John Campbell Primary

Parent/Student Handbook
2026-2027

JCP Core Purpose: At JCP, we build strong relationships, every student gets what they need when they need it (equity) in order to feel success and grow academically

Selah School District Mission: SSD, in partnership with students, parents, and community inspires a culture of lifelong learning for all.

Important JCP Phone Numbers:
Office 698-8100
Attendance 698-8105
Counseling 698-8129 and 698-8162
Health Room 698-8107
Fax 698-8101
Spanish Line 698-8103

JCP Website:
https://jcp.selahschools.org/

Amanda Scribner
Principal
amandascribner@selahschools.org
509-698-8102

Daisy Mendoza
Assistant Principal
daisymendoza@selahschools.org
509-698-8103

Selah School District

2026-27 Student Calendar

August 2026

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

25, 26, 27 *Staff PD Days—No School*
31 ***Classes Begin***

September

4 *Non-School Day*
7 *Labor Day — No School*

October

9 *Teacher In-service Day — No School*
26-30 *Parent Conferences*

November

11 *Veterans' Day — No School*
25 *Thanksgiving Break — No School*
26 *Thanksgiving Break — No School*
27 *Thanksgiving Break — No School*

December

18 *Half-Day of School (dismissal 3 hours after school begins)*

21 *Winter Break — No School (5 days)*
28 *Winter Break — No School (5 days)*

January

1 *New Year's Day — No School*
4 ***Classes Resume***
18 *Martin Luther King Day — No School*

February

12 *No School/Snow Make-up Day*
15 *Presidents' Day — No School*

March

29-31 *Parent Conferences*

April

1-2 *Parent Conferences*
5 *Spring Break — No School (5 days)*

May

28 *No School*
31 *Memorial Day — No School*

June

15 ***Last Day of Classes*** *Half-Day of School (dismissal 3 hours after school begins)*

Note: Additional Snow Make up day(s) will be scheduled at the end of the calendar for school closures due to inclement weather, if required.

SCHOOL DISTRICT
Cultivating life-long learners

February 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

IMPORTANT PHONE NUMBERS

John Campbell Primary Office	698-8100
Attendance Office	698-8105
Health Room	698-8107
John Campbell Fax	698-8101
Spanish Line	698-8103

SCHOOL HOURS

Office hours	7:15AM-3:45 PM
Classes Begin	8:30AM M,T,Th,F
	9:30 Wed.
Classes End	3:00 PM M,T,W,Th,F

FRONT OFFICE

For safety purposes we require that all visitors and volunteers check in with the office first. At that time, they will be given a visitor's badge. When picking up a child for appointments, etc., stop at the office and identify yourself and sign your child out. Students are not allowed to leave school grounds unless accompanied by an adult. No child will be released to a person other than the parent unless the person's name appears on the child's emergency card, which is on file in the school office.

John Campbell Primary loves having parent volunteers. If you would like to **volunteer or visit** JCP, here are the steps, in order, that you will need to follow:

1. Visit our online Visitor Management System at https://apps.raptortech.com/vol/onlineapplication/apply/OTRhNzgxNGYtMTUxNy00MWNlLTliOWItNmI3OTE0OTQ0YzcwOmVuLVVT. You will need to upload your driver's license as well as fill out the other information. Please give us a call if you have any questions on this process.
2. Contact the classroom teacher who you would like to visit. By contract, they need at least 24 hours notice and may approve or deny any request.
3. On the day of the visit, sign in and put on a name badge in the main office. Name badges must be worn while in our school.
4. Once your activity or the class is complete, sign out of the building.

Please note: If you have made arrangements with one teacher, once the activity or period is over, you will need to return to the main office and check out of the building.

If you plan on visiting your student during lunch you will just need to be cleared through the volunteer application/background check before visiting your student in the lunchroom.

If you have any questions or concerns please contact our main office at 698-8100.

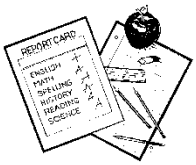
Setting up meetings:

Our number one goal is to make sure students are safe and feel safe at school. When an incident is reported to an adult most times we can handle it in the moment. For more serious reports, we do a full investigation which includes speaking to all students and staff involved. We strongly encourage students and parents to let us know if there is a concern so it can be handled. If you have a concern and would like to speak or meet with Mrs. Mendoza or Mrs. Scribner, here is the process:

- Talk to or message the classroom teacher with your concerns as the first line of communication
- Call the office and leave a message and we will return your call
- Call the office and schedule a meeting

We are not able to take any walk-in meetings. We have full schedules and are extremely busy. Making an appointment will give you and us the time needed to adequately address any concerns.

Homework request for student absences



If an absence is **excused**, the student shall be permitted to make up all missed assignments outside of class. He/she will have the number of days absent, plus one, to make up the work except that in

participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

Students expecting homework for pre-approved absences and extended illness must submit a request to the teacher at least **24** hours in advance. Teachers will use their best professional judgment to determine what will be assigned and when it is due. The primary factors in this decision are the ability of the student, the learning style of the student and whether the learning unit is new information, review or practice.

Pre-Arranged absence: Please go to this site and fill out the form :
https://jcp.selahschools.org/families/families/forms

Transportation Changes
If there is a change in a student's transportation or pick-up plans (from the customary after-school routine, whether bus, friends, or pick up), a written note from a parent or guardian must be submitted to the attendance office **before school or on the day of the change**. Alternatively, a parent may call the office **at least two hours before the end of the school day** to request the change or send a message to a student. The teacher and student will be notified before dismissal. This is for the safety of your child and to ensure that all messages are delivered. Without such notification, school personnel are obligated to ensure students follow their normal after school routines.

Please note: Teachers may not be able to check ParentSquare messages during instructional time, so changes should **not** be communicated directly through ParentSquare during the school day.

Late arrival
Students have a 10-minute grace period to arrive and get to class from our school start time. Any student arriving after 8:40 AM (9:40 on Wednesday) must check in at the office and will be marked tardy through the tardy kiosk before going to class.

After School Pick Up
At dismissal time (3:00 PM), students will be at their designated pick-up location on the school's playground with their teacher. If a parent or guardian is not present at pick-up, the teacher will escort the student to the main office. To help our office staff and ensure student safety, please arrive on time to pick up your child promptly at dismissal.

For safety reasons, no student will be released to anyone other than a parent or legal guardian unless the individual is listed on the student's emergency contact card on file in the office.

Student early checkout
Students may be excused during the school day for medical or other necessary appointments. A parent or guardian must come to the office in person to sign out their child. **Please note: Students may not be checked out after 2:30 PM.**

Once signed out, students will be called to the office to meet their parent or guardian. After 2:30 PM, parents must wait until regular dismissal time to pick up their child. At that time, parents must meet their child's teacher **inside the school gate** and walk their child through the parking lot and designated crosswalks. Gates will open by 3:00 PM.

For safety reasons, no student will be released to anyone other than a parent or legal guardian unless the individual is listed on the student's emergency contact card on file in the office.

Bus Pass
If a student needs to ride a different bus than normal, or is going to get off at a different stop, they will need a note from home. **The note is to be brought to the office first thing in the morning,** and a bus pass will be issued. Bus passes will only be issued 2 hours before the end of the day. The note must contain the following information: Student name, Teacher name, Date, Route #, Bus stop, Reason for the bus pass. According to WAC 392-145-020, brothers and sisters who do not attend school may not ride with students to and from school.

ATTENDANCE- Big Sick & Little Sick

We understand that determining whether to keep your child home from school or send them can be challenging. To help guide you, here are some important guidelines:

Big Sick (Stay at Home)	Little Sick (Come to school/stay at school)	
Fever Vomiting Diarrhea An emergency	Runny nose Sore throat Skinned knee Little cough	Tummy hurts Tired Sliver Don't feel well

VOMITING / DIARRHEA
If your child has experienced vomiting or diarrhea at night or in the morning before school, please keep them home. Your child should have been free of diarrhea and vomiting for 24 hours before returning to school.

FEVER
A temperature of 100.4°F or higher indicates that your child may be contagious. Your child must be fever-free for 24 hours before returning to school. A body rash with fever, itching, and open or draining sores.

Red puffy, painful eyes, with drainage.

Whether "Big sick" or not, absences add up. Missing just 2 days a month means a child misses 10% of the school year.

Our priority is to work with families to break down barriers to attending school. Besides these beliefs, we are also required by Washington State Law to enforce attendance compliance. The school must be notified before or within 48 hours of an absence for it to be excused by the school. Please contact Victoria Catron at 509-698-8105 or email her at victoriacatron@selahschools.org to excuse an absence.

Excused Absence
Excused absences fall into two categories, medical and personal. Students are only allowed a total of 15 excused absences (combining personal and medical) throughout the year before being considered chronic absenteeism. If a student is absent from school for an excess amount of consecutive days due to an illness, a Doctors note may be asked to be provided. Washington State law requires a conference with parents when a student has 5 or more excused absences in 1 month or 10 or more for the year, except when pre-arranged or a doctor's note has been provided. **Parents must call within 48 hours upon a student's return to school or send a written note to the office for an absence to be considered as Excused.**

Unexcused Absence
An unexcused absence (truancy) is any absence that is not defined by Washington State Law, (WAC 392.400.325). If your student accrues unexcused absences, you will be contacted to conference with John Campbell Primary Administration or counselor for a Student Success meeting.

Tardies/Partial Days
Frequent tardiness can be as detrimental to success in school as being absent. It is extremely important that each child be at school the entire day and prepared to learn. Tardies are considered to be arriving at school late as well as leaving school early. According to Washington State Law (RCW 28A.225.020), any student not in attendance for more than half of the school day may be considered absent for the entire day.

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the attendance secretary, at 698-8105. Feel free to send a note with your child, giving the reason for the absence. If you receive a green absent slip, informing you of the date(s) your child was absent, you may also give the reason for the absence, sign it, and send it back with your child.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6 or 7 years old are not required to be enrolled in school. However, if parents enroll their 6 or 7 year old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence. If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism. In elementary school, after five excused absences in any month, or fifteen or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made a plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene. If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory 5 attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court. At John Campbell, we have established the following rules on attendance that will help you ensure your student is attending regularly.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.

- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Reference Documentation

For more detailed information on the law for Excused Absences please reference RCW 28A.225.010 or 28A.225.015.

For more detailed information about the conference please reference RCW 28A.225.018.

For more detailed information about a required doctors note please reference School Board Policy #3122 page 1.

For more detailed information on the law for Unexcused Absences please review RCW 28A.225.020.

***For further information please reference our district handbook.**

VIKING PRIDE and PBIS

What is PBIS?

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

Why is it so important to focus on teaching positive social behaviors?

Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

Behavior Guidelines

This portion of the John Campbell Primary School Student Handbook explains our behavior expectations for every student on our campus. Viking PRIDE is the foundation of our district behavioral expectations. PRIDE stands for Positive, Respectful, In Control, Dependable, and Engaged. At John Campbell these follow under the 3 expectations of **be kind, be safe, and work hard**. Students need to understand what is expected of them and that they have control over their actions. All staff members will make every attempt to be fair, courteous, and consistent in their dealings with students. Parental support of this information and the school staff is important in helping children learn that there are clear and definite limits to responsible behavior.

The teachers and administration will make every effort to ensure that our students are successful and enjoy learning at John Campbell Primary. However, there are consequences for students who make poor choices in or out of the classroom. The teachers at John Campbell Primary do an excellent job of managing student behavior in their classrooms. They each have a behavior plan that outlines the classroom expectations.

Classroom managed behaviors: 1. Non-verbal/verbal warnings to correct behavior (proximity, etc.) 2. Verbal warning to correct behavior 3. Student choice on how they can reset/calm down/self regulate 4. Classroom teacher contacts the family (call, email, message, notify parents by mail, or have Home Visitor contact parents) *repeated behaviors do not equal a major.	**Office managed behaviors:** (Major Referral/Make it Right) **Possible Office Referral Consequences:** Student discipline issues are dealt with on a case-by-case basis using developmentally appropriate restorative practices (apology notes, community service, etc.) in partnership with families.

Examples of positive behaviors teachers will look for and recognize students with a positive include but are not limited to:

*hard work/effort
*participation
*following directions when others are not
*working quietly
*displaying P.R.I.D.E.
*exhibiting positive character traits
*being a role model for others

The table below shows our common expectations throughout the building. These are reviewed and modeled on a regular basis in the classroom, announcements, and during rewards.

Viking PRIDE at JCP

	Positive / Respectful	In Control	Dependable / Engaged
	Be Kind!	**Be Safe!**	**Work Hard!**
Recess	• Take turns & share • Invite friends to play • Use kind words	• Stay on the playground • Control your body	• Put equipment away • Line up quickly after recess
Lunch Time	• Say please and thank you to the lunchroom staff • Chew with your mouth closed	• Wash your hands • Use both hands to carry your lunch	• Wait nicely in the lunch line • Eat your lunch • Level 1 voice • Stay seated • Clean up after yourself
Hallways	• Level 0/1 voice • Calmly wait, if needed	• Walking feet • Hands and feet to self	• Go straight to your destination
Bathrooms	• Respect privacy • Wait your turn	• Whisper ABCs while you wash your hands • Use soap! • Hands and feet to self	• Paper towels in trash
Arrival	• Morning greetings	• Hands and feet to self • Calmly wait, if needed	• Go straight to entrance • Give each other space
Dismissal	• Goodbyes	• Hands and feet to self • Calmly wait, if needed • Walk	• Go straight to exit • Give each other space

Vikings will respect the learning, safety, and well-being of others!

<u>What might occur if a student doesn't meet the behavioral expectations? Some examples include:</u>

- Communication home from the classroom teacher.
- Student meeting with school administration
- Parent/student meeting with support team (teachers, counselor, PBIS Rep, Principal)
- Recess check-in during lunch, before/after school.
- Booster session (behavioral expectations are re-taught)
- Conflict resolution session

- For instances of exceptional misconduct please reference our district wide handbook.

Dress Code

John Campbell expects student dress and grooming to reflect high standards of personal conduct so that each student's appearance:
• Promotes a positive, safe, and healthy atmosphere within the school.
• Does not present a health or safety hazard, violate municipal or state law,
• Does not present a potential for disruption to the instructional program.
If a dress code issue arises we will do our best as a school to assist the student so that they may stay in school. In the event that there is a dress code concern a representative from the school will call and communicate with families.

Items from Home

Students may bring soft equipment to play with at recess. Students are not allowed to bring electronic toys, cards (Pokémon, Yu-Gi-Oh, or other trading cards), iPads/tablets, baseballs, softballs, bats, or other small toys (Mini Brands, etc.).

Students who carry cell phones for safety reasons must keep them turned off and in their backpacks at all times. Smart watches may be worn but may not be used to make calls or send messages during the school day. If this occurs, students will be asked to keep the device in their backpack until the end of the day.

Soft equipment, personal items attached to backpacks, and other items brought from home are brought at the student's own risk. The school is not responsible for items that are lost, broken, or stolen, including skateboards, scooters, and bikes.

Rewards earned at school must be immediately put away in backpacks. Exceptions may include classroom rewards organized by the teacher, teacher-organized show and tell, and school spirit weeks.

Field Trips

Field trips are wonderful opportunities for our students to interact with people and gain experiences outside of school. Most field trips offer some parents an opportunity to participate with their child by chaperoning. Unfortunately, not every parent can chaperone. The number of chaperones for each field trip depends on space available and time. The chaperones will be determined by the classroom teacher. However, in order to be eligible parents must have completed the district's volunteer form. Younger siblings are not allowed to accompany parent chaperones on any field trip. Students must accompany their class to the field trip, but parents are permitted to check them out with the teacher and take them at the conclusion of the field trip.

Parking Lot Safety

Safety is our paramount concern during morning drop off and afternoon pick up. Please follow the parking lot personnel's directions while on our campus. Failure to comply with any lawful order or direction of any authorized flagger is a misdemeanor. Please reference RCW 46.61.015. Thank you for helping to keep all safe while on campus. Please adhere to the following:

1. Visitor and parent parking is located directly in front of the school.
2. Please don't double park in student drop-off or pick-up areas. This forces children to walk between other cars where they may not be seen.
3. Please don't park in the NO PARKING zones in front of the school. Parking in this area creates a risk for students and vehicles.
4. Please don't drive through crosswalks when the crossing guard is in the street and the flag is extended.
5. Please don't permit your child to "J" walk across the street to or from school. Insist your child use the crosswalk for their protection.
6. Observe the 20 mph speed limit in the school zone.
7. Respect traffic patrol and give every courtesy.
8. Be watchful for children around cars.
9. Drive slowly and cautiously in the school parking lot. Keep an eye out for pedestrians.
10. We ONLY drop kids off in the single drop off lane. Parents always have the option to park and walk their child to the door, but **children may not walk in the parking lot alone**.
11. At dismissal, parents will park and walk to get their child.

12. Do not block the parking lot entrance to get into the single drop off lane. Please circle around.

John Campbell Primary PTO

John Campbell Primary is fortunate to have such great support from our parents. Our PTO (Parent Teacher Organization) is very actively involved in the success of our students. They have a variety of fundraisers throughout the year to support our students and the efforts of our teachers. Volunteers are always welcome; you do not have to attend the monthly meetings to volunteer at PTO events!! Your involvement and help is always welcomed and appreciated. Please contact the office for more information if you are interested in participating in our PTO.

First Aid and Medication

John Campbell Primary provides basic first aid and opportunities for students who are not feeling well to rest. Our health room has one bed for students to rest and is staffed during the school day by a paraprofessional who is trained to provide basic first aid. Parents may or may not be notified when their child visits our health room depending on the reason for the visit. However, in cases of serious injury or illness (and temperatures of 100.4 degrees or more) parents will immediately be notified. Please do not send students to school who have been vomiting or have had a fever over 100.4 degrees in the last 24 hours.

District Nurse

Selah School District employs a district nurse who supervises our health rooms. She oversees and develops care plans for students who have specific health related concerns. She also provides first aid in conjunction with our health room aide.

Medication

No prescription medication, over-the-counter medication, treatments, or special diets can be given at school unless the Permission to Administer Medication at School forms are signed by the health care provider and parent regardless if the condition is life-threatening. **Medication of any kind cannot be carried by students at any time.** These forms can be picked up in the office. Medication for students may be administered at school as long as the district is provided with the following information:

- Written doctor's instructions and parent's permission for the administration of the medication: **Provided on the Permission to Administer Medication at School form.** https://www.selahschools.org/departments/student-health-services/medication-at-school
- The medication must be in its original bottle with the original label from the doctor or pharmacist identifying the student and name and dosage of the medication.

Immunizations

Washington State law (RCW 29A.31.118) specifies that children enrolled in public education must either be immunized against specific pathogens, or the parents/guardians must sign a waiver indicating why the child has not been immunized. If a parent/guardian chooses to not have their child immunized it may be necessary, in the case of an outbreak, for the student to be isolated away from school until it becomes safe for the student to return to school. For more information regarding immunizations, please contact the school at 698-8100.

School Nutrition Program

Nutrition Services offers families an easy way to pay for student meals. The main office accepts money deposits into student accounts and MySchoolBucks.com allows for online deposits for a small fee. To access this service: Go to www.myschoolbucks.com and create an account with the child's name, Selah student ID number and zip code. You can also view student transactions and payments for free. For more information, please contact Nutrition Services at 698-8196.

K-5 class placement/moves policy

Dear families,
We know there is a lot of interest in which classroom your child is placed in. Selah School District staff takes great care in placing students into classrooms. We are grateful for our highly qualified classroom teachers who build strong relationships and have strong teaching skills. We consider many factors in our placement process and use multiple pieces of data. See below for the steps that are taken throughout the year.

Spring Placement

- Due to the complexity of balancing classes with a wide range of student needs, the Selah School District does not accept requests for specific teachers under any circumstances
- Parents may provide specific requests or concerns to the current classroom teacher
    - Example (please separate from another student next year)
- Parents may provide confidential/sensitive information to school counselors
- Administration and teachers place students in order to create balanced classes
- Placements are not final

August

- Administration will place and finalize all new students while maintaining balanced classes
- Teachers will notify parents/student of their class placement
- School begins

Starting/during the year:

- Every student will begin in their originally assigned classroom.
- Parents and students will first work with the classroom teacher to address and resolve any concerns.
- After a two-week trial period, parents may request a meeting with a school administrator to discuss specific concerns.
- After carefully considering the concerns, the principal will make the final decision regarding classroom placement.

*In the event we add a classroom mid-year, we follow the same considerations as above.

Discrimination

Selah School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Chad Quigley
Civil Rights Coordinator, Title IX HIB & Gender Inclusive Schools
chadquigley@selahschools.org
316 W. Naches Ave.
Selah, WA 98942
(509) 698 - 8004

Betty Lopez
Section 504/ADA Coordinator
bettylopez@selahschools.org
316 W. Naches Ave.
Selah, WA 98942
(509) 698 - 8016

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: **Legal Notices/Nondiscrimination**

Complaint Options

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

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

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://resources.finalsite.net/images/v1730300492/selahk12waus/cvcrceidj7lq923oplkh/3207F1IncidentReportingForm.pdf form but reports about HIB can be made in writing or verbally. Your report can 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 Chad Quigley, Executive Director for Human Resources and District HIB Compliance Officer 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 see the district's HIB link located at the bottom of the district's homepage or https://www.selahschools.org/about-us/legal-notices/harassment-intimidation-or-bullying or 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 3210P, visit www.selahschools.org/about-us/legal-notices/nondiscrimination-for-students-title-ix.

What is sexual harassment?
Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a students 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.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit www.selahschools.org.

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 making 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: Chad Quigley, Executive Director for Human Resources,
chadquigley@selahschools.org

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Chad Quigley, Executive Director for Human Resources,
chadquigley@selahschools.org

Concerns about disability discrimination:
Section 504 Coordinator: Betty Lopez, Executive Director for Special Education,
bettylopez@selahschools.org

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: : Chad Quigley, Executive Director for Human Resources, chadquigley@selahschools.org

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: schoolsafetyschoolsafety@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

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 3211P, visit www.selahschools.org/about-us/legal-notices/gender-inclusive-schools. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:
Chad Quigley, Executive Director for Human Resources, chadquigley@selahschools.org
For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 3.