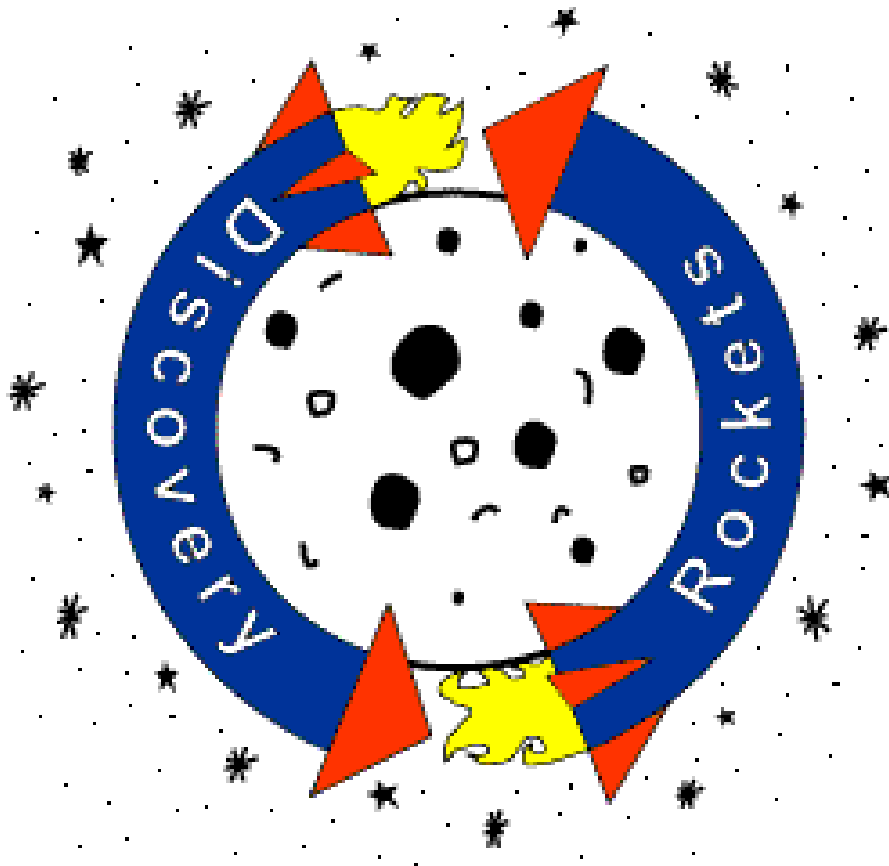


# Discovery Primary School



## **Student/Parent Handbook**

**2024-2025**

1205 19<sup>th</sup> Avenue  
Milton, WA 98354

253.517.1200

Fax 253.517.1205

Web Site: [www.fifeschools.com](http://www.fifeschools.com)

# Welcome to Discovery Primary School

Dear Families and Caregivers,

Welcome to Discovery Primary School! We are excited to partner with you in ensuring high levels of learning and success for every student everyday. We believe in educating the whole child, focusing not only on academics but also on social-emotional development and character education. Our **AIM** expectations guide us in the classroom, on the playground, on the bus, and beyond: **A**lways be respectful, **I** solve my problems, and **M**ake responsible choices.

This handbook outlines expectations that enable us to create and maintain a safe, caring learning environment. Please read the handbook, review important expectations with your child, and use this as a reference throughout the school year. If you have questions or we can be of further assistance, don't hesitate to reach out. We're here to help!

Together, we can create a positive and successful school year. We encourage students, parents, and staff to work as a team, fostering an environment where every child can thrive. Let's make this year one of growth, discovery, and success for all students. Go rockets!

Warmly,

Mrs. Maulding, Principal

Mrs. Waters, Assistant Principal



# Important Rules and Expectations

## (In alphabetical order)

### **Animals/Pets**

Animals are never to be brought to school without the teacher's permission. Under no circumstances are animals ever permitted on school buses.

### **Attendance**

Regular attendance is essential to the learning process. When a student is absent, he/she misses out on valuable learning experiences and it is impossible to make up the missed classroom experience.

### **Absences**

It is expected that students will attend class every school day, all day. State law (RCW.28A.225.010) and district policy (3122/3122P) require daily attendance of all students, unless officially excused. Parents and students are responsible for assuring attendance. Parents must provide the school with a valid reason for an absence before it can be excused. In accordance with the state's mandated attendance laws (RCW.28A.225.020), if a student has seven (7) or more unexcused absences within a 30 day period or fifteen (15) unexcused absences during the school year the school district may file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance.

When your child is going to be absent from school, please **contact the school office at (253) 517-1200, send a message via ParentSquare, or email our attendance secretary vfranklin@fifeschools.com** on the day your child is absent. For the safety of your child, if we do not hear from you the morning of the absence, we will have the automated out-dialer contact you. This call goes out around 12:00 PM every day. Please send a note to the teacher the day following the absence or contact the office as soon as possible.

Absences are excused for illness, family emergency and legal appearances in court. Absences because of vacations or other family activities must be approved ahead of time in order to be excused.

*Please refer to: Fife School District Rights and Responsibilities: Attendance*

Parents are requested to make medical and dental appointments outside the school day or during non-school time.

### Excused Absences:

Absences are excused when a parent/legal guardian provides the school office with a valid reason for an absence (preferably in writing or via e-mail). The following are considered valid reasons for an excused absence:

- Personal illness
- Medical, dental, and/or mental health appointments
- Death in a family
- Extreme family emergencies
- Educational trips
- Funerals, religious or other special observances

Please notify the office within 48 hours of any unplanned absences. If your child has an upcoming medical/dental appointment please notify the office in advance so we can have the most updated attendance information for your child.

### Unexcused Absences:

Parents/guardians must provide a written notice explaining a specific reason for any absence: otherwise it will be listed as unexcused. When a student has accrued seven (7) unexcused absences in one month or **fifteen (15)** unexcused absences in a year, the district will file a truancy petition in the juvenile court to order the student to attend school. A notice of the truancy court petition will be sent by certified mail with return receipt of by in-person delivery.

Court decisions in regard to the BECCA Bill have considered the following UNEXCUSED even with a note from the parent/guardian

- Overslept
- Babysitting
- Finishing homework
- Excursions – such as attending the fair, sports events, movies, etc...
- Appointments for someone other than the student
- Not reporting to school when the school is delayed (power outage, weather, etc.)
- Missed bus/ off bus for discipline reason

### The BECCA Bill

The “Becca Bill” (SB 5439) (WAC.28A.225.020) is our state’s truancy law. It is intended to stop truancy before it becomes a problem. If a student has unexcused absences, this law requires that schools and school districts take the following actions:

1. **One (1)** unexcused absence: The school must inform the parent in writing or by phone when there is one unexcused absence on a child’s attendance record. This is often done by a phone call home.
2. **Two (2) Three (3)** unexcused absences: After the second third unexcused absence, the school is required to schedule a meeting with the parent or legal guardian and student to discuss the causes of the unexcused absences and to find solutions to prevent further absences. This is a team effort.
3. **Five (5)** unexcused excused absences within 30 days or **ten (10)** excused absences within the school year: The school must enter into a written truancy agreement schedule a conference with the family, where the parent, student, and school agree to identify barriers to attendance on and implement the necessary steps to resolve the student’s attendance problem.
4. Between the **second (2)** and **fifth (5)** cumulative unexcused absence in a school year: Convene the 504 or IEP team (if applicable) and take data-informed steps to reduce the student’s absences.
5. Not later than the **seventh (7)** unexcused absence in a month, the district shall enter into an attendance agreement with the student and parent OR refer the student to a Community Engagement Board OR file a truancy petition consistent with RCW.28A.225.030
6. After **seven (7)** unexcused absences during a month 30 day period or at the tenth (10th) and not later than the **fifteenth (15)** unexcused absence within a school year: The school district will file a petition in the juvenile court to order the student to attend school. A notice of the truancy court petition will be sent by certified mail with return receipt or by in-person delivery.

The school district may also refer the family to a “Community Truancy Engagement Board.” A Truancy Board C.E.B. consists of a group of citizens, school personnel, and a representative from the juvenile court who help resolve truancy cases away from the court.

### **Tardies**

Students are expected to arrive at school on time. Late arrivals slow down not only your student’s learning, but also interrupt valuable instructional academic time. If your child is going to be late because of a doctor or dentist appointment, please notify the office. Late arrival will be excused when the student arrives with a note from the doctor or dentist. Because late arrivals are so disruptive to instruction, every 6 unexcused tardies will become an unexcused absence and BECCA procedures may be implemented.

## **Bicycles**

Students must have their guardians' written permission to ride a bike or walk to or from school. These notes will be kept on file in the office. Students who ride bicycles must wear approved bicycle helmets. Bicycles are not to be ridden on the school grounds. Students must walk their bicycles on campus to the bike racks. The school assumes no responsibility for loss of or damage to bicycles. We recommend bikes be chained to the bike rack. Students should immediately report any accident to the staff member on duty.

## **Buying, Selling, Trading**

Please, no buying, selling or trading of items on school grounds. Items being sold, bought or traded will be taken and not returned to students. Parents will need to claim the items from the Principal.

## **Bus Conduct and Rules**

### **Bus Expectations**

Students will:

- Obey the driver's instructions promptly and willingly.
- Remain seated properly at all times.
- Get permission from the driver to change seats. Each student may be assigned a seat.
- Ride the bus to their bus stop only. Written permission from the office is required for students to get off at a bus stop other than their own.
- Use quiet voices when talking.
- Not eat or drink on the bus.
- Keep hands, feet and personal objects to themselves.
- Follow all school rules while on the bus or at the bus stop.
- Items not allowed on the bus: Balloons, glass, live animals or insects, noise makers, etc. .
- Bus Conduct Rules: *Please refer to: Fife School District Rights and Responsibilities Handbook*

## **Care of the School**

Looking after the school and care of the school environment is the responsibility of everyone in the school. This means leaving no litter and not writing or marking on walls, furniture or other school property. It means avoiding behavior that may cause damage to property (i.e. tugging door handles, slamming doors, putting paper towels in the toilet). If any damage is caused, it should be reported at once to a teacher or a staff member.

## **Change of Address or Phone**

When changing your address or phone number, immediately notify the school office. This is important in case of an emergency.

## **Class Placement**

Student placement is one of our more important tasks at Discovery. We work hard to create equitable classrooms that are positive learning environments for everyone. This is a difficult task because the needs of our students are so diverse.

In May our staff begins the involved process of creating class assignments for the following school year. Our goal is to develop heterogeneous groups and to provide for each child's needs. Many factors play a part and are carefully considered in decision-making. These factors include:

- Program needs of each child
- Balanced levels in academic achievement in each classroom
- Balanced ratio of girls to boys
- Motivation level of each student
- Behavior factors regarding each student

- Compatibility of students in the classroom
- Independent work habit of students
- Students social needs and leadership abilities

We welcome your input in the placement of your child. In May we will have placement input forms available in our office. We will publish the deadline for the placement forms to be received by our office in our school newsletter. If you have information that you would like considered in this process, please complete the required form and submit to our school office. The best information we can receive from you is a specific description of your child's needs. Your input, coupled with what we know about your student will help us to make an appropriate class placement. The principal makes the final decision on student class placement.

### **Contacting a Teacher**

Teachers are available before and after school to confer with you. The best way to contact a teacher is via ParentSquare. The best time to contact teachers is between 8:30 and 8:55 a.m. or 3:45 to 4:00 p.m. During class time if you call, please leave your number so the teacher may return your call. Sending a note or email with your child can also alert a teacher that you wish to be contacted. Teachers will be happy to get in touch with you as soon as possible. However, they cannot adequately answer your concerns during class time.

### **Dress and Appearance**

Students tend to be more successful if they come dressed for their "work". Clothing that would tend to cause distractions or be disruptive to the educational process, the classroom, or other students will not be allowed. All students must wear clothing and accessories that are deemed safe and appropriate. Specific guidelines include:

- Shoes must be worn at all times; we recommend tennis shoes. We ask that sandals have a back-strap and that toes be covered. (Students need shoes they can run in for P.E. movement and recess.) Heelys/Skate Shoes or any type of skate shoes are not allowed at school.
- Clothing/accessories with tobacco, drug, or alcohol advertising, or sexual connotations are not permitted.
- Additionally, t-shirts that contain negative wording or comments are not allowed to be worn while at school.
- Ear muffs or other head coverings meant only for cold weather should be worn outside only. Hoods need to be lowered when inside.

Please assist us by ensuring that your child is appropriately dressed for school. Students who are inappropriately dressed will be sent to the office to call home or an appropriate change of clothes or asked to correct the items violating the dress code. If you are uncertain as to the appropriateness of a garment or dress code choice, please call the school office for clarification.

### **Electronic Devices**

Students are not allowed to bring MP3 players, iPods, or other handheld music devices, game boys or any other electronic device that interrupts the educational process.

We ask that if students carry cell phones to school that they leave them in their backpack turned off during school hours. Parents may leave messages at the office if needed. Likewise, students should use the office telephone to contact families/caregivers when necessary.

Parents please refrain from using cell phones inside Discovery Primary School and during pick up and drop off times. Our students deserve our attention during these times.

## **Emergency Procedures**

In the event that we would need to send the children home early, it is important that each child knows what to do and where to go. In September, we will send home our Registration Emergency Information Form for you to complete. On this form we ask you to provide information as to where to send your student if school is dismissed early with or without bus transportation. Also, have the correct number listed as your emergency number for our auto dialing system as we will use this in the event of an emergency. Please take time to review this with your student.

If the District decides to dismiss early, radio and television stations will be used to announce the information. (Please see Weather Emergency Procedures section for a listing of stations.) There are some emergencies, such as in the case of a bad storm, earthquake, or road closure, where we could not transport students by bus. In such cases all parents will be directed to check their students out through the office. The non-parent pick up information in this handbook will be utilized, or the parent will have the opportunity to give the principal the authority to release their student to a responsible adult who is known both to the student and the principal.

## **Field Trips**

Extending the classroom outside the walls of the school, in the form of field trips, has become an important option for learning. These trips focus on an integrated curriculum. Parents will always be informed of field trips ahead of time.

## **Health Room (Next to Office)**

The health room is reserved for these situations:

- An emergency station for the severely ill or injured student.
- A waiting area for the ill or injured student before he/she is transported home or to the doctor.
- A first aid station for those that are injured at school.
- An area for students who are on prescribed medication. (See medication criteria for taking medication)

## **Illness**

Generally, if your child is ill, she/he should stay at home to reduce the possibility of infecting other students and to be more comfortable. Unless we have a note from a physician, your child will be expected to participate in all school activities, including movement and recess. Children must not have had a high temperature (over 100° degrees) for 24 hours prior to returning to school.

When a student becomes ill or injured during school hours, the nurse or secretary will contact the parent or emergency contact person. Your student will remain in the nurse's office until you or the emergency contact arrives. The adult picking up your child must sign the student out at the office.

## **Immunizations**

Students attending public schools must, by state law, have been immunized against certain communicable diseases. If you do not meet those requirements, the school is forced to exclude you until you have had the mandatory immunizations. You must have on file with the school a certificate of immunization status that shows the dates you have had the shots. If your child has not had the required immunizations, you must have a medical exemption signed by a physician or a religious exemption signed by a parent..

## **Lost and Found**

Discovery Primary has a lost and found area, which is located in the hallway next to the main office. Parents and students are asked to claim lost articles. Please mark your child's personal property with their name. This will help us return lost property. All lost and found is donated to charity in July after school ends.

## **Meals**

Breakfast is available to all students at no charge.

Student lunch is available to all students at no charge. The price for adult lunch is \$3.50. Milk is included with the price of lunch. The price for milk only is \$ .60.

Hot lunches are served daily. Menus are sent available on the Fife website ([www.fifeschools.com](http://www.fifeschools.com)). A count of lunches ordered is taken first thing each day. If your student is going to be late, please order ahead by phone.

It is the parent's responsibility to make sure your child has a lunch provided by bringing a lunch from home or the child will be provided a hot lunch at school.

## **Medication at School**

Oral medication will only be administered at school upon a written request from your physician. Medication must be in the original container from the pharmacy, listing your child's name, the name of the medication, the dosage and the frequency of administration. Oral medication includes all prescription and non-prescription (over the counter) medications. Medication request forms are available through your doctor's office or through our school office. Students may not keep any medication on their person or in their belongings. All medication is kept and dispensed through our nurse's office. We would be happy to provide you with a Physician's Authorization for Medication at School, which we can fax directly to your doctor's office for you.

## **Nondiscrimination Policy**

Fife 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 or 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator  
Ben Ramirez, Assistant Superintendent  
1720 Oak Street  
Milton WA 98354  
253-517-1000

Section 504/ADA Coordinator  
Rachel Dickson, Director of Student Services  
1720 Oak Street  
Milton WA 98354  
253-517-1000

## **Guardian Conferences**

Guardians are encouraged to confer with teachers if they have a concern. They should first contact the teacher via ParentSquare or call the school office to schedule an appointment. In addition, we have two regularly scheduled conferences during the school year.

## **Party Invitations / Class Parties**

Please, if you are bringing invitations to school, there must be one for each student in the class. If you are not inviting the entire class, then invitations need to be mailed or arrangements made in another way. At times parents like to send treats to school. We prefer only store purchased items with ingredients listed as many children have food sensitivities or allergies. Please check with your child's teacher prior to sending snacks. There is also the option of putting together a goody bag of stickers, pencils, etc. as an alternative to food as well.



## **Personal Items/Valuables**

Students should bring only those items to school that are necessary for the completion of school work. Items brought to school should be clearly marked with the student's name. Please remember to also mark clothing and lunch boxes.

## **PTO**

Discovery Parent Teacher Organization is a fabulous group of volunteers who work together to provide supplies and activities for the students at Discovery. This organization is very strong in promoting and caring for the needs of our students. We encourage parents to become a member. Please contact the school if you are interested in learning more about this organization.

## **Recess and Playground**

Children go outside for fresh air and exercise unless it is extremely inclement. Since our weather can change very suddenly, our recess personnel monitor weather constantly. All recess personnel carry a walkie-talkie so they have instant communication with office staff. Please send your children with appropriate clothing. All children are expected to participate in recess activities.

## **Student Pick-Up/ Drop-Off Information**

The beginning and ending of the school day are important to instruction as this is when goals are set and lessons are reviewed. Please plan appointments outside the school day whenever possible. It is disruptive to the whole class when students are tardy or leave early. While it is understandable that there will be occasional need to be tardy or leave early, chronic situations will require a conference with the principal to discuss solutions. (see also the absence and tardy section of this handbook).

Please notify the school office of any changes in your child's transportation needs/changes **before 2:30**, so we can make sure the teacher and your child are notified. **Please do not leave voice messages. You need to speak directly to a secretary when making changes to procedures.** We cannot accept information as to pick up and bus changes from students; we need adult confirmation. Our Parent/Student pick-up area is at the South end of our building. There is a parking lot designated for parents and visitors. We have a staff member stationed outside to supervise students.

\*Parents must park their cars in legal parking spots if they want to get out of their cars and come into the building. **(No parking in bus area or fire lane).**

\*All students must have a written note when their after school plans are different from their usual routine.

At certain times of the day there is a lot of traffic around the school. Our priorities are:

1. The safety of students, parents, and staff
2. The efficient movement of traffic.

## **Transportation**

Our School District has a fantastic Transportation team. Our bus drivers have hours of training and experience and are more than happy to transport your child to and from school. We encourage every parent to use the transportation options provided by the district.

In the event that your child is unable to ride the bus, we have areas of the parking lot that are designated as children Drop-off and Pickup areas. Please keep in mind, these areas are congested and will require patience, manners, and safety precautions. **The following procedures are for the safety of your children:**

**OBEY THE RULES OF THE ROAD:** Please drive slowly and safely.

**SPEED LIMIT:** Please obey the speed limit signs.

**CROSSWALKS:** Please model the use of crosswalks whenever possible. This is the SAFEST place for all of us to cross, even when there is not a crossing guard outside. When there is a crossing guard, cross only when the crossing guard is helping you.

**SCHOOL PERSONNEL:** Please respect the School Personnel that are out at the crosswalks and parking lot. They care for you and your children, and want to keep everyone safe.

**CELLPHONES:** It is illegal to use cell phones while driving. Please refrain from using cell phones while dropping off or picking up children.

**PARKING LOT IN FRONT OF SCHOOL:** This area is for **Buses only** between the hours of 9:00 – 9:45 a.m. and 3:00 – 3:50 p.m. Walking between buses is prohibited.

**SOUTH PARKING LOT (side of school):** Please do not leave your car or park in the drop off/pick up area. If you need to park and/or leave your car, please park in a parking space. You may let your children out of the car only at the South Parking Lot.

### **Morning Parent Drop-off Procedure**

1. Children can be dropped off between 9:05 a.m. and 9:20 a.m. A staff member is on duty to assist your child. If you arrive late, or do not see a staff member, please park and escort your child into the building.
2. As you arrive at the drop off area, please pull as far forward as you can. This helps with traffic congestion.
3. Drive up to the school staff person who will then let your child out on the right side of the car. For your child's safety, please do not let them out on the left side. A staff member will assist your child exiting your vehicle.
4. Do not pass other cars when dropping off. This increases the risk of accidents.
5. If you are parking your car, please use the crosswalks. This can be one of the first lessons you can model for your child.

### **Afternoon Parent Pick-up Procedure**

1. Children can be picked up at approximately 3:23 p.m. – 3:45 p.m.
2. The pick-up area is designated with "No Parking Loading Only" signs.
3. Do not pass other cars when picking up. This increases the risk of accidents.
4. Have your picture ID ready in case a staff member needs to verify for the safety of your student.
5. Pick up your children on time.
6. Feel free to park your car instead of driving up. This often helps the process run smoother.
7. Please use the crosswalk when possible.

## **Student Pictures**

In September, individual pictures of all of our students are taken. Retakes for these pictures are generally rescheduled for November. Classroom pictures are usually taken during February. Information about specific dates and picture purchase will be sent home ahead of time. All students are encouraged to participate even if they choose not to purchase.

## **Technology & Network Use - For Students**

*Fife School District Procedures 2022P*

### **Goal:**

The Fife School District believes the Internet and other electronic systems offer vast, diverse, and unique resources to both students and staff. Our goal in providing these services to students and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to a global network also comes the potential availability of material that may be inappropriate for a school setting. The Fife School District, in accordance with its policies and procedures, will take reasonable precautions to ensure the appropriate use of its network by staff, students, and visitors to the district. However, it is not technically possible to control all materials and users may encounter inappropriate information either by accident or through intentional misuse of the system. The Fife School District believes the educational value of information and interaction through electronic systems outweighs the risk of inappropriate use. The procedures below outlines terms and conditions of system use that must be followed by students, staff, and visitors to the district.

refs.

Board Policy 2022

Board Procedure 2022P

Board Policy 3245

### **Responsible Use:**

Electronic resources provided by the Fife School District are to be used in a manner consistent with the district's educational mission and goals. Students and staff are encouraged to use the systems in support of research, instruction, collaboration, and other forms of academic work. Use of these resources is governed by federal, state, and local regulations. Use of the district's electronic resources in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or district sanctions, and referral to appropriate law enforcement authorities. The following guidelines illustrate the types of things that users should and should not do with electronic systems.

### **Personal Security:**

Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information regarding students without appropriate authorization.

### **System Security:**

1. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, misrepresent other users on the system, or attempt to gain unauthorized access to any entity on the network.
3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords.
5. No use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
6. Only district approved software shall be installed on district computers.
7. Only district approved computers (or other network devices such as cell phones) shall be allowed to connect to the district network including wireless networks without authorization.

### **Appropriate Content and Behavior:**

1. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the network shall comply with current copyright laws.
2. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
3. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
4. Use of the system to access, store, or distribute obscene, graphic, or pornographic material is prohibited.

### **Filtering and Monitoring:**

1. In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that is harmful to students. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet, and will take reasonable measures to prevent access to inappropriate materials.
2. From time to time the district will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

### **Google Apps for Education for Students:**

The Fife School District is providing online accounts for students through a service provided by Google called Google Apps for Education. These accounts include email, an online calendar, web-based documents, and other communication/collaboration tools. The purpose of these accounts is to help students better communicate with teachers and each other for learning purposes, giving students practice in using the types of technology tools essential to their future.

Google Apps for Education is similar to the tools you can use when signing up for a personal Gmail account but it is specially designed for schools to provide extra management and monitoring tools.

Acceptable use of Google Apps in Fife includes the following:

1. Email - Participating students will be assigned a district email address. This account will remain active while the student is enrolled in the Fife School District at the discretion of district staff.
2. Prohibited Conduct - Fife Google accounts should only be used to support educational activities. Fife Google accounts may not be used in the following ways:
  - a. Unlawful activities
  - a. Commercial purposes
  - b. Personal financial gain
  - c. False identity in email communication
  - d. Misrepresentation of the Fife School District
  - e. Interference with Fife technical operations
  - f. Harassment, bullying, intimidation
  - g. Disruption of educational processes
2. Access Restriction - Access to and use of a Fife Google account is a privilege. The district maintains the right to withdraw account access should there be reason to believe that the account has been misused. Further discipline may follow as with other network use violations. Any violation of policies or laws will be referred to the proper authorities as needed.

3. Security - The Fife School District cannot and does not guarantee the security of the electronic files on the Google system. Although Google does have a powerful content filter in place, the district cannot assure that users will not be exposed to unsolicited information such as spam.
4. Privacy - The district maintains the right to access any information stored on a student's Fife Google Apps account for the purposes of performing maintenance, diagnosing problems, or investigating potential misconduct. Students should not share their account information with other students. A legal guardian has the right to access their student's account.

By using Fife School District technologies and networks, staff, students, and visitors agree to all applicable policies and procedures (ie Board Policy 2022, Board Procedure 2022P). I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Committing any violation may result in revocation of access privileges, disciplinary action, and/or appropriate legal action.

### **Visitors**

As a safety precaution, all visitors on campus must check in at the main office. Parents who wish to visit the school will need to prearrange visits with the classroom teacher and remember to check in at the office at the time of the visit.

### **Volunteers**

- Volunteers must complete appropriate paperwork and online [volunteer application](#).
- Volunteers must check in and out at the main office.

### **Withdrawal/Transfer from School**

In the event of moving, please inform the office at least one week prior to your student's last day of school. NOTE: Student records cannot be hand carried; they must be requested by the receiving school. (We can provide you a copy, if requested.)

# SCHOOL RULES - Discovery Primary...Responsibility and Discipline Policy for Common Areas

Our goal is to have responsible behavior from all students.

Discovery Staff believe all students can behave appropriately. Students, parents, and staff work together in providing a school environment where effective learning can take place. Staff members focus on teaching and rewarding responsible behavior, rather than trying to “control or punish” irresponsible behavior. Students will learn to solve their problems in constructive ways and be accountable for their actions. School expectations are being used in all classrooms. Parents should review these guidelines with their child.

## A. General School Rules

Always be respectful  
I solve my problems  
Make responsible decisions

## B. School Rules about Bullying (Be a Buddy)

We will not be mean  
We will help other students if someone is being mean.  
We will include students who are left out.  
If we know that somebody is being mean, we will tell an adult.

## C. School Expectations

<b>Discovery PBIS</b>	<b>At School</b>	<b>Hallway</b>	<b>Bathroom</b>	<b>Lunch</b>	<b>Recess</b>	<b>Dismissal</b>
<b>A</b> Always be respectful.	Be kind. Be positive. Do your best.	Voice level 0. Use walking feet.	Use voice level 1 (if need to talk.) Respect others' privacy.	Sit appropriately. Voice level 2 (Normal talking voice)	Be kind. Be a buddy.	Listen for directions. Be ready to go on time.
<b>I</b> I solve my problems.	Use Kelso choices. Get help for big problems.	Give others personal space. Use Discovery wave.	Report problems to staff.	Use lunchtime to eat. Put trash in trash cans. Pour out milk.	Small problem use Kelso choices. Big problem get an adult.	Small problem use Kelso choices. Big problem get an adult.
<b>M</b> Make responsible choices.	Come to school on time. Be well rested. Follow directions.	Keep hands to self. Know stopping points.	Go. Flush. Wash. Leave.	Keep area clean. Stay seated. Follow directions.	Follow the recess rules. Hands to self. Listen to staff.	Backpack and coat on. Nothing in hands. Use level 1 voice.

### **C. Possible Consequences for misbehavior may include**

- Proximity, Adult moves closer to the student
- Verbal reminder
- Positive practice (have the student do it the right way)
- Stay with duty/teacher for short time.
- Calming corner reflection time
- Student writes a behavior improvement plan and signs it
- Office referral
- Loss of Privilege
- Conference with Student
- Parent Contact
- Individual Instruction
- Restitution
- In house or at home suspension (return to class as soon as possible)

### **D. Possible Positive Reinforcement Strategies**

Discovery staff believes it is important to recognize and reward students for following our school wide rules.

Always be respectful

I solve my problems

Make responsible choices

Students will collect these stickers on an individual tens sticker sheet. When their sheet is filled up with ten AIM stickers, students can turn them in for a reward and sign their name to the class tens stick poster.

When a class fills up their tens stick poster they will turn it into the principal. The principal will announce classes who complete tens stick posters during daily morning announcements. The classes will earn a puff ball to be deposited in the large rocket. When the group fills up the rocket, a whole school celebration will occur.

### **E. Supervision Responsibilities – Staff members reward AIM behavior frequently with specific comment**

1. Students should be supervised at all times.
2. When a student violates a rule, give a gentle verbal reprimand first, using a firm but respectful voice. For subsequent infractions, implement as mild a consequence as reasonably fits the infraction.
3. Use an office referral only for major behavior: illegal, physically dangerous, insubordinate, or chronic behavior.
4. Teachers will be responsible for escorting their classes to and from recess, to and from specialist classes, and to the dismissal area after school.

### **F. Discipline Procedures – Severe Misbehavior**

Most students will never have serious discipline problems. To protect the rights of all of our children, it is important that parents and students understand the consequences of behavior. Most misbehavior will be dealt with discussion, re-teaching or mild consequences in the classroom or in the area where the behavior occurred.

Office referrals are reserved for dangerous, severe, and chronic misbehavior. When making an office referral, the referring staff member will complete a Behavior Referral Form. All major offenses are recorded and a

behavior card is kept by the principal for each child who is referred. Parents may be contacted after any one offense, but parental involvement is required for chronic misbehavior.

**Severe or dangerous misbehavior may result in the child being sent to the office. Behaviors that may be characterized as severe include:**

**a. Physically dangerous behavior: fighting, assault, physical intimidation**

Staff should firmly inform students to stop a physical altercation. If students do not respond, staff should use professional judgment to determine whether or not to intervene physically.

**b. Insubordinate behavior**

Insubordinate behavior is defined as the direct and immediate refusal to comply with a reasonable staff instruction within a specified period of time. A student forgetting homework or being disruptive in class are not examples of insubordinate behavior.

Office referrals are to be reserved for severe and chronic misbehavior. Students soon learn that being referred to the office is “no big deal”. To maintain effectiveness, office referrals must be used only for severe or recurring problems.

When making an office referral, the referring staff member will complete a Behavior Referral Form.

Records will be kept by the principal and the office staff on all office referrals. These records will be compiled and shared with the staff several times a year. Using these records, the staff will determine whether there is a need to revise policies, or whether there is a need for further staff development to ensure more consistent implementation of the current policies.

When the principal is in the building, office referrals will be handled by the principal. When the principal is not in the building, an acting principal will be designated. The school secretary will always know who the acting disciplinarian is, in the event of a crisis situation. If the principal or acting principal is not available, office staff will contact another district administrator.

**Once students are sent to the office discipline procedures are the responsibility of the principal or acting principal.**

Principal student conference – records will be kept

Conference with student and write an action plan (parent contact)

Conference with student, teacher, and parent

- **Minor Offenses:** Minor offenses include such actions as running instead of walking, inappropriate talking out, or not following directions. All minor offenses are handled on the spot in class, halls, lunchroom, playground and other areas of the school. Staff members will frequently ask children to practice the appropriate behavior. Minor offenses will be handled by the classroom teachers. Chronic minor offenses may result in an office referral.
- **Major Offenses:** Major offenses can include spitting on others, throwing objects, leaving school grounds, defying authority, being disrespectful, harassment or bullying. **Possible Consequences for Infractions include:**
  - Verbal reprimand
  - Positive practice ( have the student do it the right way)
  - Stay with duty/teacher for short time



- Time out in the office or on the playground
- Behavior contract
- Principal student conference – records will be kept
- Conference with student, teacher, and parent
- An office referral **will** include a note home and **may** constitute a phone call home
- **Severe Offenses:** Severe infractions that may lead to short term suspension include:
  - Fighting
  - Hitting an adult.
  - Physical, sexual, or verbal abuse
  - Harassment of students or adults
  - Any action which threatens the safety of students or staff, including verbal and physical intimidation. Threats with toy weapons may be included.
  - Malicious mischief or property damage.

The following will result in immediate suspension or expulsion in accordance with state law:

- Possession and/or use of a weapon: firearms, knives, pepper spray, throwing stars.
- Possession and/or use of illegal drugs or alcohol or tobacco products.
- The student's presence poses an immediate and continued danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process

**\*Toy weapons** of any kind are not allowed at school.

**\*Bullying and Harassment:** Students are expected to speak and act respectfully at all times. Students who use language and actions that intimidate and demean others will be dealt with immediately. Parents will be notified. *Please refer to: Fife School District Rights and Responsibilities Manual.*

## School Closure and Emergency Information

### Emergency Procedures

We want to provide a safe and caring learning environment. Staff at Discovery Primary School have developed emergency procedures to cover most any incidences. We have procedures for:

- ◆Earthquakes
- ◆Fire
- ◆School Lockdown
- ◆Extreme and dangerous behavior

If you have any questions about any of these procedures please ask one of our staff members.

### Earthquake and Other Natural Disaster Procedures

Each classroom is equipped with an “Emergency Can” containing food, supplies, radio, etc. to help us deal with the situation. Children routinely take part in earthquake drills to become familiar with safety procedures. We are prepared to care for your child.

After a quake, parents must not take their children from the school grounds unless they have checked their child out from the check-out point marked in the school with a large red X or the school office. We keep attendance records that help us know who is missing. If you remove your child without checking them out, others may take needless risks in searching for your child.

Do not call the school. The phones, if they are in working condition, will be needed by emergency school personnel. We will have first aid trained staff to help injured children until help arrives. Tune in to the emergency broadcast radio station (KIRO 710 AM) for information.

### Weather Procedures

Occasionally, weather conditions do not permit normal operation of the school schedule. Please study the following instructions for such operations and save them for future reference. The Fife School District web site ([www.fifeschools](http://www.fifeschools)) will have all emergency information posted as soon as possible.

When the weather is unusually bad, listen to the radio for school schedule announcements. Do not call the radio stations or school offices. Listen to the following stations making periodic announcements, some beginning as early as 6:00 a.m. Announcements made most frequently:

#### Radio Stations

KBSG AM 1210	KIXI AM 880	KMPS AM 1300	KOMO AM 1000	KBSG FM 97.3
KING AM 1090	KIRO AM 710	KLSY AM 1540	KTAC AM 850	KLTX FM 96.5
KCIS AM 630	KJR AM 950	KRPM AM 770	KLSY FM 92.5	KCMS FM 105.3
KMGI FM 108	KMPS FM 94	KPLU FM 88	KPLZ FM 101.5	KUBE FM 93
KRPM FM 106.1	KBRD FM 104	KVI AM 570	KXXO MIXX FM 96	

TV Stations – KIRO 7, KOMO 4, KING 5

While listening to one of these stations, one of the following will occur:

1. No announcement will be made. If there is no announcement, school will operate on its normal schedule.
2. An announcement will say, “Schools in the Fife School District are closed.” When this announcement is made, there will be no school for that day.
3. An announcement says, “Schools in the Fife School District will start two hours late this morning.” We will operate as follows:
  - Grades K through 1 will start at 11:30 a.m.
  - Lunch will be served.
  - Bus pick-up will occur 2 hours later than normal.
  - Dismissal will be at the regular time.

If it starts snowing at mid-day, listen to these stations for early dismissal reports. When icy roads or poor visibility exist, it is possible that buses could run late even though no late start announcement has been made. When school runs 2 hours late all Pre-School for the entire day will be canceled.

## Attachment F

### 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 ([HIB Reporting Form](#)) 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, **Laurie Sjolund** [lsjolund@fifeschools.com](mailto:lsjolund@fifeschools.com) 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](#) 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 [click on each link](#).

### 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 \[3205P\]](#), [click on each link](#).

### 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:

**Laurie Sjolund**

**1720 Oak St | Milton, WA 98354**

[lsjolund@fifeschools.com](mailto:lsjolund@fifeschools.com)

**253 517-1000**

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator:

**Laurie Sjolund**

**1720 Oak St | Milton, WA 98354**

[lsjolund@fifeschools.com](mailto:lsjolund@fifeschools.com)

**253 517-1000**

Concerns about disability discrimination:

Section 504 Coordinator:

**Rachel Dickson**

**Director of Student Services**

**1720 Oak Street, Milton, WA 98354**

[rdickson@fifeschools.com](mailto:rdickson@fifeschools.com)

**253-571-1000**

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator:

**Laurie Sjolund**

**1720 Oak St | Milton, WA 98354**

[lsjolund@fifeschools.com](mailto:lsjolund@fifeschools.com)

**1720 Oak St | Milton, WA 98354**

**253 517-1000**

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 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](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

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

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto: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](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

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

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

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

## **Our School is Gender-Inclusive**

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

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [\[3211\]](#) and Procedure [\[3211P\]](#), click on each link. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

**Laurie Sjolund**

**1720 Oak St | Milton, WA 98354**

**[lsjolund@fifeschools.com](mailto:lsjolund@fifeschools.com)**

**253 517-1000**

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 30.