

Clark Elementary

Student Handbook
2019-2020



CLARK ELEMENTARY SCHOOL

335 1st Ave SE
Issaquah, Washington 98027-4315

PHONE: 425-837-6300
ATTENDANCE LINE: 425-837-6240
FAX NUMBER: 425-837-6251
www.clark.issaquah.wednet.edu

Christy Otley, Principal
Alex Merritt, Assistant Principal
Laycie Rader, Assistant Principal

OFFICE HOURS: 8:00 AM – 4:00 PM

Behavior Expectations

At Clark, students, families and staff are expected to follow The School-wide Expectations. These three school wide rules are explicitly taught for both specific areas of our school as well as the general use of our facility.

Clark School-wide Expectations

Be Safe

Be Kind

Be Productive

Throughout our school, you will find posters that describe in detail the expectations for our school. Each poster specifically outlines what our school-wide expectations are for that particular area. We ask that all families review these posters when they are at school with their child. Additionally, students will be taught all school-wide expectations at the start of the school year during Shark Week. Expectations will continue to be retaught throughout the year.

Clark Elementary Philosophy

When working with a student who does not follow the Clark school rules, we consider that:

- A student's self-concept is always a prime consideration;
- A child should be left feeling he/she has some control;
- Students and adults will share the thinking when solving a problem;
- An equal balance of consequences and empathy replace punishment wherever possible;
- Parents want to be provided with information about their child's inappropriate choices.

Misbehavior vs. Bullying Behavior

As friendly as our students at Clark are, it is not out of the norm for students to occasionally have conflicts, argue, tease, not play fair, be left out or play too rough. Some of these behaviors can occur when a student is trying to establish a connection with another student but they may not go about it appropriately. Or a student may get their feelings hurt and push another student at recess. A student may say goofy, inappropriate remarks to another student, but these behaviors usually stop once attention is drawn to that behavior. While these behaviors are unacceptable and mean, they are far different from engaging in bullying behavior.

Why is it important to not label misbehavior as bullying?

We need to be careful to recognize the damage that can occur when we over use or inappropriately use the word 'bully'. When we label a child as a "bully" it doesn't let us see

past the label, and view kids as individuals. A child is more than just a "bully" and we need to see their other qualities and strengths. Children have a hard time seeing beyond labels. Once a child has been categorized as a 'bully', that label can follow them for life.

We want Clark Elementary School to be a safe environment where students can share with staff if they feel they are being hurt or treated unfairly by another student. We take that behavior very seriously and will make every effort to see that each child feels safe at our school.

Equitable Conduct Expectations

The Issaquah School District values equity, diversity and inclusion. The district is committed to building and sustaining a welcoming school community. Our district and community are made up of people of different backgrounds, needs and perspectives. Our learning community includes people of varying races, ethnic backgrounds, abilities/disabilities, religions, ages, languages, socioeconomic status, immigration status, sexual orientation, gender expressions or identities.

Student expectations include:

- Respect each individual, even if that person's identity is different from your own.
- Seek to understand your impact on others while seeking to understand other's intent.
- Communicate respectfully with others in person, on social media and in any other form.
- Use what you are learning to use good judgment and make ethical and informed decisions.
- Take responsibility for your words and actions.

We all have a responsibility to report behavior that interferes with having an equitable and inclusive learning environment that honors and respects people of all identities. If you become aware of any actions that violate the expectations above, we encourage you to speak up through one or more of the following ways:

- Tell a teacher, staff member or other trusted adult immediately.
- If you are comfortable and safe doing so, speak up in the moment to encourage more equitable and inclusive talk or action, and/or support those being hurt.

Severe Discipline

Unacceptable behavior that is severe in nature can result in more immediate corrective action that may include removal from class, in-school suspension, short-term suspension, long term suspension or expulsion. Examples of severe, unacceptable behavior include, but are not limited to:

- Disobedience or disrespect that is abusive in nature;
- Swearing and obscene gestures;
- Stealing;
- Fighting/causing physical injury;
- Damaging or defacing school property;
- Using or possessing drugs, including tobacco products or alcohol;
- Possessing any weapons or facsimiles thereof;

- Constantly repeating negative behavior;
- Harassing another student.

Bullying is a situation in which one or more students (the 'bullies') repeatedly single out a child (the 'target') and engage in behaviors intended to harm that child. Bullying is one-sided. A bully frequently targets the same student repeatedly and on purpose over time. A child who bullies can dominate the targeted student because the bully possesses more power than the targeted student (physically stronger, more intelligent, have a larger circle of friends, or possess a higher social standing). Bullying occurs when there is physical harm.

Clark Elementary Discipline Policy

Any student, who willfully performs any act which materially interferes with, or is detrimental to, the orderly operation of a school-sponsored activity, or any other aspect of the educational process within the Issaquah School District, will be subject to corrective action, discipline, suspension, or expulsion.

The District requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of acceptable behavior;
- B. Respect the rights, person and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning;
- D. Submit to the authority of staff and respond accordingly.

Student discipline, suspension, and/or expulsion will be administered in such a manner as to take into consideration the nature, severity, and circumstances of the violation, the individual circumstances of the student, and prior or other forms of corrective action or discipline which may have been imposed. A complete copy of Regulation 3240 and related Regulations are available on the District's website.

Any action, which removes a student from school for longer than one day, will comprise a "disciplinary action" and will be documented.

Buying, selling, bartering items for personal gain is not allowed without permission of a building administrator. This includes items such as but not limited to toys, trading cards, etc.

Dress Code

At Clark, we do not have a specific dress code defining what can or cannot be worn with the exception that all clothing should contribute to a positive and quality school environment and may not disrupt, interfere with, disturb or distract from learning. We leave clothing decisions up to the discretion of each family and ask that you dress your child in accordance with common sense and the weather. If a student's appearance is considered disruptive or inappropriate by staff or administrator, the student will be asked to change.

Cell Phones

Students may have cell phones. Cell phones may be out as a child travels to and from campus. Once a student arrives on campus, he or she is asked to turn off the phone and secure it in his/her backpack for the school day. We define the school day as "bell to bell". At no time are students allowed to use a cell phone, or any device, to take pictures or make phone calls on campus. If your child has a cell phone that is a watch style, only the watch feature may be used during school hours or it will be required to be removed and placed in his/her backpack "bell to bell".

Toys

Students may bring toys to school to use during recess or during special events in their classrooms. Toys must stay in backpacks during class time. All toys are brought at the risk of the owner. While we can certainly empathize with the disappointment of a loss or break, we cannot assume the responsibility for any child's personal items. Please think through sending your child to school with personal items.

Birthdays

Birthday treats and balloons are not allowed. Teachers offer non-food recognition to honor the birthday child.

Absences/Tardies

Verifying student attendance is a high level of concern for student safety. We need your help to be accurate and timely in accounting for all children every day.

- Unexpected Absences: Please call the school attendance line (425-837-6240) or email the school office clkattendance@issaquah.wednet.edu to report your child's unexpected absence as early as possible;
- Planned Absences (1-2 days): Please notify BOTH the office and teacher in advance of the absence;
- Planned Absences (3 or more days): Will require principal approval using a preapproved absence form completed prior to the absence. Without this form, your child's absence is considered unexcused;
- Tardies: Students will be considered tardy at 9:15. At this point they must report to the main office for a tardy slip.

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.

Drop Off/Pick Up

Student Supervision begins 10 minutes before the first bell. Please do not allow students to arrive earlier than 9:00am.

Student safety begins with you! During drop off and pick up, please follow the rules below to ensure that all students are safe at all times.

- **Adults stay in car at all times.** If you need to assist your child getting in or out of the car,

you will need to park rather than use the drop off/pick up lane.

- **Students are ready to exit.** Have coats on and backpacks/lunches nearby when you leave your house rather than waiting until it is time to exit.
- **Say your "Good byes",** "I love yous" and reminder of the pick up plans as soon as you enter the parking lot/loop.
- **Drive slowly.** Plan your drop off time so that it allows for traffic. If you are on a tight schedule, taking the bus, walking or riding with a friend is a better option.
- **Engage civilly.** Moments of frustration are bound to occur. Remembering our Culture of Kindness and our District's Civility Regulation are important.
- **Drop Off in Loop.** Only drop students off from 1st Avenue, not by the pool for student safety. We realize it may save time, but the pool entrance is only for pool guests and Staff/Bus entry.

Bicyclists and scooter riders must:

- Wear a helmet – it's the law;
- Dismount and walk bike/scooter on the school grounds for the safety of those on foot. Pedestrians have the right-of-way;
- Park and lock bike at the rack located at the school.

Walkers must:

- Cross at the appropriate crossings and follow the directions of the school patrol,
- Dispose of all trash properly;
- Stay on the sidewalk and walk directly to and from school;
- Be alert and aware of bicyclists/scooters on the sidewalk;
- Safely walk and watch for turning vehicles when crossing side streets;
- Walk with other students.

Vehicles must:

- Park in appropriate marked stalls;
- When in fire lane, remain with vehicle at all times;
- Follow Clark's drop off procedure.

Thank you for keeping our students safe!

Issaquah School District Meal Charge Policy

Every student enrolled in the Issaquah School District is assigned a lunch account that can be used to purchase standard program meals from the school kitchen. This is a 4 digit number they are provided with on the first day of school.

In addition to the standard meal, a la carte food and beverage items are available for purchase. A student's lunch account must have sufficient funds to purchase a la carte items. A la carte items at the elementary level (i.e. a dessert or a second entrée) will not be allowed to charge to the account without sufficient funds.

Applications for meal assistance are available online by visiting:

<https://www.issaquah.wednet.edu/district/departments/operations/foodservice> or by contacting the Food Service Office at 425-837-5060. Applications are also available in the

front office of each school building.

Please use www.myschoolbucks.com to use credit cards to make payments for a student's lunch account. Log on instructions and link to Myschoolbucks.com can be found on the district website at <https://www.issaquah.wednet.edu/family/MySchoolBucks>. If you choose to use cash or check, you may send it to school with your child who will bring the cash or check to the lunchroom. Please write your child's name, as well as their lunch number, on the check or the envelope the cash is brought in.

Emergency Events

Should we ever find ourselves in an emergency such as an earthquake, fire, etc. we ask that you wait until direction is given from the first responders about reunification. Directions will be sent using an electronic method such as posting to our website or sending an eNews. While it will be your impulse to seek out your child, to ensure that all families will be properly matched with their child(ren) and to allow our first responders to do their jobs, we ask that you wait for instruction. To help expedite the process of reunification, we ask that you review the [ISD Standard Reunification Process](#), download and complete the form found within that presentation, and keep it in your car as a back up to the one in your child's emergency kit kept in class. You may also consider printing a copy of your ID to keep with the form. You may want to have each person listed on your emergency contact list do the same. ID and the completed form will be the fastest way to pick up your child.

Issaquah School District Policies, Procedures, & Regulations

Nondiscrimination

Issaquah 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, gender 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Sena Camarata, Director of Human Resources
camaratas@issaquah.wednet.edu

Harassment, Intimidation, Bullying (HIB) Coordinator

Melissa Evans, Assistant Director of Student Interventions - Compliance
evansm@issaquah.wednet.edu

Civil Rights Compliance Officer

Lisa Hechtman, Assistant Superintendent of Human Resources
hechtmanl@issaquah.wednet.edu

Section 504 Coordinator

Pam Ridenour, Director of Student Interventions
ridenourp@issaquah.wednet.edu

Parent/Volunteer and Employee/Applicant-Related Matters

Carleena Scammon, Director of Human Resources
scammonc@issaquah.wednet.edu

Mail: 5150 220th Ave. SE
Issaquah, WA 98029

Phone: 425-837-7000

You can report discrimination and discriminatory harassment to any school staff member or to the District's Civil Rights Coordinator, listed above. You also have the right to file a complaint under District Regulation 3210.

<http://www.issaquah.wednet.edu/docs/default-source/district/regulations-manual/3000/3210-nondiscrimination.pdf?sfvrsn=0>

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:
A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Targeted writing of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, sexual assault

You can report sexual harassment to any school staff member or Title IX Coordinator, Sena Camarata, 425-837-7000

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school District's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the District should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the Superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the District receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the District will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the District will include a summary of the results of the investigation, a

determination of whether or not the District failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the District into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the District's decision, you may appeal to the District's Board of Directors. You must file a notice of appeal in writing to the secretary of the Board within 10 calendar days after you received the District's response to your complaint. The Board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The Board will send you a written decision within 30 calendar days after the District received your notice of appeal. The Board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the District's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the District's complaint and appeal process, or (2) the District has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 |

www.hum.wa.gov

Weapons - Possession, transmission or use of any object that is or reasonably appears to be a dangerous weapon or related device is prohibited. Such objects include, but are not limited to: firearms, ammunition, incendiary or explosive devices, clubs, knives with blades of at least three (3) inches in length, or other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm, or to instill fear and/or intimidate by their mere presence on school property or at school sponsored events.

Pursuant to RCW 9.91.160, persons over eighteen (18) years of age, and persons between

fourteen (14) and eighteen (18) years of age who have written parental permission, may possess personal protection spray devices (i.e., mace or pepper spray) on school property.

No one may deliver such a spray device to anyone under fourteen (14), or to anyone between fourteen (14) and eighteen (18) who does not have written parental permission. Personal protection spray devices may only be used in self-defense as defined by state law. Possession, transmission, or use of a spray device under any other circumstances will be treated as a violation of the District's rule prohibiting weapons.

Pursuant to RCW 9.41.280, students who possess a dangerous weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools may be immediately expelled. Law enforcement and parents will be notified. Pursuant to RCW 28A.600.420, students who possess a firearm must be expelled without an opportunity for readmission for at least one (1) year. This minimum one-year expulsion will also apply to students who act with malice and display an instrument that appears to be a firearm on public school property, transportation, or other facilities being used exclusively by public schools. The superintendent of the School District or educational service District may modify the expulsion of a student on a case-by-case basis.

Attendance

As provided in District Regulation 3122, regular school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. Students, at times, may appropriately be absent from class. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. The message will also notify parents of the potential consequences of additional unexcused absences. The following principles shall govern the development and administration of attendance procedures within the District:

Excused (School Day and Individual Class) 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. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless or foster care/dependency status;
9. Absences due to a student's migrant status

10. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
11. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;

Principal (or designee) and parent, guardian, or emancipated youth 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. Family trips taken during assessment windows will be marked as unexcused. Assessment windows will be posted on our website as soon as they become available. A pre-arranged absence form must be submitted at least one week prior to travel. If a form is on file and there are no academic concerns about the child, a conference will not be necessary.

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) prior notice of the excused absences was provided to the district by 8:30 a.m. on the day of the absence or (2) a pre-arranged absence form has been submitted or (3) 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 two unexcused absences within any month during the current school year. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. 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. A student may be suspended or expelled for habitual truancy.

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