

## ADMINISTRATION

ENUMCLAW SCHOOL DISTRICT #216  
 2929 McDougall Avenue  
 Enumclaw, WA 98022  
 360.802.7100

Michael Nelson ..... Superintendent  
 Chris Beals ..... Deputy Superintendent  
 Stephanie Berryhill ..... Director, Human Relations  
 Jill Burnes ..... Director, Teaching & Learning  
 Ed Hatzenbeler ..... Director, Business & Operations  
 Keri Marquand ..... Director, Student Support Services

Board of Directors	School	Principal	Phone
April Schroeder ..... 802.5362	Black Diamond Elementary.....	Gerrie Garton .....	802.7570
Tyson Gamblin .... 253.261.6966	Byron Kibler Elementary .....	Mimi Brown .....	802.7263
Tina McGann ..... 360.886.5664	Southwood Elementary .....	Andy Means .....	802.7369
Nancy Merrill..... 825.4476	Sunrise Elementary .....	Kyle Fletcher .....	802.7425
Bryan Stanwood .. 360.594.1034	Westwood Elementary .....	Scott Meyer .....	802.7620
	Enumclaw Middle School.....	Jill Barrett .....	802.7150
	Thunder Mt. Middle School .....	Steve Stoker .....	802.7492
	Enumclaw High School .....	Aaron Lee .....	802.7669

## ANNUAL NOTIFICATIONS

On the district website ([www.enumclaw.wednet.edu](http://www.enumclaw.wednet.edu)), please go to *Our Schools*, select the school your child/children attend to read the *Annual Notifications* for important information.

## ATTENDANCE

Regular attendance is essential for successful progress in your child's program. It is important that your child is on time. Children should be in school every day that they are physically able. To miss a day may mean that the child will miss the introduction or development of some necessary skill. According to the Compulsory School Attendance Law, RCW 28A.225, parents have the legal obligation to ensure that their child attends school on a regular basis.

If a child is not at school, we request that a parent notify the office by 9:30 a.m. The office will be contacting the parents of absent children when a phone call is not received. After an absence, a pupil should bring a note from home explaining the absence if the parent has not previously called regarding the absence. The note should be dated and signed by the parent and should state the number of days absent and the cause of the absence.

Students arriving late must be checked into the office by the parent/guardian to ensure student safety. If a student has planned absences, please pick up a **pre-arranged absence** form from the school main office. Turn in the completed form to the main office prior to the absence.

In order to maintain open communication between school and families, the followings steps will take place to prevent excessive absences and maximize student learning:

5 or more absences	Letter to guardian
10 or more absences (or 5 or more in one month)	Letter to guardian, attendance conference* & contract
18 or more absences	Letter to guardian, any further absences will be considered <i>unexcused</i> unless doctor's note is provided
5 or more total <i>unexcused</i> absences	Conference with Enumclaw School District Truancy board
Further action may include filing a petition and an affidavit with the juvenile court regarding a violation of RCW 28A.225.010	

*\*A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically.*

The following principles shall govern the development and administration of attendance procedures within the District:

Excused absences are absences due to:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Absence directly related to the student's homeless status;
6. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
7. Principal (or designee) and guardian mutually agreed upon approved activity.

The principal or designee may only grant permission for a student's absence providing such absence does not adversely affect the student's educational process.

### **Required conference for elementary school students**

If an elementary school student has five or more excused absences in a single month during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school. A conference is not required if (1) a pre-arranged absence form has been submitted or (2) if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

A conference with the parent or guardian will be scheduled after three unexcused absences within any month during the current school year. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.

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

## **ATTIRE**

Personal appearance can have a positive effect on children. Students are expected to come to school clean and neat. We ask that children not wear shirts or tops that expose the midriff such as halter tops. We also ask that children not wear open-toed sandals, high heel shoes/boots, short shorts or short skirts/dresses to establish a safe and focused learning environment due to participation in recess activities and the danger of injuries from exposure. Physical education is part of our educational program; children need to be dressed so that they may actively participate in these activities. It is helpful for parents to assist their children in choosing proper clothes to wear. We ask students not to act in a way that will detract from other students attempting to learn. As a result, all students are asked not to wear to school clothing advertising tobacco, drugs, liquor, weapons, or displaying foul language. For safety reasons, we also ask that students not use the wheels on the new "healie" shoes while on school property/buses. Students need to come to school with clothing appropriate for the weather.

## **BEHAVIORAL EXPECTATIONS**

The entire staff of the Enumclaw Elementary Schools has a goal of establishing an atmosphere in which children will feel safe and secure while providing maximum opportunities to learn.

In an effort to accomplish this goal, we have developed common expectations for student behaviors as follows:

- Be safe
- Be responsible
- Be respectful

Our philosophy is designed to help us foster academic excellence, develop students' full potential and build self-esteem. Listed below are our beliefs regarding each area.

**A. To foster academic excellence, we**

- work to provide an environment where students learn successfully.
- believe ALL students can learn.
- strive to foster intrinsic motivation and a love for learning.

**B. To develop full potential, we**

- communicate high expectations for all students.
- diversify learning experiences.
- encourage parent involvement in the learning process.
- instill in students a belief that they can learn.
- set goals and help students set goals.
- evaluate our goals.

**C. To build self-esteem, we**

- expect positive teacher/student interactions.
- will teach at appropriate levels.

**COMMUNICATIONS**

Communications will be sent home by your child's school in a timely manner concerning upcoming events. Please encourage your children to bring home all bulletins and school notices. We make every effort to keep you informed about school activities. Enumclaw Elementary Schools will not promote any non-school activities or distribute any information flyers via students without the approval of the superintendent's office.

District information can be found on our district's website at [www.enumclaw.wednet.edu](http://www.enumclaw.wednet.edu). We also communicate through Facebook ([www.facebook.com/EnumclawSchoolDistrict](http://www.facebook.com/EnumclawSchoolDistrict)). School news is also available through local newspapers, such as the *Courier Herald* and *Voice of the Valley*.

An updated emergency communications bulletin will be sent home in October. You can also obtain school closure information at [www.enumclaw.wednet.edu](http://www.enumclaw.wednet.edu), [www.flashalert.net](http://www.flashalert.net), [www.facebook.com/EnumclawSchoolDistrict](http://www.facebook.com/EnumclawSchoolDistrict), or local news stations. The district's School Messenger system will be used to communicate emergency information to our families via phone call and email message. It is important that your current and primary contact information is up to date so you receive this information in a timely manner.

**COMMUNITY RESOURCE INFORMATION**

Alcohol and Drug Helpline (24 hour).....	1.800.562.1240
Or (24 hour).....	<b>206.722.3700</b>
Black Diamond Community Center.....	360.886.1011
Boy Scouts of America.....	206.725.5200
Campfire.....	253.854.3676
Chamber of Commerce.....	360.825.7666
Child Protective Services.....	1.800.562.5624
City of Black Diamond.....	360.866.2560
Domestic Abuse Women Network.....	206.622.1881
Domestic Violence Hotline.....	1.800.562.6025
Enumclaw Aquatic Center.....	360.825.1188
Enumclaw School District Clothing Bank.....	253.740.1367
Food Bank/Helping Hands (Enumclaw).....	360.825.6188
Girl Scouts.....	425.656.9175
King County Multi-Service Center (Federal Way).....	253.838.6810
Libraries:	
Black Diamond.....	360.886.1105
Enumclaw.....	360.825.2938
Nexus Youth and Families.....	360.825.4586
Parks & Recreation (Enumclaw).....	360.825.3594
Plateau Outreach Ministries.....	360.825.8961
Poison Control Center (will give help identifying drugs & give advice) Seattle.....	1.800.222.1222
Rainier Foothills Wellness Foundation.....	360.802.3206
Seattle-King County Department of Public Health.....	206.296.4600

## **DISMISSAL**

For the welfare and protection of your child, your cooperation in the following areas will be appreciated:

1. Children leaving the school during the day must bring a signed note from a guardian documented in the school records permitting us to excuse them.
2. ANYONE CALLING FOR A CHILD MUST COME INTO THE OFFICE TO SIGN THE CHILD OUT.
3. For the safety and protection of your child a note must be sent to the school if your child is to go home in a manner or with someone other than their normal plan. Students without such notes will be sent home in the customary manner to the normal location. If you have a change in plans and did not send your child with a note, please call or check in with the office.
4. Students not involved in school sponsored after school activities are to leave campus upon dismissal.
5. It is encouraged that any changes to dismissal are requested at least one hour before the end of the school day to ensure safe and reliable and re communication.

### ***Early Dismissal Due to Emergency School Closure***

On rare occasions school may be closed before the regular dismissal time because of power failure, weather conditions or some other event that forces school closure. Parents should prepare children for this possibility and have procedures worked out with their children in the event school is closed early or unexpectedly. The Emergency Early Dismissal Procedures Form should be completed, returned to school and updated as information changes to enable the school to provide for your child's safe dismissal in case of an emergency. Parents are advised to review the early dismissal procedures outlined in the form. Please listen to the radio during bad weather and expect a call from the District School Messenger system or check the Enumclaw School District webpage and/or Facebook ([www.facebook.com/EnumclawSchool District](http://www.facebook.com/EnumclawSchoolDistrict)) for information during inclement weather.

## **ELECTRONIC DEVICES & INTERNET OPT OUT PROCESS**

The Enumclaw School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Due to the vast amount of educational information found on the Internet, the Enumclaw School District will be providing your student with the ability to access the district network and Internet. The Internet provides students opportunities to use technology for important purposes in school, just as individuals in workplaces and other real life settings use these tools. In addition, students are provided access to various third party websites, applications and other online resources to support student learning.

With this educational opportunity comes responsibility. It is important that both you and your student read the school district procedures and policies related to Internet access and that you discuss them. The rules governing the code of conduct for the use of technology and electronic resources by students are included in the Enumclaw School District Responsible Use Procedure (ESD Board Policy 2022P) which can be found in the Board section of the Enumclaw School District website ([www.enumclaw.wednet.edu](http://www.enumclaw.wednet.edu)).

When your student is given an account and password to use on the network, it is important that the rules are followed. Inappropriate use may result in disciplinary action, including suspension, expulsion from school and suspension or revocation of network and computer access privileges.

If you DO NOT want your student to access the Internet while at school, please complete the "Internet Opt Out Information" form (available at [http://www.enumclaw.wednet.edu/departments/technology/internet\\_opt\\_out\\_form.pdf](http://www.enumclaw.wednet.edu/departments/technology/internet_opt_out_form.pdf)) and return it to your student's school main office. If, at any time, you would like to rescind your decision and change your permission, you must let the school know in writing.

All cell phones, iPods, cameras and other electronic devices must be turned off and out of sight during the school day, unless under the supervision of a staff member. Students are responsible for personal devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought to onto school property. For privacy and security reasons, students are not allowed to photograph other students at school.

**ENUMCLAW SCHOOL DISTRICT  
2017-18**

Mon.	Tues.	Wed.	Thurs.	Fri.	Days Taught	Mon.	Tues.	Wed.	Thurs	Fri.	Days Taught
21	22	23	24	25	<b>AUG</b>						
28❖	/29/	/30/	/31/								
<b>SEPTEMBER</b>						<b>FEBRUARY</b>					
				1					1	2^	
4	5°	6	7	8^		5	6	7	8	9^	
11	12	13	14	15^		12	13	14	15	16^	
18	19	20	21	22^		19	20	21	22	23	
25	26	27	28	29^	(19)	26	27	28			(15)
<b>OCTOBER</b>						<b>MARCH</b>					
				/6/					1	2^	
9	10	11	12	13^		5	6	7	8	9^	
16	17	18	19	20^		12	13	14	15	16^@%	
23	24	25	26	27^		19	20	21	22R	23S	
30	31				(21)	26	27	28	29	30^	(21)
<b>NOVEMBER</b>						<b>APRIL</b>					
		1	2	3^*		2	3	4	5	6^*	
6	7	8%	/9/	10		9	10	11	12	13^	
13	14	15R	(16)	(17)		16	17	18	19	20	
(20)	(21)	22+@	23	24		23	24	25	26	27^	
27	28	29	30		(18)	30					(16)
<b>DECEMBER</b>						<b>MAY</b>					
				1^@			1	2	3	4^	
4	5	6	7	8^		7	8	9	10	11^	
11	12	13	14	15^		14	15	16	17	18^	
18	19	20	21	22		21	22	23	24	25S	
25	26	27	28	29	(14)	28	29	30	31		(21)
<b>JANUARY</b>						<b>JUNE</b>					
1	2	3	4	5^						1^	
8	9	10	11	12^		4	5	6	7	8^	
15	16	17	18	19^		11	12	13	14	15^	(15)
22	23	24	25	26^#		18~	19	20	21^+	22	
29	30	31			(20)	25	26	27	28	29	

**Non-School Days**

**Holidays/Vacations**

Sept 4	Labor Day
Nov 11	Veterans' Day (commemorated 11.10)
Nov 23 & 24	Thanksgiving
Dec 21-Jan 2	Winter Break
Jan 15	Martin Luther King Day
Feb 19	Presidents' Day
Feb 20-23	Mid-Winter Break
Apr 16-20	Spring Break
May 28	Memorial Day

**Staff Inservice Days**

❖ Aug 28	New Teacher Orientation
// Aug 29	Teacher Inservice day
// Aug 30	Teacher Inservice (building day #1)
// Aug 31	District Day (staff only)
// Oct 6	Teacher Directed day (building day #2)
// Nov 9	Teacher Planning (non-paid)

S Snow Makeup Days March 23 & May 25  
(No school on those days if not needed for makeup days)

**Special Notes-School in Session**

**Staff Collaboration Release Days**

^	K-12 Staff Collaboration
	1:15 EMS & EHS
	1:25 TMMS
	2:15 Elementary Schools

**K-12 Half-Day Releases**

( )	Nov 16, 17, 20 and 21 (Conference Days)
+	Nov 22 and June 21 (Early Release Days)
	8:00 - 11:15 EMS & High School
	8:10 - 11:25 TMMS
	9:00 - 12:15 Elementary Schools

**Calendar Notes**

o	School Starts	September 5
o	School Closes	June 21
*	9-12 Quarter Ending	Nov 3 & Apr 6
%	K-5 Trimester Ending	Nov 8, Mar 16, June 21
@	6-8 Trimester Ending	Dec 1, Mar 16, June 21
#	Semester Ending	Jan 26 & June 21
+	Early Release Days	As noted above
R	Elementary Report Cards Sent Home	
~	High School Graduation (to be determined-tentative date)	

## FIELD TRIPS

Field trips may be used to supplement and enrich the curriculum. Parents are always notified in advance of each field trip. Students will be required to turn in a sign field trip permission slip for each trip. Siblings cannot be included on school field trips.

The majority of field trips will be taken on school district buses; however, individual classes may use parent drivers to transport on field trips. Parents will be notified of the planned type of transportation. Parent drivers will be required to have a current driver's license and provide certification of liability insurance, have a working seat belt available for each student to be transported and complete a volunteer application form. Parent chaperones are frequently needed to assist with field trip supervision. All chaperones must be approved through the volunteer application process for the current school year. We recommend that volunteers turn in their applications at least a month prior to a field trip.

## HEALTH

### *Accidents and Illnesses*

If a student is injured at school, he/she will be administered first aid when necessary by the health room professional, office personnel or the principal. The parents will be contacted in those cases which are serious enough to warrant communication. If the parent is unable to be reached, the emergency numbers, which have been provided by the parent, will be called to find someone to pick up the child. Please assist us by leaving emergency numbers as well as your doctor's name in case we cannot reach you. If necessary, 911 will be called. Your assistance in providing complete information on the enrollment card and health history form, and keeping it updated, will be appreciated. Please notify the school nurse if your student has a change in health status during the school year.

If your child shows signs of illness, he/she should not be sent to school. It is seldom that a child improves on the way to school and a day at home can often be preventative medicine. Guidelines for keeping your student home:

1. Diarrhea – must wait 24 hours before returning to school
2. Vomiting – must wait 24 hours before returning to school
3. Fever of more than 100 degrees and must stay home until there is no fever, without taking medication, for 24 hours. If they are sent home on Tuesday with a fever they may not come back to school until Thursday, as long as the fever is gone without using medication.

### *Medication*

It is the policy of Enumclaw School District and Washington State Law not to give any medication (prescribed or over the counter) to students at school except at the request of both the physician and the parent. If a child needs medicine three times a day, this can usually be given before school, after school and at bedtime.

**When it is necessary for the staff to administer medication to a child during the school day, these procedures are to be followed:**

- a. The parent/guardian obtains the *Authorization for Medication at School* form.
- b. The parent/guardian will send or take the form to the health care provider for orders and signature.
- c. The parent/guardian will complete the bottom of the form and sign it.
- d. The parent/guardian will bring the completed form and the needed medication to school. (*Students are not allowed to transport medication to school.*) The medication must be in the original container, properly labeled and have a maximum of a twenty-day dose.
- e. Parents/guardian must bring in refills for students if needed.

Students transporting, distributing or selling prescribed and non-prescribed drugs at school will be subject to appropriate disciplinary action up to and including suspension from school.

## HIGHLY CAPABLE PROGRAM

The Highly Capable program is available for students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. The Enumclaw School District identifies a need for Highly Capable services through an evaluation process that includes CogAt testing, and a collection of academic data, teacher input and student work samples. Students may be recommended for testing by school staff, parents, or community members. The Multidisciplinary Selection Committee considers all recommendations and reviews complete student portfolios after testing has

occurred in order to determine a need for placement. Once identified, students are offered a continuum of services, from point of entry through 12th grade that may include, but are not limited to, consultation, pull-out resource classes, differentiation in the regular classroom, and acceleration. Open testing is available for any student K-12 in the fall and the spring of each school year. All 2<sup>nd</sup> graders are screened in the spring to determine possible need for further evaluation. The 3-5 pull-out program takes place at Southwood Elementary. Transportation to Southwood from the home school is provided. Identified students in K-2 and 6-12 typically receive services within the regular classroom setting through differentiation or through acceleration. All students must have a permission slip signed by a parent or guardian prior to evaluation or receiving services.

### HOURS OF OPERATION

Black Diamond	Byron Kibler	Southwood	Sunrise	Westwood
9:00 – 3:30	9:00 – 3:30	9:00 – 3:30	9:00 – 3:30	9:00 – 3:30

**Doors open at 8:45 a.m. and we ask that students not be on campus before this time as no adult supervision is available.** If you wish to contact your child's teacher, please call within one half hour before or after the above listed hours of operation.

**Please note:** school will be dismissed at 2:15 p.m. every Friday for Professional Learning Communities.

### IMMUNIZATIONS

Washington State law requires that all students must be immunized against diphtheria, whooping cough, tetanus (DPT), polio, measles, mumps, and Rubella (three day measles) and the three dose series of Hepatitis B vaccine. The law states that parents must fill out and sign a certificate of immunization status form giving the month and year of each dose of vaccine; or evidence of initiation of a schedule of immunizations; or exemption for medical, personal or religious reasons (in May 2011 a bill was passed requiring a health care provider's signature for exemptions. The following website includes more information:

<http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements>. This form must be filed with the school prior to the child's first day of attendance at school. *If it is not on file, state law requires that the district send parents a letter excluding the child from school.* The state forms are available in each school's office for your use. Required immunizations may be obtained from your doctor or the Office of the Seattle King County Health Department. Be sure to keep a record so you will be able to supply the necessary information.

### LOST/FOUND OR DAMAGED SCHOOL PROPERTY

Please keep all valuables at home.

Articles of clothing or other items found on the school grounds are brought to the Lost and Found. Every year we have unclaimed articles. If your child loses an item, encourage him/her to check our Lost and Found. Parents are equally welcome to check the Lost and Found for missing articles. Periodically throughout the year, often prior to extended breaks, unclaimed articles are given to worthy organizations.

Students and parents are responsible for library books, textbooks and other school property. Report cards will be issued when books and property are paid for or returned in good condition. Appropriate fines will be levied to compensate for lost or damaged materials.

### LUNCH PROGRAM

Hot breakfast and lunches are served daily. Sack lunches are offered on all of the early release days except the last day of school in June. Deposits to student's meal accounts can be made prior to school starting each morning. Tentative meal prices for the current school year are as follows:

*Prices:	Elementary breakfast	\$1.50	Elementary lunch	\$3.00
	Secondary breakfast	\$1.75	Secondary lunch	\$3.25
	Adult breakfast	\$2.25	Adult lunch	\$4.50
	Reduced breakfast	No charge	Reduced lunch:	
	Individual milk	.50	Grades K-3	No charge
			Grades 4-12	.40

\* Subject to revision

Any amount of money can be credited to your child's account which can be used to purchase milk, breakfast and lunches. Student lunch account balances can be checked on-line through the Family Access program. You can also make direct deposits into your child's account through Family Access. Please contact your school office for more information.

Applications for free and reduced lunches must be completed each year, and will be sent home the first week of school. Applications are also available at the school office.

Menus are sent home from the school each month. The menu is also available on the district web site.

## **PARTIES**

### ***Birthday Recognition***

Birthday parties will not be held at school, however simple treats may be prearranged with the teacher. Invitations may not be distributed at school. The delivery of flowers, balloons and other gifts to students at school is highly disruptive. Such individual celebrations are strongly discouraged due to the interruption of the educational program and the difficulty caused for the student attempting to manage such gifts at school. If such gifts are delivered to school the student will be called to the office to receive the item, but it will need to remain in the office until the end of the day. Parents will need to arrange to pick up and transport the balloons or flowers home as they cannot be taken on the school bus.

### ***Parties***

Several times during the school year the students celebrate holidays, participate in programs or plan parties in the classroom. If, for personal reasons, your children cannot participate in such school activities, a note addressed to the teacher or principal will inform us of the parents' desires and other arrangements can be made.

### ***Treats at School***

Parents desiring to bring treats must make prior arrangements with the classroom teacher. The treats should be nutritious in nature. Please contact your child's teacher regarding students with food allergies.

## **PICTURES**

Individual pictures will be taken in the fall and the packets will be available to you in advance of holidays. Group class pictures will be taken in the fall or spring. Information will be sent home with your students.

## **PROGRESS REPORTING / CONFERENCES**

An important goal of the Enumclaw Schools is to partner with families to support your child's learning. Informal communication with our students' families will occur regularly through the use of e-mail, phone calls, notes and class work folders being sent home. Formal written progress reports are sent home three times during the year.

Formal parent conferences are scheduled and held at the end of the first trimester in late fall. Additional conferences may be scheduled at the request of the parent or teacher. If you have any questions pertaining to your child's progress or the instructional program that he/she is involved in, please do not hesitate to contact your child's teacher and request a conference.

## **PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, that is free from harassment, intimidation or bullying. The district is committed to promoting positive character traits and values, including the importance of civil and respectful speech and conduct, and the responsibility of students to comply with the district's policy prohibiting harassment, intimidation, and bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal or physical act including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

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

The policy can be read in its entirety on the district website at: <http://www.enumclaw.wednet.edu/board/policies/3000/3207.pdf>

## PUBLIC ACCESS TO STUDENT RECORDS

The superintendent of the school district is the official public records coordinator. The principal shall serve as the public records custodian at each location where district records are kept in accordance with district policy.

## REGISTRATION

### *Entrance Requirements*

Admission to each district school is conducted by the building principal and office manager. **Registration** forms are available in the school's office. The entrance age for kindergarten is five (5) by August 31st. Families will be asked to provide a birth certificate, along with an up-to-date immunization record and proof of residence at the time of registration for kindergarten. Students enrolling during the year will begin class the day following their completed registration process to enable their teacher to prepare for their arrival.

### *Common Communicable Diseases*

In order to keep you informed, the school nurse will be sending a written notice to parents whenever children in a classroom are exposed to certain common, communicable diseases. These will include, but not limited to, such diseases as chicken pox, lice, scabies, impetigo and ringworm. If there is a measles outbreak, even 1 (one) confirmed case is considered an outbreak, notices will be sent home and exclusion for non-immunized students will begin.

The notice will include what symptoms to watch for and when they might appear. You can help by notifying the school as soon as you know that your child has a communicable disease.

### *Immunizations (please see Immunizations section)*

### *Insurance (School Accident and/or Dental Insurance)*

This accident and/or dental insurance will be available for you to purchase. A letter and application form will be sent home with students.

## SEXUAL HARASSMENT POLICY

The district is committed to maintaining a learning and working environment that is free from all forms of discrimination, including sexual harassment. The district prohibits sexual harassment in any form by employees, students, volunteers and others involved in school district activities.

Sexual harassment occurs when:

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

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

The district will take prompt and effective reasonable corrective measures to eliminate sexual harassment and prevent its recurrence. Allegations of criminal misconduct will be reported to law enforcement or Child Protective Services. When deemed appropriate by the

district, the district shall provide reasonable support and/or assistance for individuals who have been subjected to sexual harassment in the district's educational or work environment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Such disciplinary action will be consistent with any applicable collective bargaining agreement, district policy, and state and federal law.

No person shall be retaliated against for making a report of sexual harassment or for providing testimony or assisting in the investigation of such a report. Retaliation will lead to disciplinary action against the offender.

It is also a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report false allegations will also be subject to disciplinary action.

The superintendent shall develop and implement procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

A copy of this policy shall be provided to each district employee and volunteer, posted in each school building and facility, and included in school or district publications that set forth rules, regulations, procedures and standards of conduct for the school or district. The superintendent shall develop procedures to ensure that each school develops a process for discussing the district's sexual harassment policy with employees and students.

The Title IX/Affirmative Action Officer shall conduct an annual review of the utilization and efficacy of the district's sexual harassment policy and administrative procedures. Recommendations for changes to the policy and/or procedures will be made to the superintendent.

Cross References:	Board Policy 3207	Prohibition of Discrimination, Harassment, Intimidation and Bullying
	Board Policy 3240	Student Conduct
	Board Policy 3421	Child Abuse, Neglect and Exploitation Prevention
	Board Policy 5010	Nondiscrimination and Affirmative Action
	Board Policy 5281	Disciplinary Action and Discharge

Legal References:	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination--Scope
	WAC 392-190-056-058	Sexual harassment

## **SPECIAL SERVICES**

Enumclaw School District offers a variety of special programs to meet the needs of preschool and elementary school children. All are provided at no cost to the parent.

### ***Child Development Screening***

Enumclaw School District conducts a Child Development Screening regularly to find and identify preschool age children who may have special needs. Parents of all birth to twenty-one year old children who are not enrolled in school are encouraged to bring their children to the screening.

### ***Elementary Special Education Classes***

Each elementary school has a special education resource program. Children who qualify for special education are provided specialized instruction for a portion of their school day. Teams of staff and families develop an individualized education program (IEP) for the students who qualify for services.

Independent Learning Center (ILC) programs are located at Westwood and Sunrise. These programs serve students with significant disabilities, requiring a more restrictive and supportive learning environment.

### ***English Language Learner (ELL)***

Elementary students with limited proficiency in English receive instruction from trained ELL paraeducators who are supervised by a certificated ELL instructor. Students are referred and evaluated according to state requirements to determine qualification and receive services in a pull-out or push-in model.

### ***Home/Hospital Instruction***

Children who will be absent from school due to illness, surgery or injury for a period of four consecutive weeks may be eligible for a tutor. Parents are urged to contact the Special Services Office as soon as they are aware their child may be absent for an extended period of time.

### ***Special Education Preschool***

Enumclaw School District provides a preschool program for children with disabilities ages three to five. Children who have significant deficits in speech and language development, motor skills, cognitive ability or social/behavioral skills may be eligible for services. A parent, physician or any concerned person may initiate a referral. Children who qualify for services are provided a preschool program.

### ***Speech Language Pathologists (SLP)***

A SLP provides speech and language services to eligible students in each building. Contact the SLP at the school your child attends for more information.

**For more information regarding any of these programs contact the Special Services Office at 802-7125.**

## **STUDENT DISCIPLINE**

With regard to student discipline, district staff members will apply a problem-solving approach to help students with issues that may be contributing to behavior problems, regardless of what other measures may be taken.

Along with the school-wide expectations listed, fighting, the possession or use of alcohol, tobacco and/or narcotics, and the disruption of the educational process represent exceptional misconduct that negatively impacts the learning environment for all students. Any demeaning form of hazing, harassment or bullying which is related to school issues and is used to initiate or humiliate also constitutes an offense of exceptional misconduct. These offenses may be punishable by suspension and/or expulsion on a first offense.

### ***Firearms/weapons***

Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities or school provided transportation. If a student brings a firearm to school it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case by case basis.

## **STUDENT INFORMATION**

The following may be used by the school to share information about events for publicity unless a student's parent/guardian requests in writing that the following information may not be released: the student's name, participation in officially recognized activities and sports, yearbooks photographs of school events and other similar information. Procedures to request that any or all of these categories of information be excluded are available in the school office.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

In addition, parents need to be aware that failure to comply with the following rules printed in Student Rights and Responsibilities will lead to suspension from school and/or expulsion from school by Board action.

Appropriate conduct and good discipline is important in making every student in the Enumclaw Elementary Schools feel safe and secure. As our students grow and learn they need to learn how to make appropriate decisions and to understand that there are consequences for making inappropriate choices. Each school and classroom has specific rules which implement these expectations. It is important to become familiar with these rules. If you have any questions, please be sure to talk with a teacher or the building principal.

Students and parents need to be aware that failure to comply with the following rules printed in Student Rights and Responsibilities may lead to suspension from school and/or expulsion from school by action of the Board of Directors.

## **A student of the Enumclaw School District shall:**

1. Not act or cause others to act in any manner that would disrupt the educational process.
2. Attend all classes and be prepared for class as required by the teacher.
3. Act in a courteous and respectful manner to all students, teachers, employees and visitors.
4. Dress and appear neat and clean and in a manner which will not disrupt the educational process nor threaten the health and safety of yourself or others.
5. Not say, write or in any other way use vulgar, profane, obscene or sexually explicit language, pictures or acts.
6. Identify yourself by name, upon request, to any school district personnel or authorities.
7. Immediately comply with the reasonable request of school district personnel or authorities.
8. Not commit or participate in the commission of any criminal act. (Specific areas: Arson, Assault, Burglary, Drugs and Alcohol, Explosives, Extortion, Blackmail, Coercion, Dangerous weapons, Theft, Malicious mischief, Trespassing, Vandalism, Unlawful interference.)
9. Not harass or intimidate any other student, teacher or school district employee.
10. Not smoke, use, or possess tobacco or tobacco products on school property.
11. Not leave the school grounds from the time of arrival to end of school day unless officially excused.
12. Not participate in secret clubs or groups.
13. Not possess, sell or use any drug paraphernalia.
14. Not possess matches, lighters, fireworks, bullets, caps and other combustible materials.

## **STUDENT TRANSPORTATION**

### ***Bicycles and Scooters***

Bicycles and scooters may be ridden to and from school with the following guidelines:

- a. No student riding a bicycle or scooter should arrive before 8:45 a.m.
- b. Upon arriving on the school grounds the student is asked to walk his/her bicycle or scooter to the bike rack and secure with a lock.
- c. Students are required to wear bike helmets according to King County ordinance for bikes and for the safety of students riding scooters, we ask that he/she wear a helmet as well.

### ***Private Vehicles***

When students are delivered to school or picked up following school by private vehicle, drivers are requested to not block the bus lanes and honor the spaces marked for the Handicapped. **Students should not be delivered to school before 8:45 a.m.**

Persons picking children up, other than their own family, must have written notice of consent from the child's parents. The child must be signed out from the school office if leaving during the school day.

### ***School Buses***

The majority of our students ride the school buses. From a safety standpoint, it is imperative that proper behavior be rigidly adhered to at the bus stops as well as during the ride on the bus. Parents will be notified of infractions or any consequence.

Students are expected to be at the bus stop five minutes prior to the bus time; however, students who arrive too early tend to have problems caused by too much unsupervised time. Please work with your student to develop a schedule which will allow them to arrive at the bus stop in time, but not so early as to create a problem at the bus stop.

All children will be expected to ride their assigned bus regularly. ***If it is necessary for your child to ride a bus, other than the regularly assigned one, a note to this effect must be sent to the child's teacher.*** A bus pass will be made out in the office for the child to give to the bus driver. If your child normally rides a bus, exception to this procedure will require a note to the teacher. Any questions should be directed to the Transportation Department at 802-7232.

## ***School Bus Rules***

The bus driver is in full charge of the bus and will be treated with courtesy and respect.

1. Pupils are to remain seated while the bus is in motion. Ask permission prior to changing seats. Only items that can be held comfortably on your lap are allowed on the bus.
2. Every student will embark and disembark the bus at his or her regular stop, unless permission is given beforehand by school authorities after receiving a note from a parent/guardian which contains an address of the temporary stop.
3. Classroom conduct will be observed while on the bus. Seat must be shared. Eating, drinking and gum chewing are not permitted. Fellow students will be treated with courtesy.
4. The possession or use of tobacco, alcohol and drugs is prohibited. Matches, lighters, glass, sharp items and combustible materials may not be brought onto the bus.
5. Keep hands, head and feet inside the bus. Get permission from the driver prior to lowering windows.
6. Aide dogs for the handicapped are the only animals allowed on the bus.
7. Students must stand completely off the roadway while waiting for the bus. Board and depart the bus in an orderly manner. Cross only in front of the bus after receiving consent from the bus driver.
8. All students must actively participate in emergency evacuation drills. In the event of an emergency, evacuation procedures will be followed.
9. Students and their parent/guardian will be held financially responsible for any act of vandalism.

Riding the Bus is a privilege that may be suspended at any time for inappropriate or dangerous behavior. Student misconduct will be sufficient reason for transportation to be discontinued. The following consequences will be implemented should discipline become necessary at the elementary level:

Incident #1	Verbal Reprimand with a seat assignment and parent contact by the bus driver.
Incident #2	Discipline Report with parent contact.
Incident #3	Discipline Report with a three-day bus suspension following parent contact.
Incident #4	Discipline Report with a 3—10 day bus suspension following parent contact. Parent conference recommended.
Incident #5	Discipline Report with a 10—90 day bus suspension following parent contact. Mandatory parent conference prior to the reinstatement of bus riding privileges.
Incident #6	Discipline Report with a bus suspension for the remainder of the school year following parent contact.

## ***Walking***

Parents are encouraged to instruct their children in proper walking procedures. **All students who walk should not arrive before 8:45 a.m.** Children must follow the direction of the School Safety Patrols.

## **VISITORS**

Students are not permitted to bring other children to visit the school. Visitors coming to our buildings for a school event or at the request of a staff member need to register at the office and wear a visitor badge.

For a visit that is not school or staff initiated, the visitor should make an appointment with the principal to arrange a mutually beneficial time for both the visitor and staff. When the visit has been arranged, the guest will need to register at the office and wear a visitor badge.

## **VOLUNTEERS**

Volunteers must complete the application process each year and be approved. Forms can be obtained at school sites as well as the Human Relations Department at the district office. The forms are also available on the district website at <http://www.enumclaw.wednet.edu/families/volunteers.aspx> **Parents/guardians must be volunteers** in order to visit the playground to join their child at recess. Please contact the school for more information about volunteering at school.

## WAIVERS

### *Intra-District Student Transfers*

Parents who reside in one attendance area, but would like their child to attend another school in our district may request an intra-district transfer. Forms may be obtained at any school, at the district office, or on-line ([http://www.enumclaw.wednet.edu/ourdistrict/forms/intra\\_district\\_transfer.pdf](http://www.enumclaw.wednet.edu/ourdistrict/forms/intra_district_transfer.pdf)). The transfer must first be approved by both the resident and nonresident school principals and the superintendent. **The parent is responsible for transportation and supervision to and from school.** If you wish to transfer your student within the district, your intra-district waiver can be completed after January of the current school year for the next school year. This request does not need to be renewed on a yearly basis.

### *Inter-District (Choice) Student Transfers*

Parents who live outside of the Enumclaw School District boundaries may apply to have their child attend school in our district. Parents must first obtain a release waiver from the school district in which they reside. This is an online process and our district will be notified when the release waiver has been processed. Approval of the waiver request will be dependent on space availability. **This process must be completed annually.** The parent is responsible for transportation and supervision to and from school.

## WEBSITE

The Enumclaw School District website is always useful to keep current on the calendar of events and happenings in your school and in the district. You will also find current headlines, school information (by building), and emergency information. The website address is <http://www.enumclaw.wednet.edu>.

Enumclaw School District is on Facebook at: [www.facebook.com/EnumclawSchoolDistrict](http://www.facebook.com/EnumclawSchoolDistrict). Follow the District's page for information about upcoming District events, school achievements, student work, emergency alerts, videos, and more.

Enumclaw School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Stephanie Berryhill  
Title IX/Chapter 28A.640 RCW Officer  
2929 McDougall Ave.  
Enumclaw, WA 98022  
360.802.7113

Keri Marquand  
Section 504/ADA Coordinator  
2929 McDougall Ave.  
Enumclaw, WA 98022  
360.802.7104