

Cape Horn-Skye Elementary 2026-2027 Student Handbook



TABLE OF CONTENTS

School Calendar	LINK HERE
Message from the Principal	2
Vision & Mission Statement	3
School Hours & Emergency Closure	4
Research Tells Us	5
Parents Partnering with Cape Horn-Skye	6
Parent Volunteer Opportunities	10
Volunteers Do and Don't	11

IMPORTANT THINGS TO KNOW

Breakfast and Lunch	12
Buses	13
CH-S Absence Policy	13
Communications	13
Community Education and Recreation	14
Conferences	14
Head lice	14
Homework Policy	15
Immunization	15
Insurance	15
Lost and Found	16
Money	16
Morning Routine	16
Parties	16
Picking Up Students	16
Search and Seizure	16
Sickness	17
Student Fees and Charges	17
Technology	17
Telephone	17
Trespassing	17
Visitors	17

STUDENT EXPECTATIONS

Student Dress Code	18
Behavior	18
Recess	20
Bus Rules & Referrals	23

DISCIPLINE

Expectations & Discipline Procedures	26
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DISTRICT POLICIES AND PROCEDURES

Link to WSD Board Policies	28
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WELCOME TO CAPE HORN-SKYE ELEMENTARY SCHOOL

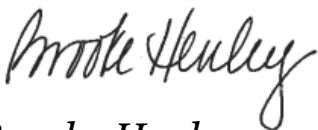
It is a true honor to serve the Cape Horn-Skye community as your Principal for a fifth year. Having grown up in Washougal, I know how deeply important it is for our students to receive not only a quality education, but also to feel connected—to their peers, to their teachers, and to this wonderful community we share.

A little about me... I live right here in Washougal and have been fortunate to raise my two sons in our schools. They both attend Washougal High School. My husband and I value family, the outdoors, and adventure. At home, we enjoy fishing and camping, working around our property, playing with our animals, and planning future family travels.

At Cape Horn-Skye, we are deeply committed to providing children with a well-rounded learning experience. Our dedicated staff honors excellence by using effective instructional practices, offering strong support systems, collaborating as professionals, and creating engaging and enriching opportunities for every student.

Most importantly, we believe in the power of partnerships. You are your child's first teacher, and by working together—family, school, and student—we can strengthen communication, support academic achievement, and nurture the relationships that make learning meaningful. Please don't hesitate to reach out to me or any of our staff if you have questions or ideas. Together, we can ensure every Kodiak thrives.

Thank you for trusting us with your children—it is a privilege to be part of their journey. WE ARE CAPE HORN-SKYE!



Brooke Henley
Principal



CAPE HORN-SKYE VISION STATEMENT:

We are Kodiaks! We empower curious leaders who create a brighter future for all.

CAPE HORN-SKYE MISSION STATEMENT:

At Cape Horn-Skye, we create a safe and inspiring community where students build strong relationships, model empathy, and persevere through continuous learning.

OUR CORE VALUES

All staff and students at Cape Horn-Skye School will work together to help each other reach their fullest potential. Everyone will be treated with respect and dignity. Any behavior or action that helps someone to grow and mature will be encouraged. Staff will keep students focused on our school guidelines.

- 1. Be responsible**
- 2. Be safe**
- 3. Be respect**

Washougal School District Non-Discrimination Statement:

The Washougal School District does not discriminate in any programs or activities on the basis of sex, race, ethnicity, color, religion, creed, national origin, sexual orientation, gender identity, gender expression, homelessness, immigration or citizenship status, disability, neurodivergence, the use of a trained dog guide or service animal, age, and honorably discharged veteran or military status and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Jill Zahm, 4855 Evergreen Way, Washougal WA 98671, (360) 954-3021; Title IX Officer: Brian Wilde, 1201 39th Street, Washougal WA 98671, (360) 954-3104; Section 504 Coordinator: Jill Zahm, 4855 Evergreen Way, Washougal WA 98671, (360) 954-3021.

CAPE HORN-SKYE ELEMENTARY HOURS

The building will close for general business at 3:30 PM daily.

Grades K – 5: except Wednesdays	8:00 – 2:30
Wednesdays – Grades TK – 5	8:00 – 1:50
Office Hours	7:30 – 3:30

The building is open to students from 7:40 AM to 2:30 PM. Building supervision is available during that time. Students **should not** arrive before 7:40 AM, and all students should be picked up by 2:30 PM.

In the event of an emergency in which these hours are changed, you will be notified by phone, bulletin, or local news media. During the winter months, please check the district website at www.washougal.k12.wa.us or listen to your radio for any school closure or delayed-opening announcements. If you do not receive a recorded phone call alerting you of school closure or late start, please check with the school office to make sure we have the correct phone number for you.

EMERGENCY CLOSURE PLAN

Each year, emergencies can arise which require the students to be bused home early without warning to parents (e.g. snow, ice, flooding conditions, power outages, etc.). To plan for this emergency, there are two things we feel need to be done. *First*, the student needs to know what his/her parents expect him/her to do if he or she arrives home early. *Secondly*, the student needs to practice the routine established. Unfortunately, when an emergency closure situation arises, **we cannot call parents** of over three hundred children; therefore, it is wise to plan ahead for such situations.

Please fill out the emergency closure plan form, update all phone numbers and return it to the office the first week of school to make us aware of the plan that you and your child have discussed. In this way, your child's teacher will be able to review your plan with your child before we send him/her home on the bus if an early closure were to occur. **If your emergency plans should change throughout the year, please notify your child's teacher and the office.**

If we do not have an emergency closure plan for your child, your child will be sent to his/her regular destination unless advised otherwise.

Research tells us...

Parents of the most successful students do these things to ensure success:

1. Send their children to school prepared after a good night's sleep.
2. Attend parent/school conferences.
3. Check their child's backpack or bookbag daily for work to discuss.
4. Keep their children attending school on time, unless the child is ill.
5. Keep students home that show symptoms of illness.
6. Remember to send their child prepared with lunch or lunch money.
7. Return required signed notes to school promptly.
8. Keep in contact with the school if they have questions or when there are special issues, which affect their child.
9. Feed their child nutritious meals.
10. Read communications from school.

PARENTS PARTNERING WITH CAPE HORN-SKYE

We ask that you please help us with the following things during this school year so that we can be sure that your child will be safe and have stress-free days, free of interruptions to his or her learning. You will find the following in greater detail later in this handbook.

Student School Hours

There is no before or after school supervision. Please do not bring your children to school before 7:40 AM. Likewise after school all students **must be picked up at 2:30**, unless attending an after-school community education course.

Mon, Tue, Thurs, & Fri: 8:00 AM - 2:30 PM
Wednesdays Early Dismissal 1:50 PM

Absences

Research proves that students who have good school attendance do better in school than those who don't. If your child cannot attend on a particular day, ***it is the parent's responsibility to call the school.*** Please leave a message at (360) 954-3600, Option 1, before 9:00 AM. This number works 24 hours a day. You may also send a note upon your child's return or it will be considered an unexcused absence.

PLEASE REVIEW THE DISTRICT ATTENDANCE POLICY INCLUDED IN THE DISTRICT POLICY SECTION OF THIS HANDBOOK.

Work missed due to absences will not be provided for students beforehand. The work will be collected and critical activities and worksheets will be sent home for completion. Due to the nature of our curriculum, a lot of the work is class demonstrations and discussions that are difficult to replicate.

Excused and Unexcused Absences

Excused Absences:

If an elementary school student has **five or more excused absences** in a single month or **ten or more excused absences in the current school year**, the district will schedule a conference with the students, their parents or guardians and the principal. The conference is intended to identify barriers to the student's regular attendance and to identify supports and

resources so the student may regularly attend school. Please review the district attendance policy #3122 for a list of valid excuses for excused absences.

Unexcused Absences:

An **unexcused absence** occurs when:

1. The parent, guardian or adult student submits an excuse that does not meet the definition of an excused absence as defined above; or
2. The parent, guardian, or adult student fails to submit any type of excuse statement, whether by phone, e-mail or in writing, for an absence.

Each unexcused absence within any month of the current school year will be followed by a letter or phone call to the parent informing them of the consequences of additional unexcused absences.

After three unexcused absences within any month of the current school year, a conference will be held between the principal, student and parent to analyze the causes of the student's absenteeism. The principal will work with the student and their family to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

At some point after the second and before the fifth unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. School personnel will meet with parent or guardian to develop a written plan for attendance.

Ongoing unexcused absences may result in a referral to truancy court.

PLEASE REVIEW THE DISTRICT ATTENDANCE POLICY INCLUDED IN THE DISTRICT POLICY SECTION OF THIS HANDBOOK.

Bus Destination Changes

Please send a note in the morning if you need to change your child's after school destination or if you will be picking them up after school. Alternatively, you can call (360) 954-3600, before 1 p.m. to leave a detailed message regarding your child's transportation.

Please be aware that if a pick-up or bus note/message is not sent to the CH-S Office, your student's regular plan for afterschool will be followed.

Parent Visitation

Parents are always welcome at CH-S School; however, according to contract, parents need to make arrangements with the teacher 24 hours in advance of classroom visits. This helps the consistency and structure for students.

Don't Let Your Child Bring

Weapons (or look-alikes), drugs, alcohol, money (unless it is being turned in to the teacher in a sealed envelope), gum, animals (unless prior arrangements have been made with the teacher), scooters, skateboards, skate shoes (Heelys or similar type), fidget spinners, or anything you would care about, if it was lost or stolen.

Be sure your child's name is written inside backpacks, coats and lunch bags.

ROLES AND RESPONSIBILITIES

Staff

Our staff accepts the responsibility outlined in this manual. Through consistency, we will encourage all students to develop the skills and attitudes needed to develop self-confidence and to maximize learning.

Parents

We need the support and cooperation of parents to effectively help each student reach his/her fullest potential. The major role of parents in assisting us with school discipline and responsibility is to consistently demonstrate interest and support in how their child is doing.

Volunteers

Parent volunteers are an integral part of our program at Cape Horn-Skye. We need and appreciate the help they give us. Opportunities for volunteers are available in many areas: in the classroom for such activities as preparing materials, putting up and displaying work, reading groups, library, computer lab, music classes and in the office.

PARENT VOLUNTEER OPPORTUNITIES

We encourage parents to volunteer at CH-S and we value the partnership we have with them. Some of the ways to volunteer at school:

- Weekly classroom help
- Class field trips
- Booster Club
- Office help
- Library help
- Read Northwest volunteer - see ReadNW flyer and information given out in bulletins

All volunteers need to complete a District volunteer form online so that we may conduct a motor vehicle background check, fingerprinting, and health information. These forms are available on the district website. We will also need a copy of your driver's license. These checks are good for two school years. Even if your occupation requires you to have a formal background check, we would like you to complete this form; it enables us to have your name on a database of volunteers in our building.

If you would like to work regularly in your student's classroom, please make arrangements through your child's teacher. Notify the office if you will not be able to come on an assigned day.

CH-S Boosters:

CH-S Boosters are a service and school fund-raising organization. All parents are urged to participate in some manner. All money earned for the school benefits all students through new equipment, enrichment, reinforcements, and scholarships for field trips.

Who are Cape Horn-Skye Boosters? – Any parent with a child in this school or patron of the community.

Parents are encouraged to participate by attending the meetings or by volunteering for a project. Meetings are held once a month in the Booster Room, which is located next to the office.

Booster **Popcorn Sales** will start Mid-September and occur every Friday. This is a great way to volunteer if you have limited time.

VOLUNTEERS DO AND DON'T

For more information see our volunteer guidelines

- Always wear your nametag. Stop by the office to sign in and receive a visitor's name badge.
- All Washougal School volunteers must have completed the necessary background check and be on the approved list of volunteers.
- Be discreet and trustworthy with confidential matters relating to the classroom and students.
- Accept the fact that a teacher is the professional educator and that the volunteer is there to supplement.
- Have the desire to motivate children to work and to help them succeed in school.
- Arrive on time for your assignment. Give advance notice of absence. Remember, you made a commitment to the teacher and the students.
- Accept directions and constructive feedback.
- Ask teachers what is expected in their classrooms. Be familiar with policies and procedures listed in the Student Handbook.
- Participate in training relevant to your assignment if necessary.
- Have a pleasant, warm, positive attitude, and maintain a sense of humor.
- Have a neat appearance.
- Be sensitive to children's needs.
- Use language at levels students can understand.
- Always use student's names.
- Compliment students whenever possible.
- Ask questions to check for understanding. Listen carefully to what the student has to say.
- You may ask students questions about favorite activities, family members, good friends and personal hopes and dreams.
- Volunteers always defer questions to the teacher and parents.
- Students make mistakes. Let them know that making mistakes is a part of the learning process.
- Volunteers must receive instructions before using any machine in the school. Ask the teacher you are assisting for a quick lesson or review. If a teacher needs to use a machine, please stop and let them use it.

Don't:

- Assume total responsibility for students.
- Administer discipline
- Substitute for the teacher unless qualified through the Washougal School District.
- Diagnose student's needs, or counsel students.
- Prescribe instructional programs.
- Evaluate student progress and achievement.
- Enter grades into computer.
- Ask or answer questions about religion, politics, sex, etc.
- Work exclusively with your own children.
- Bring siblings unless prior approval has been made.

CH-S Important Things to Know

MEALS

Our cafeteria staff prepares both breakfast and lunch. For best service, for safety, and least congestion we have developed the following guidelines for lunch.

Appropriate behavior includes:

- Sitting at tables
- Waiting to be excused
- Using polite manners
- Using indoor voices
- Touching one's own food only
- Cleaning up

Meal prices:

- *Student and Adult Milk* \$.50
- *Elementary Student Lunch (K-5)* \$FREE
- *Adult Lunch* \$6.75
- *Elementary Student Breakfast* \$FREE
- *Adult Breakfast* \$4.00

Milk only is charged, but milk with a meal is FREE this year. Our school qualifies for free meals because enough people [completed our Free/Reduced application](#). We will ask you to complete this during the year to maintain this status. Qualifying for free/reduced meals is not ONLY salary dependent! Life changes and events qualify families for this benefit.

Because of the federal lunch program parameters, adults may not purchase a student lunch for themselves or use a student's account to purchase an adult lunch, so please do not ask us to do this. Parent volunteers who frequently eat at school may set up their own lunch account through the office. To receive a lunch or milk, you must have an account or present cash at the time the lunch or milk is picked up. Students are not allowed to trade or give away lunches, or portions thereof, because of the federal guidelines also.

Please refer all requests for free or reduced-price student lunches/breakfasts to the office. Applications are included in the registration packets or may be picked up in the office. The government sets very strict guidelines and the District *must* follow these. Everyone must reapply each year, and the previous year's allocation will only be good for the first month of school.

Students may use their accounts for milk purchases.

BUSES

Students will not be permitted to get off the bus at any stop other than their own, or ride a different bus, unless they have written permission from their parents to do so. The permission note must be presented at the office upon arrival at school and a bus pass written, which is then given to the driver. We discourage calling to make bus changes except for in cases of emergency. You may email capeattendance@washougalsd.org or, if needed, call 360-954-3603. Any bus changes made by email or phone during the day need to be made before 1:55 PM to give time to process the note and ensure your student will receive the change.

If the bus is running late in the morning or after school, *you will get information more quickly if you call the bus garage at (360) 954-3030.* Our Transportation Department is in radio contact with the buses and can contact the driver directly.

**Also see the student expectations section*

CH-S ABSENCE POLICY

Research proves that students who have good school attendance do better in school than those who don't. If your child cannot attend on a particular day, ***it is the parent's responsibility to call the school.*** Please leave a message at (360) 954-3600 option 1, before 9:00 AM. This number works 24 hours a day.

Pre-Arranged Absences

Please notify the OFFICE if you are planning a future absence for your child (i.e. vacation-out of town trip, etc.). You are encouraged to discuss these plans with the teacher, but the office needs to know.

COMMUNICATIONS

CH-S communicates important information in a variety of methods to our students and families.

- Our website can be found at: <http://www.washougal.k12.wa.us/cape/>.
- Our Facebook page can be found at:
<https://www.facebook.com/CapeHornSkyeElementarySchool/>.
- Informational emails and newsletters are sent home periodically through email and ParentSquare.

In the event of a serious emergency, you will be notified via email, Parent Square, or a phone call regarding details. It is common for individuals to learn information from text messages, social media, etc. Please wait for school and/or district officials to communicate with you regarding accurate, pertinent information. Do not take action (call, come to the school) unless directed to do so. We will be busy first making sure students and staff are safe.

CONFERENCES

Parent/Student/Teacher conferences are held October 30 - November 3, 2023 and March 27-29, 2024. These days are early release for students. You will receive an invitation two-three weeks in advance of each conference. Parents will receive a report card at the end of each semester.

HEAD LICE

Cape Horn-Skye Elementary follows the CDC guidelines for head lice treatment.

Students with Live Lice:

CH-S Office Staff will notify the parent via phone that their student has head lice. The school nurse, or their designee, does head checks periodically, if a child is exhibiting symptoms of a lice infestation.

Parents may come pick up their student from school, if they choose. However, students with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

Information about head lice treatment can be found at:
<http://www.cdc.gov/parasites/lice/head/treatment.html>

HOMEWORK POLICY

Research on “effective schools” tells us that school and parents need a clear understanding of homework purposes and procedures.

Purpose of Homework

1. Homework is a link between home and school, giving parents an understanding of the school and the opportunity to give their children the individualized help that is often impossible in large classrooms.
2. To be worthwhile, homework must be directly related to class work.
3. Homework extends learning time beyond the classroom (for instance, students can finish work begun in class).
4. Homework allows students time to do preparation before a subject is studied in class (example: measuring a cup of water at home, freezing it and measuring level again, comparing volumes prior to studying liquids and solids in class).
5. Homework develops responsibility, self-discipline, and experience in following directions. This is effective only if students clearly know what they are supposed to be doing.
6. Homework allows additional practice of skills already mastered (a student practices their math facts for a faster rate of recall).
7. Homework gives students with different “learning styles” the opportunity to study in a different environment (for instance, a student may do a better job in a quiet place rather than in a room with many other people).

Amount of Homework Assigned

No “hard rule” can be given to fit every case. Many students, by wisely using in-class time, have little homework, while some less-efficient classmates may have considerable homework.

We greatly value well-rounded students and understand families are busy after school hours. Sports, church, play groups, and clubs occupy our time and the most important part of their evening should be spending quality time with others. Homework is used to strengthen and practice and should not cause stress or excessive work time.

IMMUNIZATION

State law requires that each child is immunized against the following diseases: DPT/DT, TD, Polio, and Measles, Mumps and Rubella, Hepatitis B and chicken pox. For a complete immunization schedule please contact the school nurse. If your child is found to be missing any required immunizations we will contact you. If it is not corrected in the time allotted they will not be allowed to participate in school until they have proof of the required immunizations.

INSURANCE

It is possible to purchase accident insurance through the school for a very nominal charge. Information is sent out during the first week of school. Other programs are available through the Healthy Options program, which will also link families to insurance and welfare-type programs that are available. Contact the school office for the phone number and name of the person to contact.

LOST AND FOUND

The Lost and Found is located in Pod A and/or in the hallway. To minimize lost articles, please mark coats; hoodies, jackets and lunch boxes with your student's last name. This will also assist with the return of these items. If your child has lost something at school, please send him/her to the lost and found located in the cafeteria. At the end of each school year, unclaimed items are donated to a local charity.

MONEY

The purchase of milk, lunch, and breakfast on their meal account helps to eliminate problems with money. Our office staff can not collect money brought in for lunches as it must be purchased online. Adults may come into our office to pay by credit card. Money and checks can be brought to the District Office to be put onto student accounts.

MORNING ROUTINE

We do not have supervision for students that arrive before 7:40 AM. If your child is buying breakfast, upon arrival at 7:40 AM, your student needs to go immediately to the cafeteria. Breakfast will be served from 7:40 AM to 8:00 AM in the cafeteria. Students must remain in the cafeteria to eat breakfast. Other morning responsibilities include depositing money to their meal account and/or turn in bus notes at the office before going to the classroom.

PARTIES

Classroom parties are at the discretion of the teacher. Due to food allergy sufferers, please obtain approval from your students' teacher before providing treats for the classroom. Children wishing to give out invitations to private after-school parties are encouraged to do so by mail in order to avoid hurting the feelings of those not invited.

PICKING UP STUDENTS FROM SCHOOL

If you need to pick up your child during the day, you must come to the office to sign your child out. *Do not go to your child's classroom or to the playground. Teachers or playground assistants do not have the authority to dismiss your child from school.* If someone other than the parent or guardian is picking up a student, the school must have written permission signed by the parent or guardian. Except for Kindergarten and pre-school, students that are to be picked up at the end of the day need to go to the CH-S Gym. Kindergarten and pre-school parents will pick their child up from the classroom. Parents need to sign students out. We cannot allow children to walk into the parking lot by themselves, nor can we release children without a signature.

SEARCH AND SEIZURE

Student desks and cubbyholes are provided from public funds for student use. If the school authorities have reasonable cause to believe items contained therein constitute a criminal or rule violation, searches of property for which the school has responsibility may be conducted.

SICKNESS

Students who are sick should stay home. If a student becomes ill during school, parents will be contacted and expected to pick up their child. It is important to have several working numbers on file for your child in event of illness. **You must have a way to have your child picked up in case it is needed.** If your child has vomited or has had a fever of 100 degrees or higher, it is recommended that he/she stay home for 24 hours after these symptoms have passed.

**See "When to Keep Your Child Home from School" guidelines from our Nurse*

STUDENT FEES AND CHARGES

Fines or damage charges may be levied for lost and/or damaged library, classroom books and equipment. The student or his/her parents may appeal the imposition of a charge in a manner consistent with Washougal School District policy 3313. A student may make restitution or pay fees through a voluntary work program. Report cards may be held if fines are not paid.

TECHNOLOGY (student personal electronic devices)

- **Off & Away:** Cell phones, smartwatches, tablets, earbuds, headphones, and gaming devices must remain powered off and stored in backpacks for the entire school day, including before and after the school bell while in the school building. Personal devices may only be used on the bus if permitted by the driver.
- **Smartwatches:** Smartwatches may be worn, but the "smart" features such as texting, calls, and games, are not allowed and they must be placed into silent mode.
- **Family Contact:** To minimize disruptions, daytime communication must go through the main office. Students may request to use an office phone or use their personal devices in the office, and parents can call the front office to leave a message.

TELEPHONE

Please feel free to call any time you have a question. We're happy to assist you. Our number is (360) 954-3600.

TRESPASSING

Upon request, any persons, including students, must identify themselves to school authorities in the school building, on school property, or at school-sponsored events.

VISITORS (ALL Visitors must check in with the School Office)

Parents are welcome to visit classrooms, but an appointment must be made at least 24 hours in advance. Parents wishing to schedule a conference or have specific concerns should call to make an appointment. Family members who wish to eat lunch with a student must notify the office in advance to purchase lunch.

STUDENT EXPECTATIONS

STUDENT DRESS

Students are reminded that their appearance affects the way others respond to them. Student dress shall not be regulated except when there is a reasonable concern, in accordance with the Washougal School School Board Policy and Procedure.

Board Procedure - The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- Create a health or other hazard to the student's safety or to the safety of others;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person

Dress and Appearance Core Values

In relation to student dress, Washougal School District's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality.
- Students have the right to have their dignity and unique style maintained without discrimination.
- Students should not face unnecessary barriers to school attendance.

Dress and Appearance

The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians, provided it respects the following guidelines based on respect and school safety. When choosing their attire, students and parents should consider the school an academic environment intended to prepare them for college and career readiness.

Allowable Dress and Grooming:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, on the sides, and back.
- Clothing must cover lower undergarments
- Fabric covering all private parts must not be see through
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff
- Clothing must be suitable for all scheduled classroom activities including physical education and recess

Non-Allowable Dress and Grooming

A student's dress must not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.

Specifically:

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, controlled substances, or anything that is not age appropriate
- Clothing may not depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other group
- Creates a hazard to the student's safety or to the safety of others

CAPE HORN-SKYE STUDENTS ARE ALWAYS EXPECTED DO THE FOLLOWING:

IN THE HALLWAY

1. Walk to and from areas with no talking.
2. Respect school property by not touching the walls or any items on the wall.
3. Keep hands and feet to self.

ON THE PLAYGROUND

1. Keep hands and feet to self.
2. When the whistle is blown one long whistle, the students are to stop what they are doing ("FREEZE"), look at the playground supervisor, listen for any directives and follow the signal for each room that tells them to walk quietly to class.
3. Students will settle differences peacefully using "Stop/Think/Plan". (STP)
4. Students will show respect for others and follow directions given by staff.
5. Once outside, students will stay out during all outside recesses, unless they have a pass to go inside the building.

SPECIFIC EQUIPMENT RULES

SWINGS

1. Swing in a straight line in a sitting position.
2. Jumping from a moving swing is unsafe and is not allowed. (No cherry drops!)
3. One turn on a swing consists of 50 back-and-forth swings.
4. PUSHERS: Push only as high as those swinging are comfortable, and only one person push at a time.

PLAY STRUCTURES

1. Wait outside the border for turns on the swings.
2. When walking near equipment, stay outside the border, especially near the swings, Comet Spinner, and Hurricane.
4. Hold on to the swing while on it.
5. Jumping onto the bridge off the equipment is unsafe and is not allowed.
6. The bridge is not to be rocked from side to side.
7. Slide sitting down, and face forward.

TETHERBALL

1. A game is won when one player has wrapped the rope as far as it can go in his/her own direction.
2. A match must consist of a "margin of victory" of at least 2 games.
3. One player serves and has complete control of the ball, choosing which direction.
4. A person immediately loses the game if he/she touches the pole.
5. Other violations include: stepping off sides, touching the rope, carrying or throwing, or double hitting. The ball is stopped and then returned to the place it was wrapped when the violation occurred.
5. If a simultaneous violation occurs, a pole drop is performed whereby both players Place one hand on the ball, hold it 3 feet from the pole and release it together. Once the ball hits the pole, either player can hit it.

OTHER EQUIPMENT

1. Wait for your turn, then slide sitting down facing forward one at a time.
2. Take turns on the monkey bars and proceed in the same direction. There should be no pushing or shoving in the crow's nest. No more than 5 people in the upper area at one time. Wait for your turn to slide down.
3. Take turns on the balance beam and proceed in the same direction.
4. Straddle the pipe slide and proceed down feet-first facing forward.

TORNADO SPINNER

1. Only 4 students on the hurricane at a time.
2. Hold onto the equipment tightly.
3. No letting go while spinning.
4. If you are not tall enough to reach, you may use a sweatshirt but no lifting each other.

IN THE CAFETERIA

- Walk carefully and quietly in line when entering and exiting
- Fill in tables as directed by the cafeteria supervisor
- Talk quietly to those sitting nearby
- Show best table manners by chewing with mouths closed and not talking while chewing food
- Trading lunches is not allowed
- Leave the table and floor clean
- Stay seated and wait quietly to be excused
- Keep hands on own tray and food
- Once seated, stay in the same seat unless given permission to move

IN THE GYMNASIUM

- Use bleachers for sitting only
- Use equipment as appropriate
- Keep food and drink out of the gym
- Respect the rights of others
- Follow directions when you hear the whistle

DURING ASSEMBLIES

- Enter/exit in an orderly manner
- Listen to, and follow directions
- Sit quietly when appropriate
- Remove hats for flag salute

AT DISMISSAL

- Walk all the way to the bus
- Stay on the sidewalk or blacktop

IN THE RESTROOM

- Put all paper towels in the wastebasket.
- Flush toilets
- Wash hands before leaving

TOYS

Toys are not allowed on the playground. If a toy is brought to school for sharing, it must remain in the student's backpack until permission is given to bring it out for sharing. Electronic games sometimes are allowed on the bus as determined by individual bus drivers. These are to remain in backpacks and not brought out during the school day. Doing so could result in confiscation. ***The responsibility for personal equipment will be the student's.***

CLOSED CAMPUS

Cape Horn-Skye School operates under a “closed campus” policy as directed by the Washougal School Board. This means that students may not leave the school grounds without permission from the office. **The Skamania County Sheriff’s Department will be contacted if a student leaves the school grounds without permission.**

LEAVING CAMPUS WITHOUT PERMISSION

In the event a student leaves the campus without permission, the following steps will be taken:

1. An immediate physical search of the playground and building will take place.
2. Notification of the Sheriff’s Department
3. Attempt to notify the parent/guardian directly by phone. If they are unavailable, notify the emergency number.
4. Searches will be under the direct control of the Sheriff’s Department. Staff will assist as requested.

RULES AND REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

1. The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly.
2. School and district rules/regulations apply on the school buses.
3. Students shall ride their regularly assigned bus at all times, unless the school authorities have granted permission.
4. Students in grades K-8 may get off at a place other than their own regular stop only by written permission from the office. Students in grades 9-12 may be let off at a place other than their own regular stop through pre-boarding mutual arrangement with the driver or by written permission from the office.
5. Each pupil may be assigned to a seat.
6. Students will:
 - a. Sit properly in their seats.
 - b. Refrain from throwing objects in/out of the bus.
 - c. Keep their hands to themselves.
 - d. Be courteous to their fellow passengers.
 - e. Use appropriate language.
 - f. Keep the bus clean of refuse.
 - g. Refrain from eating anything while riding.
7. No pupil shall at any time extend his/her head, hands, or arms out of the windows whether the school bus is in motion or standing still. Windows shall not be opened more than 6 inches at any time.
8. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, or straps or pins extending from their clothing. Also, any type of animal, with the exception of a seeing-eye dog, is not permitted on the bus without permission from the bus driver.
9. Each student must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
10. No student will be allowed to talk to the driver more than is necessary.
11. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the bus driver.
12. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
13. Students must leave the bus in an orderly manner. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, the students should be in view of the driver at all times.
14. Students must cross the highway only in front of the school bus and never behind it.

15. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.
16. Students at the bus loading area should exercise self-discipline. Students should refrain from pushing and shoving other students. Students in violation are subject to disciplinary action.
17. Students, who have to walk some distance along the highway to the bus-loading zone, where practical, must walk on the left-hand side facing on-coming traffic. This will also apply to pupils leaving the bus-loading zone in the evening.
18. Students shall not perform any act, which will obstruct the free passage of a school bus along its normal course.
19. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
20. The school district will hold the student or parent/guardian responsible for damage to school buses caused by the student. (Restitution)
21. Students may not use radios or stereo equipment while on the school bus unless the device is being used with headphones.
22. Students' misconduct on a bus will be sufficient reason to discontinue providing transportation to those students involved. (Policy #8123.P)

BUS REFERRAL PROCESS

Riding the bus needs to be a safe experience for all ages from Kindergarten all the way to 12th Grade! Students who follow bus expectations are creating a safer environment for everyone on the bus and families can help support this by reinforcing the expectations – especially around remaining seated while the bus is in motion and keeping hands to self. The bus is a way to assist our families with transportation needs and it's another area where students are learning skills of social interaction and following directions.

TEACHING BUS EXPECTATIONS

1. Driver explains all six (6) general bus rules to the students during the first three weeks of schools and on a continuing basis as needed.
2. Driver provides positive reinforcement for following bus rules.
3. Driver will reassign student seating to support good behavior choices.

STEP 1: BUS CORRECTIVE BEHAVIOR STEPS

- a) Verbal (to student) and/or written report by driver, copies to building administrator and transportation director. (Optional addition of b.)
- b) Seat assignment and notification to parents by driver (via phone, in person, or in writing). Inform students that further infraction(s) will result in a written referral.
- c) Examples of responses to student misbehavior is below. Decisions on corrective or disciplinary actions will be made by the bus driver, transportation supervisor, and/or the building principal.

STEP 2: 1st ACTION REFERRAL

Inform student that further infraction(s) will result in loss of bus privileges.

Notification sent to:

- Parent
- Principal
- Bus Driver

Confer with administrator and student/parent notification. **Reteach of behavior expectations.** If behavior plan is needed, driver attendance is mandatory.

STEP 3: 2nd ACTION REFERRAL

Inform student that further infraction(s) will result in loss of bus privileges.

Notification sent to:

- Parent
- Principal
- Bus Driver

Confer with administrator and student/parent notification. **Reteach of behavior expectations.** If behavior plan is needed, driver attendance is mandatory.

STEP 4: 3rd ACTION REFERRAL

Student receives a referral and a 2-day suspension off the bus. Before the 6th day of resuming ridership, guardian and student must conference with the principal as a re-teaching opportunity regarding bus behavior and expectations.

STEP 5: 4th ACTION REFERRAL

Student receives a referral and a 5-day suspension off the bus. Before the 11th day of resuming ridership, guardian and student must conference with the principal as a re-teaching opportunity regarding bus behavior and expectations.

STEP 6: 5th ACTION REFERRAL

Student **loses bus privileges** for the remainder of the trimester/semester.

***** Serious misconduct will result in immediate removal of bus privileges (i.e. physical violence)**

CAPE HORN-SKYE DISCIPLINE

Discipline at Cape Horn-Skye is taught through a Tiered approach

- A. Tier 1 = instruction and reinforcement for all kids
- B. Tier 2 = targeted instruction and supports for small groups and individuals to obtain positive social skills
- C. Tier 3 = Intensive supports to ensure a child gains skills to succeed at school

School expectations and rules are taught throughout the year. The Cape Way is to be Safe, Respectful, and Responsible. Expectations in all areas include:

Cape Horn-Skye Elementary School-Wide Behavior Matrix

Updated 6/12/23

	Safe	Respectful	Responsible
Hallway	Walking Feet Hands and Feet to Self Walk on Right	Level 1 Voice Follow Directions	Face Forward Be Aware of Others
Bathroom	Report Spills or Messes	Level 1 Voice Use Bathroom Quickly and Return to Class Respect Privacy Follow Directions	Flush Toilet Wash Your Hands Throw Paper Towels in Trash
Pod	Use Equipment Correctly Walk Hands and Feet to Self	Use Teacher Directed Voice Level Follow Directions	Manage Your Materials Manage Your Time
Cafeteria	Walking in Cafeteria Hands and Feet to Self Hold Tray With Both Hands Stay Seated Walk to Line Up For Recess	Follow Directions Clean Up Level 3 Voice Keep Food to Self	Empty tray when it's time to clean up
Assembly	Hands and Feet to Self	Follow Directions Bottoms on Floor or Bench Celebrate Appropriately	Level 0 Voice
Playground	Walk to and from Playground Wear Safe Clothing/Shoes	Follow Directions	Ask to Leave Level 0 Voice when Entering the Building Line Up Quietly
Arrival/ Dismissal	Walk to/from buses and library Stay in designated area until it is time to enter the classroom	Follow Adult Directions Level 3 Voice	Go directly to arrival/dismissal area
Big Feelings	Keep body/objects to self Use materials properly Notify adults that you will be using the calm down corner	Keep words kind Share feelings by talking, writing, drawing, or thinking it out. Support the learning environment.	Use strategies, ask for help, utilize breaks, name my feelings. Use the calm corner for only as long as needed.

Children may be recognized for demonstrating the appropriate behavior by:

- Verbal positive recognition
- Receiving Kodiak cards (to be cashed in at Student Store)
- Kodiak card drawing at monthly assemblies for extra recess
- Other classroom or individual recognition as set by staff.

Consequences for not following school rules may include:

- Verbal warning
- Reteaching of expectations
- Loss of privileges
- Problem-solving conference
- Apology
- Phone call to parents/guardian
- Removal from instruction
- Suspension from school

Throughout the year, teachers proactively teach kids our Social and Emotional Skills through class meetings, Pod Assemblies, and classroom instruction. We call following our behavioral rules “The Cape Way.” We teach...

- School and Classroom Routines
- Growth Mindset
- Empathy & Kindness
- Integrity & Honesty
- Problem Solving
- Perseverance
- Self-Management
- Leadership

Washougal School District Policies and Procedures

Harassment, Intimidation, and Bullying (HIB)