

**Columbia River Gorge Elementary School
Student/Parent Handbook
2019-2020**



**Columbia River Gorge Elementary
35300 SE Evergreen Blvd.
Washougal, WA 98671
(360) 954.3900**

Tracey MacLachlan – Principal

This Handbook belongs to:

Name:

Teacher:

Room Number: _____

From Our Principal

Dear Columbia River Gorge Families,

Welcome to Columbia River Gorge Elementary School! We are so excited to have you as part of our school community. As a staff, we are dedicated to providing a safe, positive learning environment for all of our students. We will strive to ensure that each of our students have success through high academic, behavioral, and community expectations each and every day. Our desire is to build strong relationships with all families in order to support all students. We encourage you to participate in any way that you can, whether it's a school activity, special event or being involved with our school Boosters. Collaboration between families and our school plays a key role in your child's success.

This handbook contains information about the day-to-day operation of our school. Please read through and discuss the contents with your student before signing. There is information here that pertains to students from kindergarten through fifth grade.

Please help us keep in touch. When your child brings home a school flyer or you receive a phone message/email, please take time to review it together. (All teachers have their own preferable way to stay in contact with parents and families. If you feel you are not keeping abreast of school information, please contact our school office and we will make an extra effort to communicate in ways that meet your families needs. Our school website is a great way to learn what is

going on in the new Columbia River Gorge community. You can find it through the district's website <http://www.washougalsd.org>.

We look forward to meeting you in person. I have an open door policy, so please feel free to contact me by phone or email. Columbia River Gorge is a school that fosters excellence in all we do for our students. Welcome!

Sincerely,
Tracey MacLachlan
Principal
360.954.3900
tracey.maclachlan@washougalsd.org

Vision Statement

We at Columbia River Gorge Elementary School, cultivate a community of mindful citizens in a safe and welcoming environment to ensure equity for all and to inspire every student to strive and work toward their highest potential.

The Columbia River Gorge staff believes that all students want to succeed in society, and in order to do this, they need high rates of success, strong self-esteem, and a sense of belonging to our school community. We believe that students learn best in an environment in which staff care for and protect all students, and provide well-defined and clearly communicated expectations.

We believe all students must:

Be Safe

Be Responsible

Be Respectful

School Mascot: River Otters

School Colors: Navy blue and gray

School Hours:

Doors Open to Students 8:45am

School Begins 9:10am
End of Day (M, T, TH, F) 3:40pm
Early Release Wednesday 3:00pm
Conference Days & Last Day of School: 9:10am-12:40pm

See the 2019-20 calendar for a view of school holidays.

NOTE: Contact the school office before 2:30pm if your child will be going home from school a non-typical way. (Example: He/she usually rides the bus, but will be picked up by parent today.)

Emergency Closure Plan

In the event of an emergency in which school hours are changed, you will be notified by phone, email, or local news media. During the winter months, please check the district website at www.washougal.k12.wa.us or listen to your radio for any school closure or delayed opening announcements.

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 their parents expect them to do if they arrive home early. **Secondly**, the student needs to practice the routine established. Please be sure that the school has updated emergency parent contact information. Contact the office at anytime to update your information.

Research Tells Us:

- #1. Send your children to school prepared after a good night's sleep**
- #2. Attend parent/teacher conferences**
- #3. Check your child's backpack/book bag each day**
- #4. Keep your child attending school on time, every school day, unless the child is ill**

#5. Keep your child home when they show symptoms of communicable diseases

#6. Remember to send your child to school knowing their lunch plans

#7. Stay in contact with the school and your child's teacher so that when issues arise we can take care of them quickly

Attendance

Research proves that students who have good school attendance do better in school than those who don't. If your child cannot attend school on a particular day, it is the parent's responsibility to call the school office. Please leave a message or send an email to the link on our website. The phone number is 360.954.3900. The online option is www.washougal.k12.wa.us/crge The number works 24 hours a day. You may also send a written note to school upon your child's return.

Please review the Washougal School District's attendance policy included in the district policy section of this handbook.

Parent Involvement

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

- Weekly classroom help
- Class field trips
- CRGE Booster help

All volunteers need to complete a WSD volunteer clearance form which you can get in our school office. They only take a few minutes to complete, and we also need a copy of your driver's license. These background checks are good for two years. Parents and other visitors are always welcome in our school. For the safety of our children, we must insist that all visitors come to the office before going to any location on campus to sign in and get a visitor badge. Additionally, this check-in procedure allows staff to know who is in our building in case of emergency. So please, come to the office and check-in even if you have been here many times or are just having lunch with your student. It is never our intention to discourage your visits, it's our way of addressing safety in our building at all times. If an adult visitor wishes to volunteer in a classroom, a time should be pre-arranged with the classroom teacher and the principal. Inviting friends or other children to visit is not permitted during the regular school day.

CRGE Boosters

The Columbia River Gorge Boosters are comprised of dedicated parents, committed to an excellent working relationship among teachers, support staff, administration and parents. All Columbia River Gorge families are automatic members. Meetings are held monthly and information can be found on the school website under the Boosters tab. Please check in with our school office for more information and who you can contact.

School Meals

Students are able to purchase breakfast and lunch at school. Funds may be deposited to student accounts by sending cash or checks to school. Checks can be made payable to "Washougal School District". Online payments may be made through Skyward Family Access. For up-to-date prices on breakfast and lunches for both students and adults, please see the WSD website under nutrition services. Free and reduced applications are online on the district/school website and are also available throughout the school year in the office. This information is kept confidential. A monthly menu is sent home with students and is also available on-line at the Washougal School District website as well.

School Supplies

Copies of the requested grade level supply lists can be picked up in the school office or accessed on the district website. Any student who needs support in acquiring the necessary supplies throughout the year should contact our counselor, or Family Resource Coordinator. They will be happy to offer assistance at anytime.

Student Birthday Celebrations

Columbia River Gorge students will have an opportunity each month to participate in the celebratory **Birthday Table!** Each month the birthday student will be invited to bring a friend and sit at the special lunch table with our school principal! The birthday student will receive a special birthday treat. Individual classroom celebrations are not permitted.

Lost and Found

If your student loses a coat, sweater, lunchbox, etc. at school, please check our lost and found downstairs outside the entry to the CRGE gym. Students must pass by there each day going to lunch so they can easily check for lost or misplaced items. It is VERY helpful if you could remember to **label your child's items with their names**. Our staff goes through them diligently to find their rightful owner. We do donate the excessive items at winter break, spring break, and the end of the school year. We also strategically place the hanging items during conference weeks so parents can check as well.

Using the School Phone

Students are allowed to use school telephones for school business or in case of an emergency. Cellular phones are to be turned off during school hours and on school property. Violations of this rule will result in phone confiscation through the end of the day. We are not responsible for lost or stolen phones. **Cell phones are not to be turned on during the school day for any reason.**

Establishing a Typical Student Dismissal Plan Each Year

In order to make sure we are accountable for the safety of every student, Columbia River Gorge has parents/guardians establish their "typical exit plan." This is the plan that their student(s) will follow on most days. Any day in which the plan is altered, Columbia River Gorge needs this information provided to the office in writing at the start of the day.

Individual office notes are provided daily to students who vary from the typical plan. Teachers will not allow students to change their exit plan without an office note that came from direct parent/guardian permission. If we don't have a note, phone call, or email, the child will be sent home on their typical exit plan.

Before School Parent-Student Drop-Off

If you are transporting your child to school, please use the front parking lot to drop them off. **Students should not arrive before 8:45 A.M.** We do not have staff to supervise students before this time. Student safety is our #1 priority.

Kindergarten Student Without an Adult at the Bus Stop

In the event that a kindergarten student is not met by an adult at their bus stop after school, the bus driver will reroute the student to Community Education SPACE After School Program located at Hathaway Elementary School. Please call

the WSD Transportation dispatch if you have any questions regarding transportation/bussing.

School Counselor

Our school counselor is here to support all the students and families at Columbia River Gorge. A parent can make an appointment with the school counselor through the office at any time. The counselor will help students with academic, personal, social, or behavioral issues. The main goal is to help students understand themselves, so they can make good decisions about life.

The counselor also delivers curriculum on friendship and anti-bullying behavior at many grade levels throughout the year. Services are delivered 1:1 for issues too around bereavement and mental health, as well as in groups for conflict resolution, and other needed areas.

Conversations between the school counselor and students will remain confidential, within legal limits. For example, reports of abuse and/or neglect must be reported to the proper authorities. Parents are informed about safety issues that emerge during this process.

Health Room

Students who become ill or injured should check into the health room in the office. The health room at Columbia River Gorge is staffed daily by our secretarial staff, and a registered nurse that is on campus 5 days a week that is shared with JMS. It is important for the school to be able to contact parents/guardians or a trusted friend/relative in case a student becomes ill while at school. Students will not be allowed to leave school without the permission of one of these people. At the beginning of each year, families provide the school with accurate phone numbers for work, home and emergency contacts. If any of these numbers change, please notify the school office immediately.

In the unfortunate circumstance that a child is seriously injured at school, parents/guardians are notified immediately. This is why keeping the school informed as to changes in emergency contact information is imperative. If a child needs medical attention and a parent/guardian or other emergency contact cannot be reached, school personnel will contact emergency medical services to transport the child by ambulance to the preferred hospital listed on the ***Student Health Inventory*** form. Minor injuries are usually followed up with a written note sent home with the student, from the health assistant or building registered nurse.

Student Withdrawal

Parents wishing to withdraw their child from school on a permanent basis must do so in writing through the school office. Records will be forwarded upon request of the next school's principal. Any student not in attendance for 20 consecutive days will be automatically withdrawn from the school district per state policy.

Unsafe Items

Some items that may be appropriate for home, camping, etc. are not acceptable at school. Any kind of knife, matches, and many types of tools are unsafe to bring to school. Replicas of guns, knives, swords etc. are not permitted and could cause other students to be concerned and thus detract from learning. Squirrt guns or plastic gun replicas are not allowed at school. Bringing weapons or using replicas for intimidation are never permitted and district policy regarding consequences is spelled out in Appendix C.

Behavioral Expectations

We believe it is important to teach children the behaviors we expect at school so they can learn how to be responsible citizens. Our goal is to create an environment that is safe, kind, and respectful. Through a program called Positive Behavior Intervention Support (PBIS), Columbia River Gorge is prepared to make positive student behavior a top priority where we work to reinforce common expectations around the school. Data on student behavior is reviewed throughout the school year so we can keep our school environment positive and focused on learning.

Behavior Expectations

CRGE	<u>I am Safe</u>	<u>I am Respectful</u>	<u>I am Responsible</u>
All Common Areas	<ul style="list-style-type: none">• Hands, feet, & objects to self• Walk facing forward in a straight line & to the right	<ul style="list-style-type: none">• Wait your turn• Use kind words and actions	<ul style="list-style-type: none">• Clean up after yourself.• Use appropriate voice level• Take care of equipment and belongings
Bathroom	<ul style="list-style-type: none">• Keep water off floors• Wash hands• Report problems	<ul style="list-style-type: none">• Use quiet voices• Give people privacy	<ul style="list-style-type: none">• Flush toilets• Towels: Count 1,2...rip• Follow classroom checkout
Cafeteria/ Commons	<ul style="list-style-type: none">• Don't share or trade food• Sit with feet towards floor, bottom on bench, facing forward• Walk with tray, hold it with both hands• Walk at all times	<ul style="list-style-type: none">• Allow anyone to sit next to you• Say please and thank you• Use quiet voices• Say "Excuse me" before you walk through the line• Chew with your mouth closed	<ul style="list-style-type: none">• Clean up your space• Place salad bar handles out of the food• Eat what you take• Stay seated until time to excuse then raise your hand
Hallways/Stairways	<ul style="list-style-type: none">• Straight line• Walk to the right• Hands, feet & objects to self• Walk slowly	<ul style="list-style-type: none">• Silent, no talking• Hold door for the person behind you	<ul style="list-style-type: none">• Arrive/leave on time• Go straight to your destination• Have a pass or be with your class

Recess	<ul style="list-style-type: none"> • Stay within boundaries • Line up quickly, quietly and in your own space • Hands, feet & objects to self • Use equipment safely • Wear appropriate clothing for the weather 	<ul style="list-style-type: none"> • Follow game rules • Play fairly. All games are open to all kids • Take turns. All equipment is to be shared • Respect others property • Use positive talk 	<ul style="list-style-type: none"> • Listen and follow supervisor directions • Put equipment away • Use pass for leaving the area • Line up when bell rings • Take care of your backpack and belongings
Assemblies	<ul style="list-style-type: none"> • Walk quietly and calmly • Sit in assigned area 	<ul style="list-style-type: none"> • Sit on pockets (bottom) • Sit in your own space • Clap appropriately • Keep hands at sides 	<ul style="list-style-type: none"> • Enter/exit quietly • Use good audience manners • Wait for signals • Be a good listener
Evacuation Drill	<ul style="list-style-type: none"> • Line up quickly, quietly and in your own space • Walk quietly, calmly • Face away from the building 	<ul style="list-style-type: none"> • Help your teacher and others if asked 	<ul style="list-style-type: none"> • Follow adult directions • Be a good listener • Never play with school safety alarms or extinguishers

Library/Media Center

The Library/Media Center exists to help students and teachers carry out the school curriculum, to assist in research, and to promote an enjoyment of reading. The library is often open before school and during recesses.

Students should:

- Understand they are financially responsible for items they check out.
- Understand if an item checked out is not returned or renewed after two weeks, it will be overdue. An overdue notice will be sent to the student's classroom and additional items cannot be checked out until the overdue ones are returned or renewed. Students with overdue books at the end of the year will have book fines placed on their Skyward file..
- Act in a responsible manner when in the library by being respectful to others with a quiet voice.
- Please let library staff know if you need assistance.

Technology and the Network Code of Conduct

Columbia River Gorge provides all students access to technology. Student usage of the internet will be closely monitored by staff. Although we don't believe there will be misuse of the internet by students at CRGE, the district has established internet misuse consequences. Please see the Washougal School District policies and procedure around electronic devices and usage while on campus.

Playground Supervisors

The playground supervisors #1 goal is to keep kids **SAFE** while playing. They usually do not referee games. The students in line are the judges. When something is unsafe or a problem occurs, playground supervisors are there to help. They have passes to the library, health room, art room and bathroom. Playground supervisors are the authority at recess. They are responsible for safety and therefore will encourage positive behavior and give consequences for unsafe behavior. Consequences may include: warning, restriction from activity, minor (Uh Oh!) referral to the office and/or other logical consequences that reinforce safe/respectful behavior.

Playground/Recess Expectations

The playground is a place where many skills can be learned and practiced. Not only can motor skills be refined, but many responsible behaviors can be cultivated such as cooperative play, good sports etiquette, and self-control. The following guidelines have been designed to facilitate positive playground interactions and experiences.

On the playground, the behavior rules are clearly outlined and taught. We expect all students to learn and follow these playground expectations. Specific game and equipment guidelines are also printed as a reference for students and to help increase consistency of expected behavior in common areas.

The goal of the playground is to be a safe and fun area for kids to play

Respectful	Responsible	Safe
<ul style="list-style-type: none"> • Keep hands, feet, and property to self • Use soft voices • Help others – let others know you hear the whistle; help with equipment • Use only equipment that is assigned to a game • Share with others • When your turn is over wait patiently for your next turn 	<ul style="list-style-type: none"> • Get to designated areas promptly • Help yourself and others follow game rules • Return equipment to its place • Go to a recess teacher when you see something unsafe • Listen for the whistle to line up • Look to your teacher and wait for directions 	<ul style="list-style-type: none"> • Always walk on pavement • Watch out for others when using equipment • Follow posted rules near game • Line up in your classroom's designated area

