

James Sales Elementary Parent/Student Handbook

Dear Families,

Please take time to review our school handbook. School-wide procedures and expectations are listed for your convenience. Please remove this cover page from the handbook, sign and return it to your oldest child's teacher tomorrow.

Sincerely,

Mrs. Nelson and Mr. Moore

Principal

Assistant Principal

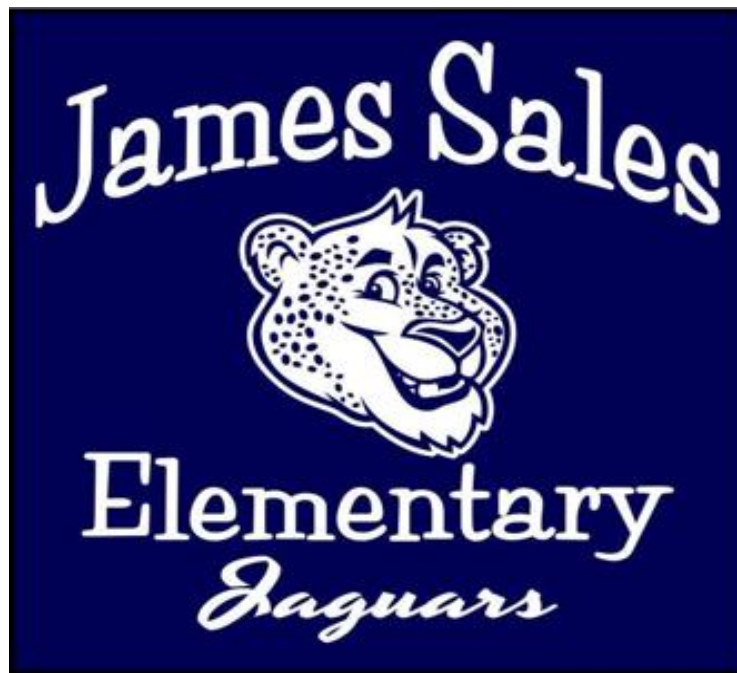
Parent signature: _____

Please list all students' first and last names who attend James Sales:

_____	_____
_____	_____
_____	_____
_____	_____

- Please return this page only to James Sales Elementary

**James Sales Elementary
Parent-Student Handbook
2025-2026**



James Sales Elementary

1301 113th St. S.

Tacoma, WA 98444

253-298-4200

Fax: 253-298-4215

Principal- Brandy Nelson

Assistant Principal- Ryan Moore

School Web Site: <https://jamesales.fpschools.org/>

JAMES SALES ELEMENTARY SCHOOL
WELCOMES YOU TO A NEW SCHOOL YEAR!

Dear James Sales Students and Families,

James Sales is a very special school with a rich history and tradition of excellence! Community and family are essential elements to James Sales' success, and our goal of high student achievement for all students continues as we strive to create a safe and positive school.

The purpose of this handbook is to familiarize you with our guidelines and procedures. These reflect the most current research on creating a school environment where academic achievement can flourish. We know that high level learning takes place in an environment where all adults in the school, regardless of role, appreciate that they are teachers to all the children and where all members of the school community feel safe, included, and respected. We know that safety and respect grow when expectations and procedures are clear and consistently reinforced. Fair and consistent guidelines and procedures encourage students to be responsible. We believe that all students can work to manage their behaviors at school and have a responsibility to behave in a manner which allows teachers to teach and students to learn. We also believe parents need to know the guidelines so they can support the expected behaviors.

Creating and maintaining a quality learning environment involves everyone: parents, students, teachers, support staff, and community members. We are proud of the commitment to quality schooling and to the support shown by all those in our school family. You are the essential ingredient in our school's success.

Please take some time to review this handbook with your child. If you have questions, please let us know. You may contact me by phone at 253-298-4200 or by email at bnelson@fpschools.org.

James Sales staff are looking forward to another terrific year!

Brandy Nelson
Principal, James Sales Elementary

School Information

School Hours

Office Hours	8:40-3:45
Breakfast	8:40-8:55
School Day	8:55-3:25
Early Release (90 min)	8:55-1:55
Half Day Early Release (3.5 hour)	8:55-11:55

Daily Schedule for Students

8:40	Breakfast begins
8:55	Bell rings – Students considered tardy if not in class
9:10	3 rd grade specialist
9:55	5 th grade specialist
10:40	4 th grade specialist
12:10	2 nd grade specialist
1:00	1 st grade specialist
1:50	Kindergarten specialist

General Expectations - How to Develop Jaguar Pride

We believe that all students are capable of success. To be successful, all students need to know what is expected. Therefore, expectations for all areas of the building are shared with students and practiced throughout the year. Positive behaviors are encouraged and reinforced. When students have difficulty following expectations, staff will help them resolve problems, review expectations and provide more opportunities to practice. Corrections and/or restitution are used to help students make better choices in the future.

At James Sales, we develop Jaguar Pride by being

1. Respectful...we use kind words and actions.
2. Responsible...we work hard all day.
3. Safe...we keep our hands to ourselves at all times.

Voice Levels

Zero: Silent Voice. Quiet, no talking.

Level 1: Whisper Voice. Speak softly so only your neighbor can hear you.

Level 2: Conversation Voice. Speak loud enough for your group to hear you, but not the whole room.

Level 3: Special Voice. Presenting in a loud, clear voice that the whole room can hear.

James Sales School Wide Expectations

	Be Safe	Be Respectful	Be Responsible
Bus	<ul style="list-style-type: none"> • Remain seated. • Keep the aisle clear. • Level 0 voice at RR crossing. • Keep food in backpack. 	<ul style="list-style-type: none"> • Follow directions. • Level 1 voice - whisper • Share the seat. • Use appropriate language. 	<ul style="list-style-type: none"> • Be on time. • Keep items on my lap. • Be honest. • Take all belongings. • Leave no trace.
Halls	<ul style="list-style-type: none"> • Walk, facing forward. • Hands to side or (twiddling) in front/behind torso • Always stay to the right. 	<ul style="list-style-type: none"> • Level Zero voice – No talking • Follow adult directions. • Respect other’s personal space. 	<ul style="list-style-type: none"> • Go straight to my destination. • Carry a hall pass if I’m not with an adult.
Lunch	<ul style="list-style-type: none"> • Walk, facing forward. • Stay Seated. • Eat only my food. • Both hands on my tray. 	<ul style="list-style-type: none"> • Level Zero voice while eating; Level 1 when done. • Use polite manners. • Follow adult directions. • Respect other’s space. 	<ul style="list-style-type: none"> • Take care of my own garbage. • Get permission to leave. • Keep food in my space.
Classroom	<ul style="list-style-type: none"> • Walk • Four chair legs on the floor. • Feet on the floor. • Use materials safely. 	<ul style="list-style-type: none"> • Use voice level given by my teacher. • Use kind words. • Share materials. • Help others. • Listen when others are talking. 	<ul style="list-style-type: none"> • Follow directions the 1st time. • Take care of materials. • Be ready to learn. • Ask for help when needed. • Be honest.
Bathroom	<ul style="list-style-type: none"> • Walk • Keep the floor dry. • Wash hands for 30 seconds (with soap). 	<ul style="list-style-type: none"> • Level Zero voice. • Follow adult directions. • Respect privacy. • One person to a stall. 	<ul style="list-style-type: none"> • Use what I need (1 push of soap and 2 pushes of towel). • Report any problems to an adult.
Playground	<ul style="list-style-type: none"> • Follow playground rules. • Report concerns to an adult. • Use equipment safely. • Stop if I hear a whistle. • Stay in the fenced area. 	<ul style="list-style-type: none"> • Take turns on the equipment. • Honor other’s space. • Language. Keep it clean. • Be nice to others. • Follow the directions of adults. 	<ul style="list-style-type: none"> • Take care of equipment. • Line up when recess is over. • Watch out for others. • Follow game rules. • Be honest. • Put equipment away.
Assemblies	<ul style="list-style-type: none"> • Follow directions. • Stay with your class. 	<ul style="list-style-type: none"> • Listen to the presenter. • Clap when appropriate. • Sit quietly in your space - criss-cross. • Honor others’ space. 	<ul style="list-style-type: none"> • Be silent when asked.

General Information

- **Arrival and Departure**

Our goal is for students to arrive and depart in a safe and orderly manner. Please notify the office by 2:50 if there is a change to how your student will go home that day.

Student Arrival

1. Upon arrival, students will enter the gym, grab a breakfast, eat in the gym and walk directly to class when finished.
2. Students are expected to be at breakfast or in their designated area unless they have a pass from a staff member.

Parent Drop Off

1. Students may be dropped off no earlier than **8:40**.
2. For safety, please follow the directions of our staff. They will guide parent drop off so that traffic runs smoothly and safely.
2. Parent drop-off- all adults and students remain in the car until a staff member opens the car door to greet the student. Student enters the main entrance, grabs breakfast, eat and walk directly to class.
3. If you would like your child to walk to and from school, please call the office or send a note to let us know.

Student Dismissal

1. Students will walk with their teacher from the classroom to the main entrance. They are expected to walk in a line, following their teacher.
2. All parent pick-ups, line up with an assigned adult and walk to the front of the school. Students are expected to follow adult directions, walk and remain in one spot while waiting for their adult for safety.
3. Bus riders walk with their teacher out to the bus zone to load buses.
4. Teachers will join parent pick-ups once students are on the bus.

Parent Pick Up

1. Once all classes have arrived outside, parents will drive slowly through our pick-up area.
2. Parents must remain in their car and wait for an adult to open the car door to let student in for safety.
3. Be prepared to show ID if you do not routinely pick up your child. This is to ensure the safety of our students.

- **Assemblies**

Jaguar Assemblies are held regularly to celebrate students who exemplify Jaguar Pride and our monthly character trait. Parents are invited to Jaguar Assemblies by the classroom teacher or letter from the school. **Balloons are not allowed because they are a distraction.** Other assemblies are held for a variety of reasons, such as school-wide expectations, PTA assemblies, and Veteran's Day.

- **Attendance**

Regular attendance is a powerful predictor of school success. When absent, students miss important instruction and can fall behind quickly. Missing just 1-2 days a month will result in chronic absenteeism, making school more difficult for your child. Our goal is to have every student at school on time every day. We are asking for your partnership in getting your students to school every day.

If a student has missed seven (7) days of school during a school year, our district requires third-party documentation to excuse all future absences, late arrivals, and early dismissals. Qualified third-party documentation includes a note from a doctor, dentist, therapist, psychologist, etc. which lists the specific dates of absence to be excused.

If you cannot take your child to the doctor, you may bring your child to the school health room. If the school nurse determines that your student is too ill to stay at school, the absence will be excused. If a parent or guardian chooses to take a student home after the school nurse determines the student should stay, the absence will be considered unexcused.

Students who have 9 or fewer absences and 9 or fewer tardies/early pick-ups for the year, will participate in an attendance celebration at the end of each trimester. Rewards will vary each year.

Attendance Conferences: In elementary school, after five excused absences in any month, or ten or more unexcused absences in the school year, the school is required to schedule a conference. The purpose of the conference is to identify barriers and supports available to you and your student and to develop a plan for regular attendance.

Planned Absences: Extended vacations during the school year are highly discouraged because students miss essential instruction. The school principal (or designee) has the authority to determine if an absence meets the criteria for an excused absence. (FPSD Policy 3122 and 3122 P). Parents and students should understand that teachers cannot possibly pre-teach the lessons nor provide make-up assignments to cover all the material that will be missed. A parent or guardian must request prior approval for an excused planned absence – forms are available in the school office and on our district website.

We understand that sometimes students need to miss school. However, students should not miss more than 9 days in a school year unless there are extenuating circumstances. If your child must be absent, please call the office at **253-298-4200**. Thank you for your partnership. We love having your child at school, and we miss him/her when they are gone.

- **Behavior Reward**

Students who have no more than one write-up per trimester will participate in a behavior reward celebration at the end of each trimester. Rewards will vary each year.

- **Birthday Treats**

If you wish to bring treats for your child's birthday, please notify the classroom teacher. All birthday treats must be store bought and will be served during lunch. Please deliver to the office before lunch. Goodie bags and pizza are not allowed.

- **Breakfast/Lunch**

We provide free breakfast and lunch for all students attending James Sales. For lunch menus: http://fpschools.org/departments/nutrition_services/menus/ If your child brings a lunch from home and would like to purchase milk, he/she can purchase a milk for 65 cents. Please put money in your student's account (http://fpschools.org/departments/nutrition_services/) or send the exact change.

- **Change in Student Information**

It is critical that we can contact you in case of an emergency. Please make sure that the office has an updated address, phone number, and emergency contact.

- **Dress & Appearance**

Appropriate clothing and shoes are required for all students to ensure a safe learning environment, free of distractions. Please follow the below guidelines:

1. Hats, hoods, headgear and gloves will be worn outside only (except for religious headwear).
2. Clothing cannot have profanity or promote/advertise drugs, alcohol, or tobacco products.
3. Appearance cannot imply gang membership or affiliation.
4. Shoulder straps are at least 2-finger widths wide.
5. Transparent clothing, strapless tops, bare midriff tops cannot be worn.
6. Skirts and shorts need to be longer than your fingertips or have leggings underneath.
7. Shoes should be appropriate for PE and recess. These must be closed-toed for safety. If you wear shoes that are not appropriate for PE and recess, you must bring shoes to wear for those activities.

If inappropriate clothing is worn to school, students will be sent to the health room to find a solution. A solution may be a call home so that clothes/shoes can be brought to school or alternative clothing/shoes may be provided by the health room.

- **Discipline:** One of the most important lessons education should teach is self-discipline. While it will not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

A School Wide Program: We believe every student can be successful. Discipline is not punishment. It is training for making appropriate, positive choices in life. Discipline is a shared responsibility involving parents and all school personnel. We refer to our discipline program as the **James Sales Positive Behavior System**. Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well.

Our five school rules are:

- Be respectful with your words, body and objects.
- Follow directions quickly.
- Complete your best work when expected.
- Raise your hand for permission to speak.
- Stay in your assigned area.

Positive reinforcement given consistently to students is the foundation for all discipline. This includes verbal, non-verbal, tangible and non-tangible rewards. All classrooms (general education, SPED, LAP, specialists, etc.) will have classroom/school rules posted along with a “What If? Chart that lists positives students can receive when they follow class/school expectations and what will happen when they chose to not follow class/school expectations. An example of positives listed on the left-side of a “What If?” chart may include:

- Jaguar Paws
- Gems in a jar
- Raffle tickets
- Fun Friday
- Mystery Walker
- Personal hug
- High five!
- Fist bump
- Smile
- Wink
- Visit from a Quiet Critter
- Positive note/phone call home

Whole-Class Rewards: Mystery Motivator (secret reward students as a class are working towards) which may be given daily, weekly, etc. based on the needs of the students.

On the right-side of the “What If?” chart, the following consequences are standardized across the entire school. The consequences are:

- Verbal warning
- Think Time
- 5 minutes off recess with phone call home from teacher/staff
- Consequence Envelope
- Loss of Mystery Motivator
- Student calls home to family
- Serious Behavior Clause
- Buddy Room
- Visit to Admin
- Suspension

*A school write-up **may** additionally be written by a staff member starting with 5 minutes loss of recess and the following consequences based on the offense.*

James Sales staff keep a daily record of students and school/classroom rules broken on classroom behavior log.

TRANSITION TO JAGUAR PRIDE PROGRAM

Teachers will contact parents/guardians when a student transitions to the Jaguar Pride Program.

- When 3+ rules are broken for 3 consecutive days, a student will automatically be placed on the Jaguar Pride program (Check-In/Check-out system and staff member notifies Mr. Moore who will set this up) for a minimum of 3 days. During this time **student will NOT participate in class rewards/mystery motivator**. Student goals will be written in light of the rules the student has broken.
- When student has successfully met his/her CICO goal for 3 days (does not have to be consecutive) in Jaguar Pride, student will return to class behavior system (What If? Chart, etc.).
- If same student breaks 3+ rules for 3 consecutive days again, student is automatically placed back on the Jaguar Pride CICO for a minimum of 6 days and must meet CICO goal for 6 days within a 10-school day period before he/she can return to class behavior program.
- If same student repeats the above pattern for the third time, *or is not able to meet their goal for 6 days within 10 school days*, the student will automatically be placed on Jaguar Pride for 6 weeks as well as attend a social skills group in the Jaguar Den.
- Parents/guardians may be called to a conference at the school with the teacher and an administrator.
- After 6 weeks, student's progress will be evaluated by the following sources of data: CICO, social skills, classroom and attendance and next steps will be decided. This may include another 6 weeks of Jaguar Pride or a reentry back into the classroom behavior system.
- **Again, any time a student is in the Jaguar Pride program, they will NOT participate in class rewards/mystery motivators.**

THE PRINCIPAL'S FABULOUS 50 CELEBRITY CLUB!

- This is an all-school positive behavior program that rewards students for following classroom and all-school rules.
- Staff members will receive a yellow Principal's Fabulous 50 Club ticket each day (this is on a rotation). Sometime during the day, the staff member will recognize a student (preferably a student not in the teacher's class) following classroom and/or school rules.
- Staff member will praise the student for following the expectation and will fill out the yellow Fabulous 50 Club ticket.
- Student will take ticket to the office and office staff/admin will celebrate student.

Student will:

- Sign the Principal's Fabulous 50 Celebrity Book under his/her teacher's class.
- Choose a counter out of the container and read the number on it.
- Write his/her name on the number that was drawn on the Principal's Fabulous 50 Celebrity Chart in the hallway.
- Pick a Teachermon card out of the deck.

Office staff/admin will:

- Make a positive phone call home.
- Announce student's name during the following day's morning announcements.

Once 5 names in a row-column-diagonal are filled in (Bingo), those students are winners, will have their names announced over the intercom, and will receive a reward. After winners are celebrated, names are erased from the Fabulous 50 chart and a new round of Principal's Fabulous 50 Club begins again!

Each student at James Sales is expected to behave in a positive manner so that ALL students can remain engaged in learning. The school climate must be preserved so that students are free from distractions and learning can occur. We need your support in maintaining appropriate conduct in school.

- **Electronics**

We understand that sometimes electronic devices are necessary and that some students will have them at school. At James Sales, we have an "Off and Away" policy. **Cellphones and other electronics must be turned off and turned into the classroom teacher.** We highly recommend that devices stay at home. If you need to contact your child during the day, please contact the main office at 253-298-4200. If your child needs to call you, their teacher will find an appropriate time for them to call. Please note - we are not responsible for lost, stolen or broken electronics. If possible, please leave these items at home.

If a student does not follow the electronics expectations:

1st Time: The staff member will hold the cell phone and return it to student at the end of the day.

2nd Time: A parent/guardian will need to pick up the device from school.

Continued violations: Administrative involvement will be necessary which may include staff securing the device during the day or the student may no longer be allowed to bring the device to school.

FPSD Policy 3245- Students and Telecommunication Devices:

While on school property or while attending school-sponsored or school-related activities, students shall not use personal telecommunication devices, including cellular phones and smart-watches, in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.

Students who violate this policy will be subject to disciplinary action, including suspension or expulsion; and losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate or with reasonable cause search the device, which shall only be returned to the student's parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.

Students are responsible for the devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

● Health Services

Healthy students are more successful learners, and our philosophy is to work cooperatively with parents to provide a healthy and safe environment for learning. **If your child has a special health condition, please notify the teacher and the school health office (298-4223).** Health conditions may include chronic asthma, food allergies, bee sting allergies, or any condition that will affect your child during school hours. Should your child take daily medication at home, please notify the health office so any side effects can be recognized and treated. It is also essential to notify the health office if there is a medical condition that impacts your child's regular attendance.

In case a student has an accident or becomes ill at school, the following steps will be taken:

1. First aid will be administered.
2. If serious, the parents/guardian will be contacted. Please be aware, a school nurse may not be on site to make a diagnosis. In those cases, office personnel will exercise their best judgment in determining whether the situation is serious and if emergency personnel need to be contacted.
3. If the parent cannot be reached, the emergency contact provided by the parent will be called. Please ensure that the school has at least two emergency numbers to call in case you cannot be reached. Persons listed on the emergency list will be considered to have your approval for temporary care.
4. Children leaving school during the day for health or other reasons must have a parent or authorized guardian sign them out through the school office.

Medication: Parents have the primary responsibility for administering medication to their children. However, if medication is needed during school hours, **a medical permission form, signed by a parent and physician, is required before any medication can be given at school.** State law allows for students to be administered only oral medications at school (including inhalers). The two exceptions are insulin and epi pen use. Medication needs to be in the original container with the doctor's instructions attached. These forms are available in the health room. **Students are not to have any over-the-counter medication at school at any time.** The health room staff cannot administer cough drops, aspirin, etc. without a doctor's note.

● Homework

Homework provides practice on important skills and is valuable to student learning. It is important to practice basic skills and concepts taught in class. Completing homework is also an important skill you will need in middle school and high school. At James Sales, we ask that you practice reading and math daily.

- Read for 20 minutes
- Practice math facts

- Teachers may send home any work that was not completed during the day or any work that is independent practice.

- **Items from home**

Toys (spinners, slime, etc.), games, sports equipment or other items that interfere with the learning environment should not be brought to school unless special permission has been granted. Students are not allowed to sell or trade items of any kind at school, except for school-sponsored activities. We are not responsible if any of these items are lost or stolen on school property. If such items are brought to school, they may be taken and kept in the office until parents come to claim them or held until the end of the school year (repeated offenses).

- **Lost and Found**

Items of clothing marked with a child’s name are easily returned to their owner. Other items can be reclaimed at the Lost and Found (located in our lost and found closet on the first floor). Eyeglasses, jewelry, money or other valuables are kept in the office and can be reclaimed following appropriate identification. For health, safety, and storage reasons, unclaimed items from the Lost and Found are periodically donated to charity. Please check with your child frequently about any lost or misplaced items.

- **Parent Teacher Association (PTO)**

James Sales PTO Board Members- cancelled for now

President		
Vice-President		
Secretary		
Treasurer		

- **Problem Solving**

Throughout the school year, situations may arise which cause concern for parents, teachers, students, or community members. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the educational program for students. These are the steps designed to resolve problem situations quickly and satisfactorily. Please use these steps if you have a concern:

- **Step 1 – Contact the appropriate staff member:** The first step in resolving a concern is to discuss it with the staff member(s) involved, i.e. the teacher, counselor, assistant principal, dean, etc. More than 95 percent of all concerns are resolved at this level.
- **Step 2 – Contact the principal:** If Step 1 does not resolve the concern, discuss it with Mrs. Nelson, Principal. She is the instructional leader and the person responsible for handling concerns regarding the school’s operation. She can share school information and explain policies, guidelines and procedures. She is open and willing to listen to your concerns.

- **Recess**

Recess is an important time when students can expend physical energy, explore, express themselves creatively, have fun together, build and strengthen friendships, and independently experience life lessons which will help them develop and grow. We want to create a play environment where all kids feel safe and can find a place where they belong.

General Playground Expectations:

1. For safety and to maintain order, it is essential to follow the directions of adults.
2. Concerns at recess should be shared with an adult right away.
3. Misconduct such as play fighting, kicking, pushing, karate, and grabbing of clothing is not tolerated.
4. Objects such as rocks, gravel, twigs, mulch, etc. are to stay on the ground.
5. Appropriate language for school is to be used. "Keep it clean."
6. Use the playground equipment appropriately and follow the rules of all games.
7. In cold weather, coats must be taken outside. After students have left the classrooms, they are not allowed to return unsupervised to get their coats.
8. For dangerous or illegal behavior, such as fighting, students will be sent directly to the office. The parents will be notified of the infraction and the consequences.
9. Invite other students to join in. It is not ok to exclude or tell others they cannot play.
10. Play safely and have fun!

*See the Expectation Matrix on page 5.

• **Report Cards & Evaluation**

Report cards are sent home after each trimester (approximately every 12 weeks of instruction). Report cards are sent home with your child. Please contact your child’s teacher if you have any questions regarding their progress. Franklin Pierce School District uses Standards Based Grading:

Grading Criteria
4 - Exceeding End-of-Year Standards
3 - Meeting End-of-Year Standards
2 - Approaching End-of-Year Standards
1 - Performing Significantly Below End-of-Year Standards
/ - Introduced – Insufficient evidence at this time
X - Not Addressed in this grading period

• **Request for Class Placement & Changes**

Ensuring that each student is placed in the most appropriate class is a process that is made with careful consideration. To change even one student can upset the balance that was very carefully created by the teachers and the principal. Therefore, requests for a child’s placement change is only considered in emergency situations, or when the outcome of a conference with the teacher, parents, student, and principal determines that a change is in the best interest of the student.

• **Textbooks, Library Books & Math Supplies**

Textbooks, library books and math supplies are the property of the school and are loaned to the students to use during their time at James Sales. It is expected that these items will be handled with care and kept in good condition. If these books or supplies are lost or damaged, you will be required to pay the cost of replacement.

• **Tobacco, Alcohol, Drugs & Weapons**

Federal and State law requires public school campuses to be tobacco, alcohol, drug and weapon free. This includes e-cigarettes/vapes and is true for anyone on school property. Thank you for setting this example for our students.

Please remind your child that students cannot have any object at school that can reasonably be considered a weapon or instrument that can create a danger to self or others or cause a disruption of the learning environment. Consequences can be short-term suspension, long-term suspension, or expulsion and may require a referral to the Pierce County Sheriff. We appreciate your partnership in keeping everyone safe. If your child sees or hears anything regarding weapons, drugs or alcohol at school, it is important that they immediately report this to an adult at school.

- **Transportation**

Our goal is for buses to be a safe environment for all students. The bus driver has a difficult task of driving a bus while managing the behavior and safety of students. There are certain standards of behavior that are necessary for the personal safety of all students.

1. Students are expected to give the bus driver the same high level of respect they give their teachers.
The bus is an extension of the classroom.
2. Students must follow the directions given by the bus driver at all times.
3. Heads or hands must not extend out the bus window.
4. Students must stay in their seats until the bus stops at their stop or at school.
5. Students should be quiet at railroad crossings.
6. Materials are not thrown on the floor or out the windows.
7. Students are expected to respect the rights and property of others.
8. Due to safety concerns (such as choking), eating on the bus is prohibited.

See Expectations Matrix on page 5

Changes to transportation: Students must have a note from a parent/guardian, or a phone call must be made to the office (253-298-4200) before the last half-hour of the school day to make any changes to a student's regular transportation (pick up, bus, walk, etc.).

Consequences: Bus drivers, James Sales staff and parents/guardians will partner to provide support to our students riding the bus. Students will be taught bus expectations and proactive support strategies will be used. If a student has difficulty managing behaviors on the bus, the following steps will be used:

Step 1: Warning

The driver will speak to the student about the behavior and notify the school about the concern. Bus Riding expectations will be reviewed with the student.

Step 2: Parent Contact

The driver will speak to the student, complete a Bus Conduct Report and call the parent/guardian. School administration will speak with the student and a school consequence may be assigned.

Step 3: Parent Conference, Possible Suspension and/or Restitution

The driver will complete a Bus Conduct Report and call the parent/guardian. A conference and/or suspension or restitution is required before riding privileges are reinstated.

Step 4: Bus Suspension

The driver completes a Bus Conduct Report. Parent/guardian will be contacted regarding the bus suspension.

- **Visiting James Sales**

A close working relationship between home and school is essential, and we welcome visitors to our classrooms. If you would like to visit a classroom, prior arrangements must be made with the teacher and the volunteer process must be completed. <https://franklinpiercevolunteers.hrmplus.net/> Administration may accompany the parent upon these requests.

Access Control: Maintaining the safety of our students and staff is a priority, and we are thankful to have recent security updates at James Sales. All exterior doors are locked, and visitors must be buzzed into the main office. Upon arrival, all visitors requesting to pick up a student or enter the school will need to have picture identification.

On occasion, parents stop by to drop off a lunch or other items for their student. We ask that you leave these items in the office, and we will make sure they receive them. If there is an emergency and you need to speak to your child, we will call your student down to the main office.

- **Volunteers**

Volunteers are an important part of the James Sales team, and we welcome a partnership with our families and community. We must ensure that any individual who will be working closely with our students has passed a Washington State Patrol background check based on specific qualifications, in addition to following the guidelines under the *Criminal History Information Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845*.

If you would like to volunteer at James Sales, spend time in your child's classroom, eat lunch with your child's class and/or attend a field trip, please complete the volunteer process at the following link: <https://franklinpiercevunteers.hrmplus.net/>

- **Weather**

The weather in the NW is ever changing! Therefore, we ask that each student come prepared for the weather (i.e., coats, gloves, hats, rain boots, sunscreen applied at home, etc.). Unless the weather is extreme, students will be outside for all recesses, rain or shine!

Occasionally, weather conditions do not permit operation of the school schedule. A flyer will be sent home in November listing radio and TV stations that carry announcements about school closures, later starting times, etc. Updates can also be found at the Franklin Pierce School District website under transportation.

- **Incident Reports - Bullying, Conflicts, Teasing, Mean**

In elementary school, students are developing important social skills and learning to get along. Communicating, making friends, empathizing, setting boundaries, handling conflicts and accepting each other's differences are important. Parents are students' first teachers and, in partnership with you, we are continuously working to develop these skills. Restorative Practices (<https://www.iirp.edu>), Second Step (<http://www.secondstep.org>), teaching and practicing expectations, and rewarding positive behaviors are a few strategies we use at school.

There are times when students have conflicts, tease, or say mean and rude comments to each other. And just like adults, sometimes students make a poor choice. These situations are very common and normal. We strive to teach students how to handle these situations appropriately and to ensure that all students and staff feel safe at James Sales. If you have any concerns about a potential bullying situation, conflict, teasing or mean behavior, please communicate with us. We cannot help your child if we are not aware, and it is most effective when we can intervene early. Please contact your child's teacher, a school counselor or an

administrator with any concerns. You are your child’s best advocate, and we want to partner with you. There are Incident Report Forms in the main office and on the FPSD website.

<http://fpschools.org/cms/one.aspx?portalId=31320&pageId=27972584>

Conflict vs. Bullying

Conflict	Bullying
Equal Power	Imbalance of Power
Two-way (both students are participating)	One-way (the victim is not participating)
Can be repeated or one-time	Repeated
Can be a misunderstanding or on-purpose	On-Purpose
	Severe, danger

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school’s process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student’s education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district’s reporting form to share concerns about HIB (<https://bit.ly/HIBReportingForm>) but reports about HIB can be made in writing or verbally. Your report can be made anonymously if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (James Hester, Deputy Superintendent, jhester@fpschools.org, 253-298-3021) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don’t experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please visit <https://bit.ly/FPS-HIB> or view the district’s *HIB Policy 3207 and Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s *Nondiscrimination Policy 3210 and Procedure 3210*, visit <https://bit.ly/FPS3210>.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205, visit <https://bit.ly/FPS3205>.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Brandy Marshall, 253-298-3085, bmarshall@fpschools.org

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Dr. Julien Pollard, 253-298-3037, jpollard@fpschools.org

Concerns about disability discrimination:

Section 504 Coordinator: John Sander, 253-298-3051, jsander@fpschools.org

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Dr. Julien Pollard, 253-298-3037, jpollard@fpschools.org

All compliance officers can be reached by mail at Franklin Pierce Schools:
315 129th Street South, Tacoma, WA 98444

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity

- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211, visit <https://bit.ly/FPS3211>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Dr. Julien Pollard, 253-298-3037, jpollard@fpschools.org

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 19-20

Thank you so much for reading and discussing the James Sales handbook with your student(s). We consider it a privilege to partner with your family for the success of your child!