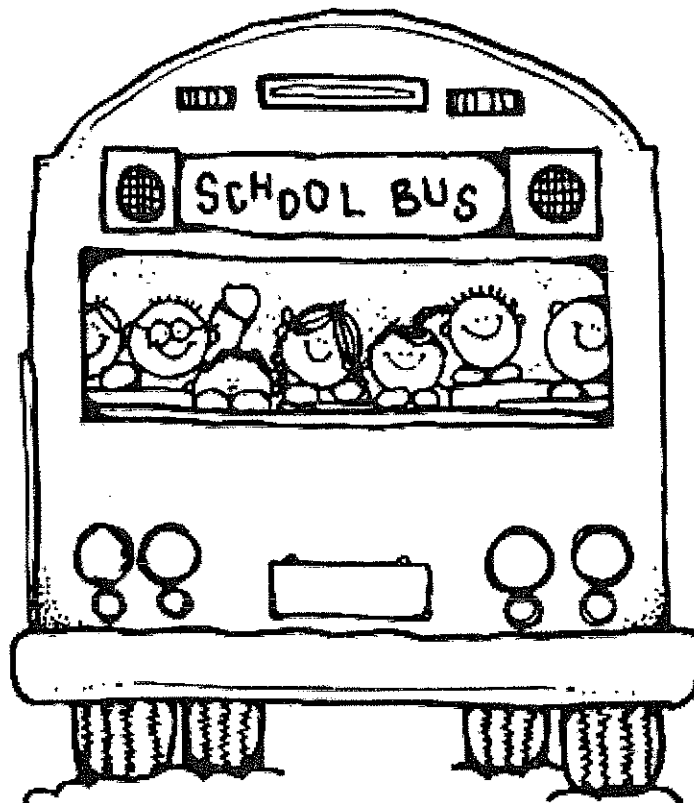


CHAUNCEY DAVIS
ELEMENTARY
South Bend School District



Student and Parent Handbook
2019-2020

BOX 437
500 E. 1ST STREET
SOUTH BEND, WA 98586

PH: (360) 875-5615 OPT. 2
FAX: (360) 875-6032

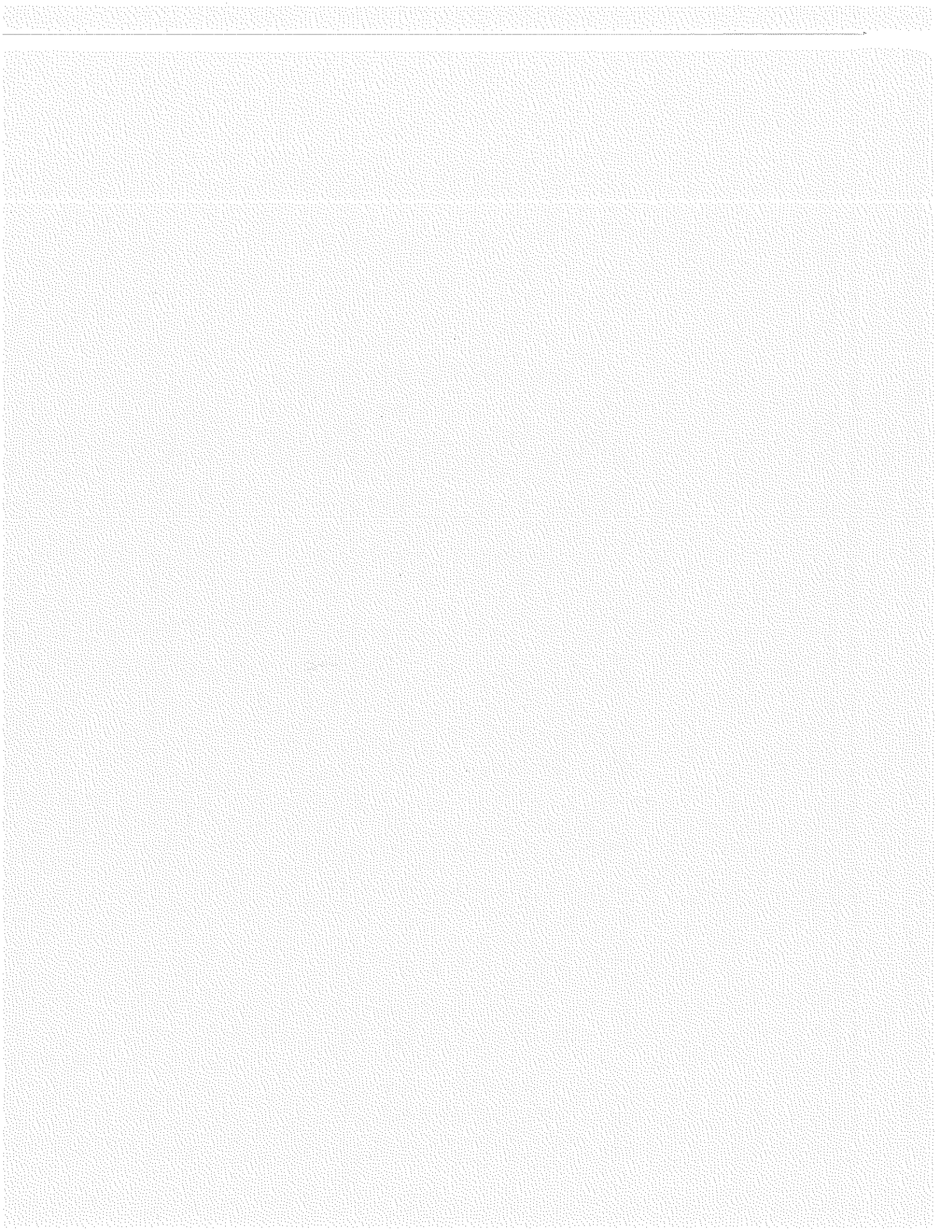


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CHAUNCEY DAVIS ELEMENTARY

"A GREAT PLACE TO BE "

Dear Parents and Students,

On behalf of the elementary staff, I would like to say welcome back and we are all looking forward to another great year! We have a wonderful team of educators and many exciting educational opportunities ahead. We are continuing the implementation of Reading Street as our core reading program, in addition to using DIBELS (Dynamic Indicators of Basic Early Literacy Skills) to progress monitor students and Imagine Learning and Rewards as reading interventions. Math in Focus continues to be our core K-5 math curriculum with Big Ideas in the 6th grade. There will be extra practice on basic math facts with programs such as Reflex Math and ixl.com. In addition to these subject areas, we use science kits provided by ESD113 in Kindergarten through 8th Grade. Most importantly, we will continue our work collaboratively on effective teaching strategies and monitoring each child's progress.

We believe the success of our school and students relies on great teachers, good curriculum and collaboration among teachers, parents and students. We are in this together and can only make a difference if we work together as a team. We want to do what is developmentally best for all children academically, socially and emotionally.

This handbook can be referred to for an understanding of the policies, regulations, and services we provide at Chauncey Davis Elementary. Your suggestions are always welcome. Please feel free to call the school if you have any questions concerning our programs.

The children who attend the South Bend School District are our most precious commodity and we promise to do the best job we can in taking safe care of them and providing them with a positive educational experience.

Best Wishes to all of you for another exciting and successful school year.

Sincerely,

Kresta Byington
Principal

CHAUNCEY DAVIS ELEMENTARY

MISSION STATEMENT

The South Bend School District's mission is to prepare our students to be life/career/college ready by providing supportive, meaningful, and challenging opportunities in every aspect of the educational experience.

BELIEF STATEMENTS

1. All adults in the school must demonstrate caring for all students.
2. Children learn best in warm, enriched and developmentally appropriate settings.
3. All students are capable of achieving higher order outcomes.
4. We must build on each students strengths to enhance his/her self-image and attitude towards life long learning.
5. Students learn best through motivating and relevant curriculum.
6. Family support is a vital and necessary ingredient to a child's success in school.

CHAUNCEY DAVIS ELEMENTARY STAFF

Kresta Byington, Principal
Jon Schray, Vice-Principal K-12
Tammy McDougall, Secretary

Aimee Betrozoff	Kindergarten	Nina Simmons	Speech Therapist
Mindi Passolt	Kindergarten	Jessica Capps	Speech Aide
Allison Larew	Grade 1	Tracy Curtis	Nurse's Aide
Cristina Hoyt	Grade 1	Joy Milton	Paraeducator
Erika Harmer	Grade 2	Lisa Barile	Paraeducator
Anita Seaman	Grade 2	Viviana Rojas	Paraeducator
Neomie Kuiken	Grade 3	Cecilia Hagar	Paraeducator
Julie Lorton	Grade 3	Karen Clements	Paraeducator
Madelyn Klus	Grade 4	Anne McNelly	Paraeducator
Barbara Lester	Grade 4	Debbie Williams	Paraeducator
Jeremiah Alvarez	Grade 5	Jamie Demaray	Paraeducator
Preston Crow	Grade 5	Matthew Boyes	Paraeducator
Heidi Delap	Grade 6	Bailey Johnson	Head Cook
Joellen Beatty	Grade 6	Julie Dokter	Cook's Helper
David Gunnarson	PE	Sally Kunke	Cook's Helper
Shane Byington	PE	Jordan Johnson	Building Maintenance
Tracy Dickey	LAP/Bilingual	Shane Green	Grounds keeper
Jewel Crow	K-6 Special Education	Lori Dearmore	School Librarian
Samantha Lanka	Music	Chris Manke	Technology Coordinator
Kayla Camenzind	Social Worker	Wyatt Kuiken	Maintenance/ Transportation

SCHOOL CALENDAR DATES

Aug. 27	Staff Work Day
Aug. 28	First Student Day
Aug. 30	Kindergarten First Day
Sept. 2	LABOR DAY – No Students
Sept. 20	Early Release 12:30
Oct. 18	Staff Workday –No School
Oct. 25	Early Release 12:30
Nov. 11	VETERAN'S DAY - No School
Nov. 12-15	Parent Teacher Conferences – 12:30 Dismissal each day
Nov. 27-29	THANKSGIVING VACATION BEGINS - 12:30 Dismissal
Dec. 20-Jan.3	CHRISTMAS VACATION - 12:30 Dismissal
Jan. 6	School resumes from Christmas break
Jan. 17	Early Release – 12:30
Jan. 20	MARTIN LUTHER KING'S BIRTHDAY - No School
Feb. 7	All Staff Workday
Feb. 17	President's Day –No School
March 2-6	Mid-Winter Break
March 27	Early Release – 12:30
April 13-17	Spring Break
May 8	Early Release 12:30.
May 25	MEMORIAL DAY - No School
June 10	LAST DAY OF SCHOOL - 11:30 Dismissal

BELL SCHEDULE

8:00	Doors Open
8:30	School Begins
11:00	Primary Lunch
11:30	Intermediate Lunch
3:14	School Dismisses

SPECIALIZED PROGRAMS AND SERVICES

LEARNING ASSISTANCE PROGRAM (LAP)

LAP is a state funded program, which provides additional instruction in reading, language arts, math and behavioural supports. Students needing additional help are identified through a composite score using professional judgment, test scores and classroom performance. Our LAP staff are a very talented and caring group of paraeducators and teachers who work very hard every day for kids. Please contact Tracy Dickey at tdickey@southbendschools.org if you have questions about the Learning Assistance Program.

ENGLISH LANGUAGE LEARNERS

English Language Learners represent over one fourth of the student population. Students who qualify for the Transitional Bilingual Program, based on the ELPA21, can receive services to assist with the development of language acquisition in reading, writing, speaking and listening. Their progress is monitored each spring with the annual ELPA21 assessment. Contact Tracy Dickey at tdickey@southbendschools.org or Dan Raymond at draymond@southbendschools.org if you have questions about the Transitional Bilingual Program.

HIGHLY CAPABLE PROGRAM

Parents and teachers can nominate students to the Highly Capable Program. Forms can be located on the school's website or in the elementary office. If you have any questions about the program you can contact Lori Dearmore at ldearmore@southbendschools.org.

SPECIAL EDUCATION

Education of students with disabilities is provided through special education and related services at Chauncey Davis Elementary. Special education programs are non-categorical in the sense that each student is placed in the program best suited to deliver the services specified in the student's individual Education Plan (IEP) regardless of the student's disability. Program placement decisions are made in accordance with the concept of educating students with disabilities in the least restrictive environment. Students may receive special education services if they meet one or more of the eligibility criteria for students with disabilities as defined by Chapter 392-172A of the Washington Administrative Code (WAC). For more information, contact Kresta Byington at kbyington@southbendschools.org or Jon Schray at jschray@southbendschools.org or call 875-5615 ex. 2.

BOOSTER CLUB

All parents are invited and encouraged to join our Booster Club and participate in their activities this year. The Elementary Booster Club has been an excellent support for school programs and can always use the help of all parents in their volunteer and fund raising efforts. The Booster Club sponsors a variety of activities and events including the Fall Carnival, Art Smart program, Booster Club Bingo and other fun activities. If you need more information or wish to join, please call the elementary office at 875-5615.

VOLUNTEERS

In the classroom, volunteers play an important role as tutors in reading and math, implementing Art Smart lessons, preparing materials for the classroom, accompanying students on field trips and to helping in many other activities. If you are interested in helping in your child's classroom or at the school in any way, please call the office or your child's teacher at 875-5615 ex. 2 during regular school hours. **All volunteers are required to pass a background check conducted through the District office.** Volunteers are a vital part of our school's success and the success of many students here at Chauncey Davis Elementary.

On advisory councils and decision-making committees, parents are encouraged to become involved in their child's education by participating on various advisory councils to review curriculum development, textbook selection, organizational policy and school improvement issues.

SCHOOL VISITATIONS

Parents are always invited and encouraged to visit the school. Please call your child's teacher ahead of time to make arrangements for your visit. Teachers are available to students and parents before school at 8:00 and after at 3:14 p.m. each day by appointment. You can call the office to arrange for a conference or to talk to the teacher on the phone.

NOTE: Because of our great concern for student safety, all visitors are required to check in with the front office before entering classrooms. Regular visitors will be required to pass a background check conducted through the District office.

MEAL PROGRAM

Chauncey Davis Elementary participates in the USDA National School Breakfast and Lunch Programs. The Community Eligibility Program entitles all students in grades K-12 to free breakfast and lunch. Adults and visitors will be charged a fee for meals. Adults can purchase breakfast for \$2.75 and lunch for \$4.50.

ARRIVAL AND DISMISSAL TIME

Student supervision is provided at 8:00 a.m. each morning. Parents are asked to not drop off or allow walking students to arrive prior to 8:00 a.m., especially in inclement weather where the students may become wet or cold. The school day begins at 8:30 a.m. each day and dismisses at 3:14 p.m.

ATTENDANCE

Washington State Compulsory Attendance Law (Becca Law) and the South Bend School District policy 3122 require parents/guardians to ensure students age 8-18, attend school every day school is in session and be on time to classes. The single greatest reason students fail classes is irregular attendance. This is the case even when absences are excused, but become excessive. Tardiness is another form of poor attendance. Students receiving seven (7) unexcused absences in a month or ten (10) in a year will be referred to Pacific County Superior Court if an attendance appeal meeting can't be arranged.

In the event a student is absent a parent or guardian should call the school or write a note with the student's name, date, days of absence, reason for absence and signature. Excused absences include those due to illness, medical appointments, and other pre-arranged opportunities.

In the event a student has 1 unexcused absence a warning letter will be sent to parents, 2 unexcused absences within a month will result in a conference with the parents and the school. When a student reaches 5 or more unexcused absences in a month a petition will be filed with juvenile court.

If a child is removed from school during the day for medical appointments or for other reasons, a parent must come into the office to sign his/her child out. A note or a phone call in advance is helpful if you know that they will be leaving early. We do encourage you to make every effort possible to arrange appointments outside of the school day. **Students must provide documentation from the appointment office to excuse the absence.**

TARDIES

Students are considered tardy if they are not in their classroom at 8:30 a.m. Please call or send a note if your child is tardy. The school will determine whether or not the tardy is excused. It is important that students learn the value of being on time for commitments including school or jobs. Excessive tardies will be subject to the Discipline Code.

INCLEMENT WEATHER

The decision to close schools or delay school starting times due to various weather concerns will be made when it is deemed serious enough to threaten the safe transportation of students to and from school. The district will contact families through an automated phone message system when there are school delays and closers. Announcements will be made over the radio on FM stations KSWW 97.7, KMFY 102.1, or 105.7 beginning around 6:00 a.m. In the case of a two-hour delay, bus routes will run two hours later than normal, the school doors will open at 10:00 a.m. and breakfast will not be provided. If unsure of school closures, please check with the school before dropping students off or sending them to school.

MONEY, VALUABLES AND PERSONAL BELONGINGS

Students are requested not to bring more money to school than is needed during the school day. Valuable jewellery, cell phones, iPods, cameras, radios, bats, balls, toys and so on should be left home. The district is not responsible for lost or damaged personal items, including bicycles.

CHILD CUSTODY AGREEMENT AND LEGAL ORDERS

Certified copies of child custody agreement and legal orders regulating parental access to children and their school records need to be filed with the principal. Policy prohibits schools or school personnel from becoming involved in domestic agreements and concerns between parents. Schools will remain neutral. The welfare and education of the child is the focus of the school's involvement. Contact the building principal for additional information.

TELEPHONE/CELLPHONE USE

Phone use by students is for emergencies only and requires a note from their teacher. Students are discouraged from using the phone to arrange after school visits with friends or other things that should be done at home ahead of time. If a student has a cell phone, it is to be stored in the student's backpack and turned off until dismissal. If the student has the cell phone out during class time, without permission, the teacher or principal will hold the cell phone until the end of the school day.

MEDICATION AT SCHOOL

If your child requires any type of prescription medication, Washington State laws require a medical form filled out by the doctor and yourself. The school must have written instructions from the doctor, written permission from the parents and medication in the original container. Forms are available in the office. Over-the-counter medicines such as aspirin or cough medicine must be brought to the office with written permission and directions by the parent/guardian for the dispensing of the medicine.

IMMUNIZATION REQUIREMENTS

Two doses of Varicella (Chicken Pox) are required for all students entering kindergarten and sixth grade. A three-shot series of Hepatitis B Vaccine is required for all children enrolled in preschool or child care and for children entering kindergarten and grades 1-8. A second dose of MMR (measles, mumps, and rubella) is also required before entry into kindergarten and grades 1-12. For comprehensive immunization requirements, contact health care providers or the local health department.

HEALTH INFORMATION

Notify the school of any health problems with your child. Please keep school staff informed about changes in health or activity limitations as they occur. A nurse is in the school at least once a week and a health room paraeducator is available everyday. Vision screening for nearsightedness and hearing screening for hearing loss occur at school each year. These are screening services only and do not replace regular examination performed by an eye specialist or family doctor.

Any student displaying a communicable disease, including head lice, will be excluded from school until assurance is received from a physician, public health official or the student is checked by school personnel to insure that they do not pose a health risk to students and staff. Students must be brought to school by the parent or guardian to be checked. They will not be able to ride school buses until they are deemed healthy by school or public agency personnel.

Students need to be fever free, without medication, for 24 hours before returning to school.

DRUG FREE SCHOOLS

While on-school district property, students, staff and all others are forbidden to use tobacco products, possess drug paraphernalia, or be under the influence of alcohol, controlled substances, non-prescribed drugs or mood-altering substances.

BUS RIDING

If your child is to go home on a different bus or are walkers, a note or a phone call is required if they are riding home with a friend. If we do not have a note or a phone call they will be required to go home on their normal bus and not be allowed to ride home with friends. If you need to talk directly with the bus garage call Wyatt Kuiken at 875-5000.

PROHIBITION OF 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. **"Harassment, intimidation, or bullying"** means any intentionally written message or image—including those that are electronically transmitted—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.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or

other apparel, socioeconomic status, and weight.
"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation, or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

HOME AND SCHOOL COMMUNICATIONS

Communication is essential for home and school to know what is going on in your child's life. With the heavy demand on your child's teacher, please call to set up a time for appointments if necessary at 875-5615. If something is occurring in your child's life that may effect their behavior or work, please contact their teacher so that they are aware of it.

Newsletters with important information are sent out at the first of each month. They will let you know about the many activities going on at our school. Please encourage your child to make sure that all flyers handed out at school arrive at home for you to see.

Emergencies come up in everyone's lives and the school is happy to get these important messages to your children when necessary. Please call or stop by the office and drop it off with the secretary or the principal. The message will be delivered in a manner that will be the least disruptive to the classroom. **In an effort to maintain a safe atmosphere at our school, all parents/visitors are required to check in at the office upon entering the building.**

LOST AND FOUND

Small lost and found items are kept in the office. Clothing, lunch boxes, etc. are kept in a lost and found box in the entrance to the school. We accumulate many lost items, particularly clothes. Please be sure to check for any lost items on a regular basis. It is recommended that your child's name be placed on a coat tag for identification.

PETS

Pets are not allowed at school or on buses except on special occasions and only with teacher or principal approval. All pets must be leashed or caged. Dogs often follow students to school. When this happens, students may have to return them home or the parents will be called. The school also reserves the right to call the police when owners cannot be contacted or the owner of the dog is not known. The safety of the students is our most important concern.

STUDENT PROGRESS

Chauncey Davis Elementary operates on a trimester grading schedule. Parent conferences will be held the end of the first trimester. School dismisses at 12:30 for that week and all parents will be given an appointment time to meet with their teacher. This is intended to be a mutual exchange of information about your child's strengths and weaknesses. Report cards are handed out at the conference, in November, March, and at the end of the school year. If you have questions or concerns prior to the conference or at any other time, PLEASE contact your child's teacher.

The state requires the Smarter Balanced Assessment in ELA and Mathematics be administered to 3rd, 4th, 5th, and 6th grade students, and science to 5th grade students, during the spring of the school year. Results of the tests will either be discussed at parent conferences or sent home. If you have questions or do not understand the results, please contact the school and we will be happy to answer your questions.

HOMEWORK

Homework is an important component to any school instructional program. It serves as an opportunity to finish daily work, practice and strengthen academic skills. Research indicates that students who attend to homework tend to be higher achieving students. Homework can help a child become better equipped with the essential skills needed to be a successful adult. These skills include responsibility, perseverance, time management, initiative, self – reliance and resourcefulness.

Suggestions for Parents:

1. Establish a specific study time and area in which to work with no distractions.
2. Monitor student progress on an assignment, not the time spent working.
3. Show interest, be supportive and give guidance, but let your child do the work!
4. Encourage your child to contact their teacher when confused and ask for extra help.

POSITIVE REINFORCEMENT PLAN

Positive reinforcement is very effective in promoting desirable change in student behaviour. Chauncey Davis Elementary reinforcement system includes "golden tickets" which students earn when demonstrating behavior that is respectful and kind, responsible and safe, and demonstrates they are ready to learn. When students earn a golden ticket they write their name on the ticket and either use the ticket in their classroom for incentives or enter the ticket in the Principal Drawing. The Principal Drawing takes place weekly. Winners are announced in morning announcements and receive their incentive from the office.

BEHAVIOR EXPECTATIONS

The responsibilities and discipline rules are guidelines for students. Rules help students become good school citizens and apply to everyone. All actions should be respectful and kind, responsible and safe and ready for learning. Students should always be respectful of other students and staff, recognizing their personal space, feeling and personal belongings. Following these guidelines will allow everyone the right to learn.

	Respectful	Responsible	Ready
Setting	Respectful and kind	Responsible and safe	Ready to learn
All areas	<ul style="list-style-type: none"> • Use kind words and actions • Use appropriate voice level • Be mindful of your own and other's space 	<ul style="list-style-type: none"> • Listen and follow direction • Take care of your belongings • Be accountable for your choices 	<ul style="list-style-type: none"> • Be prepared and on time • Be engaged
Hallway	<ul style="list-style-type: none"> • Level 0 voice 	<ul style="list-style-type: none"> • Hands to your side • Walk directly to your destination • Stay in a line 	<ul style="list-style-type: none"> • Eyes forward • Calm body
Cafeteria	<ul style="list-style-type: none"> • Level 2 voice • Use "please" and "thank you" • Remove hats and hoods • Only share food with neighbors 	<ul style="list-style-type: none"> • Use utensils correctly • Clean your table space and floor • Ask permission to leave 	<ul style="list-style-type: none"> • Have a calm body in line and at the table
Recess	<ul style="list-style-type: none"> • Listen to peers' words • Speak kindly • Share equipment 	<ul style="list-style-type: none"> • Follow playground rules • Follow adult directions • Use Kelso's Choices • Return playground equipment 	<ul style="list-style-type: none"> • Freeze at the whistle • Line up and enter the building quickly • Have a calm body
Bathroom	<ul style="list-style-type: none"> • Level 1 voice • Honor others' privacy and personal space 	<ul style="list-style-type: none"> • One person in a stall • Keep the restroom clean • Flush • Wash hands with soap • Keep water in sink 	<ul style="list-style-type: none"> • Be quick
Assembly	<ul style="list-style-type: none"> • Focus on presentation • Show appropriate responses 	<ul style="list-style-type: none"> • Sit appropriately in your seat • Enter/Exit in a quiet orderly fashion 	<ul style="list-style-type: none"> • Use restroom before assembly
Bus	<ul style="list-style-type: none"> • Level 1 voice • Speak kindly to others • Keep bus clean and free from damage 	<ul style="list-style-type: none"> • Back to back, seat to seat • Keep aisles clear • Keep hands, feet and other objects to self and inside the bus 	<ul style="list-style-type: none"> • Always follow the directions of the driver.

DISCIPLINE REFERRALS/PROCESS

	Level 1 Violation (Teacher-handled)	Level 2 Violation (Office Referral)
Types of Violations	<ul style="list-style-type: none"> • Campus/classroom disruption • Talking out • Loud voices/yelling • Arguing • Name calling • Off task behavior • Running • Inappropriate dress • Inappropriate language/gestures to other students • Lying/Cheating • Chewing gum or eating candy 	<ul style="list-style-type: none"> • Inappropriate behavior • Inappropriate language/gestures to staff • Harassment/bullying • Defiance • Fighting/physical aggression to cause harm • Property destruction/misuse • Internet misuse • Leaving classroom or building • Theft • Reference in conversation, writing or pictures to weapons or acts of violence • Illegal activity (drugs/weapons) • Repeated Level 1 Offense
Addressing the Behavior	<ul style="list-style-type: none"> • Utilize Reinforcement system • Proximity control • Verbal/Nonverbal cue to correct behavior • Private conference with student • In-class modified seating • In-class time out • Review/reteach expected behaviour • Refer to RTI team 	<ul style="list-style-type: none"> • Student/teacher conference • Student/parent conference • Referral to social worker • "Check-in" for appropriate behaviour • Refer to RTI team
Consequence Steps	<ul style="list-style-type: none"> • Recess detention • Loss of classroom privileges • Afterschool detention • ½ day ISS • Full day ISS 	<ul style="list-style-type: none"> • Recess detention • Afterschool detention • 1/2day ISS • Full day ISS • One day OSS • Referral to outside agency

- **Further information about school discipline policy and procedure can be found in South Bend School District Policy 3241 and 3241P.**
- **NOTE:** Depending on the severity of the offense, in school detention, after school detention, in school suspension or out of school suspension may be the penalty for the first offense or any offense requiring disciplinary action.

Detention

Detention is served during scheduled recess in a designated and supervised classroom. Detention can also be served after school.

In-School Suspension (ISS)

In-School Suspension is when a student is assigned to a location isolated from the general classroom, including the playground and cafeteria. Students on in-school suspension will be expected to complete all class-work assigned. They will be supervised by school personnel and be assigned ISS for various lengths of time.

Out-of-School Suspension (OSS)

Out of school suspension will require a specific amount of time away from the school. A parent conference will be scheduled to agree on terms to reinstate the student and educational services while out of school. When a student is suspended out of school, they are not allowed to attend social functions, special events or otherwise be on school property for the duration of their suspension.

DRESS CODE:

Appropriate dress at Chauncey Davis Elementary must not disrupt the educational process and include:

- No hats, hoods or bandanas in the building
- No shorts or dresses higher than mid thigh
- All pants must stay above the hips. There should be no bare skin or underwear exposed. Pants must not be cut or have holes above mid thigh.
- All shirts should be able to be tucked in. Unacceptable tops include, but not limited to, tank tops, halter tops, off-the shoulder tops, low cut tops, and bare midriff tops.
- No clothing shall advertise or refer to drugs, alcohol or tobacco, or be gang related.

Students dressed inappropriately may be asked to return home and change clothes, put coats on or turn clothes inside out. We ask for support from parents in encouraging your child to dress so that distractions are minimized in the school.

BUS RIDING PRIVILEGES:

- The bus driver is in full charge of the bus and students.
- Keep head, hands, and feet inside the bus.
- Observe classroom conduct. Unnecessary conversation with bus driver is prohibited. Students shall ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
- Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
- Keep bus clean.
- Be courteous – no profane language, teasing, or name calling.
- Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.
- Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.
- Students crossing roads must do so under the direction of the bus driver, and cross only in front of the bus.
- Stay in the seat while the bus is in motion.
- Respect others and their property.
- If monitors or patrols are on duty, students must obey and respect their orders.
- Drivers may assign seats as needed.
- No pets or animals (except Seeing Eye dogs) allowed on the bus.
- No hazardous objects allowed on the bus.
- Student misconduct shall constitute sufficient reason for suspending transportation privileges.

BUS DISCIPLINE PROGRAM

(Except in cases that require immediate expulsion)

First Offense: Warning

Second Offense: Conference with parents, Transportation Supervisor, and driver either by telephone or in person.

Third Offense: Transportation suspended for one day.

Fourth Offense: Transportation suspended pending conference between parents and school authorities.

The Transportation Supervisor may alter penalties to fit the misconduct of individual cases.

EMERGENCIES/DRILLS

The South Bend School District follows the guidance of **The Standard Response Protocol K12** for procedures in lockouts, lockdowns, evacuations and seeking shelter. Chauncey Davis Elementary participates in monthly fire drills, lockout and lockdown drills and annual earthquake and tsunami drills.

DRUG-FREE and WEAPON-FREE ZONE

The Board has declared that, as required by law, the South Bend School District is to be a Drug-Free and Weapon-Free Zone. This means that it is illegal to possess drugs or weapons in or near the school complex. The district has a no-tolerance policy on drugs and alcohol in and around the school campus.

State law requires that school authorities notify law enforcement and a student's parents or guardian if a student possesses a firearm or dangerous weapon on school premises. It is a well understood federal requirement that districts must expel for one year a student who brings to, or possesses, a firearm at school. However, the superintendent also has the discretion, on case-by case basis, to modify the expulsion. The applicable law provides:

- (1) Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary to secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year under RCW 28A.600.010. The superintendent of the school district, educational service district, state school for the deaf or state school for the blind may modify the expulsion of a student on a case-by-case basis.
- (2) For purposes of this section, "firearm" means a firearm as defined in 18 U.S.C. Sec. 921, and a "firearm" as defined in RCW 9.41.010.
- (3) This section shall be constructed in a manner consistent with the Individuals with Disabilities Education Act, 20 U.S.C Sec 1401 et seq.
- (4) Nothing in this section prevents a public school district, educational service district, the state school for the deaf, or the state school for the blind if it has expelled a student from such student's regular school setting from providing educational services to the student in an alternative setting..." RCW 28A.600.420.

It should be noted that the South Bend Police Department drug dog makes random, periodic inspections of the school and the premises.

It is the intent of the district to ensure that students who are disabled under Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. It is also the intent of the District to provide students and parents their due process rights and to comply with the administrative requirements of this act.

DISCRIMINATION

The South Bend 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:

Section 504 Coordinator, Jon Tienhaara, 360-875-6041, jtienhaa@southbendschools.org

Title IX Officer, Robyn Rose, 360-875-6041, rrose@southbendschools.org

Compliance Coordinator, Barb Cenci, 360-875-6041, bcenci@southbendschools.org

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 (see below). For a copy of your district's non-discrimination policy and procedure, contact your school or district office or view it online here: <https://www.southbend.wednet.edu/domain/222>

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
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://www.southbend.wednet.edu/Page/692>

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.

STEPS TO FILE A COMPLAINT:

Complaint to the School District

Step 1: Write Our 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 district 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 school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school 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 school 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 our [website](#), 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 | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)