



Elementary Handbook

Our district's mission is *Inspiring students to learn, lead, and impact their community and the world.* In this handbook, you will find information regarding policies and procedures that will help us reach this goal.

Please take time to review this handbook with your child(ren). Your familiarity with this document will help you support your child's success at school and offer an opportunity to establish a productive partnership between school and home. Our elementary staff looks forward to working with you this year to provide a safe and productive school experience for your child.

Annual Notifications

Please visit our Annual Notifications web page for important information.

<https://www.enumclaw.wednet.edu/page/annual-notifications-information>

Communications

Communications concerning upcoming events will be sent home by your child's school in a timely manner. Please encourage your children to bring home all bulletins and school notices. We make every effort to keep you informed about school activities. ESD elementary schools will not promote any non-school activities or distribute any paper flyers to students without the approval of the Superintendent's Office. District information can be found on our district's website at www.enumclaw.wednet.edu. We also communicate through social media on Facebook (www.facebook.com/EnumclawSchoolDistrict) and Instagram

(www.instagram.com/enumclawschooldistrict/). School news is also available through local newspapers, such as the *Courier Herald* and *Voice of the Valley*.

An updated emergency communications bulletin will be sent home in October. You can also obtain school closure information at www.enumclaw.wednet.edu, www.flashalert.net, ESD social media channels, or local news stations. The district's messaging system will be used to communicate emergency information to our families via phone calls, text messages, and/or email messages. It is important that your current and primary contact information is up to date so you receive this information in a timely manner.

Community Resource Information

Additional information can be found at <https://www.enumclaw.wednet.edu/page/community-resources>.

- **Alcohol and Drug Helpline** (24-hour)
1.800.562.1240
Or (24 hour)
206.722.3700
- **Black Diamond Community Center**
360.886.1011
- **Boy Scouts of America**
206.725.5200
- **Campfire**
253.854.3676
- **Chamber of Commerce**
360.825.7666
- **Child Protective Services**
1.800.562.5624
- **City of Black Diamond**
360.866.2560
- **Domestic Abuse Women Network**
206.622.1881
- **Domestic Violence Hotline**
1.800.562.6025
- **Enumclaw Aquatic Center**
360.825.1188
- **Enumclaw School District Clothing Bank**
253.740.4699

- **Food Bank/Helping Hands (Enumclaw)**
360.825.6188
- **Girl Scouts**
425.656.9175
- **King County Multi-Service Center (Federal Way)**
253.838.6810
- **Libraries:**
Black Diamond
360.886.1105
Enumclaw
360.825.2938
- **Nexus Youth and Families**
360.825.4586
- **Parks & Recreation (Enumclaw)**
360.825.3594
- **Plateau Outreach Ministries**
360.825.8961
- **Poison Control Center - Seattle**
(They will help identify drugs & give advice.)
1.800.222.1222
- **Rainier Foothills Wellness Foundation**
360.802.3206
- **Seattle-King County Department of Public Health**
206.296.4600
- **Teen Helpline**
206.722.4222
- **Valley Cities (Behavioral Health Care)**
253.833.744

Contact Us

District Principals

Elementary	
Black Diamond Elementary Deserae Bull 360.802.7570	Byron Kibler Elementary Travis Goodlett 360.802.7263

Southwood Elementary Andy Means 360.802.7369	Sunrise Elementary Ashley Ferguson 360.802.7425
Westwood Elementary Scott Meyer 360.802.7620	
Birth to Five Center Stacy Lucas 360.802.7860	
Secondary	
Enumclaw High School Rod Merrell 360.802.7669	
Enumclaw Middle School Lindsay Richter 360.802.7150	Thunder Mountain Middle School Steve Stoker 360.802.7492

Health

Accidents and Illnesses

If a student is injured at school, he/she will be administered first aid when necessary by the health room professional, office personnel or the principal. The parents will be contacted in those cases that are serious enough to warrant communication. If the parent is unable to be reached, the emergency numbers, which have been provided by the parent, will be called to find someone to pick up the child. Please assist us by leaving emergency numbers as well as your doctor's name in case we cannot reach you. If necessary, 911 will be called. Your assistance in providing complete information on the enrollment card and health history form, and keeping it updated, will be appreciated. Please notify the school nurse if your student has a change in health status during the school year.

If your child shows signs of illness, he/she should not be sent to school. It is seldom that a child improves on the way to school and a day at home can often be preventative medicine. Guidelines for keeping your student home:

1. Diarrhea – must wait 24 hours before returning to school
2. Vomiting – must wait 24 hours before returning to school
3. Fever of more than 100 degrees and must stay home until there is no fever, without taking medication, for 24 hours. If they are sent home on Tuesday with a fever, they may not come back to school until Thursday, as long as the fever is gone without using medication.

Common Communicable Diseases

In order to keep you informed, the school nurse will be sending a written notice to parents whenever children in a classroom are exposed to certain common, communicable diseases. These will include, but are not limited to, such diseases as chicken pox, lice, scabies, impetigo, and ringworm. If there is a measles outbreak, even one confirmed case is considered an outbreak, notices will be sent home, and exclusion for non-immunized students will begin.

The notice will include what symptoms to watch for and when they might appear. You can help by notifying the school as soon as you know that your child has a communicable disease.

Immunizations

Washington State law requires that all students must be immunized against diphtheria, whooping cough, tetanus (DPT), polio, measles, mumps, and Rubella (three-day measles), and the three-dose series of Hepatitis B vaccine. The law states that parents must fill out and sign a certificate of immunization status form giving the month and year of each dose of vaccine; or evidence of initiation of a schedule of immunizations; or exemption for medical, personal, or religious reasons (in May 2011, a bill was passed requiring a health care provider's signature for exemptions). The following website includes more information:

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

This form must be filed with the school prior to the child's first day of attendance at school. *If it is not on file, state law requires that the district send parents a letter excluding the child from school.* The state forms are available in each school's office for your use. Required immunizations may be obtained from your doctor or the Office of the Seattle King County Health Department. Be sure to keep a record so you will be able to supply the necessary information.

Medication

It is the policy of Enumclaw School District and Washington State Law not to give any medication (prescribed or over the counter) to students at school except at the request of both the physician
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and the parent. If a child needs medicine three times a day, this can usually be given before school, after school, and at bedtime.

When it is necessary for the staff to administer medication to a child during the school day, these procedures are to be followed:

- a. The parent/guardian obtains the *Authorization for Medication at School* form.
- b. The parent/guardian will send or take the form to the health care provider for orders and signature.
- c. The parent/guardian will complete the bottom of the form and sign it.
- d. The parent/guardian will bring the completed form and the needed medication to school. **(Students are not allowed to transport medication to school.)** The medication must be in the original container, properly labeled, and have a maximum of a twenty-day dose.
- e. Parents/guardians must bring in refills for students if needed.

Students transporting, distributing, or selling prescribed and non-prescribed drugs at school will be subject to appropriate disciplinary action up to and including suspension from school.

The Highly Capable Program

The Highly Capable program is available for students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. The Enumclaw School District identifies a need for Highly Capable services through an evaluation process that includes CogAt testing, and a collection of academic data, teacher input, and student work samples. Students may be recommended for testing by school staff, parents, or community members. The Multidisciplinary Selection Committee considers all recommendations and reviews complete student portfolios after testing has occurred to determine the need for placement.

Once identified, students are offered a continuum of services, from point of entry through 12th grade, that may include, but are not limited to, consultation, pull-out resource classes, differentiation in the regular classroom, and acceleration. Open testing is available for any K-12 student in the fall and the spring of each school year. All 2nd and 5th-graders are screened in the spring to determine the possible need for further evaluation. Identified students in K-2 and 6-12 typically receive services within the regular classroom setting through differentiation or acceleration. All students must have a permission slip signed by a parent or guardian before evaluation or receiving services.

Nondiscrimination | HIB

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

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying.

The district is committed to promoting positive character traits and values, including the importance of civil and respectful speech and conduct, and the responsibility of students to comply with the district's policy **prohibiting harassment, intimidation, and bullying**.

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students; or
- Has the effect of substantially disrupting the orderly operation of the school.

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

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (forms are listed below right) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our

district also has a HIB Compliance Officer, [Stephanie Berryhill](#), who can be reached at 360.802.7113 or emailed using her linked name above, that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you of the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the [district's HIB webpage](#) or the district's *HIB Policy 3207* and *Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in or benefit from, the school's services, activities, or opportunities.

Review 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 review the district's Sexual Harassment Policy [3205](#) and Procedure [3205P](#), visit <https://app2.boardontrack.com/public/4351VZ/documents?categoryId=50359>.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment and making sure that the harassment does not happen again.

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

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

Concerns about discrimination:

Civil Rights Coordinator:

[Stephanie Berryhill](#),

Harassment, Intimidation, and Bullying Coordinator,

Director of Human Relations

2929 McDougall Avenue

Enumclaw, WA 98022

360.802.7113

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator:

[Stephanie Berryhill](#),

Director of Human Relations

2929 McDougall Avenue

Enumclaw, WA 98022

360.802.7113

Concerns about disability discrimination:

Section 504 Coordinator:

[Carolyn Zieske](#)

Director of Student Support Services

2929 McDougall Avenue

Enumclaw, WA 98022

360.802.7104

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator:

[Carolyn Zieske](#)

Director of Student Support Services

2929 McDougall Avenue

Enumclaw, WA 98022

360.802.7104

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board of Directors 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**.

Our School is Gender-Inclusive

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

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private

- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211](#) and Procedure [3211P](#), visit <https://www.enumclaw.wednet.edu/o/esd/page/school-board-district-policies-3000-series>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

[Carolyn Zieske](#)

Director of Student Support Services
2929 McDougall Avenue
Enumclaw, WA 98022
360.802.7104

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information in the above accordion "What can I do if I'm concerned about discrimination or harassment?"

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360.725.6068

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

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360.725.6162

Washington State Governor's Office of the Education Ombuds (OEO)

The [Washington State Governor's Office of the Education Ombuds](#) works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov

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- Email: oeoinfo@gov.wa.gov
- Phone: 1.866.297.2597

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

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800.421.3481

Progress Reporting | Conferences

An important goal of the Enumclaw Schools is to partner with families to support your child's learning. Informal communication with our students' families will occur regularly through the use of e-mail, phone calls, notes, and class work folders being sent home. Formal written progress reports are sent home three times during the year.

Formal parent conferences are scheduled and held at the end of the first trimester in late fall. Additional conferences may be scheduled at the request of the parent or teacher. If you have any questions pertaining to your child's progress or the instructional program that he/she is involved in, please do not hesitate to contact your child's teacher and request a conference.

Registration | Waivers

Registration

Entrance Requirements

Admission to each district school is conducted by the building principal and office manager.

Registration is available online at the Enumclaw School District's website at

<https://www.enumclaw.wednet.edu/page/enrollment-information>. If you need assistance with enrolling, please visit your elementary school office. The entrance age for kindergarten is five (5) by August 31st. Families will be asked to provide a birth certificate, along with an up-to-date immunization record and proof of residence at the time of registration for kindergarten. Students enrolling during the year will begin class the day following their completed registration process to enable their teacher to prepare for their arrival. Immunizations (please see Immunizations section)

Insurance (School Accident and/or Dental Insurance)

This accident and/or dental insurance will be available for you to purchase. A letter and application

form will be sent home with students. More information is available at <https://enumclaw.wednet.edu/page/student-accident-sickness-insurance>.

Waivers

Intra-District Student Transfers

Parents who reside in one ESD school boundary but would like their child to attend another school in our district may request an intra-district transfer. Forms may be obtained at any school or at the district office. The transfer must first be approved by both the resident and nonresident school principals and the superintendent. The parent is responsible for transportation and supervision to and from school. This request does **not need** to be renewed on a yearly basis; however, intra-district transfers can be revoked based on behavior and/or attendance.

Choice Transfers

Parents who live outside of the Enumclaw School District boundaries may apply to have their child attend school in our district. Parents must first obtain a release waiver from the school district in which they reside. This is an online process and our district will be notified when the release waiver has been processed. Approval of the waiver request will be dependent on space availability. **This process must be completed annually.** The parent is responsible for transportation and supervision to and from school.

Student Waiver Status and Positive Attendance

Students attending a specific school on a waiver may have their waiver revoked based on attendance rates. Any student on a waiver who exceeds 18 absences within one school year may have the waiver revoked or may be placed on a conditional waiver agreement based on a positive attendance plan.

School Day Information

Attendance

Regular attendance is essential for successful progress in your child's program. It is important that your child is on time. Children should be in school every day that they are physically able. To miss a day means that the child will miss the introduction or development of some necessary skill. According to the Compulsory School Attendance Law, RCW 28A.225, parents have the legal obligation to ensure that their child attends school on a regular basis.

If a child is not at school, we request that a parent notify the office by 9:30 a.m. The office will be contacting the parents of absent children when a phone call is not received. After an absence, a

pupil should bring a note from home explaining the absence if the parent has not previously called regarding the absence. The note should be dated and signed by the parent and should state the number of days absent and the cause of the absence.

Students arriving late must be checked into the office by the parent/guardian to ensure student safety. If a student has planned absences, please pick up a pre-arranged absence form from the school's main office. Turn in the completed form to the main office prior to the absence.

The following principles shall govern the development and administration of attendance procedures within the District:

Excused absences are absences due to:

1. Participation in a district or school-approved activity or instructional program;
2. Illness, health condition, or medical appointment (including, but not limited to, medical, counseling, dental, or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Absence directly related to the student's homeless status;
6. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency removal); and
7. Principal (or designee) and guardian mutually agreed upon the approved activity.

The principal or designee may only grant permission for a student's absence, providing such absence does not adversely affect the student's educational process.

Required Conference for Elementary School Students

If an elementary school student has five or more excused absences in a single month during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. 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. A conference is not required if (1) a pre-arranged absence form has been submitted or (2) if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework. A conference with the parent or guardian will be scheduled after three unexcused absences within any month during the current school year. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause of the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.

Attire

Personal appearance can have a positive effect on children. Students are expected to come to school clean and neat. We encourage students to wear closed-toed shoes to participate fully in recess and PE. It is helpful for parents to assist their children in choosing the proper clothes to wear.

We ask students not to act in a way that will detract from other students attempting to learn. As a result, all students are asked not to wear school clothing advertising tobacco, drugs, liquor, weapons, gang affiliation, or displaying foul language. Students shall not wear anything that bares or exposes private parts or undergarments when standing, sitting, bending, or walking. For safety reasons, we also ask that students not use the wheels on the “heelie” shoes while on school property/buses. Students need to come to school with clothing appropriate for the weather.

Behavioral Expectations

The entire staff of the Enumclaw Elementary Schools has a goal of establishing an atmosphere in which children will feel safe and secure while providing maximum opportunities to learn.

In an effort to accomplish this goal, we have developed common expectations for student behaviors as follows:

- Be safe
- Be responsible
- Be respectful

Our philosophy is designed to help us foster academic excellence, develop students' full potential, and build self-esteem. Listed below are our beliefs regarding each area.

A. To foster academic excellence, we

- work to provide an environment where students learn successfully.
- believe ALL students can learn.
- strive to foster intrinsic motivation and a love for learning.

B. To develop full potential, we

- communicate high expectations for all students.
- diversify learning experiences.
- encourage parent involvement in the learning process.
- instill in students a belief that they can learn.
- set goals and help students set goals.
- evaluate our goals.

C. To build self-esteem, we

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- expect positive teacher/student interactions.
- will teach at appropriate levels.

Discipline

With regard to student discipline, district staff members will apply a problem-solving approach to help students with issues that may be contributing to behavior problems, regardless of what other measures may be taken.

Along with the school-wide expectations listed, fighting, possession, or use of alcohol, tobacco, vaping tools, and/or narcotics, and the disruption of the educational process represent exceptional misconduct that negatively impacts the learning environment for all students. Any demeaning form of hazing, harassment, or bullying that is related to school issues and is used to initiate or humiliate also constitutes an offense of exceptional misconduct. These offenses may be punishable by suspension and/or expulsion on a first offense.

Firearms/Weapons

Firearms/weapons are not allowed in school, at school-sponsored activities, on school grounds, facilities, or school-provided transportation.

Dismissal

For the welfare and protection of your child, your cooperation in the following areas will be appreciated:

1. Children leaving the school during the day must bring a signed note from a guardian documented in the school records, permitting us to excuse them.
2. ANYONE CALLING FOR A CHILD MUST COME INTO THE OFFICE TO SIGN THE CHILD OUT.
3. For the safety and protection of your child, a note must be sent to the school if your child is to go home in a manner or with someone other than their normal plan. Students without such notes will be sent home in the customary manner to the normal location. If you have a change in plans and did not send your child with a note, please call or check in with the office.
4. Students not involved in school-sponsored after-school activities are to leave campus upon dismissal.
5. It is encouraged that any changes to dismissal are requested **at least one hour before the end of the school day (2:30 M - TH, 1:15 F)** to ensure safe and reliable communication.

Early Dismissal Due to Emergency School Closure

On rare occasions, school may be closed before the regular dismissal time because of power failure, weather conditions, or some other event that forces school closure. Parents should prepare children for this possibility and have procedures worked out with their children in the event school is closed early or unexpectedly. The Emergency Early Dismissal Procedures Form should be completed,

returned to school, and updated as information changes to enable the school to provide for your child's safe dismissal in case of an emergency. Parents are advised to review the early dismissal procedures outlined in the form. Please listen to the radio during bad weather and expect a call from the District messaging system or check the Enumclaw School District webpage and/or district social media posts for information during inclement weather.

Field Trips

Field trips may be used to supplement and enrich the curriculum. Parents are always notified in advance of each field trip. Students will be required to turn in a signed field trip permission slip for each trip. Siblings cannot be included on school field trips.

The majority of field trips will be taken on school district buses; however, individual classes may use parent drivers to transport on field trips. Parents will be notified of the planned type of transportation. Parent drivers will be required to have a current driver's license and provide certification of liability insurance, have a working seat belt available for each student to be transported, and complete a volunteer application form. Parent chaperones are frequently needed to assist with field trip supervision. All chaperones must be approved through the volunteer application process for the current school year. We recommend that volunteers turn in their applications at least a month before a field trip.

Food and Drink

Student Drinks in the Classroom Setting

Students are allowed to bring water bottles into the classroom to drink throughout the school day. Water helps us stay hydrated and focused, and it's the best choice for our school environment. By keeping other drinks (soda, coffee, juice) out of the classroom, we can ensure each child has a healthy choice for the learning environment. Water is the only approved drink for the classroom setting.

*If students are expected to eat lunch or breakfast in their classrooms, other beverages will be allowed during that time.

Hours of Operation

All of our elementary school regular hours are 9:00 am - 3:30 pm. Doors open at 8:45 a.m., and we ask that students not be on campus before this time, as no adult supervision is available. If you wish to contact your child's teacher, please call within one-half hour before or after the above-listed hours of operation. Please note: school will be dismissed at 2:15 p.m. every Friday for Professional Learning Communities.

Lost and Found or Damaged School Property

Articles of clothing or other items found on the school grounds are brought to the Lost and Found. We have unclaimed articles at the end of every school year. If your child loses an item, encourage him/her to check our Lost and Found. Parents are equally welcome to check the Lost and Found for missing articles. Periodically throughout the year, often before extended breaks, unclaimed articles are given to worthy organizations.

Students and parents are responsible for library books, textbooks, and other school property. Report cards will be issued when books and property are paid for or returned in good condition. Appropriate fines will be levied to compensate for lost or damaged materials.

Lunch Program

Hot breakfast and lunches are served daily. Breakfast is served from 8:45-9:00, and students are encouraged to arrive at breakfast by 8:50. Sack lunches are offered on all of the early release days except the last day of school in June. Deposits to students' meal accounts can be made before school starts each morning. Meal prices* for the current school year are as follows:

- Elementary breakfast: \$2.25
- Elementary lunch: \$4.00
- Elementary milk: \$0.65
- Secondary breakfast: \$2.50
- Secondary lunch: \$4.25
- Secondary milk: \$0.65
- Adult breakfast: \$3.50
- Adult lunch: \$6.50
- Reduced breakfast: No charge
- Reduced lunch: No Charge
- Reduced milk: No charge

****Free meals are provided for all students at Black Diamond Elementary, Byron Kibler Elementary, Southwood Elementary, and Sunrise Elementary***

Any amount of money can be credited to your child's account, which can be used to purchase milk, breakfast, and lunch. Student lunch account balances can be checked online through the Family Access program. You can also make direct deposits into your child's account through Family Access. Please contact your school office for more information.

Applications for free lunch must be completed each year and will be sent home the first week of school. Applications are also available at the school office and on the Nutrition Services webpage

(www.enumclaw.wednet.edu/page/nutrition-services). Menus are sent home from the school each month. The menu is also available on the district website at <https://enumclaw.nutrislice.com/menus-eula>.

Parties

Birthday Recognition

Birthday parties will not be held at school; however, simple treats may be pre-arranged with the teacher. Invitations may not be distributed at school unless all students in the class are invited. The delivery of flowers, balloons, and other gifts to students at school is highly disruptive. Such individual celebrations are strongly discouraged due to the interruption of the educational program and the difficulty caused for the student attempting to manage such gifts at school. If such gifts are delivered to school, the student will be called to the office to receive the item, but it will need to remain in the office until the end of the day. Parents will need to arrange to pick up and transport the balloons or flowers home, as they cannot be taken on the school bus.

Parties

Several times during the school year students celebrate holidays, participate in programs, or plan parties in the classroom. If, for personal reasons, your children cannot participate in such school activities, a note addressed to the teacher or principal will inform us of the parents' desires, and other arrangements can be made.

Treats at School

All treats brought to school (including birthday treats) must be store-bought. Please contact your child's teacher regarding students with food allergies.

Personal Property

To avoid lost, broken, and stolen items, keep all personal toys, cards, and playground equipment at home. If personal items are brought to school, items will stay in students' backpacks.

Pictures

Individual student pictures will be taken in the fall, and the packets will be available to you in advance of the holidays. Group class pictures will be taken in the fall or spring. Information will be sent home with your students.

Visitors

Students are not permitted to bring children who are not enrolled to visit the school. Visitors coming to our buildings for a school event or at the request of a staff member need to register at the office and wear a visitor badge.

For a visit that is not school or staff-initiated, the visitor should make an appointment with the principal to arrange a mutually beneficial time for both the visitor and staff. When the visit has been arranged, the guest will need to register at the office and wear a visitor badge.

Volunteers

Volunteers must complete the application process each year and be approved. The volunteer application is available on the Enumclaw School District's website (<https://enumclawvolunteers.hrmlplus.net/Home.aspx>). **Parents/guardians must be district approved volunteers** to eat lunch with their child or visit the playground to join their child at recess. Please contact the school for more information about volunteering at school.

Student Transportation

Bicycles and Scooters

Bicycles and scooters may be ridden to and from school with the following guidelines:

- a. No student riding a bicycle or scooter should arrive before 8:45 a.m.
- b. Upon arriving on the school grounds, the student is asked to walk his/her bicycle or scooter to the bike rack and secure it with a lock.
- c. Students are required to wear bike helmets according to King County ordinance for bikes, and for the safety of students riding scooters, we ask that he/she wear a helmet as well.

From a safety standpoint, it is imperative that proper behavior be strictly adhered to while riding or walking to and from school. Parents will be notified of infractions or any consequences.

Private Vehicles

When students are delivered to school or picked up following school by private vehicle, drivers are requested to not block the bus lanes and honor the spaces marked for the Handicapped. **Students should not be delivered to school before 8:45 a.m.**

Persons picking children up, other than their own family, must have written notice of consent from the child's parents. The child must be signed out from the school office if leaving during the school day.

School Buses

The majority of our students ride the school buses. From a safety standpoint, it is imperative that proper behavior be rigidly adhered to at the bus stops as well as during the ride on the bus. Parents will be notified of infractions or any consequences.

Students are expected to be at the bus stop five minutes prior to the bus time; however, students who arrive too early tend to have problems caused by too much unsupervised time. Please work with your student to develop a schedule that will allow them to arrive at the bus stop in time, but not so early as to create a problem at the bus stop.

All children will be expected to ride their assigned bus regularly. **If it is necessary for your child to ride a bus other than the regularly assigned one, please call the school office. Permission will depend on the seating capacity of the bus.** A bus pass will be made out in the office for the child to give to the bus driver. If your child normally rides a bus, exceptions to this procedure will require a note to the teacher. Any questions should be directed to the Transportation Department at 360.802.7232.

School Bus Rules

The bus driver is in full charge of the bus and will be treated with courtesy and respect.

1. Students must **stand completely off the roadway** while waiting for the bus. Board and depart the bus in an orderly manner. **Cross only in front** of the bus after receiving consent from the bus driver.
2. Every student will get on and off the bus at his or her regular stop unless permission is given beforehand by school authorities after receiving a note from a parent/guardian, which contains the address of the temporary stop.
3. Students are to **remain seated** while the bus is in motion. **Ask permission** before **changing seats**. Only items that can be held comfortably on your lap are allowed on the bus.
4. Classroom conduct will be observed while on the bus. **Seat must be shared. Eating, drinking, and gum chewing are not permitted.** Fellow students will be treated with courtesy.
5. Keep hands, heads, and feet inside the bus. **Get permission** from the driver before **lowering the windows**.
6. The possession or use of **tobacco, vaping tools, alcohol, and drugs is prohibited. Matches, lighters, glass, skateboards, sharp items, and flammable items** may not be brought onto the bus.
7. Service animals are the **only animals allowed** on the bus.
8. All students must actively participate in emergency evacuation drills. In the event of an emergency, evacuation procedures will be followed.
9. **Cell phones** are not to be used on the bus.

RIDING THE BUS IS A PRIVILEGE that may be suspended at any time for inappropriate or dangerous behavior. Student misconduct will be a sufficient reason for transportation to be discontinued. Students and their parent/guardian will be held financially responsible for any act of vandalism. The following consequences will be implemented should discipline become necessary:

Incident #1: Verbal Reprimand with a seat assignment and parent contact by the bus driver.

Incident #2: Discipline Report with parent contact by the bus driver. (Elementary)

Additional discipline reports will be referred to the building principal or designee for investigation. Corrective actions, if necessary, will include:

Discretionary Discipline: When a student's misconduct is of a minor nature, which does not jeopardize the safety or welfare of other students or the operation of the bus.

Suspension: When a student's misconduct is deemed to jeopardize the safety of bus passengers and operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.

Expulsion: When a student's misconduct is of a nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e., student assaulting the driver).

Walking

Parents are encouraged to instruct their children in proper walking procedures. **All students who walk should not arrive before 8:45 a.m.** Children must follow the directions of the School Safety Patrols.

Special Services

Enumclaw School District offers a variety of special programs to meet the needs of preschool and elementary school children. All are provided at no cost to the parent.

For more information regarding any of these programs, contact the Special Services Office at 360.802.7125.

Child Development Screening

The Enumclaw School District conducts Child Find screenings regularly to find and identify preschool-age children who may have developmental delays. Parents of all three to five-year-old

children who suspect a delay are encouraged to sign up for a screening. Contact the Birth to Five Center at JJ Smith at 360.802.7860 for an appointment.

Elementary Special Education Classes

Each elementary school has a special education resource program. Children who qualify for special education are provided specialized instruction for a portion of their school day. Teams of staff and families develop an individualized education program (IEP) for the students who qualify for services.

Independent Learning Center (ILC) programs are located in all elementary schools. These programs serve students with significant disabilities, requiring a more restrictive and supportive learning environment.

Multilingual Learner (MLL)

Elementary students with limited proficiency in English receive instruction from trained MLL paraeducators who are supervised by a certificated MLL instructor. Students are referred and evaluated according to state requirements to determine qualifications and receive services in a pull-out or push-in model.

Home/Hospital Instruction

Children who will be absent from school due to illness, surgery, or injury for a period of four consecutive weeks may be eligible for a tutor. Parents are urged to contact their school counselor as soon as they are aware their child may be absent for an extended period of time.

Special Education Preschool

The Enumclaw School District provides a preschool program for children with disabilities ages three to five. Children who have significant deficits in speech and language development, motor skills, cognitive ability, or social/behavioral skills may be eligible for services. A parent, physician, or any concerned person may initiate a referral. Children who qualify for services are provided with a preschool program.

Speech Language Pathologists (SLP)

A Speech Language Pathologist (SLP) provides speech and language services to eligible students in each building. Contact the SLP at the school your child attends for more information.

An SLP provides speech and language services to eligible students in each building. Contact the SLP at the school your child attends for more information.

Student Information | Student Records Access | Student Rights and Responsibilities

Student Information

The following may be used by the school to share information about events for publicity unless a student's parent/guardian requests in writing that the following information may not be released:

- the student's name
- participation in officially recognized activities and sports
- yearbooks
- photographs of school events and other similar information

Procedures to request that any or all of these categories of information be excluded are available in the school office.

Student Rights and Responsibilities

In addition, parents need to be aware that failure to comply with the following rules printed in Student Rights and Responsibilities will lead to suspension from school and/or expulsion from school by Board action.

Appropriate conduct and good discipline are important in making every student in the Enumclaw Elementary Schools feel safe and secure. As our students grow and learn they need to learn how to make appropriate decisions and to understand that there are consequences for making inappropriate choices. Each school and classroom has specific rules that implement these expectations. It is important to become familiar with these rules. If you have any questions, please be sure to talk with a teacher or the building principal. Students and parents need to be aware that failure to comply with the following rules printed in Student Rights and Responsibilities may lead to suspension from school and/or expulsion from school by action of the Board of Directors.

A student of the Enumclaw School District shall:

1. Not act or cause others to act in any manner that would disrupt the educational process.
2. Attend all classes and be prepared for class as required by the teacher.
3. Act in a courteous and respectful manner to all students, teachers, employees, and visitors.
4. Dress and appear neat and clean in a manner that will not disrupt the educational process nor threaten the health and safety of yourself or others.
5. Not say, write, or in any other way use vulgar, profane, obscene, or sexually explicit language, pictures, or acts.
6. Identify yourself by name, upon request, to any school district personnel or authorities.

7. Immediately comply with the reasonable request of school district personnel or authorities.
8. Not commit or participate in the commission of any criminal act. (Specific areas: Arson, Assault, Burglary, Drugs and Alcohol, Explosives, Extortion, Blackmail, Coercion, Dangerous weapons, Theft, Malicious mischief, Trespassing, Vandalism, Unlawful interference.)
9. Not harass or intimidate any other student, teacher, or school district employee.
10. Not smoke, use, or possess tobacco, vaping tools, or tobacco products on school property.
11. Not leave the school grounds from the time of arrival to the end of the school day unless officially excused.
12. Not participate in secret clubs or groups.
13. Not possess, sell, or use any drug paraphernalia.
14. Not possess matches, lighters, fireworks, bullets, caps, and other combustible materials.

Public Access to Student Records

The superintendent of the school district is the official public records coordinator. The principal shall serve as the public records custodian at each location where district records are kept in accordance with district policy.

Visit our Public Records webpage for more information
(<https://www.enumclaw.wednet.edu/page/public-records-request>).

Technology

Cell Phone Policy

The Enumclaw School District enforces school board policy 3245, and our school will no longer allow student cell phones or personal earbuds/headphones during instructional periods throughout the school day.

[ESD Board Policy 3245](#): Students and Telecommunication Devices
[ESD Board Policy Procedure 3245P](#)

Elementary schools will continue to enforce this policy as stated here in the elementary student handbook: *All cell phones, iPods, cameras, and other electronic devices must be turned off and out of sight during the school day, unless under the supervision of a staff member. If a student wears a watch phone, it should not be used for communication, recording, or games. After the second misuse, watch phones will need to be turned off and put in the backpack during the school day.*

As always, we understand that our students have individualized needs, and we will provide accommodations as necessary or required on an individual basis.

Why We Are Making This Change

Cell phone usage in classrooms has significantly changed the dynamics of the learning environment and student behavior. For the past twenty years in the Enumclaw School District, we have been permissive in allowing students to bring their own devices and access them during the school day. However, our middle and high school educators and administrators have observed and shared various challenges that have prompted a re-evaluation of our school cell phone practices.

This decision aims to foster a more focused and engaging learning environment free from distractions. Additionally, it is grounded in research that indicates that unrestricted cell phone usage in schools is linked to lower academic performance and student well-being. The [surgeon general](#) has also stated that social media is a contributing factor in the mental health crisis among young people. We believe this change will benefit our students academically and socially.

- Increase engagement and academic performance
- Promote connection
- Reduce distractions
- Improve social interactions
- Decrease anxiety and other negative impacts on mental health
- Set our students up to succeed

How We Are Implementing This Change

We understand that this may require some adjustments. We can assure you that we are placing our emphasis as a district on building relationships and focusing on learning rather than punishment. Our middle schools and high school will begin the school year with a two-week grace period that will include teaching lessons on why the change is being made and communicating expectations and consequences. Full implementation will begin September 13th. More detailed information will be shared by your school in the coming weeks. We appreciate your support and cooperation. If you have any questions or concerns, please feel free to contact your school administration.

Partnering With Families

Our goal is to work collaboratively with families, teachers, and staff, supported by clear, well-enforced policies and accessible resources, to ensure our students thrive both academically and emotionally. To view additional research and family resources, please visit our website:

<https://www.enumclaw.wednet.edu/article/1699984>

Electronic Devices and Internet Opt-Out Process

The Enumclaw School District recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The District also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Due to the vast amount of educational information found on the Internet, the Enumclaw School District will be providing your student with the ability to access the district network and the Internet. The Internet provides students opportunities to use technology for important purposes in school, just as individuals in workplaces and other real-life settings use these tools. In addition, students are provided access to various third-party websites, applications, and other online resources to support student learning.

With this educational opportunity comes responsibility. It is important that both you and your student read the school district procedures and policies related to Internet access and that you discuss them. The rules governing the code of conduct for the use of technology and electronic resources by students are included in the Enumclaw School District Responsible Use Procedure (ESD Board Policy [2022P](#)), which can be found in the school board website (<https://app2.boardontrack.com/public/4351VZ/home>)..

When your student is given an account and password to use on the network, it is important that the rules are followed. Inappropriate use may result in disciplinary action, including suspension, expulsion from school, and suspension or revocation of network and computer access privileges.

If you DO NOT want your student to access the Internet while at school, please complete the “Internet Opt-Out Information” form, #2022F (available at <https://app2.boardontrack.com/attachment/publicDownload/391063?s=4351VZ>) and return it to your student’s school main office. If, at any time, you would like to rescind your decision and change your permission, you must let the school know in writing.

All cell phones, iPods, cameras, and other electronic devices must be turned off and out of sight during the school day, unless under the supervision of a staff member. If a student wears a watch phone, it should not be used for communication, recording, or games. After the second misuse, watch phones will need to be turned off and put in the backpack during the school day.

Students are responsible for the personal devices they bring to school. The District shall not be responsible for the loss, theft, or destruction of devices brought onto school property. For privacy and security reasons, students are not allowed to photograph or film other students at school.