

Columbia Ridge Elementary



Be Safe · Be Respectful · Be Responsible · Be A Learner

Parent-Student Hand Book



60 H St. SE Ephrata, WA 98823

509.754.2882/ fax 509.754.4086

Columbia Ridge Parent- Student Handbook

Dear Columbia Ridge Families:

Welcome to the 2022-2023 school year. Columbia Ridge is a wonderful place to learn, grow and succeed. We hope your child finds their time at Columbia Ridge to be rewarding and memorable. Our staff is dedicated to helping every student. We believe it takes a team approach. Our school motto is "All staff, all students, all the time." Together we can help every child succeed.

We are committed to helping your child be successful socially, emotionally, and academically. We believe each child is capable of reaching their potential and we are determined to find the path to help them be successful. We strive at Columbia Ridge to teach teamwork, promote kindness and strive for success for all students.

It is my hope that the information in this handbook will answer many of your questions. I encourage you to read this book with your child and to keep it for future reference.

We welcome and encourage families to visit and get involved. We have a very active PTO-Parent Teacher Organization that would welcome your support. Always remember to check in at the office when you come to school so we can provide a safe environment for all.

We at Columbia Ridge put safety first when it comes to your child. Your child is with us for up to seven hours a day and we want to provide the best care for them while at our school. Our caring and dedicated staff is here to help team with you to help your child have a wonderful school experience. If a situation arises that affects your child's well-being please come and see us.

As our building is changing every day, we are getting excited for the second phase of our construction to be completed. Please visit our website for updated pictures or take a drive and check out the new section Columbia Ridge.

This is going to be a great year and I hope to see you at our many school events.

Sincerely,

Karla Williams

Karla Williams
Principal

DAILY SCHEDULE (TUESDAY – FRIDAY)

7:25- 7:45	Breakfast Served	
7:40	*First Bell	Entire Building
7:45	School Begins	Entire Building
10:45-11:15	Kindergarten Recess/ Lunch	Playground/Gym
11:00-11:30	1 st Grade Recess/ Lunch	Playground/Gym
11:15-11:45	2 nd Grade Recess/ Lunch	Playground/Gym
11:30-12:00	3 rd Grade Recess/ Lunch	Playground/Gym
11:50-12:20	4 th Grade Recess/ Lunch	Playground/Gym
2:40	School Dismissed	Entire Building

**Each scholar will receive 1 recess in addition to their 15 min. of Junior Jogger and 10 of Lunch recess*

** In case of inclement weather, scholars will be allowed into the building earlier.*

Monday Late Start: School begins at 8:45 a.m. (with no AM recess), releasing at 2:40 p.m.

This time is used for staff to collaborate with their colleagues; therefore there is no supervision available for scholars prior to 8:30 a.m. Busses will run on a one hour delayed schedule.

Early Release: scholars will be released at 12:10 p.m. Please make arrangements accordingly.

Scholar Arrival

We are happy to have your child arrive at school any time **after 7:25 a.m.** We appreciate your understanding, as supervision is minimal prior to this time and could create real safety issues. Scholars eating breakfast will pick it up in front hall and then proceed to class.

Scholar Dismissal

Classes dismiss at 2:40 p.m. If you are picking up your child, please use the **designated area in front of the building** and away from the bus loading zones or parking lots. **Scholars must bring a note to the office if there is a change in their after school routine.** Cross walk, use will be **strictly enforced**, and we greatly appreciate your modeling safe practices for scholars. Scholars are not allowed to wait at the East Doors and Parking Lot for families since we have no supervision there.

Transportation Guidelines and Procedures:

All bus routes will be staggered start for the beginning of the school year. If adjustments need to be made, schools and families will know at least one week in advance. **If a change is requested to a child's normal after-school routine please call your child's school prior to 1:30 p.m.** the school will issue a "bus pass" with the name and address of the place that the child is going to and a contact phone number. If you send a note with your child have them bring it to the school office at the beginning of the day. Please make sure that you have the name (location), address and a contact phone number for where the child will be going. **Kindergarten scholars** will be let off the bus **only** when an adult is present. Scholars will be brought back to school and families called to come and get them if there isn't an adult available at the bus stop.

If you move and think that your child needs to ride a different bus please follow these procedures: 1) please call or come in to your child's school and let the office know of the new address and contact information (two phone numbers if possible), 2) building secretaries will contact the Transportation Department, 3) Transportation Department will determine the appropriate bus and contact the school and the parents.

GENERAL INFORMATION

Entrance Requirements (age)

Ephrata School District Policy #3111 states that children must be 5 years old **prior** to September 1 to be enrolled in kindergarten or 6 years old **prior** to September 1 to be enrolled in first grade. The only exception to this policy is scholars who were previously enrolled in another school district. The district retains the right to temporary placement for evaluation to determine appropriate placement. Parents/Guardians must show a valid birth certificate or the equivalent when first enrolling their child in school.

Public Information Release

There are times when scholar work and/or photographs may be published for educational purposes. Authorization to publish scholar work and/or physical likeness (photographs and/or videotapes) for educational purposes and/or events is being requested. Your child's likeness may appear in documents, advertisements, or other such publications. Please also understand that videos he/she appears in may air on television or be included in promotional or informative school system programs (including internet access).

Attendance

Attendance at school is crucial to your child's success. When a child is absent, they miss out on critical information. Your child is expected to be in school each day unless they are ill or a family emergency arises. Washington State has a Compulsory Attendance Law (RCW 28A.225.010).

If your child is absent, please notify the school as soon as possible, preferably first thing in the morning. We will call when your child is absent if we haven't heard from you. **A written note explaining the absence is required when your child returns.** We notify **all families** when a child has 4 or more absences. We realize that there will be times when your child may be tardy. Children **must** check in at the office when they are tardy along with a note explaining the reason. We encourage you to schedule your child's doctor and dental appointments around school hours. For safety reason, you must check in with the office and **obtain a Columbia Ridge School Visitor's Badge** in order to check your child out of school.

<u>Tier 1</u> <ul style="list-style-type: none">• Phone call home for absence• Letter/phone call for 1 unexcused absences• Courtesy letter when student reaches 5 absences	<u>Tier 2</u> <ul style="list-style-type: none">• Final notice letter as students' approach 10 absences (excused/unexcused)• Conference with students/ parents with 10+ excused absences or 3+ unexcused absences in a month
<u>Tier 3</u> <ul style="list-style-type: none">• Attendance contract for those who exceed 10+ absences (as needed) or no later than 7th unexcused absence in a month.• Referral to the Community Truancy Board as excused absences reach/surpass 18 absences (as needed) or as student approaches 7 unexcused absences in a month.	<u>Tier 4</u> <ul style="list-style-type: none">• File a petition with the Grant County Juvenile Courts if attendance does not change after Community Truancy Board• File a petition with the Grant County Juvenile Courts as students exceed 7 unexcused absences in 1 month or 15 unexcused absences within the school year.

Illness/ COVID-19 SYMPTOMS:

Has your student experienced any one or more of the following COVID-19 symptoms (not related to a pre-existing condition)?

- Fever (100.4 or over) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Withdrawal of Scholars

If your child will be withdrawing from our school, please call or come by the school as soon as you can and let us know. This will give us time to complete the necessary paperwork for you to take to your child's new school. This also allows for "goodbye time" for your child and his/her classmates.

Scholar Information Form

Having accurate and complete information about your child is extremely important. A record of this information is kept in the school office in case you need to be contacted. Please make sure that all telephone numbers and addresses are current. Notify the school if there are any changes to your child's information sheet. Changed information is sent to the district office for updating records on the Skyward Scholar Information System.

Immunization

According to Washington State Immunization Law (RCW 28A.31.118), all scholars in public school must provide proof of immunization status. Your child may be exempt (excused) from immunizations for medical, personal or religious reasons. However, if there is an outbreak of a vaccine-preventable disease that your child has not been immunized against, she or he can be excluded from school, preschool, or child care until the outbreak is over (as per health district).

Medication

Scholars who need to take any medication at school (including cough medicine, aspirin and other over-the-counter medications) must have the appropriate form signed by a physician and parent/ guardian on file at school before the medication can be administered. These forms are available in the office. Fax forms will be accepted with an original copy to follow.

Illness

For the health and safety of others, children who are ill should not return to school until they are no longer contagious. Children who have had a fever should be "fever-free" for 24 hours before returning to school. Children who have contracted **HEAD LICE** please follow the matrix in the previous page. If your child has contracted head lice, please notify our school. Your child will need to have their hair checked by office staff or the school nurse prior to returning to school. If your child becomes ill at school we will contact you. If we cannot reach you, we will use the emergency contact information you have provided. ***PLEASE NOTE: we cannot keep ill children at school and we do not have the facilities to supervise them during recess. If your child is too ill to go outside for recess, he/she should stay at home until they are better.***

School Nurse

The district nurse is at Columbia Ridge School on an “as-needed” basis. The nurse is also available as a resource person for health needs and issues. The nurse provides vision and hearing checks for our first, second, and third grade scholars and growth and development information for our fourth grade scholars. During the school year Columbia Ridge scholars will participate in the Grinnovations Dental Health Program offered through the State. Watch for information to come home in September.

Scholar Accidents & Insurance

Scholar Accident Insurance is available for all scholars. Purchase of this insurance is optional and can be done any time during the school year. **Ephrata School District is not responsible for medical costs related to accidents which occur at school.** For *MINOR INJURIES* (scrapes and bruises), first aid will be administered (soap, water and band-aids only). For *SERIOUS INJURIES*, first aid will be administered and the guardian will be contacted as soon as possible. The school nurse may be called. If necessary, we will attempt to contact an emergency number you provided. If neither can be contacted, we will have the school nurse or designee determine whether further medical attention is needed and act accordingly.

Breakfast and Lunch Program

Columbia Ridge School offers a healthy and flavorful breakfast and lunch. Scholars and/or families may pay into their accounts in the lunchroom between 7:35 a.m. and 8:05 a.m. or at any other time throughout the day in the office. Breakfast and lunch prices are printed on the menu that is sent home prior to each month. These menus are subject to change. Unfortunately, no substitutions can be made for foods that scholars don’t like or have allergies to. Scholars are not allowed to “share” their meals. Families are invited to join their child for lunch. If you would like to order a school lunch, please call the office before 9:00 a.m.

Meal Costs:

Grade Level	Regular		Reduce	
	Breakfast	Lunch	Breakfast	Lunch
Kinder-3 rd Grade	FREE	FREE	FREE	FREE
4 th - 6 th Grade	FREE	FREE	FREE	FREE
Middle/Parkway	FREE	FREE	FREE	FREE
High School	FREE	FREE	FREE	FREE
Adults/ Guest	2.35	4.45		

Applications for free and reduced meals are available in the school office or at www.ephrataschools.org under “Food Service” and must be filled out each year if you need to participate. YOU are responsible for charges incurred PRIOR TO notification of qualification for free or reduced meals. Weekly notifications of low or negative balances are sent home. Please keep your child’s meal account with a positive balance.

Snacks and foods at School

Our focus is to promote living a healthy life style. As a result, all foods and beverages provided to scholars at school must meet minimal nutritional values as defined by the new guidelines. This does not limit what you can send your child for cold lunches. It does however, mean that foods not meeting minimal nutritional values will no longer be served during the school day. These foods could be, but are not limited to: carbonated beverages, juices (unless made with real fruit juice), candy-coated fruits/nuts/popcorn, cookies, cake cupcakes, pie, donuts, etc. **Foods that are allowed may include: fruit, vegetables, milk, real fruit juice, meat, cheese, pretzels, popcorn, trail mix, granola bars, yogurt, foods with grains, etc.** These foods should be low in saturated and trans fat, cholesterol, sugar and salt. The policy also explains that celebrations (such as

birthday parties) including food must meet these minimal nutritional values. If you would like ideas for your child's birthday or other classroom/school celebrations, please work with your child's teacher to get ideas or go to websites such as: www.parenting.com, www.parents.com and/or Pinterest! Soda pop will not be allowed during schools times (even in cold lunches) due to carpet floors and the impact it may have on a child's learning. **All Snack need to be individually wrapped and store bought.**

Care of Textbooks, Chromebooks and Library Books

Scholars are responsible for all textbooks, Chromebooks and library books issued to them during the school year. **Scholars will be required to replace** lost or damaged books or technology. If a lost book or technology is not found, arrangements can be made to return the purchased book or chromebooks to you.

Weather

Scholars should be dressed appropriately for weather conditions, which may change throughout the day. Generally, it is **about** 20 degrees (with wind chill) before we keep scholars indoors. Scholars normally go outside on days with light rain.

Emergency School Closure

During times of severe weather, local radio stations and Spokane news stations will be notified if there is an emergency school closure or a delay in the start of the school day. **PLEASE DO NOT CALL THE SCHOOL.** Information will also be posted on the district website as soon as possible. In the event there is a need to close school early in the day, that information will also be broadcast over the radio. Unless we are otherwise notified, your child(ren) will be sent to their normal after-school destination.

Scholar Pictures and ID Cards

Leo's Photography will be taking your child's individual photographs. Information will be sent home regarding fall pictures. Spring portrait pictures are also offered. Information will be sent home in the spring.

Field Trips

General Permission slip will be sent out in the fall to be all inclusive for the entire school year. If you have scholars that are taking medications at school, or have any medical conditions (allergies), arrangements for administering their medication must be made with the office prior to the field trip. Scholars cannot take medications with them unless a family designee is attending the field trip or a staff member certified to dispense medication is present. If you do not want your child to participate in a field trip or event, please let your child's teacher know as soon as possible.

ACADEMICS

Curriculum

The following table depicts the adopted curriculum our scholars use at each grade level:

	<i>English Language Arts</i>	<i>Math</i>	<i>Science</i>	<i>Social Studies</i>
Kindergarten	<i>Read Well Connects</i>	<i>Engage NY</i>	<i>Mystery Science</i>	<i>Social Studies Weekly</i>
1st Grade	<i>Wonders</i>	<i>Engage NY</i>	<i>Mystery Science</i>	<i>Social Studies Weekly</i>
2nd Grade	<i>Wonders</i>	<i>Engage NY</i>	<i>Mystery Science</i>	<i>Social Studies Weekly</i>
3rd Grade	<i>Wonders</i>	<i>Engage NY</i>	<i>Mystery Science</i>	<i>Social Studies Weekly</i>
4th Grade	<i>Wonders</i>	<i>Engage NY</i>	<i>Mystery Science</i>	<i>Social Studies Weekly</i>

At Columbia Ridge Elementary School, our staff works hard to ensure your child is learning the required standards. Our staff continues to be trained on the newly adopted expectations, which drive our instruction.

Junior Joggers

We are grateful to the LION's Club of Ephrata for sponsoring our Junior Jogger running program. LION's Club has been a strong supporter of this program for over 20 years; providing t-shirts for all scholars who meet minimum requirements. Kindergarten, first and second grade scholars need to run 30 miles and third and fourth grade scholars need to run 40 miles in order to receive their Junior Jogger shirt. When a scholar doubles, their miles they get "double miler" printed on the back of their shirt and are given free admission to the Sage and Sun Lion's Club Fun Run in June. When a scholar triples their miles, they get their name printed on the back of the shirt. Record holders are posted on a special bulletin board found in the front of the building.

Federal Law requires that all scholars receive 100 minutes per week (over the course of the school year) of health and fitness. Scholars are provided weekly Physical Education (PE) and Health instruction. Junior Joggers schedule will be determined by the school. Scholars are required to participate a minimum of two times per week. Athletic shoes are highly recommended. Families are welcome to participate (please check-in with the office); we love your support!

Scholar Assessment

All scholars in Washington State public schools participate in the State Assessment System. It is very important that scholars and their families understand that this is the current law in Washington State. For additional and updated information please visit the website: www.k12.wa.us. Scholars are tested throughout the year in reading and mathematics. Test results are shared with families and are part of instructional planning for all scholars. All Scholar are assessed using STAR360, Success Maker Math, Classroom Assessments and State required testing.

Homework

Purposeful homework promotes an essential communication link between home and school. It encourages good study skills, organizational habits, and also provides the necessary practice of skills previously taught. It should also be progressive between grade levels in terms of the amount of time required and the level of difficulty. Reading should be part of daily homework at least 5 out of 7 nights per week (scholars may read independently or with another person). Please notify your teacher if homework places an undue burden on your family.

	READING (nightly)	MATH	OTHER SUBJECTS (min. expectation)	TOTAL MIN. (nightly)
Kindergarten	10 minutes		5 minutes – 1 night per week	10-15 minutes
1st Grade	15 minutes	M & Th	10 minutes – 1 night per week	20-25 minutes
2nd Grade	20-30 minutes	M-Th	10 minutes – 1 night per week	20-30 minutes
3rd Grade	20-30 minutes	Tu & Th	10 minutes – 2 nights per week	30-40 minutes
4th Grade	20-30 minutes	nightly	10 minutes – 2 nights per week	30-40 minutes

If your child receives Specially Designed Instruction you may find adaptations to their homework. If you have questions or need clarification, please contact your child's Special Education Teacher.

Conferences & Scholar Progress

Communication is an essential part of the educational program. It is important for families to keep in close contact with their child's teacher concerning his/her progress. All scholars will have conferences in the fall. Some teachers are choosing to use a "scholar led" conference format. We encourage scholars to participate in their conference. Selected scholars will have conferences in the spring. This does not limit you from coming in to discuss your child's progress whenever you have concerns, however it is important to call and schedule an appointment. Report cards are distributed at the end of each quarter and final report cards are mailed home at the end of the school year.

Kindergarten Rodeo

During the first week of school, kindergarten scholars will have a time to meet with their teacher and family one-on-one. Scholars will receive an assigned interview time. If at all possible, please try to make your scheduled appointment as rescheduling is very difficult.

Services for Children with Special Needs

We offer Special Education services for any scholar identified with delays in gross motor skills (running, climbing, etc.), fine motor skills (coloring, writing, buttoning, etc.), social skills, cognitive (reasoning, memory), receptive language (understanding) and expressive language (speaking). For more information call Special Services at 754-3538.

Public Participation – Special Education (WAC 392-172-588)

The District welcomes public participation and input regarding the planning and operating of the District's Special Education program. Please call 754-3538 for further information. Any application and any required policies, procedures, evaluations, plans, and reports relating to the district's special education program are available for public review and comment through the District's Special Education Office. Please call 754-3538 for further information.

COLUMBIA RIDGE SCHOOL EXPECTATIONS

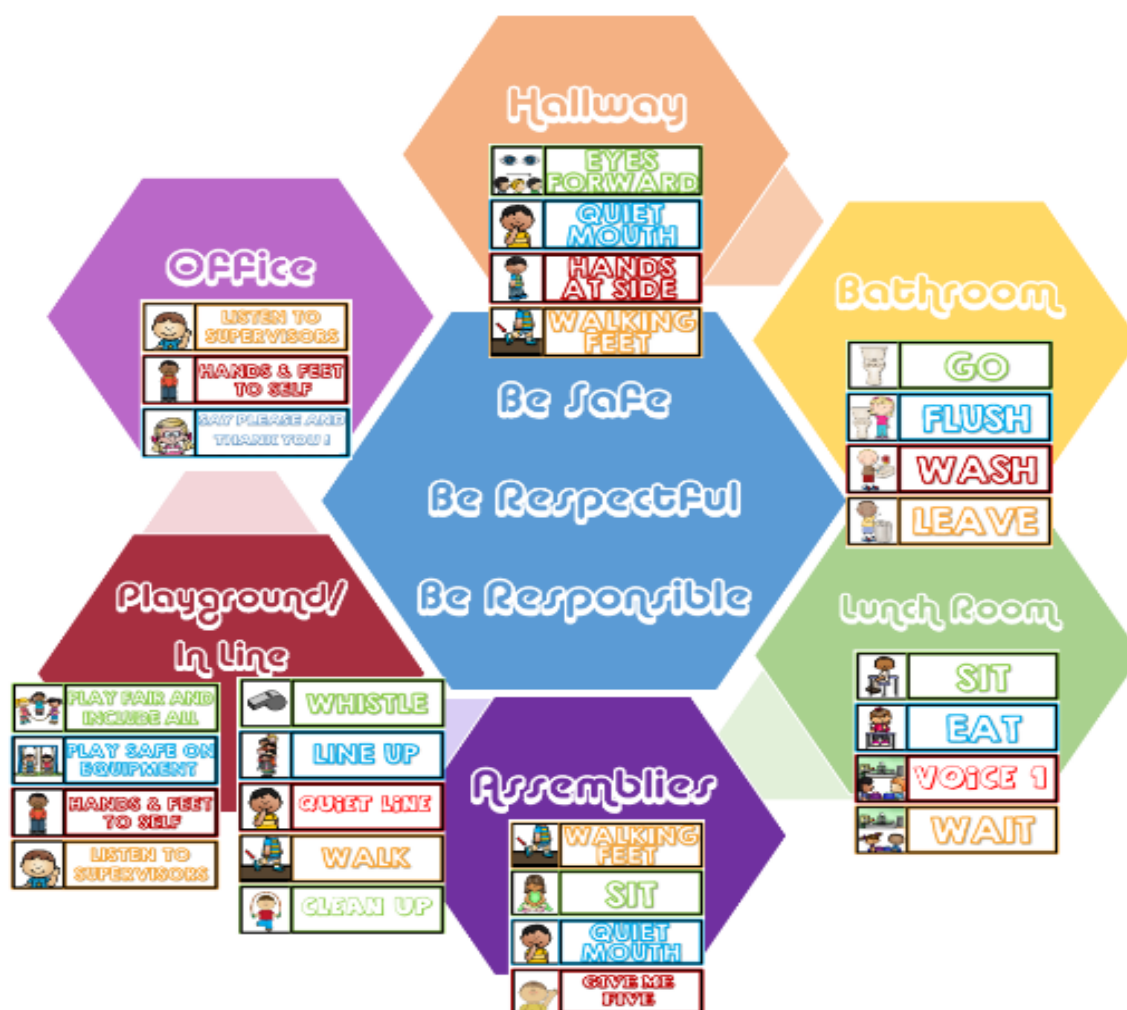
Scholars at Columbia Ridge School will:

- ☒ Attend school in order to participate in special programs or activities on that date.
- ☒ Keep all electronic devices, toys, games, etc. at home. Scholars who have special permission from their teacher to bring these items will leave them in their backpack or with their classroom teacher/designee. **NOTE: The school and district is not responsible for any lost or stolen item.**
- ☒ Keep cell phones turned off and put away during the school day. Scholars will not be allowed to use their phone (including texting) unless prior arrangements have been made. A scholar may ask to use the office/classroom phone if necessary.

Columbia Ridge School has adopted the "bucket filling" philosophy. We believe that scholars are successful when they learn how to fill up other peoples' "buckets" with positive actions and words. At Columbia Ridge School, we:

Your child will also learn to follow these expectations:

School Wide Behavior Matrix



SCHOOLWIDE POSITIVE BEHAVIOR & DISCIPLINE

Counseling

Counseling services are available to scholars and families who need assistance with school-related problems (i.e., academics, social, and behavior). Individual, small group, and large group counseling is available. Resource materials for families are available through the counseling office. If your child is recommended for on-going counseling because of a school-related problem, you will be contacted prior to counseling. In the event that long-term counseling is necessary, referral to an outside agency may occur. You are invited to contact the counseling office if you have concerns or are in need of assistance.

Each year, Columbia Ridge School offers **Parenting with Love and Logic** classes. These classes are in English and Spanish, free of charge, include child care and provide you with resource materials. Families who previously participated in these classes stated, "I wish I had this training years ago. Wow! What a change I

have seen in the way I discipline my children.” Look for information to come home in September and **get signed up!**

Discipline

It is necessary that children learn to develop self-discipline in order to further their learning. Please discuss with your child the importance and need for good behavior and a positive attitude while at school. Our school divides negative behaviors into two categories:

MINOR PROBLEM BEHAVIORS	MAJOR PROBLEM BEHAVIORS
<ul style="list-style-type: none">• Inappropriate Language &/or Gestures• Physical Contact• Defiance• Property Misuse• Dress Code Concern(s)• Other <p><i>*Note: generally 3 minor behaviors = 1 major behavior</i></p>	<ul style="list-style-type: none">• Abusive Language &/or Gestures• Fighting/Physical Aggression• Overt Defiance• Harassment &/or Bullying• Destruction & Loss of Property• Dress Code Violation(s)• Other

Ephrata School District has a policy for fighting, obscene language or gestures, destruction of school property or disrespecting others. Disciplinary action may include:

- Time in a “buddy room” (timeout)
- Time in the Bucket Room (office timeout)
- Conference with teacher
- Conference with principal
- Referral to counselor
- Family conference
- Loss of privilege
- Individualized instruction
- Detention
- Suspension *

** Suspensions: short-term (WAC 180-40-245), long-term (WAC 180-40-260), expulsion (WAC 180-40-275) When dealing with scholar discipline a scholar’s behavior record will be taken into account. Repeated offenses will lead to progressive disciplinary action (WAC 180-40-245-2). Scholars may be suspended without previous forms of corrective action for any violation of severe misconduct rules listed (below) if the violation is serious in nature and/or is disruptive to the educational environment of the school (WAC 180-40-260-2).*

Exceptional Misconduct

Scholars (Grades K-4 Scholar Discipline) Rights and Responsibilities: Procedures 3241

- Severity of any of the discipline situations may result in law enforcement involvement which is in addition to the school discipline outlined below.
- **Parent/Guardian notification is for all prohibited conduct and consequences.**
- Short Term suspension is 10 days or less.
- Long Term Suspension is 11 days to the remainder of the semester.
- Emergency Expulsion is indefinite in length until readmitted by Principal or Hearing Officer.
- Expulsion is indefinite in length; until readmitted by Superintendent, Hearing Officer or School Board.
- For all prohibited conduct – possible notification of the parents/guardians of victims; possible referral to counselor.
- For victims of prohibited conduct #10 and #11 parent/guardian/scholar notification is required.
- A manifestation determination will be held when a special education or 504 scholar has been suspended for a single suspension or a combination of suspensions totaling more than 10 days in

one academic year, as well as following any subsequent suspensions. Also following the 10th day of suspension, the district must, during subsequent days of removal, offer tutoring.

PROHIBITED CONDUCT	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
1. Fighting and Physical Violence/Assault or Promoting of	Parent/Guardian conference. Possible isolation/loss of privileges.	Parent/Guardian conference. Possible Short Term Suspension 1-3 days or alternative recess/activity. Possible counseling.	Possible Short Term Suspension . Referral to appropriate agency.
2. Sale or Delivery of Illegal Drugs, Alcohol and Controlled Substances or Imitations of such	Short Term Suspension 1-3 days. Referral to counseling intervention. Notify law enforcement. Parent/Guardian conference.	Short Term Suspension 3-5 days. Parent/Guardian conference. Continue counseling intervention. Notify law enforcement.	Long Term Suspension Parent/Guardian conference. Continue counseling. Refer case to law enforcement.
3. Possession, Use or Under the Influence of Drugs, Alcohol, or Inhalants or Imitations of such	Parent/Guardian conference. Referral to counseling. Referral to an appropriate agency. Remove student from situation.	Parent/Guardian conference. Continue counseling. Continue agency intervention. Short Term Suspension 1-3 days.	3-5 days Short Term Suspension. Parent/Guardian conference. Continue counseling. Continue agency intervention.
4. Possession of Drug Paraphernalia	Parent/Guardian conference. Referral to counseling. Referral to an appropriate agency. Remove student from situation.	Parent/Guardian conference. Continue counseling. Continue agency intervention. Short Term Suspension 1-3 days.	3-5 days Short Term Suspension. Parent/Guardian conference. Continue counseling. Continue agency intervention.
5. Willful Destruction or Abuse of Personal or School Property RCW 28A.635.060	Parent/Guardian conference. Restitution: a. Financial restitution. b. Student work as the restitution. c. Possible Short Term Suspension if restitution is not made. d. Apology and possible Isolation or Loss of Privileges.	Parent/Guardian conference. Possible 1-3 days Short Term Suspension. Refer for counseling. Notify law enforcement.	Parent/Guardian conference. Short Term Suspension. Continue counseling. Refer to law enforcement.
6. Possession of Dangerous Objects (Any object used in a harmful manner).	Parent/Guardian conference. Confiscate object. Possible Short Term Suspension. Possible counseling referral.	Parent/Guardian conference. Possible 1-3 days Short Term Suspension. Refer for counseling. Notify law enforcement.	Parent/Guardian conference. Possible 1-3 days Short Term Suspension. Continue counseling. Refer to law enforcement.
7. Possession of Dangerous Weapons /Weapons apparently capable of producing bodily harm and other dangerous weapons (as defined by law) on school facilities. RCW 9.41.250/ RCW 9.41.270/ RCW 9.41.280	Confiscate dangerous weapon. Notify law enforcement. Parent/Guardian conference. Possible referral to counseling. Short Term Suspension.	Confiscate dangerous weapon. Notify law enforcement. Parent/Guardian conference. Refer to counseling. Short Term/Long Term Suspension.	Confiscate dangerous weapon. Parent/Guardian conference. Continue counseling. Refer to law enforcement. Short/Long Term Suspension.

8. Possession of Firearm RCW 28A.600.420	Expulsion. (Mandatory – One Year) Contact law enforcement. Confiscate firearm. Parent notified. Subject to appeal.		
9. Theft or Extortion (Student will be required to replace)	Parent/Guardian conference. Refer to counseling. Possible isolation/loss of privileges. (Student will be required to replace)	Parent/Guardian conference. Refer to counseling. Possible isolation/loss of privileges. Possible 1-3 days Short Term Suspension. (Student will be required to replace)	Parent/Guardian conference. Continue counseling. Possible 3-5 days Short Term Suspension. Notify law enforcement. (Student will be required to replace)
10. Harassment/ Intimidation/ Bullying/ Electronic Bullying/ Threats.	Teacher notified. Parent/Guardian conference. Loss of privileges. Possible Short Term Suspension.	Parent/Guardian conference. Possible isolation and loss of privileges. Possible Short Term Suspension. Referral to counseling.	Parent/Guardian conference. Short Term Suspension.
11. Sexual Harassment	Possible loss of privileges. Possible Short Term Suspension. Law enforcement may be notified.	Parent/Guardian conference. Possible 1-3 days Short Term Suspension. Possible referral to counseling. Law enforcement may be notified.	Parent/Guardian conference. Possible 3-5 days Short Term Suspension. Referral for counseling. Law enforcement may be notified.
12. Disobedience/ Defiance/Failure to Comply	Parent/Guardian conference. Possible isolation and loss of privileges.	Parent/Guardian conference. Possible loss of privileges. Possible Short Term Suspension.	Parent/Guardian conference. Possible Short Term Suspension. Possible referral to counseling.
13. Failure to Comply/ Misbehavior at School Sponsored Events on or off Campus	Teacher/supervisor asks student to behave accordingly.	Supervisor/principal contacted. Student removed.	Student barred from future events.
14. Inappropriate Language/Materials (e.g. sexually explicit, use of racial or religious slurs)	Parent/Guardian conference.	Parent/Guardian conference. Possible loss of privileges.	Parent/Guardian conference. Possible 1-3 days Short Term Suspension. Possible referral to counseling.
15. Disruptive Conduct	Parent/Guardian conference. Possible loss of privileges.	Parent/Guardian conference. Isolation/loss of privileges.	Parent/Guardian conference. Possible Short Term Suspension.
16. Use or Possession of Tobacco on School Grounds RCW 28A.210.310	Parent/Guardian conference. Confiscation of tobacco product. Law enforcement notification.	Parent/Guardian conference. Confiscation of tobacco/product. 1-3 days Short Term Suspension. Law enforcement notification.	Parent/Guardian conference. Confiscation of tobacco product. 3-5 days Short Term Suspension. Law enforcement notification. Referral to counseling.
17. Inappropriate Dress and Appearance	Parent/Guardian conference. Change of clothing.	Parent/Guardian conference. Change of clothing.	Parent/Guardian conference. Possible Short Term Suspension.

18. Inappropriate Display of Physical Affection	Parent/Guardian conference.	Parent/Guardian conference.	Parent/Guardian conference. Possible loss of privileges/isolation. Possible Short Term Suspension .
19. Excessive Tardies	Parent/Guardian conference. Student may be required to make up time missed.	Parent/Guardian conference. Possible loss of privileges. Student may be required to make up time missed.	Parent/Guardian conference. Possible loss of privileges/isolation. Student may be required to make up time missed.
20. Truancy	Parent/Guardian conference.	Parent/Guardian conference. Student makes up all missed time. Possible referral to appropriate agency.	Parent/Guardian conference. Student makes up all missed time. Possible referral to appropriate agency.
21. Physical or Verbal Assault or Threatening any Staff Member/Interference by force or Violence. RCW 28A.635.090	Short Term/Long Term Suspension or Expulsion Referred to law enforcement. Consider referral to counseling.	Expulsion	
22. Abusing or Insulting Staff RCW 28A.635.010	Possible Short Term . Law enforcement may be notified.	Possible Short Term . Law enforcement notified.	Short Term . Law enforcement notified.
23. Gang Related Behavior/Activity/Materials	Parent/Guardian conference. Possible Short Term Suspension . Law enforcement may be notified.	Possible Short Term Suspension . Law enforcement notified. Possible referral to counseling.	Possible Short Term/Long Term Suspension may be imposed if the student has committed Gang Activity or Criminal Gang Intimidation two times in the past three years. Law enforcement notified. Possible referral to counseling.
24. Other Illegal Acts Committed on School Grounds or at School Activities	Possible Short Term Suspension. Law enforcement may be notified.	Short Term Suspension. Law enforcement may be notified.	Short Term. . Law enforcement may be notified
25. Inappropriate Use of Electronic Devices (Including Cell Phones) RCW 28A.320.135	Device taken. Parent/Guardian notification. Student picks up at end of day.	Device taken. Parent/Guardian notification. Parent/Guardian picks up at end of day.	Device taken. Parent/Guardian notification. Parent/Guardian picks up in one week.

- The discipline procedures were reviewed by an Ad Hoc Committee which was representative of the Ephrata community.
- **All prohibited conduct that lists a short-term or long-term suspension on the first occurrence is considered exceptional misconduct by the Ad Hoc Committee.**
- Building Administrator has the latitude to modify/adjust consequences when deemed appropriate.
- **Exceptional misconduct levels of consequences are in effect throughout a scholar's time in a building.**

Bullying

It is against the law and Ephrata School District policy for anyone to bully or harass another person. Washington State RCW 28A.300.285: Harassment, intimidation, or bullying means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any

characteristic of malicious harassment, or other distinguishing characteristics, when the intentional, written, verbal, or physical act:

1. physically harms a scholar or damages the scholar's property, or
2. has the effect of substantially interfering with a scholar's education, or
3. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or
4. has the effect of substantially disrupting the orderly operation of the school.

A working definition of bullying is:

1. A desire to hurt or harm is the motivation. It is intentional. (The desire to harm does not have to exist with sexual harassment.)
2. A power imbalance – physical, emotional, intellectual, social – exists between the perpetrator and the victim. The power can be formal or informal, obvious or not obvious.
3. The actions are manifestations of unjust use of power.
4. The aggressor enjoys carrying out the actions or behavior.
5. The victim has a sense of being/feeling oppressed where he/she feels trapped and can't get away.
6. The perpetrator typically repeats the hurtful/harmful actions against the victim, or continues the same or similar behavior towards others.

Types of bullying behavior include:

1. Physical – hitting, kicking, stealing or hiding belongings, sexual assault.
2. Non-physical – verbal, emotional or psychological – name calling, insults, offensive or sexual remarks, threats, cyber-bullying (sending text, email, instant messages, or any social networking webpage).
3. Indirect – spreading rumors, graffiti, defacing property, displaying literature or materials of a racist, sexist, or pornographic nature, and cyber (anonymous).

Nondiscrimination and Sexual Harassment

DISCRIMINATION

Ephrata 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:

Travis Eloff
504/ADA Coordinator
501 C Street NW
754-3538
teloff@ephrataschools.org

Bryan Johnson
Title IX Coordinator
333 4th Ave NW
754-5285
bjohnson@ephrataschools.org

Sharon Scellick
Civil Rights Compliance Officer
35 K Street SE
754-7547
sscellick@ephrataschools.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 nondiscrimination policy and procedure, contact your school or district office or view it online here: www.ephrataschools.org.

SEXUAL HARASSMENT

Scholars 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 scholar 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 scholar'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:

www.ephrataschools.org.

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 resolve your concerns.

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 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.

SAFE & ORDERLY LEARNING ENVIRONMENT

Contact with Staff

The learning environment and the staff's time for scholars shall be free from interruption. Except in emergencies, staff shall not be interrupted. Calls will be directed to voicemail during instructional times. The staff is encouraged to check voice and email each day. Certificated staff shall be available for consultation with scholars and patrons before and after school time. Scholars and patrons are urged to make appointments with staff to assure an uninterrupted conference. ***No one shall solicit funds or conduct private business with staff on school time and premises.***

Parent Teacher Organization (PTO)

PTO will be organized the first month of school. This organization sponsors many benefits for our school such as volunteers, fund raising, room helpers, and special school activities. Money from PTO projects go towards incentives and equipment. PTO conducts its Membership Drive in the fall; however, you may join anytime during the school year. PTO welcomes and invites your membership.

School Volunteers

There are many opportunities to volunteer at school: Title 1 Reading Assistance Program (RAP), classroom, library, playground games, lunchroom assistance, PTO, etc. ~~ be creative ~~ we are always looking for ways to utilize your talents. Please come in and visit with us if you have an idea for volunteering.

Visitors

We welcome and encourage visits to school by our families, community and interested educators. To ensure safety, all but our front entrance doors remain locked. We expect all visitors, substitute staff, high school TAs and PTO volunteers to check-in at the office and obtain the necessary badge/identification prior to movement throughout our campus. The following guidelines are established to permit visitors to observe the educational program with minimal disruption:

1. All visitors must register at the office upon arrival at school.
2. Visitors whose purpose is to influence or solicit scholars shall not be permitted on the school grounds unless the visit furthers the educational program of the district.
3. If visitors wish to observe a classroom, the time shall be arranged after the principal has had a conference with the teacher.
4. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities.
5. The principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitors' presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give reasons for the action.
6. If a dispute arises regarding limitations upon or withholding of approval for visits:
 - a. The visitor shall first discuss the matter with the principal;
 - b. If it is not satisfactorily resolved, the visitor may request a meeting with the superintendent.

The latter shall promptly meet with the visitor, investigate the dispute and render a written decision which shall be final, subject only to the citizen's right to raise an issue at a regular session of the board.

Disruption of School Operations

If any person is under the influence of drugs or alcohol, is disrupting, obstructing or threatening any school programs (including activities and meetings) is committing, threatening to imminently commit or inciting another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure of any scholar, official, classified or certificated staff member or invitee of the school district, the superintendent or staff member in charge shall direct the person to leave immediately. If such a person refuses to leave, the superintendent or staff member shall immediately call for the assistance of a law enforcement officer.

Legal reference:	RCW 28A.635.020	Willfully disobeying school administrative personnel or refusing to leave public property
	RCW 28A.635.030	Disturbing school, school activities, or meetings
	RCW 28A.635.090	Interfering by force or violence with any administrator, teacher or scholar
	RCW 28A.635.100	Intimidating any administrator, teacher or scholar
	RCW 28A.605.020	Parents' access to classroom or school sponsored activities
	20 U.S.C. § 9528	No Child Left Behind Act, Military Recruiter Provision
	WAC 180-44-050	School day as related to the teacher

Disruption at School Activities

The following guidelines are suggested as basic security measures to prevent/reduce disruptive activities in the school:

1. All visitors are required to check into the office upon entering a school building. All entrances must be posted;
2. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office.
3. A visitor's badge with the current date should be worn conspicuously.
4. Written guidelines pertaining to rights of non-custodial parents should be readily accessible to direct staff about what to do if a non-custodial parent shows up demanding to:
 - a. Meet with the teacher of his/her child;
 - b. Visit with his/her child; or
 - c. Remove his/her child from the school premises.
5. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member shall exercise the right to order the visitor off school premises. If the visitor fails to comply, the staff member shall contact the school office which may, in turn, report the disturbance to a law enforcement officer.

Alcohol/Drug and Weapon Free Policy

As a part of the Ephrata School District's mission, we are committed to the creation of a safe learning environment characterized by trust and respect. In order to reach this goal, the Ephrata School District will have a policy towards harassment (including sexual harassment) and gang related activity or attire (Ephrata School District property has been declared a weapon free zone). In addition, we are committed to maintaining positive, drug and alcohol free schools. Possession, use, distribution of alcohol or illicit

drugs is strictly prohibited in the Ephrata School District which includes school facilities, grounds or at school-related activities.

Possession of Firearms

Under State Law 103-382 and the Gun-Free School Act (GFSA) any scholar in possession of any firearm on or around school property or any school sponsored activity/transportation are subject to minimum one calendar year expulsion, with case-by-case modifications by the superintendent, and may be appealed by the scholar/parents. Law enforcement and parents/guardians will be notified.

School Safety & Crisis Response

Safety drills are necessary and required by state law for the safety of the scholars and staff. Everyone should know and follow the specific directions for the designated drill. Procedures, exit plans and emergency bags are accessible in each educational setting. ***Everyone must exit the building during a drill.*** We will practice fire, earthquake, lockdown and shelter in place procedures at random times throughout the entire school year. Columbia Ridge School has a “Drop Everything and Respond” (DEAR) team which has a plan for appropriate response to emergencies and crises that may occur during the course of the school year.

Family Educational Right to Privacy Act (FERPA)

The Family Educational Right to Privacy Act (FERPA) affords parents and scholars over 18 years of age (eligible scholars) certain rights with respect to the scholar’s education records. They are:

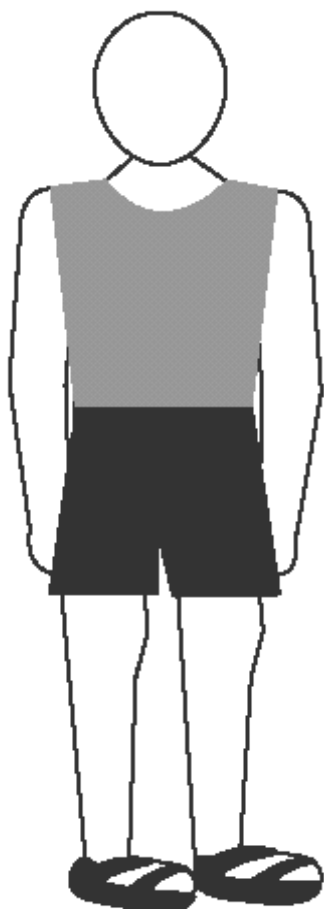
1. The right to inspect and review the scholar’s education records within 45 days of the day the District receives a request for access. *
 - a. Parents or eligible scholars should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
2. The right to request the amendment of the scholar’s education records that the parent or eligible scholar believes is inaccurate or misleading.
 - a. Parents or eligible scholars may ask the Ephrata School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
 - b. If the District decides not to amend the record as requested by the parent or eligible scholar, the District will notify the parent or eligible scholar of the decision and advise them to their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable contained in the scholar’s education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law unit personnel); a person serving on the School Board; a person or company with whom the District has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c. Upon request, the District discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the scholar of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW Washington, DC 20202-4605 *State Law Qualification: Although FERPA allows 45 days to honor a request, the State policy records law requires an appropriate response to a “public records” request within 5 business days. RCW 42.17.320

SCHOOL IMPROVEMENT & TITLE I SCHOOLWIDE GOALS

As a staff we believe that each person has value and deserves support and respect. We believe in providing the opportunity for everyone to reach his or her potential. We believe in each person taking personal responsibility for learning through honesty and integrity. At the beginning of each school year, the staff reviews data (academics, behavior, etc.) and set quarterly goals to help all our scholars achieve at high levels of learning. These goals become a significant part of what we do and how we teach. If you would like to see these goals, please contact the office for assistance. **Additional Focus Areas:** Provide safe and secure schools; Continue to increase communication among staff, building, parents, and the community; Continue to provide technology support and in-service to scholars and staff.

DRESS CODE

Establishing an educational environment that is free from distractions is critically important. Scholars are encouraged to dress comfortably and clean at all times. During cold weather, your child needs to come to school with a warm coat, hat/earmuffs and gloves. Due to health and safety, **flip-flops and shoes with “wheels” in them** (allowable if wheels are removed) **are NOT ALLOWED at school**. Sandals with backs/straps are allowable. Families may be contacted to bring appropriate attire to school if necessary. Please make sure that your child’s clothing and personal property is clearly marked, especially those clothing items that are taken off throughout the day. A **lost and found box** is located in the hallway near the office. Unclaimed clothing is donated to the clothing bank 2-3 times each year; you will be notified ahead of time. **High School teaching assistants** are required to follow the high school dress code. Scholars who are inappropriately dressed will be sent back to the High School and counted as an “unexcused absence”.



HEAD – Scholars must remove all headwear while in the building.

TORSO – Clothing must cover stomachs, backs, shoulders, chest and undergarments. No halter-tops, tube tops, bare midriff shirts, spaghetti strap tops or other attire which leaves the shoulders bare and/or exposes cleavage.

The shaded portion of this figure represents the front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

OTHER GUIDELINES

- No hats, bandanas, sunglasses, headgear or other head covering may be worn (Exceptions will be made for medical, religious, and other approved reasons).
- Clothing or jewelry advertising drugs, alcohol or tobacco, or demonstrating obscene language, harassment, violence or double meanings (innuendo) is not appropriate.
- Any items that are evidence of membership in or affiliation with a gang is not allowed. Because of the

LEGS – Shorts, skirts, dresses must be longer than mid-thigh. Undergarments must be covered. No flip flops or wheeled shoes.

Please adhere to our dress code policy. We appreciate your support!!!

FEET – Footwear must be worn at all times appropriate to the activity. No slippers or flip-flops permitted.

Scholar dress shall be neat, clean, and within the bounds of decency, health, and safety. Dress and appearance is the responsibility of the parent and the scholar; however; dress and appearance shall not be disruptive to the educational process or learning objectives. Scholars need to dress appropriately to learn. A scholar who wears clothing that disrupts the educational process will be referred to an administrator (see district policy #3224).