



***“Together We Make a Difference!”***

Students – Staff – Parents – Community

## **Student-Parent Handbook**

### **Carnation Elementary School**

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## GENERAL INFORMATION FROM A-Z

### Absences/Attendance

Regular and prompt attendance is very important to ensure that all students fully benefit from their education. Attending school regularly helps children feel better about school and themselves. Your student can start building this habit in preschool, so they learn right away that going to school on time, everyday is important. Consistent attendance will help children do well in high school, college and at work. Therefore, we ask that absences be kept to a minimum whenever possible.

Please call the school office at **425-844-4550** or email **[ceattendance@rsd407.org](mailto:ceattendance@rsd407.org)** to let us know your child will be absent. Our voicemail system is available 24 hours a day. For your child's safety, we will call to check if we have not heard from you each morning that your child is absent. We appreciate knowing the nature of your child's illness, so we can monitor epidemic illnesses.

District policy (3055-5) states that excused absences and tardiness will include illness or other health conditions, family emergencies, school-approved activities, religious observations, and disciplinary actions. A student whose absence is not excused shall experience the natural consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs or when class attendance is specifically related to the grade during the period of time when the student is absent without excuse.

Other absences (such as family vacations, special projects) do need to be requested IN WRITING in ADVANCE using the "**PLANNED ABSENCE FORM**" (available in the office and on the CE website). Absences of this nature are considered excused when students make up work missed during the absence or by completing alternative make-up work as determined by the teacher.

**As per RSD attendance policies, a maximum of 8 (eight) days per school year may be approved for Pre-Planned purposes.**

**Helpful information about school attendance can be found at: [www.attendanceworks.org](http://www.attendanceworks.org)**

### **STATE LAW REQUIRES US TO:**

- Notify parents after one unexcused absence (by phone or in writing)
- Meet with parents and student after two unexcused absences
- Notify juvenile court after five (5) unexcused absences in a month or ten (10) in a year.

## **Animals**

All animals should be left at home when picking up and dropping off children. This is for the safety of children and animals. Regarding animals coming to school to visit; only animals in cages or on a leash may be brought to school by parents, with teacher permission and office notification. At no time may animals ride the bus. Animals need to go home the same day. **Prior permission from the teacher and office is required.**

## **Bicycles/Skateboards/Scooters/Skates**

Using bicycles, skateboards, scooters and skates to get to school is a privilege requiring a high level of student responsibility. Parents should use good judgment in deciding whether their child has a safe route to follow when riding to school and back home. Upon arrival at school, students should lock their bikes in the bike rack. Scooters, skateboards and skates can be held at the school office if arranged beforehand. Please remember the bike helmet law for the safety of your child.

By school board policy, **Skateboards/Scooters/Skates** are not allowed to be used on school grounds for recreational purposes at any time.

## **Birthdays**

Out of consideration for those not invited or those who do not celebrate birthdays, students **MAY NOT** pass out party invitations at school. Balloons, flowers, etc. sent to school cannot be taken home on the school bus. Room parties and treats are at the discretion of the teacher, and parents should contact the teacher prior to bringing treats. If you would like to commemorate your child's birthday, a book donated to the school library in your child's name is an excellent alternative and beneficial to the entire school. Contact the librarian for suggestions on suitable titles. Please let your child's teacher know if you do not want your student's birthday acknowledged.

## **Bullying/Stalking/Harassment**

Harassment and bullying of students and employees (of any type) is against federal, state, and local policy, and will not be tolerated by the Riverview School District. We are committed to providing all students and staff with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students/staff will not be tolerated in the school or district.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, fear, or suffering to the victim;

- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, fear, or suffering to the victim; and/or
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

“**Bullying**” is defined as willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. Bullying can be physical, verbal (oral or written), electronically transmitted, psychological, through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal (oral or written) – taunting, malicious teasing, insulting, name calling, sexual, religious, or racial/ethnic harassment, making threats.
3. Electronically transmitted (cyber or high-tech) – as defined below.
4. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, dehumanizing gestures or public humiliation.

“**Cyberstalking**” is defined as a means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to the person and serving no legitimate purpose.

“**Cyberbullying**” is defined as the use of information and communication technologies such as email, cell phone, pager, text messages, instant messaging (IM), personal websites or blogs, online personal pooling web sites, whether on or off school grounds, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student’s ability to receive an education.

Cyberbullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student or staff member on a website or blog; sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill; using a camera phone to take or send embarrassing photographs of students/staff; posting misleading or fake photographs of students/staff on web sites.

“**Electronic**” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

## **Bullying Procedures**

The school and the district take all complaints of harassment and bullying seriously and will act to investigate all complaints. Any student, employee, parent/guardian or volunteer who believes that he or she has been subjected to harassment or bullying in the educational environment or in connection with his/her district employment is strongly encouraged to bring his/her complaint to the immediate attention of his/her principal, supervisor, manager, Affirmative Action Officer

and/or a district administrator. All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action will be taken. (Please see RSD Board Policy P3100-1.1 for full details).

Annually, students receive special training about bullying and harassment from the school counselor, during in-class presentations. The school counselor uses the Second Step Bullying Prevention Unit curriculum. In these presentations, students are instructed to identify bullying and harassment and are taught the steps to reporting an incident, as well as the school's procedures and disciplinary steps/actions taken. For additional information about the content of these lessons, please go online to register as a family member on [SecondStep.org](http://SecondStep.org) using the following activation keys:

Kindergarten: BPUK FAMI LY00

1<sup>st</sup> Grade: BPU1 FAMI LY01

2<sup>nd</sup> Grade: BPU2 FAMI LY02

3<sup>rd</sup> Grade: BPU3 FAMI LY03

4<sup>th</sup> Grade: BPU4 FAMI LY04

5<sup>th</sup> Grade: BPU5 FAMI LY05

### **Bus Conduct**

Commuting by school bus calls for appropriate behavior for the comfort and safety of everyone. When students are riding school buses, they are expected to be seated quietly, facing forward, and remain seated while the bus is starting, stopping, or in motion, being sure to follow the directions of the driver.

Inappropriate behavior may result in the loss of riding privileges. A more comprehensive explanation of bus discipline rules and regulations is available from the Transportation Department. If you have questions about bus safety, student behavior or any bus incident, please contact the Transportation Department directly @ 844-4540. The transportation office provides its own discipline for behavioral problems.

### **Cell phones and other Electronic Communication Devices**

While on school property or while attending school-sponsored or school-related activities students may possess personal telecommunication devices including but not limited to cellular phones provided that such devices do not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others.

#### **Students in possession of telecommunications devices and other related electronic devices shall observe the following conditions:**

A. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

B. Telecommunication devices shall be turned on and operated **ONLY** before and after

the regular school day, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise.

C. Students who violate this policy will be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.

D. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.

E. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

### **Closed Campus/Early Pick-up**

Once a child arrives at school, he/she may not leave without permission from the school office. Parents need to send a note or call if a child is to go home for lunch, leave early, ride a different bus or be picked up. Phone calls should be made to the school or our voicemail system prior to 3:00 or ½ hour before dismissal on early dismissal days. Students need to be signed out and picked up in the school office during the school day and will only be released to an authorized person on the child's placement card. Proper ID will be requested if the person picking up is not known by the office staff.

### **Communication**

Newsletters from the school, listing events and information will be communicated via Constant Contact e-mail system. School-wide e-mailing is the preferred method of distribution, however, a hard copy may be sent home with students for parents without an email address on file or at a parent's request to the office. This newsletter and school activity calendar is also posted on our building website. The Carnation PTSA also sends out a quarterly newsletter describing special events and ways that parents can get involved in our school. Individual classrooms also send fliers/information/newsletters/blogs and packets of class work. Please direct your question to the appropriate person using the school phone and voicemail system when you have a question or concern.

### **Custody Concerns**

***In the absence of appropriate legal documentation, we must consider that all children are in joint custody with legal parents and guardians.*** If a restraining order or other documentation exists barring a parent, guardian, or other individual from contact with a student, it is the parent's responsibility to provide **a copy of that order or appropriate documentation must be filed with the child's school. If there is no paperwork to verify your request it will be assumed that parents have joint custody and rights.**

Special notations are made on the emergency cards so that restrictions are noted by all appropriate school staff. We request that a custodial parent or guardian sign all permission slips and school forms. Custodial parents and guardians should make sure to specify to the school who is allowed to have contact with or leave the school premises with a student. In the event that a child is to leave school before the end of the school day, it is requested that the custodial parent or guardian call the school in advance to specify who will be accompanying the child. All children who are leaving the school grounds during the school day must be signed out in the main office.

In the absence of any official documentation restricting access, both custodial and non-custodial parents or guardians may request joint or individual school conferences with teachers or other school staff members. If duplicate copies of school newsletters, announcements or other communications are requested, you must register with the office to receive such mailings. With advance notice, the school is happy to provide additional supplies for students to make extra projects for Mother's Day, Father's Day, etc.

### **Dress Code**

In accordance with recent court decisions and district policy, students' dress should be non-disruptive and not present health or safety problems. Items that are not considered appropriate for elementary school include the following examples:

- Swimsuits (of any kind or style)
- Short shorts or skirts (shorts/skirts must be longer than fingertips with arms at sides)
- Halter tops, spaghetti straps or strapless dresses or shirts (may be worn beneath another shirt)
- Half shirts or any shirts that expose a child's stomach or buttocks
- High heel or platform shoes (injury potential) and flip flop shoes/sandals (must have back heel strap)
- Below-waist pants worn on the hips (no undergarments may show)
- Boots/steel toed shoes/cleats, etc. that have the potential to cause an injury to another student.
- Decorative badges, insignia, or jewelry that is distracting or a potential danger to the student (e.g. neck straps, large earrings that can be grabbed and/or pulled, bracelets with sharp edges, etc.)

Wearing clothing that is drug, alcohol, tobacco, or gang related is strictly prohibited. Pictures, designs and writing on clothes must be in good taste. Appropriate shoes for P.E. and recess activities are required as well on PE days.

In dealing with dress related issues, students will be given a warning and a copy of the school dress code on the first occurrence. If students continue to violate the dress code parents will be contacted to assist in resolving the problem and a student may be placed in an alternative learning environment until the problem can be remedied. In addition, a student may be required to put on appropriate clothing from the school collection.

### **Field Trips**

Field trips will be offered both during the regular school day and sometimes extending beyond normal school hours. Permission slips must be signed to allow a child to go. Parents are encouraged to go along to help supervise in accordance with Board Policy. Transportation will be by school bus or chartered transportation.



Fees may be collected from students/parents for field trips. Typically, field trip assistance funds are available from PTSA for students in need. Parents must request a “**Field Trip Assistance Form**” from the office to apply for assistance.

Parent volunteers who chaperone or supervise on field trips must have completed a volunteer application and been approved by the District Volunteer Coordinator. Parents are there to help with the class or a small group of students. Younger siblings (brothers/sisters) are **NOT ALLOWED** to attend the field trip with the parent. If you are unable to find a babysitter, please notify the teacher in advance so that a suitable replacement can be made.

Students may only ride home with their parent from a field trip if the request is made in writing and approved by the school principal (or designee) **prior** to the trip. The written request from the parent should state that she/he will be taking the student home rather than having the student return to school in district-provided transportation.

### **Health Room & Safety**

The school Health Room (located in the front office) is an important aspect of our school. Our school nurses are Kristin Uselman RN can be reached at (844-4596).

Various health screenings will be performed throughout the year for hearing and vision health. The health of your child is important to us because illness adversely affects one’s ability to learn.

If your child becomes ill while at school or receives an injury that requires further medical attention, you will be notified immediately. If your child appears to be ill in the morning before school, please **DO NOT** send him/her to school.

The following guidelines are used across the district to assess a child’s health to know when to send them home or when you should keep them home:

- Temperature of 100 degrees (F) or more
- Vomiting or diarrhea
- What appears to be pink eye, with or without drainage, until treated
- Injury that needs medical attention
- Body rash, especially with a fever

### **Lunch & Breakfast Program**

School breakfast and lunch, including milk, are available daily at school. A monthly menu calendar is available on our school website. Our program offers several choices each day for lunch and typically students can also choose a salad, or a PB & J sandwich each day if they prefer. Please see the school menu or check in the office for a current listing of lunch and breakfast prices. For your convenience, parents may purchase multiple lunches at one time using the district’s online **eFunds** system with debit or credit card. In addition, parents may see their child’s food service balance and purchases at any time on the Family Access System.

Reduced lunch and breakfast are also available, for those who qualify. Please contact the school office for more information on qualifying and a confidential application form. Forms are also available on the RSD website under the **Parents and Community** tab, under forms. Applications must be renewed annually prior to October 1<sup>st</sup>.

Please put the name and teacher of each child on checks throughout the entire school year to help expedite the process.(especially if the last name is different than the parents). Checks should be made out to: **CARNATION ELEMENTARY SCHOOL**. All cash should be placed in a sealed envelope with your child's name and teacher/room number on the outside.

Regular notices are sent home when your child's account gets low.

**PLEASE LABEL LUNCH BOXES/SACKS WITH YOUR CHILD'S NAME.**

Adults buying lunch must let the office know by 9:45am so the kitchen can prepare enough food.

**Medical Emergencies**

In the event of a medical emergency that school personnel will call 911 and notify parents. It is imperative that all emergency information is kept updated during the school year. If it is determined by the paramedic that a hospital assessment is necessary, a school staff person will ride in the ambulance with the student and remain at the hospital until a parent arrives.

**Medication**

Students who require medication during the school day, either prescription or over the counter, must have a completed Medication Authorization Form. A copy of this form is available on the Riverview School District website or in the school office. All medication will be kept in the school health room

**Non-Discrimination**

The Riverview School District complies with all federal and state statutes and regulations and 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 or 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. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer (Robert Gallagher, 425-844-4500) and Section 504/ADA Coordinator (Student Services, 425-844-4500)) at 15510 1st Ave. NE, Duvall, WA 98019.

**Parent Pickup**

It is important for parents wishing to change their child's end of the day plan to contact the school office **prior to 3:00pm**. The office will send a note/bus pass to the student's classroom to alert the child of the change.

## **PTSA (Parent/Teacher/Student Association)**

We have a VERY active and wonderful PTSA! Be looking for information coming home on membership and activities in their monthly newsletter. Our slate of officers send home information after school starts. Please help them make the year a great success by getting involved in our Carnation PTSA and by supporting our school!

## **Recess Supervision**

At least two staff members will supervise all outside recess playgrounds and sidewalk areas. Their primary responsibility is to see that safety and playground rules are followed. Parents/guardians should not try to pick up students directly from the playground. They should go directly to the school office, request for their child to be sent in, and sign him/her out. Playground staff, classroom teachers, the principal, and the counselor will assist in solving interaction problems with students that can't be quickly resolved on the playground. Each situation is handled on a case-by-case basis considering a variety of factors. Please contact the person(s) directly involved with the situation first if you have a question regarding a playground issue.

## **Security**

### **Unauthorized Pickup of Students/Custody Concerns**

**If you have custody paperwork, a copy must be on file in the office.** If someone other than those authorized on your emergency card is to pick up your child, you must notify the office. Parents are encouraged to establish a code word or password to be shared only within your family. In case an emergency should arise, instruct your child only to go with someone who knows the code word. Office staff will ask for a photo ID if the adult picking up the child is not recognized. We appreciate your cooperation and patience in this process as it is done only in the interest of safety for your child.

## **Site Based Council (SBC)**

Carnation Elementary School has an active school governance council consisting of elected teachers, staff, parents and community members which meets monthly to discuss important school and programmatic ideas/issues. Elected positions are typically 2-year terms and applications for parent and community representatives are sent out when openings are available.

All meetings are open to the public and/or school community and there is a "hearing of the public time" at the beginning of each meeting. To have a topic discussed or placed on the monthly SBC agenda, please the school principal at least two days prior to the meeting. This year the SBC will typically meet in the school library once each month as advertised in the school news. You may review monthly minutes on the school website or in the school office.

## **Student Rights & Discrimination Statement**

Students shall have the right to equal opportunity without discrimination in all aspects of the education and activities program and without regard to race, creed, color, national origin, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrests, previous incarceration, or disability (WAC 180-40-215).

## **Tardiness**

Students are expected to report promptly to school/class at the appropriate times throughout the day. Being here at the start of the school day sets students up for success. **PARENTS WILL BE NOTIFIED IF TARDINESS IS HABITUAL OR EXCESSIVE (10 or more tardies per semester).**

## **Title 1**

Carnation Elementary receives Title 1 Schools funds. At the beginning of each school year, any parent who has a child attending a school receiving Title I funds may request and receive, in a timely manner, information regarding the professional qualifications of the students' classroom teachers. In addition, the parents may also ask whether the child is provided services by a paraprofessional and, if so, his or her qualifications (Section 1111(6)(A) ESA.)

## **Visitors**

Community and parent visitors are always welcome at school but **are required to stop in the office first to sign/check in** and are always asked to wear a name tag. Visitors and volunteers in the building or on the playground will be asked to go to the office for a name tag if one is not visible. All volunteers are required to complete the RSD Volunteer Application and review the Guidelines and Expectations for Volunteers provided with the application.

Please call and make arrangements with the teacher for the best days and times to visit. Student visitors (younger children and visiting relatives, etc.) are not allowed to attend school with another student but may come for a brief pre-arranged visit if accompanied by a parent or if prior arrangements have been made with the teacher and approved by the principal. Please notify the office if this occurs.

## **Volunteer Program**

Volunteers assist the students and staff in a wide variety of ways. If you are interested in helping at school or in the classroom, please contact the school for more information. All volunteers must be registered with the school district and Washington State Patrol background checks are performed to assure student safety in accordance with state law and district policy. This background check must be renewed every 2 years. Please check the Riverview School District website or contact the office for a copy of the forms. Adults found to have any legal violations or arrests involving children will not be permitted to volunteer at school (as determined by the school principal).