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WELCOME TO CAPE HORN-SKYE ELEMENTARY SCHOOL

Message from the Principal

Welcome! The Cape Horn-Skye staff has worked to develop this handbook to assist you and your child in becoming familiar with our school. We know that by working together, we can equip your child with the tools he or she will need to become happy and productive citizens.

Please take the time to read and review this handbook with your child. The more information we can share with our students in developing strong social skills, understanding school expectations about behaviors and building solid communication.

We love hearing from you. Please keep us informed of information we might need to support you and your family. If you have any questions, please don't hesitate to call us. We will be happy to assist you. We look forward to working together with you as partners in your child's success.

Sincerely,

Mary Lou Woody, Principal
Cape Horn-Skye Elementary School

VISION STATEMENT

Staff, students, parents and our community will work cooperatively to provide all students with the foundation skills needed for success in any learning environment.

Cape Horn-Skye Staff believes that all students want to succeed in society; that in order to do this, they need high rates of success, strong self-esteem, and a sense of belonging to the school community. We believe that students learn best in a setting in which the staff cares for and protects students, provides well-defined and consistently applied expectations, and takes their backgrounds and capabilities into consideration when teaching responsible behavior. We view mistakes as opportunities for growth, while at the same time, protecting the safety and rights of all students. We need to provide students with the behavioral skills to reason, communicate, negotiate, and live with dignity in society.

GUIDELINES FOR SUCCESS

All staff and students at Cape Horn-Skye School will work together to help each other reach their fullest potential. Everyone will be treated with respect and dignity. Any behavior or action that helps someone to grow and mature will be encouraged. Staff will keep students focused on our school guidelines.

- 1. Be responsible**
- 2. Be safe**
- 3. Be respectful**
- 4. Be cooperative**
- 5. Follow directions**

PLEDGE OF SUCCESS

Today is a new day, a new beginning. It has been given to me as a new gift. I can either use it or throw it away. What I do today will affect me tomorrow. I cannot blame anyone but myself if I do not succeed. I promise to use this day to its fullest by giving my best, realizing it can never come back again. This is my life, and I choose to make it a success.

C.I.T.Y Pledge from Dr. Carl Parker

CAPE HORN-SKYE ELEMENTARY SCHOOL DIRECTORY

9731 Washougal River Road
Washougal, WA 98671
360-954-3600
www.washougal.k12.wa.us
Fax 360-837-3906

Operational Staff

Principal:	Mary Lou Woody	Counselor:	Michele Mederos
Secretary:	Deborah Mansfield	Nurse:	Candra Cook
Secretary:	Michelle Rutherford		
Custodian:	John Miller		

Teaching Staff

Kindergarten

Charlotte Richardson
Pam Hieronymous

1st Grade

Denise Miller
Pam Anderson
Heather Kassel

2nd Grade

Jocelyn Aldridge
Heather Robertson

3rd Grade

Margie Holtman
Lucie Willeman
Lindsey Hutchins

4th Grade

Penny Andrews
Walt Ferguson
Cindy Coons

5th Grade

Lori Schilling
Katherine Baxter
Chelsea Meats

Specialty Teaching Staff

Stephanie Closson: SpEd Resource Room
Karen Parks: LAP
Kim Daniels: PE
Pat Jones: Speech
Bryn Walker: Music

Playground Assistants

Francie Akers
Tracey Stewart

Para Professionals

Holly Vonderohe - Library
Tammy Asbjornsen – Library
Traci Carroll – Resource Room
Shellie Osentowski – LAP
Deborah Hong – LAP
Jacquie Clemans - LAP

CAPE HORN-SKYE ELEMENTARY HOURS

The building will close for general business at 3:30 p.m. daily.

Grades 1 – 5: except Wednesdays.....	8:05 – 2:35
Wednesdays – Grades 1 – 5.....	8:05 – 11:35
Kindergarten:	
Monday and Thursday (A Group).....	8:05 – 2:35
Tuesday and Friday (B Group).....	8:05 – 2:35
Wednesdays (Alternates A & B Groups).....	8:05 – 11:35
Office Hours.....	7:30 – 3:30

The building is open to students from 7:50 a.m. to 2:35 p.m. Building supervision is available during that time. Students **should not** arrive before 7:50 a.m., and all students should be picked up by 2:35 p.m.

In the event of an emergency in which these hours are changed, you will be notified by phone, bulletin, or local news media. During the winter months, please check the district website at www.washougal.k12.wa.us listen to your radio for any school closure or delayed-opening announcements or call the District Hotline at 835-7772. If you do not receive a recorded phone call alerting you to school closure or late start please check with the office to make sure we have the correct phone number for you.

EMERGENCY CLOSURE PLAN

Each year, emergencies can arise which require the students to be bused home early without warning to parents (e.g. snow, ice, flooding conditions, power outages, etc.). To plan for this emergency, there are two things we feel need to be done. *First*, the student needs to know what his/her parents expect him/her to do if he or she arrives home early. *Secondly*, the student needs to practice the routine established. Unfortunately, when an emergency closure situation arises, **we cannot call parents** of over three hundred eighty children, therefore, it is wise to plan ahead for such situations.

Please fill out the emergency closure plan form, update all phone numbers and **return it to the office the first week of school** to make us aware of the plan that you and your child have discussed. In this way, your child's teacher will be able to review your plan with your child before we send him/her home on the bus if an early closure were to occur. **If your emergency plans should change throughout the year, please notify your child's teacher and the office.**

If we do not have an emergency closure plan for your child, your child will be sent to his/her regular destination unless advised otherwise.

Research tells us...

Parents of the most successful students do these things to insure success:

1. Send their children to school prepared after a good night's sleep.
2. Attend parent/school conferences.
3. Check their child's backpack or bookbag daily for work to discuss.
4. Keep their children attending school on time, unless the child is ill.
5. Keep students home who show symptoms of communicable diseases.
6. Remember to send their child prepared with lunch or lunch money.
7. Return required signed notes to school promptly.
8. Keep in contact with the school if they have questions or when there are special issues, which affect their child.
9. Feed their child nutritious meals.
10. Read communications from school.

PARENTS PARTNERING WITH CAPE HORN-SKYE

We ask that you please help us with the following things during this school year so that we can be sure that your child will be safe and have stress-free days, free of interruptions to his or her learning. You will find the following in greater detail later in this handbook.

Student School Hours

There is no before or after school supervision. Please do not bring your children to school before 7:50 AM. Likewise after school all students must be picked up at 2:35 unless attending an after school community education course.

Mon, Tue, Thur, & Fri: 8:05 AM - 2:35 PM
Wednesdays Early Dismissal 11:35 AM
Kindergarten "A" Monday & Thursday full days
Kindergarten "B" Tuesday & Friday full days
Kindergarten "A" & "B" will rotate ½ day Wednesdays (see Kindy Calendar)

Absences

Research proves that students who have good school attendance do better in school than those who don't. If your child cannot attend on a particular day, ***It is the parent's responsibility to call the school.*** Please leave a message at 954-3603 before 8:20 AM. This number works 24 hours a day. You must also send a note upon your child's return or it will be considered an unexcused absence.

Cape Horn-Skye EXCUSED ABSENCE

Please excuse _____ for being absent _____
first & last name Date(s)

due to _____
Reason

Signed _____ Dated _____

PLEASE REVIEW THE DISTRICT ATTENDANCE POLICY INCLUDED IN THE DISTRICT POLICY SECTION OF THIS HANDBOOK.

Bus Destination Changes

Send a note in the morning if you need to change your child's after school destination or if you will be picking them up after school. All information on the form below must be completed. Call the bus garage to get numbers and information if necessary. If your child does not have a **complete** note, the usual after school plan will apply.

Cape Horn-Skye CHANGE OF DESTINATION	
_____ has permission to ride the bus to	
_____	(where)
(first & last name)	
after school on _____	
(date)	
Address _____	
Bus # _____	Rm# _____

We discourage calling to make bus changes except for in cases of emergency. Please send a note with your student in the morning or you may email or call 954-3603. Any bus changes made by email or phone during the day need to be made before 1:00 PM to assure your student will receive the change.

Parent Visitation

Parents are always welcome at CH-S School; however, according to contract, parents need to make arrangements with the teacher 24 hours in advance of classroom visits. This helps the consistency and structure for students.

Don't Let Your Child Bring

Weapons (or look-alikes), drugs, alcohol, money (unless it is being turned in to the teacher in a sealed envelope), gum, animals (unless prior arrangements have been made with the teacher), scooters, skateboards, skate shoes, etc. Or anything you would care about if it was lost or stolen.

Be sure your child's name is written inside backpacks, coats and lunch bags.

ROLES AND RESPONSIBILITIES

Staff

Our staff accepts the responsibility outlined in this manual. Through consistency, we will encourage all students to develop the skills and attitudes needed to develop self-confidence and to maximize learning.

Parents

We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. The major role of parents in assisting us with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing.

Volunteers

Parent volunteers are an integral part of our program at Cape Horn-Skye. We need and appreciate the help they give us. Opportunities for volunteers are available in many areas: in the classroom for such activities as preparing materials, putting up and displaying work, reading groups, library, computer lab, music classes and in the office.

PARENT VOLUNTEER OPPORTUNITIES

We encourage parents to volunteer at CH-S and we value the partnership we have with them. Some of the ways to volunteer at school:

- Weekly classroom helper
- Class field trips
- Booster Club
- Office help
- Library helper

All volunteers need to fill out a volunteer form in the office so that we may conduct a motor vehicle background check. These forms are available throughout the year and only take a few moments to complete. We will also need a copy of your driver's license. These checks are good for two school years. Even if your occupation requires you to have a formal background check, we would like you to complete this form; it enables us to have your name on a database of volunteers in our building.

If you would like to work regularly in your student's classroom, please make arrangements through your child's teacher. Notify the office if you will not be able to come on an assigned day.

CH-S Booster Club:

CH-S Boosters are a service and school fund-raising organization. All parents are urged to participate in some manner. All money earned for the school benefits all students through new equipment, enrichment, reinforcements, and scholarships for field trips.

Who are Cape Horn-Skye Boosters? – Any parent with a child in this school or patron of the community.

Officers for the 2008-2009 school year are:

President – Barbara Gray
Vice President – Melissa Haldy
Secretary – Tammy Connolly
Treasurer – Julie Mehr
Chair Persons – Tracy Stewart & Kim Garner

Parents are encouraged to participate by attending the meetings or by volunteering for a project. Meetings are the first Wednesday of the month at 8:15AM in the Booster Room, which is located next to the office.

Booster **Popcorn Sales** will start Mid-September and occur every Friday. This is a great way to volunteer if you have limited time.

VOLUNTEERS DO AND DON'T

For more information see our volunteer guidelines

- Always wear their nametag. Stop by the office to sign in and receive visitor's name badge.
- All Washougal School volunteers must have completed the necessary background check and be on the approved list of volunteers.
- Are discreet and trustworthy with confidential matters relating to the classroom and students.
- Accept the fact that a teacher is the professional educator and that the volunteer is there to supplement.
- Have the desire to motivate children to work and to help them succeed in school.
- Arrive on time for their assignment. Give advance notice of absence. Remember, you made a commitment to the teacher and the students.
- Accept directions and constructive feedback.
- Ask teachers what is expected in their classrooms. Be familiar with policies and procedures listed in the Student Handbook.
- Participate in training relevant to their assignment if necessary.
- Have a pleasant, warm, positive attitude, and maintain a sense of humor.
- Have a neat appearance.
- Be sensitive to children's needs.
- Use language at a level students can understand.
- Always use students names.
- Compliment students whenever possible.
- Ask questions to check for understanding. Listen carefully to what the student has to say.
- You may ask students questions about favorite activities, family members, good friends and personal hopes and dreams.
- Volunteers always defer questions to the teacher and parents.
- Students make mistakes. Let them know that making mistakes is a part of the learning.
- Volunteers must receive instructions before using any machine in the school. Ask the teacher you are assisting for a quick lesson or review. If a teacher needs to use a machine, please stop and let them use it.

Don't:

- Assume total responsibility for students.
- Administer discipline
- Substitute for the teacher unless qualified through the Washougal School District.
- Diagnose students needs, or counsel students.
- Prescribe instructional programs.
- Evaluate student progress and achievement.
- Enter grades into computer.
- Ask or answer questions about religion, politics, sex, etc.
- Work exclusively with their child.
- Bring siblings unless prior approval has been made.

CH-S Important Things to Know

BREAKFAST AND LUNCH

Our cafeteria staff prepares both breakfast and lunch. For best service, for safety, and least congestion we have developed the following guidelines for lunch.

Appropriate behavior includes:

- Sitting at tables
- Waiting to be excused
- Using polite manners
- Using indoor voices
- Touching one's own food only
- Cleaning up

Meal prices:

<i>Student and Adult Milk</i>	<i>\$.40</i>
<i>Elementary Student Lunch (K-5)</i>	<i>\$2.20</i>
<i>Adult Lunch</i>	<i>\$3.00</i>
<i>Elementary Breakfast</i>	<i>\$1.25</i>

Because of the federal lunch program parameters, adults may not purchase a student lunch for themselves or use a student's account to purchase an adult lunch, so please do not ask us to do this. Parent volunteers who frequently eat at school may set up their own lunch account through the office. To receive a lunch or milk, you must have an account or present cash at the time the lunch or milk is picked up. Students are not allowed to trade or give away lunches, or portions thereof, because of the federal guidelines also.

Please refer all requests for free or reduced-price student lunches/breakfasts (40 cents for lunch or 30 cents for breakfast) to the office. Applications are included in the registration packets or may be picked up in the office. The government sets very strict guidelines and the District *must* follow these. Everyone must reapply each year, and the previous year's allocation will only be good for the first month of school.

Students may use their accounts for milk purchases. Even if a child qualifies for free breakfasts or lunches, he/she will have to pay full price (40 cents) for milk.

BULLETINS

The Kodiak news bulletin will be sent home with students each Tuesday. It contains a calendar of events and other information regarding our school. Please check your student's backpack for the bulletin.

BUSES

Students will not be permitted to get off the bus at any stop other than their own, or ride a bus other than usual, unless they have written permission from their parents

to do so. The permission note must be presented at the office upon arrival at school and a bus pass written, which is then given to the driver. We discourage calling to make bus changes except for in cases of emergency. You may email michelle.rutherford@washougal.k12.wa.us or if needed call Deborah at 954-3603. Any bus changes made by email or phone during the day need to be made before 1:30 PM to give time to process the note and assure your student will receive the change.

If the bus is running late in the morning or after school, *you will get information more quickly if you call the bus garage at 835-5626.* They are in radio contact with the buses.

**Also see the student expectations section*

CH-S ABSENCE POLICY

Research proves that students who have good school attendance do better in school than those who don't. If your child cannot attend on a particular day, ***It is the parent's responsibility to call the school.*** Please leave a message at 954-3603 before 8:20 AM. This number works 24 hours a day. You must also send a note upon your child's return or it will be considered an unexcused absence.

Pre-Arranged Absences

Send a note to the OFFICE if you are planning a future absence for your child (i.e. vacation-out of town trip, etc.). State the reason and the duration of the absence, giving as much advance notice as possible. You are encouraged to discuss these plans with the teacher, but a note must still be sent to the office. Without such a note, all absences will be considered unexcused and treated as such by the Washington Mandatory Attendance Law.

Absences Due to Head Lice

The school district allows up to 4-days for teaching each reported case of head lice. After the fourth day, you will be marked unexcused and processed as such. (chapter 28 A225RCW Compulsory School Attendance)

** Please review the district attendance policy included in the "District Policy" Section of this handbook.*

COMMUNITY EDUCATION AND RECREATION

Washougal Community Education offers many fun classes at CH-S on early release Wednesdays. Contact the Washougal Community Education and Recreation Office at 4855 Evergreen Way in Washougal or call 954-3040.

If you would like to use CH-S facilities please make arrangements through Community education at 954-3040 or on the Washougal School District Website.

CONFERENCES

Parent/Student/Teacher conferences are held the weeks of October 27, 2008 and March 19, 2009. You will receive an invitation two-three weeks in advance of each conference. Parents will receive a report card at the end of each trimester.

HEAD LICE

Head lice are a bothersome, easily passed, distraction to learning as well as uncomfortable for the person who has it. Cape Horn-Skye holds a no nit policy. Volunteers will check all students monthly, and students displaying symptoms will be checked as needed. Those students who are found to have live lice or nits (eggs) will be sent home immediately. Parents must completely treat the problem within the four days allotted by attendance policy. Students will be allowed to enter school only after parents bring their student into the office and school staff clears them.

CH-S staff will hold the names of those students with head lice confidential. But we recommend that you, as a responsible parent, notify any parents of children who have had close contact with your children so that we can minimize the outbreak impact.

If you do not know how to rid your child and home of lice, or if you can not afford supplies please contact the school nurse who will be happy to help.

HOMEWORK POLICY

Research on “effective schools” tells us that school and parents need a clear understanding of homework purposes and procedures.

Purpose of Homework

1. Homework is a link between home and school, giving parents an understanding of the school and the opportunity to give their children the individualized help that is often impossible in large classrooms.
2. To be worthwhile, homework must be directly related to class work.
3. Homework extends learning time beyond the classroom (for instance, students can finish work begun in class).
4. Homework allows students time to do preparation before a subject is studied in class (example: measuring a cup of water at home, freezing it and measuring level again, comparing volumes prior to studying liquids and solids in class).
5. Homework develops responsibility, self-discipline, and experience in following directions. This is effective only if students clearly know what they are supposed to be doing.
6. Homework allows additional practice of skills already mastered (a student practices his/her math facts for a faster rate of recall).

7. Homework gives students with different “learning styles” the opportunity to study in a different environment (for instance, a student may do a better job in a quiet place rather than in a room with many other people).

Amount of Homework Assigned

No “hard rule” can be given to fit every case. Many students, by wisely using in-class time, have little homework, while some less-efficient classmates may have considerable homework.

Individual students work at different rates, also affecting the amount of work taken home (and the time needed to complete it).

If you have a concern regarding homework, please contact the teacher.

IMMUNIZATION

State law requires that each child is immunized against the following diseases: DPT/DT, TD, Polio, and Measles, Mumps and Rubella, Hepatitis B and chicken pox. For a complete immunization schedule please contact the school nurse. If your child is found to be missing any required immunizations we will contact you. If it is not corrected in the time allotted they will not be allowed to participate in school until they have proof of the required immunizations.

INSURANCE

It is possible to purchase accident insurance through the school for a very nominal charge. Information is sent out during the first week of school. Other programs are available through the Healthy Options program, which will also link families to insurance and welfare-type programs that are available. Contact the school office for the phone number and name of the person to contact.

LOST AND FOUND

The Lost and Found is located in the cafeteria. To minimize lost articles, please mark coats, sweat jackets and lunch boxes with your students last name. This will also assist with the return of these items. If your child has lost something at school, please send him/her to the lost and found located in the cafeteria.

MONEY

Students should bring only the amount of money needed for the day. The purchase of milk, lunch, and breakfast on their meal account helps to eliminate problems with money. Teachers and other school personnel cannot be responsible for supervision or loss of money brought by a student.

MORNING ROUTINE

We do not have supervision for students that arrive before 7:50 a.m. If your child is buying breakfast, upon arrival at 7:50 a.m. your student needs to go immediately to the cafeteria. Breakfast will be served from 7:50 a.m. to 8:00 a.m. in the cafeteria. Students must remain in the cafeteria to eat breakfast. **Breakfast will not be served beyond 8:05 a.m.** Other morning responsibilities include depositing money

to their meal account and/or turn in bus notes at the office before going to the classroom.

PARTIES

Classroom parties are at the discretion of the teacher. Due to food allergy sufferers, please obtain approval from your students' teacher before providing treats for the classroom. Children wishing to give out invitations to private after-school parties are encouraged to do so by mail in order to avoid hurting the feelings of those not invited.

PICKING UP STUDENTS FROM SCHOOL

If you need to pick up your child during the day, you must come to the office to sign your child out. *Do not go to your child's classroom or on to the playground. Teachers or playground assistants do not have the authority to dismiss your child from school.* If someone other than the parent or guardian is picking up a student, the school must have written permission signed by the parent or guardian. Students that are to be picked up at the end of the day need to wait in the front entry hallway. Parents need to sign students out in this area. We cannot allow children to walk into the parking lot by themselves, nor can we release children without a signature.

SEARCH AND SEIZURE

Student desks and cubbyholes are provided from public funds for student use. If the school authorities have reasonable cause to believe items contained therein constitute a criminal or rule violation, searches of property for which the school has responsibility may be conducted.

SICKNESS

Students who are sick should stay home. If a student becomes ill during school, parents will be contacted and expected to pick up their child. It is important to have several working numbers on file for your child in event of illness. **You must have a way to have your child picked up in case it is needed.** If your child has vomited or has had a fever of 100 degrees or higher, it is recommended that he/she stay home for 24 hours after these symptoms have passed.

STUDENT FEES AND CHARGES

Fines or damage charges may be levied for lost and/or damaged library, classroom books and equipment. The student or his/her parents may appeal the imposition of a charge in a manner consistent with Washougal School District policy 3313. A student may make restitution or pay fees through a voluntary work program. Report cards may be held if fines are not paid.

TELEPHONE

Please feel free to call any time you have a question. Parents wishing to get messages to their children may do so by calling the office. We will be happy to deliver your message.

TRESPASSING

Upon request, any persons, including students, must identify themselves to school authorities in the school building, on school property, or at school-sponsored events.

VISITORS (All Visitors must report to the Office)

Parents are welcome to visit classrooms, but an appointment must be made at least 24 hours in advance. Parents wishing to schedule a conference or have specific concerns should call to make an appointment. Family members who wish to eat lunch with a student must notify the office in advance to purchase lunch.

Due to disruption, out of district students will not be allowed to visit CH-S on the non-attendance days of their school.

STUDENT EXPECTATIONS

STUDENT DRESS

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall not be regulated except when there is a reasonable concern that:

1. A health or safety hazard will be presented by the student's dress or appearance.
2. Damage to school property will result from the student's dress.
3. The student's dress or appearance will create a material and substantial disruption of the educational process at the school.

We at Cape Horn-Skye take great pride in our school and believe that personal appearance is a reflection of that pride. As a result, the following rules have been established:

- Straps on blouses/shirts must be at least one inch wide.
- No short shirts. Shirts must completely cover the mid-drift.
- No flip-flops. Sandals that have a back strap are acceptable. Shoes that completely cover the toes are preferred. Shoes that are appropriate for play.
- Shorts/skirts finger tip length. If possible, wear shorts under skirts.
- Weather appropriate clothing.

CAPE HORN-SKYE STUDENTS ARE ALWAYS EXPECTED DO THE FOLLOWING:

IN THE HALLWAY

1. Walk to and from areas with no talking.
2. Respect school property by not touching the walls or any items on the wall.

ON THE PLAYGROUND

1. Keep hands and feet to self.
2. When the whistle is blown one long whistle, the students are to stop what they are doing ("FREEZE"), look at the playground supervisor, listen for any directives and follow the signal for each room that tells them to walk quietly to class.
3. Students will settle differences peacefully using "Stop/Think/Plan". (STP)
4. Students will show respect for others and follow directions given by staff.
5. Once outside, students will stay out during all outside recesses, unless they have a pass to go inside the building.

SPECIFIC EQUIPMENT RULES

ALWAYS TAKE TURNS AND SHARE EQUIPMENT

SWINGS

1. Swing in a straight line in a sitting position.
2. Jumping from a moving swing is unsafe and is not allowed. (No cherry drops!)
3. One turn on a swing consists of 50 back-and-forth swings.

PLAY STRUCTURES

1. Wait outside the border for turns on the swings.
2. When walking near equipment, stay outside the border, especially near the swings.
3. **PUSHERS:** Push only as high as those swinging are comfortable, and only one person push at a time.
4. Again, one turn on the swings consists of 50 back-and-forth swings.
5. Hold on to the swing while on it.
6. Jumping onto the bridge off the equipment is unsafe and is not allowed.
7. The bridge is not to be rocked from side to side.
8. Slide sitting down, and face forward.

TETHERBALL

1. A game is won when one player has wrapped the rope as far as it can go in his/her own direction.
2. A match must consist of a "margin of victory" of at least 2 games.
3. One player serves and has complete control of the ball, choosing which direction.
4. A person immediately loses the game if he/she touches the pole.
5. Other violations include: stepping off sides, touching the rope, carrying or throwing, or double hitting. The ball is stopped and then returned to the place it was wrapped when the violation occurred.
6. If a simultaneous violation occurs, a pole drop is performed whereby both players Place one hand on the ball, hold it 3 feet from the pole and release it together. Once the ball hits the pole, either player can hit it.

EQUIPMENT

1. Wait for your turn, then slide sitting down facing forward one at a time.
2. Take turns on the monkey bars and proceed in the same direction. There should be no pushing or shoving in the crows nest. No more than 5 people in the upper area at one time. Wait for your turn to slide down.
3. Take turns on the balance beam and proceed in the same direction.
4. Straddle the pipe slide and proceed down feet-first facing forward.

IN THE CAFETERIA

- Walk carefully and quietly in line when entering and exiting
- Fill in tables as directed by the cafeteria supervisor
- Talk quietly to those sitting nearby
- Show best table manners by chewing with mouths closed and not talking while chewing food

- Trading lunches is not allowed
- Leave the table and floor clean
- Stay seated and wait quietly to be excused
- Keep hands on own tray and food
- Once seated, stay in the same seat unless given permission to move

IN THE GYMNASIUM

- Use bleachers for sitting only
- Use equipment as appropriate
- Keep food and drink out of the gym
- Respect the rights of others
- Follow directions when you hear the whistle

DURING ASSEMBLIES

- Enter/exit in an orderly manner
- Listen to, and follow, directions
- Sit quietly when appropriate
- Remove hats for flag salute

AT DISMISSAL

- Walk all the way to the bus
- Stay on the sidewalk or blacktop

IN THE RESTROOM

- Put all paper towels in the waste basket.
- Flush toilets
- Wash hands before leaving

TOYS

Toys are not allowed on the playground. If a toy is brought to school for sharing, it must remain in the student's backpack until permission is given to bring it out for sharing. Electronic games sometimes are allowed on the bus as determined by individual bus drivers. These are to remain in backpacks and not brought out during the school day. Doing so could result in confiscation.

The responsibility for personal equipment will be the student's.

CLOSED CAMPUS

Cape Horn-Skye School operates under a "closed campus" policy as directed by the Washougal School Board. This means that students may not leave the school grounds without permission from the office. **The Skamania County Sheriff's Department will be contacted if a student leaves the school grounds without permission.**

LEAVING CAMPUS WITHOUT PERMISSION

In the event a student leaves the campus without permission, the following steps will be taken:

1. An immediate physical search of the playground and building will take place.
2. Notification of the Sheriff's Department
3. Attempt to notify the parent/guardian directly by phone. If they are unavailable, notify the emergency number.
4. Searches will be under the direct control of the Sheriff's Department. Staff will assist as requested.

RULES AND REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

1. The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly.
2. School and district rules/regulations apply on the school buses.
3. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities.
4. Students in grades K-8 may get off at a place other than their own regular stop only by written permission from the office. Students in grades 9-12 may be let off at a place other than their own regular stop through pre-boarding mutual arrangement with the driver or by written permission from the office.
5. Each pupil may be assigned to a seat.
6. Students will:
 - a. Sit properly in their seats.
 - b. Refrain from throwing objects in/out of the bus.
 - c. Keep their hands to themselves.
 - d. Be courteous to their fellow passengers.
 - e. Use appropriate language.
 - f. Keep the bus clean of refuse.
 - g. Refrain from eating anything while riding.
7. No pupil shall at any time extend his/her head, hands, or arms out of the windows whether the school bus is in motion or standing still. Windows shall not be opened more than 6 inches at any time.
8. 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, or straps or pins extending from their clothing. Also, any type of animal, with the exception of a seeing-eye dog, is not permitted on the bus without permission from the bus driver.
9. Each student must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
10. No student will be allowed to talk to the driver more than is necessary.
11. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the bus driver.
12. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.

13. Students must leave the bus in an orderly manner. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, the students should be in view of the driver at all times.
14. Students must cross the highway only in front of the school bus and never behind it.
15. 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.
16. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students. Students in violation are subject to disciplinary action.
17. Students who have to walk some distance along the highway to the bus loading zone, where practicable, must walk on the left-hand side facing on-coming traffic. This will also apply to pupils leaving the bus loading zone in the evening.
18. Students shall not perform any act which will obstruct the free passage of a school bus along its normal course.
19. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
20. The school district will hold the student or parent/guardian responsible for damage to school buses caused by the student. (Restitution)
21. Students may not use radios or stereo equipment while on the school bus unless the device is being used with headphones.
22. Students' misconduct on a bus will be sufficient reason to discontinue providing transportation to those students involved. (Policy #8123.P)

BUS REFERRAL PROCESS

When, in the opinion of the bus driver, a student defies the authority of the driver to maintain discipline on the bus, and persistently refuses to obey the driver or abide by regulations directing student conduct on buses, the driver shall refer the student to the principal of the school for further disciplinary action, provided the driver has taken steps to change behavior. Please contact Transportation (835-5626) for any questions you may have or for a change of address.

PRE-REFERRAL ACTION

1. Driver explains all six (6) general bus rules to the students.
2. Driver provides each student's parents with a written copy of the 22 rules.
3. Driver will employ effective teaching techniques in teaching expectations to students.

STEP 1: BUS BEHAVIOR REPORTS

- a) Verbal (to student) and written report by driver, copies to building administrator and transportation director. (Optional addition of b.)
- b) Seat assignment and notification to parents by driver (via phone, in person, or in writing). Inform students that further infraction(s) will result in a written referral.

STEP 2: 1st ACTION REFERRAL

Inform student that further infraction(s) will result in loss of bus privileges.

Notification sent to:

- Parent
- Principal
- Bus Driver

Conference with administrator and student/parent notification. If behavior plan is needed, driver attendance is mandatory.

STEP 3: 2nd ACTION REFERRAL

Student is removed from bus for five (5) ridership days by the Principal and a behavior plan is developed if not already implemented.

STEP 4: 3rd ACTION REFERRAL

Student is removed from bus for ten (10) ridership days by the Principal or the behavior plan is employed. Behavior plan will include clearing bus referral record after 60 ridership days of good behavior.

STEP 5: 4th ACTION REFERRAL

Loss of bus privileges for 60 days. Special transportation arrangements should be made in coordination with the transportation supervisor.

CAPE HORN-SKYE DISCIPLINE

Discipline at Cape Horn-Skye is usually not a major problem. Repeated misbehavior is usually a symptom of a problem the student is having rather than a problem in itself.

Our goal is to help all students to achieve self-discipline. Limits are set that will help:

- A. Protect and respect rights of all.
- B. Provide for the safety of all.
- C. Insure that individuals will grow in positive ways academically, socially, behaviorally, and emotionally.

Consequences for not following school rules include:

1. Verbal warning
2. Loss of recess
3. Written referral (sent home for parent signature)
4. Phone call to parents/guardian
5. Suspended from the classroom
6. Suspended from school

The Cape Horn-Skye Self Manager program has four progressive goals:

1. To put focus on positive behavior.
2. To recognize appropriate behavior.
3. To foster positive leadership and positive role models.
4. To encourage responsible behavior.

This program encourages and recognizes students who demonstrate the ability to manage their own behavior. Students will be taught the expectations below and expectations will be reviewed as necessary.

1. BE RESPONSIBLE AND PREPARED

- completes tasks
- manages materials appropriately
- has materials ready to use
- always tries to do their best at school

2. BE SAFE

- keeps hands, feet and objects to self
- respects others' space and property
- follows reasonable directives on safety
- walks in the hall
- uses equipment, materials, and furniture safely
- stays in assigned areas

3. BE RESPECTFUL

- respect others' space and property
- uses school-appropriate language
- is quiet when appropriate
- uses appropriate words and actions to express disagreement
- cares about the feelings of others
- leaves gum at home
- removes hat for the flag salute

4. BE COOPERATIVE

- listens to others
- practices good sportsmanship
- respects others' opinions
- is honest

5. FOLLOW DIRECTIONS

- follows recess and classroom routines
- responds to whistle signals at recess
- responds in a timely manner to directives

Teachers will teach the above expectations and guidelines from the first day of school, as well as at the beginning of each trimester. Reminders throughout will also be appropriate.

DISTRICT POLICY AND PROCEDURE

4210. REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school provided transportation or areas of other facilities being used exclusively for school activities.

The Superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

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

Persons engaged in military, law enforcement, or school district security activities; persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course; persons competing in school authorized firearm or air gun competitions; and any federal, state or local law enforcement officer.

The following persons 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 may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person’s possession and are to be used in a school-authorized martial arts class.

School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy.

3240.2 – WASHOUGAL SCHOOL DISTRICT DRUG AND ALCOHOL POLICY

Drug, alcohol, and other controlled substances use or possession or distribution of drugs, alcohol or other controlled substances, or items purported to be one of the above is prohibited.

3240.2P Drug, Alcohol, and other Controlled Substances - Procedures

Student using and/or possessing

First Offense: The student shall be suspended, as a disciplinary action from

school, for a mandatory period of ten (10) days on the first offense, which may be reduced to five (5) days if a drug evaluation is completed and enrollment in a Drug/Alcohol Program. A parent/guardian conference must be held with the Principal or designee. Notification will be made to all proper authorities, including law enforcement personnel as needed.

Second Offense: The student shall be suspended from school for a period of twenty (20) days in accordance with district policy 3200. If the student enrolls in an approved Drug/Alcohol Awareness Program, the drug program is completed and recommendations followed, the suspension may be reduced to eleven (11) days. A parent/guardian conference must be held with the Principal or designee. Notification will be made to all proper authorities, including law enforcement personnel as needed.

Third Offense: The student shall be expelled, and may be readmitted upon successful completion of an approved Drug and Alcohol program. A parent/guardian conference must be held with the Principal or designee. Notification will be made to all proper authorities, including law enforcement personnel as needed.

Fourth Offense: The student shall be expelled from school and such action shall be carried out in accordance with the district policy 3200. Notification will be made to all proper authorities, including law enforcement personnel as needed. A student's violation of this policy shall be cumulative during the student's enrollment in the Washougal School District.

Student Trafficking and/or Enticement

First Offense: The student shall be expelled from school and such action shall be carried out in accordance with the district policy 3200. In every case wherein a student is believed to be involved with the use of or sale, trafficking or enticement for the use of illegal drugs, alcohol or related drugs, the building principal, or designee, shall a. In cooperation with law enforcement and probation officers, investigate all of the facts and circumstances related to the case.

b. Carefully evaluate the facts and circumstances of each case so that appropriate remedial and/or rehabilitative action may be taken with due regard to the best interests of the individual student and the welfare of the other students of the school.

c. Prepare a complete written report of all findings and circumstances in each case including the action taken. The report and all similar reports concerning the same student shall remain on file as long as the student remains in the Washougal schools and shall be open and available to authorized juvenile and probation officers upon subpoena, court order, or parent/guardian authorization for release of such information.

In every case wherein student involvement with illegal drugs/alcohol or related

drugs is established by investigation, a summary report of the case including a statement concerning administrative disposition of the case, including discipline taken, shall be submitted to the Superintendent or designee (Hearing Officer) by the building principal.

District policy and regulation relative to appeal and due process rights pertinent to this regulation on illegal drugs is policy 3200.

A student's violation of this policy shall be cumulative during the student's enrollment in the Washougal School District.

3416. MEDICATION AT SCHOOL

The Washougal School District No. 112-6 is authorized by Chapter 195, laws of 1982, to administer oral medication to students during school hours or while students are in custody of the district. The Board authorizes the Superintendent to designate personnel to administer oral medication to students. Oral medication is to be administered pursuant to the law and only when a licensed professional with authority to prescribe medication determines that the medication is necessary to permit the student to attend school and/or to facilitate the student's ability to learn. If a student must receive prescribed oral medication during the school day, the parents/guardians shall provide in writing authorization, instructions and a description of possible medication side effects to the school principal or designee. If the medication is to be administered for more than five (5) consecutive school days, then confirmation in writing must be received from the prescribing licensed professional with the instructions for administering the medication and identification of possible medication side effects. In any case where the district, in the exercise of its discretion, determines to discontinue administering oral medication to a student, the coordinator of health services shall be consulted before the school notifies the parent or guardian in advance of the date of such discontinuance.

The Superintendent shall establish procedures for:

1. The training of staff members in the administering of prescribed oral medication. The training shall be by a licensed professional and shall include the periodic review of proper procedures after initial training. Training shall include instruction on the handling, identification, and delivery of proper dosage;
2. Designating staff members who will be authorized to administer prescribed oral medications to students after completing proper training;
3. Receiving parental requests for the dispensing of prescribed oral medication;
4. Receiving a licensed professional's request and instructions regarding a student who will be taking prescribed oral medication;
5. Receiving and storing prescribed medication in the original container in a

locked cabinet that can be dispensed in accordance with instructions from the parents/guardians and licensed professional;

6. Maintaining records pertaining to the administering of prescribed oral medications;

7. Informing parents/guardians and staff that parents/guardians and licensed professional requests and instructions shall be considered current and unexpired for a maximum period of one (1) year, but shall in no event be valid from one school year to the next; and

8. Notifying the classroom teacher by the principal or designee as to which students are on medication and alerting the teacher to the possible medication side effects.

9. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school. Medications administered by routes other than oral (ointments, drops, nasal inhalers, suppositories or non-emergency injections) may not be administered by school staff other than registered or licensed practical nurses. Medications prescribed by health care professionals other than physicians or dentists may not be administered by school staff other than registered or licensed practical nurses.

If the district decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

for Elementary and Secondary Institutions

The Family Educational 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 educational records within 45 days of the day the District receives a request for access.*

Parents or eligible students should submit to the school's principal 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.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. Parents or eligible students may ask the Washougal School District to amend a record that they believe is inaccurate or misleading. They should write the school's principal, clearly identify the part of the record they want changed, and specify why it is inaccurate.

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.

4. The right to consent to disclosures 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 unit 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 performing his or her tasks.

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

5. 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 Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605**

**State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a "public records" request within 5 business days.RCW42.17.320*

3210. NONDISCRIMINATION : EQUAL OPPORTUNITY PROGRAM (TITLE IX)

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

The Superintendent of Schools for the Washougal School district is directed to recommend rules and regulations to insure compliance in the above areas. Additionally, the Superintendent shall provide for the annual evaluation, periodic surveys, annual notice and complaint procedures as required by law to insure that there is in fact equal opportunity for all students in the district.

The Board shall designate a staff member to serve as Equal Opportunities Compliance Action Officer.