

# Boistfort School Parent/Student Handbook

2023-2024

**Parent/Student Handbook**

**[www.boistfortschool.org](http://www.boistfortschool.org)**

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## 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 their 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.**

**Vision: Every student, every day.**

Welcome Boistfort Families!

In this Handbook you will find all of the policies and procedures that we have developed to support our students and staff within the Boistfort School District. At Boistfort, we believe that we all need to work together to create a positive learning environment for every student, every day. We believe that by working together we can all be successful. Boistfort is committed to helping you reach your goals, which should be nothing short of excellence. Our 4 Be's provide the foundation for our school to be a great place for success! The 4 Be's are: Be Kind, Be Safe, Be Responsible, and Be Respectful.

This handbook is designed to acquaint you with Boistfort's procedures and policies. It contains useful and important information about your school. We will go over this handbook in class but urge you to discuss this handbook with your family at home.

We are proud to have two locations for additional information: our school website at [www.boistfortschool.org](http://www.boistfortschool.org) as well as our Facebook page by searching "Boistfort School District". The website will have a calendar of events, staff directories, newsletters, and other pertinent information to help keep you informed about our school. The Facebook page will provide information about the positive events and events that are happening at the school. We hope that you will reach out to us with questions and we look forward to partnering with you.

We hope to support you and your child in our inclusive culture. Partnering together we will help every student develop socially, emotionally and academically for success outside our school walls.

It is great to be at Boistfort!

Dr. Richard Serns, Superintendent

Neil Varble, Principal

***Be Kind, Be Safe, Be Responsible, Be Respectful***

**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. Please also see our cell phone policy.**

**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 his 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:** Dr.Rick Serns PhD, rserns@boistfort.k12.wa.us, 983 Boistfort Road, Curtis, WA 98538, 360-245-3343.

**Title IX Officer's Name:** Dr.Rick Serns PhD, rserns@boistfort.k12.wa.us, 983 Boistfort Road, Curtis, WA 98538, 360-245-3343.

**Section 504 Coordinator's Name:** Dr.Rick Serns PhD, rserns@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.

**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: Hollie Kunishige

**Superintendent:**

**Business Manager:** Mrs. Watt

**Principal:** Neil Varble

**Office Secretary:** Mrs. Fagernes

**Certificated Staff:**

Mrs. Edeburn- Kindergarten-1 classroom

Ms. Hoffman - 2-3 classroom

Mr. Watt – 4, 5, 6 classroom

Ms. Cox – 7-8 classroom

Mrs. Ramacher - Special Education

Mr. Pesacreta - Music

**Preschool:** Mrs. Hotchkiss

**Cook:** Ms. Richfield

**Custodian:** Mrs. Huber

**Nurse:** Mrs. Eades (1 day per week)

**Classified Staff:**

Mrs. Senderak

Mrs. Gildersleeve

Ms. Buchanan

Mrs. Clark

**Bus Drivers:**

Transportation Supervisor - Mr. Mestaz

Mr. Mahler

Mr. Poole

Mr. Rain

## **School Hours**

**Breakfast begins**

**7:40 a.m. Breakfast is available until 8:00 a.m.**

**First Bell**

**7:55 a.m.**

**School Begins**

**8:00 a.m.**

AM Recess (K, 1, 2, 3)

**9:00 a.m. – 9:15 a.m.**

First **LUNCH** (K, 1, 2, 3)

**11:30 a.m. – 12:00 a.m.**

First **RECESS** (K, 1, 2, 3)                      **11:15 a.m. – 11:30 p.m.**

Second **LUNCH** (4, 5, 6, 7, 8)                **12:00p.m. – 12:30 p.m.**

Second **RECESS** (4, 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.

**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).**

**Weather Conditions:**

- **1 hour late start: School starts at 9:00 a.m., but students arrive at 8:40 a.m. for breakfast.**
- **2 hour late start: School starts at 9:40 a.m.**

**\*\*\*No breakfast served and no preschool on 2 hour late starts.\*\*\***

\*\*\* 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 you can 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 the school with transportation 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.
- PICK UP- If you are picking up your student from school, please pick them up **IN FRONT** of the school. To minimize interruption and chaos, please allow your child(ren) to be dismissed with their class.

## **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, especially core class time.
- 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 districts to take action when students ***reach ten (10) absences during the school year. Daily late arrival and early exits 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 is extremely helpful. If you have a change of address, phone or email please notify the school office.

### **Field Trips**





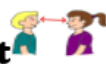

- Field trips are often an extension of academic learning. It is a privilege to leave the school campus and appropriate behavior is expected at all times.
- Students can go on a field trip ***only*** if they have written permission from their parents or guardians.
- Students with excessive tardies and/or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

## **BOISTFORT BEHAVIOR SUPPORT SYSTEM**

The staff at Boistfort are committed to a kind, safe, responsible, and respectful learning environment for all of our students. We are incorporating Positive Behavior Interventions and Supports (PBIS) into our building this year. This system places these 4 Be's at the forefront of who we are and how we engage with each other on a daily basis. Each Friday, students are drawn from a bucket in their class. The selected students are those who have been recognized by staff exhibiting these behaviors and expectations throughout the campus.

Mistakes are a natural part of maturing and developing strong social-emotional skills. 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.

<p><b>S</b>itting Silently </p> <p><b>L</b>istening </p> <p><b>A</b>ttention </p> <p><b>N</b>umber Zero Voice </p> <p><b>T</b>otal Eye Contact </p>	<p><b>Boistfort Voice Levels</b></p> <p><b>Number 0 Voice</b> Quiet: No one can hear you. </p> <p><b>Number 1 Voice</b> Whisper: Only one person can hear you.</p> <p><b>Number 2 Voice</b> Soft: Only the people right next to you can hear you.</p> <p><b>Number 3 Voice</b> Loud: The whole class can hear you.</p> <p><b>Number 4 Voice</b> Yelling: Outside playground voice.</p>
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### Boistfort Line Expectations

**L**ooking Forward

**I**n control of Your Hands and Feet

**N**umber 0 Voice

**E**quipment Being Held

**S**taying in Your Spot



### Boistfort Lunch Expectations

**L**eave Area Clean

**U**se Good Table Manners

**N**umber 2 Voice

**C**ommitted to Your Seat

**H**ands and Feet to Yourself



## Boistfort Bus Expectations

### ❖ Be Kind

- Use kind words to our neighbors and being helpful
- Keep a Number 1-2 voice level

### ❖ Be Safe

- Stay in my seat at all times while the bus is in motion
- "Seat to seat, back to back"
- Keep hands, feet and objects to self
- Listen to directions from my driver
- Look both ways when crossing the street (Look up and follow driver directions when crossing the street.)
- Look where you step

### ❖ Be Responsible

- Keep my belongings together [backpack, books, water bottle]

### ❖ Be Respectful

- Use polite words to peers and adults
- Listen to directions from my driver

## **Classroom Expectations:**

### **Chances for Change**

1. **Non-Verbal** (Teacher provides the student with a look for them to stop their behavior.)
2. **Verbal** (Teacher reminds student to check their Boistfort Be's, prompting the student to manage their behavior.)
3. **Upfront Desk** (If the behavior continues, the student is given an upfront pass and they will take their work to a desk at the front of the room, where the teacher will go over their behavior and what they can do to change their behavior.)
4. **Think Time** (Student goes to a buddy classroom to reset their behavior, filling out a reflection sheet about their behavior.)
5. **Referral and Phone Call Home**

\*\*The purpose of "Chances for Change" is to provide our students with the opportunity to change their behavior using self-management strategies or have a bit of a break with the teacher or adult to help conference with them to get their day back on track. This system is explicitly taught in our classrooms and throughout the year to help students remain engaged in their learning while respecting the learning of others. There are multiple opportunities for a student to get back on track before a referral and further disciplinary action is taken. All behavior is a form of communication and we are here to help students learn how to communicate their needs kindly, safely, responsibly, and respectfully.

### **Boistfort Be's**

1. **Be Kind**
2. **Be Safe**
3. **Be Respectful**
4. **Be Responsible**

**Attendance** ~ 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 ~

- Remove your hats and hoods when in the building.
- Chewing gum is not allowed at school or on the bus.
- Backpacks stay in your home room cubbies (once you enter the building in the morning and until you leave in the afternoon).
- Cell phones and electronic devices are ***not needed*** at school. We understand that many families have busy work schedules and need to be able to be in touch with their child after school. If you send a cell phone with your child to school, the cell phone should be turned off and kept in their backpack during the day. The first time that a student is caught using a cell phone around the campus, there will be a verbal reminder to keep it off and away. The second time a student is found to have their phone out, the phone will be confiscated and they can collect it at the end of the school day. The next time, the parent or guardian will need to come to the school to get the phone. An office referral may be used to document. We have phones that students can use and we have access to all of their contact information via our computers if they are not aware of the numbers they need.

## ***HEALTH AND WELLNESS***

**Not feeling well:** If your child is sick and cannot come to school, please 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”. These little critters are considered a nuisance disease and need to be dealt with in order to keep our schools clean and safe.
- Periodic checks may 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 not be kept out of school.
- 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.

## **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. Please see the chart located at the back of this handbook to see the immunizations required for your child.

### **STATE REQUIRED HEALTH INFORMATION:**

Please read the following health information at the back of this booklet. The first provides information on meningococcal disease. The second gives information to help reduce cervical cancer in Washington by protecting girls from HPV.

Proof of adequate immunization must include: month, day, and year of all vaccines. If no day of immunization is available, enter the 1<sup>st</sup> 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.

## Food Allergy Information

**Q:** When my child gets a sack lunch from the BSD Nutrition Services Department for a field trip or other off-site event, are nuts used in those lunches?

**A:** No. Our sack lunches will never knowingly contain peanuts or tree nuts (PB&J sandwiches or cookies containing nuts). However, remember that WSD is NOT nut free and your child's sack lunch may be made in the presence of nuts or in kitchens where peanuts and tree nuts are used.

We also place "Contains Nuts" signs identifying items containing nuts at the places where these items are served similar to the example at the top of this page.

Thank You,

Boistfort School District  
Board of Directors



### ALLERGY INFORMATION Contains Nuts Label

#### Peanut and Tree Nut FAQ

Our first priority is the safety of your children. Because allergies of all types can be worrisome, especially nut allergies, our goal is to provide you with as much information as possible so you can effectively manage your child's condition.

**IMPORTANT: Boistfort School District is NOT nut free. Your child may come into contact with peanuts and tree nuts in the course of their day while attending any Boistfort School District property.**

**Q:** What items that are made or served by the BSD Nutrition Services Department contain nuts?

**A:** The Nutrition Services Department does not knowingly serve any peanut or tree nut products at any of our school.

We may offer various peanut or tree nut products at our other secondary schools. These may include: Peanut Butter and Jelly Sandwiches, Energy Wraps, Muffins, Factory Packaged Peanuts and/or Tree Nuts, Granola-type Snack Bars and/or other packaged products containing nuts and seeds and/or that may have been manufactured in the presence of peanuts and/or tree nuts.

It is important to note that ALL of the cookies we serve are made on a machine that was likely used to process cookies containing peanut and tree nuts and in kitchens where peanuts and tree nuts are used. Depending on the severity of the nut allergy, you may want to consider this fact when determining what or if your child can eat what is provided at school.

## **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
- BUS EVACUATION – Students will practice how to safely exit the school bus.

### **SHOULD AN EMERGENCY OCCUR!**

- ★ *Be prepared. Make sure the names of friends and relatives are on file and updated 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 emergency occur.*
- ★ *We carry walkie-talkies to make sure communication is available for all staff.*



## Student Fees

A.S.B Card	Grades 6-8	\$10.00
School Breakfast	All Grades:	\$1.70
School Lunch	Grades Pre-K-5	\$2.75
	Grades 6-8	\$2.95
	Adults	\$4.95
	Milk	\$ .35
Reduced Price Breakfast	All Grades	Free
Reduced Price Lunch	Grades Pre-K-3	Free
Reduced Price Lunch	Grades 4-8	Free

**\*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	\$20.00
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### ***Band/ Music***

All students in the 6-8<sup>th</sup> grade will be in band. It is our belief that band can be a great way to explore a new way of expression that they can use for life. 4<sup>th</sup> and 5<sup>th</sup> grade students will be able to use instruments. If these instruments are taken home it is the responsibility of the student to fix or replace lost or damaged instruments.

*Due to the generosity of several individuals, Boistfort School has enough instruments to give every student in 6th 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.** They will have access to the library weekly. We also provide books to take home and keep at their homes to encourage reading.

The free books are located next to the office in a bookshelf. It is our hope that students are reading for a minimum of 20 minutes a night.

## **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, including immediate suspension 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) are 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 inappropriate messages that are not in keeping with a wholesome atmosphere are NOT to be worn.
- Hats and hoods 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 (iPods, Nintendo 'DS', cell phones, 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.

## Cell Phones

No student cell phones, earbuds, air pods or bluetooth headphones will be allowed at school during the school day. **Cell phones must be silent and turned into the school office. Students are to check their phones before school. If needed, students can use the phone in the office.** You may also reach your child via messages from the office

## 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):

4 - Above grade level

3 - At grade level

2 - One year below grade level

1 - 2 or more years below grade level

Letter grades will be given to students in grades 4-8. 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 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 other 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 not 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 Dr. Richard Serns at 360-245-3343.

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

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

## **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 an office referral will be made and 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.

### **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, and 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.
- Slides are for going down feet first.

### **Covered Play Area**

- Play equipment should not touch the rafters or insulation
- Always show respect – observe personal space
- Please kick balls outside and not under the play shed. This is a safety issue

### **Playfield**

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

### **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.*



## 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.

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](mailto: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](mailto: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](mailto: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 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 at 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, and the bus is at a complete stop.
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 lap 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.

## **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.**

**“Good things happen here.”**





## 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.

Reading

--  Mathematics

Science

Recess

Grant Writing

Grounds Work

Sp. Needs

Valley History

Gardening

Multi-Media

Art

Music

Library

Field Trips

Special Projects

Christmas Program

Other (Please list below)

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

Monday

Tuesday

Wednesday

Thursday

Friday