semester or 30 days, whichever is longer.
- For a first offense of *Possession, Use, or Paraphernalia*, the suspension can be reduced to a minimum of 3 days with the remainder of days held in abeyance if the student agrees to a drug and alcohol assessment, and if recommended by the drug treatment agency, complete counseling and treatment. The parent(s)/guardian(s) and student will be asked to sign a Release Form allowing a professional treatment center to confer with the school regarding the findings, recommendations, and follow-up program. In order to continue in school, the student and parent(s)/guardian(s) must agree to participate in any follow-up treatment recommended by the treatment center. Failure to comply with the recommendations will result in re-imposition of the Long Term Suspension. Subsequent offenses will result in a Long Term Suspension up to Expulsion as well as referrals to law enforcement.
- Students who sell, buy, or transfer drugs or alcohol at school, on school busses, using district-provided technology, or at school-related activities will face immediate long-term suspension of up to 30 days with no abeyance option and will also face criminal charges. All vehicles parked on school property are expected to be drug/alcohol free.

Note: For students involved in extracurricular activities: Students will not be permitted to possess, traffic in, and/or use non prescribed or illegal drugs, alcohol, or any form of tobacco, and may not be in the presence of, or remain in the vicinity of, the use of such substances prohibited by criminal law, or engage in behavior that enables others to illegally use such substances. The penalty for a violation shall be immediate ineligibility for extracurricular competition or performance for forty-five (45) calendar days (see athletic handbook for details).

Weapons Policy

The staff and student body will not tolerate the possession of any weapons or other dangerous objects on campus. Edmonds School District Board Policy #8220 (Section III, Exceptional Misconduct), RCW 9.41.250, RCW 9.41.280 prohibit the possession of weapons or other dangerous objects, including toy or facsimile weapons, on school property.

"Possession" includes but it is not limited to having a weapon or dangerous object anywhere on school property **or** at any school sponsored event. The item could be located:

- (a) in a space assigned to a student (such as a locker or desk);
- (b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or
- (c) under the student's control or accessible or available (such as hidden by the student).

Students in possession of a weapon or dangerous object will be suspended or expelled. Students using an object in a threatening manner will be suspended or expelled. In these cases, a student also may be guilty of a gross misdemeanor.

Students who choose to remain in the area of illicit or criminal activities involving weapons may be charged with possession if they have had a reasonable opportunity to withdraw or report even if they are not participating.

Any student who is determined to have carried a firearm onto school property or to a school sponsored event shall be expelled for no less than a year in accordance with RCW 28A.600.420.

Weapons and dangerous objects include, but are not limited to:

- Firearms, metal knuckles, air guns, weighted chains, firecrackers, baseball bats, nun-chu-ka sticks, toy weapons, knives, facsimile weapons, water guns, tasers, box cutters, razors, lighters, paintball guns, clubs or pipes, stun guns, slingshots, sand clubs