

Elma Elementary

Student/Parent Handbook

Start Time

8:05 Buses Arrive

8:20 First Bell

8:25 Tardy Bell

2023-2024

Dismissal

2:42 K-2 Dismissal

2:45 3-5 Dismissal



ELMA SCHOOL DISTRICT PHONE NUMBERS

Elementary School Office	482-2632
Elementary Fax	482-4565
Preschool Information	482-1123
Special Services	482-1123
Superintendent's Office	482-2822
Bus Garage	482-2323

Visit our Web Site

www.eagles.edu

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DISCRIMINATION PROHIBITED

The Elma School District subscribes to equal educational and employment opportunity for all persons regardless of sex. The prohibition against discrimination shall apply to, but not be limited to, public school employment, counseling and guidance service to students, access to course offerings, and textbooks and instructional materials used by students.

Elma School District does not discriminate on the basis of color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression or identify, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Any person aggrieved by a violation of this policy shall have regress through grievance procedures as outlined in sections 432.518 and 726 of the district policy manual. Inquiries concerning perceived or alleged violation of this policy should be directed to the District Office's Title IX District Compliance Officer, 1235 Monte-Elma Road, Elma, WA 98541, Phone No. (360)482-2822. Handicapped inquiries concerning perceived or alleged violation of Section 504 of the Rehabilitation Act of 1973 should be directed to the Director of Special Education at (360)482-1123. RCW 28A.85.010 and RCW 28A.85.020.

TITLE IX GRIEVANCE PROCEDURE

A procedure has been developed for complaints of alleged discrimination under the regulations of Title IX, which guarantees equal treatment of males and females. The following is a summary only.

1. Discuss complaint with teacher involved.
2. File written complaint with the Title IX Compliance Officer at the District Office.
3. Within five (5) days, the compliance officer will render a decision in writing.
4. If not resolved, the complainant has five (5) school days to file a written complaint with the principal.
5. The principal will render a decision within ten (10) school days.
6. If not resolved, the complainant has ten (10) school days to file the complaint with the superintendent. The superintendent will render a decision in writing within thirty (30) calendar days.
7. If not resolved, the complainant has ten (10) days after the superintendent's decision was received to file a complaint with the secretary of the School Board. The School Board has twenty (20) days to schedule a hearing. A written decision will be rendered in ten (10) days.
8. If not resolved, the complainant may appeal in writing to the Superintendent of Public Instruction within ten (10) days of receiving the School Board's decision.

ARRIVAL & DEPARTURE

Our campus opens at 8:05. Students should not arrive before this time. Parents are to use the parent drop-off & pick-up lane while dropping kids before school or picking them up after school (west side of campus adjacent to the transportation facility). This process allows us to unload and load students in a controlled and safe manner. Once students are on campus, they are to go to their classroom and wait in line. Classroom doors are open at 8:15 am. Parents dropping or picking-up students during the school day, please utilize the main parking lot in front of the school and accompany your child to the main office. Students are tardy after 8:25 am.

Closed Campus: Elma Elementary is a closed campus. *Student safety is paramount!! Only staff and students may access the different areas of our campus. Any person entering campus is asked to check-in at the front office if needing to conduct business at the school. Note: As a reminder the fire lane in the front of the school cannot be used for long term parking (10 minutes or more). If your visit to Elma Elementary will be longer than 10 minutes, please use the available parking area.*

ARRIVAL TIMES

8:05 Buses Arrive and Students Arrive

8:15 Teachers unlock classroom doors & let students in

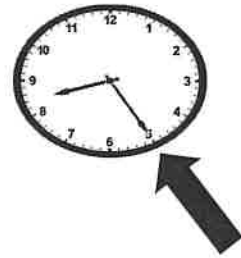
8:20 First Bell

8:25 Tardy Bell

DISMISSAL TIMES

2:42 K-2 Dismissal

2:45 3-5 Dismissal



BREAKFAST and LUNCH

When students arrive at school and would like breakfast, they go to the multipurpose room. Breakfast is free for all students and is served daily at 8:05 am.

ARRIVING LATE

Arriving on time for school is important and sets the tone for the day. If a student is late, he/she must check in at the school office first before going to class. **To have a school lunch, a parent must call in before 8:45a.m. to order a lunch for that day.**

ATTENDANCE REQUIREMENTS

Students may enter campus at 8:05

School times: K-2nd 8:25-2:42 3rd-5th 8:25-2:45

***** There is no campus supervision before 8:05. If a student arrives before 8:05 the parent will be contacted by the principal.**

The state Compulsory School Attendance law (28A.225.010 RCW) has very strict expectations for student attendance at school. This law requires that your child(ren) attend(s) all classes every day. Attendance is important to your child's academic achievement. The following criteria is to help parents and students understand their responsibilities in seeking appropriate education.

TARDIES

It is important that all children get to school on time. If your child is going to be late to school (tardy), please be aware of the following.

- Hot lunches are ordered from the high school so if your child needs a hot lunch you must call the elementary office before 8:45a.m.
- Send a written notice to the main office in advance for prearranged appointments.
- Call the school at 482-2632.

*****Excessive absences and/or tardies, whether excused or unexcused, may be reviewed at any time by the school principal. It is up to the principal's discretion to determine whether the absences are excused.**

AUTHORIZED REASONS FOR BEING ABSENT:

- | | | |
|-------------------|---------------------------|--------------|
| *Sick at home | *Religious related events | *Bereavement |
| *Family emergency | *Doctor's appointment | |

If your child is ill or has a doctor's appointment the law requires you to call to notify the school of your child's absence. You may request homework and it will be ready the next day for pick up.

EXCUSED ABSENCE:

Five (5) in a month - Required conference with school.

Ten (10) in a school year - Required conference with school.

UNEXCUSED ABSENCE:

Two (2) in a month - Required conference with school and attendance plan developed.

Seven (7) in a month *School must file a petition with juvenile court.

Ten (10) in a year *School must file a petition with juvenile court.

BALLOONS, GIFTS, & INVITATIONS

In the interest of sensitivity to the feelings and needs of all of our students, you are asked NOT to bring gifts, balloons, or flowers to school. In addition, please DO NOT bring invitations for parties, or personal gift exchanges to school.

BUS PASSES

Bus passes are written before school in the office. Parents/guardians need to write a note giving permission for their student(s) to ride a different bus, or get off their regular bus at a different stop. The note should include the requested route number (if known) along with the destination. Parents/guardians may call to request a bus pass for their child only in an emergency. **No bus passes will be written after 1:00 p.m.**

CELL PHONES

Cell phones, pagers and any other communication devices are not to be used at school. If cell phones, or communication devices are seen or heard, they may be confiscated.

CHANGE OF ADDRESS/PHONE

If you move during the year, or change your phone number, please let the office know as soon as possible. A change of phone number is especially important information to have in case of an emergency. If you have moved since last school year, please update in skyward or call the office. If you will be moving and withdrawing your child/children from school during the year, please let the teachers and office know as soon as possible.

COMMUNICATION

Our primary form of communication will be sent to parents through Parent Square and/or Skyward. Please contact the office if you need assistance.

CONTACTING A TEACHER

If you wish to speak with a teacher, please email or call when the class is not in session, or leave your phone number so the teacher can return your call. You may also send a note requesting a phone call from the teacher with your child. Teachers are happy to talk to parents/guardians and will return the call as soon as possible.

DANGEROUS WEAPONS

The Elma School District is prepared to provide a safe and orderly environment on all school campuses. Such an environment provides opportunities for students to take part in more effective learning experiences. It is the goal of the District to free all schools from various forms of danger which prevent learning from taking place. All dangerous weapons and illegal drugs found in possession of students on campuses will bring serious consequences to those involved. Dangerous weapons include, but are not limited to, knives of any sort and guns of any kind. Students who violate the laws and policies pertaining to possession of dangerous weapons will be subject to immediate suspension or immediate expulsion. Toy guns are not allowed at school.

EMERGENCY SCHOOL CLOSURE

Bad weather, poor road conditions or other emergencies occasionally force the district to change its schedules and/or bus routes. The district makes every attempt to reach a decision on school closures or delays by 6:00 AM. If a delayed start is announced, school buses will also run accordingly. Delay or closure notice will go out through Schoolmessenger (our notification system) to primary phone number, email, and text message (for those that have opted to receive text messages from the district) of all student households. In addition notice will also be posted to our district websites, Facebook, Twitter, and custom Elma School District mobile app.

Aberdeen/Hoquiam – KSWW (FM-102.1), KXRO (AM-1320)

Centralia – KELA (AM-1470), KCED (FM-91.3), KITI (AM-1420)

Olympia – KXXO (FM-96.1)

Shelton – KMAS (FM 103.3) (AM-1030)

Local TV Stations – KOMO 4, KING 5, KIRO 7, KCPQ 13

FAMILY ACCESS/SKYWARD INFORMATION

Your “Family Access” username and password will work for all of your children in your household regardless of the grade level or school of attendance. The first time you log-in you will be prompted to provide an email address. This will be the address used for teacher communication regarding your student. You can request a login from the Elementary Office.

Visit the Skyward help page on the district web site at www.eagles.edu, under the “For Families” section. If you have further questions or need assistance with your log-in or password you can email support at (skywardsupport@eagles.edu).

FIELD TRIPS

Field trips will be coordinated with academic learning. Participation in the field trips shall be subject to review by teachers and administrators. Students need to demonstrate responsible behavior and therefore teachers may request a parent or family member (18 or older and pass normal Washington State background check) to accompany his or her child. Parents will be notified in a timely manner as to their child’s field trip status. You will be asked to sign a permission slip and perhaps to be a chaperone. Children may not go on a field trip without a permission slip signed by a parent or guardian. *Siblings of students may not accompany parents on field trips.*

FIGHTING AND/OR INCITING A FIGHT

At Elma Elementary School, student safety is very important. All students should feel safe at school! It is a violation of school rules to engage in behaviors that might harm others. Students who engage in a fight are subject to corrective actions that may include an immediate suspension from school. Inciting a fight is also a violation of school rules.

HARASSMENT

Students shall be free from verbal, written or physical acts of harassment, hostility, or defamation in any form based upon national origin, race, religion, economic status, gender or handicapping conditions. Incidents of harassment, intimidation, or bullying are strictly forbidden. Any student, parent, or guardian may make a formal or informal complaint should a concern arise. Note: See Elma School District Policy 3207. Sexual harassment is a form of prohibited sex discrimination and will not be tolerated. Under WAC 392-190-056, sexual harassment is unwelcome conduct or communication that is sexual in nature and:

1. Submission to that conduct or communication is made a term or condition (explicitly or implicitly) of obtaining an education or employment or is used as a factor in decisions affecting that person’s education or employment (quid proquo); or
2. That conduct or communication has the purpose or effect of substantially interfering with an individual’s educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment (hostile environment).

HARRASSMENT CONT'D

Racial harassment will not be tolerated at Elma Elementary School, on school-provided transportation, or at any official school bus stop, activity, program, event, or trip sponsored by the school. This gives notice to all employees, students, and patrons that ALL racial harassment allegations shall be investigated and dealt with quickly and effectively. "Racial Harassment" means unwanted behavior of a nonverbal, verbal, written, graphic, sexual or physical nature related to actual or perceived race, color, national origin, ethnicity, cultural background, physical characteristics, or linguistic characteristics of a national origin group. Students who violate this racial harassment policy shall be disciplined. In addition, violators of this policy will receive appropriate education regarding harassment. Students are expected to bring violations to the attention of a teacher, counselor, building administrator, or other staff member.

ILLNESS OR ACCIDENT AT SCHOOL

If your child becomes ill at school, the office or nurse will notify you and arrange for your child to go home. Make sure that your child is FEVER FREE for 24-hours with no medication before returning. In case of an accident, emergency treatment will be given at school by the nurse or other adults competent in first aid. Every attempt will be made to contact parents/guardians. The emergency number listed on the emergency contact will be used if a parent/guardian cannot be reached.

K-9 USE IN SCHOOLS

The school, from time to time, may request the assistance of the local police agencies' K-9 unit for the purpose of deterring drug and weapon possession on school property.

LEAVING SCHOOL EARLY

Parents planning to take their child/children out of school during the day must inform the school in writing. Parents must come to the office at the time of pick up and sign the student(s) out. The secretary will call the child's room and have him/her meet the parent in the office. **Please avoid calling at the end of the day if possible as it is very busy, and teachers are trying to finish up classes preparing students to go home. We ask that any changes of daily passes are made by 1 PM.**

Students are not free to leave campus without written parental/guardian permission. No person, other than a faculty member, is allowed to remove a student from a teacher's supervision unless that person has acquired permission from the office. Please come to the office and staff will contact the classroom.

LEGAL CUSTODY FOR VISITATION OR PICK UP

Identification, Washington State Patrol check and authorization is required of any adult volunteering. Students will only be allowed to leave school with parents, guardians, or emergency contact listed in skyward, unless outlined by a parenting plan on file at the Elma Elementary. **THERE WILL BE NO EXCEPTIONS!** Any change made regarding who may pick up a child must be requested in writing with the signature of the enrolling parent or guardian. If the status of who has legal custody of a child changes, please notify the school immediately.

LIBRARY PROCEDURES

All Elma Elementary students have the opportunity to enjoy full privileges as long as they follow library policies. Library fines can be paid in the Elementary office.

Books not returned after two weeks are placed on the overdue list. Student may not check out any more books until the book(s) are returned or paid for. At the end of the quarter, a bill will be sent home for the long overdue books. Fines are as follows:

All lost or damaged books must be paid for or the student loses their library check out privilege. Unpaid fines at the end of the year will be rolled over from year to year until paid.

During the last two weeks of the school year, ALL book check out stops except for report purposes or teacher use.

At the end of the school year, bills are sent out by the elementary office for books not returned. Bills must be paid, or books returned, before students will be allowed to check books out again during the **next school year**.

Check out limits:
Kindergarten and First Grade – one book at a time
Second Grade – two books
Third, Fourth, and Fifth Grades – three books

LOCKDOWN

Modified and Full -If an intruder or other situation creates an immediate concern for student safety during a class period, A message announcing modified or full lockdown will be announced over the intercom.. It may be repeated. During a full lockdown: Students not in a classroom or safe area should go to the nearest classroom that has a teacher or staff. Stay seated, quiet, and calm. The teacher will close the blinds and cover other windows. Wait for instructions from the teacher. Do not leave the room until an "All Clear" is given. Parents– it is important to note that during a

lockdown we are not able to answer the phones to outside calls or allow ANYONE into the building including parents, so your patience is needed. Information regarding the nature of the lockdown will be communicated ASAP.

LOST AND FOUND

Articles of clothing or other large items found on school grounds are taken to the Lost and Found area in the bin in the courtyard by the office. Please have your child/children check in the Lost and Found for coats, sweat shirts, caps, lunch boxes, umbrellas, etc. EES and staff are not responsible for lost or stolen items; please keep track of your belongings that you choose to bring to school. Unclaimed items will only be kept for a certain amount of time due to limitation of space and then will be bagged up and donated quarterly.

MEDICATION AT SCHOOL

No medicine, either prescription or over-the-counter, will be dispensed at school without a licensed physician's or dentist's written authorization. This written authorization and schedule, or special instructions, is needed in addition to the medication. Medication must be properly labeled and come in the original container. In addition, parents/guardians will be required to bring their child's medication to the nurse's office themselves. The pills will then be counted by one of the school staff in the parent's/guardian's presence. The number of pills will be recorded in the medication book along with the parent's/guardian's signature and the staff member's signature. Children cannot bring their own medication to school--with the exception of insulin and epi-pen. Please ask the school nurse for the authorization form if the medication is to be taken longer than 15 days. If you have questions regarding medication, please call the school nurse at extension 1169.

NUISANCE ITEMS

Students are not to bring electronic games, toys, or any other electronic devices to school unless prior administrative permission has been granted. Such items are a distraction from the ongoing educational activity. Chewing gum is not allowed at school. Laser lights are prohibited on all School District property at all times.

PETS

Pets are not allowed for show and tell or on school grounds. Pets are also not allowed on school grounds during sporting events.

PHYSICAL EDUCATION CLASS

P.E. class requires appropriate athletic shoes and clothing for moderate to vigorous activities. Hair and jewelry must not get in the way of safely participating. **Students may prepare themselves by keeping extra shoes and hair ties at school.** The physical education class teaches students to lead a healthy lifestyle. Send a note when a student is ill or has an injury. Often a child can attend the class and sit out on certain activities. **A parent note would excuse a student for one class.** If the condition continues, please see a medical professional and provide the school with a copy of their recommendations. **Long term excuses must come from a physician.**

REPORT CARDS

Report cards will be issued only two times during the year at the end of each semester. A progress report will be issued at parent conference time at the end of the first quarter and at the end of the third quarter.

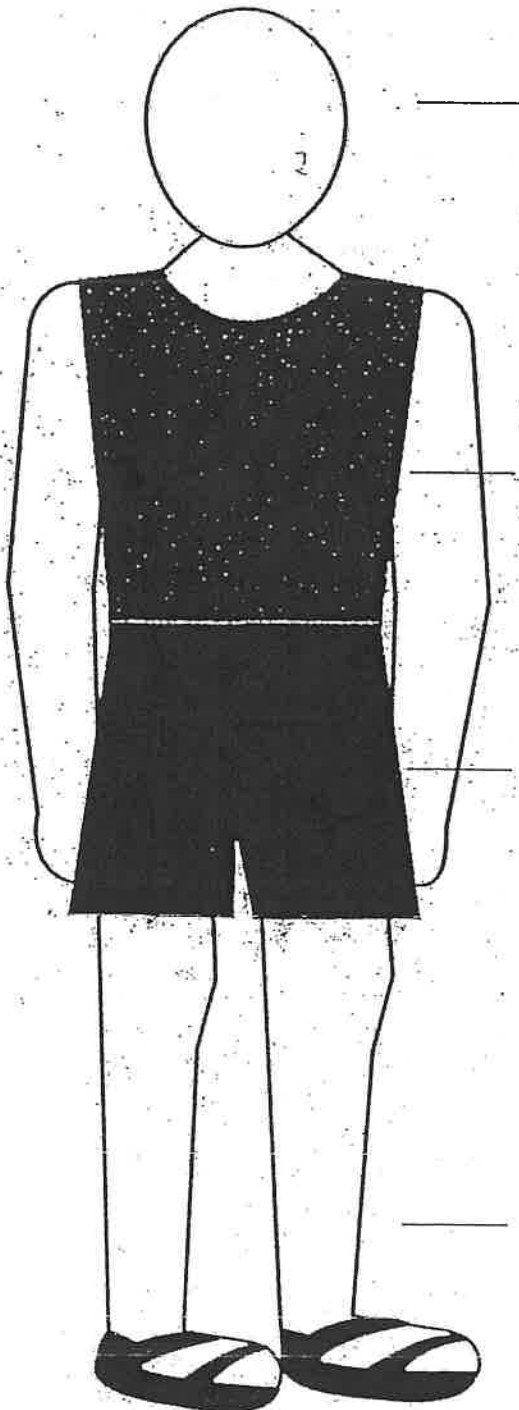
SCHOOL DRESS CODE

The manner in which students dress for school can influence behavior in learning. Students are expected to come to school dressed in a manner which assures adequate modesty and is conducive to maintaining a positive learning environment. Student dress that causes disruption to the learning process of the students, or leads to unsatisfactory behavior, is inappropriate and is not to be worn. These items may include: shirts which display or promote products or languages which are offensive or inappropriate to the school environment. Pants or slacks must be worn to prevent slipping to the hip level. In addition, they must be worn so that the entire waistband is above the hipbone. The leg length of pants or slacks may extend only to the top of the shoe. Blouses or shirts must not allow any skin to be visible between the blouse or shirt and the item covering the lower body. **UNDERWEAR OF ANY TYPE IS NOT TO BE EXPOSED.** Students shall not wear clothing or apparel identified by school personnel as being gang related. No item may be worn or produced which would create, or tend to create, a hostile and/or emotional environment for any other student due to that other student's gender, race, national origin, cultural or national heritage, religion, or catastrophic events. Items worn will be judged by the standards which are objectively offensive to a person of average reason and sensitivity. Students are expected to be neat and clean, and their clothing should be in good repair when they come to school. Jewelry may not be of such nature that it will cause a safety concern. Skating/using Heelys is potentially unsafe. Students are not to use Heelys at school. When attire is an issue, parents will be contacted.

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

Elma Elementary Dress Code

In order to facilitate learning for all students, Elma Elementary requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home if necessary.



Head: Head coverings are allowed with guidelines.

Torso: Clothing must cover shoulders, chest, and undergarments.

Legs: Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

Feet: Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety reasons. Skating/using Heelys is potentially unsafe. Students are not to use Heelys at school.

Other Guidelines

- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. If the head covering is disruptive to the educational environment the student may be asked to remove the item.
- Clothing that promotes Drugs, alcohol, tobacco, Violence, is sexually suggestive, or displays inappropriate pictures or or writing is prohibited.
- Any clothing worn in a manner identified as gang-related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- We may adopt more restrictive policies to address the needs of our community.
- Exceptions to dress code standards may be for P.E. or school activities.
- As a courtesy, please do not wear any perfume, after shave, or scented products.

SEARCHES OF STUDENTS AND PERSONAL PROPERTY

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student is subject to search by school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct.

Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or District policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon. No search will take place without prior permission and the approval of a building administrator or designee.

SURVEILLANCE EQUIPMENT

The use of cameras for the purpose of reducing vandalism, thefts, violent acts or behavior that will impact the educational environment may be used in conjunction with other monitoring methods.

TELEPHONE USE

If the situation warrants and with teacher permission, students may use the land-line phone in the main office or the classroom to contact parents. Calls should be made during class breaks, lunch periods, and before or after school.

TEXTBOOKS

Students are responsible for all textbooks checked out to them. Students are expected to take care of textbooks and return them when they move. If a textbook or other school property is damaged or lost, it must be paid for at replacement cost.

TOBACCO/NICOTINE PRODUCTS

Tobacco or Nicotine Products/Look-alikes Tobacco or nicotine products, including any object having the appearance of a tobacco or nicotine product including related paraphernalia are strictly prohibited. Possession or use will result in progressive corrective action

VISITORS

No student visitors will be allowed during the school day. Adult visitors wishing to observe classes or consult with teachers must seek approval from the principal or assistant principal, who will make arrangements with the teacher for an appropriate time for the visitation.

Make Your Day Information for Parents

As students, parents, para-educators, teachers and principals, we believe that: **No one has the right to interfere with the learning, safety and well-being of others.** Our key goal for maintaining the Elma Elementary Make Your Day citizenship program is to ensure that our school is a safe and happy place to learn. Staff and volunteers at school are committed to be fair and respectful to all students. We strive to see that our children operate in an environment where fairness, respect and honesty are a part of their daily school life and that students have the opportunity to practice good behavior and problem solving on a regular basis with their teachers and peers. We believe good citizens do what is right even when no one is watching.

How does this citizenship program benefit my child?

- Make Your Day gives students the opportunity to speak up for themselves.
- Students learn to take responsibility for actions and behaviors.
- Students help each other be accountable

Positive Aspects of Make Your Day

- Students have the chance to reflect on their own behavior.
- Students focus on monthly character traits throughout the year to reinforce good citizenship.
- Students hear weekly positive affirmations to help them become positive citizens.
- Students are recognized as Students of the Month for exhibiting quality citizen traits.

What are Points?

- Students earn points when they do what is expected and they do the best they can. This means:
- Students will respect others.
- Students will respect school and personal property.
- Students will be in class on time.
- Students will be on task.
- Students will do their best.
- Students will complete assignments.

How does my child assign his/her points?

At the end of designated time periods students are asked to review their performance by assigning themselves points.

Students in grades 1-2 can earn 10 points a period plus they have two 13 point periods. Grades 3-5 earn 45 points a period plus two periods that have 50.

A child in grades 1-2 can miss up to six points and still make his/her day. A student in grades 3-5 can miss up to 10 points.

Please note that perfection is not expected. Everyone learns how to make effective decisions through trial and error.

Everyone gets a fresh start each day.

What are Concerns?

Once students have assigned their own points, fellow students and/or staff have the opportunity to give feedback to each other under teacher direction. This dialogue is called Concerns. **Teachers closely monitor concerns and make the final call on points.**

If students use Points and Concerns irresponsibly, they are not allowed to participate until the teacher feels they are ready.

What are Steps?

Inappropriate behavior that interferes with another's learning, safety, or well-being is handled through a system called Steps. Other inappropriate behavior is handled through Points.

- A student on Step has chosen a "time-out" to think about the behavior and consequence.
- Steps are used to help a student understand when his/her behavior is inappropriate or disruptive and why.

What does each Step look like?

Steps 1-3 When a student chooses to interfere with the learning, safety, or well-being of others, the student will be asked to take a seat facing away from the immediate setting. The student will be informed of his/her inappropriate behavior and be asked to spend a brief amount of time quietly thinking about the problem. The student will continue to advance through the first three steps if inappropriate behavior continues.

- Step 1 is a sit away time-out.
- Step 2 is a standing time-out.
- Step 3 is a warning that Step 4 is next.

What is a Step 4?

If problems continue past Step 3, the student will be sent to the office. A staff member will work with the student to identify the problem and together, create a solution. The replacement behavior will be reinforced by parent contact via phone or, if problems persist or are serious in nature, a parent conference may be requested. The student is asked to lead their Step 4 conference and explain to the parent/guardian the reason for the Step 4 behavior.

What is an Automatic Step 4?

A student chooses an automatic Step 4 when he/she is involved in these Step 4 behaviors.

- Fighting
- Willful disobedience or defiance of school authority
- Severe disruption
- Harassment
- Threatening or intimidating behavior
- Obscenity/profanity
- Theft or destruction of property
- Unsafe behavior that may cause harm to self or others.

What does it mean if my student brings home a MYD slip?

- The slip will let you know why your student did not earn enough points during the day to make his/her day.
- The slip is an opportunity for parents to discuss with their child how she/he can do better the next day. It is not intended for a consequence at home.

STEP 5:

A Step 5 is a suspension from school. A student may choose a Step 5 if the misconduct is of such frequent occurrence or is so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school, that it warrants immediate resort to short-term or long-term suspension or expulsion. **The following misconduct may result in immediate short-term or long-term suspension:**

- Failure to submit to lawful supervisory and disciplinary authority of the district and school
- Failure to submit to reasonable corrective action imposed by the district or its authorized employees
- Unlawful interference with or intimidation of school authorities
- Inappropriate use of school technology to access school records or access inappropriate information from the internet
- Malicious mischief and/or endangering the health and safety of self or others
- Assault
- Fighting
- Written, verbal, or physical harassment or defamation
- Lewd conduct, indecent exposure, use of profanity – oral, written, or gestured
- Vandalism
- Stealing
- Burglary
- Robbery
- Larceny
- Arson
- False alarms
- Possession of stolen property
- Extortion
- The use, possession and/or sale of explosive devices
- Possession of weapons or item purported to be weapons
- Under the influence, use, possession, sale, and/or distribution of alcohol
- Under the influence, use, possession, sale, and/or distribution of controlled substances or substances purported to be a controlled substance.

Elma School District #68

School Bus Riding Rules/Regulations

The School Bus Driver and/or Bus Monitor is in full charge of the bus and passengers. They have the same authority on the school bus that instructors have in the classroom. The school bus is an extension of the classroom. If students fail to follow any of the bus rules and/or regulations set forth by the school district they will be subjected to the disciplinary action set forth on the back of this form.

1. Students shall be assigned to a seat in which they will remain seated and facing forward at all times and out of the aisle. Students are not to put anything out the windows.
2. Students shall cooperate with the School Bus Driver and/or Monitor. Students shall act in a safe and courteous manner at all times.
3. Students are to be quiet at the railroad tracks until the bus is completely across the tracks.
4. No eating, drinking or gum chewing on the bus.
5. Students shall not tamper with emergency doors or equipment on the bus. Students causing damage or vandalism to school property will be held responsible for the cost associated with all repairs/replacement to damaged property.
6. Students shall ride only their assigned bus route and depart the bus only at their assigned stop unless a bus pass has been given to the driver.
7. Weapons, tobacco products, illegal drugs, alcohol or any related paraphernalia is strictly prohibited.
8. Student harassment, fighting, bullying, vulgar or profane language/gestures (including on electronic devices) excessive noise, loud behavior, spitting and throwing things will not be tolerated on the bus.
9. Items that could cause injury to others or be a distraction will not be allowed on the bus. Items include but not limited to: balloons, large musical instruments, skateboards, scooters, bats and breakable containers. All personal possessions must be small enough to be held on the students lap.
10. Hoods or hats must be back away from the face so students can be identified by the driver and video.
11. For health reasons students are not allowed to spray colognes, perfumes, deodorants etc. on the bus. No aerosols will be sprayed on the bus.
12. Students shall be at their stop 5 minutes before scheduled time and stand back away from the roadway when bus is approaching or leaving. Students are to cross 10 feet in front of the bus in full view of the driver and wait for driver instruction to cross. Students are NEVER to cross behind the bus.
13. Student may play their music quietly using headphone. Students must have one ear uncovered so they can hear the driver.
14. Cell phones should be on silent mode. Students are not to talk on their cell phones while on the bus. All picture taking on the bus is strictly prohibited. Cell phones must be kept in their possession at all times and not being shared with others. If a cell phone becomes a disruption it may be temporarily confiscated by the Driver or Monitor.

Elma School District is not responsible for lost, damaged or stolen items brought on the school bus.

#1 Formal Warning
Address the behavior and expectations while on the bus with student.

#2 Referral for PBIS

#3 Documentation
Parent contact & Rules
The behavior/offense will be documented and a call to a parent will be made along with a copy of the rules (specific) to write out.

#4 Repeated Offenses
These will be referred to School Admin., and the Transportation Supervisor

#5 Escalation
At any time and at the discretion of the Transportation Supervisor any minor offense can be escalated to a major offense.

MINOR OFFENSES	MAJOR OFFENSES
<u>DEFIANCE/DISRESPECT</u> Not following direction from the driver. Disregard of safety rules Talking back to the driver Eating/Drinking	<u>DEFIANCE/DISRESPECT</u> Will not follow direction nor listen to driver. Sustained defiance or disrespect. Verbal threats of aggression against driver or student. Harrasment of any kind
<u>DISRUPTION</u> Talking to loudly/screaming Throwing objects Moving seats/ out of seat	<u>DISRUPTION</u> Sustained Disruptive behavior.
<u>STUDENT CONFLICT</u> Teasing Messing around	<u>BULLYING</u> Seeking to harm or intimidate. Repeated bullying of a student.
<u>INAPPROPRIATE LANGUAGE</u> Cussing Name calling	<u>ABUSIVE LANGUAGE</u> Hateful or racist comments Sexual harassment Profanity directed to a person (including gestures)
<u>PHYSICAL CONTACT</u> Playing around/hourseplay Hitting/Pushing Pinching Tripping/Kicking	<u>PHYSICAL CONTACT</u> Intent to harm Hitting/Pushing/Punching Tripping/Kicking Sexual harassment
<u>INAPPROPRIATE ITEMS</u> Invisible pens Permanent marker	<u>ILLEGAL ITEMS</u> Drugs/Alcohol Vape/Lighter Weapons
<u>SCHOOL PROPERTY MISUSE</u> Drawing or writing on seats	<u>VANDALISM</u> Putting holes, cuts or tears In seats. Subject to payment Breaking a window
<u>TECHNOLOGY</u> Taking pictures Volume to high Inappropriate content	<u>TECHNOLOGY</u> Inappropriate Images or sites.

All major offenses could result in a minimum 1-5 day suspension from the bus and will be at the discretion of the Transportation Supervisor

Please Remember that riding the bus is a privilage. While the school district provides transportation for all of our students it is not required if the bus rules cannot be followed.

Updated 4/20/23

2023-24 ONLINE REGISTRATON

Dear Elma School District Families:

We have important news for the 2023-24 school year! Once again, we will be using Skyward online registration for all returning students to the district. Online registration includes all beginning of the year forms that each student must complete to start the year. The online registration process is completed in Skyward through your Family Access account. Step-by-step instructions can be found below on the second page, as well as, on the district website (www.eagles.edu). **Online registration for the 2023-24 school year will open Tuesday, August 8, 2023.**

Elma Elementary

- Online registration is **REQUIRED** for all returning elementary students by the first day of school, Wednesday, August 30 (incoming Kindergarten students that completed SKYenroll online enrollment do not need to complete registration).
- If you do not have access to a computer or Internet, you may visit the elementary office during regular office hours starting mid-August for assistance.
- Students with life threatening health conditions and/or medication taken at school, will need doctor signed forms turned into the school nurse by the first day of school. Forms can be dropped off at the elementary office starting mid-August.
- Your student's **2023-24 TEACHER PLACEMENT** will be made available later in August and only if you have completed and submitted online registration for your student. Teacher placements will show in the "schedule" section of Skyward Family Access.

Elma Middle and High Schools

- Online registration is **REQUIRED** for all returning middle and high school students by the first day of school, Wednesday, August 30 (including incoming 6th graders).
- If you do not have access to a computer or Internet, you may visit MS or HS offices during regular office hours starting mid-August for assistance.
- Your student's **2023-24 SCHEDULE** will be made available later in August and only if you have completed and submitted online registration for your student. Schedules will show in the "schedule" section and locker and combo in "student info" of Skyward Family Access (lockers will show later in August). Please note MS and HS schedules may still change as class numbers are calculated and adjusted. ***At this time, no schedule changes will be processed before the first day of school. Please wait to contact offices for these changes until after the start of the school year.***
- Students with life threatening health conditions and/or medication taken at school, will need doctor signed forms turned into the school nurse by the first day of school. Forms can be dropped off at the school offices starting mid-August.
- For your convenience, all beginning of the year ASB card purchases can now be completed online with debit or credit card in Skyward Family Access. If you prefer to pay with cash or check, payments will be accepted in the Middle School or High School offices.

Skyward link can be found under "Site Shortcuts" area of the district website: www.eagles.edu

2023-24 ONLINE REGISTRATON

Follow the steps below to begin:

1. Using an Internet browser go to Elma's Skyward website (the Skyward mobile app will not work for registration at this time). On the district website (www.eagles.edu) you can find the **link** to our Skyward website in the upper right corner or in "Site Shortcuts" at the bottom right on the home page.



2. Log into your Skyward **FAMILY ACCESS PARENT** account (student accounts will not work). You will see an **ONLINE REGISTRATION 2023-24** link for each of your students.

*Please first use the **FORGOT YOUR LOGIN/PASSWORD** option on Skyward login page before requesting a password reset.



Online Registration 2023-24 is now open until 09/30/2023

Online Registration 2023-24 at ELMA HIGH SCHOOL for the 2023-2024 school year is now open, yet has not been completed for MEREDITH.

Go to Online Registration 2023-24 for MEREDITH

3. Select the link and follow the steps to update Student Information, Family Address, Family Information, Emergency Information, Emergency Contacts, Military, Ethnicity/Race, Household Income Survey, Housing, Health, Handbook/Attendance, Network Acceptable Use Policy and additional building specific forms.

4. Please note each area will have an **EDIT** and/or **COMPLETE** step at the bottom or the top of the screen to select (depending on whether you are in full screen mode). Each step must be completed and have a **GREEN CHECK** to the left before you will be able to submit registration. Some fields like student name and birthdate will be read only (no changes will be allowed). Other fields like address, phone numbers, emergency contacts, etc. will allow changes or additions to be submitted.

5. If you need help with **any** of the following, please email skywardsupport@eagles.edu (make sure to include parent name, student name, and grade level in the email) or call your student's school office. School offices will open mid-August. Once school offices open, you may come in for additional help and/or also use district computers to complete registration.

- Need a Family Access account created
- Forgot password and need a reset
- General assistance with Skyward
- Registration form questions



Skyward link can be found under "Site Shortcuts" area of the district website: www.eagles.edu

ELMA SCHOOL DISTRICT 2023-2024 School Calendar

Elementary School 482-2632
Middle School 482-2237

High School 482-3121

East Grays Harbor High School 482-5086

Important Dates

Aug. 21 - New Employee Orientation
Aug. 22-24 - Staff Summer Institute
Aug. 28-29 - Teacher Per Diem Days
Aug 30 - First Student Day

Sept. 4 - Labor Day
Sept. 11 - First Day Preschool
Sept. 18 - Late Start

Oct. 2 - Late Start
Oct. 13 - Non School Day

Nov. 3 - Early Release/Conferences
Nov. 6-9 - Early Release/Conferences
Nov. 10 - Veterans Day (Observed)
Nov. 20 - Late Start
Nov. 22 - Early Release
Nov. 23-24 - Thanksgiving Break

Dec. 21 - Early Release
Dec. 22 - Jan 5 - Winter Break

Jan. 15 - Martin Luther King Jr. Day
Jan. 22 - Late Start
Jan. 26 - Early Release

Feb. 12 - Late Start
Feb. 19 - President's Day
Feb. 20 - Non School Day

Mar. 4 - Late Start
Mar. 8 - Weather Day (if needed)
Mar. 22 - Early Release
Mar. 27-29 - Early Release/Conferences
Apr. 1-5 - Spring Break

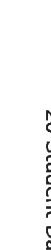
May 6 - Late Start
May 24 - Weather Day (if needed)
May 27 - Memorial Day
June 3 - Late Start
June 6 - Last Day Preschool
June 8 - EHS & EGHHS Graduation
June 13 - Last Student Day
June 14 - Weather Day (if needed)
June 17 - 18 Weather Day (if needed)

Early Release Days are All Schools

August 2023							September 2023							October 2023							November 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5										1	L	3	4	5	6	7					
6	7	8	9	10	11	12	3	H	5	6	7	8	9	8	9	10	11	12	N	14	5	E	E	E	E	H	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	L	19	20	21	22	23	22	23	24	25	26	27	28	19	L	21	E	H	N	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

December 2023							January 2024							February 2024							March 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							6						1	2	3					1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	L	5	6	7	W	9
10	11	12	13	14	15	16	14	H	16	17	18	19	20	11	L	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	E	N	23	21	L	23	24	25	E	27	18	H	N	21	22	23	24	17	18	19	20	21	E	23
24	H	N	N	N	N	30	28	29	30	31				25	26	27	28	29			24	25	26	E	E	E	30
31																					31						

April 2024							May 2024							June 2024																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S										
7	8	9	10	11	12	13	5	L	7	8	9	10	11	2	L	4	5	6	7	G										
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	W	15										
21	22	23	24	25	26	27	19	20	21	22	23	W	25	16	W	19	20	21	22	22										
28	29	30					26	H	28	29	30	31		23	24	25	26	27	28	29										



17 Student Days


21 Student Days

9 Student Days



Regular Start & End Times		
Elementary Primary	8:25 am - 2:42 pm	Middle School
Elementary Intermediate	8:25 am - 2:45 pm	High School
		8:24 am - 3:00 pm

Early Release Times:		Late Start Times:		Last Day Release Times:	
Elementary	11:40 AM	Elementary	10:25 AM	Elementary	10:00 AM
Middle & High	12:00 PM	Middle & High	10:24 AM	Middle & High	10:30 AM

KEY:
☐ = First or Last day of School
H = Holidays
N = Non-School Days
W = Weather Days
L = Late Starts - Prof Development
E = Early Releases
G = Graduation HS & EGHHS
 = Preschool First or Last day