

# **Coupeville Elementary School**

# **Family Handbook**

## **2022-2023**

Dedicated to the Continuous Learning,  
Personal Excellence, and  
Integrity of All Students



The mission of Coupeville Elementary School is to educate all students to high academic levels of academic performance, while fostering positive growth in social/emotional behaviors and attitude. The entire staff pledges itself to these student outcomes.

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## Principal's Message

Dear Coupeville Elementary Families:

On behalf of our entire staff, I would like to welcome you to another GREAT year at Coupeville Elementary School. We hope your summer has been a pleasant one and that you are looking forward to a year of growth and learning. We are excited about the work we are doing and about having your participation in our continued efforts to make our school even better. We will continue to offer an engaging academic environment that nurtures and supports student learning. We look forward to your support in this effort. Please feel free to contact me with questions.

Please read and discuss with your child(ren) the school rules and expectations in this handbook, sign the form attached on page 39, and have your child give the form to his/her teacher by Friday, September 30, 2022.

Beginning on page 41 is information about your child's option to access the district's electronic communication system and the Internet. Once on campus, your child will have access to the Internet, allowing him/her to reach out to many other people to share information, learn concepts, and research subjects. Your child will be working on educational sites selected by and under the direction of the teacher. There will always be direct supervision when students are in their classrooms. Have a wonderful year!

Sincerely,

David Ebersole, Principal  
360-678-2470  
debsole@coupeville.k12.wa.us

# Attendance and Daily Schedule

## Daily Schedule

- 8:30 a.m. Staff Arrive (Students should arrive after 8:40 a.m., when the doors are unlocked.)  
**\*\*\*No student supervision prior to 8:40\*\*\***
- 8:55-9:00 a.m. Warning Bell & 5-Minute Passing Time
- 9:00 a.m. Class Begins - Students arriving after the 5-minute grace period (9:05) must report to the office for a tardy slip
- 3:30-3:35 p.m. Dismissal & 5-Minute Passing Time

## Early Release Wednesdays

School will be dismissed at 2:30 p.m. each Wednesday for staff development. Please see the 2022-2023 school calendar for exceptions.

## Office Hours

The school office is open from 8:40 a.m. to 4:00 p.m. Please call 360-678-2470 for assistance. Voicemail is monitored regularly, so please do leave a message whenever possible.

## Attendance Policy

Students who arrive after 9:05 a.m. must come to the office to receive a tardy pass before going to the classroom. If your child is going to be absent, you must enter the absence in PickUp Patrol (PUP), call the office at 360-678-2470, or email to notify the office that your child is safe. Please send your email to both secretaries in the event one is absent ([csimpson-pilgrim@coupeville.k12.wa.us](mailto:csimpson-pilgrim@coupeville.k12.wa.us) and [slarue@coupeville.k12.wa.us](mailto:slarue@coupeville.k12.wa.us)). During an extended illness, it is only necessary to call the office on the first day of absence. Upon return to school, a note signed by you, including reason and date(s) of absence/tardiness, is required.

In the state of Washington, RCW 28A.225.010 outlines mandatory school attendance for all children 8-17 (under 18). Parents shall cause their child or children to attend school and children have the responsibility to attend full time.

If your child has a high number of absences and/or tardies, excused or unexcused, he/she will be identified as a "student of concern" and action will be taken to develop a plan to address this concern.

## Types of Absences

**Excused Absences and Tardies:** Although we expect students to be in school on a daily basis, exceptions to this rule occur. A student's absence from school will be excused:

- for participation in a school-approved activity;
- because the student is physically or mentally unable to attend school, provided that a written note is received as noted above no later than the second day of the student's return to school;
- if the student is serving a discipline related exemption;
- for family emergencies, provided that a written note is received as noted above no later than the second day of the student's return to school; or
- for "pre-planned absences" upon advance request by the student's parent/guardian for purposes recognized by the district, provided that the absence does not cause a serious adverse effect upon the student's educational progress. Purposes recognized by the district include, but are not limited to, dental or health appointments, religious observances, and educational trips or activities.

Prior to the absence the parent or student needs to pick up a "Request for Pre-Planned Absence" form from the office. The parent fills out Section 2 and returns the form to the teacher. The teacher fills out Section 1 with make-up assignments and sends the form to the office. Mr. Ebersole reviews and approves the form with his signature at the bottom. The completed form goes to the attendance office, where it is kept on file with all excused absence notes for the year. If you have questions concerning this process please contact Courtney Simpson-Pilgrim in the Student Services Office.

When an absence is excused, the student will be permitted to make up all missed assignments, having the same number of days as the student was absent to complete make-up work.

**Unexcused Absences:** An absence will be unexcused if it does not qualify under the above criteria. Washington State truancy laws, often referred to as the "Becca Bill," dictate that seven unexcused absences (truancies) in a month or fifteen in a school year must be reported to the Island County Superior Court for possible legal action. The law authorizes courts to order options including a \$25.00 per day fine, placement of students in detention, parent community service, and parental confinement if they (parents and/or students) are found in contempt of the court orders. The school may require students and/or families to appear before a "District Attendance Hearing Board" to hear an explanation for the student's poor school attendance. See RCW 28A.225.030 for more information.

## **Especially for Parents**

### **Parents Contribute to School Success**

Parents are a child's primary teachers. Good habits and positive attitudes towards school begin at home. Parents can contribute to their child's school success by:

- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Assuring prompt and regular school attendance and complying with attendance rules and procedures.
- Talking with your child daily about school activities and showing an active interest in their assignments.
- Providing a regular time and place to complete homework assignments.
- Teaching the child about respect for the law, those in authority, the rights of others, and for private and public property.

### **How to Stay Informed**

- Visit our district/school website for information and teacher page links:  
<http://www.coupeville.k12.wa.us/>
- Visit our Facebook Page
- Check your email each week for CES Highlights, typically published on Fridays

### **Report Cards & Progress Reports**

Progress reports will go home with your student in November and March. Report cards are mailed home in February and June. Dates are as follows:

- November 10, 2022 (Progress Report)
- February 3, 2023 (Report Card)
- March 31, 2023 (Progress Report)
- June 16, 2023 (Report Card)

## Parent/Teacher Conferences

### 2022-2023 Parent/Teacher Conference Dates

The fall Parent/Teacher Conferences will be conducted by appointment on **November 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>**. Teachers will let you know if your child should attend the conference.

Spring Conferences are by teacher invitation or parent request only. They will be conducted on Friday, **April 14<sup>th</sup>**.

Teachers are also available for conferences/meetings 30 minutes prior to school starting and 30 minutes after school has ended.

### Parent Nights (*Dates and times subject to change*):

#### Back To School/Ice Cream Social:

**Thursday, August 29<sup>th</sup>**

Drop off your school supplies, meet your child's teacher, and enjoy some ice cream.

#### Fall Curriculum Night:

**TBD**

Hear from your child's homeroom teacher and grade level staff on expectations, grade level standards, initial district assessments as well as intervention and enrichment opportunities.

#### Incoming Kindergarten Whole Child Assessments:

**TBD**

Incoming Kindergarten preregistration begins on March 14<sup>th</sup>. Our kindergarten staff will be conducting a Whole Child Assessment of each of our prospective kindergarten students beginning **TBD**. This is a tool our teachers use to help measure student knowledge, skills and behaviors.

Incoming kinder students will have an opportunity to meet the teachers and tour the classrooms. Additional information and assessment dates are published in the spring.

#### Spring Grade Level Transition Night & Art Walk:

**TBD**

View art displays in the hallways. Take the opportunity to hear from your child's next year's grade level teachers as they share grade level standards as well as intervention and enrichment opportunities.

**Opportunities to Volunteer** At this time, there are very limited volunteer opportunities available. Normal volunteer protocols are listed below:

### Volunteering

We welcome and appreciate parent volunteer support. Our volunteer application procedures help ensure a safe school environment and provide important information in case of emergency. **You** are an integral part of our school system. Please contact Bridget Littlefield, Counselor, if you wish to become a regular volunteer to help struggling students.

If you want to volunteer in the classroom, or go on field trips, your volunteer paperwork needs to be current. The forms are good for *two years*; however, if your form expires mid-year it's easy to overlook renewing your form (the expiration date is printed on the badges). If you fill out the volunteer form at the beginning of each school year then you are cleared for the entire school year. **Volunteer clearance must be done two full weeks prior to the activity.**

When you volunteer in the classroom or for a field trip, check in at the front desk. *Siblings are not permitted on field trips or in the classroom.* Volunteers need to concentrate on supervision of the students, not a younger child. There is a file with cleared volunteer nametags. If your name is not in the file please let Courtney Simpson-Pilgrim know and she will check to see if your form has expired.

If you are new to the district, please complete a volunteer form (available thru the CSD website or in the office) and return it to Courtney.

### **Coupeville Elementary School PTA**

Our PTA plays a vital role in enhancing the quality of education provided at Coupeville Elementary by sponsoring special programs, teacher grants and service events for our students. Here's who to contact to get involved:

#### **PTA President for 2022-2023**

**President:**

Shelley Jackson – coupevillepta@gmail.com

### **District Advisory Committees:**

Title I Part A parent representative on the school's improvement team, District Levy representative, Instructional Committee, Safety Committee, or other school advisory or policy groups

### **Visiting the School**

At this time, classroom visits and volunteer opportunities are extremely limited. If you wish to visit a classroom, please make arrangements with the teacher at least 24 hours in advance. **For school security, you must remain outside until let in by an office staff member.** You must then sign in if you are entering the school for any reason. *Thank you for your understanding as we work together for the safety of our students.*

### **Change in After School Plans**

When it's necessary to change your child's usual after school plan, ***please use Pickup Patrol (contact Courtney Simpson-Pilgrim for details)*** or send a note with your student. Students should turn in their written notification before the first bell so our secretaries may issue the appropriate pass (bus, Boys & Girls Club, etc.) for your student. ***The office must be contacted no later than 3 p.m. (2 p.m. on Early Release Wednesdays) with any transportation changes for your child.*** This will eliminate confusion on your child's part, as well as interruptions to your child's classroom. Last minute change requests cannot be guaranteed and your child may be sent home their usual way. We appreciate your understanding and cooperation. We understand emergencies happen and we will do what we can to assist in such circumstances.

### **Student Drop Off/Pick-Up Procedure**

**Our front circular driveway is for buses only.** Vehicle parking in the bus loop area is not allowed. School buses fill the loop between 8:45-9:15 a.m. and 3:30-4:00 p.m. daily. **If you park near the office you will be blocked from exiting during these times.**

We ask parents and guardians to use the lane closest to the fence line (north side lane) when dropping off students. We are asking families to work with their child to say goodbye at the car versus walking their child to their door of entry.

The following temporary procedures will be implemented:

- *We are asking families not to park unless absolutely necessary.*
- Staff will assist/guide students to their proper route and designated entry location.

These guidelines will help us by increasing campus safety and not overcrowding our campus pathways. ***Drop-off or pick-up in the parking lot between the school and the old District Office is not permitted.*** This is an unsafe and unsupervised area. Please refer to the map in the back of this handbook.



## School Programs and Services

### Health Screenings

The district provides health screenings for students each fall. Letters are *not* sent home in advance. The dates for the screenings will be published in advance.

### Extracurricular Activities

*There is a \$20.00 per student participation fee for elementary students to participate in board-approved activities. Please see the counselor if you need assistance with fees.* Current clubs are: Science, Leadership, Drama, Young Authors, and Robotics (must also be a member of Science Club). Pending Possible Changes

### Library

Students receive instruction in library skills approximately once each week. Students are encouraged to use our library. It is important for students to understand the necessity of returning books by the due date and in good condition. Students are required to pay for lost or damaged books.

### Field Trips

Teachers take students on walking field trips to various places in Coupeville. A permission form needs to be signed at the beginning of every school year. For field trips requiring transportation, a specific permission slip will be sent home with the student. If the form is not signed and returned, the student will not be allowed to go on the field trip. These forms are kept on file with your child's teacher. Siblings are not permitted on walking field trips or bus field trips.

## Especially for Students

### Homework Policy

In order to communicate our expectations for students and to help every student and family experience success, homework assignments are based on activities that are necessary, useful, and appropriate to the ability and maturity level of the student. The State Essential Learnings and recent assessments guide homework assignments.

Homework will:

- develop good study habits.
- foster a positive attitude toward school.
- communicate the idea that learning takes place at home as well as at school.
- reinforce student learning.
- promote academic success.

### Reading Homework

All students are expected to read, or be read to, 15 to 20 minutes daily. Reading time may include reading aloud to a child by an adult, a sibling or another child; reading by taking turns; reading labels, ads, directions, recipes; independent reading when age appropriate; or other family choice. This daily reading is included in the homework guidelines listed below.

Grade Level	Maximum Time
Kindergarten	15-20 minutes
First	15-25 minutes
Second	15-30 minutes
Third	25-40 minutes
Fourth	40-45 minutes
Fifth	45-60 minutes

## **Student Partner Program**

The Student Partner Program is highly individualized to best meet each student's needs. When a student decides to work with a partner, they are matched up based on the student's interests and preferences, times the student and partner are able to meet, and recommendations from parents/guardians and school staff.

Students meet with their partners during and after school, depending on their schedules. Meetings take place in classrooms, the library, conference rooms and hallways. Please contact Bridget Littlefield, Counselor, at 360-678-2475, to participate in this Student Partner Program.

## **Connected Food Lunch Program**

We believe food and nutrition are connected to learning, behavior, and health. We also believe it's important to have a connection with our community's values when it comes to the food we offer our students. Therefore, we offer scratch-based lunches made with whole foods (locally sourced, when possible), under the direction of Master Chef Andreas Wurzrainer. Lunches can be purchased on a cash or pre-pay basis. Students can deposit a sealed envelope in the "Lunch Money" box with the student's name, grade level, and name of classroom teacher along with cash or a check. Payment may be made online via credit or debit card through Family Access. Applications for free and reduced-price meals are available in all Coupeville School District school and district offices, and on our district website ([www.coupeville.k12.wa.us](http://www.coupeville.k12.wa.us)) under *Forms*. If your family qualified for free or reduced-price meals last year, *you must reapply each September* to qualify for this resource.

Student lunch prices are \$3.20 and adult lunch prices are \$6.00. Menus are available via the Coupeville Connected Food Service social media pages or on our district's website.

## **Specialists**

All students participate in Art/Music, Library, Physical Education, and STEAM classes each week. Teachers will inform you of the schedule.

## **Reading Program**

Students will have reading for up to 90 minutes per day in our core-reading program. Students who are struggling will receive extra assistance. We will follow the K-12 Reading Model of Washington State.

## **Special Education/Resource Room**

Our school provides special education services in our Resource Rooms and Preschool, for those children who qualify. Support services include academic assistance, speech, fine motor and gross motor therapy.

## **LAP/Title I Reading/Math**

Students needing extra help with interventions and enrichment in reading and math are selected on the basis of screening results. Our school provides targeted intervention, extra help, enrichment services for math and reading in grades K-5.

# **Student Safety & Health**

## **Annual Student Health Information**

It is important for the safety of your student that we are aware of any health conditions they may have. Please complete the Annual Student Health Information form, beginning on page 49, and return it to the office no later than Friday, September 30, 2022. *Additional forms are available in the office.*

## **Dress Code**

Students and their parents are expected to determine appropriate dress and grooming for use at school or school sponsored events.

If a student's dress or grooming is objectionable, the principal or his/her designee will request that the student make appropriate corrections. If the student refuses to do so, the principal will notify

the student's parent/guardian and request that the necessary corrections be made. If both the student and parent refuse, the principal is authorized to take appropriate corrective action, including

suspension if circumstances so warrant and providing the requirements of WAC 392-400 have been met. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from participation in the activity for such period as the principal may determine. All students are to be accorded due process safeguards before corrective action is taken.

We believe that our educational responsibilities include helping students develop positive and appropriate habits for their dress. Students are expected to wear clothes that are neat and suitable for school. Clothing that interferes with and/or detracts from the educational process will be subject to review.

**Inappropriate clothing may be clothes that are:**

- too tight, excessively form-fitting, or too revealing (e.g. no belly-buttons showing).
- too short (skirts, shorts, and skorts must be at or below fingertip length when arms are extended straight down).
- too baggy/saggy.
- excessively torn or ripped to a degree of indecency.
- considered unsafe (such as chains, flip flops, or shoes with rollers in the heels for skating).
- gang or violence related.

Additionally, clothing that contains objectionable graphics or words, or that has drug, alcohol, or tobacco advertising is inappropriate. Hats and scarves may be worn to school, or on the playground, but must be removed indoors.

In such cases, parents will be contacted and asked to bring suitable clothing to school for their student to change into.

For safety reasons (possible choking, etc.) we ask that the string in hooded sweatshirts is removed.

**Emergencies**

In the case of serious injury or illness of a student, it is our policy that parents are promptly called. If a parent or guardian cannot be reached at that number, the person listed as the emergency contact is called next.

*Please keep your parent and emergency contact information up-to-date.*

**Hazardous Weather Procedures**

When weather conditions require transportation delays or adjustments and/or school delays or closures, the following stations provide information every 15 minutes about our schools and programs:

AM Radio	KOMO 1000	KRKO 1380	KIRO 710	KIXI 880
FM Radio	KKWF 100.7	KUOW 94.9	KQMV 92.5	KSER 90.7
Television	KOMO TV 4	KING TV 5	KIRO TV 7	KCPQ 13

**Standard Emergency Messages**

**SCHOOLS CLOSED:** All schools are closed for one day; no before or after-school activities; no community education; no Boys & Girls Club SUPER School program.

**TWO HOURS LATE:** Schools will open two hours later than normal and students will be dismissed at the regular time. No before school activities or preschool.

**LIMITED BUS TRANSPORTATION:** Students will be picked up and returned only to specified stops, and schedules may be affected by weather conditions. Parents must transport their child

to/from the closest alternate bus stop or to/from school. No out of district transportation will be provided. Updated hazardous weather bus routes schedules will be available after October 31.

### **Safety Drills**

Coupeville Elementary School complies with local, district, and state mandated drills, including: fire drills, lock down drills, earthquake drills, and emergency evacuation drills.

### **School Closures**

If it is determined that students must be sent home early due to weather, severe safety or health factors, parents of elementary children will be contacted by telephone.

### **Students Leaving School Early**

For safety reasons, parents are requested to come into the school office to sign their child out and check them out of school. Teachers will not release students directly to parents unless the office has notified them. By board policy, nonresident students whose parents allow them to ride Island Transit are required to attend school through 3:30 p.m.

### **Student Medication at School**

*Whenever possible, please arrange to administer medication to your child outside of school hours.* If a child must take medication during school hours, school personnel must dispense the medication. The medication must be labeled with the original prescription including the student's name, dosage, physician, and directions for dispensing the medication. **A medication form must be completed by the parent and signed by the prescribing physician; the form must accompany the prescription and state the exact dates and times the medicine is to be taken. A new request to administer medication is required each school year and for any change in medication.**

## **General Information**

### **Party Invitations**

Please do not send party invitations to school unless you are inviting all the children in the class. When only part of the class receives invitations, it causes hurt feelings and interferes with the learning environment that day. Thank you in advance for being sensitive to the feelings of the children.

### **Personal Belongings**

**PLEASE LABEL ALL ARTICLES OF CLOTHING, BACKPACKS, LUNCH BOXES, ETC. WITH YOUR CHILD'S NAME.** Personal toys, pets, any type of cards (Pokémon, Magic, etc.) and hazardous items will not be allowed at school except for pre-arranged classroom "show and tell" times. The show and tell toys will remain in student backpacks at all other times.

### **Cell Phones**

Students who carry cell phones for safety reasons must have them on silent/vibrate and in their backpacks during class. Students may use cell phones before school and during lunch.

- First offense – If a student has an active cell phone on during class it will be confiscated by the teacher and can be retrieved at the end of the day.
- Second offense – student meets with the principal
- Third offense – The cell phone is kept in the office until a parent arranges a meeting with the principal.

### **Pets at School**

According to Coupeville school board policy, students may bring their pets for show and tell. Arrangements must be made with the teacher, at least one day ahead, for the day and time that will work best for the class. Pets must be brought to school and taken home by the parent/guardian. Pets are not allowed on the school bus.

## **School Pictures**

School pictures will be on September 15<sup>th</sup> and 16<sup>th</sup>. Retakes will take place on November 9<sup>th</sup>.

## **Student Visitors**

Coupeville Elementary School does not allow visiting students to stay for extended periods. Short visits must be arranged ahead of time and approved by the principal. Visiting students must be accompanied by an adult.

# **Student Conduct/Student Success Guide** *THE WAY OF THE WOLF*

## **Philosophy**

At Coupeville Elementary School we believe that students need to be taught and have opportunities to practice appropriate social and personal behavior. We expect students to:

☆ **Act Safely** ☆ **Act Responsibly** ☆ **Show Respect**

☆ **Follow Directions** ☆ **Participate**

The steps and procedures in this guide are intended to:

- ☆ teach students appropriate behavior options
- ☆ provide opportunities to practice these skills
- ☆ recognize students for appropriate behaviors
- ☆ assist students in determining and utilizing appropriate behaviors
- ☆ reduce behaviors that may harm or show disrespect toward themselves, staff, other students or school property

## **Possible Recognition for Appropriate Behavior**

Logical consequences for appropriate conduct reported to the principal or staff member may include but are not limited to the following:

- Special privileges
- Special awards
- Special recognition by principal and/or staff
- Special activities
- Special recognition by family and/or friends

## **Corrective Actions**

All disciplinary actions will be in accordance to district policy #3241. This document is available on the school district website ([www.coupeville.k12.wa.us](http://www.coupeville.k12.wa.us)) under District/Board of Directors/Policies & Procedures.

## **Possible Consequences for Inappropriate Behavior**

Depending on the severity or repetition of the misconduct, steps in the normal progression may be omitted.

### **Classroom and General Misconduct**

1. Student receives 3 warnings
2. Student goes to another class to complete a "Think Time" form and conferences with the teacher
3. 3 Think Times in a week may result in a loss of privileges.
4. The teacher contacts the student's parents.
5. Student may be referred to the principal

### **Logical Consequences for Inappropriate Behavior**

Logical consequences for inappropriate conduct reported to the principal or staff member may include, but shall not be limited to, the following:

1. Loss of privileges
2. Restitution
3. Contractual agreement
4. Referral to the principal
5. Suspension

### **STUDENTS CAN BE REFERRED IMMEDIATELY TO THE PRINCIPAL FOR THE FOLLOWING INFRACTIONS:**

- Willful disobedience
- Willfully creating a disturbance that interrupts the educational process
- Physically and or emotionally hurting anyone
- Engaging in any illegal activity, including possession of drugs, alcohol, or weapons, or destroying school property

When a Coupeville Elementary School staff member refers a student to the principal, the student will confer with the principal as soon as possible following the reported infraction.

**First Visit:** The principal will discuss the referral with the student. The student may help to determine the plan of action. This plan may include both an alternative approach to an incident and or an assigned logical consequence.

**Second Visit:** The principal will discuss the referral with the student. A logical consequence will be employed. Parents will be notified of the incident and the consequence employed as well as the plan of action for future situations.

**Third Visit:** The principal will discuss the referral with the student. A logical consequence will be employed. Parents will be notified of the incident and the consequences employed. Parents may be invited to meet with the student, principal, and appropriate staff to discuss the situation.

**Fourth Visit:** The principal will discuss the referral with the student. A logical consequence will be employed. Parents will be expected to attend a conference with the student, principal and appropriate staff to discuss the situation. A contract may be developed and will require the commitment of all involved.

**Fifth Visit:** The student may serve a minimum of three hours of in-school suspension. Parents will be contacted, and the contract will be reviewed and possibly revised to reflect the nature of the most recent infraction.

A principal referral for severe or continual misbehavior may result in suspension from school.

### **Long-term Suspensions and Expulsions**

Long-term suspensions and expulsions will be administered in accordance with board policy #3241. This document is available on the school district website ([www.coupeville.k12.wa.us](http://www.coupeville.k12.wa.us)) under District/Board of Directors/Policies & Procedures. Copies are also available from the school and district offices. All appeals of corrective action(s) imposed upon a student will take place in accordance with this policy.

### **Corporal Punishment**

Corporal punishment is any act that willfully inflicts or willfully causes the infliction of physical pain on a student. Corporal punishment is not an acceptable form of corrective action to be used by a school employee on a student. Corporal punishment does not include:

- Use of reasonable force is not to be used as a corrective action, but is authorized under policy 3244 to maintain order or to prevent a student from harming him/herself, other students, school staff, or property.
- Physical pain or discomfort resulting from or caused by training for or participation in athletic competition or recreational activity voluntarily engaged in by a student;
- Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects.

## **Playground Procedures**

### **PLAYGROUND EXPECTATIONS**

**Goal: Students are to play in a safe and respectful manner in all games and on all equipment.**

#### **GENERAL RULES**

- Students are to remain inside the fenced playground area.
- Personal toys are not allowed at school.
- Students are to stop playing when the bell rings and promptly line up.
- Safe and reasonable behavior and activities are expected. Unsafe activities include, but are not limited to: tackle football, chicken fighting, spitting, wrestling or similar rough play.
- Students are expected to share and/or take turns with all playground equipment.
- Students are expected to use all playground equipment correctly.
- In rainy and wet conditions, students are expected to stay away from water puddles and muddy areas.
- Students are to solve all conflicts peacefully.
- Students at recess may not leave the playground without permission from a playground supervisor.
- Students will leave rocks, sticks and other dangerous objects alone.

#### **EQUIPMENT RULES**

##### **SWINGS:**

- Only one person per swing
- Students are to swing back and forth, not side-to-side or twisting.
- Remain seated while swinging.
- Stop the swing before getting off (no bailing out).
- Students pushing others on the swing are to do so from behind.

**TEETER-TOTTER:** Students are to sit down at all times. There is to be no standing in the middle of the teeter-totter.

**MONKEY BARS:** Students playing on the bars must be holding on to the bars at all times.

##### **SLIDES:**

- Slides are for sliding down only.
- One person down the slide at a time.
- Keep arms and legs inside.
- As soon as you get to the bottom, move aside so the next person may slide.
- Students are not to block the top or bottom of slides.

##### **JUNGLE GYM:**

- Climbing on top of tunnels and towers is not allowed.
- The tunnel is for crawling through only.
- The firefighter pole is down only.

**BOUNCY ANIMALS** may only be used by one student at a time. Students are to be properly seated on the saddle.

### **JUMP ROPES AND BALLS**

- 4-square balls and basketballs are not to be kicked.
- Jump ropes are to be used for jumping only and may only be used on the blacktop by the building.
- Students are not to sit or swing on the tetherballs.

### **LINE RULES**

#### **WHEN THE RECESS BELL RINGS:**

- All playing *stops*
- Line up with your class.

#### **WHEN IN LINE:**

- Face forward
- Stay in your spot.
- Keep your hands and body parts to yourself.
- Voices are off.
- All playing has stopped.

### **CONSEQUENCES FOR INAPPROPRIATE PLAYGROUND BEHAVIOR**

#### **PLAYGROUND MISCONDUCT**

1. Student receives a warning and redirection.
2. Student takes a time-out in a designated location on the playground
3. Student is referred to his/her teacher by a playground supervisor.
4. Student is referred to the principal.

## **Transportation Rules**

(Rules for student conduct on the bus also apply while at school.)

#### **Student Expectations when walking to/Waiting for the Bus:**

- Walk on the left-hand side of the road facing oncoming traffic.
- Arrive at bus stop approximately 5 minutes before the bus is due to arrive. Drivers will not wait for students.
- Students may not bring possessions that might cause injury to another, such as sticks, breakable containers, animals, oversized parcels, or weapons of any kind.
- Form a line with other students a safe distance away from the road while waiting.
- Wait for a signal from the bus driver before crossing the street; always cross in front of the bus.
- Board the bus at the assigned stop unless a bus pass has been issued.
- Students must not run up to, beside or behind the bus if they are late. Only approach a bus if eye contact has been made with the driver and the driver signals that it is OK to approach.
- Demonstrate safe and courteous behavior while waiting.
- Parents/guardians should arrange to drive their child to school if the student misses the bus. It is dangerous to attempt to catch and/or pass a bus.

#### **Student Expectations when Leaving the Bus:**

- Walk on the left-hand side of the road facing oncoming traffic.
- Wait for a signal from the bus driver before crossing the street; always cross in front of the bus.
- Leave the bus at the assigned stop unless a bus pass has been issued.
- From the bus, go straight to the place your parent expects you to go, whether that's home, a childcare provider, or your parent's place of work.



### **Student Expectations while Riding the Bus:**

- Students must obey the driver promptly and willingly.
- Students must ride their regularly assigned bus and get off at their regular stop unless the school office has issued a bus pass. A written request from the student's parent/guardian is required to obtain a bus pass. The request should identify at which stop the student is to leave the bus. A pass will not be issued if the request would require the student to cross the highway. Students are to have written requests into the school office before noon on the day needed. For everyone's safety, students and parents are asked to prearrange transportation changes whenever possible.
- Students are expected to demonstrate responsible behavior, such as;
  - a. remain in their seats until it is time to exit;
  - b. follow all directives of the bus driver;
  - c. be respectful to their classmates;
  - d. keep their papers, personal items, and refuse in their possession, preferably in their lap or in a bag under their seat. Items should be easy to carry and may not extend into the aisle. Band instruments may be placed on the floor and held between the knees if too large to fit on the lap;
  - e. ask permission before opening windows a maximum of two notches;
  - f. keep hands, arms and head inside the bus, whether it is moving or stationary;
  - g. follow emergency exit procedures if situation warrants, or asked to do so by the bus driver.

Students may not:

- a. chew gum on the bus;
- b. bring skateboards, glass or sharp items on the bus;
- c. distract the driver, sit in the driver's seat or stand next to the driver;
- d. smoke, light matches or ignite lighters on the bus;
- e. vandalize any part of the bus.

### **Field Trips or Extracurricular Activities:**

- The same rules apply as noted prior except;
- Personal listening devices may be used with headphones if the advisor or teacher grants permission.
- The bus driver must be on the bus before student's board.
- Food is allowed on the bus, as are beverages in non-breakable, resealable containers; students are expected to take their trash with them when they exit the bus.
- The bus may make one interim stop on the return to school to drop off students at the Greenbank Post Office (when returning via Mukilteo) or the Bible Baptist Church (when returning via Deception Pass). A student may leave the bus at this interim stop only if the student's parent/guardian or other authorized person is present to pick up the student.
- Flash cameras may not be used on the bus.
- Students using district transportation to get to the destination are expected to use district transportation to return to school, unless the student's parent/guardian has given written permission prior to the trip for the student to leave the destination with another individual. The teacher and the bus driver must be notified prior to leaving school that the student will not be riding the bus back to school, and the person transporting the student must confirm with the teacher at the event that they are taking the student.

### **Consequences of inappropriate, transportation-related behavior:**

The following consequences occur for inappropriate behavior either on the bus or while waiting at a bus stop:

**First offense:**

- a) warning
- b) assigned seating arrangement may be imposed

**Second offense:**

- a) warning
- b) assigned seating arrangement will be imposed

**Third offense:**

- a) assigned seating arrangement is required
- b) parent is contacted
- c) principal is notified through the referral process

**Fourth offense:**

- a) meeting with principal
- b) parent is contacted
- c) logical consequences for inappropriate behavior will be imposed

**Fifth offense:**

- a) suspension of bus privileges, length to be determined
- b) meeting with parent to determine next steps

\* Exceptional misconduct may result in suspension of all bus privileges for the remainder of the school year, including activities and field trips.

The school principal will support transportation personnel by having students notify their parent/guardian and classroom teacher of any disciplinary action or suspension of bus privileges. A suspension will begin the day following parent/guardian notification.

## **Extracurricular Activity Code**

Coupeville Elementary School offers activities, which can contribute to student growth in the areas of leadership, teamwork, and citizenship. This Code provides guidelines for student attendance and citizenship.

By affirming their intentions to live by this Code, our students will learn self-discipline, accept responsibility, and develop character traits that lead to a productive future. Coupeville Elementary School students are expected to demonstrate exemplary behavior at school, in their community, and while visiting other schools and communities. Once a student affirms his or her intention to follow the Code, the student is committed for a period of one calendar year.

**Attendance**

Students must be present in school their entire scheduled day in order to participate in an activity or practice on that day. Exceptions will be made for medical appointments and extreme family emergencies (i.e., death, accident, funerals, and surgeries). Exceptions for other family crisis will be decided on an individual basis by the school principal.

**Equipment**

Students are responsible for maintaining and returning all equipment checked out to them. Equipment turn-in and/or payment for lost or damaged equipment must be completed prior to a student turning out for a new activity.

**Citizenship**

The student is expected to be a good citizen and follow classroom and school rules. A violation of this section could result in action taken by the principal or coach/advisor.

# Parent Resources

## Staff Directory

**Coupeville Elementary School**  
**6 South Main Street**  
**Coupeville WA 98239**

**Phone: 360-678-2470**  
**Fax: 360-678-6810**

- All staff emails begin with first initial and full last name followed by @coupeville.k12.wa.us. For example, Principal Dave Ebersole can be reached at debersole@coupeville.k12.wa.us
- In addition to calling the main school number (360-678-2470), you may also direct dial to the individual you need to speak with. Direct numbers are shown below.

### Administration

Mr. Dave Ebersole.....Principal .....	360-678-2470
Ms. Shelly LaRue.....Principal's Secretary/Office Manager .....	360-678-2471
Ms. Bridget Littlefield .....Counselor.....	360-678-2475
Mrs. Courtney Simpson-Pilgrim.....Student Services Secretary.....	360-678-2474

### Specialists

Mr. Chad Rickner.....Physical Education .....	360-678-2579
Mrs. Gwen Styke.....Speech-Language Pathologist.....	360-678-2486
Mrs. Elizabeth Bitting.....Speech-Language Pathology Assistant.....	TBD
Mrs. Jennifer Mostafavinassab.....Art/Music.....	360-678-2491
Mrs. Kelly Pierce.....Resource Room 3-5.....	360-678-2493
Ms. Marie Shaw.....Physical Therapist.....	360-678-2580
Mr. Greg McMicheal.....Occupational Therapist.....	360-678-2581
Ms. Katie O'Leary.....Title I.....	360-678-2483
Mrs. McKenzie Doughty, RN.....Nurse.....	360-678-2441
Mrs. Courtney Sollars.....School Psychologist/Highly Capable.....	360-678-2443
Mrs. Anna Hiroyasu.....STEAM/Physical Education.....	360-678-2570
Mrs. Ana Valencia.....MLL.....	360-678-2588
Mrs. Ericka Locklear.....Resource Room K-2 & Life Skills.....	360-678-2571

### Preschool

Mrs. Shelby Carlson	360-678-2492
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### Kindergarten

Mrs. Lindsey Helm (M/W/F)	360-678-2478
Mrs. Gretchen Punetes (T/TH)	"
Ms. Christi Messner	360-678-2498
Mrs. Corinn Parker	360-678-2477
Mrs. Kerry Western	360-678-2476

### 1st Grade

Mrs. Courtney Alwine	360-678-2485
Mrs. Caitlin Rusch	360-678-2489
Mrs. Kristin Wagner	360-678-2482

### 2nd Grade

Mrs. Kathy Bayne	360-678-2586
Mrs. Grace Castle	360-678-2490
Mrs. Trish Didier	360-678-2484
Mrs. Sheryl Reynolds	360-678-2481

### 3rd Grade

Mrs. Holly Dooley	360-678-2499
Mrs. Stephanie Gebhard	360-678-2575
Mr. Brett Casey (Gelston)	360-678-2583

### 4th Grade

Mrs. Sarah Boin	360-678-2496
Mr. Jon Gabelein	360-678-2494
Mr. Ryan Jones	360-678-2497

### 5th Grade

Ms. Lacie Hill	360-678-2576
Mrs. Deb Sherman	360-678-2495
Mr. Joe Kemmer	360-678-2577

**Paraeducators**

Mrs. Nicole Bailey  
 Mrs. Amanda Black  
 Mrs. Erin Coxsey  
 Mrs. Pita Eagleton  
 Mrs. Denise Freeman  
 Mrs. Dina Guay  
 Ms. Nicki Hall  
 Ms. Pat Hill  
 Ms. Marti Lawrence  
 Mrs. Cassandra Light  
 Mrs. Angela McClellan  
 Mrs. Wendy McCormick  
 Ms. Shelley Sellers  
 Mrs. Alice Widdison

**Custodians**

Mr. Jon Dale  
 Mr. Brandon Gorup

**Kitchen Staff (360-678-2488)**

Food Services Director, Master Chef Andreas Wurzrainer  
 Assistant Director, Mrs. Laura Luginbill

**District Office**

Mr. Steve King, Superintendent	360-678-2404 sking@coupeville.k12.wa.us
Mrs. Denise Peet, Business Manager	360-678-2403 dpeet@coupeville.k12.wa.us
Ms. Allyson Cundiff, Special Services Director	360-678-2427 acundiff@coupeville.k12.wa.us
Mrs. Arianna Bumgarner, District Administrative Assistant	360-678-2404 abumgarner@coupeville.k12.wa.us

**Board of Directors**

The Coupeville School District Board of Directors meets on the fourth Thursday of each month, beginning at 5:30 PM in the Anderson Board Room (Annex 305) located at 501 South Main Street, Coupeville, Washington. The meetings are open to the public and your attendance is encouraged. Board agendas are posted at <http://www.boarddocs.com/wa/coupeville/Board.nsf/Public>.

**Members:**

Christine Sears, President, District 1	csears@coupeville.k12.wa.us
Morgan White, VP/Director At-Large	mwhite@coupeville.k12.wa.us
Nancy Conard, Director, District 2	nconard@coupeville.k12.wa.us
Alison Perera, Director At-Large	aperera@coupeville.k12.wa.us
Sherry Phay, Director/Legislative Rep, District 3	sphay@coupeville.k12.wa.us
Steve King, Superintendent	sking@coupeville.k12.wa.us

For more information, please contact Arianna Bumgarner at 360-678-2404 or [abumgarner@coupeville.k12.wa.us](mailto:abumgarner@coupeville.k12.wa.us).

# **Coupeville School District Operating Principles**

The operating principles that guide our actions are:

## **Positive perseverance**

- We share enthusiasm, reflection, strategies, and creativity as we continuously improve our educational services.

## **Respect, caring, and contribution**

- We have a heart for kids, families, and staff.
- We demonstrate respect and caring as the foundation of all we do.
- We support each other by...
- interacting honestly and compassionately,
- lending a hand, and offering to share skills, knowledge and resources,
- encouraging each other to express ideas and to learn new ways of doing things,
- standing by each other in difficult times,
- creating a safe environment where people trust each other and can ask for support,
- recognizing and celebrating each other's successes and contributions,
- respecting each other's integrity.
- We support our district and our common purpose.

## **Integrity**

- We relate honestly with each other, students, parents and the public.
- We model self-discipline in our interactions with others.
- We hold ourselves accountable for our actions.
- Decisions that foster a healthy learning community
- We consider district goals and objectives as decisions are made, and make informed decisions.
- We clearly communicate how, when, and by whom decisions are made.
- We think it is more important to find solutions than to blame.
- We make decisions using the following decision-making model:
- Clearly identify the issue/problem.
- Involve those affected by the decision.
- Identify priorities and/or concerns.
- Gather facts.
- Maintain an open mind and ear to all concerns.
- Explore and evaluate alternatives.
- Choose and support the most appropriate alternative, and inform those affected by the decision.
- We follow up and evaluate the effectiveness of the solution.
- We abide by all final decisions.

## **Effective communication**

- We strive for clear communication.
- We listen with respect, seeking to hear and understand the ideas of others.
- We recognize the value of humor.
- We check the facts and go to the source for information and concerns.
- We hold confidential that which has been entrusted as a confidence.
- We share our opinions and input at appropriate times and in appropriate ways.

# Required Notices

## **DISCRIMINATION**

Coupeville 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 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.

The board designates the superintendent to serve as the district's coordinator regarding:

- Title IX;
- Section 504/ADA;
- Civil Rights Compliance;

And to handle questions and investigate any complaints communicated to the district of alleged discrimination.

Superintendent  
501 South Main Street, Coupeville, WA 98239  
360-678-2404

**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 @: [http://www.coupeville.k12.wa.us/public\\_notices](http://www.coupeville.k12.wa.us/public_notices)

## **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 @: [http://www.coupeville.k12.wa.us/public\\_notices](http://www.coupeville.k12.wa.us/public_notices).

## **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.

## **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](mailto: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 our [website](#), 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](mailto:equity@k12.wa.us).

## **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

## **Coupeville School District Title 1 Family Involvement Policy**

Federal Law requires that we publish the notification for accessing the Coupeville School District Family Involvement Policy (4130) each year. We are doing so with this parent handbook brief. A copy of the Coupeville Elementary School Title 1 Family Involvement Policy and Procedures is available in the school office and is sent home with students qualifying at the elementary school for Title 1 Services during the 2022-2023 school year. Please feel free to request a copy.

## **Harassment, Intimidation and Bullying – Policy No. 3207**

### **A. Introduction**

The Coupeville School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression, gender identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment, intimidation, or bullying, and to prevent its reoccurrence.

### **B. Definitions**

**Aggressor** means a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.

**Harassment, intimidation, or bullying** means an intentional electronic, written, verbal, or physical act that:

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, or bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

**Retaliation** occurs when an individual is intimidated, threatened, coerced, or discriminated



against for reporting harassment, intimidation, or bullying, or participating in an investigation.

**Staff** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

**Targeted Student** means a student against whom harassment, intimidation, or bullying has allegedly been perpetrated.

#### C. Behaviors/Expressions

"Harassment," "intimidation," and "bullying" are separate but related behaviors. Each must be addressed appropriately. Although this procedure differentiates the three behaviors, this differentiation should not be considered part of the legal definition of these behaviors. Harassment refers to any malicious act, which causes harm to any person's physical well being. It can be discriminatory harassment, malicious harassment, or sexual harassment. Intimidation refers to implied or overt threats of physical violence. Bullying refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm on the targeted youth including physical or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying.

#### D. Relationship to Other Laws

This procedure applies only to RCW 28A.600.477 – Prohibition Harassment, Intimidation and Bullying. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

1. RCW 28A.600.477 – Prohibition Harassment, Intimidation and Bullying
2. RCW 28A.640.020 – Sexual Equality
3. RCW 28A.642 – Prohibition of Discrimination in Public Schools
4. RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation, or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person's membership in a legally protected class under local, state, or federal law.

#### E. Prevention

##### 1. Dissemination

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation, or bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

Additional distribution of the policy and procedure is subject to the requirements of chapter 392–405 WAC

**2. Education**

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a web-based process.

**3. Training**

The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI. Staff will receive annual training on the school district's policy and procedure, including at a minimum, staff roles and responsibilities, how to monitor common areas and the use of the district's Incident Reporting Form.

**4. Prevention Strategies**

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

**F. Compliance Officer**

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation, or bullying. If the allegations in a written report of harassment, intimidation, or bullying indicate a potential violation of Policy 3207, the district staff member who receives the report must promptly notify the district compliance officer.
2. Provide support and assistance to the principal or designee in resolving complaints;
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Communicate with the school district's designated civil rights compliance coordinator. If a written report of harassment, intimidation, or bullying indicates a potential violation of the district's nondiscrimination policy [Policy 3210], or if during the course of an investigation, the district becomes aware of a potential violation of the district's nondiscrimination policy, the compliance officer must promptly notify the district's civil rights compliance coordinator. At that time, the compliance officers must promptly notify the complainant that their complaint will proceed under both this policy / procedure and the nondiscrimination policy / procedure. The investigation and response timeline for the nondiscrimination procedure begin when the school district knows or should have known that a written report or investigation or Harassment, Intimidation, or Bullying involves a potential violation of the district's nondiscrimination policy;
5. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern;
6. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough;
7. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training;
8. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis; and
9. In cases where, despite school efforts, a targeted student experiences harassment, intimidation, or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website: [www.k12.wa.us/SafetyCenter/default.aspx](http://www.k12.wa.us/SafetyCenter/default.aspx).

**G. Staff Intervention**

All staff members will intervene when witnessing or receiving reports of harassment,

intimidation, or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation, or bullying, may require no further action under this procedure, other than tracking, to ensure they are not repeated.

#### **H. Filing an Incident Reporting Form**

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent of Public Instruction's (OSPI) School Safety Center website: [www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx)

Any student or students who believe they have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying may report incidents verbally or in writing to any staff member.

#### **I. Addressing Harassment, Intimidation, or Bullying – Reports**

##### **Step 1: Filing an Incident Reporting Form**

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

##### **Status of Reporter**

###### **1. Anonymous**

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes, use online reporting processes, or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.

###### **2. Confidential**

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.")

###### **3. Non-confidential**

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

##### **Step 2: Receiving an Incident Reporting Form**

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation, or bullying will attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the

parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

### **Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

1. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation, or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.
2. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation, or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan (<https://www.klwa.us/student-success/health-safety/school-safety-center/safety-planning-toolkit>) for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.

If, during the course of an investigation, the district employee conducting the investigation becomes aware of a potential violation of the district's nondiscrimination policy [Policy 3210], the investigator will promptly notify the district's civil rights compliance officer. Upon receipt of this information, the civil rights compliance officer must notify the complainant that their complaint will proceed under the discrimination complaint procedure in WAC 392-190-065 through WAC 392-190-075 as well as the HIB complaint procedure. The notice must be provided in a language that the complainant can understand. The investigation and response timeline for the discrimination complaint procedure will follow that set forth in WAC 392-190-065 and begins when the district knows or should have known that a written report of harassment, intimidation or bullying involves allegations of a violation of the district's nondiscrimination policy.

3. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.
4. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, or bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.
5. The investigation will include, at a minimum:
  - a. An interview with the complainant;

- b. An interview with the alleged aggressor;
  - c. A review of any previous complaints involving either the complainant or the alleged aggressor; and
  - d. Interviews with other students or staff members who may have knowledge of the alleged incident.
- 6. The principal or designee may determine that other steps must be taken before the investigation is complete.
- 7. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
- 8. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee will respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
  - a. The results of the investigation;
  - b. Whether the allegations were found to be factual;
  - c. Whether there was a violation of policy; and
  - d. The process for the complainant to file an appeal if the complainant disagrees with the results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident cannot be resolved at the school level, the principal or designee will request assistance from the HIB compliance officer.

#### **Step 4: Corrective Measures for the Aggressor**

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district policy 3241, Student Discipline. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

#### **Step 5: Targeted Student's Right to Appeal**

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and will provide a copy to all parties involved. The board or council's decision will be the final district decision.

#### **Step 6: Discipline/Corrective Action**

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation, or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy 3241, Student Discipline.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider schoolwide training or other activities to address the incident.

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

#### **Step 7: Support for the Targeted Student**

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student will be addressed and remedied as appropriate.

#### **J. Immunity/Retaliation**

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

#### **K. Other Resources**

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation, or bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected

class under local, state or federal law. A harassment, intimidation, or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office (for discrimination complaints)  
360.725.6162  
Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
<https://www.k12.wa.us/policy-funding/equity-and-civil-rights>
- Washington State Human Rights Commission  
800.233.3247  
[www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)
- Office for Civil Rights, U.S. Department of Education, Region IX  
206.607.1600  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)
- Department of Justice Community Relations Service  
877.292.3804  
[www.justice.gov/crt/](http://www.justice.gov/crt/)
- Office of the Education Ombuds  
866.297-2597  
Email: [OEInfo@gov.wa.gov](mailto:OEInfo@gov.wa.gov)  
<http://oeo.wa.gov/>
- OSPI Safety Center  
360.725-6044  
<https://www.k12.wa.us/student-success/health-safety/school-safety-center>

#### **K. Other District Policies and Procedures**

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined in this policy but which are, or may be, prohibited by other district or school rules.

### **Protection of Pupil Rights**

The Protection of Pupil Rights Amendment (20 USC 1232H) requires the district to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings.

For surveys or activities scheduled after publication, the district will provide parents with notification within a reasonable period of time prior to the survey or activity. Parents will have the opportunity to consent to the survey or opt their student out of participating.

## **Pesticide Use Procedure 6895-P**

The district complies with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Policy and procedure 6895 will be distributed upon request to employees, students, parents, and community members.

As a general practice, the district will schedule pesticide applications, if needed, to occur during school breaks, when students and employees are not scheduled to be on the premises.

The district will notify district parents/guardians and employees at least 48 hours before a pesticide application to a school facility, provided the facility is scheduled to be occupied during the 48 hours following the application. Notification will include posting a written notice at least 8.5 x 11 inches in size in a prominent place in the main office or entry of the school. The written notice must include the heading "Notice: Pesticide Application" and, at a minimum, will state:

- The intended date and time of application;
- The location to which the pesticide is to be applied;
- The pest to be controlled; and
- The name and phone number of the maintenance supervisor, as the district contact person, regarding pesticide use.

If the pesticide application is not made within 48 hours following the intended date and time stated in the notification, the notification process must be repeated. The notice will remain posted for 24 hours following application, or longer if required by the label of the pesticide used.

The district will, at the time of application, post notification signs for all pesticide applications made to school facilities unless the application is otherwise required to be posted by a certified applicator under the provisions of RCW 17.21.410(1)(d).

- Notification signs for pesticide applications made by school employees will be placed at the location of the application and at each primary point of entry to the school grounds. The signs will be a minimum of four inches by five inches and will include the words: "THIS LANDSCAPE HAS BEEN RECENTLY SPRAYED OR TREATED WITH PESTICIDES BY YOUR DISTRICT" as the headline and "FOR MORE INFORMATION PLEASE CALL" as the footer. The footer will provide the name and telephone number of the maintenance director, as the district contact person.
- Notification signs for applications made to district facilities other than school grounds will be posted at the location of the application. The signs will be a minimum of 8.4 x 11 inches and will include the heading "Notice: Pesticide Application" and, at a minimum, will state:
  - The product name of the pesticide applied;
  - The date and time of application;
  - The location to which the pesticide was applied;
  - The pest to be controlled; and
  - The name and phone number of a contact person at the school.

A school facility application does not include the application of antimicrobial pesticides or the placement of insect or rodent baits that are not accessible to children.

These notification requirements do not apply to any emergency school facility application for control of any pest that poses an immediate human health or safety threat, such as an application to control stinging insects. When an emergency school facility application is made, notification consistent with the district's notification system will occur as soon as possible after the application.



The district is not liable for the removal of signs by unauthorized persons, and may not be held liable for personal property damage or bodily injury resulting from signs that are placed as required.

### **Dangerous Weapon Regulation – Policy No. 4210**

To protect the safety and wellbeing of students and staff, it is a violation of state law and district policy for any person to carry, exhibit, display, draw, or store for any period of time any weapon apparently capable of producing bodily harm, including:

- firearms, as defined in RCW 9.41.010,
- slingshots or air guns designed to propel a BB, pellet, or other projectile,
- daggers, swords, knives, or other cutting or stabbing instruments,
- metal, wood, or plastic pipe or bar capable of being used or intended to be used as a club, or
- any weapon containing poisonous or injurious gas,

while on school property, at school-sponsored functions, or in district-owned vehicles. It is also prohibited to aim, point, or discharge a firearm at or towards any person, or to carry, exhibit, explode or ignite any incendiary or explosive device, on school property, at school-sponsored functions, or in school-owned vehicles. This policy also applies to “look-alike” weapons.

The following persons may carry firearms into school buildings, as necessary:

- Persons engaged in military, law enforcement, or school district security activities;
- Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students, and
- Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons over 18 years of age, and persons between 14 and 18 years of age with written parent/guardian permission may possess personal protection spray devices on school property, provided they are retained and used only in self-defense as defined by state law. Possession, transmission to any person under the age of 14, or to persons between 14 and 18 years of age who do not have parent/guardian permission, or use of personal protection spray devices under any other circumstances is a violation of district policy and state law.

Students who violate this policy are subject to district corrective action policies. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, subject to appeal, with possible case-by-case modification by the superintendent.

School officials must notify the appropriate law enforcement agency and the student’s parents of known or suspected violations of this policy.

### **Electronic Communication Systems – Procedure 2022-P**

#### **K-20 Network Acceptable Use Guidelines/Internet Safety Requirements**

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use. Successful, technologically-fluent digital citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. They cultivate and manage their digital identity and reputation, and are aware of the permanence of their actions in the digital world. Expectations for student and staff behavior online are no different from face-to-face interactions.

### **Use of Personal Electronic Devices**

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Absent a specific and articulated need (e.g. assistive technology), students do not have an absolute right to possess or use personal electronic devices at school.

### **Network**

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

### **Acceptable network use by district students and staff include:**

- A. Creation of files, digital projects, videos, web pages, and podcasts using network resources in support of education and research;
- B. Participation in blogs, wikis, bulletin boards, social networking sites and groups, and the creation of content for podcasts, e-mail, and webpages that support education and research;
- C. With parental permission, the online publication of original educational material, curriculum-related materials, and student work. Sources outside the classroom or school must be cited appropriately;
- D. Staff use of the network for incidental personal use in accordance with all district policies and procedures; or
- E. Connection of personal electronic devices (wired or wireless), when authorized, including portable devices with network capabilities, to the district network after checking with the Technology Director to confirm that the device is equipped with up-to-date virus software, compatible network card, and is configured properly. Connection of any personal electronic device is subject to all procedures in this document and district policy.

### **Unacceptable network use by district students and staff includes but is not limited to:**

- A. Personal gain, commercial solicitation, and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Downloading, installing and use of games, audio files, video files, games, or other applications (including shareware or freeware) without permission or approval from the *[insert title of position]*;
- D. Support for or opposition to ballot measures, candidates, and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of malware, including viruses, worms, Trojan horses, time bombs, and changes to hardware, software, and monitoring tools;
- F. Unauthorized access to other district computers, networks, and information systems;

- G. Action constituting harassment, intimidation or bullying, including cyberbullying, hate mail, defamation, discriminatory jokes, and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images;
- H. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material
- J. Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken; or
- K. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

### **Internet Safety**

Personal Information and Inappropriate Content:

- A. Students and staff should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail, or as content on any other electronic medium;
- B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy
- D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority; and
- E. Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

### **Filtering and Monitoring**

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings,

and any other techniques designed to evade filtering or enable the publication of inappropriate content);

- C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- D. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;
- E. Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district
- F. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively;
- G. The district may monitor student use of the district network, including when accessed on students' personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets; and
- H. The district will provide a procedure for students and staff members to anonymously request access to internet websites blocked by the district's filtering software. The procedure will indicate a timeframe for a designated school official to respond to the request. The requirements of the Children's Internet Protection Act (CIPA) will be considered in evaluation of the request. The district will provide an appeal process for requests that are denied.

### **Internet Safety Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response:

- A. Age appropriate materials will be made available for use across grade levels; and
- B. Training on online safety issues and materials implementation will be made available for administration, staff, and families.

### **Copyright**

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

### **Ownership of Work**

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of

the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the district. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

### **Network Security and Privacy**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- A. Change passwords according to district policy;
- B. Do not use another user's account;
- C. Do not insert passwords into e-mail or other communications;
- D. If you write down your user account password, keep it in a secure location;
- E. Do not store passwords in a file without encryption;
- F. Do not use the "remember password" feature of Internet browsers; and
- G. Lock the screen or log off if leaving the computer.

### **Student Data is Confidential**

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **No Expectation of Privacy**

The district provides the network system, e-mail, and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review, and store, without prior notice, information about the content and usage of:

- A. The district network, including when accessed on students' personal electronic devices and on devices provided by the district, such as laptops, netbooks, and tablets;
- B. User files and disk space utilization;
- C. User applications and bandwidth utilization;
- D. User document files, folders and electronic communications;
- E. E-mail;
- F. Internet access; and
- G. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

### **Educational Applications and Programs**

District staff may request students to download or sign up for applications or programs on the students' personal electronic devices. Such applications and programs are designed to help facilitate lectures, student assessment, communication, and teacher-student feedback, among other things. Prior to requesting students to download or sign up for educational applications or programs, staff will review "terms of use," "terms of service," and/or "privacy policy" of each application or program to ensure that it will not compromise students' personally identifiable information, safety, and privacy. Staff will also provide notice in writing of potential use of any educational application or program to *[insert title and position]*, including the anticipated purpose of such application or program. Specific expectations of use will be reviewed with students.

Staff should also, as appropriate, provide notice to students' parents/guardians that the staff person has requested that students download or sign up for an application or program, including a brief statement on the purpose of application or program.

### **Archive and Backup**

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

### **Disciplinary Action**

All users of the district's electronic resources are required to comply with the district's policy and procedures (and agree to abide by the provisions set forth in the district's user agreement). Violation of any of the conditions of use explained in the (district's user agreement), Electronic Resources policy, or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

### **Accessibility of Electronic Resources**

Federal law prohibits people, on the basis of disability (such as seeing and hearing impairments), from being excluded from participation in, being denied the benefits of, or otherwise being subjected to discrimination by the district. To ensure that individuals with disabilities have equal access to district programs, activities, and services, the content and functionality of websites associated with the district should be accessible. Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures.

District staff with authority to create or modify website content or functionality associated with the district will take reasonable measures to ensure that such content or functionality is accessible to individuals with disabilities. Any such staff member with questions about how to comply with this requirement should consult with the Tech Director.

## Coupeville School District - Student Military Affiliation

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Dear Parent or Guardian,

If your student matches the following criteria, as "military affiliated," please fill out the form below. If your family is not military affiliated, please select the box next to "N/A."

For the purposes of this data collection, "students from military families" includes:

- (a) Students with a parent or guardian who is a member of the active duty United States armed forces; and
- (b) Students with a parent or guardian who is a member of the reserves of the United States armed forces or a member of the Washington national guard." Collection and updating of this data must use the United States department of education 2007 race and ethnicity reporting guidelines, including the subracial and sub-ethnic categories within those guidelines, with modifications.

☐ N/A

Student Name	Grade	Parent/Guardian Military Status *

*\*i.e.: Active Duty, Reserves, Washington National Guard, Both Parents/Guardians are Affiliated*

### Why are we asking?

Beginning the 2016-17 school year, the state legislature passed a law requiring Washington State public schools to collect information on military affiliation beginning with the 2016-17 school year. (<http://app.leg.wa.gov/billinfo/summary.aspx?bill=5163&year=2015>)

Reasons for collection of the data include:

- (1) The legislature finds that, nationally, nearly two million students are from military families, where one or more parent or guardian serves in the United States armed forces, reserves, or national guard. There are approximately one hundred thirty-six thousand military families in Washington state.
- (2) The legislature further finds that a United States government accountability office study in 2011 identified that it is not possible to monitor educational outcomes for students from military families due to the lack of a student identifier in state educational data systems. Such an identifier is needed to allow educators and policymakers to monitor critical elements of education success, including academic progress and proficiency, special and advanced program participation, mobility and dropout rates, and patterns over time across states and school districts. Reliable information about student performance will assist educators in more effectively transitioning students to a new school and enable school districts to discover and implement best practices.

08/2020

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**Coupeville School District**  
**501 S. Main St, Coupeville, WA 98239**  
**Student Housing Questionnaire**

The answers to the following questions can help determine the services this student may be eligible to receive under the McKinney-Vento Act 42 U.S.C. 11435. The McKinney-Vento Act provides services and supports for children and youth experiencing homelessness. (Please see reverse side for more information)

**If you own/rent your own home, you do not need to complete this form.**

If you do not own/rent your own home, please check all that apply below. (Submit to District Homeless Liaison. Contact information can be found at the bottom of the page).

- |  |   |
|--|---|
| <input type="checkbox"/> In a motel  | <input type="checkbox"/> A car, park, campsite, or similar location |
| <input type="checkbox"/> In a shelter  | <input type="checkbox"/> Transitional Housing                       |
| <input type="checkbox"/> Moving from place to place/couch surfing                                      | <input type="checkbox"/> Other _____                                |
| <input type="checkbox"/> In someone else's house or apartment with another family                      |   |
| <input type="checkbox"/> In a residence with inadequate facilities (no water, heat, electricity, etc.) |   |

I would like to be contacted about receiving weekend food support:

☐ Yes                      ☐ No

Name of Student: \_\_\_\_\_  
First Middle Last

Name of School: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate (Month/Day/Year): \_\_\_\_\_ Age: \_\_\_\_\_

Gender: \_\_\_\_\_  
☐ Student is unaccompanied (not living with a parent or legal guardian)  
☐ Student is living with a parent or legal guardian

ADDRESS OF CURRENT RESIDENCE: \_\_\_\_\_

PHONE NUMBER OR CONTACT NUMBER: \_\_\_\_\_ NAME OF CONTACT: \_\_\_\_\_

Print name of parent(s)/legal guardian(s): \_\_\_\_\_  
(Or unaccompanied youth)

\*Signature of parent/legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(Or unaccompanied youth)

\*I declare under penalty of perjury under the laws of the State of Washington that the information provided here is true and correct.

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Student Housing Questionnaire (Continued)

**Please return completed form to:**

Arianna Bumgarner, Student Support Liaison, 360-678-2404; Text: 262-528-3774, [abumgarner@coupeville.k12.wa.us](mailto:abumgarner@coupeville.k12.wa.us)

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**For School Personnel Only:** For data collection purposes and student information system coding

☐ (N) Not Homeless ☐ (A) Shelters ☐ (B) Doubled-Up ☐ (C) Unsheltered ☐ (D) Hotels/Motels

**McKinney-Vento Act 42 U.S.C. 11435**

**SEC. 725. DEFINITIONS.**

For purposes of this subtitle:

(1) The terms enroll' and enrollment' include attending classes and participating fully in school activities.

(2) The term homeless children and youths' —

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

(6) The term unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

**Additional Resources**

Parent information and resources can be found at the following:

[National Center for Homeless Education](#)

[National Association for the Education of Homeless Children and Youth \(NAEH CY\)](#)

[SchoolHouse Connection](#)

08/2020

**CONFIDENTIAL**

**For School Staff Only:** Forward questionnaire to Courtney Simpson-Pilgrim

**Coupeville Elementary School**  
**Parent Acknowledgement and Consent Form**

Please complete and return this form by Friday, September 30<sup>th</sup>, 2022 to your child's teacher.

**ACKNOWLEDGEMENT OF INFORMATION**

I have received and read the material in this handbook.

Print Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature (Grades K-5): \_\_\_\_\_

Date: \_\_\_\_\_

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**2022-F1  
Coupeville School District  
Acceptable Use Agreement for Computer & Internet Usage**

Coupeville School District offers student access to the district computer network and filtered Internet access through our network. The district network has been established for the benefit of students, staff and patrons to improve communication and to augment learning opportunities.

Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Inappropriate computer and/or Internet behavior will result in a student's computer and Internet access being revoked, as well as possible disciplinary action.

This form is required upon entry into each of our schools. The district expects your student to acknowledge his/her understanding of appropriate use, and for you to grant permission to access network computer services. Coupeville School District policy and procedure 2022–Electronic Resources and Internet Safety, provide a thorough description of acceptable use, and are available on the district website (<http://www.coupeville.k12.wa.us>). Printed copies may be requested from the district's IT Systems Supervisor at the district office (360-678-2402).

Behaviors that could result in the loss of computer and Internet access on our network include:

- Logging in as someone else and/or using another's password.
- Consuming food, drinks and/or gum near the computers.
- Plagiarism or violation of copyright laws.
- Downloading software or files onto school computers.
- Trespassing into the folders or documents of someone else.
- Changing the preference files or settings on any computer.
- Using proxy sites or attempting to use proxy sites to bypass the school web filter.
- Vandalizing or theft of computers, computer equipment (mice, keyboards, printers), or software.
- Searching for, viewing, downloading, or sending pornographic, obscene, violent, harassing, or racist materials on district computers.
- Downloading music or videos for personal use.
- Using external media devices (flash drives) to copy copyrighted software.

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**User Agreement**

As a user of the Coupeville School District computer network, I agree to comply with the above stated rules and to use and communicate over the network in a responsible fashion while honoring all relevant laws and restrictions.

Grade/School	Student Name	Student Signature

**Parent Permission**

As the parent or legal guardian of the students signing above, I grant permission for my child(ren) to access network computer services. I understand individuals may be held liable for violations.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

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# Coupeville School District

## 2022-2023 School Year Calendar

### August 2022

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### September 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October 2022

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November 2022

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### January 2023

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### March 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### April 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### May 2023







Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### June 2023

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### July 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

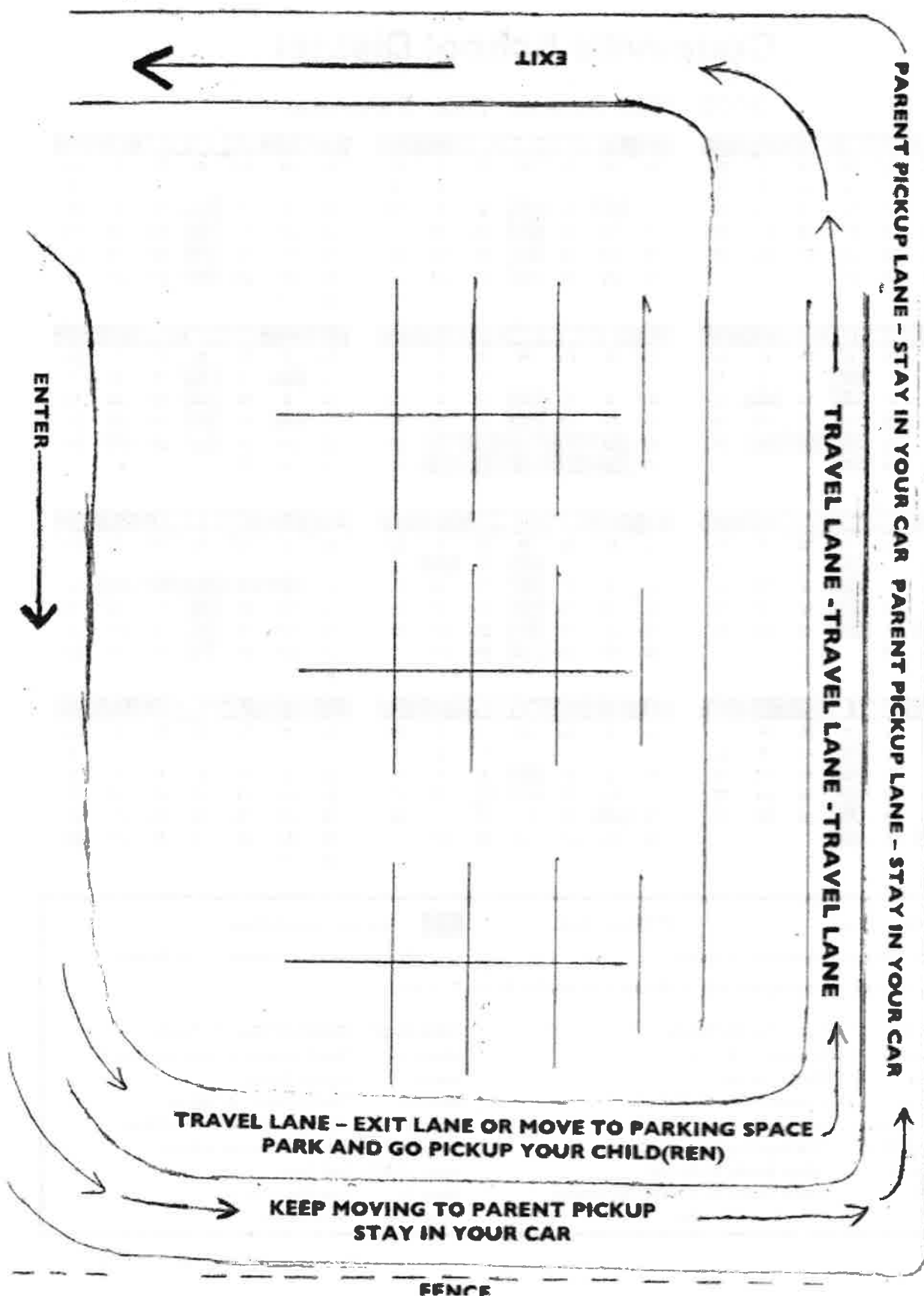
	School Closed		Half Days		Weather Make-Up Days
	First and Last Graded Day of School		Parent/Teacher Conferences (No School)		
	Early Release Wednesdays (ERW) - CES End 2:30 pm, CMHS End 1:30 pm				

September 5	Labor Day, No School	February 20	President's Day, No School
September 6	First Day of School	March 3	Weather Make-Up Day, No School
November 4	End of 1st Qtr	March 31	End of 3rd Qtr
November 11	Veteran's Day, No School	April 3-7	Spring Break, No School
November 16 -18	Fall Conferences	April 14	Spring Conferences, No School
November 24 & 25	Thanksgiving Break, No School	May 29	Memorial Day, No School
Dec 19 - Jan 2	Winter Break, No School	June 14 & 15	Half Days
January 16	Martin Luther King Jr Day, No School	June 15	Last Day of School
January 27	End of 1st Semester	June 19	Juneteenth

FINAL AS OF 04/15/19

**MPR**

**PARENT PICKUP AREA  
STUDENTS WILL BE ESCORTED TO PARENT/VEHICLE**





**Coupeville School District**  
**Request for Preplanned Absence**  
**Form 3110-F1**

District policy 3110 allows parents/guardians to request an excused absence for a student, provided the request is made prior to the absence. The policy is intended to allow scheduling of needed or desired activities which enhance the student's health, education, or family relationships.

1. The student must have each of his/her teachers complete section 1, arranging with the teacher to make up assignments missed.
2. The parent/guardian is to complete section 2 after section 1 is completed, or is to address a note to the school principal including the information in section 2.
3. **Before the absence**, the student/parent must return the form to the school attendance office for approval of the principal or the principal's designee. If the form is not returned before the absence, the absence will be considered unexcused and no work may be made up.

**Note:** It may not be possible to make up assignments or in-class work. This may affect the student's grade. The student must check in with the student services offices upon return from a preplanned absence.

**Proposed Date(s) of Absence** \_\_\_\_\_

**Section 1 – Completed by Teacher(s) – Assignments to Make Up.**

Subject	Assignment	Absence May Affect Grade	Current Grade	Teacher Initials

**Section 2 - Parent/Guardian Statement.**

I am the parent or legal guardian of \_\_\_\_\_ Student ID # \_\_\_\_\_

who will be absent from school \_\_\_\_\_ (date and time for absence).

The reason for the absence is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I will supervise completion of all make-up work assigned and understand that the work must be turned in the day my child returns to school. I understand this absence may affect my child's grade(s), and, for grades 9-12, will add toward the maximum of 9 absences per semester under policy 3122.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

**Section 3 - For Office Use Only.**

Completed form received in school office on \_\_\_\_\_

Signature of principal or designee

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# **Annual Student Health Information Form**

Today's Date: \_\_\_\_\_

STUDENT Legal Last Name	Legal First Name	Legal Middle Name	Date of Birth	GRADE
-------------------------	------------------	-------------------	---------------	-------

Does your student have any health updates? YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, please complete the rest of this form. If the answer is NO, please check NO and stop here. **ALL forms must be submitted to the school nurse. Thank you!**

## **1. Does your child have:**

	No	Yes - in last year	Yes – more than 1 year ago	Approximate Diagnosis Date	Mild	Moderate	Severe
Allergies							
Asthma							
Diabetes							
Heart Problem							
Seizures							
Anaphylactic Reaction							
Other:							

## **2. Does your child have:**

- ☐ no ☐ yes Vision problems? Date of last eye exam: \_\_\_\_\_
- ☐ Glasses? ☐ Contact lenses? [ ☐ Distance ☐ Reading ☐ At all times ]
- ☐ no ☐ yes Hearing problems? Date of last hearing exam: \_\_\_\_\_
- ☐ Hearing aids?
- ☐ no ☐ yes Frequent ear infections?

Date of last infection: \_\_\_\_\_ Treatment provided? ☐ no ☐ yes

**3. Please check if your child has ever been diagnosed as having:**

- ☐ no ☐ yes Learning Disabilities
- ☐ no ☐ yes Speech/Language Delays
- ☐ no ☐ yes Developmental Delay
- ☐ no ☐ yes Social, emotional, or behavior problems affecting school performance
- ☐ no ☐ yes Inattention
- ☐ no ☐ yes Attention Deficit Disorder (ADD)
- ☐ no ☐ yes Hyperactivity / impulsivity
- ☐ no ☐ yes Physical Problems
- ☐ no ☐ yes **Other medical condition** \_\_\_\_\_

For any box marked "yes," please provide date of diagnosis and a brief explanation:

**4. Does this child take medication of any kind?** ☐ no ☐ yes

Please identify:

**5. Will your child require medication at school?** ☐ no ☐ yes

Please identify:

**6. Will your child require an EpiPen at school for severe allergic reactions?** ☐ no ☐ yes \*

*\* Please Note: Before any prescription or nonprescription medication may be dispensed at school, an "Authorization to Administer Medication" form must be filled out and signed by the parent/guardian and licensed healthcare provider. This form is also required annually and is available in the school office.*

**7. Has this child had any serious accidents or injuries?** ☐ no ☐ yes

Please identify:

I authorize / request the above information be shared with district staff overseeing the care of my child. Legal

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

