Elma Elementary

Student/Parent Handbook

2026-2027



ELMA SCHOOL DISTRICT PHONE NUMBERS

Elementary School Office 482-2632

Elementary Fax 482-4565

Preschool Information 482-1123

Special Services 482-1123

Superintendent's Office 482-2822

Bus Garage 482-2323

Visit our Website

www.eagles.edu Updated: 4/11/25

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DISCRIMINATION PROHIBITED

Elma 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?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:
(A) Physically harms a student or damages the student's property;
(B) Has the effect of substantially interfering with a student's education;
(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
(D) Has the effect of substantially disrupting the orderly operation of the school"

HIB may involve 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://www.eagles.edu/for-families-students/harassment-intimidation-bullying) 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 (Dr. Christopher R Nesmith, cnesmith@eagles.edu, 360.482.2822) 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 webpage (https://www.eagles.edu/for-families-students/harassment-intimidation-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 (https://www.eagles.edu/our-district/school-board-of-directors).*

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 (3205P),** visit [https://www.eagles.edu/our-district/school-board-of-directors].*

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: Dr. Christopher R Nesmith, Superintendent, 1235 Monte-Elma Rd, Elma, WA 98541, cnesmith@eagles.edu, 36.482.2822

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Dr. Christopher R Nesmith, Superintendent, 1235 Monte-Elma Rd, Elma, WA 98541, cnesmith@eagles.edu, 36.482.2822

Concerns about disability discrimination:
Section 504 Coordinator: Kathleen Gallagher, State & Federal Director, 1235 Monte-Elma Rd, Elma, WA 98541, kgallagher@eagles.edu, 36.482.2632

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Dr. Christopher R Nesmith, Superintendent, 1235 Monte-Elma Rd, Elma, WA 98541, cnesmith@eagles.edu, 36.482.2822

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 Superintendent and then 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: https://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://www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

ARRIVAL & DEPARTURE

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

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

ARRIVAL TIMES	DISMISSAL TIMES		
8:05 Buses Arrive and Students Arrive	2:42	K-2	Dismissal
8:05 Teachers unlock classroom doors & let students in	2:45	3-5	Dismissal
8:20 First Bell			
8:25 Tardy Bell			

ARRIVING LATE

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

TARDY POLICY

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

- Teachers are responsible for maintaining accurate attendance records.
- Hot lunches are ordered from the high school at 8:45am. If your child needs a hot lunch and they arrive later, please let the office know prior to their arrival.
- If your child has an appointment, please send a message to the teacher or call the office.
- Students arriving to class, from all locations, after 8:25am will be marked tardy. This practice aligns with the Middle School and High School. It will assist us in maintaining accurate records of each student's arrival time. This will also allow us to analyze the efficiency of our systems and maximize learning time in the classroom.
- You must bring your student to the office to check in.

ATTENDANCE REQUIREMENTS

Students may enter campus at 8:05

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

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

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

AUTHORIZED REASONS FOR BEING ABSENT:

*Sick at home *Religious related events *Bereavement *Family emergency *Doctor's appointment *Prearranged family vacations

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

EXCUSED ABSENCE:

Five (5) in a month - Required conference with school unless preplanned.
Ten (10) in a school year - Required conference with school unless preplanned.

UNEXCUSED ABSENCE:

Three (3) in a month - Required conference with school and attendance plan developed.
Seven (7) in a month *School must file a petition with juvenile court.
Ten (10) in a year *School must file a petition with juvenile court.

BALLOONS, GIFTS, & INVITATIONS

In the interest of sensitivity to the feelings and needs of all of our students, you are asked NOT to bring gifts, balloons, or flowers to school. In addition, please DO NOT bring invitations for parties, or personal gift exchanges to school. Students are not permitted to bring homemade food items to school. All food items brought from home must be commercially prepared and packaged.

BREAKFAST & LUNCH

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

BUS PASSES

Bus passes are written before school in the office. Parents/guardians need to write a note giving permission for their student(s) to ride a different bus, or get off their regular bus at a different stop. The note should include the requested route number (if known) along with the destination. In the event of an emergency, any bus pass request must come in the form of email to the Attendance Secretary by 1:00pm.

CELL PHONES

We understand that some families choose to provide cell phones to their children for safety and communication. To ensure a positive learning environment, the following guidelines apply to cell phone use:

1. **During School Hours**
    - Cell phones must be turned off and kept in backpacks during school hours, including lunch and recess.
    - Use of cell phones for any purpose, including texting, calling, or using apps, is not allowed during school hours.
2. **Emergencies**
    - In case of emergencies, students should contact a teacher or administrator. School staff will ensure appropriate communication with families.
3. **Disciplinary Action**
    - If a student is found using a cell phone during school hours, the phone may be confiscated and may result in disciplinary action.
4. **Responsibility**
    - The school is not responsible for lost, stolen, or damaged phones.
    - It is strongly recommended that students do not bring expensive or valuable devices to school.

CHANGE OF ADDRESS/PHONE

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

COMMUNICATION

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

CONTACTING A TEACHER

We encourage families to reach out to the teacher first when something arises because they are the ones who know your child best at school. If you need to reach your teacher, please contact them through ParentSquare as this is the quickest way to reach them. However, during the school day they will be instructing and may not see your message. If something is urgent, call the main office. The teacher will get back to you in a timely manner if a message is sent.

DANGEROUS WEAPONS

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

EMERGENCY SCHOOL CLOSURE

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

Aberdeen/Hoquiam – KSWW (FM-102.1), KXRO (AM-1320)
Centralia – KELA (AM-1470), KCED (FM-91.3), KITI (AM-1420)
Olympia – KXXO (FM-96.1)
Shelton – KMAS (FM 103.3) (AM-1030)
Local TV Stations – KOMO 4, KING 5, KIRO 7, KCPQ 13

FAMILY ACCESS/Skyward Qmlativ INFORMATION

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

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

FIELD TRIPS

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

FIGHTING AND/OR INCITING A FIGHT

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

Halloween

While we understand the excitement around Halloween, our primary goal is to maintain a safe and focused learning environment. Costumes can be distracting during instructional time and may impact student learning. By keeping the school day centered on learning, we ensure that all students can fully engage in their academic mission. Halloween costumes are not allowed at school. Thank you for your understanding and support as we continue to make our school a positive and productive place for all.

HARASSMENT

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

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

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

ILLNESS OR ACCIDENT AT SCHOOL

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

Communicable Diseases
Elma School District reserves the right and responsibility to exclude from attendance any student suspected of being infectious with such conditions as hepatitis, impetigo, ringworm, scabies, eye infections and other conditions which are considered contagious. In such cases, the student should be checked by a physician. If the symptoms are resolving or are resolved, the student needs to be cleared with the school nurse or office staff before a child may return to class.

Head Lice
When a student is confirmed to have lice, the parent/guardian will be notified and the student will be sent home to receive treatment. If nits are found, the student may be sent home at the discretion of the school. Head lice are a common problem that can be kept in check if the school and parents work together cooperatively. If attendance becomes an issue, plans will be made to accommodate the student. Students who are sent home with head lice need to see the school nurse, with their parent, to be checked before being readmitted to school. To help prevent the spread of lice at school, parents are asked to notify the school nurse if their children have been discovered to have lice.

Elma Elementary School
Parent Guidelines for Medical Situations

WHEN TO KEEP YOUR CHILD HOME:	WHEN TO RETURN TO SCHOOL:
Fever over 100.4 Degrees	Students should stay home until they have been fever free for 24 hours. Temperature under 100.4 degrees, WITHOUT medications to reduce fever (e.g. Tylenol, Advil, etc.) for 24 hours.
Vomiting	Students should stay home until 24 hours after vomiting.
Diarrhea	Three or more unexplained episodes of watery or loose stool in 24 hours OR sudden onset of loose stool and feeling unwell. Students may return 24 hours after the last episode.
Rashes	Students with body rashes that do not subside should be checked by a healthcare provider. Some rashes may spread to other students. If the student is itching and has a fever they should stay home.
Bad cold and/or cough	If a cough persists for more than 2 weeks, the student may need to be seen by a healthcare provider.
Eyes	If there is drainage, vision changes and/or redness of the

	eyelid, itching, pain or sensitivity to light this could be “pink eye” (conjunctivitis). The student should be checked by a healthcare provider if the student has these symptoms.
Skin Lesions/Sores	Drainage from a sore that cannot be contained within a bandage OR sores are increasing in size OR new sores are developing OR student continues to touch sores.
Other Communicable Illnesses	Please check with the school nurse if your student has a communicable illness (lice, scabies, strep throat, etc.) for when your student is able to return to school.
Injury/Surgery	Students who are unable to concentrate due to pain or pain medication should stay home. If a student is unable to participate in PE or recess, a doctor’s note is required.

These guidelines were adapted from the OSPI Infectious Disease Guidelines for School Staff. These guidelines are meant to help decrease illness so your children can be in the best environment for learning. Contact the school nurse if you have any questions. Working together, we can prevent the spread of illness and have a healthier school community.

K-9 USE IN SCHOOLS

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

LEAVING SCHOOL EARLY

Parents planning to take their child/children out of school during the day must inform the school in writing. Please do not send a message through Parentsquare the day of as teachers will be instructing and may not see your message. If something is urgent, call the main office. Parents must come to the office at the time of pick up and sign the student(s) out. The secretary will call the child's room and have him/her meet the parent in the office. **Please avoid calling at the end of the day if possible as it is very busy, and teachers are trying to finish up classes preparing students to go home. We ask that any changes of daily passes are made by 1 PM.**

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

LEGAL CUSTODY FOR VISITATION OR PICK UP

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

LIBRARY PROCEDURES

All Elma Elementary students have the opportunity to enjoy full privileges as long as they follow library Policies. Books not returned after two weeks are placed on the overdue list. Students may not check out any more books until the book(s) are returned or paid for. At the end of the quarter, a bill will be sent home for the long overdue books. Fines are as follows:

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

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

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

LOST AND FOUND

Clothing and other larger items found on school grounds are placed in the Lost and Found bin located in the courtyard near the school office. If your child is missing a coat, sweatshirt, hat, lunch box, umbrella, or other personal item, please encourage them to check the Lost and Found regularly.

Elma Elementary School and its staff are not responsible for lost or stolen personal belongings. We encourage students to keep track of the items they bring to school.

Due to limited storage space, unclaimed items are kept for a limited time before being bagged and donated on a quarterly basis.

Helpful Tip: Please write your child's first and last name on clothing tags, lunch boxes, water bottles, and other personal belongings. Clearly labeled items are much easier to identify and return to their owners.

MEDICATION AT SCHOOL

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

NUISANCE ITEMS

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

PETS

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

PHYSICAL EDUCATION CLASS

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

REPORT CARDS

Report cards are issued twice each school year, at the end of each semester. Progress reports are provided during parent-teacher conference times at the end of the first and third quarters to communicate student progress.

Parents and guardians are encouraged to contact their child's teacher at any time if they have questions or concerns regarding their student's academic progress or achievement.

SCHOOL DRESS CODE

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

Elma Elementary Dress Code

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



Head: Head coverings are allowed with guidelines.

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

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

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

Other Guidelines

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

SEARCHES OF STUDENTS AND PERSONAL PROPERTY

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student is subject to search by school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or District policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon. No search will take place without prior permission and the approval of a building administrator or designee.

SURVEILLANCE EQUIPMENT

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

TECHNOLOGY

Students are not to use technology devices including, but not limited to, cameras, cell phones, smart watches, portable entertainment devices during the school day. These items have the potential to cause a significant disruption to the educational process, invade the privacy of others, or violate school rules. Personal devices used inappropriately or without permission may be confiscated.

TELEPHONE USE

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

TEXTBOOKS

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

TOBACCO/NICOTINE PRODUCTS

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

VISITORS

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

Make Your Day Information for Parents

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

How does this citizenship program benefit my child?

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

Positive Aspects of Make Your Day

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

What are Points?

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

How does my child assign his/her points?

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

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

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

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

Everyone gets a fresh start each day.

What are Concerns?

Once students have assigned their own points, fellow students and/or staff have the opportunity to give feedback

to each other under teacher direction. This dialogue is called Concerns. **Teachers closely monitor concerns and make the final call on points.**

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

What are Steps?

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

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

What does each Step look like?

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

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

What is a Step 4?

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

What is an Automatic Step 4?

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

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

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

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

What is a Step 5?

A Step 5 is a suspension from school. A student may choose a Step 5 if the misconduct is of such frequent

occurrence or is so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school, that it warrants immediate resort to short-term or long-term suspension or expulsion. **The following misconduct may result in immediate short-term or long-term suspension:**

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

School Bus Riding Rules/Regulations

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

1. Students shall be assigned to a seat in which they will remain seated and facing forward at all times and out of the aisle. Students are not to put anything out the windows.

2. Students shall cooperate with the School Bus Driver and/or Monitor. Students shall act in a safe and courteous manner at all times.

3. Students are to be quiet at the railroad tracks until the bus is completely across the tracks.
4. No eating, drinking or gum chewing on the bus.

5. Students shall not tamper with emergency doors or equipment on the bus. Students causing damage or vandalism to school property will be held responsible for the cost associated with all repairs/replacement to damaged property.

6. Students shall ride only their assigned bus route and depart the bus only at their assigned stop unless a bus pass has been given to the driver.

7. Weapons, tobacco products, illegal drugs, alcohol or any related paraphernalia is strictly prohibited.

8. Student harassment, fighting, bullying, vulgar or profane language/gestures (including on electronic devices) excessive noise, loud behavior, spitting and throwing things will not be tolerated on the bus.

9. Items that could cause injury to others or be a distraction will not be allowed on the bus. Items include but are not limited to: balloons, large musical instruments, skateboards, scooters, bats and breakable containers. All personal possessions must be small enough to be held on the students lap.

10. Hoods or hats must be back away from the face so students can be identified by the driver and video.

11. For health reasons students are not allowed to spray colognes, perfumes, deodorants etc.

on the bus. No aerosols will be sprayed on the bus.

12. Students shall be at their stop 5 minutes before scheduled time and stand back away from the roadway when the bus is approaching or leaving. Students are to cross 10 feet in front of the bus in full view of the driver and wait for driver instruction to cross. Students are NEVER to cross behind the bus.

13. Students may play their music quietly using headphones. Students must have one ear uncovered so they can hear the driver.

14. Cell phones should be on silent mode. Students are not to talk on their cell phones while on the bus. All picture taking on the bus is strictly prohibited. Cell phones must be kept in their possession at all times and not be shared with others. If a cell phone becomes a disruption it may be temporarily confiscated by the Driver or Monitor.

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

Handbook updated: 1/24/25