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GRASS VALLEY IS COMMITTED TO HIGH LEVELS OF LEARNING FOR ALL

**3000 NW Grass Valley Drive  
Camas, WA 98607  
(360)833-5710  
(360)833-5711 (Fax)**

*STUDENT HANDBOOK  
2025-2026*

*This handbook belongs to:*

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**Dear Grass Valley School Community,**

Welcome to another exciting year as part of the Grass Valley Zebras family—where everyone is welcome! At Grass Valley, we believe in the power of **respect, compassion, and community for all**. Together, we can make this school year not just successful, but truly exceptional for every student and family.

We are proud to celebrate the rich diversity within our student body and broader community. Our commitment is clear: to ensure that **every child is seen, valued, and supported**. We strive to create an environment free from bias, judgment, and racism—one where every student has the opportunity to reach their full potential.

When every child thrives, our entire community benefits. That's why we embrace a collective responsibility to uplift and support **all students**, regardless of race, national origin, language, religion, gender, sexual orientation, gender identity or expression, socioeconomic status, or ability. Together, we foster a safe, inclusive, and empowering space for learning and growth.

To help set up every student for success, we ask that you carefully review this handbook with your child. It contains important information about daily school operations for grades K–5. When we all follow shared guidelines and expectations, we create a stronger, more consistent experience for our students.

Communication plays a vital role in building a strong home-school connection. We will continue to share updates about curriculum, events, and special programs through **ParentSquare**. Please make sure your contact information—especially your email address—is current in Skyward Family Access so you don't miss any important announcements. We encourage your feedback, and we welcome your questions, compliments, and concerns.

For additional information, please check ParentSquare posts and alerts, or visit the Camas School District website at [www.camas.wednet.edu](http://www.camas.wednet.edu). You're also welcome to call our office at **360-833-5710**.

We look forward to partnering with you in our shared mission: **ensuring high levels of learning and personal growth for every student**.

With appreciation,

**T. Sean McMillan**

**Principal**



### Our Vision:

Grass Valley is committed to high levels of learning for all.

### Our Mission:

Grass Valley is dedicated to working collaboratively with our community to:

- Communicate clear learning and behavioral expectations.
- Provide a safe and nurturing learning environment that respects and values diversity.
- Focus on personalized instruction.
- Empower students and families to recognize and celebrate student growth.

## **Parent Involvement**

Currently, all volunteers must be fully vaccinated.

### **VOLUNTEERS AND VISITORS**

We invite parents and guardians to visit and participate in school activities as volunteers. All **volunteers must have an approved background check through the Washington State Patrol**. Parents are welcome to chaperone students on field trips and to share their time and special talents with students. Our district has an online volunteer management tool that streamlines the background application process for families. In the system, you will be able to indicate your areas of interest in volunteering, and staff members will easily find the volunteers they need for activities taking place throughout the year.

Volunteers will create an account with their email address and walk through the steps to complete the application. Note: If you have ever applied for a job in our district's online platform, you will already have an account, as these two systems are linked.

Visit <https://camasvolunteers.myschooldata.net> to complete the online volunteer application.

For more information: email [volunteer@camas.wednet.edu](mailto:volunteer@camas.wednet.edu) or call 360-335-3000.

**An approved volunteer application lasts for 2 years.**

Parents and other visitors are always welcome in our school. **For the safety of our children, we must insist that all visitors come to the office before going to any location on campus to sign in and get a visitor badge.** Additionally, this check-in procedure allows staff to know who is in the building in case of an emergency. So please, come to the office to check in even if you have been here many times. Our intent is never to offend or discourage your visits; we just need to account for everyone in our building.

**When volunteering or visiting, you should only be in the designated areas of the building required to complete your task or support. We ask that you respect the educational process at Grass Valley and do not interrupt classrooms or staff with whom you do not have prior appointments.**

If an adult visitor wishes to observe a classroom, a time should be prearranged with the classroom teacher and the principal. Inviting friends or other children to visit is not permitted during the regular school day.

There is much more information about visitor and volunteer policies in the flier: "A Guide for Volunteers and Visitors to Buildings in the Camas School District," available in the school office or online.

### **PARENT/TEACHER CONFERENCES**

We encourage ongoing communication between our staff and parents/guardians. Formal conferences will be held in the first week of November. Families will also be invited for an optional spring check-in beginning in April. Teachers will send home specific times and dates for these conferences.

### **PTA MEMBERSHIP**

The Parent-Teacher Association is composed of dedicated parents and teachers committed to an excellent working relationship among teachers, support staff, administration, and parents. Membership information is available in the school office.

### **REPORT CARDS**

Report cards are posted on Skyward Family Access for families in February and June of each year.

## **Coming and Going**

### **MORNING ARRIVAL**

Children may come to school from several directions. There will be a crossing guard on SE 38<sup>th</sup> Avenue at Gold's Gym and another in front of the school on Fremont Street. Children are welcome to arrive anytime between 7:45 and 8:00 a.m.--but not before 7:45. Children riding the school bus will unload at the bus canopy. Children in cars should be driven to the main entrance and enter through the front doors. (Please respect our neighbors and do not drop off children at other locations.) Walkers and bike riders can enter through the north entrance sidewalk or the back gate off 44th. Bikes can be left in one of the three bike racks (outside the first-grade classrooms near the bus canopy, outside the cafeteria, or on the west side near the music room). We ask that you please use a bike lock, as GVE is not responsible for the bike. Children can head to the cafeteria or line-up spot until the 8:00 a.m. bell. The classroom wings are not open before school begins. **Our campus is considered a "closed campus" while students are on site. When you drop off or pick up your child/ren, please stop at the campus entrances (kindergarten fence, 44<sup>th</sup> Avenue gate at the back of the school by the portables, or the maintenance gate at the front of the building). From here, students should walk independently to and from school. This practice ensures that we keep our campus secure and that we are aware of all visitors on site. Please do not allow your zebras to cross the parking lots unattended. Use the designated drop off areas. Please drive slow and be prepared to stop. Do not use cell phones while driving.**

### **SCHOOL NEIGHBORS**

Please be courteous to our neighbors and do not use private driveways as a student drop-off and/or pick-up zone. 44<sup>th</sup> Avenue is very busy with bus traffic during drop-off and pick-up times. Please drop your student off at the corner of 44<sup>th</sup> Avenue and Emily Way if you cannot utilize the designated Grass Valley parking lot drop-off area. Please do not use Grass Valley Court to park, drop off, or pick up students.

### **AFTERNOON DISMISSAL**

All students will be designated as **bus riders or walkers**. Students designated as **walkers** will be walked to their dismissal location. Students have the option of walking home or meeting up with parents at our designated locations (kindergarten fence or the 44<sup>th</sup> Avenue gate at the back of the school by the portables). **Kindergarten students** will be met at the kindergarten fence by a parent or guardian or walked to the 44th gate/maintenance lot to meet a parent or guardian. Kindergarten students who meet their older siblings (in grades 1<sup>st</sup>-5<sup>th</sup>) will be walked to sibling check out near the playground to meet and dismiss. It is important that parents communicate with their child/ren where to meet and remind them to head back to the office if no one shows up to meet them in a timely manner. Staff members will be on the playground to monitor the area from 2:30-2:40. We do ask that you **plan to arrive to pick up your child by 2:30 and by 12:10 for Wednesday's early release.** All **bus riders** will be walked by their teachers to the bus loading area and placed on their assigned bus.

### **STUDENT'S TYPICAL DISMISSAL PLAN ESTABLISHED EACH YEAR**

In order to make sure we are accountable for the safety of every student, our school has parents/guardians establish their "typical dismissal plan." This is the plan that their child/ren will follow on most days. Any day in which the plan is altered, the school needs this information provided to the office in writing at the start of the day. Individual office notes are provided daily to students who vary from the typical plan. Teachers will not allow students to change their dismissal plan without an office note that came from direct parent/guardian permission. If we don't have a note, phone call, or email, the child will be sent home in their typical dismissal direction.

**In the event that a kindergarten student is not met by an adult at their bus stop after school, the bus driver will reroute the student to the Camas Extended Day program at the ZAC, 841 NE 22<sup>nd</sup> Avenue, where the student will be supervised until the parent/guardian arrives. Similarly, an older student may also be rerouted to Camas Extended Day if circumstances warrant it and contact cannot be made with parent/guardian. The phone number for CED is 360-833-5540, and the program manager is Mary Weishaar.**

**OCCASIONAL PARENT PICK-UP:** If you plan to drive your child or walk home with them from time to time, notify the office—preferably with a note sent to school that morning—and we will give your child a Walk slip for that day. You will meet your child at one of the designated meeting locations after they have been dismissed by the supervising staff member.

1. If your child is going to be walking or bike riding *occasionally*, notify the office with a note in the morning, and we will give your child a Walk/Bike Note for that day only.
2. If your child is going to be walking or bike riding *regularly*, notify us with a note to the office, and we will put your child on our Daily Walk/Bike list.

All bikers must wear a bike helmet at school for their own safety and protection!

## **LATE ARRIVALS**

Classroom doors open at 8:00 a.m., and the tardy bell rings at 8:05. If dropping off anytime after 8:04 AM, parents and guardians of GVE students will need to park their car and accompany their student(s) into the building and sign their student(s) in at the front office. Time, signature, and reason for tardy will be provided. **Our goal is for each and every GVE student to have a pattern of regular attendance.**

## **EARLY DEPARTURES**

When your child must leave school early or go for an appointment, please come into the office. We will call the classroom and have your child sent directly to you in the office. Before you leave, we will ask you to complete a sign-out process.

## **ABSENCES: SEE APPENDIX C FOR ADDITIONAL INFORMATION**

Student attendance is essential to success in school. Most subjects are taught in sequence, requiring an understanding of each concept in order to make progress. Sending work home to a student who was absent is not a replacement for the rich learning that takes place in the classroom. Parents play a key role in stressing the importance of regular, on-time attendance. Please remember that according to state policy, illness, medical appointment, religious observance, and family emergency are the only reasons for having an excused absence. Persistent absenteeism and/or tardiness create a genuine hardship for a student and the teacher and is regarded as a very serious problem. **Special requests and family vacations will not be excused if the school determines that they will adversely affect the student's educational progress per district policy.** State law, RCW 28A.225.010, requires the Camas School District to file a truancy violation to the Juvenile Court upon the seventh unexcused absence in a month or tenth unexcused absence within a year. Parents can also be held liable for fines if found in violation of the Truancy Law. For detailed information regarding absences, please refer to the Camas School District Policy Manual located in the school office and on the district website.

Parents are asked to notify the school at 360-833-5710 when their child is absent or send a note on the day they return to school. An automated phone message will be sent on each day that your child is not at school. We request that you call, send a note, or email each day your child is gone with a detailed explanation of why they were not at school.

Students are responsible for making up missed work. Requests for homework for absences due to illness can be made through the office or directly with the teacher.

Family trips should be planned on non-school days in order to support each student's education. **Teachers are not expected to produce homework for students going on family trips in advance.** Students gone for reasons unrelated to illness or emergency will have assignments available to them to make up upon their return.

If your child is out for five consecutive days or more due to illness, a doctor's excuse is necessary. Students with ongoing health issues will be contacted by our school health officials to develop a plan to ensure good attendance.

## **DRESS CODE**

Students come to school to learn. We do everything we can to ensure that we set a tone for a professional learning environment. One thing that impacts how children react to the learning climate is their dress. It has been established at the federal, state, and district level that schools may establish a dress code in order to support the learning environment. We will contact you in the event a change of clothing is necessary.

The following is not an inclusive list. Any clothing, makeup, or accessory that detracts from instruction is not appropriate. We request our parents and students to use their best judgment and if questions arise, please ask our staff.

- The most appropriate clothing is jeans, sweatshirts and T-shirts, long pants, dresses, walking-type shorts or ones that extend below the fingers when arms are at the sides of the body, blouses, sweaters, dress shirts, and pants.
- Students may not wear clothing or accessories having logos with inappropriate language, messages that promote anger and violence or clothing with demeaning/offensive messages. Shirts showing alcohol, sexually suggestive, profanity, or implied profanity, tobacco, violence, or illegal drug messages will not be worn at school.
- Sagging and long-crotch clothing is not acceptable. Students will not be allowed to wear clothing that is hanging low on the hips and showing underwear. Hoods on sweatshirts should remain down.
- Short shorts, crop tops, halter tops, swimsuits, and see-through tops are not acceptable.

- All clothing must meet and cover the abdomen and back.
- Tank tops must have straps at least one inch in width. Off-the-shoulder shirts are not appropriate in a school environment. All clothing must cover undergarments when the child is standing, bending, and sitting.
- Students need to wear appropriate shoes when at school to support safe physical activity when running in P.E. and at recess. Closed-toed shoes are the most appropriate for P.E. (During pajama spirit day, slippers are only allowed if they have a solid shoe bottom. These can only be worn as a part of an intentional costume.)
- Students may wear hats on the playground but not during in-school activities. If there is a legitimate reason for a need to wear a hat in school, please contact your child(s) teacher. Individuals who do not cooperate regarding hats will not be allowed to wear hats to school. We would never keep a child from wearing a hat in cold weather. Hats often become distracting and stop students from paying attention to the teacher. (During spirit days, students are allowed to have hats as part of an obvious, intentional costume.)
- Sunglasses can be worn outside the building if needed to protect the eyes.
- Please do not allow students to wear costume masks or bring makeup, including lipstick, to school. Exceptions to the dress policy are allowed if they are part of a permitted costume, and they do not disrupt the individual's learning or the learning of others. Guidelines will be provided for students during spirit days.

## **SCHOOL SUPPLIES**

Copies of the requested grade-level supply list can be picked up in the school office or accessed on the website. Any student who needs support in acquiring the necessary supplies throughout the year should contact their teacher, counselor, or the front office. We have provisions to help students in need of school materials and backpacks.

## **STUDENT POSSESSIONS—CELL PHONES, SMART WATCHES, TOYS, IPODS, CAMERAS, ETC.**

Toys, radios, CD players, cassette recorders, iPods, MP3 players, cameras, gaming devices and other electronic toys, etc. are a distraction to the learning environment. These items should not be brought to school unless they are for a teacher/parent authorized show and tell event. They must be kept out of sight in the classroom and will not be allowed on the playground.

Cell phones should be turned off and stored in a student's backpack during the school day. Students are not allowed to use a cell phone or a device such as a smartwatch or similar that has the ability to communicate electronically. Parents and students should not be texting each other during the school day. **All communication between parents and students should come through the office.** Students are also not allowed to use their devices to create a playdate after school, as this causes a major disruption to our dismissal process and a change to their plan.

The school provides sports equipment for recess. Therefore, students should not bring personal tennis balls, soccer balls, basketballs, or other items to play with on the playground.

While the district school bus driver may allow some electronic items on the bus, they are prohibited at school. From the moment a student steps on school property, such items must be zipped away in a backpack and not accessed at school. Should students violate this policy, the electronic item will be taken away and returned at the end of the day as a warning. A second offense will cause the item to be kept in the office until it can be picked up by an adult. A third offense will signal a loss of this privilege for the rest of the year.

The school cannot assume responsibility for lost or damaged personal items. We do collect toys and other items that may be harmful or disruptive to the learning environment. Parents may pick up these items from the teacher or principal.

## **STUDENT SALES AT SCHOOL**

Any type of selling by students (outside of school fundraisers) will not be allowed during the school day.

## **Parking Lot Safety**

### **SPEED LIMIT**

Please do your part and help keep the Grass Valley School Community safe each and every day. Our parking lot is very busy. We ask that you obey our **5 MPH speed limit** at all times. Please be prepared to stop at all times.

### **PARKING**

Please park your vehicle in designated parking spots only. Parking next to the school sidewalk is reserved for drop-off and emergency vehicles only. Please use the designated crosswalk at all times. Visitor and volunteer parking is in the north parking lot. Please do not let your zebra cross the parking lot unattended at any time.

## **School Day**

### **NOTES FROM PARENT/GUARDIAN**

We appreciate your notes! They are essential in helping us make sure that your children leave school safely. Please send a note whenever your child is going home in a different way from their usual way if someone other than a parent is picking them up or if they are taking a different bus. We need to hear from you whenever there is any sort of change in your routine, and a note is the clearest way. Send the note to school with your child, and your child's teacher will pass it on to the office. If you forget the note, **you must call by 1:00 PM (11:00 AM on Wednesdays)** to allow enough time to get the note to your child.

### **SCHOOL MEALS**

Students are able to purchase breakfast and lunch at school. Funds may be deposited into student accounts by sending cash or checks to the school. Checks can be made out to "Camas School District". Prices for 2023-2024 are \$1.80 for breakfast and \$2.80 for lunch. For students bringing a lunch from home, milk or juice is available for \$.75. Adult breakfast is \$3.00, and adult lunch is \$4.00. Prices are subject to change each school year. Free and reduced meal applications can be sent home upon request and are also available in the office. We encourage you to take advantage of this option if applicable; this information is kept confidential. Reduced Breakfast – No Charge; Reduced K-3 Lunch – No Charge; Reduced 4-12 Lunch - No Charge.

### **LOST & FOUND**

We have an enormous number of unclaimed items in our Lost and Found each year! Please take the time to write your child's name on every item they might leave behind (coats, sweatshirts, lunch boxes, hats, etc.) so we can return them to the student's classroom. Three times during the school year (Winter Break, Spring Break, and end of school year), unclaimed items will be given to charitable organizations or kept for children in need at our school. Have your child stop by and check to see if there are any articles that belong to your family.

### **EMERGENCY CLOSURE**

In the event of a school closure due to an emergency, your child will be sent home according to the information you provide at the beginning of each year. Children should also be given clear instructions by parents about where they will go in case of unexpected school closure. During poor weather conditions, parents will receive an automated message through Parent Square from the district office with information about any closures. Please also listen to the local radio and TV stations for information on late-start and closure. Emergency closure information is also posted on the district website at [www.camas.wednet.edu](http://www.camas.wednet.edu).

### **INCLEMENT WEATHER**

Winter months bring the problems of inclement weather and poor road conditions. You will receive a message via Parent Square designated to your registered email addresses on file.

### **SCHOOL RECORDS**

A record is kept for each student containing information such as grades, test scores, health history, etc. Legal guardians, upon request, may inspect all records within 24 hours. Should your child enroll in another school, an official transcript or copy of the permanent records, health records, and achievement test scores will be sent upon notice of the student's enrollment in that new school.

## **Behavioral Expectations**

### **GVE 3**

- Be Safe
- Be Responsible
- Be Respectful

Students are expected to manage their behavior and to understand that the choices they make contribute to their success at school. Students have many opportunities to demonstrate their ability to make responsible choices at school, no matter where they are or what they are doing. Students should strive to do their best to develop a positive reputation for themselves and our school that demonstrates courtesy, cooperation, and respect for people and property.



We will frequently, and with great pride, praise, reward, and recognize those who maintain our behavior standards so all people can learn and staff can do their jobs. Students have the right to be safe when they are at school. Students, at all times, are expected to treat staff and their peers with respect and courtesy.

Any behavior that endangers the property, health, safety, or comfort of others, impedes the opportunity for the student or other students to learn, is unlawful, is disobedient or disrespectful, violates classroom or general school rules is considered to be inappropriate. Any threat against another student and/or staff member will be taken seriously. Additionally, any negative or condemning racial, gender identity, cultural, or religious remarks/behaviors toward students or staff are not tolerated and will be taken seriously.

Students are here to learn. Their behavior should not disrupt a teacher from teaching or their peers from learning. This includes not disrupting their own learning.

When students need help managing their behavior, we use a variety of approaches to support them.

These may include:

- Documentation on a Minor Behavior form (Uh-Oh) that includes the adult response to the behavior
- Documentation on a Major Office Referral form that includes conferences with the principal, school counselor, teachers, and/or parents
- Group/class discussions
- Restorative practices to support students in communicating how a peer behavior affected them
- Reteaching needed skills
- Written apologies
- Alternatives to recess when necessary
- Parent conferences
- School service
- Social skills classes
- Individual contract(s)
- Short-term suspension
- Police contact
- Long-term suspension
- Expulsion

Consequences for misbehavior will depend on the severity of the incident(s), the number and frequency of offenses of the same or different nature, and previous consequences given. Suspension could eliminate student opportunities to participate in school-sponsored activities or events.

## **Readiness to Learn**

### **DRUG-FREE SCHOOLS**

Students shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used alcohol, tobacco, or illegal drugs while on school grounds. For detailed information regarding discipline, please refer to Appendix C for definitions and consequences and Appendix D for due process. Appendices are located at the end of this handbook.

### **LANGUAGE**

One of the ways we show respect is through the language we use. On the playground and sometimes in the classroom, students use language that is cursing, vulgar, sexually and racially harassing, and offensive to people at school. We do not tolerate offensive language. Students will be referred to the principal, parents will be notified, and discipline procedures approved by the school board, including suspension, will be used to stop this behavior.

### **PETS ON SCHOOL GROUND**

All pets, including dogs, are not allowed on the school grounds. Prior special permission may be granted for special instructional demonstrations. Parent delivery and pick-up will be necessary. Please do not bring your pets onto the school campus when picking up or dropping off your students.

### **CELL PHONE/SMARTWATCH POLICY**

Students may not use a cell phone at school and must store any cell phone in their backpack during school hours. If a student has a cell phone out at school:

- First offense - It will be taken to the office for collection and returned to the student at the end of the day.
- Second offense - It will be taken to the office for collection and must be picked up by a parent.
- Third offense - The student will not be allowed to bring their cell phone for the remainder of the year.

Utilizing any personal communication device to talk or text is prohibited. Students may not use smartwatches to text during school hours. The smartwatch should be in their backpack, off, or in airplane mode. Please do not text your child while they are at school. All communication from parents should come through the office, 360-833-5710.

## **WEAPONS**

It is unlawful for any person to enter into a public or private elementary or secondary school property knowingly possessing or knowingly in control of a weapon apparently capable of producing bodily harm. It is not lawful for any type of knife, look-alike weapon (squirt gun), ammunition, projectile (including homemade items like paper clip slingshots), club/pipe, razor, or poisonous material to be at school. Any imitative behavior related to weapons is also not acceptable. Students will be disciplined using board-approved procedures, including a mandatory expulsion of 1 year, subject to appeal if a weapon or firearm is brought to school.

## **Grass Valley Curriculum**

We recognize the Common Core Standards provide the specific skills and concepts that our students must learn. Grass Valley uses a variety of materials and strategies rich in the language arts (reading, writing, listening, speaking), mathematics, social studies, science, social-emotional, health, physical education, and music to help students learn. Implementation is intentionally delivered with teacher collaboration through the use of many resources and targeted evidence-based teaching strategies in flexible grouping environments that require students to think critically, investigate, analyze, infer, and problem-solve. Grass Valley also has programs that support the standards by providing students with targeted support and instruction in all subject areas, including social-emotional and adaptive skills, LAP (Learning Assistance Program) for reading, Resource, IAP (Integrated Academic Program) and ICP (Integrated Communication Program) for special education.

## **TECHNOLOGY EDUCATION**

Grass Valley utilizes one-to-one mobile devices for students in all grades. Kindergarten and first grade utilize iPads, and second through fifth grade utilize Chromebooks. This helps create flexible learning environments and gives our students personalized access to digital resources that support and extend their learning. This technology encourages research, discovery, sharing, and creativity among our students. It also helps students develop critical thinking and problem-solving skills. It can help teachers make learning more personal and relevant so that the needs of each student are met. Learners—both students and teachers—can access their local community and make global connections.

Students will also have access to the Internet. Student usage of the Internet will be closely monitored by teachers. Using the GoGuardian system, students will have supervised access to the Internet unless parents sign an opt-out form. Although we don't believe there will be misuse of the Internet by students at Grass Valley, the district has established Internet misuse consequences. For detailed information regarding Internet use, please refer to the Network Code of Conduct section located in this handbook. Please remind your zebra that staff can see everything they browse in their search history.

## **ENRICHMENT OPPORTUNITIES**

Camas Community Education offers many programs, including art, music, technology, and athletics. The programs are open to grades Pre K-12.

## **ACCOUNTABILITY AND ASSESSMENT**

Our district remains committed to ongoing measurement and feedback to support student learning. The state of Washington utilizes the Common Core Standards to identify the skills and concepts students are required to learn in all grade levels. Students are assessed yearly utilizing the Smarter Balanced Assessment (SBAC) in grades 3, 4, and 5; Washington Comprehensive Assessment of Science (WCAS) in 5th grade only; and WaKids (Kindergarten). Our district also collects ongoing data about student performance tied to our own assessment tools. It is important that our staff and students see the growth that is made and understand their specific strengths and weaknesses.

## **Network Code of Conduct**

The use of the network, which includes the local Camas School District computer network as well as the internet, shall support education and research that is consistent with the mission of the district. Please remind your zebra that we can see everyone's search history. Technology should be used appropriately at all times.

- Maintain the integrity of files and data. Modifying or copying files/data of other users without their consent is not permitted.
- Be ethical and courteous. Defamatory, harassing, or obscene mail or discriminatory remarks are not allowed on the network.
- Treat information created by others as the private property of the creator. Respect copyrights.
- Use the network to access only educationally relevant and curriculum-specific materials.
- Protect your password from others.
- Computer hardware or software should not be destroyed, modified, or abused in any way.
- Unlicensed software or software that does not support curriculum is not permitted.
- "Hacking" the system is not permitted.
- The network is not to be used for commercial purposes.
- Respect the privacy of others. Use only your password.

**The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.**

## **Student Services**

### **COUNSELING**

The School Counselor/School Social Worker supports classroom teachers with our district-approved Social Emotional Learning curriculum in the classroom for all students. In addition, small groups focused on specific social/emotional/behavioral needs may be facilitated. Services can be delivered 1:1 as a brief crisis intervention. Conversations between the student and the School Counselor/School Social Worker remain confidential within legal limits. For example, reports of abuse and/or neglect must be reported to the proper authorities. Parents are informed about safety issues that emerge during this process. The School Counselor/School Social Worker builds a bridge between home, school, and community resources.

### **DELIVERIES**

Deliveries to the school, such as mylar balloons or flowers, can be a distraction to the learning climate. We discourage families from sending items like this to the school. Should a student receive a delivery that would be appropriate to take to the classroom, the student will be called at the next available scheduled break to come to the office to retrieve the item.

### **HEALTH ROOM**

The health room is staffed daily by a health assistant and with a nurse who supervises and is on campus at least one day a week. It is important for the school to be able to contact parents/guardians or a trusted friend/relative in case a student becomes ill or is injured while at school. Students will not be allowed to leave school without the permission of one of these people. At the beginning of each year, families provide the school with accurate phone numbers for work, home, and emergency contacts by filling out a Student Health Inventory. If any of these numbers change, please notify the school office immediately. If your child has a life-threatening condition, please contact the school nurse for more information.

### **SUPPORT SYSTEMS**

It is our goal to help every child be successful in school, ensuring a bright future for all. For some students, this can mean receiving more individual services to address significant issues that impact their academic success. Like all schools in America, there are students with disabilities, students with varied socioeconomic backgrounds, and students with different cultural and language experiences in every classroom. We believe such diversity is an asset to the students of Camas as they learn to be accepting and respectful of all people. We encourage families to communicate with the school about the needs of their students. Information about Special Education Services, 504 Plans, ELL Programs, LAP Reading, sensory accommodations, and other intervention supports can be found on the school website.

### **WITHDRAWAL**

Parents wishing to withdraw their child from school on a permanent basis must contact the school office. Records will be forwarded upon receipt of a signed request by the parent. Any student not in attendance for 20 consecutive days will be automatically withdrawn from the school district per state policy.

## **Health and Safety**

### **BIRTHDAY CELEBRATIONS**

In order to support healthy habits at school per school district policy, students shall not bring cupcakes, cookies, or other sugary foods to celebrate student birthdays in the classroom. Parents are encouraged to find

non-food celebration items if they wish to acknowledge a student's birthday within the classroom setting. Please communicate with your student(s) teacher prior to a birthday. We kindly ask that you do not send in food without communicating with the teacher. Suggestions include pencils, small erasers, or donating a book to the classroom in the student's name. See Board Policy 6700.

## **EMERGENCIES**

The school participates in monthly, school-wide safety drill rehearsals. All staff are provided with training for handling various school emergency situations with student safety as a top priority. Systems are in place to account for the location of each and every student during an emergency.

Should an actual emergency occur, parents need to be aware that the school phone system could be overburdened with calls. We will utilize the district emergency phone calling system, emails, and our voicemail to provide timely information to parents.

Parents who come on campus to try and retrieve their student during a school emergency situation need to be aware that a parent staging area will be set up where families will be required to report. Students will be released to parents/guardians in a timely and orderly fashion once the immediate threat is passed. Parents wishing more information about the school safety plans and procedures are welcome to call the school and talk with the principal.

- **Earthquakes:** In the event of an earthquake, students should respond using the drop, cover, and hold method as prescribed during regular earthquake drills. Students en route to school or home should stay away from power lines and proceed to their destination.
- **Fire Alarms:** In the event of an alarm, students are to proceed out of doors following methods prescribed during regular fire drills. A student who pulls the fire alarm for mischievous or false purposes will be suspended from school, and local authorities will be notified. For detailed information regarding discipline, please refer to Appendix C for definitions and consequences and Appendix D for due process.
- **School Lockdown Drills:** The school will practice drills that lock down the school at various times throughout the school year. Lockdowns are identified as being two types. A full lockdown is the most serious drill, where all students are brought into secured areas, lights are turned off, students are expected to be quiet, and staff keep students under desks and away from windows. A partial lockdown is a cautious procedure where movement inside the building is allowed, but outside doors are locked, and students are not allowed outside.

## **GUM**

Students are not allowed to be in possession of gum on campus.

## **UNSAFE ITEMS BROUGHT TO SCHOOL**

Some items that may be appropriate for home, camping, etc., are not acceptable at school. Any kind of knife matches, and many types of tools are unsafe to bring to school. Replicas of guns, knives, swords, etc., are not permitted and could cause other students to be concerned and thus detract from learning. Squirt guns or plastic gun replicas are not allowed at school. Bringing weapons or using replicas for intimidation is never permitted, and district policy regarding consequences is spelled out in Appendix C.

## **PLAYGROUND SUPERVISORS**

The playground supervisor's #1 goal is to keep kids **SAFE** while playing. They usually do not referee games. The students in line are the judges. Students are taught to respect the judges' decisions and recognize that mistakes can be made. This helps keep games flowing and increases participation. When something is unsafe or a problem occurs, playground supervisors are there to help. They have passes to the health room, office, and bathroom. Playground supervisors are the authority at recess. They are responsible for safety and, therefore, will encourage positive behavior and give consequences for unsafe behavior. Consequences may include warning, student-to-student problem solving, restriction from activity, reset opportunity, referral to the office, and/or other logical consequences that reinforce safe/respectful behavior. Recess is a time for exercise, fun, and laughter. Games are meant for fun and not to be treated as elite club sports.

## **Library/Media Center**

The Library/Media Center exists to help students and teachers carry out the school curriculum, to assist in research, and to promote an enjoyment of reading.

Students should:

- Understand they are financially responsible for items they check out.
- Understand if an item checked out is not returned or renewed after two weeks, it will be overdue. Students with overdue books at the end of the year will have book fines placed on their Skyward file. This will follow them year to year until it is resolved.

## STUDENT HEALTH

### **Student Health Inventory (CSD Policy [3414](#))**

A Student Health Inventory form is required annually. Registered nurses will create emergency care plans as necessary with parents/guardians.

### **Asthma/Anaphylaxis (CSD Policies & Procedures [3419](#), [3419P](#), [3420](#), [3420P](#), and Form [3420](#))**

Students shall be authorized to self-administer asthma/anaphylaxis medication if the parent/legal guardian and licensed health care provider complete the Authorization for Administration of Medication form: <http://www.camas.wednet.edu/schools-resources/resources/health-wellness>.

### **Students with Life-Threatening Allergies (CSD Policy and Procedure [3413](#), [3413P](#))**

Camas School District is aware that anaphylactic reactions can be life-threatening. Students with life-threatening allergies must have a medication or treatment order in place. Please refer to Life-Threatening Health Conditions.

### **Life-Threatening Health Condition (CSD Policy [3413](#))**

Washington State law (RCW 28A.210.320) directs school districts to require the presence of a medication or treatment order (Authorization for Administration of Medication ) for a child's life-threatening health condition that may require medical services to be performed at school prior to the student's first day of attendance. Please contact the building's registered nurse if your child has a life-threatening condition.

### **Head Lice (CSD Policy & Procedure [3414](#), [3414P](#))**

Camas School District rejects having a no-nit policy and uses head lice guidelines that reflect the best evidence-based management and treatment options. Please review Camas School District Parent Guidelines for Students with Head Lice, which can be found on the district website under "Schools and Resources" > Health and Welfare > Notices.

### **Health Room**

There is a health room at each campus staffed primarily by health assistants with access to district-registered nurses.

### **Immunizations (CSD Policy & Procedure [3413](#), [3413P](#))**

According to Washington State Regulation (WAC-246-105-120), starting with registration for the 2020-2021 school year, all immunization records turned in to schools or childcare centers are required by state law to be medically verified. Complete immunization records or a signed exemption form from a licensed healthcare provider must be turned in at the school on or before the first day of attendance. Forms must be from Washington State and can be found at the district website by going to "Schools and Resources" > Health and Welfare > Forms. See Washington State Department of Health "Vaccines Required for School/Child Attendance"

<http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/> "VaccineRequirements."

### **Keeping Ill Children Home**

Please refer to Guidelines for Keeping Ill Children Home from School, which can be found on the district website under "Schools and Resources" > Health and Welfare > [Health Services](#) > Notices.

**Over-the-Counter or Prescribed Medication At School (CSD Policy and Procedure [3416](#), [3416P](#))**

All medication, including prescriptions or over-the-counter (Tylenol, ibuprofen), requires an Authorization for Medication/Treatment at School form completed by the licensed health care provider and the parent/legal guardian if needed during a school day. This form can be found on the district website under “Schools and Resources” > Health and Welfare > Forms. Do not send the medication with your child. Please contact the health room if you have questions.

**Nutrition Guidelines (CSD Policy and Procedure [6700](#), [6700P](#))**

School Board Policy 6700 stipulates guidelines and advocacy for improved nutrition and fitness practices across our district. The policy can be found on the Camas School District website.

# Appendix A

## ANNUAL PUBLIC NOTIFICATION

### Asbestos Plan

The district engages in a continuous asbestos surveillance program to ensure that there are no asbestos problems or dangers to students and employees. A copy of the Camas School District asbestos management plan is available for review at the district office.

### Child Abuse Prevention (CSD Procedure [3421P](#))

School districts must work with state agencies, including the Office of the Superintendent of Public Instruction, to establish a coordinated primary prevention program for child abuse and neglect. All parents shall be given notice of the primary prevention program and may refuse to have their children participate in the program.

### Child Identification Procedures (CSD Procedure [2161P](#))

The district conducts Child Find activities to locate, evaluate, and identify students with a suspected disability who are residing within district boundaries. Child Find activities apply to children who are not currently receiving special education and related services. Parents having concerns about their child's health, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision can call the district's special services department at 360-833-5570.

### Confidentiality - FERPA (CSD Procedure [3235P](#))

Parents in the Camas School District have the right to confidentiality under the Family Education Rights and Privacy Act (FERPA). The parent or eligible student has a right to:

- Inspect and review the student's education records.
- Request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's education records;
- File a complaint with the US Department of Education concerning alleged failures by the agency to comply with the act's requirements.
- Obtain a copy of the policy, which is available on the district website under About CSD > Policies & Procedures.

### Closed Campus (CSD Policy [3242](#))

Students will remain on school grounds from arrival until the close of school unless officially excused.

### District Attendance Area Transfers (CSD Procedure [3131P](#))

A parent's request for a student to attend a school within the Camas School District other than the one located in their residence area shall be directed to the district office via instructions on the Boundaries and Exceptions webpage. After receipt, district staff will work with administration at the requested school to accept or deny the boundary exception. Applications are considered based on Policy 3141 on a first-come, first-served basis. Each request is considered on an individual basis. The district strives to provide continuity in the educational experience of every child; however, if enrollment increases, so that the student's class is on overload, the boundary exception may be revoked at any time. Requests are approved annually and carry no expectation of future enrollment. Transportation is the responsibility of the parent.

OSPI's Student Transfers webpage answers many commonly asked questions about student transfers. If you have questions not answered via this [LINK](#), please call OSPI at 360-725-6266



**Drug-Free Schools (CSD Policy [5201](#))**

Congress has adopted legislation requiring drug-free schools. A study by the National Commission on Drug-Free Schools indicated that drug and alcohol use among our nation's youth remains widespread. Appreciable numbers of students begin to use alcohol in the elementary grades, and increasing numbers begin to use illicit drugs in middle school. The Camas School District is committed to drug-free schools. The board has established a policy requiring that each student adhere to all the rules of conduct adopted by the district. Failure to do so shall cause corrective action to be enforced by school officials.

**Legislation Regarding Military Recruiters (CSD Procedure [4200P](#) & Policy & Procedure [4260](#), [4260P](#))**

Section 952B of the No Child Left Behind Act, also known as Armed Forces Recruiter Access to Students and Student Recruiting Information, requires schools to provide student contact information to military recruiters and other higher education institutions. However, FERPA protects information about students from being released if parents opt out or require prior consent in writing. Please contact your student's school office for additional information.

**Non-Discrimination Title IX (CSD Policy & Procedure [3210](#), [3210P](#))**

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District #117 does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, participation or the use of a trained dog guide or service animal by a person with a disability, or the Boy Scouts of America. The following employee has been designated to handle questions and complaints of alleged discrimination. Director of Human Resources, Title IX and Compliance Coordinator, amie.stewart@camas.wednet.edu; 360-335-3000 or 841 NE 22nd Avenue, Camas, WA 98607.

**Releasing Information**

Schools may release specific directory-type information - including names, addresses, and phone numbers - without prior parental consent if the school provides notification that it reserves the right to release such information and defines what kind of information will be considered directory information. However, under FERPA, parents must be given the right to opt out of the directory information for release. Though schools may release directory information without obtaining the prior consent of parents, school officials use their discretion as to whether they release such information to third parties. The opt-out form is available [online](#) under Schools and Resources > Forms.

**Pesticides (CSD Policy & Procedure [6895](#), [6895P](#))**

Best practices are used in our school district, such as using pesticides within our buildings and on our grounds. It is our intent to promote a healthy environment for our students, staff, and community. We use minimal applications directed at very specific problems. Our staff members use alternatives when possible. Applications are completed in a manner with minimal chance of direct or indirect exposure. All pesticides are applied under the direction of trained, licensed staff members or contractors. If you would like to be directly contacted prior to an application in or around the building where your student(s) attend, please contact your school office and complete a contact form. More information about our pesticide practices can be found through our Board Policies on the school district website.

**Harassment (CSD Policy & Procedure [3207](#), [3207P](#))**

Harassment can take many forms and can include bullying, slurs, comments, rumors, put-downs, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other electronic, verbal, or physical conduct relating to an individual that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual's work performance or education; or (3) otherwise unreasonably affects an individual's employment or education opportunities.

**Sexual Harassment (CSD Policy & Procedure [3205](#), [3205P](#))**

Sexual Harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual or gender-based in nature or based on sexual orientation and/or gender expression or identity. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person.

### **Staff Intervention (CSD Policy [3207](#))**

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation, or bullying. For minor incidents that staff can resolve immediately or incidents that do not meet the definition of harassment, intimidation, or bullying, no further action under this procedure may be necessary.

### **Incident Reporting and Investigative Process (CSD Procedure [3207P](#))**

Any student who believes that they have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff members are responsible for receiving oral and written reports.

### **False Report (CSD Policy & Procedure [3207](#), [3207P](#))**

To knowingly report false allegations of harassment is a violation of this policy. Persons found to knowingly report false allegations will be subject to appropriate discipline.

### **Title I – Parent Involvement Policy – Elementary Schools (CSD Policy [4130](#))**

Each elementary school that receives Title I funds will develop, with parents, a Parent Involvement Policy that demonstrates how the school supports partnerships with parents and the community to improve student academic achievement. This policy may be obtained by inquiring at your student's school.

### **Limiting Immigration Enforcement in Schools - (CSD Policy & Procedure [4300](#), [4300P](#))**

To view this policy and procedure on the CSD website, go to "About CSD" > "Policy & Procedures" > "Policies" > "4000 - Community Relations" > 4300 for policy and 4300P for procedure.

### **Absences & Truancy (CSD Policy & Procedures [3122](#), [3122P](#))**

Attendance Truancy Reporting: The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.

### **Definitions Of Student Discipline and/or Misconduct (CSD Procedure [3241P](#))**

### **Guidelines For Cellular Phone Use (CSD Policy & Procedure [3245](#), [3245P](#))**

Cellular phone use will align with Policy 3245: Students and Telecommunication Devices.

### **Network Use and Internet Safety (CSD Policy, Procedure & Form [2022](#), [2022P](#), [2022F](#))**

Internet use benefits students' education through access to educational resources otherwise unavailable. General school and district rules for behavior and communications apply. Users should not expect privacy in electronic files stored on school district computers. Network storage areas are the property of the district and may be searched.

The Camas School District intends to provide internet access as a tool for educational activities and does NOT intend to create a forum to discuss "any topic at any time." Students using the district network are not permitted to do the following: Access offensive messages or pictures. Use obscene or defamatory language. Harass, insult, defame, or attack others, damage computers, alter computer systems or networks, violate copyright laws,

use another's password, give out their name, address, or phone number, trespass in another's folders, work, or files, intentionally waste limited resources, or employ the network for commercial purposes.

Violations may result in loss of access and other disciplinary or legal action. All users of the district network are bound by [Policy 2022 - Network Use and Internet Safety](#). Parents will need to give written notification, with the district opt-out form, if they do not wish for their child to have access to the Internet. This form can be found on the CSD website under Schools and Resources > Forms.

# Appendix B

## 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 outlines our school's process for responding to it.

### What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school."

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

### How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([Alleged HIB Incident Report 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 confidentiality, or if you prefer it not to 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 (Assistant Superintendent Derek Jaques, [derek.jaques@camas.wednet.edu](mailto:derek.jaques@camas.wednet.edu)) who 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 action 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 five (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 its 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 two (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 view the district’s Nondiscrimination Policy [3210] and Procedure [3210P].*

### 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 view the district's Sexual Harassment Policy [[3205](#)] and Procedure [[3205P](#)].

## 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 has had on the student at school, including eliminating the hostile environment and making sure that the harassment does not happen again.

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

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

Concerns about discrimination:

Civil Rights Coordinator: **Katie Seidl**, Asst. Director of Teaching and Learning  
Camas School District  
841 NE 22nd Avenue  
Camas, WA 98607  
[katie.seidl@camas.wednet.edu](mailto:katie.seidl@camas.wednet.edu)  
360-335-3000 ext. 74956

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: **Amie Stewart**, Director of Human Resources  
Camas School District  
841 NE 22nd Avenue  
Camas, WA 98607  
[amie.stewart@camas.wednet.edu](mailto:amie.stewart@camas.wednet.edu)  
360-335-3000 ext. 89960

Concerns about disability discrimination:

Section 504 Coordinator: **Allan Fleck**, Director of Student Services  
Camas School District  
841 NE 22nd Avenue  
Camas, WA 98607  
[allan.fleck@camas.wednet.edu](mailto:allan.fleck@camas.wednet.edu)  
360-335-3000 ext. 79974

Concerns about discrimination based on gender identity: **Katie Seidl**, Asst. Dir. of Teaching and Learning  
Camas School District  
841 NE 22nd Avenue  
Camas, WA 98607

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 district board of directors by filing a written notice of appeal with the president of the 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 a 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](https://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: <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://www.ed.gov/>
- Email: [ocr@ed.gov](mailto:ocr@ed.gov)
- Phone: 800-421-3481

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

In Washington, all students have the right to be treated in a manner 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, visit Policy [\[3211\]](#) and Procedure [\[3211P\]](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

**Katie Seidl**, Asst. Director of Teaching and Learning

Camas School District

841 NE 22nd Avenue

Camas, WA 98607

[katie.seidl@camas.wednet.edu](mailto:katie.seidl@camas.wednet.edu)

360-335-3000 ext. 74956



For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information on our [Nondiscrimination page](#).

## Appendix C

### CAMAS SCHOOL DISTRICT NO. 117

#### School Bus Safe Riding Rules

The mission of the Camas School District transportation department is to provide safe, responsible, and reliable transportation for all students. Any behavior that jeopardizes the safety of students and/or the driver will be sufficient cause to begin progressive discipline, which can include the loss of bus riding privileges.

1. All passengers will follow the driver's directions. The driver is responsible for the safety of the bus and all passengers. When transporting classes or teams, the teacher or coach is primarily responsible for the students.
2. To create a safe and respectful environment, students must observe classroom conduct while riding on buses. Students are expected to use quiet talking voices, keep their hands, feet, and objects to themselves, and refrain from teasing and using rude /obscene gestures or language.
3. For their safety, students must sit on the seat, facing forward.
4. When necessary, drivers have the authority to assign seats.
5. Students may put the windows down no further than halfway with the driver's permission. Students must keep all body parts inside the bus windows at all times.
6. Students must remain quiet at all railroad crossings.
7. Due to food allergies and choking hazards, eating and drinking are not allowed on the bus. Students need to assist in keeping the bus clean.
8. Students may only ride their assigned bus. If a student needs to ride to an alternate location, prior approval from the student's school must be obtained, and there must be room on the bus. The transportation office will review any requests to change the route or bus stop location.
9. To prevent injury, students will follow safe loading/unloading procedures. Students must only cross in front of the bus at the driver's direction, never behind.
10. Electronics are an everyday part of the lives of our students. Headphones must be used with all electronic equipment. The bus driver has the right to take away equipment that becomes a distraction or disruption on the bus. The district is not responsible for broken or missing equipment.
11. Students must refrain from carrying or possessing any items that may cause injury to other passengers. Such items include sticks, breakable or glass containers, weapons or firearms, pins protruding from clothing or bags, skateboards, or large, bulky items that cannot be held on a lap

or placed between the legs on the floor. Flammables or illegal substances of any kind will not be allowed.

12. Animals are not allowed on the bus, with the exception of pre-approved service animals.
13. To ensure their safety, all kindergarten students must be received by a parent or guardian at their bus stop. If a parent or guardian is not present or cannot be reached, kindergarten students will be transported to the district daycare program.
14. Emergency evacuation drills will be conducted twice a year.

Please read and review this signed form with your child(ren) and return it to the bus driver.

STUDENT(S) NAME(S) \_\_\_\_\_

SCHOOL \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

## Elementary Parents/Guardians

### **\*\* Sign and Return \*\***

this page to your Student's classroom teacher

#### **Positive Student Behavior Agreement**

We have great kids at \_\_\_\_\_ school! We want all students to learn to manage their behavior and to understand that the choices they make contribute to their success at school. Students have many opportunities to demonstrate their ability to make responsible choices at school. Students should strive to do their best to demonstrate courtesy, cooperation, and respect for all people and property.

Our school guidelines are "\_\_\_\_\_": I am safe, I am respectful, I am responsible, and I am a learner. They frame our expectations for student behavior in all areas of our school. These expectations are explicitly taught, reinforced, and celebrated with students all year. *Please review our common behavior expectations on page \_\_\_\_\_ of this handbook.*

\_\_\_\_\_ believes students deserve to be acknowledged and rewarded for their positive behavior choices. We will celebrate "\_\_\_\_\_" behavior in many different ways throughout the year. At the same time, we know that students need help managing their conduct at times. Our first intervention will be education. Staff will ensure that students clearly know the rules and what is expected of their behavior. Students will get chances to practice positive behavior in various settings around the school. In the event that a student knowingly violates school rules, disciplinary actions may be necessary.

#### **Handbook and Positive Student Behavior Agreement Sign-Off**

I agree to support my student in the 2025/2026 school year by celebrating their successes and holding them appropriately accountable for their behavior choices. I will ensure that they are at school on time, help them be ready to learn each day, and make their academic growth a family priority. We have reviewed the contents of this handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **I am safe | I am respectful | I am responsible | I am a learner**

As a student at \_\_\_\_\_, I agree to do my best to follow the \_\_\_\_\_ behaviors at all times during the 2025/2026 school year. I have reviewed the contents of this handbook and know what the rules are at \_\_\_\_\_ school.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

As a school, we agree to teach our expectations to students and to reinforce these behaviors in positive ways. We will be respectful of all people in all circumstances. We will work hard to keep families informed and strive to nurture a safe and positive learning environment for all students.

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_