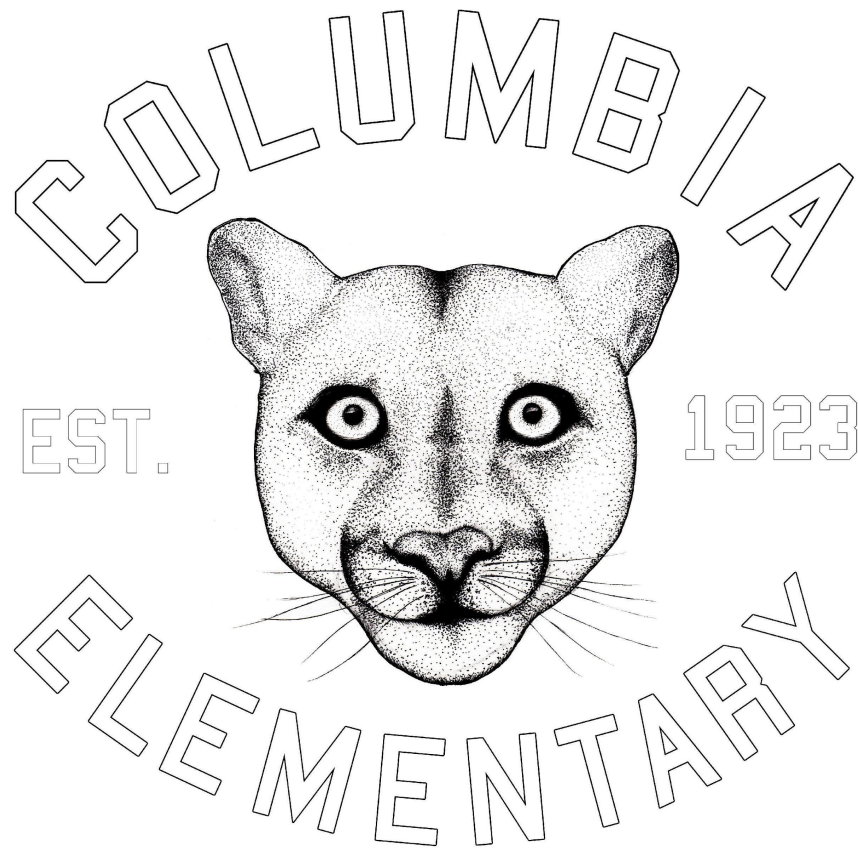


Columbia Elementary Student and Parent Handbook

2023-2024



Mission Statement

Learning, Growing, Caring and Sharing!

Developing healthy lifelong social, emotional, academic and career-ready skills with high expectations for ALL!



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TUNE IN FOR SCHOOL CLOSURES

Our school district notifies for school delays and closures using the web site, social media, phone calls and radio stations. The web site is located at:

<http://www.wenatcheeschools.org/parents/Inclement-Weather.cfm>

Classes will follow a Monday late-start schedule and will begin at 9:15 am on a two-hour delay. Parents: The final decision on whether your child attends school is always your call as a parent. Please call us at 662-7256 to let us know you kept your child home due to your local road conditions.

Note: This notification is also posted on the district web site (www.wenatcheeschools.org) see inclement weather.

Columbia Elementary also utilizes a “calling system” which makes calls to inform staff, students and parents of late starts or canceled school due to weather.

SCHOOL HOURS

Monday 9:15 am-2:30 pm

Tuesday-Friday 7:45am – 2:30pm

**There is no campus supervision before 9:00 on Mondays and 7:35 Tuesday through Friday

NON-DISCRIMINATION STATEMENT

The Wenatchee School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: **Civil Rights Coordinator, Title IX Officer, Section 504 Coordinator, HIB Compliance and Gender Inclusive Schools Coordinator:** Mike Lane, Executive Director of Schools, lane.michael@wenatcheeschools.org, 235 Sunset Ave. Wenatchee, WA 98801, 509 663-8161

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [Policy 3210](#) and [Procedure 3210P](#)

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Policy 3205](#) and [Procedure 3205P](#)

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit OSPI's website at www.k12.wa.us, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

GENDER INCLUSIVE SCHOOLS

Civil rights laws prohibit discrimination and discriminatory harassment on the basis of gender expression and gender identity in Washington public schools. **All** students have the right to be treated consistent with their gender identity at school. Please see [policy](#) and [procedure](#) 3211 for more information.

Policy 3211: The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific Training requirements are included in the accompanying procedure. The superintendent will appoint a primary 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 district compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination.

Nondiscrimination based on gender identity and expression in Washington schools

- Gender identity and gender expression are protected classes under Washington state law, which means schools cannot discriminate against students based on their gender identity or gender expression. All students have the right to be treated consistently with their gender identity at school and express their gender at school, including in the following areas.
- During the 2019 regular session, the Legislature passed Senate Bill (SB) 5689 concerning harassment, intimidation, bullying (HIB), and discrimination in public schools. Sections of this bill include new requirements for school districts regarding nondiscrimination policies and procedures, notifications, and designated coordinators. A summary of the new requirements related to nondiscrimination are now codified in RCW 28A.642.080.

Please refer any concerns to the school administration or the compliance officers listed above.

STUDENT IDENTIFICATION BADGES

All Wenatchee School District students are required to have a photograph taken and will be provided with a photo identification badge. All *WSD* students are required to wear or carry their identification badge at all times while on District property and must display it to any school official upon request. Cards may also be used for other administrative purposes such as, but not limited to, accessing meals in the cafeteria, checking out library materials, classroom attendance and riding District buses.

SAFETY AND SECURITY STAFF

Means a school resource officer, a school security officer, a campus security officer, and any other commissioned or noncommissioned employee or contractor, whose primary job duty is to provide safety or security services for a public school.

SCHOOL RESOURCE OFFICER (SRO)

Means a commissioned law enforcement officer in the state of Washington with sworn authority to make arrests, deployed in community-oriented policing, and assigned by the police department to work in schools to build positive relationships with students and address crime and disorder problems, gangs, and drug activities affecting or occurring in or around K–12 schools. School resource officers focus on keeping students out of the criminal justice system and are not used to impose criminal sanctions in matters that are more appropriately handled within the educational system.

PURPOSE

The purpose of the Wenatchee School District safety and security services program is to improve school safety and the educational climate at the school. The safety and security staff shall be integrated into the school community through participation in faculty and student meetings and assemblies as appropriate. They shall support a positive school climate by developing positive relationships with students, parents, and staff, and by helping to promote a safe, inclusive, and positive learning environment. Safety and security staff are valuable team members of School-Based Threat Assessment Teams, which are preventative in purpose.

LIMITATIONS

The primary responsibility for maintaining proper order and conduct in the schools resides with school administration who maintain order and handle all student discipline matters consistent with Student Discipline Policy and Procedure. A school resource officer is prohibited from becoming involved in formal school discipline situations that are the responsibility of school administrators. The district recognizes that trained safety and security staff know when to informally interact with students to reinforce school rules and when to enforce the law.

REQUESTS FOR INTERVENTION

Teachers and school administrators may ask safety and security staff to intervene if a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat of material and substantial disruption of the educational process or in other emergency circumstances. Safety and security staff do not need to be asked before intervening in emergencies.



Parent Information



Before and After School Entry

In the event that you need to pick up or drop off your child please enter through the front door, this includes after school. The wing doors are for student entrance/exit only. We ask that you respect the safety of our students by waiting outside for your child, no parents/guardians are permitted inside of the gate at drop off. We recognize some students take longer to complete their day, but know that staff do everything they can to dismiss your child in a reasonable time. If you need to speak with a staff member please do so by entering the front of the school and speak with office staff first or make an appointment with a staff member. When parents/guardians check in at the front office, office staff will verify that teachers are available before letting parents come to their classroom.

Family Education Rights to Privacy Act (FERPA)

The Family Education Rights to Privacy Act (FERPA) requests school districts to notify parents/guardians yearly of students currently in attendance, and eligible students currently in attendance, of their rights.

Parents/guardians, or eligible students, have a right to:

- (1) Inspect and review the student's education records;
- (2) Request that records be amended to ensure accuracy
- (3) Allow others to view personal information about the student
- (4) File a complaint with the department of education if they feel their right to privacy has been violated
- (5) Obtain a copy of the FERPA policy from the Wenatchee School District

The District shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of school as required by law. All information related to individual students shall be treated in a confidential and professional manner. When information is released in compliance with state and federal law, the District and District employees are immune from civil liability unless they acted with gross negligence or in bad faith. Student records are the property of the District but shall be available in an orderly and timely manner to students and parents/guardians. A parent/guardian may challenge any information in a student record believed inaccurate, misleading or in violation of privacy or other rights of the student.

Student records shall be forwarded to other school agencies upon request. Parental consent shall be required before the District may release student records other than to a school agency or organization, except as otherwise provided by law.

A grade report or transcript shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling school district within two (2) school days and copies of the records shall be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is

discharged. The enrolling school shall be notified that the official transcript is being held due to an unpaid fee or fine.

Help Students at Home

Parents often look to best help at home. There are many resources and procedures that greatly benefit students. Students' benefit from having a designated quiet space to complete learning activities at home. Students' also benefit from a scheduled time to complete these tasks. The general belief of all educators is that reading is an expectation, not a choice, it is not homework as much as a necessary tool for growth. Mr. Stuber always says "the more you read, the smarter you get." Other tasks or ideas to support learning include;

- checking backpacks
- supporting homework completion
- providing nourishment
- getting students to school on time
- discussing daily learning
- reading with students
- having a routine bedtime (7:30-8:00)

Digital resources include but are not limited to the school website where numerous resources are available at – www.wenatcheeschools.org/col/students

Lost and Found

Students who find lost clothing items are asked to take them to the office where they may be claimed or placed in the lost and found area. The school will accept no responsibility for lost items left by students in the hallways, classrooms, or playground. We will do our best to collect lost items and keep them for a sufficient amount of time to be reclaimed. Unclaimed lost and found items are periodically donated to local charity.

Parking/Pick up and Drop Off

Columbia elementary is a neighborhood school and therefore has some challenges for parking. Our goal both before and after school is student safety. Please honor traffic laws including; bus lanes, school zone speed limit, legal parking and yielding to crossing guards. All students are expected to cross at crosswalks either at the front, side, or back of the school. No student drop off is allowed in either parking lot unless the parent/guardian possesses and displays a legal handicap parking permit.

Pets on School Property

No pets are allowed in the building including the school office. Also, please do not have your pets near the primary school (grades K-2) pick up areas after school for safety reasons. For service animal regulations see WSD Policy 2030.

Skateboards/Bicycles/Scooters

Skateboards, bicycles, and scooters are not to be used on the school grounds during regular school hours. Bicycles must be WALKED on school property, not ridden. Students MUST wear a helmet and provide their own lock.

Volunteers

Staff is encouraged to have volunteers in the classroom and on field trips. However, volunteers need to follow specific guidelines for being in the building. This is to ensure the safety of our students. All volunteer registrations are found on our district website at www.wenatcheeschools.org. ***Volunteer forms must be completed and submitted 48 hours prior to volunteering for a field trip. Field trip chaperones ARE NOT allowed to bring non-Columbia children with them on any field trip.***

If you need assistance, please contact the school district office at 509-663-8161.

Walking to School

Students walking to and/or from school are expected to walk directly to their predetermined location, i.e. home, babysitter or school. Students are expected to use sidewalks when available as well as crosswalks in an attempt to be as safe as possible. Younger students should either be accompanied by an adult or elder sibling when walking to or from school.



School Information



After School Program

Students participating in the after-school program are limited to students in grades 2-5. Students will participate in an “activity”, homework, recess, a small meal and other activities. Students are held to the same high expectations after school as they are during the school day. The after-school program is a privilege, not a right, therefore students who are a disruption to others, and choose to not comply with school rules will not be invited or will be asked to leave. This decision will be a combined effort of the after-school site coordinator and school administration. Students will have after school five days a week when possible and will be expected to stay each day until the 4:50 release.

Attendance Policies and Procedures(RCW 28A.225, RCW 28A.205.010)

WHAT WE NEED FROM YOU

We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the office on the day of the absence at **662-7256**.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from ages 8-17 to attend a public school, private school, or a district-approved home school program. Children that are 6 or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Columbia Elementary is required to take daily attendance and notify you when your student has an unexcused absence. State law (RCW 28A.225.020) requires the following for absences:

Three unexcused absences: If your student has three unexcused absences in one month, we must schedule a conference with you to identify the barriers and supports available to ensure regular attendance. At the conference we will also need to discuss and sign an attendance contract.

Five unexcused absences: If your student has five unexcused absences, another face-to face conference with an administrator will be conducted, an additional contract will be discussed and signed, and a letter will be sent to you with intent to file a truancy petition with the Wenatchee Juvenile Court system.

Seven unexcused absences in one month or 15 unexcused in one year: We are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws.

Five excused absences in one month or 10 in one year: In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to schedule a face-to-face conference or phone call with you. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plans, so your student does not fall behind academically.

OUR PROMISE TO YOU

We promise to track attendance daily, to notify when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

IMMUNIZATION DEFICIENCY ABSENCES

According to RCW 28A.210.080, students are to be withheld from school unless their immunization record meets with state requirements. As this is a condition of attendance, all students who are unable to attend school due to their immunizations not being up-to-date, will be charged with an unexcused absence until such immunizations are completed.

TARDIES

Students tardy to school must check in at the office before going to class. They will go to class with an admit slip from the office.

EARLY CHECK OUT

If a student must leave early for an appointment that cannot be scheduled outside of the school day, please send a note with the student **in the morning before school** so that the office and teacher are prepared for the student's early departure from school.

CHOICE STUDENTS WSD POLICY 3131 & 3141

Once choice students are enrolled at Columbia Elementary School, he/she must maintain good attendance (limited tardies and unexcused absences) and discipline. Parents of choice students must be cooperative with school and district staff as well. Students must also make academic progress in all of their classes.

Students who do not adhere to district policy may be asked to return to their home district or boundary school.

Please understand that attendance of choice students, in the Wenatchee School District, is a privilege and not a right. Students should be informed that the completion of the choice admission process does not guarantee continued admittance in following years. Class size is taken into consideration to determine if there is room for out of district students.

If a current in-district student moves out of the district, parents have 5 school days to notify the school that they no longer live in the Wenatchee School District. Failure to do so may result in immediate withdrawal from Columbia Elementary School.

Dress Code WSD POLICY 3224

Personal Dress - School is a place of learning and we want every student to wear clothing that makes them feel safe and comfortable with themselves. The District supports students dressing in a manner that is consistent with their gender identity and/or gender expression within the constraints of this policy and procedure.

Dress Standards - For both health reasons and physical safety reasons, shoes should be kept on at all times around the building. Clothing and/or other accessories that would be considered a safety hazard or could result in injury to the individual or others is not to be worn.

Dress Prohibitions - The WSD supports creative expression, but prohibits clothing and jewelry that supports any gang or hate group affiliation or activity, advertises tobacco, alcohol, drugs, illegal substances, illegal acts, weapons, or that promote violence.

The District maintains a list of specific prohibited items, however, school staff have the ability to determine items as prohibited even though they are not specifically included in this list. The list will be updated periodically and may be found on the District's website.

Violations - If the student's dress or grooming is a violation of this policy and procedure, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent or guardian and request that person to make the necessary corrections. If both the student and parent/guardian refuse, the principal shall take appropriate corrective action. Students may be suspended, if circumstances so warrant. All students shall be accorded due process safeguards before any corrective action may be taken.

Drug Free Schools

Definition of Drug – Any substance that alters perception or behavior reducing that individual's ability to function appropriately in the academic setting.

The Wenatchee School District and the school board recognize that abuse of controlled illegal, addictive and harmful substances including anabolic steroids is a problem and may represent impairment to development, well-being and academic performance of students. The Wenatchee School District is committed to a comprehensive program, which emphasizes alcohol, tobacco and other drug prevention, intervention, recovery support and necessary disciplinary actions.

Recess Temperature

Columbia Elementary School will conduct outdoor recess during the winter months if the following conditions are met:

- Ambient temperature is 20 degrees or higher
- Heavy rain is not present.

If the above conditions are not met, indoor recess will occur. The National Weather Service website is utilized for this information.

Safety Drills

Columbia Elementary conducts safety drills monthly to meet the requirement of state law. This includes earthquake, fire and lock down drills.

Safety Patrol/Crossing guards

To qualify for safety patrol students MUST be 10 years of age, have parent and teacher approval for the commitment and responsibility. The responsibilities for patrol include completing the application process, being committed to patrol for the school year, coming prepared to complete their job in ALL types of weather and being on time. Patrol students are expected to be on corners by 9:00 am on Mondays and 7:30 am Tuesday-Friday. After school students will patrol from 2:30-2:45. Patrol schedules run Tuesday to Tuesday.

School Day

There is no adult supervision until 7:35 am. School hours are listed at the beginning of this handbook. Students are not to enter the school building until it is unlocked at 7:30 a.m. unless they are 5th grade patrol students or they have strings practice. When students are in the building or on school grounds after school, they must be attending a school activity or under the supervision of school personnel. Students are not to loiter in the hallway or on school grounds after school. The teachers' workday starts at 7:30 am, therefore, no parents are allowed in the hall prior to that time.

School Food

Students will eat breakfast in the classroom and lunch in the cafeteria. Students are responsible for the cleanliness of their area prior to leaving the lunchroom.

Please monitor what your student is bringing from home for lunch.

No extra food may be brought to school for consumption with a school lunch, this includes, but is not limited to Hot Cheetos, Taki's, or other foods. Due to health concerns, students are not allowed to share food.

School Phone

The school office phone number is 509-662-7256. The office phone is for business use. Secretaries will take and deliver **emergency** messages to teachers and students. Students are to use the designated office phone only in the event of an emergency and under the supervision of the office staff before and after school. Phones in the classroom may be used only with teacher permission.

Social Networks

Students should not request to be “friends” with staff members on social networking sites such as Facebook, Twitter, or Instagram. Staff have been advised to “ignore” such requests due to the professional nature of the student and staff relationship.

Special Education

Special education services are available for students with disabilities who qualify. If you have questions about this service, please contact the school psychologist in the school office.

Student Messages

Please make every effort to plan after school arrangements prior to the day's start. If there is an emergency and those plans need to be changed, contact the school office prior to 2pm and the office staff will deliver the message.

Student Records

A student’s records are available to school personnel on a need-to-know basis. The records are also available for access by school personnel with the student and his/her parent/guardian by appointment during regular school hours.

Student Report Cards

Official report cards are issued at the end of each trimester in grades K-5. Any questions regarding report cards should be directed to the teacher issuing the grade.



Health Information



Head Lice

In the event that a student is found to have head lice, the parent will be contacted and educated on the treatment of head lice. Because lice do not transmit disease and are not considered a public health threat, a student with live lice or nits (eggs) cannot be excluded from school, but this will be determined case by case. Children with lice are uncomfortable and may suffer social stigma, so families are encouraged to treat them with proven methods immediately upon notification of head lice. Remind your child to not share personal belongings (hats, combs, hair accessories, etc.) as this will also help contain the spread of head lice from student to student.

Medication At School

With the exception of emergency medications, students should receive medication at home. However, there may be times when it needs to be given at school. State laws dictate who may give medicine at school and the authorization needed for it. All prescriptions and over the counter medications require authorization for medication administration to be completed by a medical provider. Those authorization forms are available at your school office. Students may not self-carry medication and must be signed in by a parent.

Student Illness

Students should stay home if they exhibit the following symptoms within the past 24 hours; vomiting, diarrhea, or fever. Students who become ill or are injured during the day are sent to the office or school nurse. A parent or guardian may be called by the school office or nurse to pick up his or her student. It is imperative that the school has valid working contact numbers for parent/guardian(s) in case of an emergency.



Principal Expectations



Bullying, Intimidation & Harassment

The district is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristics in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act: physically harms a student or damages the student’s property; or has the effect of substantially interfering with a student’s education; or, is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment, or has the effect of substantially disrupting the orderly operation of the school. A complete copy of the policy addressing harassment, intimidation, and bullying (Policy 3207) is available in the school office and district website. Parents and students with questions or concerns related to this topic should contact the building principal.

Bus Behavior

Students with behavior incident referrals from bus behavior will be dealt with according to the Wenatchee School District Range of Sanctions Chart. Students may be restricted from bus privileges with extreme or continued behavior.

Counselor

The school counselor is available to assist in solving conflicts, resolving personal problems, behavioral issues, and conduct individual and group counseling. Student initiated appointments with the counselor should be made before or after school. The counselor will notify a student’s teacher of any scheduled appointment when appropriate.

Discipline Policies & Procedures Policy 3241

Students are responsible for treating each other fairly and for acting in compliance with school policies and reasonable directions from school staff. For full policies and procedures see the Wenatchee School District website.

Students on out-of-school suspension are not to be on any school district property for the duration of the suspension.

Disciplinary Action

Since students spend the majority of their time in classroom environments where behavior must conform to high standards, most discipline matters are managed in the classroom. Some student behavior is managed by the office through an office referral that will result in consequences based on the severity of

the infraction. Parent/guardian involvement is critical to the creation of safe and orderly environments. Parent/guardian notification is *desired* at all levels of consequences, but it is *required* whenever there is the possibility that a student might be removed from the regular school environment.

Suspensions and Expulsions

Serious behavior or chronic misconduct may result in the student's removal from school. The removal may range from short-term suspension (10 days or less), a long-term suspension (11 days or more), or expulsion (removal for a period of 18-36 weeks).

In-House Suspension

Behaviors that are serious enough to warrant removal from the classroom environment may warrant in-house suspension. In-house suspension will only be used in certain instances and assignment is at the administrator's discretion. In-house suspension, though completed at school, is still considered a suspension.

Short-Term Suspension

Short-term suspension means the removal for disciplinary reasons of a student from school for a period of not more than 10 days by a school principal. The principal has the authority to remove a student for misbehavior for a specific time (not to exceed 10 school days) at his/her discretion. The principal or designee will meet with the student and parent/guardian to explain the allegations against the student and allow the student to respond to them. A letter will be sent to the parent/guardian. This letter will contain the reason for suspension and a brief description of the evidence for the action. The letter will also contain a brief synopsis of the student's due process rights.

Long-Term Suspension

Long-Term Suspension means the removal for disciplinary reasons of a student from school for a period of 11 days or more by a school principal and follows the same rules other than days suspended for short-term suspension.

Expulsion

Expulsion means the removal of the student from the student's regular school program for a period of 18-36 weeks. The Superintendent or his designee must review each expulsion request to determine if the expulsion is appropriate.

Documentation and/or appeal paperwork will be given to all parents of students that are suspended or expelled.

Lunch Detention

Teachers/Administrators may assign lunch detention for the following reasons:

- As a consequence, for violation of the school rules and regulations.
- As a way to have students complete or make up missing assignments.

The assigning teacher **MUST PROVIDE PARENTS/GUARDIANS AND STUDENTS DIRECT NOTIFICATION BY PHONE, DIGITAL COMMUNICATION OR A 24-HOUR WRITTEN NOTICE.**

Parents need to assume that if their student is absent on the date of an assigned detention, it will be rescheduled for the next detention date without additional notice.



Classroom Expectations



Cell Phones/Electronic Devices/Toys

Time in the classroom is an opportunity for learning. We work hard to limit the number of distractions that occur during class. Due to the TREMENDOUS and FREQUENT distractions that they cause, there is a campus-wide, cell-phone policy. Cell phones are to be turned off and stored in backpacks for the duration of the school day. Staff members who see these items with students during the school day will confiscate them starting at 7:45 am to 2:30 pm daily.

- 1st offense – returned at the end of the day.
- 2nd offense – parent/guardian will need to come and pick up the phone/device.
- 3rd offense – is considered “defiance of authority” and will be handled with disciplinary action.

Electronic devices (i.e. iPods, laser pointers, cameras, iWatches, tablets, videogames, etc.) are not allowed on the school grounds at any time without the express permission of staff.

Toys such as trading cards (Pokemon, Magic, sport cards, etc.), fidget spinners, stuffed animals, slime or anything that distracts from education are not allowed. Discipline procedure is the same for toys as it is for cell phones and electronic devices as noted above.

Headphones are allowed to be brought from home, but students do so at their own risk. Please do not bring highly expensive headphones (ie. beats/bose/etc.).

Due to the expense associated with cell phones, headphones and any other electronic devices, Columbia Elementary School will not be liable for loss, damage or theft of items. Students bring them on campus at their own risk. The school district is not financially responsible or liable for personal property that is stolen or damaged on campus or during school sponsored events/field trips.

Classroom Food

Students may bring healthy choice snacks such as apples, veggies, raisins, etc. ***Chips, Taki’s, cookies, and other sweets are not considered healthy snacks.

Gum

Chewing gum is not allowed at Columbia Elementary School. Lunch Detention will be assigned.

Classroom Computer Responsibility

Students will be accessing computers and the internet for learning purposes throughout the school year. All students are taught appropriate school computer usage in library class. Students with repeated damage to their assigned computers will be fined. Students who search for inappropriate content, attempt to visit inappropriate web sites or uses school technology inappropriate ways will have the following consequences:

- 1st offense – warning conference with the principal and a phone call home.
- 2nd offense – 1 week technology ban and a phone call home.
- 3rd offense – 2 week technology ban, a phone call home, and disciplinary action
- 4th offense – extended technology ban, a parent conference, and in-house suspension

Late Work Policy

Students are expected to complete and turn in assignments on time. Teachers develop their own late work policy. Contact your child’s teacher for specific details. Teachers need to be able to determine as soon as possible whether or not students have understood key concepts or have mastered specific skills. If students do not turn in assignments on time, the teacher cannot adequately evaluate the student’s progress. In addition to teaching subject matter, one of the school’s goals is teaching students to be responsible for their own learning and for meeting deadlines that will be important throughout life.

Perfumes/Colognes

Because strong odors can be disruptive, as well as dangerous to students and staff with asthma, students and adults should not use perfumes, colognes, scented lotion, scented deodorant (i.e., Axe Body Spray), or scented hairspray at school.



Specialists Expectations



Library Fines

Fines for books not returned or damaged beyond use will be charged based on the district's replacement cost of the book. All fines for damage to school materials are to be submitted to the office by the teachers at the end of each school year. Students owing fines may be excluded from non-academic field trip participation, field day activities, have report cards held or incur other disciplinary measures for damaging school materials. **Fines will follow the student to high school in which they will not receive their diploma unless fines are paid. Fines will be mailed home after being overdue by one month.**

P.E. Shoes

Students need to have shoes that are made for participating in sports, such as running shoes, basketball shoes, or basic tennis shoes. Students should be wearing P.E. appropriate/safe shoes everyday because they are going to recess daily. In the winter, it is helpful if students can keep a pair of P.E. appropriate shoes in their backpack or locker. Students and parents should be aware that P.E. is a class, like reading, writing, math, or any other subject area and should not be viewed as a recess time.

Shoes that are **not approved** for P.E. due to safety concerns include sandals, flip flops, heels, hee-lies, crocs, cowboy boots, slippers, water shoes or high heeled tennis shoes.

Strings Music

4th and 5th grade students are able to participate in the strings program at Columbia Elementary. Students are expected to attend class before school at least two or three times a week. Students may pick their instrument including violin, viola, cello, or bass. The Wenatchee School District has a FEW instruments that can be borrowed, on a limited basis. Students may opt to rent instruments from the local music stores including Avalon and Chinook Music Stores. Rental prices range from \$25-\$50 a month depending on

instrument. There is also a mandatory parent meeting in the fall for more information regarding the strings program.

Acknowledgement, Review and Agreement of 2023-2024 Student/Parent Handbook

The handbook was sent home to be shared with parent(s)/guardian(s) on the student's first day of school.

Parents/Guardians:

Please review this handbook. His/Her teacher has discussed it in class and the policies it references are an important part of daily student life, supporting a safe and secure learning environment. It is important that you review this handbook in its entirety, so you understand how the policies and procedures affect you and your child.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in our Code of Student Conduct. This enables students to succeed in school and the community. Your support is vital in this process.

After you have reviewed the Student/Parent Handbook within the handbook, please sign and return this form to the school.

As the parent/guardian of _____
(student's name), I have read and discussed the Student/Parent Handbook with my child. I understand that it and the policies it references apply to all students at all times on Columbia Elementary School property, including buildings and grounds; on all school vehicles and at all school, school related, or school-sponsored activities, including but not limited to, school field trips, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

- I understand that Columbia Elementary School uses an automated calling system to inform or remind me of important information related to my student or school activities and agree to continue to participate in receiving these automated calls/texts.

- I understand the Columbia Elementary School library expectations. I will be responsible for any lost or damaged library materials that are checked out to my student.

Parent's/Guardian's Signature

Date

Student's Signature

Date

PARENT/STUDENT/SCHOOL COMPACT

Parent/Guardian Agreement	Student Agreement
I want my child to achieve and be successful. Therefore, I will do the following:	It is important that I work to the best of my ability. I will strive to do the following:
<ul style="list-style-type: none"> ● Read with my child and let my child see me read. ● Encourage my child's efforts and be available for help. ● See that my child is punctual and attends school regularly. ● Establish a time for homework and oversee work at home. 	<ul style="list-style-type: none"> ● Come to school daily with pencil, paper, etc., and with a positive attitude and willingness to work and try. ● Conform to rules of student behavior expectations. ● Complete and return homework assignments. ● Work to the best of my ability.

Teacher Agreement	Principal Agreement
It is important that students achieve. I shall strive to do the following to achieve student success.	I support this form of parent involvement. I shall strive to do the following:
<ul style="list-style-type: none"> ● Encourage students and parents by providing information about student progress and needs. ● Provide activities in the classroom that make learning both enjoyable and successful. ● Assign homework when appropriate for age and subject. ● Provide necessary assistance to parents so they can help with assignments given or in working with children. 	<ul style="list-style-type: none"> ● Provide an environment that allows for positive communication between teacher, parent and student. ● Encourage teachers to provide homework assignments that will reinforce classroom instruction and extend student learning. ● Provide assessment checks to monitor progress of student achievement.

Parent's Signature

Student's Signature

Teacher's Signature

Principal's Signature