

2021/2022

Eagleridge Elementary School

Family Handbook



Mr. Mischa Burnett, Principal
2651 Thornton Road, P.O. Box 1127
Ferndale, Washington 98248
360-383-9700 – Phone, 360-383-9702 – Fax

Welcome to Eagleridge

The staff at Eagleridge is looking forward to a rewarding and successful school year. We have prepared this handbook to help facilitate cooperation between the parents, school and students. We are committed to ensuring success for each and every child. We ask for your full involvement so that we may provide valuable and enriching educational experiences in a fun, creative and safe environment. Please take time to become familiar with the contents of this handbook and use it as a resource.

Eagleridge is proud of the tradition of parent volunteerism. Please continue this by making the most of the opportunities to be a part of your child's experiences. Spend time helping in classrooms. Participate in conferences. Attend school functions. Communicate frequently. As a parent here, you are welcome to join a dedicated, inclusive Parent-Teacher Organization that does so much for our students.

Student success is directly related to parent participation both at home and at school. We truly value your partnership and love to see parents here at Eagleridge. We can't do it without you.

Sincerely,

Mischa Burnett
Principal

Eagleridge Elementary School

MOTTO: Above and Beyond

SCHOOL COLORS: White and Royal Blue

MISSION STATEMENTS

EAGLERIDGE SCHOOL MISSION STATEMENT

Eagleridge staff expects all students to meet grade level standards and be respectful citizens. Students will be challenged to reach their highest academic potential in a place where individuals are honored and respected. Staff will communicate and collaborate with students, staff, and families, use effective instructional strategies, and do whatever we can to meet students' learning needs.

DISTRICT MISSION STATEMENT

Ferndale School District, in partnership with families and the larger community, will educate each student to develop the knowledge, skills and character necessary to lead a self-reliant, socially responsible life.

The District is committed to having community members, staff and students work together to accomplish this mission.

PUBLIC NOTICE

The Ferndale School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Office, John Fairbairn, Director of Human Resources, P.O. Box 698, Ferndale, WA 98248 (360) 383-9206.

EAGLERIDGE ELEMENTARY SCHOOL

STAFF LIST

2021/2022

Teachers may be reached before school from 8:30-9:15 or after school from 3:40-4:00 by calling their phone number or you can call the office and our staff will put you into their voicemail during the school day.

Burnett	Mischa	Prinipal	383-9700
Alejandro	Tammy	Second	383-9729
Ayache	Morgan	Psychologist	383-9430
Barnreiter	Jeanette	Music	383-9734
Bird	Sandy	Nurse	383-2310
Burbridge	Brittany	Special Ed	383-9738
Catton	Sara	Third	383-9742
Chapple	Brett	Dean of Students	383-9746
Crawford	Denise	Third	383-9715
Derkach	Sulamita	Third	383-9741
Elliott	Mary	OT	383-9743
Fouquet	Bryan	Fifth	383-9717
Fouquet	Lea	First	383-9725
Harbaugh	Mariah	Second	383-9733
Hone	Mattison	Intervention Specialist	383-9700
Hippner	Jamie	LAP Specialist	383-9749
Hippner-Page	Tina	LAP Specialist	383-9749
Hylton	Ann-Marie	Intervention Specialist	383-9755
Kelly	Kristin	Kindergarten	383-9728
Kuhlman	Sascha	Kindergarten	383-9726
Kyllingmark	Lori	Special Ed	383-9738
Lackey	Jennifer	First	383-9731
Lewis	Michelle	Fourth	383-9713
Lutton	Susie	Kindergarten	383-9740
Mazur	Pamela	Second	383-9727
McDaniel	Kacie	MTSS	383-9708
McMasters	Mike	Fifth	383-9711
Meyer	Katie	Third	383-9714
O'Brien	Jamie	PE	383-9736
O'Neill	Tami	Fourth	383-9710
Oord	Ann	Special Ed	383-9738
Parke	Teresa	Third	383-9716
Ray	Leah	Third	383-9718
Rucker	Christina	Fifth	383-9712
Salisbury	Vicki	First	383-9732

[illegible]

Schwartz	Melissa	LAP Specialist	383-9489
Tate	Leslie	Counselor	383-9709
Taylor	Meghan	ELL	383-9720
Townsdin	Michelle	Counselor	383-9721
Whitehead	Lori	Speech Therapist	383-9705
Wood	Sam	Kindergarten	383-9737

Daily Schedule

SCHOOL DAY

First bell: 9:15 am
Tardy bell: 9:25 am
Last bell: 3:30 pm

LUNCH SCHEDULE

11:20 a.m. – 11:40 a.m. Kinder/1st grade (11:40-12:10 recess)
11:50 a.m. – 12:10 p.m. 2nd grade/3rd grade (12:10 – 12:40 recess)
12:20 p.m. – 12:40 p.m. 4th grade/5th grade (12:40 – 1:10 recess)

RECESS SCHEDULE

11:20 a.m. – 11:35 a.m. 5th grade
2:00 p.m. – 2:15 p.m. 2nd grade/3rd grade
2:20 p.m. – 2:35 p.m. Kinder/1st grade
2:35 p.m. – 2:50 p.m. 4th grade

1:00 EARLY DISMISSAL

Lunch Schedule

11:00 a.m. – 11:20 a.m. 4th grade/5th grade (11:20 – 11:50 a.m. recess)
11:30 a.m. – 11:50 a.m. Kinder/1st grade (11:50 a.m. – 12:20 p.m. recess)
12:00 p.m. – 12:20 p.m. 2nd grade/3rd grade (12:20 p.m. – 12:50 p.m. recess)

School Meal Information

Each student is issued an ID card with their picture and information on it. Free student's ID cards are automatically front loaded with enough lunches and breakfasts for the month. All other students may take their money or checks to the cafeteria in the morning or at their lunchtime and their money will be electronically loaded on their ID cards. It is very helpful to have money or checks for students in an envelope. On the envelope include the teacher's name, the amount of money, what the money is for, and your child's name.

Breakfast & Lunch Prices

Full-Price

Breakfast \$ 1.50 per day
Lunches \$ 2.75 per day

Reduced

Breakfast Free
Grades 4-5 \$.40 per day

Free or Reduced Lunch Application, School Menu and MealTime Online information are available in our office or on our district's website at <http://ferndalesd.org> (Departments & Programs, Food Service)

General Information

DRESS CODE FOR STUDENTS

Clothing worn at school should be in good taste; clothing that advertises tobacco or alcohol products, sexually explicit material, or violence of any type is not allowed at Eagleridge. Shorts and skirts may be worn to school provided the length is longer than fingertips when arms are at sides. Shirts need to cover shoulders and stomach, and shoes must have top and back straps. Students are welcome and encouraged to wear hats outside but not inside. Students will be reminded of these expectations and, when needed, sent to the office to change into school-appropriate attire.

All umbrellas need to be closed and kept in student's backpacks when they arrive on the school grounds.

BICYCLES

Bicycles should be locked when parked at the school for the student's own protection. The school is not responsible for personal property.

Please review the following with your child on bicycle riding rules:

1. **Safety helmets are required.**
2. Bicycles are to be walked when anywhere on school grounds, both arriving and leaving.
3. Students are to park their bicycles in the bike rack immediately upon arriving at school.
4. Students should have chains or locks for their bikes.
5. Students abusing the rules will lose the privilege of riding bikes to school.

STUDENT'S CELL PHONES

A student who displays a cell phone at school will have it taken away. A parent will then have to come and pick it up. If you feel your student needs to have a cell phone, please instruct him/her to keep it in their bag, turned off, until they are off school property. The school is not responsible for lost or stolen cell phones.

CARE OF THE BUILDING

Good citizens take pride in keeping the building, grounds, and equipment neat and in the best of condition. Students -- your parents, as taxpayers, provide the school properties for your use. You owe it to them and yourself to take good care of these properties. We have kept Eagleridge looking like a new school for a long time and want to continue to for a long time to come.

FIELD TRIPS

Field trips are an important extension of the classroom. Generally, students will be required to complete related assignments before they can go on the trip. Permission slips are required anytime students are leaving campus and will be provided by the classroom teacher.

BEHAVIORAL EXPECTATIONS

The students at Eagleridge will . . .

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

In order for students to understand these expectations more fully, and to be successful at meeting them, staff will work with students to define what is expected in the classrooms, playground, cafeteria, hallways, restrooms, school bus and other areas of the school. Staff will also reteach as needed and will encourage and celebrate students who make safe, respectful and responsible choices.

ILLNESS AT SCHOOL

When students become ill at school, the office will notify you and arrange with you for your child to go home. In case no one is home during the day, an emergency phone number should be listed for us to call. The office will first call the parents/guardians, then the emergency numbers that have been given to the school. If your child needs to stay home because they are sick, it is your responsibility to notify the school within two school days of the absence.

INVITATIONS AND BIRTHDAY GIFTS

In the interest of sensitivity to the feelings and needs of children, you are asked not to bring gifts or invitations for birthday parties (or other get-togethers) to school in which all students in a class are not invited. Also, in order to protect students with allergies from possible medical emergencies, we ask that you not bring birthday cupcakes or other food items to your child's classroom.

LOST AND FOUND

Please put your child's name on his/her coat and other personal items. The lost and found is in the foyer area and students need to check there for lost articles. All lost and found items will be donated to a local charity periodically.

PICKING UP YOUR CHILD FROM SCHOOL

To pick up your child before the end of the school day, please come to the office and sign him/her out and the student will be called to the office through the intercom system. At no time should students be checked out directly from a classroom.

PLAYGROUND SUPERVISION

Adults are on duty each recess and during the noon hours. No playground supervision is provided before 9:05 a.m. or after school. Students who are transported by parents, walk, or ride bicycles are asked not to arrive at school prior to 9:05 a.m. and are to leave directly after school. On severe weather days, inside options are available to students. No students are to leave the playground without being signed out from the office.

TOYS FROM HOME

Students are encouraged NOT to bring electronic devices to school. Too often they are misplaced, broken, or stolen. If such devices are brought to school, they need to be turned off and in the student's backpack at 9am and need to remain there until they leave campus. Students may bring their own football, basketball or soccer ball if they wish. Be sure the ball can be clearly identified. The school is not responsible for loss, theft or damage that may happen.

VISITATIONS

PARENTS--You are always welcome to come to see your child in class. Parents should contact the teacher *at least one day (between 8:30 - 9:15 or 3:40 - 4:00) before the day you would like to visit.* Upon entering the school, please stop at the office to sign in and pick up a visitor's badge. It is a

school policy that all visitors identify themselves with a visitor's badge. In general, a short visit is better than an extended one, since it is somewhat distracting to some children to have visitors. Students and teachers enjoy having you come and see their accomplishments.

STUDENT VISITORS

Outside students are not allowed to visit during the school day unless their current teacher has made prior arrangements on their behalf. Former students may visit, but only when they have pre-arranged this with Eagleridge staff members, and must check in as a visitor at the office.

Student Messages

GETTING MESSAGES TO STUDENTS

Please make every effort to call the school before 2:30 pm to leave a message for your child. Messages are delivered to the classrooms at 3:00 pm. Due to a high volume of calls and student pick up at the end of the day, any messages received after 3:00 pm are not guarantee to get to your student.

HOME A DIFFERENT WAY

Students are expected to go home from school their regular way. If your child is going somewhere besides their normal destination after school or is to be picked up by someone different, we need permission from a parent or guardian. A written note is needed to change bus drop offs, since it provides a record of your wishes. **If we do not have parent permission, we must send students home their usual way.**

If you want your child to ride a different bus on special occasions, we will need a note requesting this, signed by a parent. The student needs to bring the note to the office before school. Please include the address where your student will be going and the bus number. If you need help figuring what bus number it would be, please visit our District Website at <http://ferndalesd.org/> (*Parents, Bus Routes, Search Your Street Address...*)

Attendance

ARRIVING LATE TO SCHOOL

If a student arrives after 9:25am, he/she must check in at the office before going to class. This ensures your student's attendance is recorded correctly and incorrect absent phones calls are not made unnecessarily.

ATTENDANCE

Please call the school office at 360-383-9701 to report your child's absence or send a written note to the school's office within two days of the absence stating the reason for the absence. The difference between excused and unexcused absences is described below.

EXCUSED AND UNEXCUSED ABSENCES

Washington State Law concerning pupil attendance states, "pupils shall be punctual and regular in attendance." (WAC 180-40-010) Ferndale School District No. 502 further describes these requirements (Administrative Procedures No. 3122 P-1).

Missing school and coming late can have detrimental effects on academic success. Regular school attendance is a vital part of preparation for business, personal and social life. Therefore, it is important that the school encourage students to develop responsible attitudes for regular attendance.

Excused Absences - An absence shall be excused when the absence is due to:

1. **Illness**
2. **Health condition**
3. **School approved activity**
4. **Family emergency**
5. **Religious observance**
6. **Disciplinary actions or short-term suspensions**

To excuse an absence, the attendance office must receive a telephone call or a written note **within two school days following the absence**. If the parent provides the school with an excuse after the two-day deadline, the school shall record the absence as unexcused.

Temporary absences for agreed activities upon parental request shall be excused, if the following conditions are met:

1. Parent made request to the principal in writing stating reason and duration.
2. For absences three days or more: Principal approves the request and the proposed absence is not likely to cause a serious adverse effect on the student's educational progress.

For all excused absences, the student shall be allowed to make up assignments and tests if such assignments or tests have a substantial effect on the student's grade(s) or causes the student not to receive credit. Music and PE classes do not require work to be made up.

Academic Information

COMMON CORE STATE STANDARDS

Washington State, like almost every other state in the country, has adopted the Common Core State Standards. These learning targets specify the most essential skills that students need to master at every grade level K-12, across subject areas. Teachers rely heavily on these standards when planning instruction and assessing student progress. Parents should also be familiar with them, and the best resource in this regard is the website www.corestandards.org.

ACADEMIC EXPECTATIONS

The entire school community values and encourages high academic standards. Teachers will organize, instruct, and assess for continuous growth. Students will employ strategies taught, set goals, and evaluate their own progress. They will master basic skills, become effective problem solvers, communicators, and users of technology. They will participate in the arts. Students will gather, understand, and apply information to achieve their personal potential. Parents will support students and communicate with the school.

HOMEWORK POLICY

The purpose of homework is to enhance student achievement, help students become self-directed, independent learners, and to develop good work habits. Homework assignments support learning objectives and are used to prepare for, reinforce, and extend school experiences. As an extension of the classroom, homework must be planned and organized. Homework provides an opportunity for home and school to work together to enhance the quality of education students receive. Parents can expect homework assignments to be consistent with the needs and abilities of the students, to be purposeful to students, and to be evaluated and returned to students in a timely manner.

Homework may be assigned for one or more of the following purposes:

1. Practice – to help students to master specific skills which have been presented in class;
2. Preparation – to help students gain the maximum benefits from future lessons;
3. Extension – to provide students with opportunities to transfer specific skills or concepts to new situations; and
4. Creativity – to require students to integrate many skills and concepts in order to produce original responses.

Final projects, reports or other long term assignments which serve as a demonstration of student learning are not considered routine homework.

In general, a student in the first grade would expect to have 10 minutes of homework, a student in third grade would expect to have up to 30 minutes of homework per night, and so on. In addition, all students typically are asked to read for 20 minutes per day at home. The superintendent will ensure homework procedures are implemented in each school within the Ferndale School District.

Conferences

REPORTING PUPIL PROGRESS

We will report student progress formally every quarter. Parent/Teacher Conferences will be held in November, and at this time, you may expect for your student to be involved with the conference since we value a student's direct involvement in sharing their own learning goals and progress toward meeting them. For specific dates refer to the school calendar.

Conferences provide an opportunity for the exchanging of information, plans and concerns. Conferences are extremely important; please make every effort to attend at your scheduled time. Our goal as a school is always to meet with every family during conferences.

Parents may get progress reports at any other time by contacting the teacher in writing or by phone. We encourage teachers and parents to schedule conferences at other times as needed.

Best contact times for teachers are 8:30 - 9:15 a.m. or 3:40 - 4:00 p.m. at the teacher's extension (see page 3). If you need to leave a message during school hours, please call our office at 383-9700 and ask for the teacher's voicemail. You can then leave a message as to the times you are available for a phone call back and phone numbers where you can be reached.

Bus Information

Transportation Department – 360-383-9236

Transportation to and from school by bus is provided for those students who live along established bus routes. Bus conduct must be within the rules established by the school district in the interest of safety. Riding the bus is a privilege and it is expected that school children will take the responsibility to observe the rules.

Glass items, pets, and items larger than lap size are not allowed on school buses for safety reasons. Children should be extremely careful at bus stops and when crossing streets. Students should understand that bus stops become dangerous when pushing and shoving occur. We strongly encourage parents to take the responsibility to monitor these stops.

Bus Rules

BE SAFE

- 1 Back to back — seat to seat — feet on floor facing forward
- 2 Food free zone
- 3 Silence at and during a railroad crossing
- 4 Cross only in front of the bus
- 5 Keep skateboards, glass, any oversized objects off the bus

Note: Washington State Administrative Code 392-145 prohibits the transport of heavy, sharp, bulky or other items in the passenger area of any school bus that may be hazardous in the event of an accident or emergency stop. For transportation to and from school, this includes curriculum-related items such as larger musical instruments. Also, helium balloons are not allowed.

BE SAFE - BE RESPONSIBLE

- 6 Be at Bus Stop 5 Minutes Early and Wait 5 Big Steps Back from Roadway
- 7 Go Directly to Your Seat
- 8 Get on and off the Bus at Your Designated Stop
- 9 Keep all Items Inside Your Backpack and Keep Yourself Inside Your Seat Space
- 10 Missing the School Bound Bus—Return to Home

Departing from Home Bound Bus—Go Directly Home

Note 1: Written permission or a phone call by parent or guardian to the school principal or designee, who will issue a bus pass to be given to the bus driver, is required to ride another bus or to get off at a different stop.

Note 2: Parent/Guardian or designee must be present to receive preschool and kindergarten students returning home and departing the bus.

BE SAFE - BE RESPECTFUL

- 11 Follow Driver's Directions at All Times
- 12 Use Classroom Voice
- 13 Use Polite Words, Treat Each Other with Kindness
- 14 Keep Hands and Feet to Yourself
- 15 Respect Each Other's Space

Note 1: Procedures for infractions—A Bus Conduct Report will be written for a student who does not follow the rules. The report will be given to the school principal who, after determining action to be taken, will give it to the bus driver. The driver will give it to the student. Student will take it home, have a parent/guardian sign it, and return the signed pink and white copies to the driver.

EAGLERIDGE BUS ROUTES <http://ferndalesd.org/> (*Parents, Bus Routes, Search Your Street Address ...*)

School Delay and Closure Information

School Closure/Delay Line: 360-383-9888

School Closure/Delay News Posted on: www.ferndalesd.org

Each year, the district faces the possibility of school closure or delay in starting time due to weather, road conditions or other emergencies. Student safety is of primary concern.

If it is determined that closure or a delay in start time becomes necessary, announcements will be placed on the closure/delay line, district website and Flash Alert website. In some cases, the district will also utilize the ConnectEd automatic calling system to each household. Media stations in the Pacific Northwest will be requested to make announcements beginning at 6:00 a.m. Some stations to tune into will be:

Radio AM Band - KARI (550), KGMI (790), KIXT (930), KPUG (1170), KRPI (1550)

Radio FM Band - KISM (92.9), KAFE (104.3), PRAISE (106.5)

TV Stations - KOMO (Ch. 4), KING (Ch. 5), KIRO (ch. 7), FOX (Ch. 13)

Buses may run behind schedule when fog, ice, or snow conditions exist. Parents are urged to see that their children are adequately clothed so that waiting in cold weather will not be too uncomfortable. In the event of starting late on a given day, buses will try to maintain a corresponding schedule. If county officials close blacktop roads to district buses, it will be the responsibility of the parent to provide transportation to school.

Unless a previous notice has been given, the district will not dismiss school early except when a definite safety or health factor is involved.

Operations of buses during a thaw and county imposed road restrictions:

Buses will run only on all-weather roads during a thaw following a long and/or severe freeze. The school district will be notified by the county commissioners, usually a day in advance, so notices can be sent home with students.

Parents are expected to get their student to all-weather roads and home again from the all-weather road drop off points in the afternoon. Again, refer to the radio for this information.

Nurse Information

FROM THE SCHOOL NURSE

A reminder from your school nurse of what to look for when your child is not feeling well:

1. **Fever** - No child with a fever should be sent to school. (If no thermometer is available feel the child's forehead with the back of your hand. If it is hot, keep the child home.) A child should be free of fever for 24 hours before coming back to school.
2. **Cold** - A child with a "heavy" cold and a deep or hacking cough belongs at home in bed even without a fever. A greenish discharge from the nose is a sign of a bacterial infection. Please have the doctor check. If your child has a sore throat with fever and/or white spots on the back of the throat --- call your doctor.
3. **Rash** - Do not send a child with a rash to school until your doctor has said that it's safe.
4. **Diarrhea** - A child with diarrhea should be kept home. It may be a symptom of an infection.
5. **Headaches** - A child who has a headache, a stiff neck and chills along with a high fever should be seen by a doctor.
6. **Vomiting** - A child who has vomited in the afternoon or evening should remain at home the following day, especially if they have not been able to eat or drink more than clear liquids.

The spread of these symptoms can be eliminated by good, frequent hand washing. Please remember that a sick child is not only unhappy at school, but exposes other children to infection as well. Help us all stay healthy!!

IMMUNIZATION FORM

Washington State law states that all children must be immunized in order to attend school. The law does make exceptions for religious or personal reasons. Immunization forms are available in all schools along with the state requirements to attend school. No student will be allowed to enter school without an immunization form on file.

Immunization Forms and Immunization Exemption Forms are available in our school's office or on our website at <http://ferndalesd.org/> (*Parents, Enrollment Forms*)

MEDICATIONS

It is our policy to administer medicine only as doctor's request. For example, if failure to receive the medicine might result in the student being unable to attend school or unable to be well enough to participate in learning activities, you may request that the school administer the oral medication. We define medication to mean all drugs, whether prescription or over-the-counter.

Students requiring medication during the school day must have on file a form filled out by the doctor and signed by the parent prior to dispensing medication.

The medicine is to be brought to school by the parent or guardian only. A Request for Permission to Administer Medicine form is to be filled out and signed by the physician and parent or guardian. This form is available in the school office. The medication is to be brought in its original container with the student's name, the amount and frequency of the dosage, the doctor's name, and the name of the drug on it. We are allowed to have only enough medication on hand for thirty (30) days at a time. The medication must be stored in the office and will be locked in a safe place.

We do not give aspirin or other such remedies to students unless the above procedure has been completed. Thank you for your cooperation and understanding.

Guidelines for Medication at School and Medication at School Forms are available in our school's office or on our website at <http://ferndalesd.org/> (*Parent, Health & Nursing Services*)

Eagleridge Elementary School - PTO Board Members 2021/2022

Co-President	Open Position	president@eagleridgepto.org
Co-President	Open Position	president2@eagleridgepto.org
Vice President	Heather Miller	vicepresident@eagleridgepto.org
Co-Treasurer	Open Position	treasurer@eagleridgepto.org
Co-Treasurer	Open Position	treasurer2@eagleridgepto.org
Secretary	Open Position	secretary1@eagleridgepto.org
Co-Volunteer Coordinator	Lindsay Stamm	volunteer@eagleridgepto.org
Co-Volunteer Coordinator	Melissa Tieri	volunteer2@eagleridgepto.org
Communications	Chelsea O'Larey	communications@eagleridgepto.org
<u>Committees & Teams</u>		
Hospitality	Samantha Mabe	hospitality2@eagleridgepto.org
Box Tops	Megan Latham	boxtops@eagleridgepto.org
Yearbook	Samantha Mabe	yearbook@eagleridgepto.org
Fun Run Coordinators	Diane Bliven Shannon Gardiner	funrun@eagleridgepto.org funrun@eagleridgepto.org
School Dance	Samantha Mabe	dance@eagleridgepto.org
Enrichment Coordinator	Open Position Diane Bliven	enrichment@eagleridgepto.org enrichment2@eagleridgepto.org
Book Fair	Open Position	bookfair@eagleridgepto.org

Check out our PTO's website at www.eagleridgepto.org.

PTO Dates - All meetings are on Tuesday via ZOOM until further notice and start at 6:00 pm:
September 14, October 12, November 16, January 11, February 15, March 8, April 12, May 10.

**Parent and Student Rights in Administration of Surveys,
Analysis or Evaluations**

All instructional materials, including supplementary materials and teacher's manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians.

No student will be required as part of any project or program supported by federal funds to submit to a survey, analysis or evaluation that reveals information concerning:

- A. Political affiliations;
- B. Potentially embarrassing mental or psychological problems;
- C. Sexual behavior and attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of close family members;
- F. Privileged or similar relationships;
- G. Religious practices, affiliations, or beliefs of the student or student's parent; or
- H. Income other than information necessary to establish eligibility for a program; without the prior consent of adult or emancipated students, or written permission of parents.

The district will make arrangements to protect student privacy during the administration of surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Cross Reference:	Policy 3231	Student Records
Legal References:	20 U.S.C. 1232h(c) 34 CFR Part 98	No Child Left Behind Act of 2001 Student rights in research, experimental activities and testing
Management Resources:	<i>Policy News</i> , April 2003	Districts Required to Review Collection and Dissemination of Information

**Adoption Date: 02.29.08
Ferndale School District
Revised: 01.28.14**

Prohibition of Harassment, Intimidation and Bullying

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members 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:

1. Physically harms a student or damages the student’s property;
2. Has the effect of substantially interfering with a student’s education;
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.

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, innuendoes, 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 will be implemented in conjunction with comprehensive training of 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.

Cross References:	Policy 3200	Student Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Actions or Punishment
	Policy 5011	Sexual Harassment
Legal Reference:	RCW 28A.300.285	Harassment, intimidation, and bullying prevention policies and procedures — Model policy and procedure — Training materials — Posting on web site — Rules — Advisory committee
Management Resources:	<i>Policy News</i> , December 2010	Harassment, Intimidation and Bullying Policy Strengthened
	<i>Policy News</i> , April 2008	Cyberbullying Policy Required
	<i>Policy News</i> , April 2002	Legislature Passes and Anti-Bullying Bill

Adoption Date: 07.25.02

Ferndale School District

Revised: 07.28.11; 01.28.14

Use of Tobacco and Nicotine Substances

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property at all times. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation.

Any use of such products by staff, students, visitors and community members will be prohibited on school district property. Possession or distribution by minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy is permitted. However, students must have a physician's prescription for the FDA approved nicotine replacement therapy and must follow applicable policies regarding use of medication by students.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross References:	Policy 3200	Student Rights and Responsibilities
	Policy 3241	Classroom Management, Corrective Actions or Punishments
	Policy 5280	Termination of Employment
Legal References:	RCW 28A.210.310	Prohibition on use of tobacco products on school property
	RCW 70.155.080	Purchasing, obtaining or possessing tobacco by persons under 18 — Civil infraction — Jurisdiction
Management Resources:		
	<i>Policy News</i> , December 2010	Addressing the Use of “Electronic” Cigarettes
	<i>Policy News</i> , October 2010	Electronic Cigarettes

Adoption Date: 11.15.90
Ferndale School District
Revised: 03.23.95; 06.25.98; 12.19.00; 11.26.13

Regulation of Dangerous Weapons on School Premises

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

All school facilities will be posted with “Gun-Free Zone” signs, and all violations of this policy and RCW 9.41.280 will be reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental/guardian permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials will promptly notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.

Students who violate this policy will be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

Cross References:	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Actions or Punishment
	Policy 4260	Use of School Facilities
Legal References:	RCW 9.41.280	Dangerous weapons on facilities- Penalty-Exceptions
	RCW 9.91.160	Personal Protection Spray devices
	RCW 9A.16.020	Use of force — when lawful
	RCW 28A.600.420	Firearms on school premises, transportation, or facilities — Penalty — Exemptions
Management Resources:	<i>Policy News</i> , August 2006	Weapons on School Premises
	<i>Policy News</i> , August 1998	State Encourages Modification of Weapons Policy
	<i>Policy News</i> , October 1997	Legislature also addresses “look-alike” Firearms

Adoption Date: 11.23.93
Ferndale School District
Revised: 09.26.95; 01.28.99; 11.26.13

Book	Policies
Section	5000 Personnel
Title	Sexual Harassment
Code	5011
Status	Active
Adopted	September 30, 2014

Sexual Harassment

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

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

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

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

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

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of

Book	Policies
Section	5000 Personnel
Title	Civility
Code	5009
Status	Active
Adopted	March 28, 2017

Civility

Ferndale School District believes that a safe and civil environment is essential to positive learning by students and staff. The school setting should promote the kind of civil discourse and free exchange of ideas that are central both to high quality education and to preparation for thoughtful participation in our democratic society. Adults in the school environment are expected to model civility through all interactions with students, parents, visitors, and one another.

The Ferndale School District Board of Directors expects administrators, faculty, staff, students, parents, volunteers, and other community members to take an active role in maintaining and meeting clear expectations for respectful conduct, civil discourse, and positive problem solving throughout the school district. The Board is committed to providing training and resources to support these expectations. The Board refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, community members, or visitors.

Cross References:

Policy 3200	Rights and Responsibilities
Policy 3207	Prohibition of Harassment, Intimidation and Bullying
Policy 3210	Nondiscrimination
Policy 3220	Freedom of Expression
Policy 3240	Student Conduct Expectations and Reasonable Sanctions
Policy 3241	Classroom Management, Corrective Actions or Punishment
Policy 4129	Family Involvement
Policy 5011	Sexual Harassment
Policy 5253	Maintaining Professional Staff Student Boundaries
Policy 5255	Response to a Crisis or Tragic Event

Legal References:

RCW28A.300.285	Harassment, intimidation, and bullying prevention policies and procedures
RCW 9A.84	Public Disturbance
RCW28A.635.010	Abusing or insulting teachers
RCW 28A.635.020	Willfully disobeying school administrative personnel or refusing to leave public property

Adoption Date: 03.28.17
Ferndale School District