

# CRESCENT SCHOOL DISTRICT BOARD OF DIRECTORS

## MISSION STATEMENT

In partnership with the community, we will create the stage for all students to acquire the skills, knowledge, attitudes and vision necessary to become *life-long learners* and contributing citizens prepared to meet the challenges of a diverse and changing society through our commitment to innovative and quality education.

## PLEDGE

The Crescent School District Board of Directors pledges:

- to provide all Crescent students the opportunity to acquire the academic skills required for admission to, and success in any post-high school educational institution of their choice.
- to provide students the opportunity to acquire academic and vocational skills necessary to pursue the careers of their choice.
- to provide Crescent students the opportunity to successfully function in an ever-changing world by preparing them to be 'life-long learners'.
- that educational program offerings at Crescent will prepare students to be contributing citizens who value and pursue quality character traits such as honesty, kindness, tolerance of others, hard work, fairness, respect for law, courage, pride in community, self discipline, etc.
- to provide, through a spirit of community cooperation, educational opportunities for Crescent students that develop graduates who reflect the expectations and aspirations of all community partners.

# ELEMENTARY STUDENT HANDBOOK TABLE OF CONTENTS

|  | PAGE  |
|--|-------|
| Daily Schedule   | 3     |
| Voice Mail/e-mail Information  | 3     |
| Attendance   | 4     |
| Absences   | 5     |
| Arrival Time   | 5     |
| Breakfast / Lunch Program  | 5     |
| Bicycles, Heelie Skates, Roller Blades, Roller Skates, Skate Boards and Scooters | 6     |
| Bus  | 6     |
| Bus Safety - Video Cameras Installed on Buses                                    | 6     |
| Bus Stop   | 6     |
| Classroom Materials  | 6     |
| Early Departure from School  | 7     |
| Emergency School Closure Procedures  | 7     |
| Fees   | 7     |
| First Aid / Illness  | 7     |
| Homework Policy  | 7-8   |
| <i>Insurance</i>   | 9     |
| <i>Internet Access</i>   | 9     |
| <i>Medication at School</i>  | 9     |
| Open House   | 10    |
| Personal Property  | 10    |
| Reporting Pupil Progress   | 10    |
| School Pictures  | 10    |
| Students Arriving/Leaving by Automobile  | 10    |
| Students Arriving Late   | 10    |
| Students on Campus After Dismissal   | 10    |
| Visitation   | 10    |
| Visitors   | 11    |
| Withdrawals  | 11    |
| Student Behavior   | 12    |
| Unsafe Practices   | 12    |
| Playground/Recess/Lunch Time Rules   | 12-13 |
| Disciplinary Action  | 13    |
| Bus Rules  | 14-15 |
| Non-Discrimination   | 16    |
| Special Services Program   | 16    |
| Human Dignity  | 16    |
| Intent to Release Student Directory Information                                  | 16    |
| Pesticide Notification   | 17    |
| Asbestos Notification  | 17    |
| Harassment   | 18    |
| Sexual Harassment  | 18    |
| Notification of the Family Educational Rights & Privacy Act (FERPA)              | 19    |
| Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)     | 20    |

\*Shaded sections highlight revisions and additions.

| CRESCENT ELEMENTARY SCHOOL                       |                              |
|--|------------------------------|
| DAILY SCHEDULE MONDAY, TUESDAY, THURSDAY, FRIDAY |                              |
| 7:30 A.M.  | TEACHER ARRIVAL              |
| 7:50 A.M.  | DOORS OPEN                   |
| 7:45 A.M. TO 8:00 A.M.                           | BREAKFAST                    |
| 8:00 A.M.  | TARDY BELL                   |
| 9:40 A.M. TO 10:00 A.M.                          | ELEMENTARY RECESS GRADES K-2 |
| 10:00 A.M. TO 10:20 A.M.                         | ELEMENTARY RECESS GRADES 3-5 |
| 11:30 A.M. TO 12:00 P.M.                         | ELEMENTARY LUNCH AND RECESS  |
| 12:00 P.M. TO 12:30 P.M.                         | ELEMENTARY READING TIME      |
| 12:30 P.M.                                       | ELEMENTARY RETURN TO CLASS   |
| 2:26 P.M.  | DISMISSAL                    |
| 2:30 P.M.  | BUSES DEPART                 |

| CRESCENT ELEMENTARY SCHOOL |                              |
|----------------------------|------------------------------|
| WEDNESDAY SCHEDULE         |                              |
| 7:30 A.M.                  | TEACHER ARRIVAL              |
| 7:50 A.M.                  | DOORS OPEN                   |
| 7:45 A.M. TO 8:00 A.M.     | BREAKFAST                    |
| 8:00 A.M.                  | TARDY BELL                   |
| 9:40 A.M. TO 10:00 A.M.    | ELEMENTARY RECESS GRADES K-2 |
| 10:00 A.M. TO 10:20 A.M.   | ELEMENTARY RECESS GRADES 3-5 |
| 11:20 A.M. TO 12:00 P.M.   | ELEMENTARY LUNCH AND RECESS  |
| 12:00 P.M. TO 12:36 P.M.   | ELEMENTARY READING TIME      |
| 12:36 P.M.                 | EARLY DISMISSAL              |
| 12:40 P.M.                 | BUSES DEPART                 |

**VOICE MAIL INFORMATION FOR ELEMENTARY STAFF, OFFICE STAFF AND SCHOOL BOARD**

Crescent School has an automated telephone system. After dialing the school telephone number, 928-3311, you may dial the appropriate extension or press "0" for assistance.

| GRADE LEVEL               | STAFF            | EXT./PHONE | E-MAIL ADDRESS                   |
|---------------------------|------------------|------------|----------------------------------|
| Kindergarten Teacher      | Virginia Woeste  | 1050       | vwoeste@crescent.wednet.edu      |
| First Grade Teacher       | Jamie Sifagaloa  | 1051       | jamieb@crescent.wednet.edu       |
| Second Grade Teacher      | Nora Rogers      | 1052       | norar@crescent.wednet.edu        |
| Third Grade Teacher       | Patricia Pomeroy | 1054       | patp@crescent.wednet.edu         |
| Fourth Grade Teacher      | Lindsay Biladeau | 1053       | lbiladeau@crescent.wednet.edu    |
| Fifth Grade Teacher       | Barbara Silva    | 1055       | barbs@crescent.wednet.edu        |
| Special Education Teacher | Becky Brand      | 1020       | beckyb@crescent.wednet.edu       |
| Special Education Teacher | Julie Fischer    | 1023       | julief@crescent.wednet.edu       |
| Librarian                 | Tracy Fitzwater  | 1040       | tracyf@crescent.wednet.edu       |
| Title 1 / LAP             | Katy Middlestead | 1097       | kmiddlestead@crescent.wednet.edu |
| Title 1 Math              | Nora Rogers      | 1052       | norar@crescent.wednet.edu        |
| Title 1 Reading           | Terry Nunn       | 1084       | tnunn@crescent.wednet.edu        |
| Secretary                 | Linda Sage       | 1000       | lsage@crescent.wednet.edu        |
| Administrative Assistant  | Kathy Silva      | 1001       | kathys@crescent.wednet.edu       |
| Superintendent/ Principal | Dr. Clayton Mork | 1004       | claym@crescent.wednet.edu        |
| Associate Principal       | David Bingham    | 1003       | daveb@crescent.wednet.edu        |
| Business Manager          | Marla Bell       | 1006       | marlab@crescent.wednet.edu       |
| SCHOOL BOARD              |                  | PHONE      |                                  |
| Board Chair               | Susan Hopper     | 928-3878   | susanhopper313@aol.com           |
| Board Vice-Chair          | Trisha Haggerty  | 928-0124   | trishahaggerty@gmail.com         |
| Board Member              | Sandra Criss     | 928-2053   | jscriss1@yahoo.com               |
| Board Member              | Holly Rose       | 460-5660   | partyoffive@wildblue.net         |
| Board Member              | Dara Peppard     | 928-9950   | tristarelec@msn.com              |

## ATTENDANCE

The compulsory school attendance law of Washington (RCW 28A.225) states that students "...shall have the responsibility to and therefore shall attend for the full time when school may be in session..."

Crescent School District Policy 3122

### STUDENTS

#### Excused and Unexcused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.
- B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. An excused absence shall be verified by the parent; adult, emancipated or appropriately aged student; or school authority responsible for the absence.
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity of assignment occurs during the period of time when the student is absent.
- E. If the combination of excused and unexcused absences equals seven or more days in any course in a semester, credit toward graduation will be subject to a successful appeal to the staff eligibility committee.
- F. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences. The notification shall include the potential consequences of additional unexcused absences. A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences.

Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

- G. All suspensions and/or expulsions shall be reported in writing to the superintendent within 24 hours after imposition.

The superintendent shall enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents and students annually.

## **ABSENCES**

Parents are expected to call the office between 7:45 and 8:30 a.m. on the day their child is absent, please chose option 2 to leave an attendance message. Students returning to school after an absence must have a note from their parent/guardian, or the office has received a phone call from their parent/guardian if the absence is to be excused. We contact parents by phone when your student is absent to assure early notice in the event something unusual has occurred.

## **ARRIVAL TIME**

Walking students and students who are being transported by parents **SHOULD NOT** arrive before 7:45 a.m. Student supervision is not available until that time, requiring working parents to make other before school child care arrangements. The cafetorium is open for breakfast at 7:45 a.m.

Students who have obtained permission from the office may arrive prior to the 7:45 a.m. time. Students failing to follow these procedures will receive discipline.

Students are expected to be seated in their classroom with their materials at the 8:00 a.m. bell. It is essential for students to arrive on time each day in order to achieve optimal instruction in all subjects.

Students arriving after 8:00 a.m. **MUST** check in at the office before going to class.

## **BREAKFAST/LUNCH PROGRAM**

Parents can pay ahead for as many meals as they choose at anytime during the year. Parents can pay for meals online through Family Access or students can bring payments for meal accounts to the office in the morning before school starts. A note with student name, grade, and amount for each student covered by the payment is very helpful. Weekly/monthly buying eliminates the chance of students losing their change. Each student is assigned their own meal account. Money deposited to a student's account may be used only by that student, not by friends or other family members.

All students will be assigned a 4 digit lunch code which they will enter on a key pad as they go through the lunch line.

Free and reduced lunch paperwork can be completed by parents at any time during the school year and for as many times as the parents' circumstances change throughout the year. The approval timeline is very brief. The paperwork can be picked up in the office or be found online at our website, [crescentschooldistrict.org](http://crescentschooldistrict.org) under the parent tab.

### **Breakfast / Lunch Charges**

Parents are encouraged to pay into their student lunch accounts in advance of their children eating. The lunchroom will no longer be able to provide your child with their lunch account balance. When the balance reaches zero, an automated phone call will be made to your primary phone number. Student lunch charges will not be allowed to exceed a \$10.00 negative balance.

|                            |   |
|----------------------------|---|
| Daily breakfast price K-12 | \$1.50                                  |
| Reduced breakfast K-3      | \$0.00 (no charge)                      |
| Reduced breakfast K-12     | \$0.00 (no charge)                      |
| Daily lunch price K-5      | \$2.45 - (milk included)                |
| Reduced lunch K-3          | \$0.00 (no charge)                      |
| Reduced lunch 4-12         | \$ .40                                  |
| Milk daily                 | \$ .35                                  |
| Adult breakfast price      | \$2.10                                  |
| Adult lunch price          | \$3.70 with milk<br>\$3.40 without milk |

\*Child Nutrition Programs are available to all without regard to race, color, national origin, sex, age, or disability. (Reference OSPI Bulletin 89-99, October 11, 1999.)

### **Crescent school is an equal opportunity provider**

Fat free chocolate milk and 1% white milk are offered at all lunch meals

### **BICYCLES, HEELIE SKATES, ROLLER BLADES, ROLLER SKATES, SKATE BOARDS AND SCOOTERS**

Children riding bicycles to school should:

1. Walk their bicycle while on school property.
2. Park their bicycle immediately upon arrival in the designated bike rack. Bicycles are to stay there until school is dismissed.

Bicycle, roller blade, roller skate, skateboard and scooter use on campus is restricted to weekends and other non-school days with parent supervision only. These items are not allowed on the school track during any time. Heelie skates are not allowed at any time on school campus, inside or outside school buildings, including classrooms, hallways, cafetorium, gym, walkways or playground.

### **BUS**

If parents have any questions/concerns regarding bus schedules, stops, route, etc., they should call the office.

Bus drivers will deliver students to their regular bus stop unless provided with telephone or written instructions from the parent/guardian.

### **BUS SAFETY -- VIDEO CAMERAS INSTALLED ON BUSES**

The cameras on the buses assure better student management. Video recordings provide the most objective evidence to evaluate discipline problems. The camera enables the driver to maximize focus on safely transporting students.

### **BUS STOP**

School bus stops are considered extensions of school campus for transportation purposes. Student misbehavior at school bus stops, when reported to the office, will be handled as any other such school misconduct.

### **CLASSROOM MATERIALS**

Students are responsible to provide their own pencils, pens, paper, notebooks, rulers, erasers, crayons, safety scissors, protractor, and any other personal items to use during class. Students are also required to

provide athletic shoes for physical education and recess activities. The classroom teacher will be able to assist parents with a list of required classroom materials.

**Parents who require financial assistance with student provisions should contact the school office for further information on programs available to aid with required materials.**

**EARLY DEPARTURE**

Parents should pre-arrange early departures whenever possible. All early departures must check out at the office. Persons other than parent/guardian must provide appropriate authorization at the office before the student will be released into their care. **Students in grades K-5 are not allowed to go to the parking lot by themselves.**

**EMERGENCY SCHOOL CLOSURE PROCEDURES**

In the event of an emergency school closure, the superintendent will notify the following systems with closure information:

|                                    |  |
|------------------------------------|--|
| <b>Automated phone system</b>      | <b>Calls made to your primary phone number</b> |
| <b>Radio stations</b>              | <b>KONP 1450 AM</b>                            |
| <b>Television stations</b>         | <b>KING TV 5, KIRO TV 7, KOMO TV 4</b>         |
| <b>School Emergency Voice Mail</b> | <b>Call 928-3311, option 4</b>                 |

PLEASE DO NOT CALL the radio stations as they are extremely busy trying to make contact with all the schools and businesses gathering closure information. Students and parents should use the information sources above prior to 7:00 a.m. to receive the latest information. If the TV stations do not report a change in the school schedule, we will conduct school as usual.

**FEES**

*ALL NSF CHECKS RETURNED TO THE CRESCENT SCHOOL DISTRICT WILL BE SUBJECT TO A MINIMUM \$20.00 PROCESSING FEE BY THE DISTRICT*

**FIRST AID / ILLNESS**

We are able to offer only minimal first aid treatment (Band-Aids, ice packs, etc.) We attempt to contact the parent only if we consider an illness or an injury to be serious or contagious. If parents are going to be out of town, we would appreciate a note or phone call telling us who we can contact in case of an emergency.

**HOMEWORK POLICY**

Crescent School District Policy 2422

INSTRUCTION

Homework

The Crescent School District

- believes that purposeful student homework, geared to students' needs and abilities, planned and organized to extend learning beyond the classroom into the home, can be a constructive tool in the instructional process;
- believes parents can best become familiar with homework expectations when they communicate early in the year directly with the teacher(s) of classrooms in which their children are enrolled and teachers provide written explanation of the homework requirements and procedures for their classroom;
- believes good work habits lead to greater academic achievement;
- values the support parents provide at home to foster appropriate attention on completing and returning homework as assigned by their teacher;
- believes that the strongest academic team includes focused students, concerned, prepared staff and supportive parents.

Homework may be assigned for one or more of the following purposes:

- A. Practice -- to help students to master specific skills which have been presented in class;

- B. Preparation -- to help students gain the maximum benefits from future lessons;
- C. Extension -- to provide students with opportunities to transfer specific skills or concepts to new situations; and
- D. Creativity -- to require students to integrate many skills and concepts in order to produce original responses.

The purposes of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment.

The school principal shall establish guidelines which clarify the nature and use of homework assignments to improve school achievement.

Adoption Date: 4/23/98



## INSURANCE

School insurance is available for students who are not already covered by private medical insurance. Appropriate forms may be obtained from the office.

### INSURANCE COVERAGE

|                       | HIGH-OPTION | MID-OPTION | LOW-OPTION |
|-----------------------|-------------|------------|------------|
| 24-Hour Plan          | \$273.00    | \$171.00   | \$ 117.00  |
|                       |             |            |            |
| School-Time Only Plan | \$ 68.00    | \$ 50.00   | \$ 32.00   |

## INTERNET ACCESS

Crescent School Board Policy 2022 provides for access to the Internet by students providing the student and parent/guardian agree to abide by the District's Policy and Procedures for Electronic Information Systems. A Computer Network Individual User Access Consent Form is to be filled out and signed annually by the student and parent/guardian before access will be granted. The consent form, as well as Policy and Procedure 2022, are available in the school office.

### Electronic Information System (Networks)

The Board of Directors recognized that the district is implementing an electronic communications system (network) that will allow unprecedented opportunities for students, staff and patrons to communicate, learn, access and publish information. The Board believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and cost of maintaining ever more elaborate systems. The district will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

By creating this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network, and grants access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

The Board directs the Superintendent to provide training and procedures that encourage the widest possible access to electronic information systems and networks by students, staff and patrons while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.

## MEDICATION AT SCHOOL

If a student must receive prescribed oral medication during the school day, the school district is required to have on file written authorization from both the child's parent and health professional. Requests for administration of oral medication are valid only for the medication and dates listed on the form and in no case shall the request exceed one school year. **We define medication as ALL drugs, whether prescription or over-the-counter.** Students may bring cough drops to class for their own use. All medication must be provided in the original container. Prescription medication labels must include the student's name, physician's name, the drug name and dosage. The school district may discontinue the administration of the medication with advance written or oral notification.

Parent and Health Professional authorization forms are available in the school office and must be returned to the school office prior to school staff administering any medication to your child. Parents must bring all medication to the school office to be logged in. **Medication is not be sent with your child.**

## **OPEN HOUSE**

Crescent School District will host a K-12<sup>th</sup> grade Open House, Tuesday, September 17<sup>th</sup>, K-8<sup>th</sup> grade will begin at 6:30 p.m., 9<sup>th</sup>-12<sup>th</sup> grade will begin at 7:15 p.m., in the school cafeteria. We encourage all parents to come and visit their child's classroom.

## **PERSONAL PROPERTY**

Please label jackets, hats, lunch pails, etc. and all personal property. Since the school cannot assume responsibility for these items, we suggest that expensive items such as cameras, etc. not be brought to school. Electronic devices including, but not limited to, student tape players, radios, cd's and cd players, video games, cell phones, hand held computer devices, lap tops, etc. are not allowed in the classroom. Inappropriate use of these items during class time will result in disciplinary consequences as well as the confiscation of the item(s). Confiscated items will be available for pickup in the office at the end of the school day. Toys are not allowed on the playground and students must receive teacher permission to bring these items to school.

## **REPORTING PUPIL PROGRESS**

Parents will be asked to come to a conference in November, conference dates are the **12<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup>**. Students K-8 will be released at 12:36 p.m. on conference dates. If you wish a conference with your child's teacher at a time other than fall conference, please contact the teacher. Report cards are issued at the end of each quarter.

## **SCHOOL PICTURES**

School pictures will be taken on Monday, September 16, 2013. Information is included in the first day packet sent home with your student. All students will have their picture taken for school records regardless of them purchasing a packet. Retakes are scheduled for October 22, 2013.

## **STUDENTS ARRIVING/LEAVING BY AUTOMOBILE**

Parents dropping off their children should do so **ONLY** in the front parking lot at the covered breezeway. Parents picking up their children during school hours **MUST** sign out their student in the office, prior to picking them up. Students will meet their parent at the office, not the classroom or parking lot area. For safety purposes, students **MUST NOT** be dropped off or picked up in the bus loading area.

## **STUDENTS ARRIVING LATE**

Students arriving after 8:00 a.m. **MUST** check in at the office prior to going to class. Please send student to the office with a note as to the reason they are tardy.

## **STUDENTS ON CAMPUS AFTER DISMISSAL**

Students are required to leave the school grounds at dismissal time unless they participate in an "after school" activity. Community sponsored activities on campus are not considered school sponsored activities. Supervision of students in those activities is the responsibility of the community sponsor, and student participants in community activities may not remain on campus after school or arrive on campus until the activity begins. Younger students may not stay at school with their older brother/sister who is in an after school activity. Students in after school activities **DO NOT** have the opportunity to safely and satisfactorily supervise these younger students. In these cases parents need to provide other arrangements for child care.

## **VISITATION**

Parents are encouraged to help in their child's classroom. It is our belief that when home and school work together, the child will have greater opportunity for success. **Please let the teacher know 24 hours in advance if you want to visit, as drop in visits in the younger grades can make it difficult for students to stay focused.** If you wish to become involved as a classroom volunteer, please notify your students' teacher. All parents are required to sign in at the office and retrieve a visitor pass before visiting the classroom.

## **VISITORS**

Students who wish to bring a student visitor to school must make arrangements with the principal and teachers by completing a visitor approval form at least 24 hours prior to the day of the visitation.

Visits by students from other peninsula schools when they are on vacation **WILL NOT** be approved due to the excessive number of students that may request visits.

No visitations will be allowed during periods of testing; during the week prior to dismissal for winter or spring break; or during the last week of school.

## **WITHDRAWALS**

Parents of students who will be leaving the Crescent School District **MUST NOTIFY THE OFFICE** three days in advance to arrange for the transfer of records so that the transition to a new school will be as smooth as possible. The transfer of records **WILL NOT** occur until outstanding fines are paid and school materials are returned.

## **CRESCENT ELEMENTARY SCHOOL - BASIC RULES OF BEHAVIOR**

We believe that Crescent School should be a safe and enjoyable place in which to learn. To accomplish this goal, children need to follow some established standards of conduct that are clear and well defined, with each student knowing what is expected of him/her. To achieve this, your help reinforcing our school wide rules would be greatly appreciated. Please take a few minutes to discuss these five basic rules and examples with your child.

1. Students will do all they can to gain the best education. (Examples: Arriving at class on time, coming prepared with materials (pencils, paper, books), completing assignments, putting forth best effort, not disrupting instruction.)
2. Students will respect the rights and feelings of others. (Examples: Being polite; sharing; following directions of supervisors; refraining from destroying the personal property of others; refraining from name calling, teasing, or swearing.)
3. Students will demonstrate quietness and order at the appropriate time and places. (Examples: When a person is talking in a group, others will listen; quiet in the halls and restrooms; not being disruptive walking in the building or between buildings.)
4. Students will assist with safety and cleanliness at all times at Crescent School. (Examples: Walking to and from classrooms; avoiding dangerous games or objects; doing nothing that will cause harm to one's self or others; walking bikes on school property; cleaning up after projects; help keeping playground and building neat and attractive; keeping to the right on stairways and in doorways; keeping hands, feet, and other objects to themselves.)
5. Students will respect and obey all federal, state and local laws. (Examples: Avoid using tobacco, alcohol, or any other drugs and harmful substance; obeying all school rules, encouraging others to obey rules; making wise decisions.)

### **UNSAFE PRACTICES**

Students engaged in unsafe practices will be subject to discipline. If parents or students are aware of an unsafe practice please notify the school person in charge.

### **PLAYGROUND/RECESS/LUNCH TIME RULES**

THE PLAYGROUND SUPERVISOR IS IN FULL CHARGE OF THE PLAYGROUND AND STUDENTS MUST OBEY THE SUPERVISOR PROMPTLY AND WILLINGLY.

**NO SNACKS, FOOD OR DRINKS** of any type will be allowed on the playground or gym during any recess.

### **SLIDES**

Students must go down feet first.  
One student at a time on the slide.  
No climbing on slides, up slides, or on top of tunnel slide.

### **SWINGING TILT WHEEL DEVICE**

NO sitting, spinning, or climbing on top of this device.  
Students may not use coats to help reach bar or to swing from bar.  
Students may not help younger students reach the bar, if you can not get on by yourself, you can not use the tilt swing.  
Students must stop the swing when someone wants to get off.  
Students should also stand at least 4 feet away from students swinging to prevent injuries.  
Students are to wait in line for their turn, not try to get on while other kids are swinging.

### **EGGBEATER SPINNING DEVICE**

Only one student at a time on the spinning device.  
Students must spin themselves, not have others spin them.  
No pushing.  
Students must take turns.

## TRACK AND FIELD

Kindergarten through fifth grade students are not allowed on the track or football field at any time during recess.

## STAY CLEAN AND DRY

Students are expected and encouraged to play and have fun without getting wet and muddy. Students who blatantly violate this rule will be issued consequences.

## OTHER PLAYGROUND ITEMS

Playing football is not allowed.

Playing tag is not allowed.

Bleachers are off limits. Students must not be on or under the bleachers, they must be in the playshed or playground areas.

Students are encouraged to run and play on the big field next to the playground.

No soccer or kickball are allowed up by the portables but can be played further east on the playground field.

No throwing snowballs.

Students' personal toys are not allowed on the playground.

## PLAYGROUND EQUIPMENT CHECKOUT

Playground equipment maybe checked out during recess through the playground supervisor. The playground supervisor will monitor it's use and timely return.

## GYM USE AND SAFETY

**No snacks or food or drinks of any type will be allowed in the gym during recess or lunch activities.**

All food and beverage items must be consumed in the cafeteria prior to leaving for the gym.

Students are not allowed to climb on the bleachers.

Playing football or playing catch with a football is not allowed in the gym.

Basket balls are not to be thrown from half court, students may throw from the 3 point line.

Balls are not to be thrown up toward the ceiling lights.

No dodge ball unless supervised.

Balls may be bounced against the wall below the line separating the concrete area from the area above – no bouncing balls above the concrete.

Students are not allowed in the locker room at any time.

Elementary recess will **only** be held in the gym when bad weather excludes outside activity – snow, rain, heavy winds. Please make sure your child brings appropriate outer wear for the outside temperatures.

## **STUDENTS SHOULD WEAR STURDY FOOTWEAR FOR RUNNING AND ATHLETIC ACTIVITIES.**

## DISCIPLINARY ACTION

For any students who have trouble following any of the preceding rules, the following discipline procedures will be initiated:

|            |   |
|------------|---|
| • Step I   | Student/Staff Conference (warning)  |
| • Step II  | Classroom Consequence   |
| • Step III | Parent/Teacher/Student Conference plus Classroom Consequence                      |
| • Step IV  | Student/Teacher/Principal Conference / Parent notified plus classroom consequence |
| • Step V   | Student/Teacher/Principal/Parent Conference plus school-wide corrective action    |

For extreme behavior including bullying/intimidation, fighting, severe disruption or defiance, the student's parent will be called to pick up their child. The student and parent will need to make an appointment to meet with the principal or designee to discuss student behavior, disciplinary action, and when the student may return to school. Parents may be requested to attend class with their child to monitor their behavior. In extreme cases, students may be suspended.

**CRESCENT SCHOOL DISTRICT  
STUDENT CONDUCT ON BUSES**

**The driver is in full charge of the bus and students must obey the driver promptly. In addition to school-wide corrective action for any infractions outlined below, student misconduct on a bus may also be sufficient reason to discontinue providing bus transportation to those students involved. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.**

**SCHOOL BUS DISCIPLINE**

**STEP 1: VERBAL WARNING  
STEP 2: WRITTEN REFERRAL – CALL PARENTS  
STEP 3: WRITTEN REFERRAL – SCHOOL-WIDE DISCIPLINE**

1. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
2. No student shall be permitted to leave the bus except at that student's regular stop without a note from the parent or guardian.
3. Students may be assigned a seat in which they will be seated at all times, unless permission to change is given by the driver.
4. Students must speak quietly.
5. Students must dispose of trash in the trash box.
6. No student will smoke or light matches on a school bus.
7. No student shall eat or drink on the bus without permission from the driver.
8. No student shall open a window on the school bus without first getting permission from the bus driver.
9. Students shall not at any time extend their head, hands, or arms out of the windows, whether the school bus is in motion or standing still.
10. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, knives, straps or pins extending from their clothing. Also, animals are not permitted on the bus, except for "seeing eye" dogs.
11. Students are responsible for keeping their books and personal belongings out of the aisle. Special permission must be granted by school authorities to transport any large items.
12. No student will be allowed to talk to the driver more than necessary.
13. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
14. Students are to remain seated while the bus is in motion and are not to get on or off the bus until directed to do so by the bus driver.
15. Students must leave the bus in an orderly manner and must obey the direction of the school bus driver on bus duty. When boarding or leaving the bus, students should be in view of the driver at all times.
16. Students must cross in front of the school bus. Students are not allowed to cross the highway to board or leave the bus unless accompanied by a parent/guardian.

17. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.
18. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students.
19. Students who have to walk some distance along the highway to the bus loading zone must, where practicable, walk on the left-hand side facing the oncoming traffic.
20. In the event of an actual emergency, posted emergency exit procedures must be followed. Such procedures will be reviewed and practiced during emergency exit drills.
21. Misconduct:
  - a) Serious cases of misconduct which create unsafe conditions will result in temporary suspension of the offending student.
  - b) Student misconduct on a bus may be sufficient reason to discontinue providing bus transportation to those students involved.

## **NOTICES**

### **CRESCENT SCHOOL DISTRICT IS A TOBACCO-FREE ENVIRONMENT**

#### **NONDISCRIMINATION- SEE DISTRICT POLICY 3210**

The district provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, gender, marital status, previous arrest or incarceration or non-program-related physical, sensory or mental handicaps.

The Crescent School District #313 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender or handicap. Inquiries regarding compliance procedures may be directed to the School District's Title IX/RCW 28A.85 officer and Section 504 Coordinator, Dr. Clayton Mork, P.O. Box 20, Joyce, WA 98343 (360) 928-3311, ext. 1004.

Crescent School District has established complaint procedures. Students or parents who wish to file a grievance regarding discrimination, may receive a copy of the procedures for this purpose and a copy of the appeal procedures from the district office. These procedures comply with WAC 392-190-065 and 392-190-070.

#### **SPECIAL SERVICES PROGRAM**

This is a reminder that the Crescent School District provides special education services for students with disabilities, ages 0-21 years of age. Please contact Special Services (360) 928-3311, Becky Brand, ext. 1020, Julie Fischer, ext. 1023, or Dr. Clayton Mork, Superintendent, ext. 1004, if you have questions pertaining to our programs.

#### **HUMAN DIGNITY**

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged.

A major aim of education in the Crescent School District is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of race, gender, age, disability, physical condition, ethnic group or religion. We expect this value to be manifested in the daily behaviors of students, staff and volunteers. Appropriate consequences for violating this policy will be specified in the student code of conduct. Students violating this policy will be subject to discipline as appropriate.

#### **ANNUAL NOTICE OF SCHOOL'S INTENT TO RELEASE STUDENT DIRECTORY INFORMATION**

Information will not be released for commercial reasons. Information is released within the context of the Family Educational Rights and Privacy Act of 1974. Typical examples of information released include: recognition of participation in officially recognized activities, sports and receipt of placement announcements, class photo, annual, awards, release of junior and senior names to armed service recruiters, regional college and non-commercial vocational schools.

Directory information includes student name, address, telephone number, date of birth, dates of attendance, participation in activities, and weight and height of team members. Telephone requests for information about students are not honored. A parent may annually request in writing that such information shall not be released.



## **PESTICIDE NOTIFICATION**

The district has policy and procedure to inform of posting and record keeping requirements.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application. This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

## **ASBESTOS-CONTAINING BUILDING MATERIALS (ACBM) ARE PRESENT IN THE BUILDINGS**

The District maintains a cycle of EPA accredited inspections. The results of the reinspections are included in the facility management plan located in the administrative office. The plan is available to all interested parties.

It is the policy of the District to provide a safe environment for all students, staff and visitors. This goal is accomplished by providing safe working conditions, programs of training and education and review and improvement of facilities practices. If you have further questions, please contact the district superintendent.

## **HARASSMENT POLICY**

**Any form of harassment is NOT acceptable behavior by anyone at school and should be reported to the counselor or principal.** Harassment is: to persistently disturb, torment or pester. Harassment behavior is one-sided or unprovoked. Students and parents should become familiar with the information about harassment provided by the district.

## **SEXUAL HARASSMENT**

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes, or is a witness in, a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

**CRESCENT SCHOOL DISTRICT  
NOTIFICATION OF THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school office official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Such written notice should be addressed to the school principal: Principal Dr. Clayton Mork, P. O. Box 20, Joyce, WA 98343.

- 2) The right to request the amendment of student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Crescent School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in forming his or her own tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Polity Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520.

**CRESCENT SCHOOL DISTRICT  
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED) –
  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; or
  8. Income, other than as required by law to determine program eligibility.
  
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The Crescent School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Crescent School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Crescent School District will also directly notify parents and eligible students, such as through U. S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Officer  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520