

Boistfort School Parent/Student Handbook

2018-2019



Parent/Student Handbook

Boistfort School

Mission Statement:

It is the mission of the Boistfort School District, in partnership with parents and community, to empower each child to achieve his or her fullest potential to become a lifelong learner and responsible citizen. We are committed to fostering high expectations and promoting positive attitudes to achieve equity and excellence in a safe and nurturing environment.

Motto: “Good Things Happen Here!”

Welcome to the 2018-2019 school year! The beginning of a school year is a time of anticipation and excitement for our families and for our staff. We have been working hard to prepare for your arrival and for the new school year. We are committed to providing a high quality educational environment that makes a difference for each and every one of our students. Good things are happening at Boistfort School!

This is *your* school and we welcome and encourage your involvement. The saying “it takes a village to raise a child” applies to all of us. Your involvement does make a difference. There are many ways that you can become involved. Please stop by and visit any time to offer your ideas and learn how you can help your child and your school. PTO is a strong and active parent group and they would love to have you as a member.



We have a dedicated and excellent group of teachers and support staff that are here to help your child every day. That becomes a difficult task if your child is not at school. One of the most important things you can do as a parent is to make sure that your child is at school. Not only is it the law, it is the foundation upon which your child’s work and study habits will be built. A child who misses school misses learning and begins to not see the value of education. You are your child’s first teacher; make school a priority.

As the district leader, I am here to serve you in any way I can to make your child’s school year one that is safe, productive, memorable and chalk-full of learning. I am sure that we have the same goal and that is to prepare our kids for any challenges that the future may hold for them.

I look forward to meeting each and every one of you. Thank you for letting us “borrow” your most precious gift – your child. *Mrs. Criss, Superintendent/Principal*

READ, READ, READ

Telephone:

360-245-3343 Fax: 360-245-3451

Students are not summoned to the telephone during class except in cases of emergency. Messages will be conveyed to the student via notices from the office. Students are not permitted to make phone calls except in cases of emergency, and the staff member/office will make that determination.

Visitors:

For the safety and security of guests and students, visitors are required to check in at the office upon arrival at Boistfort School. In the office, visitors are asked to **sign in and visibly wear a visitor sticker.** Upon departure, visitors are asked to return to the office to **sign out.** Parents are not only welcome, but are encouraged to visit Boistfort School.

Boistfort School students are not permitted to bring student guests to school because it distracts from the normal flow of educational activities in the classrooms. If there are extenuating circumstances involving student guests, these should be discussed with the superintendent or her designee.

NON DISCRIMINATION STATEMENT

Boistfort School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination.

Civil Rights Coordinator's Name: Christopher Clark, cclark@boistfort.k12.wa.us, 983 Boistfort Road, Curtis, WA 98538, 360-245-3343.

Title IX Officer's Name: Christopher Clark, cclark@boistfort.k12.wa.us, 983 Boistfort Road, Curtis, WA 98538, 360-245-3343.

Section 504 Coordinator's Name: Christopher Clark, cclark@boistfort.k12.wa.us, 983 Boistfort Road, Curtis, WA 98538, 360-245-3343.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of our district's nondiscrimination policy and procedure (5010), contact the district office at 360-245-3343.

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or:
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature

- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault.

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of our district's sexual harassment policy and procedure (3210 and 5011), contact the district office at 360-245-3343.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with the principal or with the school district's Civil Rights Coordinator (listed above). This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint-by mail, fax, email, or hand delivery- to the district superintendent or civil rights compliance coordinator.

Step 2. School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days – unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3. School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal the determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response – unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. SE, Olympia, WA 98504-7200

For more information, visit the Equity and Civil Rights website or contact OSPI's Equity and Civil Rights Office at 360-725-6162/ TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 TDD: 1-800-877-8339 OCR. Seattle@ed.gov

Washington State Human Rights Commission

1-800-233-3247 TTY: 1-800-300-7525

“We believe in a safe and caring environment where we demonstrate pride in our school, and we treat each other with dignity, honesty, kindness and respect.”

**SCHOOL ADMINISTRATION
BOISTFORT SCHOOL DISTRICT #234
983 BOISTFORT ROAD
CURTIS, WA 98538**

BOARD OF DIRECTORS

District 1 Director: Katherine Humphrey
District 2 Director: Kristi Tracy
District 3 Director: Ruth Peterson
District 4 Director: Erin Peplinski
District 5 Director: Eric Millam

Superintendent: TBD

Principal: Christopher Clark

Certificated Staff:

Ms. Lee
Mrs. Smaciarz
Mr. Webb
Mrs. Kaut
Mr. Watt
Mrs. Ramacher/Mrs. Olson

Preschool:

Mrs. Dykstra and Mrs. Johnson

Classified Staff:

Mrs. Duncan
Mrs. Carter
Mrs. Gildersleeve
Mrs. Harr
Mrs. Clark

Bus Drivers:

Mrs. Dykstra
Mr. Mahler
Mr. Rain
Mr. Webb
Mrs. Rain

Nurse: Mrs. Nelson (½ day per week)

Maintenance: Mr. Rain

Custodian: Mrs. Huber

Office Secretary: Mrs. Fagernes

Cook: Mrs. Edeburn

Business Manager: Mrs. Watt

School Hours

Breakfast begins 7:30 a.m. Breakfast is available until 8:15 a.m.
First Bell 7:50 a.m.
School Begins 7:55 a.m.

AM Recess (K, 1, 2, 3, 4, 5) 9:45 a.m. – 10:00 a.m.

First **LUNCH** (K, 1, 2, 3, 4) 11:20 a.m. – 11:40 a.m.

First **RECESS** (K, 1, 2, 3, 4) 11:40 a.m. – 12:00 p.m.

Second **LUNCH** (5, 6, 7, 8) 11:55 a.m. – 12:15 p.m.

Second **RECESS** (5, 6, 7, 8) 12:15 p.m. – 12:30 p.m.

**Parents are welcome to join us for lunch. If you do plan to eat at school, please call by 8:30 a.m.

OFFICE STAFF ARE NOT AVAILABLE DAILY FROM 11:30 AM – 12:30 PM
(we are helping with student lunches)

PM RECESS 1:30 p.m. – 1:45 p.m.

Dismissal first bell – clean-up 2:35 p.m.

Dismissal 2:40 p.m.

Early Release 12:00 p.m. (lunch is served on Early Release).

- When you arrive at school, please remember that breakfast is your first priority. All students go to the cafeteria upon arrival at school.
- If you come to school late, a parent or guardian ***must*** come into the office and sign you in. You will need to present a late pass to the teacher and you will need to let the office know if you are having hot or cold lunch.
- As a SAFETY measure during the school day, parents or guardians ***must*** come to the office and **sign you out** before they can pick you up to leave early. You will be called to the office upon parent arrival.
- ***Important note to parents*** ~your child's safety is our main concern. If you call with after school changes **after 1:30 p.m.**, we may not be able to get the message to your child. Please make **EVERY** attempt to call prior to 1:30 p.m.
- To count for the classroom attendance incentive, students must arrive by 8:15 a.m.

ATTENDANCE

The single most important factor contributing to student achievement is school attendance. Learning builds day by day. A child who misses a day of school also misses a day of learning. Absent students miss out on core content, important class discussions, raised questions, explanations, teacher time, group work and much, much more.

At BOISTFORT, we have a tradition of working together to ensure the success of each student. Please support good school attendance by:

- talking with your child about the importance of attending school EVERY day.
- not scheduling family trips and appointments during school hours.
- making sure that your child is well-rested and ready for learning.
- discussing what happened at school each day, supporting school rules and consequences.
- showing pride in your child's accomplishments and displaying school work in special places.

Washington State truancy laws (RCW 28A.225.010) require school district to take action when students ***reach ten (10) absences during the school year. Daily late arrival and early exit are also part of the truancy law.***

We follow Washington State law when dealing with excessive absences and tardies. Excused absences are outlined in RCW 28A.225.010:

These are:

- unplanned – when a child's personal illness or injury, or the illness and/or death of a family member prevents the child from attending school. The school should be notified immediately and a signed excuse must accompany the child upon his or her return to school.
- Planned – when a child must attend a doctor or dental appointment, religious activity or special event during the school day. When a parent or guardian submits a request and receives approval from the Principal prior to a family trip.

ALL other absences from school are considered unexcused.

Please communicate with us when you are struggling with school attendance so that we can support you.

If your child is absent from school, please notify the office by note or by phone. If you do not notify us, the absence will be considered unexcused and you and your child will be subject to truancy rules.

Emergency Information

All students will take home an emergency information form during the first week of school. This information is crucial for us to maintain your child's safety.

It is vital that the school knows where you can be located during the day; ***please be sure that we have an accurate phone number where you can be reached.*** Having alternate phone numbers are extremely helpful. If you have a change of address or phone, please notify the school office.

Field Trips

- Field trips are often an extension of academic learning. It is a privilege to leave the school campus and appropriate behavior is expected at all times.
- Students can go on a field trip **only** if they have written permission from their parents or guardians.
- Students with excessive tardies and/or absences may be denied the opportunity to attend a field trip.

BOISTFORT BEHAVIOR SUPPORT SYSTEM

The staff at Boistfort are committed to a safe, respectful and caring environment for all of our students. We have established schoolwide expectations for the following:

MONTHLY CHARACTER TRAITS

• Before School	September	Respect
• Bathrooms	October	Decision Making
• Cafeteria	November	Problem Solving
• Library	December	Being Helpful
• Computer Lab	January	Goal Setting
• Hallways and Common Areas	February	Friendship
• Playground	March	Improvement
• Assemblies and Special Events	April	Cooperation
• Bus	May	Perseverance
	June	MVP

We encourage students to exhibit “Brave Pride” by following expectations and setting good examples. Special assemblies are held to acknowledge academic achievement as well as safe, respectful, and responsible behavior.

Mistakes are a natural part of being human. When a student makes a mistake, we use that as a chance to reteach them and reinforce the correct action. We hope you understand and will support this important element of growing up and learning how to make good decisions and solve problems. If the mistake that a child makes harms another person, is severe in nature, is illegal or immoral or is ongoing, parents will be involved as they are critical to the learning process. While you will not be contacted for every mistake your child makes, the adult that is dealing with the situation may contact you. While we cannot, by law, share with you the discipline imposed on another student, we will let you know that we are dealing with the issue. We know this may be frustrating and want to reassure you that the privacy of all students is taken seriously by our staff. Trust is a privilege to earn and we hope that we earn your trust in working with your child.

We encourage parents or guardians to review our expectations with their child(ren) so they can practice them and be a winner wherever they are.



HEALTH AND WELLNESS

Not feeling well:

- If your child is sick and cannot come to school, be sure to call the school at 360-245-3343. We are concerned if we do not hear from someone and may have to call a parent or guardian at work.
- If your child is sick once they get to school we will call those listed on the emergency contact list. If your child has a fever they will need to go home. If they wake up in the morning with a fever, vomiting or diarrhea they will need to stay home until they are fever free, without medication, for 24 hours.

Medicine:

- Schools are NOT allowed to give a child medicine unless parents have filled out paperwork.
- If at all possible, medications should be given at home, either before or after school. If medication is to be given at school, the following must be done:
 1. The medication must be in the original container—most pharmacies will supply two medication bottles.
 2. The medication must be accompanied with a “medication at school” form signed by a doctor or a dentist.
- This applies to both prescription and over-the-counter medication (such as Tylenol and cough syrup). These regulations are mandated by state law as interpreted by the Office of Supt. of Public Instruction and the Department of Health.
- Do NOT send medicine to school in your child’s backpack.

Head Lice:

- The big name for lice is “pediculosis”. The little critters are considered a nuisance disease and need to be dealt with in order to keep our schools clean and safe.
- Periodic checks will be made by school personnel for head lice and/or their eggs.
- If live lice or eggs (nits) are present, you will be notified. Your child will be sent home at the end of the school day, unless you choose to come and pick them up.
- Your child will be allowed back in school once the office has determined that treatment has occurred.
- The best and safest way to prevent getting lice is to remember to NEVER share hats, scarves, coats, combs, brushes, etc.
- Our office staff are here to help you if you have a concern that your child may have head lice. Please contact Mrs. Fagernes for assistance.





SAFETY CONCERNS AND DRILLS

Emergency Drills

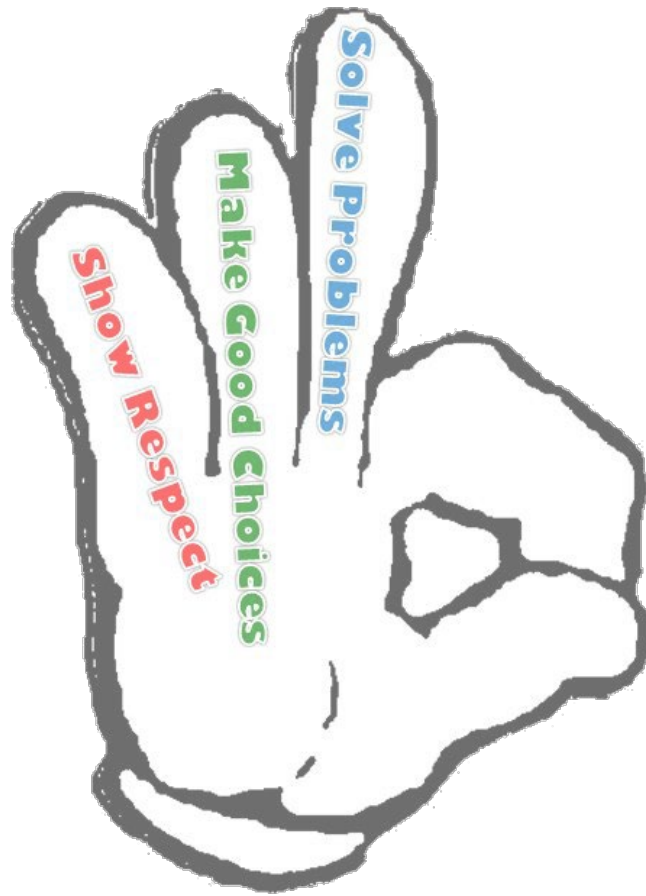
We will be conducting a variety of safety drills throughout the school year:

- FIRE – We evacuate the building, meeting in a designated location
- EARTHQUAKE – We take cover before leaving the building and meet in a designated location
- LOCKDOWN – Your teacher may lock the doors, cover the windows or move students to a secure location in the building
- STAY-PUT – Students may have to stay in the classroom, lunchroom or designated location until the emergency has passed.

SHOULD AN EMERGENCY OCCUR!

- *Be prepared. Make sure the names of friends and relatives are on file in the office should your child need to be picked up in an emergency.*
- *Parents and guardians are encouraged to listen to the radio for directions.*
- *Calling the school? Unfortunately, we have a limited number of lines so calls may not be able to go through. Please try to be patient and know that we will contact you as soon as possible. Staff may also be using personal cell phones to text or call emergency contact numbers.*
- *There will be a centralized check-out or command center should an actual emergency occur.*
- *We carry walkie-talkies to make sure communication is available for all staff.*

General SCHOOLWIDE Expectations



1. Show respect for your school, yourself and others
2. Make good choices – remember that mistakes are an opportunity to learn
3. Solve problems – work together to come up with solutions

RESPECT – I will treat others the way that I would like to be treated.

Come to School Regularly ~ We need you here on time every day, all day, so that you can receive the best education we have to offer you.

Be Ready to Learn ~ Have the necessary supplies and equipment you need to learn. Help yourself and your school by keeping yourself and your school neat and organized.

Please Remember ~

1. Remove your hats when in the building.
2. Chewing gum is not allowed at school or on the bus.
3. Back-packs stay in your home room cubbies (once you enter the building in the morning and until you leave in the afternoon.)
4. Cell phones and electronic devices, if brought to school, need to be checked in at the office *before* school and picked up at the end of the day.

***Additional classroom rules may be posted in each classroom.**

Hallway

For safety and accountability, students must have the teacher's permission to leave the room during class time. Problems in the hallways can be prevented and passing between classes will be improved, if you observe the following:

1. Be safe – always walk on the right side keeping your hands and feet to yourself.
2. Be respectful by remembering to keep your voice to a whisper if you must talk.
3. Make good decisions by getting to your destination as quickly as possible.

Student Fees

A.S.B Card	Grades 6-8	\$1.00
School Breakfast	All Grades:	\$1.70
School Lunch	Grades Pre-K-5	\$2.55
	Grades 6-8	\$2.80
	Adults	\$3.80
	Milk	\$.35
Reduced Price Breakfast	All Grades	Free
Reduced Price Lunch	Grades Pre-K-3	Free
Reduced Price Lunch	Grades 4-8	.40

*Due to price increases and USDA regulations, meal prices may be subject to change. If your child is free or reduced status but only takes milk rather than a complete meal, they will be charged \$.35 for the milk.

Cispus	6th grade	\$40.00
Girls Volleyball		To be determined at a later date
Boys Basketball		To be determined at a later date

Band If band is offered, there will be an Instrument Deposit fee of \$25.00
(scholarships may be available if needed)

Due to the generosity of several individuals, Boistfort School has enough instruments to give every student in 5th through 8th grade the opportunity to participate in band. There will be no fee or rental for the instruments. However, the students will be responsible for damaged instruments and cases.

Library

Students will be responsible for damaged/lost books.

Drug Free School

Boistfort School is a drug free school. This means that no employee or student shall dispense, distribute, possess, use, or be under the influence of tobacco, e-cigarettes or tobacco products, alcoholic beverage, malt beverage, or fortified wine or any other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. & 812) Drug Free Schools, and as further defined by regulation 21 C.F.R. 1300.11 through 130, before, during or after school hours in school or in any school district location. Violation of this policy will result in disciplinary action, up to and including expulsion.

Student Computer Privileges

Boistfort School has dedicated itself to developing a high quality technology and computer education program for the educational benefit and progress of its students. Hours of planning and implementation as well as many budget dollars have been committed to this ongoing effort. Learning to respect the computer network and all its' component parts (hardware and software) is an integral part of the instructional program.

While we believe that technology education and access to available technology is important to all our students, it must be understood that computer and network access are privileges that may be lost due to violation of state and federal laws, USAC regulations, or school district policies regarding acceptable use of these facilities.

No person shall have access to the system without having received appropriate training—a signed Individual User Release Form must be on file with the district. Students must have the approval of a parent or guardian.

Dress and Appearance

The dress and appearance of students is the direct responsibility of their parents/guardians. If staff determine that your dress or appearance causes a disruption to the education process, or presents health or safety issues, you will be asked to change. Certain classes, activities, or athletics may require certain types of dress or grooming requirements. Shoes must be worn at all times: including dances.

Examples:

Clothing with pictures or lettering associated with drugs, alcohol, tobacco, or off-color messages that are not in keeping with a wholesome atmosphere are NOT to be worn.

Hats and head scarves are not allowed in the buildings or at dances.

Dresses, skirts and shorts must be the same length, (or longer) as the student's finger tips when their arms are hanging at their sides.

Tube tops and bare midriff tops are not allowed. Tank top straps must be wide enough to cover undergarments or the student must wear an additional piece of clothing such as a shirt, coat or sweatshirt.

(Refer to Boistfort School Policy No. 3224)

Personal Items

Please remember that Boistfort School District is not responsible for lost or stolen personal items if brought to school. For that reason, we do **not** allow toys, trading cards, athletic items, **electronic equipment, (i pods, Nintendo 'DS', cameras)** or any non-essential personal items on school property, school buses or dances unless authorized by the office. If a parent requires their child to bring a cell phone to school it is the student's responsibility to keep the phone in their backpack. Phones *may* be checked in at the office before school and picked up at the end of the day. If a cell phone is confiscated from a student, it will need to be picked up by the parent/guardian.

Cheating

We want you to get the best education possible. Achieving that happens only when you do your own work. It doesn't matter whether you give or receive information during an examination or on certain assignments, you are not receiving the education you deserve. If you are caught cheating you will receive a zero for the work and be required to complete a like assignment. Further instances of cheating will result in a parent conference and further disciplinary action.

Incomplete Work

Assignments that are not completed will be graded to reflect the amount of work that is completed. Assignments are due at the completion time given by the classroom teacher and no make-up time will be given for incomplete work. Individual students who have problems completing their work will be evaluated by the staff and a program of assistance will be developed. Parents may be notified if their child is having difficulty completing assignments and will be asked to become part of the solution in solving this type of problem.

Grading

Policy 2420 states in part: "The board directs the superintendent to establish a system of reporting student progress and shall require all staff members to comply with such a system as part of their teaching responsibility." Students in grades K-3 will be graded on a rubric using numbers 1 through 4 (4 being the highest). Letter grades will be given to students in grades 4-8. Grades 5th through 8th will receive Progress Reports about every two weeks to help students and parents monitor grades. The following scale will be used:

A - 90 to 100

B - 80 to 89

C - 70 to 79

D - 60 to 69

F - 59 and below

Teachers may use weighted grading to reflect the difficulty of an assignment. If a total point system is used for grading, the final grade for each grading period should be determined by dividing the individual's points by the total possible points. That percentage would then be used to assign a letter grade based on the above scale.

Honor Roll

Outstanding academic achievement is recognized at Boistfort every quarter. Students who attain a grade point average of 3.5 to 4.0 will be recognized as "High Honor Roll" students. Students with a grade point average of 3.0 to 3.49 will be recognized as "Honor Roll" students.

Homework

Our policy manual addresses homework and says that it should be assigned for one or more of the following purposes: (1) Practice, (2) Preparation, (3) Extension, or (4) Creativity. The following guidelines will be used for assigning homework: Homework will be assigned only on school nights (Mon., Tues., Wed., Thurs.) unless there is a major project that involves more than one night for completion. Projects will be given enough in advance to allow students the choice of what time period they use.

Absent Work

It is the responsibility of the student to make up any required work he/she missed while absent. **Teachers should be asked for make-up work the same day the student returns to school.** It is the student's responsibility to request this homework. (Parents may call the school and request homework to be picked up on the afternoon of the absence.) Class work is to be turned in the next day following the students' return to school. Students who are absent for an extended period will need to work with the teacher to develop an appropriate time for the return of work missed throughout the duration of the absence. Participation-type classes such as PE may be affected because these classes cannot be made up; however, the teacher may offer activities or worksheets that must be made up within 3 days of the absence.

Academic Standards for Athletic Teams

An eligibility list of all students participating in a particular sport shall be circulated to the appropriate teachers by the coach after the first practice of the season and every week thereafter. Current grades for the students will be placed on the eligibility list. Any student with a grade point average of 2.00 (A = 4, B = 3, C = 2, D = 1, and F = 0) or higher and not failing any subject will be considered academically eligible to participate on the team. Any student with a grade point average less than 2.00, or failing any subject, will be warned and placed on probation. If at the end of the following one week period the student still has either a grade point less than 2.00 or is failing any subject, the student will be allowed to practice with the team, but will be ineligible to participate in athletic contests. If, at the end of the next one week period, the student still has failed to maintain the aforementioned standards, he/she will be removed from the team for the remainder of the season.

Title 1 Parent Notification

At Boistfort School District we are committed to providing the most comprehensive educational environment we can while allowing your child to reach his or her full potential. To do this we receive supplemental assistance in many ways. We receive federal funds, known as Title 1 Part A funds to help students in reading and mathematics. Boistfort School runs a Schoolwide model which allows us to flexibly meet the needs of students throughout a variety of grade levels. You have a right to ask about a teacher or paraprofessionals qualification and training at any time. Our staff is committed to helping your child develop the academic knowledge and critical thinking they need to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you have questions or concerns please contact Shannon Criss at 360-245-3343.

SCHOOLWIDE EXPECTATIONS

Before School

- Check in at the cafeteria
- Eat breakfast before you go outside (if allowed)
- Use your indoor voice
- Follow the direction of staff

Cafeteria

- Wash your hands before lining up
- Be *respectful*
- Walk when carrying food
- Use appropriate table manners
- Do not share or trade food
- Use your indoor voice
- Leave your table clean

Bathroom

- Get the job done quickly – do not play around
- Use a whisper voice if it is necessary to talk
- Wash your hands when you are finished
- Be respectful
- Flush
- Leave the bathroom *clean and neat!*



Library and Computer Lab

- Use your indoor voice
- Be respectful
- Follow directions
- Leave your area clean and tidy

Hallway

- Walk
- If it is necessary to talk use a whisper voice
- Keep hands and feet to yourself
- Stay to the right
- Get to your destination as soon as possible

Bus

- Board the bus as soon as it arrives at your stop.
- Use an indoor voice
- Keep hands and feet to yourself
- Stay seated when the bus is in motion and only switch seats with the driver's permission.
- Keep the bus clean
- ALWAYS follow the driver's directions
- Use electronic devices and cell phone appropriately

Playground

- Walk when on the blacktop area
- Stay in designated areas only
- Keep balls and toys inside the playground area
- Outside voices are great but please refrain from screaming as adults may think you are hurt
- When the whistle sounds immediately stop playing
- Return any equipment you were playing with
- ALWAYS follow the supervisor's directions
- Three sharp whistles means to STOP, LOOK AND LISTEN

Assemblies and Special Events

- Sit quietly in the bleachers or “criss cross applesauce) if on the floor
- Voices should be off unless instructed
- A raised hand is our signal for “quiet”
- Applaud appropriately
- Be respectful



Unacceptable Behavior

We all want to feel safe and respected at school. Staff members work hard to make sure that expectations are followed. There are consequences when you choose to be disrespectful or not follow expectations.

Unacceptable behaviors include, but are not limited to:

- | | |
|-----------------------------------------------------|-------------------------------------|
| * being disrespectful | * leaving school without permission |
| * disrupting the learning or playground environment | * being unprepared |
| * profanity, vulgarity or bad language | * defiance of authority |
| * forgery, lying, cheating | * stealing |
| * defiance of authority | * fighting |
| * threatening or harassing | * weapons, dangerous objects |
| * drugs and alcohol | * tobacco |
| * vandalism | * damage to school property |
| * skipping school, tardiness | * intimate behavior |

When you choose unacceptable behavior, there will be consequences. If the behavior is severe in nature you will be calling home to ask your parents or guardians to help you create a better plan.



DO YOUR BEST TO BE YOUR BEST!



PLAYGROUND RULES

- Playground rules have been created to ensure that you and your friends will have a safe and fun time outside.
- If you do not follow the rules, you will be asked to walk with the recess aide and verbally acknowledge which rule was broken or which inappropriate choice was made. When you can identify and demonstrate a better choice, you can resume playing at recess.
- The next time you break a rule, you will have to sit in a designated spot for a certain amount of time. If the behavior continues a call will be made to your parent/guardian.
- If you fight, bring weapons, drugs, or display unsafe behavior, you will immediately be sent to the office. Your parent/guardian will be called for an immediate conference.

BE SMART – STAY DRY!



If you play in the puddles or play in the rain, you may not be able to call home for a change of clothes! *The office does not have extra clothes if you get wet at recess.*

PLEASE STAY DRY!

General Playground Rules:

- Remember that the first rule is SAFETY FIRST.
- If a ball goes over the fence or gate, contact a recess aide. Please avoid kicking balls over the gate or fence.
- Physical and aggressive behavior is not permitted. Show respect.
- Report ALL fights or injuries immediately.
- Seek to solve problems by going to a different area, talking it out, walking away, ignoring the behavior and/or person. If this fails, tell a recess aide.
- You must tell a recess aide and have a pass to go inside the building during recess.

Covered Play Area

- Play equipment should not touch the rafters or insulation
- Always show respect – observe personal space

Playfield

- Touch football, soccer, kickball, baseball, and tag are allowed on the field.
- Stay within the fenced area and away from vehicles.



Prohibition of Harassment, Intimidation and Bullying

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. Harassment, intimidation or bullying means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. Other distinguishing characteristics can include but are not limited to: physical appearance, clothing or apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written (including texting), oral or physical actions. Intentional acts refer to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and community. The policy is to be implemented in conjunction with the comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct ~ intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate, and to change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

Sexual Harassment

We are committed to a positive and productive educational and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of student, employees, and others involved in school district activities.

Sexual harassment occurs when:

1. submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit.
2. Submission to or rejection of sexual demands is a factor in academic work, or other school-related decisions affecting an individual.
3. Unwelcome sexual or gender-related conduct or communication interferes with an individual's performance or creates an intimidating hostile or offensive environment.

Sexual harassment can occur in many ways: adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female. The District will take prompt, equitable, and remedial action within its authority on reports, complaints and grievances alleging sexual misconduct coming to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement or Child Protective Services.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities retracted, as appropriate.

Retaliation against any person who makes or a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly spread false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.



School Safety

Keeping your child safe at school is one of our top priorities.

ALL VISITORS MUST CHECK IN AT THE OFFICE,
receive a visitor's pass and clearly display it.

Boistfort School District is a "gun free and weapon free" zones.

Weapons

- Weapons or things that look like weapons are **NOT** allowed at school! The district will not allow you to stay in school if you bring a weapon. It creates a LOT of trouble for you and your family.
- BE SAFE AND DO NOT BRING ANY OF THE FOLLOWING ITEMS TO SCHOOL:
 - Guns
 - Play guns (including squirt guns)
 - Knives
 - Play knives or swords
 - Bows and arrows
 - Bullets
 - Lighters
 - Matches
 - Laser pointers
 - Any device or instrument that is capable of causing serious injury

School Board Policy 8210: Regulation of Dangerous Weapons on School Premises, states that it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school provided transportation or areas of other facilities being used for school activities. Possession of firearms on school property will result in a mandatory one-year expulsion, subject to appeal, with notification to parents and to law enforcement.

Bus Rules



1. Students need to obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. If an aide is assigned to the bus by the district, he/she shall be responsible for the safe operation of the bus. When transporting classes or teams, the teacher or coach will be primarily responsible for the behavior of the students. Students need to obey both the driver and the teacher, coach, or other staff member.
2. Students need to be ready to board the bus as least 2 minutes before the bus is scheduled to arrive. Drivers will leave if you haven't boarded on time.
3. Students will ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
4. Students will not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
5. Students need to sit in their assigned seats only, unless permission to change is authorized by the driver.
6. Students will observe rules of classroom conduct while riding on buses. Noise should be kept down to avoid distracting the driver. Students will refrain from the use of obscene language or gestures.
7. Students cannot smoke or ignite lighters or matches on buses.
8. Students should not eat on buses, except when specifically authorized and supervised by an accompanying teacher, coach or other staff member. Buses will be kept clean.
9. Students should not open bus windows without the driver's permission.
10. Students cannot extend any part of their body out of the bus window at any time.
11. Students cannot carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings need to be kept out of aisles.
12. Students cannot have animals on buses, except a dog providing assistance to a disabled student.
13. Students cannot sit in the driver's seat or to the immediate right or left of the driver.
14. Students should refrain from talking to the driver unless necessary.
15. Students need to go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
16. Students will get on/off the bus in an orderly manner and need to obey the instructions of the driver or school safety patrolmen on duty. There will be no pushing and shoving when boarding or leaving the bus. Once off the bus, students should adhere to rules for pedestrians.

17. Students should never cross the roadway behind a bus.
18. Students need to wait for the signal from their bus driver before crossing in front of a bus.
19. Students need to stand away from the roadway curb when any bus is approaching or leaving a stop.
20. Students going to and from their bus stops where there are no sidewalks should walk on the left-hand side of the roadway facing oncoming traffic. Students need to go directly to their home after leaving the bus.
21. Students need to use laps belts on buses when available.
22. Students must follow emergency exit drill procedures as prescribed by the driver.
23. Students should not tamper with emergency doors or equipment.
24. Parents of students identified as causing damage to buses will be charged with the cost of incurred damage. Students causing damage may be suspended from transportation.
25. Student misconduct will constitute sufficient reason for suspending transportation privileges.

Immunization Requirements

The law requires that students must meet certain immunization requirements or they will not be allowed to enroll in school. You must present proof that your child(ren) have been immunized against certain childhood diseases. They must have:

1. 4 or more doses of DPT/DT/Td, last dose after age 4.
2. 3 or more doses of polio vaccine, last dose after age 4.
3. 2 doses of measles vaccine at or after age 1.
4. 2 doses of rubella vaccine at or after age 1.
5. 2 doses of mumps vaccine at or after age 1.
6. Prior to entering 6th grade a varicella (chickenpox) vaccine is required.
7. A TDP (tetanus, diphtheria, pertussis) vaccine is required if a tetanus immunization has not been received in the last 5 years.
8. All children entering Kindergarten now must have had the 3 dose series of Hepatitis B vaccine, 2 doses of MMR, and 2 varicella.
9. Incoming Kindergarteners must have had two doses of varicella vaccine (chicken pox).

Proof of adequate immunization must include: month, day, and year of all vaccines. If no day of immunization is available, enter the 1st day of the month. Physician documentation of measles disease will no longer fulfill the MMR requirement. The requirement may be met by providing laboratory confirmation of a positive titer for measles, mumps and rubella. If there are medical, religious, or philosophical reasons why your child should not be immunized, you must have a signed waiver from your licensed health care professional and yourself and present it to the school. If your children need additional vaccinations, please contact your physician or local health department.

Other Situations

We have made every attempt to develop rules and expectations in the “Boistfort Student Handbook” which would address most of the situations occurring at Boistfort School.

If a situation occurs which is not covered in this handbook, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and ensure the safety and welfare of students and staff in the school building.

Be proud of being a student at Boistfort School. Each of us can be very successful if we are willing to put forth our very best effort. Let's all be part of the "Valley Spirit" which makes this area such a unique place to live.



Please Sign and Return to School

We believe that it is very important that you read and go over with your children the material in the student handbook. If you have any questions, please feel free to give Boistfort School a call.

I have read the Student Handbook, including the Bus Rules, and discussed it with my child.

Parent/Guardian _____ Date _____

Student _____ Date _____

E-mail Address _____

_____ **Please check if you give permission for the school to release your email address to Boistfort PTO.**

VOLUNTEERS

Volunteers can play a very important role in the operation of local schools. If you would be interested in being a "Boistfort Volunteer", please check the areas where you would enjoy helping.

- | | | |
|--------------------------------------------|----------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Reading | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Science |
| <input type="checkbox"/> Recess | <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Grounds Work |
| <input type="checkbox"/> Sp. Needs | <input type="checkbox"/> Valley History | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Multi-Media | <input type="checkbox"/> Art | <input type="checkbox"/> Music |
| <input type="checkbox"/> Library | <input type="checkbox"/> Field Trips | <input type="checkbox"/> Special Projects |
| <input type="checkbox"/> Christmas Program | <input type="checkbox"/> Other (Please list below) | |

Best day(s) of the week that I can help are: (circle all that apply)

Monday Tuesday Wednesday Thursday Friday