

# *Sedro-Woolley School District Guidelines*

## Mission Statement:

“Every student graduates with the knowledge and skills for future learning and success.”

**District Office Information (360) 855-3500**

**District Website – [www.swsd.k12.wa.us](http://www.swsd.k12.wa.us)**

Superintendent.....	Phil Brockman
Assistant Superintendent .....	Michael Olson
Executive Director of Human Resources & Technology .....	Darrell Heisler
Executive Director of Business and Operations .....	Brett Greenwood
Director of Transportation and Maintenance .....	Chet Griffith
Director of Food Services and Custodial Services .....	Mark Campbell
Associate Executive Director Special Programs .....	Tony Smith

## Grading

Report cards will be issued two times each school year. The purpose of semester report cards is so students, parents, and teachers can monitor progress in accordance with the state requirements. We hope to clearly communicate the expectations for our students and the student's progress toward meeting these expectations.

Student/Parent/Teacher conferences occur in the fall before the end of the first semester. Additional conferences may be requested by the teacher or by parents at any time. Progress reports may be issued at any time during the semester to keep students and parents informed.

Letters of academic concern can be sent out at any time during the school year if the teacher has a concern regarding the student's academic performance.

## Homework

### Types Of Homework

- Assignments not completed in class.
- Assignments to strengthen skills, such as spelling or math.
- Assignments to enrich or extend a lesson such as special projects.
- Independent reading or reading to your child.
- Long range class assignments, such as book reports, social studies reports, etc.

### Study Skills

Strong study skills are an integral part of a successful education; therefore, students are expected to have a nightly study time to complete activities, practice, etc., that are appropriate in length and content for their age.

## Purposes For Homework

- Students learn to work independently.
- Students learn self-discipline.
- Specific skills taught at school are reinforced at home.

## Homework Requests

If parents know in advance that a student will be absent, it is to the student's benefit to contact the school to request homework. When calling to request homework for absent students, please allow ample time for the teacher to gather the needed books and materials. Requests before lunchtime are recommended. If the absence is to exceed one week, we request the parents ask for no more than one week's worth of assignments.

## How Parents Can Help Children At Home

- Make homework a top priority for your child.
- Establish a quiet space and a daily homework time.
- Provide positive support when homework is complete.
- Do not allow your child to get out of doing homework.
- Recognize that parents do not do work for children, but can provide additional instruction to promote understanding.
- Help your child keep their work organized.
- Establish a routine with your child for going over papers sent from school.

## Guidelines For Daily Reading Times

Kindergarten & First Grade: .....	10-15 minutes a day
Second Grade:.....	15-20 minutes a day
Third Grade:.....	25-30 minutes a day
Fourth Grade:.....	30-35 minutes a day
Fifth and Sixth Grades: .....	45+ minutes a day

## Attendance Procedures

School Board policy and Washington State law concerning pupil attendance states that "... pupils shall be punctual and regular in attendance." The regularity of attendance is a major contributing factor in reaching the instructional objectives of any class. Absences, for any reason, result in lost learning experiences. Regular school attendance is a vital "part" of preparation for being a success in life. It is important schools and families work together to encourage the development of responsible attitudes toward regular attendance. We strongly encourage you to arrange, whenever possible, family vacations around the school schedule.

The Becca Bill, passed by the State Legislature in 1995, requires school districts and schools to report any students who have unexcused absences. In order to comply with the Becca Bill our schools will be notifying parents, by telephone or in writing, when a student misses school.

### Prearranged Absences

In the event a family need requires students to miss school, please prearrange the absence so that you can have necessary school work. Please check with your school to see if a Prearranged Absence Form is available. It is the student's responsibility to make up any missing work.

### All Absences

For the health and safety of each child, we ask that parent, guardian, or established caregiver give reason either in person, in writing or by phone each day that their child will be absent. We telephone each day for students in which an excuse has not been communicated to the school.

### Excused Absences

When a child is absent, the State of Washington and School Board policy #3122 have classified only the following as excused:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment
- Family emergency, including but not limited to a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding
- Absence directly related to the student's homeless status;

- Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. In participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

### Unexcused Absences

Any absence that does not fall into one of the stated categories would be considered unexcused or truant. A truancy means the student may not be entitled to make up the missed test or assignments and have them count toward a grade.

The school is required to monitor trancies and/or unexcused absences and take specific steps to notify the parent(s)/guardian(s) of the student and assist in reducing the unexcused absences. State law requires the school to petition the juvenile court system to assume jurisdiction if a student has seven (7) unexcused absences in any one month or a total of 10 unexcused absences in any given school year.

### Becca Protocol

#### 1<sup>st</sup> Unexcused Absence

- Phone call home by attendance secretary

#### 2<sup>nd</sup> Unexcused Absence within any month

- Letter sent home by attendance secretary
- Counselor or attendance secretary assigns conference date and time, signs the letter and a copy is kept in the office for documentation purposes
- Counselor or principal will have a conference to discuss strategies to reduce absences. If the child's parent/guardian does not attend the scheduled conference, the conference may be conducted with the student and school official.

#### 5<sup>th</sup> Unexcused Absence within any month

- The district shall enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and

affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

#### 7<sup>th</sup> Unexcused Absence

- (not later than) 7<sup>th</sup> unexcused absence within any month or (not later than) the 10<sup>th</sup> during current school year, attendance secretary will file Becca petition and keep it on file
- Letter sent home informing parent/student of filing

#### Tardy Procedure

Students who arrive after the start of school in the morning are determined as a tardy. Leaving before the end of the school day is determined as an early dismissal and will reflect as tardy in the afternoon. Students who miss more than the majority of hours or periods in an average school day will be marked as absent.

The best possible education of your children is our goal. We are especially aware of the effect that tardies and early pickups have on the learning environment. It is important for children to arrive at school on time so they are present for the opening of school. If your child arrives to school late, please send a note or call the office. Students must sign in at the office before going to class. The office will keep a record of tardies. Continuous tardies will result in consequences according to each individual school's policy.

#### Early Dismissals

When requesting that students be dismissed early, please understand that many important activities take place in the last part of the day. Also, the end of the day is often the busiest time in the office. If calling to request an early release of a student, please call as early in the day as possible. Also, remember that a person listed as a parent or emergency contact person on the child's emergency form must sign them out in the office. Please contact the office to update your phone numbers, (including work phone and cell phone numbers), address and emergency contacts whenever there are any changes.

#### School Dismissal

Upon the dismissal bell students must exit the building and leave the campus unless the student is involved in an after school club or activity, is a member of a sports team, or has an appointment with a staff member.

#### Walking To School

Children who walk to school shall observe the following:

- Learn the safest route

- Walk on the sidewalks or on the left side of the road facing traffic
- Go home immediately after being dismissed
- Obey traffic signals and cross carefully using crosswalks where present
- Never accept rides or gifts from strangers
- Obey the crossing guard and/or the safety patrols

#### Bicycles

Students riding bicycles to school are encouraged to use helmets. For the safety of all of our students, those who ride bicycles to school must dismount and walk them once they are on school property. School property includes the sidewalks bordering the school. Bicycles are to be chained immediately to the bike rack. Students may not be in the bike rack area during the school day. *Bikes must be walked off of school grounds.*

#### Closed Campus

Our school has a closed campus policy. Once you arrive at school you are to remain at school and be in all of your classes. Students are expected to remain in a supervised area. Leaving campus without permission from the office is considered truancy and will result in discipline action. Students from other schools are not allowed on campus during our school day.

#### Skateboards/Scooters/Roller Blades/Wheelies

Skateboards, scooters, roller blades, and wheelies are not to be used on campus under any circumstances. A safe storage area will be provided. Loss of this privilege may occur if abused. Students who choose to wear wheelies to school will be asked to remove the wheels. The school is not responsible for lost or stolen items.

#### Telephone Use

When students need to phone home, the times when they do so will be determined by the schedules and policies of the individual teachers. Plans for after school activities should be made at home before the child comes to school for the day. Please do not ask teachers or children to come to the phone during the time that school is in session.

#### Photographs

Occasionally, photographs may be taken of students for use in the news media or in district-produced publications. Unless you put a request in writing, your child's picture/video will be taken.

## Bus Information

These rules and regulations have been established for the safety, well being and conduct of students.

### Prior To Loading

- Students are to be at their designated bus stop at the scheduled time. They should arrive five minutes before pickup time. The bus cannot wait for tardy students; it has a schedule to keep.
- Students are to walk on the left shoulder, facing oncoming traffic.
- At the bus stop, while waiting for the bus, students are to stay off the traveled portion of the roadway. Stand on the sidewalk, if there is one. Students are not to engage in horseplay and are to respect the property of homeowners in the area.
- When crossing the roadway to get on the bus, students are to walk, not run. They are to cross at least 10 feet in front of the bus and not behind it. They are to check traffic from both directions, make sure the stop sign on the bus is out and look at the bus driver to be certain it is okay to cross.
- When loading, be careful. Wait until the bus has come to a complete stop before moving toward it. Do not push forward or crowd. Be courteous and remain in line.
- Upon entering the bus, students are to go directly to their seats, sit down and remain seated.
- Students who miss the bus are to return home. Any alternative arrangement for getting to school needs the permission of a parent or guardian.

### While On The Bus

- Students are under the supervision of the driver and must obey at all times.
- Students are not to stand or sit in the step well and at NO time sit in the driver's seat. Students are to be seated while the bus is in motion, facing forward with all parts of their body out of the aisle.
- Students are to conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus. Do not talk to the driver, except on important matters or emergencies while the bus is moving.
- The same behavior is expected on a bus as is expected in a classroom. Noise is to be kept to a minimum.
- Absolute quiet is necessary while the bus is approaching and crossing railroad tracks so the driver can listen for approaching trains.
- Students are to ride only their regularly assigned bus and leave the bus at their regular stop. To ride another bus or get off at a different stop requires the written permission of a parent/guardian or the principal/designee.

- Students on all trips other than regular to and from school, will be required to have written permission from parent/guardian or principal/designee in order to go to or leave an event other than by bus transportation provided.
- Students are to go promptly to their bus when dismissed from school. When they leave the bus they are to go directly home.
- Balloons are not allowed on the bus.
- Open bus windows only three (3) notches if the driver gives permission. Hands, head, legs, etc. are to be kept inside the bus at all times. No objects are to be thrown or passed through open windows or doors. Students will refrain from calling out to passersby.
- Damage to the bus is to be paid for by the offender. Any damage is to be reported to the driver.
- Knives, sharp objects or breakable materials are not allowed on the bus – nor are firearms, pets, or other live animals. Hazards that may cause injury to others are not acceptable.
- The use of tobacco, profane language and matches are prohibited on the bus. Students may NOT eat and/or drink on the bus.
- Students are to help keep the bus clean. Paper or other objects are not to be left on the bus, except in the trashcan provided.
- Keep the aisle and front door well clear of books, lunches, coats, packages, and band instruments. When departing, remove all items which are brought onto the bus. Special written permission must be granted by school authorities to transport any large items with approval from the driver.
- Leave the fire extinguisher, first aid kit, and emergency door alone. Use them only in an emergency and then usually with the permission of the driver or another authorized person.
- In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
- Students are expected to be courteous with fellow students and driver. Do not take advantage of small children in order to get a seat. Horseplay, fighting, hitting, scuffling, or slapping will not be tolerated.
- Do not stand up until the bus has come to a complete stop. Students in the front of the bus will unload first. Leave the bus in an orderly fashion.

### After Leaving The Bus

- When it is necessary to cross the road after getting off the bus, cross at least 10 feet in front of the bus. Before stepping into the lane used by oncoming traffic, look both ways to be sure no traffic is approaching from either direction. Glance at the

driver, who will signal it if it is not safe to cross. Walk; do not run, when crossing the highway.

- Do not loiter around the bus or run beside it when it is moving.
- If there is a shoulder or sidewalk, use it. When it is necessary to walk along the roadway, walk on the left facing traffic.
- Do not throw balls, rocks, or objects of any kind in the area of a school bus stop.
- The use of profane language to the driver or others is harassment and will not be tolerated. Third discipline procedure for K-8 and second discipline procedure for K-9 will go into effect.

### **Procedures Following Infractions**

- These rules and regulations are for the benefit of the students. Bus drivers are instructed to report to the Director of Transportation any infraction of these rules or disobedience toward the drivers.
- A student discipline notice will be issued to a student who misbehaves.

### **Discipline Procedure K-8**

- First Notice – Probation
- Second Notice – Parent Conference Required
- Third Notice – Suspension of Riding Privileges

## **Special Arrangements For Pupil Transportation**

Special Bus Riding Arrangements: We try to accommodate students who need to ride home in a manner other than their usual for special childcare arrangements, birthday parties, sleepovers, etc. We must have a note or verbal communication from the custodial parent, asking permission for a student to go to an alternate destination.

Students will not be allowed to make these arrangements after they arrive at school. This also applies to students who wish to get off of their bus at a different stop. Unless the bus driver has word from our office and/or a note from the custodial parent, he/she will be dropping the child off at their usual stop.

In instances where younger children notify the driver that there will be no one home and they don't have a note to go somewhere else, the driver will radio the bus garage and the bus garage will notify the school office. It will be the immediate responsibility of the parent to see that appropriate arrangements are made to pick up the child. In most cases, the child will be brought back to the school.

## **Communication With Parents**

We communicate with parents and guardians in a variety of ways: newsletter, parent/teacher conferences, half sheet reminders of important information, flyers, email, voice mail, and our website. We value your communication, please do not hesitate to write or call.

### **Invitations And Gifts**

Out of sensitivity to all students, party invitations and gifts are not to be brought or sent to school. This includes flowers or balloons sent to school. If they are sent they may not be delivered to the classroom but will be available in the office for students who will be walking or being picked up. Under no circumstances will they be allowed on the school bus.

### **Parent Involvement**

All parents, including those of students served by Title 1/LAP, Migrant/Bilingual, and Special Education programs, are encouraged to be involved in their child's education. Parent involvement can include, but is not limited to: attending school events, volunteering in the school, participating in Parent-Teacher conferences, working with the parent/booster club, taking a workshop or class offered by the district, creating a quiet space and time at home for homework, helping with your child's homework, talking with your child about school, and engaging in reading and other learning activities with your children. When parents are involved, children do better and go farther in school.

### **Visitors/Volunteers**

While parents are encouraged to visit their child's class, however, we ask that you please call your child's teacher prior to the visit to ensure that you will get the most out of your observation/visit. Please make sure that you have checked in at the office before going to your child's classroom. School visits are not the time to hold conferences. Please schedule an appointment so that you are able to confer with your child's teacher without interruptions. Due to the number of students attending school and the additional classroom responsibility it places on students and staff, personal guests are not allowed to visit us during class time. Occasionally students from other schools will visit us on official business and will be accompanied by their school advisor.

All volunteers must have an active Washington State Patrol form on file in our office.

## Families Or Youth In Transition

If you are currently in transition or in a temporary living arrangement (living in a motel, shelter, with another family, or in a camper/trailer) due to financial hardship or similar reason, you may qualify for support services under the McKinney-Vento Act. To learn more, call Special Programs at (360) 855-3565.

## Emergency Preparedness

Throughout the year we will be practicing various types of emergency procedures with the students. We will keep you informed of unusual emergency drills to allow you to also inform your child or children of our focus for safety.

**MAJOR EMERGENCIES:** In the unlikely event of a major emergency such as an earthquake, severe winter storm, school fire, major power outage, etc., we ask that parents keep in mind that school personnel are responsible for the safety, whereabouts, and well being of all until they are released into the care of a person(s) specified by the legal parent or caregiver.

- When coming to school (or when sending a designated person) you will find a designated student pick up and information area. We ask that parents wait at this area where students will either be signed out or where information about students with injuries will be given. It is imperative that all students be properly accounted for.
- When coming during an emergency to volunteer, please check in at the student information area. As soon as possible a staff member will be with you to give instructions as to where you will go to help.
- Instruct your son/daughter to phone an out-of-state relative or friend in the event of a severe, community-wide or school-wide emergency. This will allow you to call that person to find the status of your child. Typically, in major emergencies, incoming phone lines become jammed. Out-going phone lines are much more likely to be open. By setting up an out-of-state number, you would possibly be able to obtain information about the status of your child.

## Field Trips

Out of class activities can reinforce learning and reach different learning styles. There are two kinds of field trips: 1) Curriculum-based and 2) Reward.

- 1) All students are eligible for their class Curriculum-based field trips. During the course of a school year, students may become ineligible if they have proven to

be a danger to themselves or others through documented discipline referrals.

- 2) Students may make themselves ineligible for Reward field trips if they receive discipline referrals throughout the school year.

*\*Principal makes final decision for field trip eligibility.*

## Home Baked Goods

Some questions have come up recently regarding parents bringing home baked goods into the schools for parties. The district does not allow parents to bring in home baked goods due to the fact that we have no control over the preparation process, cleanliness, or the fact that the product may or may not contain or have been exposed to allergens, such as peanuts, which have the potential to make some students very ill. The District's goal is to keep all of our students safe while they are in our care, custody, and control.

## Personal Items

Over the years, students have brought items that are lost, stolen, sold or are a distraction. Such items should not be brought to school. Toy weapons of any kind are prohibited at all times. Leave large amounts of money, radios, MP3 players, cameras, cell phones, CD players, electronics, make up, perfume, hairspray, toys, purses, and other valuables at home. The school cannot be responsible for these articles. If these items are seen they may be confiscated, placed in a secure area, and returned to you at a later time. Because of the potential for serious injury, laser pens are prohibited. It will be confiscated and may only be retrieved by the parent.

If a student must carry a cell phone special arrangements will be made and it must remain off and in their backpack during the school day. If it is seen, it will be confiscated and the parent may be required to pick up the cell phone.

It is strongly recommended that your name be on any clothing items such as jackets, shoes, and book bag.

## Reporting Responsibility

Professional staff is legally responsible for reporting all suspected cases of child abuse and neglect to the authorities, and all staff is required to report to the school administrator and/or designee. Under state law, staff are free from liability for reporting instances of abuse or neglect and professional staff are criminally liable for failure to do so.

## Medical Information

### Health Screenings

Vision and hearing screenings are done for all students in kindergarten through third grade and fifth grade. If a child should fail either screening, parents will be notified. If a professional exam would be a financial burden, call our school nurse.

### Medication Policy - *Policy 3416*

In accordance with the medication requirements of the State of Washington in RCW 28A.210.600, the Sedro-Woolley School District will give medication at school only if the following steps have been completed:

- Medication form must be completed for each medication PRESCRIPTION OR NON-PRESCRIPTION. (These forms are available at your doctor's office or at the school office.)
- Medication form is for the current school year.
- The medication form must be completed by both the PARENT AND LICENSED HEALTH PROFESSIONAL before medication can be given at school.
- There must be a valid health reason that makes administration of medication advisable during school hours or during such time that the student is under the supervision of school officials.
- Medication must be supplied in the original container.
- The medication and completed medication form are to be brought to the office by the parent.

Medication cannot be given at school unless the above conditions have been met.

### Illness/Injury

Most generally, a school nurse is available in case of emergency. The nurse will be in direct charge of all problems as they affect the health of the school children. A student who becomes ill or injured at school should come directly to the office. If necessary, the nurse or office staff will help students contact parents/guardians or, if parent/guardian can't be reached, emergency contacts listed on the student registration form will be contacted. Occasionally an illness/injury requires that a student be transported to the emergency room. Under no circumstances should a student go home during the school day without permission. We cannot release a student to go home without parent permission.

A Health Information Form is sent home at the beginning of each school year. It is important the school be informed of any allergies, reactions, chronic illness, or serious physical problems, epilepsy or diabetes, so

that proper measures can be taken if something happens at school. If a child is taking medication, the school should be given this information. The school should have the correct telephone numbers for the home and the places of employment of the students parents or guardians. The names of a neighbor or relative who might be contacted if a student is ill and the parent cannot be reached should also be given to the school. It is the responsibility of the parents or guardians to report any changes in emergency contact information. These changes should be reported to the office.

### Pediculosis (Lice)

Head lice, although not an illness or a disease, is very common among children and is spread through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, and hats. If a staff member suspects or a child reports to a staff member they suspect they have head lice the staff member will report this information to the school nurse. The school nurse or designated staff member will then follow up with the student and contact the student's parent/guardian to determine whether the child will need to be picked up from school and to discuss a plan for treatment. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school is not a factor when looking at how head lice are acquired. Confidentiality measures will be taken to ensure that students with head lice are not identified to other students and families however, we have found younger age students don't hesitate to share this information with their peers.

### Textbooks/Library Books/Equipment

Textbooks are provided to all students and are the responsibility of each student during the school year. A child is responsible to check in the same book at the end of the year that is checked out at the beginning of the year. Students will be charged for lost or damaged books, and fines must be paid before replacement books are issued. Contact the office for the replacement cost of books. Equipment, such as calculators, electronic spell checkers, etc., are also the responsibility of the student. Library books may be checked out from our library. It is important that students return books in the timeframe allotted by each school. Fines will be charged for lost or damaged books. Report cards may be held until fines are paid.

### Gum

Gum is not allowed at any time. Habitual gum chewing will be treated as willful disobedience and referred for disciplinary action.

## Internet Use

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. School rules for behavior and communications apply to all such communications over the network or via e-mail. The network is provided for students to conduct education-related research and communicate with others on education-related topics. The District will provide access to network services to students who agree to act in a responsible manner.

Students must also agree to act in accordance with District policies and procedures relating to network and e-mail usage and policies relating to student conduct such as policies prohibiting harassment and discrimination. Students must further agree to comply with all state and federal laws and regulations pertaining to use of the Internet.

Students shall notify their teacher or other adult instructor or school administrator whenever they come across information or messages they deem dangerous or inappropriate on the internet or when using electronic mail, chat rooms, and other forms of direct electronic communications (i.e. instant message services). The District will permit independent student use of the internet once the District has received a signed Technology Use Agreement from the student. Such independent student use of the internet is also contingent upon the District's failure to receive a signed Denial of Consent form from parents of a minor student (under 18 years of age). Users should not disclose or disseminate personal identification information, including addresses and telephone numbers, regarding minors without authorization. The District has installed a filtering system that blocks access to obscene material or sites that contain other content that is deemed harmful to minors.

If any student has questions concerning the use of District technology, he or she should review the District's Procedures 3202P or contact the site administrator or contact the District Office.

## Dress Standards

In accordance with Sedro-Woolley School District Policy, students are expected to dress in a manner that does not create a disruption of the educational process. The administration reserves the right to determine the appropriateness of clothing. The following may provide guidelines for selecting school clothes:

- Clothing that is clean, neat, and modest is generally acceptable. Any dress or appearance is acceptable except:
- When there is reasonable expectation that a health or safety hazard will be presented by the student's dress or appearance.
- When there is reasonable expectation that the student's dress or appearance will create a material or substantial disruption of the educational process at the school.

The following will not be considered appropriate:

- Oversized clothing or any clothing considered unsafe or gang related
- Beach wear
- Tank tops with less than 2-inch shoulder straps
- Shirts or pants exposing the midriff
- Short shorts/skirts – length must reach fingertips when arms are extended downward
- Any clothing allowing inappropriate exposure
- Anti-social (such as drug, tobacco, alcohol related messages), violent words or symbols
- Any other inappropriate clothing or behavior that is deemed by the teacher as being disruptive to the classroom learning environment
- Students in violation of the dress code may be referred to the office and given a shirt to wear to cover up or sent home to change. The student will be required to make up any time missed from classes.

## Zero Tolerance Policy

The Sedro-Woolley School District enforces a zero tolerance for violence policy toward fighting and/or any violent activity. Any student action that includes fighting and/or assault or serious infractions with a student, depending on the severity of the situation, will automatically be referred for office level disciplinary action.

At such time as the staff member determines the student is not responding to normal disciplinary techniques, and the situation has become critical – a discipline notice will be written. The student and/or principal will call home, the notice will be delivered home, and a conference will be scheduled with the parent, teacher, student and principal. The purpose of the conference will be to work out a plan to help the student become responsible for his/her behavior and to explain the discipline procedures. If the behavior is serious enough parents/guardians may be called and asked to come in immediately.



## Student Records

In compliance with the Federal Family Educational Rights and Privacy Act of 1984, parents who wish to review their child's records may do so by making a request to the principal of the student's school. Adult students also may make such requests.

We will not release student cumulative record information to persons or agencies without your written consent, with a few exceptions. Under federal law, we are authorized to forward student records to schools in another district to which a student has transferred to or to colleges or educational institutions to which a student has applied.

Certain information, known as "Directory Information", is defined by the Federal Family Rights and Privacy Act and may be released about your child unless you request, in writing, that such information not be released. Directory information includes:

- The student's name, address and telephone number;
- Date and place of birth;
- Major field of study;
- Participation in officially recognized activities and sports;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees and awards received;
- The most previous educational agency or institution attended by the student;
- Photographs or other similar information.

In most cases, requests for this type of information come from the news media or from the armed forces (for recruiting purposes). We will not release any "Directory Information" for commercial purposes or for other purposes not related to the conduct of school business.

## Lunch/Breakfast Program

Hot lunch and breakfast are served at all schools. Breakfast and lunch menus are available on the Sedro-Woolley School District's website. The food service program utilizes a computerized meal accounting system so you are able to put any amount of money you would like on your child's account. You may use either a debit or credit card online to make payments to their account or make a payment at the school. You will be notified when your child's account balance becomes low by e-mail, phone call or letter. It is the responsibility of the parent/guardian to insure that their child has a cold lunch or money for lunch.

Free and Reduced Priced Meal applications must be filled out yearly. You have a number of options for obtaining and completing a meal benefit application.

- From the Sedro-Woolley School District website:
  - Forms may be printed and submitted to your child's school.
  - You can complete an "on-line" application.
- Or, you can obtain an application form from either a school or the district office.

Only one form per family is needed and Food Services will send you a letter notifying you of the status of your application. You can check with Food Services at (360) 855-3515 to see if your family qualifies for free or reduced meal benefits or if you have questions. At the beginning of the school year students who were approved for meal benefits from last year may receive temporary free or reduced meal benefits to allow time to process a new application. If a new application is not completed by the 20th day of the new school year, costs for meals revert to regular price status and any charges are the responsibility of the parent/guardian. If your student's meal account has a prior balance due, the parent/guardian is responsible for all charges accrued even if they qualify for meal benefits.

## Video Surveillance

Per Board Policy 4205 Video Surveillance on School District Grounds or property, the District is committed to maintaining and promoting a safe school environment for all students, staff members, and visitors on its campuses. The Board recognizes that the use of video surveillance may help ensure the safety and security of students, staff members, and visitors; protect District property from loss or destruction; prevent and deter criminal activity and conduct violations; and assist with the enforcement of District policies, procedures, and rules. As a result, the Board authorizes the use of video/electronic surveillance systems on school grounds or property for these purposes. Board Procedure 4205P includes information on the following: 1. Camera Location, Operation, and Control; 2. Use of Surveillance Video Footage; 3. Custody, Control, Retention, and Disposal of Video Surveillance Footage; 4. Student Records and/or Personnel Records; and 5. Access to, and Inspection and/or Release of, Video Surveillance Footage.

## Alcohol, Chemical Substances, and Tobacco Products

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used

any alcoholic beverage, illegal chemical substance or opiate, or tobacco product.

## **Sexual Harassment Policy**

It is the policy of the Sedro-Woolley School District that there be no discrimination against any student on the basis of sex. In keeping with that policy, the District will not tolerate sexual harassment of any of its students by District employees, students, volunteers, or parents. Sexual harassment is a violation of the District's rules of conduct for the educational setting.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, sexually motivated physical contact and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made an implicit or explicit condition of academic or educational achievement; (2) submission to or rejection of such conduct or communication affects academic or educational opportunities; or (3) the conduct or communication has the purpose or effect of substantially interfering with a student's academic or educational work or activities or of creating an intimidating, hostile, or offensive academic or educational environment.

Any staff member or student who has been found, after appropriate investigation, to have sexually harassed a student will be subject to disciplinary action up to and including expulsion (for students) and discharge (for staff). Parents or volunteers found to have violated this policy are subject to exclusion from District property and/or activities.

Any student who feels that he or she has been subjected to sexual harassment has an obligation to report the alleged harassment promptly. Students are encouraged to report the harassment within sixty (60) days of the occurrence of the alleged harassment to one of the following: teacher, counselor, building administrator, or Safety Hotline (1-800-LIVE TIP ext. 174) without fear of reprisal. Confidentiality, both for the complaint and the accused, will be maintained to the extent appropriate under the circumstances.

The student may consult with any one of the above-identified staff members without filing a formal complaint. As a result of this informal conference, the consulted staff member will cause a District counselor or building administrator to begin action to resolve the alleged harassment on an informal basis. That action will include investigating the allegations in order to determine whether the alleged conduct occurred, and if it occurred, whether it constitutes a violation of the

District's policy against sexual harassment. In making such a determination, the staff member conducting the investigation shall consider the totality of the circumstances, the nature of the allegations, and the context in which the alleged incidents occurred. If the complaint cannot be resolved satisfactorily on an informal basis, the complaining party may file a formal complaint.

Formal complaints of sexual harassment must be in writing, though no special form needs to be used. The complaint must be set forth the specific acts, conditions, or circumstances alleged to constitute a violation of the District's policy against sexual harassment and be signed by the complaining party. Formal complaints should be directed to the District's compliance officer, who is the Executive Director of Human Resources (EDHR), unless the complaint is against the EDHR, in which case it should be directed to the Superintendent.

To the extent appropriate under the circumstances, the District will protect the rights of all persons involved in this complaint process, including persons alleging sexual harassment, persons against whom sexual harassment allegations have been raised, and witnesses. Students involved in this process shall not suffer restraint, interference, discrimination, coercion, or reprisal on account of participation in the District's sexual harassment complaint procedures, provided, however that any student found to have made false accusations under this policy shall be subject to disciplinary action.

## **School Closure**

Because winter months occasionally result in school schedule delays, early releases or closures, each family should have a plan covering what to do when a schedule change is necessary and children arrive home early due to an emergency weather situation.

Situations that need to be addressed include:

- What is the best route home if your student cannot be delivered to the normal bus stop?
- Where could they go if they needed help?
- Who would care for him or her until you arrive?
- Is there someone your child could call to alleviate his or her fears?

If you believe weather may create hazardous traveling conditions and affect a change in your child's school schedule, listen to the radio between 6 a.m. and 8 a.m. Radio and television stations will frequently announce schedule changes by district name and number. Please do not call the radio stations, the school office, or the district administration office during these times. No

announcement means normal operations. Announcements are for that day only.

There are 3 types of sources for information.

- Emergency Closure Info Line: (360) 855-3573
- Internet: [www.schoolreport.org](http://www.schoolreport.org) or at the district website at [www.swsd.k12.wa.us](http://www.swsd.k12.wa.us)
- Media: Radio and TV stations that carry Sedro-Woolley information.

On days where school starts late students are not to arrive at the regular time.

## **Use of Tobacco on School Property**

Board Policy 4215 states: The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property at all times.

Any use of tobacco products by staff, students, visitors, and community members shall be prohibited on school district property. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds, athletic fields, and district-owned vehicles.

## **Weapons and Dangerous Instruments**

A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun or a dangerous weapon. Violation of this rule with a firearm shall result in a minimum one year expulsion, unless modified by the superintendent. Students over eighteen years of age and students between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices. No one under eighteen years of age may transmit such devices, nor may they be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of this rule.

## **Prohibition of Harassment, Intimidation and Bullying**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national

origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

## **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

## **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

## **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

## **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

## **More Information**

More extensive information regarding Sedro-Woolley School Districts harassment, intimidation, and bullying policies may be found within Sedro-Woolley School Board Policies 3207 and 3207P. A copy of all Sedro-Woolley board policies can be located at our district website: [www.swsd.k12.wa.us](http://www.swsd.k12.wa.us).

## **District's Tip Reporting Service**

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration by web, email, text or phone: (855) 764-8877. Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <https://swsd-wa.safeschoolsalert.com>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## **Non-Discrimination Statement**

The Sedro-Woolley School District No. 101 is an EEO/AA Employer. The Sedro-Woolley School District complies with all federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service

animal by a person with a disability in its programs and activities and provides equal access to all designated youth groups as defined in Title 36 of the U.S. code as a patriotic society. This holds true for all District employment opportunities. Inquiries regarding compliance procedures may be directed to Darrell Heisler, Civil Rights, Title IX/Affirmative Action Officer and ADA Coordinator at 801 Trail Rd., Sedro-Woolley, WA 98284, (360) 855-3500, Anthony Smith, 504 Plan Coordinator at 201 N. Township St., Sedro-Woolley, WA 98284, (360) 855-3565.