

Hathaway Elementary School

630 24th St.
Washougal, WA 98671
360-954-3800

School Hours: 8:30am to 3:30pm
Office Hours: 8:30am to 4:30pm

<http://www.washougal.k12.wa.us/hathaway/home/school-home-page/>

2023-2024

Family/Student Handbook

Principal Wendy Morrill



Home of the Hound Dogs

Welcome Letter

Dear Hathaway Families and Students,

Welcome to the 2023/2024 school year!

In this handbook, you will find important information about Hathaway Elementary School. The purpose of this handbook is to familiarize you with our policies, processes, and procedures which are designed to make Hathaway a safe, productive, and nurturing learning environment. Many sections have hyperlinks to the Washougal School District policies and procedures (paper copies are available at the school's office).

Creating and maintaining a quality learning environment involves everyone – families, students, teachers, support staff, and community members. We are proud of the commitment of everyone at Hathaway and within our community to provide a quality education to each child.

Together, we promote a safe, friendly, and respectful environment. Together, we collaborate by clearly communicating and consistently reinforcing expectations. Together, we are accountable for our students' achievement and success.

Please spend time reviewing this handbook with your child. If you have any questions, please let us know. We welcome your partnership and appreciate your input and feedback.

We look forward to another great year!

Hathaway Staff



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ATTENDANCE MATTERS
Hathaway Elementary School

Strive for 5! Attendance Matters Campaign



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Did you know?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) makes learning to read harder.
- Students may fall behind if they miss just a day or two every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- Students who miss fewer than two days in September typically have good attendance for the year.
- Attending school regularly helps kids feel better about school and themselves.

What Parents can do:

- Set a regular bed time and morning routine.
- Don't let your child stay home unless he/she is truly sick.
- If your child seems anxious about going to school, talk to teachers and other parents for advice on how to make him/her feel excited about learning.
- Avoid appointments and extended trips when school is in session.



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Equal Opportunities and Non-Discrimination

The Washougal School District complies with all federal and state rules and regulations and does not discriminate on the basis of race; color; national origin; sex; age; disability; sexual orientation, including gender identity; disability or military veteran or active status. This holds true for all district employment and educational programs. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/ RCW 28A.640 compliance officer and/or Section 504/ADA coordinator

Bullying and Harassment Complaint Officer: Aaron Hansen

504 Compliance Officer: Connor McCroskey

ADA Compliance Officer (Students): Aaron Hansen

ADA Compliance Officer (Staff): Aaron Hansen

Title IX Compliance Officer: Aaron Hansen

McKinney Vento Officer: Tracey MacLachlan

General Information, Policies, and Procedures

Animals

Our first priority is the health and safety of staff and students. As a general rule, no animals are allowed on campus.

Due to the fact that many of our students have severe allergies, animals visiting the classroom are strongly discouraged. Any animal brought onto the school campus must be clean and healthy. Parents must be able to provide proof of rabies vaccination and health certificates for dogs and cats.

Animals which are unacceptable for school at any time are wild animals, poisonous animals, stray animals, and aggressive animals. Approved visiting animals must be on a leash or in a carrier. They may not be loose in the classroom or on campus.

Attendance

State law requires students to attend school regularly and to be punctual. The attendance record becomes a part of the student's permanent file. Acceptable reasons for an excused absence are an illness, an emergency, and a pre-arranged personal/family need. To ensure student safety, parents/guardians are asked to call our attendance line at 360-954-3800 when students are absent from school. If you are unable to call, we will contact you by phone. **A call, email, or Parent Square message from a parent/guardian is required whenever a student is absent.** If we do not receive notice of an absence, it is considered unexcused. We are required by law to send out a letter asking about the absence. **Repeated unexcused absences will result in a referral to the district's Attendance and Welfare Officer.**



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Arrival time is no earlier than 8:30am. Breakfast starts at 8:30am and school starts at 9:00am. Because we have very limited campus supervision before school, please help us by ensuring your child does not arrive on campus early.

- Students arriving between 8:30am and 8:50am go to the gym or cafeteria
- Classroom doors open at 8:50am
- All students are expected to enter the building in the morning using the front doors or cafeteria doors (bus riders only)

Should a special circumstance arise, please call the school office. If you are intending to drop-off/pick-up by car, please see the Dropping Off/Picking Up Students section.

Bicycles

To help ensure student safety, those who ride bikes to school must wear a helmet. Students must have a lock to secure their bikes to the bike rack. The school is not responsible for the security of bicycles.

Skateboards, roller blades, and Heelies are not allowed on the school campus.

Boosters

All Hathaway family members are invited and encouraged to join Hathaway Boosters. Boosters are involved in a wide variety of activities that support the students and our school. Meetings are announced on Parent Square.

Hathaway Boosters maintain their own website [Hathaway Boosters](https://www.hathawayboosters.org) and can be contacted at hathaway.boosters@washougalsd.org.

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Boundary Exceptions

Only students who live within Hathaway's boundaries can attend Hathaway. Should you move out of our attendance area, you will need to apply for a boundary exception. You can access the form online, at our school, or at the district office. The process must start at your neighborhood school if you live within the Washougal School District. If your residence is out of our district, you must call 360-954-3000 for information on Out-of-District boundary exceptions.

Bringing Items from Home

Please ensure students leave toys, and electronic devices (excluding cell phones—please see Cell Phones section) at home unless special arrangements are made with the teacher to assist us in keeping the learning process free of distractions. Teachers may keep items students bring to school without permission until parents/guardians retrieve them. Otherwise, we will return the items to the students at the end of the day or on the last day of school. We are unable to keep valuable items secure and cannot take responsibility for them.

Bus Ridership

Students should be at their bus stop 5 minutes prior to the scheduled bus arrival time. All bus arrival times are approximate and may change due to unforeseen circumstances or conditions. Buses do not stop at bus stop locations if there are no students present. If a student misses the bus, it is the parent/guardian's responsibility to transport the student to school. The driver is in full charge of the bus and students. Refer to school district policy 8123 [District Web Site](#) for more information on bus rules and the referral process. Please contact the Transportation Department at 360-954-3030 if you have an address change or any questions.

Bus Ridership (Change of Transportation Routine)

If you need to alter the way your student usually goes home on any given day, please call or send a signed note to school stating the change. **Without a call, email, Parent Square message or signed parent/guardian note, we will send the student home in their usual way. We cannot accept verbal changes from the child.** Students may not leave the bus once boarded without the approval of the principal or designee. Please ensure you make any transportation changes before 3pm on Mondays, Tuesdays, Thursdays, and Fridays and 2pm on early release

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Wednesdays.

Campus Closure

The Hathaway campus is open until 3:30pm on Mondays, Tuesdays, Thursdays, and Fridays and until 2:50pm on early release Wednesdays. After this time, there is no campus supervision. Please provide proper supervision for returning students to help ensure their safety. Please review with your student the expectations for their behavior during after school hours.

Cell Phones

If your student brings a cell phone to school. At school, cell phones must be kept in the student's backpack.

Change of Address/Phone Numbers

We attempt to keep up-to-date school records. Should your student become ill at school, accurate information is critical. Please help us by informing the office of any changes in your contact information.

Class Placement

We develop class lists for the following year in the spring. We base placement decisions on many factors including student learning style, student group dynamics, and enrollment.

Class Placement Changes

Classroom placements are firm, except in very rare circumstances. We consider moving a student to a different classroom during the school year only after a good faith effort was made to alleviate any concerns in the existing classroom. Changing placement disrupts a child's learning and participation as a member of the class community. Should a concern arise, please call your student's teacher or the principal.

iPad Usage

iPads at school are for academic use only. Students have the privilege of using them in the classroom and in the media center. Usage should focus on research for projects and related school work.

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Conferences

We schedule conferences twice during the school year, in **October** and **March**. On conference days, we dismiss school 3 hours early to provide time for each classroom teacher to meet with parents/guardians. Teachers will send messages home beforehand to explain the process and to schedule a meeting time. During conferences, parents/guardians and teachers have the opportunity to discuss student progress and school programs. It is important that parents/guardians attend these conferences. Parents/Guardians and teachers may schedule additional conferences any time they are needed. Please call or message the teacher to arrange a convenient time.

Counselor

Hathaway has a counselor, Alysia Noriega, on staff. She provides a variety of services for Hathaway families and students. To contact the counselor, please call the school office at 360-954-3800.

Curriculum

The Washougal School District Curriculum aligns with the Washington State Learning Standards. Classroom teachers will provide parents/guardians with the specifics of their program.

Custody Documents

Washington State Law and district policy require that the current custody papers for children of divorced parents be on file in the office. Questions regarding custody issues and disputes should be referred to your attorney.

Discipline Policy

The goal of the Hathaway discipline policy is to ensure student and staff safety and to increase responsible behavior by having clearly defined behavior expectations that are taught, practiced, and reinforced consistently throughout the school. Our expectations emphasize safety and reflect common courtesy and common sense.

All staff members encourage responsible behavior through positive interactions and feedback with/to students. We use natural consequences, re-teaching appropriate behaviors, verbal reminders, and feedback to help students be more

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successful. We use logical and natural consequences when behavior is recurrent. Problem solving, conflict resolution, and restitution form the basis of our behavior management system. We address severe behavior in accordance with Washougal School District policy.

Dress Code

We do not allow dress or appearance that causes a disruption to the educational process or presents health or safety problems at school. Please make sure your student(s) wears or brings shoes that are appropriate for recess and PE. Clothing with inappropriate graphics or language should not be worn to school.

Dress and appearance are the responsibility of the parents/guardians. The final determination of the appropriateness of attire is the responsibility of the principal.

Dropping Off / Picking Up Students

The following guidelines are in place for the safety of all students who are dropped off/picked up from our school.

- In the morning the front is for drop off only. If you need to come into the building, please park in another area.
The cross walk is a safe place to cross. Please do not allow children to cross in the middle of the street.
- All students picked up after school will go to the gym and the principal or principal's designee will dismiss them. Please bring photo identification.

Early Release Days

Washougal School District will continue an early release schedule on Wednesdays. All students are dismissed at 2:50pm every Wednesday. This time allows for teachers to meet in their Professional Learning Communities.

Emergency Drills

We schedule fire drills and other emergency drills on a regular basis. Fire drills, earthquake drills, emergency evacuation drills, lock-down drills, shelter-in-place, and tornado drills are practiced throughout the year. Students are instructed about and practice what to do in a variety of emergency situations.

Emergency Plans and Contacts

Each parent/guardian is required to fill out an Emergency Plan form. In the event

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of an emergency situation, it is imperative we know where children need to go, who can pick them up, and how to reach parents and other emergency contacts.

We call the emergency contacts for students given to us by parents/guardians when the student is ill or injured and we are unable to reach the parent/guardian. It is the responsibility of the parent/guardian to inform the school of any changes to this plan.

Fines

Students are responsible for instructional materials assigned to them and for library books they check out. If lost or damaged, Hathaway levies fines that cover replacement costs and withholds report card grades until all fines are paid.

Health Services

Students who become ill during the school day are sent to the office. The school staff determines whether or not the student should be sent home. If so, we contact the parents/guardians. If your student exhibits any symptoms of illness in the morning, it is best to keep him or her at home for the day. A child should remain home if he or she has had a fever within the last 24 hours.

Please keep a child home with:

- Nausea, vomiting, and/or diarrhea.
- An earache, ear drainage, sore throat, persistent cough, eye infection or runny nose if the discharge is yellow or green.
- An oral temperature over 100 degrees (before fever reducing medication is given). Temperature should remain normal (without the use of fever reducing medication) for 24 hours before the child returns to school. Please note a normal temperature in the morning may increase to fever by afternoon.
- A headache and/or stomach ache in combination with other symptoms (for example, a cough or sore throat). Headaches and/or stomach aches can indicate the child is getting sick.

In case of an accident, the school staff contacts the parents/guardians. Our files in the school office must contain updated information so we can quickly contact the parent/guardian should an emergency arise. It is essential that we have the

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current emergency contact (name and phone number) in case we cannot reach the parent/guardian.

Vision and hearing screenings are performed yearly.

Homework

Homework is designed to reinforce and strengthen concepts taught in class, to review and practice, and to share learning of information with families. Homework is one mechanism for school to home communication. In order to make homework a positive learning experience, parents/guardians should establish a consistent space and time for working and provide encouragement and feedback. Carefully planning homework strikes a balance between the student's academics, family life, and other needs.

Inclement Weather Procedure

Washougal School District uses an automated phone call, text, and web alerts to inform families about delayed starts or closures. We also advise families to listen to the radio or local news stations on days of unusually bad weather for possible delayed starts or early school closures. Families may also sign up for automated "Flash Alerts" on the Washougal School District website.

Immunizations

Washington State Law requires that all school-age children be current with their immunizations. If you have any questions or your child needs shots, please check with the Health Department, your doctor, or the school office.

Lost and Found

Please label your student's clothing and other belongings with first and last names. You can claim lost items that have been found at the school office. Please check the Lost and Found frequently. We will donate to charity items left in the Lost and Found after the last day of school.

Meals

Hathaway serves breakfast in the cafeteria beginning at 8:30am each day. All meals are free for Hathaway students for the 2023/2024 school year.

Free and reduced lunch applications are available in the school office. Students who

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qualified for free and reduced lunches last year must reapply annually to continue in the program. [Menus](#) available online.

Medication

The Washougal School District is authorized to administer medication to students during school hours if needed, in order for the student to attend school. Medication is defined as oral drugs, whether prescription or over-the-counter.

To request that school staff administer medication, both the physician/dentist and parent/guardian must sign the “Authorization for Administration of Medication at School” form, which may be obtained from the school office. It is valid only for the medication listed and dates indicated within the current school year. Parents/Guardians must bring the medication to school in the original, labeled container(s). Students may not transport medication.

Nurse

Hathaway has a nurse, who monitors programs, compliance, and school-wide health issues. Please call the office at 360-954-3800 if you need to speak to the nurse.

Physical Education (P.E.)

To ensure safety, students need to wear sneakers (no black soles) on P.E. days. If for some reason your student cannot participate in P.E. or recess, you need to notify the school office.

Questions/Concerns

If you have any questions or concerns about your student’s school experiences, please call your student’s teacher. Your student’s success and safety are our top priorities. If you require additional assistance after talking with the teacher, please call the office at 360-954-3800.

Rainy Day Outdoor Recess

Light, rainy days are outdoor days on the playground. It is important that students have rain gear and warm coats that are suitable for the Pacific Northwest climate. Recess staff will determine whether students have indoor or outdoor recess. We always have our students’ safety in mind when making these decisions.

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School Day

School day: 9:00am to 3:30pm

Classrooms open: 8:50am

Breakfast starts: 8:30am

Early release days: 9:00am to 12:30pm (Conferences)

Early release Wednesdays 9:00am to 2:50pm

Please talk with your student's teacher about individual classroom schedules.

School Rules/Expectations

We expect Hathaway students to always follow expectations:

- Be Safe
- Be Respectful
- Be Responsible

Special Education

Washougal School District provides special programs for children with learning difficulties. If you have a concern about your student's learning or behavior, please discuss it with their teacher. The teacher can refer a child to the Student Success Team (SST) for Support/intervention. If a learning or severe behavior disability is suspected a member of the SST will discuss the services your student may be eligible to receive with you.

Student Release

When a child needs to leave school before the end of the school day, the parent/guardian should come into the school office and sign the child out. The office staff will ask for identification of anyone picking up a child if that person is unfamiliar. For the safety of our students, we only release children to the parent/guardian, unless we receive a note, phone call, or Parent Square message stating who will pick up the student and at what time. This person must show photo identification to the office staff.

Tardiness

Students are expected to be on time for school. Late arrivals cause disruptions to the learning process for your student and other students in the class.

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Visitors

For safety reasons, Hathaway staff must know who is in the building at all times. **All visitors are required to check in at the office before going to classrooms.** We will issue visitor badges for them to wear while on campus.

Volunteers

We always welcome and need parent/guardian and other adult volunteers at Hathaway. We need volunteers for one-on-one tutoring, helping in classrooms, the office and/or the media center, helping with fundraisers, chaperoning field trips, etc. If you are interested in volunteering, please contact your student's teacher or the [Hathaway Boosters](#).

Washington State Patrol background checks are required for volunteers. They can take up to two weeks to process and they must be renewed every two years. Please contact the school office for a background check form.

For safety reasons, we do not allow volunteers on the playground.

Withdrawals

If you are planning to withdraw your student from Hathaway, please let us know at least one week in advance so we can prepare grades, files, and transfer letters. Students must remove personal belongings from desks, pay outstanding fines, and return all instructional materials and library books before their last day of school.

