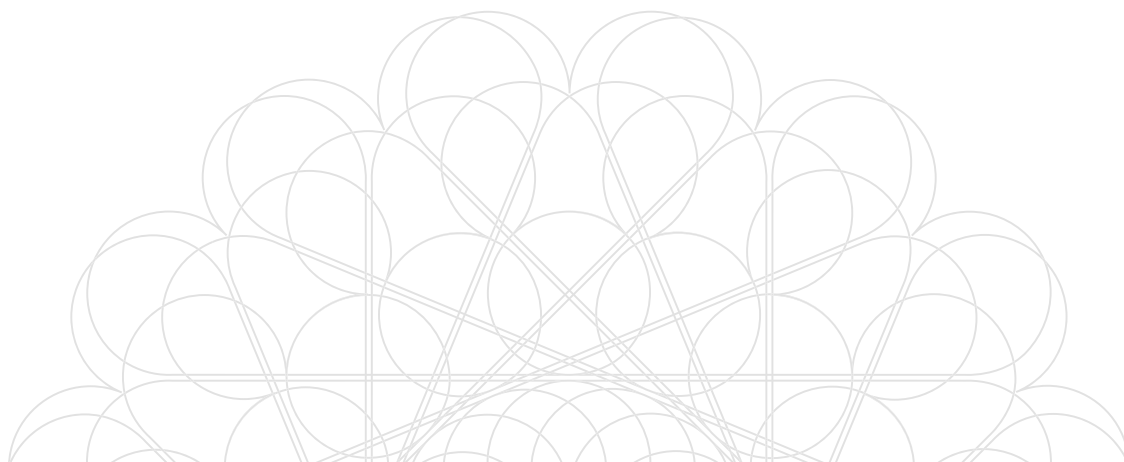




# **Parent/Family Handbook 2022-23**

*A companion to the student handbook.*



# 2022-23 Parent/Community Calendar

August 2022						
3	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
21				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
21						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
19		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
12				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				19

## August 2022

First Day of School (Grades 1-12) ..... 31  
Kindergarten Parent Conferences..... 31

## September 2022

Kindergarten Parent Conferences.....1-2  
Labor Day (no school) ..... 5  
Kindergarten First Day of School ..... 6

## October 2022

No School Day..... 10

## November 2022

1st Quarter Ends ..... 4  
Veterans Day (no school) ..... 11  
Parent/Teacher Conferences (early release) ..... 16-18  
Early Release ..... 23  
Thanksgiving Break (no school) ..... 24-25

## December 2022

1st Trimester Ends ..... 2  
Winter Break (no school) ..... 19-30

## January 2023

New Year's Day Observed (no school)..... 2  
Martin Luther King Jr Day (no school) ..... 16  
2nd Quarter/1st Semester Ends ..... 26  
No School Day (snow makeup day if needed)..... 27

## February 2023

Presidents Day Weekend (no school) .....17-20

## March 2023

2nd Trimester Ends ..... 3  
Parent/Teacher Conferences (early release) ..... 15-17  
3rd Quarter Ends ..... 31

## April 2023

Spring Break (no school) ..... 3-7

## May 2023

No School Day (snow makeup day if needed) ..... 26  
Memorial Day (no school)..... 29

## June 2023

Last Day of School (early release) ..... 15  
4th Quarter/2nd Semester/3rd Trimester Ends ..... 15

**NOTE:** Additional snow makeup days will be added after the last scheduled day of school, if needed.

February 2023						
18			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				









March 2023						
23			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
15						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
21	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
11				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	No School		Quarter/Semester Ends
	Early Release		Trimester Ends
	Late Start		Days of Instruction per Month
	Kindergarten Conferences & First Day of School		First/Last Day of School

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Clover Park 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 or 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. Address correspondence to one of the following individuals who have been designated to handle questions and complaints of alleged discrimination at Clover Park School District, 10903 Gravelly Lake Dr., SW, Lakewood, WA 98499-1341: **Title IX Coordinator**, Greg Davis, Director of Human Resources, (253) 583-5091; **Section 504/ADA Coordinator**, Brian Laubach, Deputy Superintendent, (253) 583-5050; **Civil Rights Compliance Coordinator**, Lori McStay, Executive Director for Human Resources, (253) 583-5087

# Parent/Family Handbook

## Information and FAQs

### Acknowledgement

The Parent Handbook acknowledgement page is now, online. You will need to print your name in the signature box in Skyward to acknowledge that you've seen this handbook. Click the complete button at the bottom of the Skyward page to go to the next task.

To opt your student out of any or all of the following areas, you will need to contact your school directly. These include:

1. Internet use;
2. School Messenger communication;
3. Directory information for school district publications, images, school work and news media; and/or
4. Directory contact information for all purposes.

### Academic Reports

#### Can I monitor my student's grades?

Yes! We encourage parents to monitor their student's academic progress on a regular basis through Skyward Family Access, our student management system. If you don't have a login yet, please contact your school office for login information and a password. You can also get Skyward as a mobile app!

#### Do I get a preview of my student's grades before they become permanent?

Progress reports are sent home at the secondary level every four-to-five weeks during a reporting period. This is a critical time to ensure your student is on track. It is also a good time to reach out to your student's teacher if you have any questions about your student's progress. Grades are final at the end of each semester: fall and spring.

#### If my student is struggling, can I request help?

Yes, by all means, talk to your student's teacher or make an appointment with the school counselor right away. There are in-school and after-school opportunities to help struggling students.

#### When should I expect to see a report card?

In elementary schools, report cards are distributed three times a year: December, March and June.

In secondary schools, report cards are distributed by mail every nine weeks: November, January, April and June. The report cards in January and June represent final grades for each semester. Please make sure your mailing address is correct. Our report cards include student grades, attendance, teacher comments and general information.

### Annual Online Student Updates

As the school year begins, it's important to have up-to-date information for all our students and families. Parents need to update information online in Skyward Family Access at the beginning of each school year and as changes occur throughout the year. You can only make these changes in Skyward Family Access. You cannot make these changes through the Skyward Mobile App.

Parents of returning students will log into Skyward Family Access and click on Annual Student Information Updates. Review and update information on each step. Be sure to click the Submit Annual Student Information Updates button after all steps are complete. This option is available to primary residence families who did not submit a New Student Online Enrollment Application for the current year.

All Parents need to update information as changes occur throughout the year. Click on Student Info on the navigation bar in the left column of Family Access and Request Changes for [student first name]. After you make your changes, make sure you click the Save button at the bottom of

the page. If you want to receive text messages, make sure we have a cell number for you in the Family Information area.

Please see Skyward Family Access for more information.

### ASB Cards

#### Does my student need to buy an ASB card?

ASB (associated student body) cards aren't required in middle or high school, unless your student plays a sport. ASB funds are used to pay for things like officials, transportation, uniforms and equipment. ASB cards also support other student activities. Students with ASB cards also get discounts on yearbooks and dance tickets and free admission to home games. It's a great way to support your school. If this is a hardship for your student, let the counselor know.

### Athletics (Sports)

#### Do all secondary schools have sports?

No, but we can usually accommodate students who want to play a sport. Harrison Preparatory School doesn't have an Athletics program but students can register at their home school to play a sport, for both middle school and high school. However, transportation to and from practices isn't provided, you'd have to make those arrangements yourself.

#### How does my student sign up for a sport?

All Athletic packets are available online through Skyward Family Access. If your student is enrolled in an online program, Running Start, or Harrison Prep, you'll need to go to your student's home school to enroll them for sports. Once you get your child enrolled, you can fill out the required forms online.

#### Does my student need a sports physical every year?

A sports physical is good for two years. Summer is a good time to get that done. Keep in mind, if you get their physical done mid-year, the school won't waive the requirement for the rest of the season so your child can complete their season. A sports physical is good for two years, to the day. We recommend to have them done in the summer. If you get a physical done mid-year, schools won't waive the requirement for the rest of the season.

### Attendance

A detailed Attendance Handbook, with specific information, is included as part of this handbook. We ask for your cooperation in ensuring your child attends school every day that they are able. Absence from school is a hardship on both the student and teacher. Students may expect to make up work missed during an excused absence. By state law, we are required to have a written or verbal excuse from the parent/guardian when a child is absent for any reason. Below are some common questions families have asked about attendance.

#### What is the correct procedure for reporting a student absence?

A parent/guardian must call the school's attendance line in the morning if their child is absent. If not, the student's absence will be considered unexcused. Be ready with the following information: student's name, grade, date, reason for absence, your relationship to the student and/or time student will arrive late.

#### What if my student needs an early release for a doctor or dentist appointment?

Please send a note with your student to the school's office stating the reason and time of departure. Your student will be given a pass to be signed by his/her teacher. Your student will also need to check out with the office. When your student returns from the appointment, they will need to bring a note to return to class.

## What is an unexcused absence?

Unless your student is ill, on a school-approved activity, has a family emergency, is out of school due to a disciplinary action or you have received prior approval from a school administrator, the absence is unexcused. The district also provides reasonable accommodation for religious holidays and observances.

## My student says they doesn't need to come to school on half days. Is that true?

We expect students to attend every day, be engaged in their learning and be on time. There is a lot of teaching and learning that occurs on an early release or late-start day. Say, "nice try," and send your student to school.

## My student didn't go to school today. Can they attend sports practice?

Students who are absent from school cannot participate in any kind of extracurricular activities, including clubs, sports, games or other district-sponsored activities.

## Bullying

### How can I report bullying?

If you suspect your child is being bullied, you can report it to any school staff member, the principal or the District Compliance Officer in the Student Services Department. All district staff receive annual training on the district's Harassment, Bullying and Intimidation policies, including staff roles and responsibilities as well as the use of the district's reporting forms. You can get a reporting form from your child's school or online on the district website under board policies, board form 3207 F1.

### What happens after bullying is reported?

Each situation is different. Sometimes a report can be followed up on by quick intervention and resolution. These situations typically don't meet the definition of bullying. However, when an incident or series of incidents meets the bullying threshold, an investigation is conducted by a designated staff member. The process follows a specific timeline.

### How do I know the bullying has been resolved?

Due to confidentiality laws, we can only tell you the parts of the process that effect your student. You cannot learn how another student's case was handled. Just as we won't share information about your student with other parents, we can't share information with you. Please trust that we take bullying very seriously and will follow through on the report.

For more information, see Harassment, Intimidation and Bullying (HIB) in the CPSD Rights and Responsibilities pages on pages 25-26 of this handbook.

## Calendar

A copy of the 2022-23 school calendar is included in this handbook. Additionally, a district events calendar can be found on our district website at [www.cloverpark.k12.wa.us](http://www.cloverpark.k12.wa.us). You can sort this calendar by school and/or type of activity to find events for the day, week or month. The electronic calendar also updates on our district app.

## Cell Phones

While cell phones are common personal and informational tools for students, they can also be distracting during instruction. Please see page 21 for more information on the district electronics policy.

## Communication – Contact Information

### How do I let the school know my contact information has changed?

If you change jobs, move or change phone numbers/emails, we need that information. It's critical to your student's safety and well-being that you provide the school office with your most current information. Some contact information can also be updated directly through Skyward. If you don't have log-in credentials, please see call your school office.

See also Skyward Family Access.

## How do I communicate with the school?

We welcome your involvement and invite you to contact our staff members at any time by email. If your child is ill, please call the school Attendance Line. If you need to call the office, use the main line. If you need to talk to your student's teacher, your call will likely go to voicemail during the school day. Email works best to contact your child's teacher. If you have questions regarding your student's performance in class, follow these steps:

1. Contact the teacher directly. The teacher can answer questions about grades, make-up work, classroom behavior and attendance.
2. Contact the school counselor when there are concerns about peer relations, social-emotional needs, group/individual counseling requests and overall attendance/behavior concerns that are impacting classroom performance;
3. Contact the assistant principal or principal to mediate an unresolved issue after a parent or student has first communicated with the teacher and/or school counselor; and
4. Please allow up to 48 hours for staff members to return your phone call. In advance, thank you for your cooperation and patience!

We ask that you call to make an appointment when you wish to speak to staff in person. All visitors, including parents/guardians, must always check in at the front office before visiting the campus.

## What is the chain of command?

It's always best to start at the root of the problem. If your issue is in the classroom, start with the teacher. If you can't reach a resolution, call the head of the department (for secondary schools) or the assistant principal to mediate. If that doesn't work, call the principal. If you still need help, the next stop is with the Executive Directors of Elementary or the Assistant Superintendent of Secondary Schools. After that, the next step up the chain is the Deputy Superintendent. If you still can't get your problem resolved, the next stop is with the Superintendent. However, most issues can be fixed after talking with your child's teacher.

## How does the school/district communicate with me?

We use School Messenger to send automated phone calls, texts and emails. In general, we use this system to keep you updated about events in individual schools and across the district. School Messenger is also used to provide emergency response notifications to parents or guardians when the situation requires.

Please listen carefully when you receive one of these calls, as they often include important information about your student's education.

## Will the school ever contact my student directly?

Yes, but only with students in secondary schools. Your student is given a district email and will be asked to share a cell number so schools can communicate with them in groups – for things like a class assignment, upcoming test reminders, schedule changes, or as part of a club or sports team. If you don't want your student to receive group messages, please see your school office for an opt-out form.

## School Messenger

### What is School Messenger?

It's the notification system we use in the Clover Park School District that pairs with Skyward, our school information system. The email and phone numbers registered in Skyward are the contacts School Messenger uses. There's an opt out feature at the bottom of email and text messages that allow you to stop messages if you no longer wish to receive them. If you prefer to get texts on your mobile device, text "Y" to 67587. It's that easy.

### Is there an APP for School Messenger?

Yes, it's a free mobile app that connects you to the classes and teachers for each of your students. Using the app will allow you to get all communication from your student's school and the district in one place. To download the School Messenger app go to the App store or Google Play and click on the Sign Up link at the bottom of the app. To make sure you connect with the right teachers, enter the email address listed in Skyward. You will need to create a password, then you'll get a message to verify your

account. Use the preference settings to set up the your communication preferences. If you prefer using a website, you can access the same features and functions online at <https://go.schoolmessenger.com>

## Computer Network and Internet Use

Your student receives access to the Clover Park School District network to communicate with other students, schools, colleges, organizations and individuals through the internet and other electronic information systems.

### Do you have firewalls and other security systems in place?

Yes, however, despite the district's best efforts to filter the internet for objectionable material – there are unacceptable and controversial materials on the internet that your student could access.

### What are you doing to protect my child's privacy?

There are a number of federal laws that protect student's privacy. The Children's Online Privacy Protection Act (COPPA) applies to commercial companies and limits their ability to collect personal information from children under the age of 13. No personal student information is collected for commercial use. The school's use of student information is solely for education purposes.

There is also the Family Educational Rights and Privacy Act (FERPA) which protects the privacy of student education records while maintaining a parent's right to review your student's records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.) but parents can request the school not disclose this information. Please see your school for an opt-out form for Directory Information.

Finally, there's the Child Internet Protection Act (CIPA) which protects students from harmful materials including those that are obscene and pornographic. Any harmful content from inappropriate sites will be blocked.

Please see Student Privacy Parent Consent on page 14.

### What if I don't want internet access at school for my student?

You can opt your student out of the information network. You'll need to go to your child's school to get the opt-out form. Should you deny access, your student will receive alternative opportunities in lieu of those involving the electronic information system.

### Does my student need a laptop or computer?

Yes. Your student will be assigned a district computer to use during the school year. Please see the Student Computing Handbook for more information.

### Will my student have their own account and password?

With this educational opportunity, also come responsibility! When your student is given an account and password to use the network, it's extremely important that you talk with your student about the following guidelines:

- Stress the importance of using only their account password and keeping it secret from other students.
- Never let anyone else use their password to access the network.
- Your student is responsible for all activities that happen in their account.
- Inappropriate use will result in the loss of the privilege to use this educational tool and other disciplinary action, if appropriate.

## Conferences

### What are Kindergarten conferences?

We hold conferences for Kindergarten families during the first three days of school. Teachers call to schedule a 30-minute conference with families to learn about your child. This is a great way for you to share information with your child's teacher. The first day of school for Kindergarten is the Tuesday of the following week.

### When are conferences for students and families?

Parent-teacher or student led conferences are held twice a year. Kindergarten parents will get three their first year. Please see the district calendar for specific dates. In addition, parents or guardians are encouraged to communicate with their child's teacher throughout the school year. To schedule a meeting, aside from official conferences, please email you child's teacher.

## Custody

It is important that your child's school be told of any unique custody situations that may prevent contact with a non-custodial parent. In situations like this, any legal documents that spell out various rights are needed at school so we can follow the court orders.

## Directory Assistance

### I'm not sure who to call with my problem?

There are lots of departments within the school district. To make it easier, we've included the Family and Student Service Directory on page 29 and a list of schools, principals and directors on page 28.

### Discipline Policy/Expectations

Every school uses a school-wide system of expectations and support for behavior. The purpose of these systems is to establish a positive safe and productive learning environment for all students and staff. Families are valuable partners in reinforcing behavioral expectations.

Inside this handbook you can find:

- Policies and procedures regarding discipline offenses;
- General guidelines for discipline;
- Student rights; and
- Grievance and appeal processes for student discipline.

## Dress Code

### Are there different rules for different ages or grades?

No, one dress code for all students. We hope it makes it easier for parents and students when purchasing clothes or choosing something to wear.

Students are expected to dress in a manner that enhances academic learning. Clothing suited for very casual activities, such as swimming, lounging, or sleeping, is not appropriate for school. We appreciate parent's help in choosing appropriate clothing for their students.

## Emergency Procedures

### Will I be notified every time there's a practice drill?

No, we'll only alert you when there's an actual emergency or when other factors impact the student's school day. We practice fire, earthquake and lockdown drills as part of the regular school year. However, if we need to lockdown the school due to police activity in the area, we'll let you know through text or phone call via School Messenger.

### What happens if it's the real thing?

In the event of an actual emergency, we'll call you as soon as possible. Keep in mind, during an actual emergency, it takes several minutes to get clear information from the school and first responders. The school's first priority is student safety, not notifying the district communications office what just happened. To that end, please do NOT call the school to ask about your student. All phone lines are needed for outgoing calls. Tying up school lines may result in not getting the emergency help the school needs.

### Will you ever dismiss kids early, unexpectedly?

You will always be notified via School Messenger if we have to dismiss students early due to weather or some other unexpected event. It's so important that you make a family emergency plan so your child knows where to go if you aren't home. It's another reason to keep your contact information up-to-date in Skyward.

## Can I just come get my child if I get an emergency call?

Please do NOT rush to the school! Keeping the entrances and streets near the school clear for emergency vehicles is the best way to keep your child safe. We practice these drills so we know what to do. In the event of an evacuation, you'll be notified where and when to pick up your child. Student will ONLY be released to parents/guardians or those listed as emergency contacts who show a picture ID. We do this so we can account for all students.

## Fees & Fines

### What are the costs for attending school?

We've tried our best to reduce the amount of money families need to pay for school supplies and programs. Most items used by students in class are purchased by the schools. There may be some items you will need to supply for your child as indicated in the section "school supplies" on page 9. If you need assistance with supplies, please contact the school counseling office.

### What about paying for specialty classes or extracurricular activities?

There are no fees for basic education classes, however, there may be a materials fee for some advanced art or music classes. If this is a hardship, please contact the school. Fees may also be added for extracurricular activities such as student parking passes, yearbooks, ASB cards, dances, or athletic equipment. These fees are determined at the school level. If your student receives free or reduced meals, please change access to the school in Family Access.

### What about lost books or district property?

If your student loses or damages a book or school issued technology device due to negligence, you'll likely pay a fine. An exact replica of a textbook or library book in good condition may be accepted as payment of a fine, but that's up to the school or school librarian. The best advice is to keep track of your stuff and take care of it!

### What happens if you don't pay your fines?

They stay with the student all the way through school so when it comes time to graduate things like diplomas will be withheld until the student pays the fines. In addition, other privileges may also be taken away such as participation in athletics, dances and the ability to purchase a parking pass in high school.

## Field Trips

Field trips are an extension of the classroom, which means, all school rules apply on field trips. Parents are often needed to help chaperone on a school field trip. In order to serve as a volunteer chaperone, parents need to fill out an online volunteer application. Please see information under the Get Involved/Volunteers on the district website.

## Guidance Counselor vs. Advisory

### Is this the same thing?

Nope, two different things. Every student in middle or high school has an Advisory teacher and class with students in their same grade. This is where they learn about grade-level requirements for graduation, prepare for student-led conferences and engage in student discussions. A School Counselor is the person who can help them with a scheduling conflict or when they have conflict with other students or teachers. They can make an appointment at school to see their School Counselor.

## Health Services

As a district, we're committed to the safety, health and well-being of all students. Parents/guardians and students are vital in this effort. With everyone's help, we can achieve these goals through planning, prevention, and education.

## What if my child has a life-threatening health condition?

We need to know about it! This could include conditions such as serious allergic conditions (i.e. insect stings, foods), asthma, diabetes, seizures, and hemophilia. According to state law, students with a potentially life-threatening health condition cannot attend school until the following conditions are met:

1. A current medication and/or treatment order from a licensed health care provider, along with authorized medication and/or equipment to carry out the order, must be on file with the School Nurse.
2. An Emergency Action Care Plan, written in cooperation with the parent/guardian and licensed health care provider, when indicated, must be in place prior to the student's first day.
3. If a parent/guardian feels the student's health condition is not life threatening and doesn't require such emergency preparations, a written statement from the child's doctor must be submitted in order to attend school.

Students who don't meet the above conditions won't be able to attend school until enrollment conditions are met.

## Homelessness (McKinney-Vento Services)

If you are the parent or guardian of a school-age child and are without permanent housing, your child has the right to equal access to the same free, appropriate public education, including preschool, as other children. Under the McKinney-Vento Homeless Assistance Act. To learn more, contact your child's school or the McKinney-Vento liaison in the Student Services Center, 253-583-5154.

## Homework Help

### My student is struggling in their classes. How do I get help?

We have a number of resources to help your student. Some schools provide afterschool help (i.e. Homework Club), but your student will need your permission to stay after school. The best way to help is to encourage your student to talk to their teacher and make a plan. For younger students, you may need to advocate for them.

### I can't help my student with their homework. Help!

Great news, help is just a click away. CPSD has partnered with a free, online tutoring service called PAPER. Help is available for middle and high school students whenever they need it. Just click on the PAPER icon in the Clever portal through the CPSD district website. They can also download the PAPER education app on their district issued device.

### Are there resources available for elementary students and families?

If your student is struggling in any subject, talk to your student's teacher first. They can help you make a plan. You can also check out the learning resources under the Parent and Student tabs on the district website: cpsd.cloverpark.k12.wa.us. We also have a great partnership with the Pierce County Library. All CPSD students get a library card and can access the library's resources including its daily online Homework Help with live tutors.

## Illness

### What happens if my student gets sick at school?

You will get a call, to come pick up your child. If you do not answer, the school will call your emergency contacts. It's another reason to make sure your information in Skyward is accurate and current.

Students with signs or symptoms of illness and infection should be kept at home until the illness has improved and the student is no longer contagious. Please use the following criteria to keep your student at home:

- If student has vomiting and/or diarrhea within the last 24 hours.
- If student has a fever or fever-like symptoms in the last 24 hours.
- A rash, especially one in conjunction with fever, non-identifiable cause, or creating

- discomfort for the student at school.
- Pain that is persistent, unresolved and causing discomfort (i.e., toothache, ear pain, pain related to injury).
- Moderate to severe “colds” and coughs, with or without fever.
- Students with any infectious diseases (ie. chicken pox, strep throat, pink eye) should be at home until considered non-contagious according to communicable disease guidelines, local health authorities, state and district guidelines.

## Injury

### What happens if my student gets injured at school?

Minor injuries requiring basic first aid can be managed at school. In the event of a more serious injury or illness, parents or legal guardians will be called. If unavailable, emergency medical assistance may be sought if conditions warrant.

## Immunizations

### Does my child need the COVID vaccine to attend school?

Not at this time.

### What are the new rules about immunizations?

The state has made some important changes to state immunization policies that may impact your child and their ability to start school this fall.

These rules apply to all public and private schools and licensed childcare centers in Washington state.

The update to the law has three key changes:

- It now requires medically verified immunization records for school and child care entry.
- It clarifies conditional status\* in regards to school and child care immunization requirements and implementation.
- It changes the Tdap immunization\*\* requirement to 7th through 12th grades (previously it was 6th-12th grade)

**\*Conditional status:** Students must receive all eligible vaccines before starting school. There is no longer a 30-day conditional/grace period. NOTE: If additional immunizations are needed after receiving all immunizations, that they are eligible to receive before starting school, children may start school and remain until the next dose becomes due.

**\*\*Tdap:** Incoming 7th graders must have a documented Tdap vaccine given at or after age 10, and 8-12th grade students must have a documented Tdap vaccine given at or after age 7. All newly submitted Tdap documentation must meet the medically verified standard.

### What does this mean for my child?

**Medically verified:** Starting August 1, 2020, all newly submitted immunization documents must meet the medically verified standard. This means any new or updated immunization records turned in to the school must be from a health care provider, or you must attach paperwork from a health care provider to your handwritten form that shows your child's records are accurate. **Your child cannot attend school until you provide these records.** Existing vaccination documentation does not need to be newly verified or resubmitted. A medically verified record includes one or more of the following:

- A Certificate of Immunization Status(CIS) printed from the Immunization Information System (IIS)
- A physical copy of the CIS form with a healthcare provider signature
- A physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by school staff
- A CIS printed from MyLR

### Where can I go to get a vaccine?

Schedule an appointment at your child's doctor or clinic for the spring or early summer so your child is caught up on immunizations and ready for the start of school. You can also use <https://vaccinefinder.org> to find other places that vaccinate near you, such as pharmacies.

### What if I cannot afford to get my child vaccinated?

The Washington Childhood Vaccine Program provides all recommended vaccines at no cost to children through age

Providers may charge a fee to give the vaccine but you can ask to have this fee waived if you cannot afford it. (<https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/Immunization/ChildhoodVaccineProgram>)

### Who can I contact if I still have questions?

Please contact your child's school if you have questions about these changes. Additional information is also available on the Department of Health website (<https://www.doh.wa.gov/YouandYourFamily/Immunization/SchoolandChildCare/RuleChanges>).

## Inclement Weather – Closing of School

The decision to close schools due to snow or other severe weather conditions are made by 5:30 a.m. by the superintendent and transportation department officials. Closures will be broadcast over several radio and news stations. Listen/watch for Clover Park School District #400.

In addition, we will send out a SchoolMessenger phone call, text and email to let you know school has been cancelled for the day. Potential school closures are another reason for you to keep all of your contact information up-to-date in Skyward.

## Late Start Wednesdays

### Why does the school district have late starts on Wednesdays?

Teachers and other staff use the late start Wednesdays for state and district required trainings. Due to several different school schedules, it's almost impossible to find a common time after school to hold these trainings so it works best one day a week in the morning.

### When do they start?

Please see the district calendar for the late start schedule. School starts exactly one hour later on these days, than on a regular school day. Buses also pick up students, one hour later on these Wednesdays than a regular morning.

## Meals (Student Nutrition)

### How does my child qualify for free or reduced priced meals?

Every year we ask families to complete a Food Service Application (one of your tasks on Skyward). You need to verify your household income to qualify. Even when federal and state guidelines waive the cost of meals for students, this is an important form to fill out. The state uses the information to provide additional resources for families and students such as scholarships, free college applications, state food cards, and free or reduced fees for other school programs, to name a few.

### How does my student purchase meals at school?

Students use a meal card system to received their breakfast or lunch.

### Can I add money to my student's meal plan electronically?

Yes, you can add money or pay off balances on your student's meal card, through Rev Track on Skyward.

### Is the á la carte line different than the lunch line?

When available, in middle or high school, á la carte offers things like cookies, chips or the occasional slushy. Students would need to have money in their lunch account to pay for these items.



### **Is food for sale at the Student Store?**

It depends on the school, but the Student Store is not associated with the Student Nutrition Department, so meal cards don't work here. Items for sale can vary from school supplies to spirit wear to snacks. Just like the merchandise, store hours and programs vary by school.

## **Medication at School**

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### **My student takes medication during the school day, what do I do?**

All medications must be turned into the school office and will be dispensed from there. No medication, prescription or over the counter (aspirin, vitamins, etc.), may be administered at school without proper documentation. State law requires both the parent and physician complete and sign the Physician's Consent Form for Medication. Forms are available in the school office or from your doctor.

## **Planned Absences**

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### **We have a family event that requires my student to miss school. What do we do?**

If we had our way, students would be in school every day, but we know life happens. If you know in advance that your child will be absent from school, please stop by the school and get a Planned Absence Form. Keep in mind, your absence may be excused (depending on the reason) but we don't excuse the class work. Your student will be expected to make up the work. For more information, see the Attendance section on pages 15-17 of this book

### **We qualify for military block leave, do we still need to tell the school?**

Yes, let us know the dates at least two weeks before you leave. Although block leave is excused please know that some of what your student will miss cannot be made up. For more information on Military Block Leave, see the Attendance section on pages 15-17. Students are required to complete and turn-in any work assigned by their teacher.

## **Policies and Procedures**

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We have lots of those and you are welcome to read them on our district website under Board Policies. We've also included many of them in this handbook, entitled Districtwide Rights and Responsibilities. See pages 18-27.

## **School Supplies**

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Detailed lists are available for both elementary and middle school students can be found in this handbook, page 10 and on the district website. Anything not on the lists will be provided by the school.

For high school students, please check individual class syllabi for detailed information. In general, this includes: a three-ring binder, college-ruled notebook paper, pencils, pens and a student backpack.

## **Skyward Family Access**

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Skyward Family Access is an important tool to help you support your student's academic success. Logging in is easy from the district website!

Use Skyward Family Access to:

- Update your contact information
- Complete Annual Student Information Updates
- Register for athletics
- Add money to meal accounts
- Communicate with teachers
- Track attendance
- Monitor your student's assignments and grades
- Schedule conferences

Remember: We've gone online! Families will now use Skyward Family Access to complete and update Annual Student Information Updates for each student's school instead of completing and returning paper forms.

### **Never Signed in or can't remember your login ID or password?**

Click on the Forgot your Login/Password? link from the Clover Park School District Skyward login page. Enter your email address or username. If it matches the email or username the district has on file, you will be sent an email containing your login and a link that can be used to reset your password (Contact your student's school if you need assistance).

## **Student Parking**

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### **My student will be driving to school this year, do they need a parking permit?**

Yes, your student will need to check in with the ASB secretary to get a parking permit. There may be a fee for the pass, but that is determined at each high school.

## **Transportation (see also A Safe Ride to School)**

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To ensure the safety of students on their way to and from school, all students riding school buses must observe bus transportation rules. For complete details regarding bus transportation please see A Safe Ride to School on pages 12.

Even students who don't ride the bus daily need to know the rules. Students may ride a bus for a field trip or athletic travel.

If parents are transporting to school, we ask that you follow to the rules at your student's school regarding safe speeds, drop off and pick up locations and parking or waiting. If your student walks or rides a bicycle to school, please review safe walking and riding practices with them.

## **Visiting Classrooms**

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Parents are encouraged to visit their student's classrooms. For the convenience and safety of everyone involved, please contact the school principal to set up an appointment at least 24 hours before your visit so that it can be arranged with the teacher(s).

### **Visiting School**

All visitors are asked to check in at the school office each time they enter the building please present your driver's license or photo ID which will be run through our Visitor/Volunteer management system called Raptor. You'll receive a Visitor badge with a bar code to wear while on campus. After your visit, you can scan that bar code at the self-service scanner to check out. At the end of the visit, please make sure to stop by the main office again to check out. This request is made for the safety of our students. Your cooperation is appreciated.

### **Volunteering at School**

If you would like to volunteer in your student's school, please ask your school office about volunteer opportunities and fill out your Volunteer Application through our new Raptor Security System. The application is now done online, on your home computer, laptop, tablet or phone. You can also use the kiosk at your student's school. To ensure the safety of all students and staff, a criminal background check is part of the Volunteer Application process. Once you are cleared, you'll receive an email confirmation through Raptor. You will still need to check in through the kiosk when you come into the school to get your volunteer badge, but our new system is quick and easy. We thank you in advance for your support of our schools, staff and students.

The online Volunteer application is located on the district website under the heading Get Involved, then click the Volunteer tab to get to the application.

# Supply Lists

## Elementary Schools

### Kindergarten

- 1 Backpack
- 1 Pencil box/pouch
- 24 Ticonderoga pencils
- 2 Boxes - crayons - 24 count

### First Grade

- 1 Backpack
- 1 Pencil box/pouch
- 24 Ticonderoga pencils
- 2 Boxes - crayons - 24 count

### Second Grade

- 1 Backpack
- 1 Pencil box/pouch
- 24 Ticonderoga pencils
- 2 Spiral Notebooks (wide-ruled)

### Third Grade

- 1 Backpack
- 1 Pencil box/pouch
- 24 Ticonderoga pencils
- 1 Package lined paper (wide-ruled)
- 3 Spiral Notebooks (wide-ruled)

### Fourth Grade

- 1 Backpack
- 1 Pencil box/pouch
- 24 Ticonderoga pencils
- 1 Package lined paper (wide-ruled)
- 4 Spiral Notebooks (wide-ruled)

### Fifth Grade

- 1 Backpack
- 1 Pencil box/pouch
- 24 Ticonderoga pencils
- 1 Package lined paper (college-ruled)
- 4 Spiral Notebooks (college-ruled)

**Backpacks** should be large enough to carry folders that are more than 8 ½ x 11 (no wheels). Please be sure to put your child's name on the backpack tag.

### Tennis Shoes

All students should have tennis shoes for PE class.

## Middle Schools

The following list is for reference. Please note, families are welcome to purchase any style/brand of their choosing for their student's supplies.

- 1 Backpack
- 1 College-Ruled Composition Book
- 1 2" or 3" Binder
- 1 Set 5-Tab Index Dividers
- 4 Packages college-ruled notebook filler paper
- 1 Pencil Pouch
- 1 Package No. 2 Pencils
- 1 Package Pens (blue or black ink)
- 1 Package Colored Pencils (optional)
- 1 Set Highlighters (optional)

## High Schools

High School supply lists will be included with individual teacher syllabi.

## Start and Dismissal Times

### CLOVER PARK, LAKES and HARRISON PREP

Start	Dismissal	Late Start Wednesdays	Early Release
7:25 a.m.	2:10 p.m.	8:25 a.m.	11 a.m.

### MIDDLE SCHOOLS

Hudtloff, Lochburn, Thomas

Start	Dismissal	Late Start Wednesdays	Early Release
9 a.m.	3:30 p.m.	10 a.m.	12:30 p.m.

### ELEMENTARY SCHOOLS

Beachwood, Carter Lake, Custer, Dower, Idlewild, Lake Louise, Lakeview, Oakbrook

Start	Dismissal	Late Start Wednesdays	Early Release
8:10 a.m.	2:40 p.m.	9:10 a.m.	11:40 a.m.

### ELEMENTARY SCHOOLS

Evergreen, Hillside, Meriwether, Rainier, Tillicum, Tyee Park

Start	Dismissal	Late Start Wednesdays	Early Release
8:30 a.m.	3 p.m.	9:30 a.m.	12 p.m.

### ELEMENTARY SCHOOLS

Four Heros and Park Lodge

Start	Dismissal	Late Start Wednesdays	Early Release
9 a.m.	3:30 p.m.	10 a.m.	12:30 p.m.

# Dress Code

The purpose of the Clover Park School District student dress code is to ensure each student can participate in learning without posing a risk to the health and/or safety of themselves, their peers, or CPSD personnel. Our intention is to honor the economic challenges faced by many of our families, to recognize the value of cultural expression, and to provide a safe and social-emotionally healthy learning environment for all.

In order to facilitate learning for all students, CPSD requires that student dress and appearance:

- Contributes to a safe learning environment; and
- Prevents material and substantial disruption of the educational process.

For the purpose of this policy, a material and substantial disruption of the educational process is defined under CPSD Policy 3220 and 3220-P1 (Freedom of Expression).

## TORSO

Clothing must cover stomach, back, chest and undergarments. ***“Cover the Rectangles”***

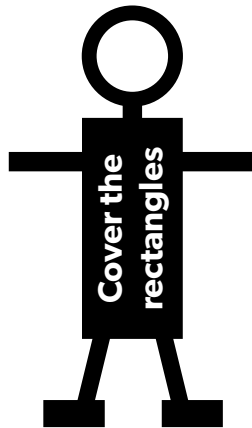
## LEGS

Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

## FEET

Students must wear footwear that allows quick and safe evacuation under drill and/or emergency circumstances. Activity-specific shoe requirements are permitted (PE, sports) and elementary students will wear safe footwear due to PE/Recess.

***The solid rectangle portions of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.***



## Other Guidelines

Head coverings may not obscure the student's face. Any permissible head attire must allow the face to be visible to staff and must not interfere with the line of sight of any student of staff. Bandanas may be worn as hair accessories.

Clothing that promotes drugs, alcohol, tobacco, violence, or displays inappropriate/lewd pictures or writing, displays images or language that creates a hostile or intimidating learning environment based on any protected class and apparel identified by local law enforcement as belonging to or identifying oneself as a member of any violent or criminal group, regardless of verifiable affiliation is prohibited.

Jewelry that can pose a safety hazard is prohibited in certain environments (e.g., hooped earrings in PE/recess).

Instructors may add course specific safety measures (e.g., closed-toe shoes in science lab environment).

## Dress Code Violations

In cases of questionable apparel, the administration reserves the right to make final decisions on appropriateness of all apparel. When it is necessary for staff involvement around a student's attire, it should be done in a way that preserves student dignity and is least restrictive and disruptive to the student's school day. The student may:

- Remove the item immediately if it is not a primary piece of clothing; and/or
- Change and return to class.

If the student cannot make the dress code adjustment, the student will be sent to the main office for further assistance. Parents may bring clothes or the office may offer clothing to borrow as resources allow. (If student continues to violate dress code, CPSD discipline progression will follow).

# A Safe Ride to School

## Transportation Department

### Getting started

You can find out which school your child will attend by accessing the Clover Park School District website and selecting School Site Locator in the General School Information tab or by calling the student services office at (253) 583-5154. After determining the school, either student services or the transportation department can tell you if your child qualifies for bus service and if so, which route your child will use.

### Eligibility

Students are eligible to ride the bus if they:

- reside more than one road mile from school.
- need transportation based on special programs (i.e., gifted, ESL, special needs, McKinney-Vento or special circumstances).

Students who have special circumstances may qualify to ride the bus, even if they don't meet the above criteria, if:

- hazards that create unsafe walking conditions for a student that cannot be mitigated; i.e., no sidewalks.
- a medical or physical condition prohibits a student from walking.
- before or after school a student goes to a childcare or place other than the residence and this alternate address is used for enrollment and receives bus service.

If a student attends a school outside of the resident boundary of their school, the parents are responsible for transportation.

### Kindergarten

Students will not be allowed to get off the bus WITHOUT AN ADULT BEING PRESENT or unless the parent/guardian has requested in writing through the transportation department.

### ECEAP & Head Start

During the first week of school, half-day students should wear tags with their name and bus stop. Bus routes are developed based on student data submitted by the schools during the prior school year. All students must be met by someone that is on the approved list and have ID every day, to receive the student from school, this list also needs to be on the medical form you can get from the driver.

- AM half-day students delivered to bus stop at noon: Students will be retained on the bus if no one is at the bus stop to receive them and will be returned to school.
- PM half-day and all day students delivered to bus stop in the evening: Half day (ECEAP/HEAD START) students will be retained on the bus if no one is at the bus stop to receive them and will be returned to school, special needs students will be returned to their school of attendance. If students are not picked up in a reasonable time, law enforcement will be called. When a student is returned more than once, the school principal will be notified, an IEP meeting may be scheduled, and CPS may be contacted. Anyone other than a parent/guardian must have written permission or be on the student's card and picture identification must be presented before they can pick up the child.

### Bus routes and stops

#### General

School bus routes are planned to provide the safest, most efficient and cost-effective service under all weather and road conditions. Students typically ride the bus 30 to 60 minutes each way. Riding times may occasionally be longer due to traffic jams, breakdowns or inclement weather.

Students should utilize the bus stop closest to their residence. Those who need to be dropped off at a location other than their original stop must have special permission, which may be granted after the parent/guardian has notified the school office in writing.

Students who must go to another designated bus stop must give the bus driver a note signed by a parent/guardian and by the school administration. These notes are valid for one day.

### Bus stops

Stops may be as far from home as:

- Four blocks or .25 mile for kindergarten through fifth grade students;
- Six blocks or .5 mile for sixth through eighth grade students; and
- Ten blocks or 1 mile for ninth through twelfth grade students.

### ZPASS Information

In order to improve transportation efficiency, effectiveness and provide better overall service to eligible families, the Clover Park School District has introduced Zonar Pass (ZPass), a student identification system designed specifically for school bus transportation. The ZPass system uses RFID (Radio Frequency Identification) to confirm and monitor student ridership. The ZPass software program will provide the transportation department and your student's school information on when, where and what time students get on and off CPSD buses, helping to assure their safety.

An electronic reader installed on the bus will identify each student's ZPass card upon entering or leaving the bus. If physically incapable, students will be assisted by CPSD staff in scanning their cards. The time, date, and location of each student is logged and transmitted to a secure, confidential database. This information is then readily available in case of an emergency or lost student situation. Only the student's name, school ID number (in barcode format) and ZPass ID number are printed on the bus pass. No student information is available outside of the school district's computer system.

#### Instructions for use of the card

- Your student's first ZPass card will be issued at the school, by the school staff.
- Your student's ZPass card will be issued with an attached lanyard with a pull-apart clasp for safety. The ZPass card can also be securely fastened to your student's backpack either on the outside or inside of the backpack.
- Your student needs to present the ZPass card to the card reader installed on the bus upon entering and exiting the bus each time your student rides the bus.
- Students must have their ZPass cards with them at all times. If your student does not have the ZPass card when boarding the bus, they should notify the driver at that time.
- Replacement cards for lost or damaged cards will be issued by your student's school office staff.

### Boarding the bus

#### In the morning

Students need to be at their designated bus stop no later than five minutes **before** the scheduled pick-up time. When they see the bus coming, students need to form a line starting well back from the curb. Unfortunately, buses cannot wait for students who are not at the bus stop.

#### After school

Students need to go to their buses quickly. Buses leave:

- Five minutes after elementary school dismissal; and
- Seven minutes after secondary school dismissal.

Students who miss their regular bus **must be picked up by a parent.**

## Activity/Program Bus

Middle and high school students who participate in after-school activities (i.e. sports, clubs) may ride the school's activity bus (with school approval). Secondary school students must present their ride ticket for the appropriate time to the driver when boarding. Each school will determine departure times for its activity bus. Please note that activity buses do not stop at every stop scheduled for A.M. and P.M. routes but will primarily utilize neighboring elementary schools.

Elementary school students who participate in after-school programs may ride the school's program bus (with school approval). Each school will determine departure times for its after-school program bus. Please note that after school program buses do not stop at every stop scheduled for A.M. and P.M. routes but will primarily utilize neighborhood stops.

## Student Management

Student management procedures are designed to support student behavior and ensure safety and order on the bus. Students are expected to obey these rules for their own safety and the safety of others. Should any behavioral concerns arise, families will be contacted immediately so that we can partner to resolve the issue. Please ensure we have your current contact information so that we can work together to provide a safe bus environment for our students.

## Rules and Regulations

Students are expected to follow the same rules at bus stops and on buses as they are in the classroom. Students who misbehave may lose their bus riding privileges.

The following rules apply to all district buses and bus stops:

- At bus stops, wait in a line that starts well back from the curb, off the street.
- When crossing a street to or from a school bus, cross in front of the stopped bus, and only when the "stop" paddle is out, red lights are flashing and when the driver has signaled that it is safe to cross.
- Students may not cross any roadway having three or more marked traffic lanes.
- At an intersection with a traffic signal, cross only on the green light and "WALK" signal.
- Get on or off the bus only when it is fully stopped and the driver has directed boarding or disembarking.
- Give your name to the driver or monitor when they ask for it.
- Students should follow all directions given by the drivers and/or bus monitors.
- Animals are not allowed on buses without prior written approval from the director of transportation (service animals must be approved).
- Sit in only in assigned seat.
- Stay seated at all times until the bus has arrived at your destination.
- Seat belts must be worn, if bus is equipped.
- Keep aisles clear.
- Keep hands to yourself.
- Alcohol, tobacco, flammable items and incendiary devices are prohibited.
- Perfume, cologne and body spray are prohibited.
- Ask the driver's permission before opening a window. Windows may not be opened lower than designated line.
- Keep head, hands and arms inside bus windows.
- Treat bus seats and equipment respectfully.
- Do not throw anything from the bus.
- Fighting is prohibited.
- Students must have their ZPass card with them at all times and use the zpass on and off the school bus.

Special needs student will not be allowed to get off the bus without an adult being present, or request in writing. The parent or guardian must communicate in writing, for special needs students, their request to the transportation department if they wish to change whether or not their child is to be released with or without an adult present.

## Bus Service during Bad Weather

Parents/guardians need to plan for changes in bus schedules and routes during snowy/icy conditions.

Changes in district operating hours or bus service are announced on the Public Schools Emergency Communication System website at [www.flashalert.net](http://www.flashalert.net) between 5-8 a.m. and be on all major radio/TV stations.

Announcements are for **one day** only.

No announcement about the Clover Park School District means that schools are open and buses are operating on regular routes and schedules. Be sure to listen for Clover Park School District **NOT Lakewood SD**, which is a small town north of Seattle.

During bad weather, the Clover Park School District sometimes operates on a "limited transportation" schedule, which could mean:

1. School buses will operate on arterials or main streets only.
2. No half-day programs (i.e., Head Start, ECEAP classes or after school activities or out-of-district transportation.
3. School buses will be operating on Snow Route Schedule.

Unlike buses that normally travel on primary and secondary arterials, special education buses often travel on residential streets. Secondary roadways are not cleared by the city during bad weather and can be dangerous or inaccessible. Narrow streets and residences on hills add to our concern. For these reasons house-to-house bus service may be canceled or limited. An alternate location will be established.

## Special Needs Students

Not all special needs students require or receive special transportation. To receive this service, a 504 plan, an Individual Education Plan (IEP), or students who fall under the McKinney-Vento Act or Foster Care must document a need for special transportation. The director of special education must authorize special transportation for IEP students; 504 students must go through the school to be approved. The director of student services must authorize transportation for students who fall under the McKinney-Vento Act/Foster Care.

### Parent/guardian responsibilities and district procedures for students receiving special service transportation:

Meeting the transportation requirements of students with special needs requires a strong partnership between the student, parents, driver, transportation department and school. Below is a list of responsibilities established to ensure your student's transportation needs are met in a safe and timely manner.

**Student Assistance: Corner stops will be used as student pick up and drop off locations.** The parent/guardian is responsible for assisting his/her child to and from the bus. If conditions exist, where a student(s) must receive house service; wheelchair bound, or is non-ambulatory, the transportation department will establish a pick-up point as close to the residence as possible. This assures the safety of the student and the equipment.

**Student Pick Up:** Students being picked up at bus stop should be ready five minutes before their approximate pick-up time. The driver **will not wait** for the student to board the bus before continuing on the bus route. **Drivers will not honk the horn**, as it disturbs the neighbors. Drivers will discontinue service when a student receiving bus service fails to board the bus five consecutive days and notification to parent has been attempted.

**Delivery of Students Home:** Special needs students that are not met at the bus stop will be returned to their school of attendance. If students are not picked up within a reasonable time frame, law enforcement will be called for the safety of the student. If this occurs more than once, the school principal will partner with the parents and IEP team, as well as law enforcement or CPS where appropriate, in order to create a suitable transportation plan for the student.

*Students receiving special service transportation will not get off the bus unless met by parent or designated guardian or have a requested in writing for the student to be released by themselves.*

**Address/Alternate Address Changes:** Parents/guardians will need to notify their students' school or special education office immediately of any change of home address or place of pick-up/drop-off. The transportation office requires five full working days to implement a change. The new service will begin the sixth working day after the office received the change notification. All address/alternate address changes must be cleared by the Clover Park School District Transportation Office, **NOT BY THE DRIVERS**.

**Route and Time Changes:** Parents should be prepared for route and pick-up time changes at any time during the school year. Changes sometimes occur when students are added or withdrawn from the school program.

**Illness:** Students who are ill should not be sent to school, as they could infect other students. Parents should notify the transportation office of their child's illness as soon as possible.

Parents are notified when their student becomes ill during the school day. After notification, parents are responsible for picking up the child. (Note: Anyone other than a parent/guardian must have written permission to pick the child up from school).

**Absences/Discontinued Service:** Parents must notify the transportation office and the child's school if a student will be absent, or if they intend to move.

**Student Identification:** Parents/guardians should have the name of their student's school and bus number when calling the transportation office.

**Seatbelts:** Seatbelts, when available, are to be used by all students. Drivers are responsible for checking compliance with this equipment.

**Safety Devices:** The transportation office may require use of a safety apparatus to control a student's activity or aggression. Parents/guardians of students needing these devices will be contacted by the transportation office or the Special Education Department prior to use of the device (unless an emergency safety concern exists).

**Child Safety Seats:** Convertible car seats or safety vests meeting all federal standards may be used by drivers for smaller students who cannot be properly secured by bus seat belts. Safety seats must be approved by a transportation office safety representative prior to use.

**Pins:** For safety reasons, attaching messages to student's clothing with straight pins is prohibited.

## Student Privacy Parent Consent

Technology has become an integral part of education and our students' learning experience. Our society is rich with information and technology to access this information. Along with learning about the use of online tools, understand that we strongly consider the importance of privacy and protection of student information and data. Applications that we choose are for educational purposes with the intent for classroom use only. Having our students' safety in mind is key, but we would like to share more about the laws and policies that help to protect our students online:

### Children's Online Privacy Protection Act (COPPA):

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

### Family Educational Rights and Privacy Act (FERPA):

FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.) but parents may request that the school not disclose this information.

### Child Internet Protection Act (CIPA):

CIPA protects students from harmful materials including those that are obscene and pornographic. Any harmful content contained from inappropriate sites will be blocked.

While using educational tools, students will abide by the Clover Park School District Acceptable Use Policy for students. If you have any questions regarding specific tools, please talk to your student's teacher about the technology tools used in their particular class.

**Digital tools and online resources:** Digital tools are used in support of the district adopted curriculum and to enhance the learning experience. Learning tools and resources vary by class and teacher. The district reviews the online tools and makes certain they follow data privacy standards according to RCW 28A.604 on your behalf.

Additional tools and resources may be used by individual schools and teachers. Digital tools are reviewed by district office staff. Student accounts often require the use of student data which may include first and last name, school email address, class enrollment, grade level and the name of school/teacher.

**Student Email:** Students in the Clover Park School District are issued a school email account as part of their Office 365 account. The email account is used for teacher/student (grades K-12) and online accounts.

**Live streaming:** During times when schools are closed to students, teachers may need to provide remote teaching and learning experiences both in real time or live and through a recording which may be posted online for other students to view. Teachers will use video conferencing tools such as Zoom or Teams to live stream with their students.

# Attendance Handbook

The RCW Chapter 28.A.225 of the Washington State Compulsory Attendance Law specifies that parents/guardians have the primary responsibility for ensuring the attendance of their children at school. The law further states that students shall be regular and punctual in attendance. The attendance procedures at Clover Park School District are designed to assist parents/guardians in carrying out this responsibility.

Missing school for any reason negatively affects learning, achievement, and grades. Daily attendance is imperative to a student's effective and productive learning experience. The sequential presentation of school learning requires a continuity of instruction. The maximum benefits for each individual child can be achieved only from participation and interaction in daily activity. Regular school attendance is both encouraged and mandated. The primary responsibility for adherence to regular attendance rests with the student's parents/guardians and the individual student.

Clover Park School District is committed to supporting students and families in attending school regularly and will therefore adhere to its legal obligation to abide by Washington State Compulsory Attendance Law (Becca Bill- SB 5439).

## Absences

Absences from school shall be classified as either an excused or unexcused absence.

### Elementary School:

- More than 30 minutes late to school and leaving more than 30 minutes early from school will constitute a half-day absence.
- Attendance will be taken 30 minutes after the start of the day, and again 30 minutes prior to the end of the day.** The grade-level homeroom periods are set for Period 1 (A.M.) and Period 2 (P.M.) in Skyward. The building secretary can add or change absences between the first and last 30 minutes of the day.
- A full-day absence is being marked absent for both Period 1 and Period 2.**
- Automated attendance messages will be sent two times a day, once by noon and the second in the evening.

### Middle School:

- Missing four or more periods from our six-period day** will constitute a full-day absence.
- Missing three or fewer absences from our six-period day will constitute a half-day absence.
- Automated attendance messages will be sent two times a day, once by noon and the second in the evening for any period absence whether it is full day, half day, or a single period.

### High School:

- Missing three or more periods from our four-period day** will constitute a full-day absence.
- Missing two or less absences from our four-period day will constitute a half-day absence.
- Automated attendance messages will be sent two times a day, once by noon and the second in the evening for any period absence whether it is full day, half day, or a single period.

## Excused Absences

### (class periods, partial day, or full day)

#### Participation in a school-approved activity or instructional program.

To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.

**Absence due to:** illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; state-recognized search and rescue activities consistent with RCW 28A.225.055; directly related to the student's foster, migrant or homeless status; safety concerns; and approved school activity.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. Adult students (those over 18) and emancipated students (those over 16 who have been emancipated by court action) will notify the school office of their absences with a signed note of explanation. Students 14 years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence with a signed note of explanation, which will be kept confidential. Students 13 years and older may do the same for mental health, drug or alcohol treatment; and all students have the right for family planning and abortion (Policy 3122).

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction, provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

**Illness/Medical Appointment/Health Condition** – Bring verification from the medical provider. Doctors notes may be required if the student does not attend school regularly. Assignments can be picked up 24 hours after requested.

**The following are valid reasons for an excused absence per district policy and state law:**

### A. Valid excuses for absences:

- Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- Family emergency, including, but not limited to, a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless or foster care/dependency status;
- Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying
- Absences due to a student's migrant status; and
- An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth. The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

## B. Required conference for elementary school students

If an elementary school student has **five or more excused absences in a single month** during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and identify supports and resources so the student may regularly attend school.

The conference must include at least one school district employee, preferably a nurse, counselor, social worker, teacher or community human service provider, and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within 30 days of the absences. If the student has an Individualized Education Program (IEP) or a Section 504 Plan, the team that created the program must reconvene. A conference is not required if prior notice of the excused absences was provided to the district or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in his/her coursework.

## C. Unexcused Absences

An "unexcused absence" means a student has failed to attend the majority of hours or periods in an average school day (50% of the day) or to comply with a more restrictive school district policy on absences.

Unexcused absences occur when:

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

**Each unexcused absence** within any month of the current school year will be followed by a letter or phone call to the parent/guardian informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which the parent is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.

**After three unexcused absences within any month** of the current school year, the school will hold a conference with the principal, student and parent/guardian to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within 30 days of the third unexcused absence, the district may schedule the attendance conference on the same day. If the parent/guardian does not attend the scheduled attendance conference, the school may hold the conference with the student and principal or principal designee. However, the school will notify the parent of the steps to eliminate or reduce the student's absences.

At some point after the second and before the fifth unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. In middle and high school, these steps will include application of the Clover Park School District Attendance Assessment and Contract.

For any student with an existing IEP or Section 504 Plan, these steps will include convening the student's IEP or Section 504 team, including a behavior specialist or mental health specialist where appropriate, to consider reasons for the student's absences. If necessary, and if the student's parent/guardian gives consent, the district will conduct a functional behavior assessment and complete a detailed behavior plan to explore the function of the absence behavior.

For any student who does not have an IEP or Section 504 Plan, but who is reasonably believed to have a mental or physical disability or impairment, these steps will include informing the student's parent/guardian of the right to obtain an appropriate evaluation at no cost to the parent/guardian to determine whether the student has a disability or impairment and needs accommodations, special education services or related services. This includes students with suspected emotional or behavioral disabilities. If the school obtains consent to conduct an evaluation, time should be allowed for the evaluation to be completed, and if the student is found to be eligible for accommodations, special education services or related services, a plan will be developed to address the student's needs.

The School will apply the Clover Park School District Attendance Assessment and Contract, and where appropriate, provide the student with best practice or research-based interventions. As appropriate, the district will also consider:

- adjusting the student's course assignments;
- providing the student more individualized instruction;
- providing appropriate career and technical courses or work experience;
- requiring the student to attend an alternative school or program;
- assisting the parent/guardian or student to obtain supplementary services; or
- referring the student to a community truancy board.

**Not later than a student's fifth unexcused absence in a month, the district will:**

- a. Enter into an agreement with the student and parents/guardians that establishes school attendance requirements;
- b. Refer the student to a community truancy board; or
- c. File a petition to juvenile court (see below).

## Community Engagement Board

A "community engagement board" is a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attends school. The district will enter into an MOU with the juvenile court in Pierce County to establish a community engagement board prior to the 2017-18 school year.

The district will designate and identify to the juvenile court (and update as necessary) a staff member to coordinate district efforts to address excessive absenteeism and truancy, including outreach and conferences; coordinating the MOU; establishing protocols and procedures with the court; coordinating trainings; and sharing evidence-based and culturally appropriate promising practices. The district will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and who will assist in the recruitment of community engagement board members.

No later than a student's **seventh unexcused absence within any month or a fifteen unexcused absence during the current school year**, if the district's attempts to substantially reduce a student's absences have not been successful and if the student is under the age of 17, the district will file a petition and supporting affidavit for a civil action in juvenile court.

## Late Arrival (Tardy)

It is vital that student be on time to every class every day; when students are late to class, they disrupt the instruction in the classroom.

### Elementary Schools:

Your teacher will take attendance every morning.

If you arrive to school within the first 30 minutes you will be marked tardy. If you arrive to school 30 minutes after the first bell, you will be marked absent.

After the 5<sup>th</sup> recorded tardy, a parent/student meeting will occur with the school administrator and counselor to develop an action plan to rectify the tardy behavior.

### Middle Schools:

1. Your teacher will take attendance every period.
2. If you arrive within 15 minutes after the start time, you will be marked tardy.
3. If you arrive 16 minutes after the start time, you will be marked absent.
4. If you arrive to class with an excused tardy, the teacher will modify the attendance to being present.
5. After the 5<sup>th</sup> recorded tardy, a parent/student conference will occur with the school office to develop an action plan to rectify the tardy behavior.



## High Schools:

1. Your teacher will take attendance every period.
2. If you arrive within 22 minutes after the start time, you will be marked tardy.
3. If you arrive 23 minutes after the start time, you will be marked absent.
4. If you arrive to class with an excused tardy, the teacher will modify the attendance to being present.
5. After the 5<sup>th</sup> recorded tardy, a parent/student conference will occur with the school office to develop an action plan to rectify the tardy behavior.

## Planned Absences

If you know in advance that your child will be absent from school, please stop by the office to get a **"Planned Absence Form."** Please complete the form and return to school at least three (3) days prior to the absence. These absences may be excused, depending on the reason for the absence if all make-up work is turned in on time, with approval from the teacher and principal. If the student has already missed several days of school, the absence may be marked as unexcused. Unexcused absences may result in the filing of a Becca Petition. There is a maximum of 5 days of excused planned absences in a school year. Any planned absences beyond 5 days in a school year must be approved by administration in advance or could be considered unexcused.

## Military Block Leave

Military Block Leave is a two-week leave given to a service member who is deployed overseas. The leave occurs during the deployment, usually at the mid-point, and allows the service member to return home to be with his or her family. During Block Leave, student absences will be excused so students can be with their families during the time the service member is home.

### Family expectations during military block leave:

- Be aware that when students have extended absences from school, there will be subject matter presented and participation activities that cannot be made-up.
- Families will notify the school two weeks, in advance.

### Students expectations during military block leave:

- Students are responsible for completing work from their absence according to the school/district policy.
- When appropriate, students may need to attend after school programs to complete missed assignments and/or make up content which is critical to their continued learning.

## Dismissal Procedures

If you must pick-up your child before school ends, please come to the office and your child will be called out of class. Teachers will release students from their classroom to the office **only** under direct request from the office staff.

If the school has not received a note or phone call from a parent/guardian prior to the end of the day, the student will go home in their routine manner.

## Athletic & Extracurricular Activities Attendance Policy

Athletes and students involved in extracurricular activities (such as cheer, dance, choir, band, clubs, etc.):

- Must attend all class periods on the day of a practice, game, contest or event;
- Must receive a written note from the medical provider indicating the athlete or student is able to participate on that day, if they have missed school and/or were seen by a physician, dentist, or other medical personnel for any reason; and
- Are absent or arrive at school two hours after the start of school are not eligible to compete or practice on that day. The principal may grant participation, for example, when it is a field trip or doctor/dentist appointments.

## Informing The School

Please notify the school if your child is going to be absent, including the reason for the absence so we can determine whether the absence is excused or unexcused.

A listing of schools and phone numbers is located on page 28.

# Districtwide Rights and Responsibilities

Dear Clover Park School District Students, Families and Staff Members,

Success in school occurs when students, families, and staff collaborate. The purpose of this document is to communicate the expectations of the Clover Park School District (CPSD) for student conduct to promote a safe, orderly, and positive learning environment. The Clover Park School District board of directors, administration and staff regard student and staff safety as paramount while also recognizing and ensuring students' rights are protected. Working together, we will do our best to help every student achieve success.

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## Student Rights

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Clover Park School District Student Rights (District Procedure 3240-P1)

Clover Park School District provides continuous notice that it does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups.

In addition to individual rights established by law and district policies, students served by or on behalf of the district will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Access to their own education records at reasonable school times upon request (students 18 years or older);
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
  - Freedom of speech and press;
  - Peaceably assemble;
  - Petition the government and its representatives for a redress of grievances;
  - The free exercise of religion and to have schools free from sectarian control or influence; and
  - Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them.
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights (secondary students only);
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and

- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

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## Assembly (District Procedure 3223-P1)

Peaceful demonstrations are permissible; however, they must be held in designated places where they will present no hazards to persons or property and at designated times that will not disrupt classes or other school activities.

- Freedom of peaceful assembly is regulated in time, place and manner by the school administrator;
- Demonstrations which interfere with the operation of the school or classroom or cause immediate substantial disruption to the orderly operation of school are prohibited. Students who commit an act that is unlawful or in violation of school rules are subject to progressive discipline; and
- Class attendance takes precedence over freedom to assemble. Students who are not present in class will be marked unexcused absent if they choose to leave the school or classroom during the school day.

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## Grievance (District Procedure 3241-P1)

A grievance procedure exists to provide a student, parent, or guardian a way seek remedy for the unfair application of rules, regulations or procedures. (See Grievance Section)

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## Hearing (District Procedure 3241-P1)

Students who have been suspended/emergency expelled/expelled are entitled to a hearing for the purposes of contesting the allegations as outlined in District Procedure 3241-P1.

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## Homeless Assistance (District Procedure 3115-P1)

The McKinney-Vento Homeless Assistance Act was authorized by Congress in December 2001, as part of the No Child Left Behind Legislation. The purpose of the McKinney-Vento Act is to remove barriers to education for homeless/transitional students and provide educational stability.

Under the McKinney-Vento Act, students have the right to remain in attendance at the school they attended when they were last permanently housed. This is known as their "school of origin." Clover Park School District will do everything possible to ensure that students have the ability to remain in their school of origin, and to succeed academically. The district will provide transportation assistance and free meals for all eligible homeless students. Tutoring and other academic assistance, including school supplies and clothing, are also available.

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## Who is considered McKinney-Vento eligible?

Any child or youth who lacks a fixed, regular and adequate nighttime residence is considered homeless, including those who are temporarily sharing housing with others due to loss of housing or economic hardship. This includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings, unaccompanied youth, transitional housing programs, and children in foster or temporary placements. If you are not sure if a child qualifies, call 253-583-5154.

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## What are the educational rights of homeless children and youth?

Clover Park schools provide equal and comparable access to all students regardless of their home living situation. McKinney-Vento eligible children and youth have specific rights, including the right to:

- Maintain attendance at the school of origin (if this is in the child's best interest), or enroll in the local school where currently residing;
- Receive assistance with transportation;
- Become eligible for free meals;

- Receive assistance obtaining needed records and documentation;
- Receive support services and programs for which they are eligible, such as gifted education, children with disabilities, vocational education, and preschool;
- Receive academic assistance through the district's federally funded Title I program;
- Have parent or guardian involvement in school activities; and
- Maintain enrollment in the current school for the remainder of the school year (with transportation assistance, if needed).

If you have a student/child who may qualify for McKinney-Vento services or would like more information, please contact Student Services at 253-583-5154.

## Press (District Policy 3221)

Student publications produced as part of the school's curriculum or with the support of the associated student body fund are intended to serve both as vehicles for instruction and student communication. They are operated or substantively financed by the district.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Such materials may not: be libelous, obscene or profane; cause a substantial disruption of the school; invade the privacy of others; demean any race, religion, sex, or ethnic group; or, advocate the violation of the law or advertise tobacco products, liquor, illicit drugs, or drug paraphernalia.

The written and oral expression by students while at school is encouraged so long as it does not disrupt or interfere either with the educational process or with freedom of others to express themselves.

The superintendent shall develop guidelines to implement these standards and shall establish procedures for the prompt review of any materials which appear not to comply with the standards.

## Search and Seizure (District Procedure 3230-P1)

Student lockers and desks belong to the District and are subject to inspection. School personnel are authorized to search property for which the District has responsibility. Unlawful items may be turned over to the law enforcement agency. Vehicles driven to school may be subject to regulation and inspection according to school rules and applicable laws.

### Reasonable Grounds

A student may be searched if there are reasonable grounds to suspect a student has illegal items. The following questions are guiding questions in determining if there is basis for a search.

- **Identification of student:** Has the student engaged in suspicious behavior, activity, or conduct? What was the source of this information about the student? Is the source of the information reliable?
- **Violation:** If the suspicion could be confirmed, would the behavior or conduct be a violation of school rules or the law?
- **Possession:** Is the student likely to possess or have concealed any item, material, or substance which is itself prohibited or which would be evidence of a violation of the law or a school rule?

### Conducting the search

If the principal, or his or her designee, determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, assigned storage area, or automobile, the search will be conducted as follows:

- If evidence of criminal activity is suspected to be present, and prosecution by civil authorities will be recommended;
- If confirmed by the search, consult law enforcement officials regarding the appropriateness of a search by a law enforcement officer;
- If evidence of violation of a school rule is suspected, and if confirmed by the search will be handled solely as a student discipline action, proceed to search by asking the student to remove all items from pockets, purses, handbags, backpacks, gym bags, etc.; and

- If the student refuses to cooperate in a personal search, the student should be held until the student's parent or guardian is available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student's consent.

## Speech (District Procedure 3220- P1)

Students are entitled to express their personal opinions verbally, as long as it does not substantially disrupt the operation of the school or the educational process. Students may not use personal attacks, vulgar, or offensive language. Disruption includes, but is not limited to: student riots; destruction of property; widespread shouting, or boisterous conduct; or substantial student participation in a school boycott, sit-in, stand-in, walk-out or other related form of activity.

## Student Records (District Procedure 3231-P1)

The Clover Park School District maintains student records necessary for the educational guidance, and/or welfare of students, for orderly operation of schools as required by state and federal law.

### Type of Records

Student records are divided into two categories: the cumulative folder and supplementary records.

#### A. Cumulative folder

The cumulative folder may contain all information about a student which is collected and maintained on a routine basis, such as identifying information (name, birth date, sex, year in school, address, telephone number, parent's name, ethnic classification, emergency information, including parent's place of employment, family doctor, babysitter, siblings); attendance records, including date of entry and withdrawal; grades and other student progress reports; results of tests of school achievement, aptitude, interests, hearing and vision; health and immunization status reports; records of school accomplishments and participation in school activities; verified reports of misconduct, including a record of disciplinary action taken; and such other information as will enable staff to counsel with students and plan appropriate activities. Identifying information may be limited if the student is a participant in the state Address Confidentiality Program.

#### B. Supplementary records

Supplementary records about a student may be collected and maintained in connection with special school concerns about the student, such as confidential health information or reports connected with assessment and placement of a student who is formally identified as a "focus of concern;" reports from non-school persons and organizations such as physicians, psychologists and clinics, except for general screening purposes; reports pertaining to specific problems associated with the student; and current reports of psychological tests and progress reports related to a student's disabling condition. All such reports included in records will be dated and signed.

Working notes of staff are defined as records about students which are maintained in the sole possession of the writer and are not accessible or revealed to any other person except a substitute for that staff member. Working notes are not considered student records.

## The Family Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- Parents or eligible students have the right to inspect or review information including when the student is a dependent under IRS tax code, when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 21), and when the information is needed to protect the health or safety of the student or other individuals.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent are: disclosure deemed by the district as necessary to protect the health or safety of the student or other individuals and disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- **Directory Information for School District Publications, Images, School Work and News Media**  
Clover Park School District is proud of our students, staff and many successful programs. From time to time, students may be identified, photographed and/or videotaped for school yearbooks, school newsletters, videos, webpages, social media or by local news media.
- **Directory Information for Educational Institutions and Organizations (High School Only)**  
Colleges, trade/technical schools, scholarship programs and other educational organizations sometimes request directory information to send information about their programs, opportunities and services.
- **Directory Information for the U.S. Military (High School Only)**  
Federal law requires high schools to release home contact information for all high school students to military recruiters unless parents/guardians deny the release of this information.
- **Directory Information for Contracted Vendors Supporting Senior Activities (High School Only)**
- Directory information may be shared with vendors contracted by the high schools to support senior activities, such as: caps, gowns, rings, senior photos, senior spree, etc.
- **Directory Contact Information for All Purposes**  
You may also request that your directory contact information (address, phone number and email) be kept confidential and not be published or shared for any purpose.
- Schools may disclose, without consent: "directory" information such as a student's name, address, telephone number, date and place of birth; honors and awards; and dates of attendance. However, schools must tell parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.
- A form to annually opt out of all disclosures of directory information and images is available at each school.

- Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W. Washington, D.C. 20202  
1-800-8725327

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## Student Responsibilities

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A responsibility is an obligation one has to ensure the rights of all are protected. Responsibilities also assure each student has the opportunity to achieve success.

### Athletic and Activities Code for Secondary Students (District Procedure 3516-P2)

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Disciplinary consequences for athletic team members are in addition to school administrative disciplinary action and may be found in Clover Park District Procedure 3516-P2.

Clover Park School District rules on tobacco; electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, chemicals or devices that produce the same flavor or physical effect of nicotine substances and any other tobacco innovation; alcohol; and drugs include both school and non-school hours. Students are expected to refrain from any possession or use of these items during a sports season; or else face disciplinary action.

Satisfactory academic progress for eligibility is defined as a 2.0 GPA and no failing grades; or 2.5 GPA and one failing grade.

To support students, all students must maintain a grade of "C" or higher in all courses or be required to attend extended learning opportunities each day they are offered (i.e. lunchtime support, homework club, study table, tutoring, etc.) prior to attending practice, competitions or other school activities. At any time, if a student's grades are all above a "C," attendance at extended learning is optional.

Students may appeal disciplinary or eligibility decisions to a committee consisting of the principal, athletic director and assistant superintendent for secondary schools.

### Attendance (District Procedure 3122-P1)

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See Clover Park School District Attendance Handbook

### Closed Campuses (District Policy 3242)

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Clover Park Schools are closed campuses. Students may not leave school grounds during the school day without prior permission from the building principal or attendance office.

### Compliance with Rules

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Students will comply with all rules adopted by the district. Failure to do so will be cause for corrective action. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when school is being used by a school group(s);
- Off school grounds at a school activity, function, or event;
- On school bus or vehicles transporting students; and/or
- Off school grounds if the actions of the student materially or substantially affect the educational process.

## Dress Code (District Procedure 3224-P1)

Student appearance and clothing will be appropriate to grade level and school environment. Students must not present issues regarding health, safety, or disruption to the learning environment. See page 9 for district dress code information.

## Electronic Devices (District Policy 3245)

Students in possession of telecommunications devices, including, but not limited to, cellular phones, tablets, or gaming devices while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- Electronic devices should be turned on and operated only before and after the regular school day and during a student's lunch break\*, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device;
- Students will not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;
- Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or district policy/school rules, the official may confiscate the device, which will only be returned to the student's parent, or legal guardian, or law enforcement;
- By bringing a cell phone or other electronic device to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
- Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and

*\*Lunch use is limited to high schools only*

## Fees and Fines for Students (District Policy 3520)

The district will provide an educational program for the students as free of costs as possible. In programs which the superintendent has designated the collection of fees, arrangement may be made for a waiver or reduction of fees in alignment with District Procedure 3520-P1.

A student will be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's grades, transcripts or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

## Medication at School (District Policy 3416)

Under normal circumstances prescribed oral medication and oral over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian.

If a student must receive prescribed or over-the counter oral or topical medication, eye drops, ear drops or nasal spray ("medications") during the school day, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication

will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

## Exception for students with Asthma and Anaphylaxis (District Procedure 3419-P1)

A student with asthma or anaphylaxis shall be allowed to carry and self-administer prescribed medication(s), while in school, at a school-sponsored event, or in transit to/from school or a school-sponsored event, provided the following requirements are met:

- The health care practitioner prescribes the medication(s) for use by the student and provides a written treatment plan;
- The student's parent/guardian submits a written request, signs the district permission form, and provides phone contacts; and
- The student demonstrates competence to possess and self-administer prescribed medication(s) to the school nurse.

## Non-Discrimination (District Policy 3210)

Clover Park School District provides continuous notice that it does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups.

## Gender Inclusive Students (District Policy 3211)

Washington state law prohibits discrimination in public schools based on gender expression and identity (RCW 28A.642.010). Students must be permitted to dress according to the gender in which they consistently identify and should be addressed and treated using the name and pronouns of their choice (i.e., "he" and "him" or "she" and "her").

Individuals use a number of words to describe their gendered experiences. Some people may refer to themselves as trans, transsexual, transgender, male-to-female (MTF), female-to-male (FTM), two-spirit, and a variety of other terms. Terminology can differ based on region, language, race, ethnicity, age, culture, and many other factors.

Anyone may file a complaint against the district alleging that the district has violated non-discrimination laws. This complaint procedure may be found in Clover Park School District Board Procedure 3210-P1.

Address correspondence to one of the following individuals who have been designated to handle questions and complaints of alleged discrimination at Clover Park School District, 10903 Gravelly Lake Dr., SW, Lakewood, WA 98499-1341: **Title IX Coordinator**, Kevin Ikeda, Assistant Superintendent, (253) 583-5165; **Section 504/ADA Coordinator**, Brian Laubach, Deputy Superintendent, (253) 583-5050; **Civil Rights Compliance Coordinator**, Lori McStay, Executive Director for Human Resources, (253) 583-5087.

## Respect for the Law and the Rights of Others (District Procedure 3240-P1)

Students are responsible as a citizen to observe the laws of the United States, the state of Washington, and/or its subdivisions. While in school, students will respect the rights of others.

Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property — and which acts have a detrimental effect upon the maintenance and operation of the schools or the district — are subject to disciplinary action by the school and prosecution under the law.

## School Buses (District Procedure 6605-P1)

All students riding school buses are required to observe the bus transportation rules in addition to all school rules of conduct. This includes time spent at the bus stop as well as on the bus itself.

Transportation rules:

- **STUDENT MISCONDUCT:** Student misconduct shall constitute sufficient reason for suspending transporting privileges.
- **COOPERATION WITH SCHOOL PERSONNEL:** The driver is in full charge of the bus. All students riding school buses must obey the lawful instructions of the bus driver. Students, upon request, must identify themselves. Students must extend the same courtesy and respect to the driver as they are expected to give to teachers or other school personnel.
- **DISRUPTIVE CONDUCT:** Proper conduct must be maintained at all times except for ordinary conversation. Conduct or items that interfere materially and substantially with the safe and orderly operation of the bus will not be tolerated.
- **SEATING ASSIGNMENTS:** In the event seating assignments are made, students will sit only in their assigned seats unless permission to sit elsewhere is granted by the driver.
- **LITTERING:** There shall be no littering at bus stops or while on the bus.
- **OPEN WINDOWS:** There shall be no open windows without permission of the driver. When allowed open, extension of any portion of the body or limbs out the window is prohibited. Also, students must not throw articles of any description out the windows.
- **ANIMALS:** No animals of any kind, with the exception of Service Aid dogs, will be permitted on the bus without prior Transportation administration approval.
- **BUS STOPS:** Students shall ride their regularly assigned bus at all times and shall leave the bus at his/her regular stop unless written permission to do otherwise has been received, space is available and the request has been approved by a school official.
- **CROSSING HIGHWAYS AND OR ARTERIALS:** Students who must cross a street to get to or depart from their designated bus stops must do so only in front of the bus.
- **EMERGENCY PROCEDURES:** Students will comply with established emergency exit procedures when requested.
- **TOBACCO, ALCOHOL, DRUGS:** Students shall not possess or use tobacco, alcohol or controlled substances while under the supervision of district personnel.
- **WEAPONS AND DANGEROUS INSTRUMENTS:** For general safety, students shall not possess any object that can be considered a weapon. In addition, items with sharp or jagged edges, pointed ends, or otherwise dangerous features will not be allowed unless by advance permission of the driver. These items must be able to fit between the seats. At no time can any item be placed in an aisle or emergency exit.
- **INCENDIARY DEVICES:** Students shall not transport any incendiary device on district buses; i.e., military simulators.
- **DEFACING OR DAMAGING SCHOOL PROPERTY:** Any student who willfully deface or otherwise damage any school property shall be subject to disciplinary action, withholding of grades, credits, or diploma until restitution is paid. In addition, the student or his or her parents shall be held liable for damages as provided by law.
- **RAIL GRADE CROSSINGS:** Students shall remain quietly seated, not exhibit disruptive behavior and turn off all noise-making devices at highway rail grade crossings.

## Sexual Harassment Prohibited (District Policy 3205)

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

### Definitions

Sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults. Allegations of sexual harassment will be investigated by the district. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile or offensive environment;
- Unwelcome sexual advances or requests for sexual favors;
- Sexual demands when submission is a stated or implied condition of obtaining an educational benefit; and/or
- Sexual demands where submission or rejection is a factor in an academic or other school-related decision affecting an individual.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent or egregious.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. The reporting procedure can be found in Clover Park School District Board Policy 3205-P1. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator (See district contact information list).

## Student Driving (District Procedure 3243-P1)

Students may drive motor vehicles to and from school. Motor vehicles may not be driven during the school day without the consent of the principal. Students may not transport another student during the school day unless consent has been granted by principal and the parents of each student.

A student may use the school parking lot subject to the following conditions:

- A student must register the vehicle in the school office. Schools may require students to purchase parking permits. The student must possess a valid Washington driver's license and show evidence that there is a liability and property damage insurance coverage on the vehicle and acknowledge that they will assume full responsibility for any comprehensive or collision claims that may occur while on school property. Law enforcement authorities may be notified;
- Students may not access the parking lot or occupy a vehicle (without permission) during the school day;
- District policies governing prohibited items including prohibited substances and weapons shall also extend to a student's vehicle; and
- Students below grade nine (9) shall not operate motor vehicles on school property.

# Student Guidelines

Due to the age and social/emotional development of students, behavioral intervention and discipline warrant a high degree of professional judgment and situational understanding. Every incident is approached on a case-by-case basis and in accordance with the school's behavioral program and district policy. Students have the right to contact a parent/guardian at the time a discipline decision is being made. This contact does not affect family/student appeal rights.

Regardless of grade level, all students in the Clover Park School District are expected to:

- Conform to a reasonable, developmentally appropriate standard of socially acceptable behavior;
- Respect the rights, person and property of others;
- Preserve the degree of order necessary for a positive learning environment;
- Comply with district staff and personnel directives; and
- Avoid interfering with a staff member's work performance or otherwise creating an intimidating; and hostile or offensive environment.

Professional judgment and consequences to address behavioral issues should be:

- Consistent from day to day and student to student;
- Balanced against the severity of the misconduct;
- Appropriate to the student's nature and prior behavior;
- Fair to the student, parent and others; and
- Effective.

In addition to school-level behavioral intervention, some behaviors constitute sufficient cause for corrective action such as suspension, emergency expulsion, long-term suspension or expulsion.

- A "Classroom Exclusion" is the exclusion of a student from a classroom or instructional activity.
- An "Emergency Expulsion" is the removal of a student from school because the student's presence poses a substantial immediate and continuing danger.
- A "Suspension" is any denial of attendance in response to a behavioral violation from any subject or class, or any full schedule.
  - A) "In school suspension" means the student is excluded from the student's regular educational setting, but remains in the student's current school placement for up to 10 days.
  - B) "Short term suspension" means the student is excluded from school for up to 10 days.
  - C) "Long term suspension" means the student is suspended from school for more than 10 consecutive days.

Every elementary school implements a school-wide system of expectations for behavior. The purpose of these systems is to establish a safe and productive learning environment for all students and staff.

Parents are valuable partners in reinforcing behavioral expectations at school.

## Student Activities: Code of Conduct (District Procedure 3516-P2)

Secondary students have the privilege of participating in a variety of interscholastic sports, cocurricular activities, as well as cheer staff and dance team. This code covers all sports and student activities. Student athletes are considered to have positions of leadership, and are expected to demonstrate that leadership by following the rules listed below. This code of conduct is designed to ensure that our student athletes reflect positive attitudes and behaviors toward their school, teammates, coaches, families and themselves.

**Rule 1** – Students must maintain a 2.0 grade point average (GPA) and have no failing grades or maintain a 2.5 grade point average and have no more than one (1) failing grade.

**Rule 2** – Students must refrain from possessing or using alcohol and/or drugs.

**Rule 3** – Students must refrain from possession, sale and/or use of illegal drugs or controlled substances.

**Rule 4** – Students shall demonstrate satisfactory conduct in and out of school.

## Student Discipline (District Procedure 3240-P1)

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law.

The rules will be enforced by school officials.

**Mitigating Factors:** Details of the incident which would justify discipline within the lower standard range.

**Aggravating Factors:** Details of the incident which would justify discipline within the higher standard range.

Mitigating and aggravating factors for each type of discipline issue are found in Clover Park School District Board Procedure 3240- P1.

## Grievance and appeal process for student discipline

Any parent/guardian or student who is aggrieved by the imposition of discipline will have the right to appeal as outlined in Clover Park School District Board Procedure 3241- P1.

## Definitions

**Behavioral Violation:** A student's behavior that violates CPSD Discipline policy.

**Classroom Exclusion:** The exclusion of a student from a classroom, or instructional or activity area for behavioral violations subject to requirements of WAC 392-400.

**Detention:** For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for no more than 40 minutes on any given day.

Preceding the assignment of detention, the staff member will inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student will be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention will not begin until the parent/guardian has been notified (except in the case of an adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when they has been detained after school hours for corrective action.

Students detained for corrective action will be under the direct supervision of the staff member or another member of the professional staff.

**Discipline:** All forms of corrective action other than emergency removal, suspension or expulsion. Discipline includes the exclusion of a student from any type of activity conducted by or on behalf of the school district and exclusion of a student from a class by a teacher or administrator for a period of time that does not exceed the balance of the immediate class period, provided the student is in the custody of a school district employee for the balance of such period.

**Disruption of the Educational Process:** The interruption of classwork, the creation of disorder, or the invasion of the right of a student or group of students.

**Emergency removal:** A student's immediate removal from a class, subject or activity by a certificated teacher or an administrator or a school bus driver and sending of that student to the building principal or designee, when the teacher or administrator has good and sufficient reason to believe that the student's presence poses a substantial immediate and continuing danger to the student, other students or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.

**Emergency expulsion:** An emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student's current school placement by the superintendent or designee. An emergency expulsion requires the superintendent or designee to have good and sufficient reason to believe that the student's presence poses a substantial immediate and continuing danger to other students or school staff. If the district converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.

**Expulsion:** A denial of attendance for a period of time up to but no longer than length of academic term from the time the student is removed from his/her current school placement by a school district superintendent or designee. An expulsion may not be for an indefinite period of time. An expulsion may be extended beyond one semester. The length of one academic term can be extended by the principal or designee. They must petition the superintendent for extension subject to the requirements of WAC 392-400. An expulsion may also include a denial of admission to, or entry upon, real or personal property that is owned, leased, rented or controlled by the district. Before exclusion, other forms of discipline must have been attempted and documented.

**School business day:** Any calendar day except Saturdays, Sundays and any federal and school holidays upon which the office of the superintendent is open to the public for business. A school business day concludes upon the closure of the superintendent's office for the calendar day.

**School day:** A calendar day except school holidays on which enrolled students are engaged in educational activity which is planned, supervised and conducted by or under the supervision of certificated staff and on which day all or any portion of enrolled students participate in such educational activity.

**Reengagement meeting:** A meeting held between the district and the student and parent/guardian to discuss how to return a long-term suspended or expelled student to an educational setting as soon as possible.

**Reengagement plan:** A written plan developed between the district and a student and his/her parent or guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student's suspension or expulsion and to return the student to the educational setting as soon as possible.

A reengagement plan is used in situations when disciplinary actions have resulted in previous long term suspensions or short term suspensions that are the equivalent of 20 or more school days in one school year and the student continues to exhibit behaviors that would otherwise result in additional suspensions.

**Shortened school day:** A reduction in the amount of time a student is allowed to attend school each day. Before a principal may propose a shortened school day to parents/students, approval must be obtained by the superintendent or his/her designee. Prior to a shortened school day being implemented, a contract between the principal or his/her designee, the parent, and the student must be developed and agreed upon. The contract must include the time-frame the student will attend and the classes the student will take. It must also outline the conditions necessary for a student to demonstrate readiness to return to a full day of school. A reduction in the school day may be considered in various situations to include:

- Attendance intervention in cases where student absences are excessive and a plan for motivating students to attend school is necessary; or
- Health reasons that may require a shortened school day; or
- Extenuating circumstances exist that dictate a shortened day in lieu of unexcused absences.

**Suspension:** The denial of attendance for any single subject or class or for any full schedule of subjects or classes for a stated period of time. Suspension may also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented or controlled by the district. Before excluding a student, school personnel have attempted one or more other forms of discipline as outlined in WAC 330-400.

- A student in kindergarten through fourth grade may not be short-term or in-school suspended for more than ten cumulative school days during any academic term; and
- A student in grades five through twelve may not be (1) short-term or in-school suspended for more than fifteen cumulative school days during any single semester, or (2) for more than ten cumulative school days during any single trimester.

"Suspension" means a denial of attendance in response to a behavioral violation from any subject or class or from any full schedule of subjects of classes, but not including classroom exclusions, expulsions, or emergency expulsions.

- "In-school suspension" means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days.
- "Short-term suspension" means a suspension in which a student is excluded from school for up to ten consecutive school days.
- "Long-term suspension" means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC 392-400.
- A long-term suspension may not exceed the length of an academic term.
- A school district may not administer a long-term suspension beyond the school year in which the behavioral violation occurred.

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## Arson

**Definition:** For purposes of school discipline, "arson" means any intentional or reckless setting of a fire or other burning of personal or public property. "Reckless" means the student understood, but acted with disregard for, the consequences of his or her conduct.

**Standard Range Elementary:** Warning - 10 day suspension

**Standard Range Secondary:** Warning - 20 day suspension

Civil authorities (i.e., police, fire marshall) shall be notified as appropriate.

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## Assault

**Definition:** For purposes of school discipline, "assault" means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

**Standard Range Elementary:** Warning - 10 day suspension, except in case of reasonable self-defense

**Standard Range Secondary:** Warning - 10 day suspension, except in case of reasonable self-defense

### Definition of Reasonable Self-Defense

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault.

However, an administrator may decide not to subject a student to discipline if, following reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The student is acting in a manner that a school administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.



## Defacing or Destruction of Property

**Definition:** For school discipline purposes, this means the unauthorized, intentional damage to district property or the property of others (other than arson, above).

**Standard Range Elementary:** Warning - 10 day suspension and fees for damages if applicable (under RCW 28A.635.060)

**Standard Range Secondary:** Warning - 10 day suspension and fees for damages if applicable (under RCW 28A.635.060)

Civil authorities (i.e., police, fire marshall) shall be notified as appropriate.

## Defiance of School Authority

**Definition:** Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school is the defiance of school authority. Defiance includes dress code violations that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation. Defiance of school authority can also include intentional disruptive behavior.

**Standard Range Elementary:** Warning - 10 day suspension

**Standard Range Secondary:** Warning - 10 day suspension

## Drugs/Alcohol and Other Prohibited Chemical Substances/Paraphernalia

The possession, consumption, use, storage, sale or distribution of drugs (including marijuana/cannabis), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations. This section applies to:

- Any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- Marijuana or substances containing marijuana;
- Legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- Students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances;
- Students who possess, distribute, or sell things that purport to be drugs or controlled substances; and
- Equally to the possession or use of paraphernalia, including vapor pens and/or electric cigarettes, etc. or other delivery system items that may be used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

**Standard Range Elementary:** Warning - 10 day suspension

**Standard Range Secondary:** Warning - 20 day suspension

Generally, a suspension for possession, use, or consumption should not exceed ten (10) days, and a suspension for distribution should not exceed twenty (20) days.

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent's designee. Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement.

## Fighting or Fighting Involvement

Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight.

**Standard Range Elementary:** See Assault

**Standard Range Secondary:** See Assault

## Gang Related Conduct (District Policy 3201)

**Definition:** For school discipline purposes, "Gang Related Conduct" includes:

- Creation, display, or communication of gestures, language, imagery, or symbols commonly associated with gang culture;
- Promotion of gang culture and/or gang violence; and/or
- Solicitation or recruitment of gang members.

**Standard Range Elementary:** Warning - 10 day suspension

**Standard Range Secondary:** Warning - 10 day suspension

## Harassment, Intimidation or Bullying (District Policy 3207)

**Definition:** For school discipline purposes, "Harassment, Intimidation or Bullying" includes:

- Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy 3207 and procedure 3207-P1;
- Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability; and
- A threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

**Standard Range Elementary:** Warning - 10 day suspension

**Standard Range Secondary:** Warning - 20 day suspension

## Complaint Procedure for Harassment, Intimidation, and Bullying (District Form 3207-P1)

### Definition of Harassment, Intimidation and Bullying

"Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to those shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, mental or physical disability or other distinguishing characteristics, when such an act:

- Physically or emotionally harms a student or damages the student's 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?

Bullying involves an intentional, repeated, negative act where a power imbalance exists between the victim and the aggressor(s), and the behavior hurts or harms another person physically or emotionally.

Cyberbullying is the repeated use of computers, cellphones, and other electronic devices to harm, harass, humiliate, threaten, or damage the reputation and relationships of the intended target.

There are other types of aggressive behavior that do not fit the definition of bullying. This does not mean that they are any less serious or require less attention than bullying. Rather, these behaviors require different prevention and response strategies.

## How do we address Bullying?

- **Teach/inform students.** Students are given age-appropriate information about bullying, prevention strategies, and ways to identify and report bullying. Each school displays information or posters about bullying and have reporting forms available.
- **Staff training.** Staff receives annual training on the school district's policy and procedures, including staff roles and responsibilities, and the use of the district's incident reporting forms.

## How can you report Bullying?

You can report bullying to any school staff member, the building principal, or the District Compliance Officer. Reports can be filed anonymously. Each school office has reporting forms. They are also available on the Clover Park School District Website has a special tab/link on top main bar. Board Student Policies, Board Form 3207-F1.

Clover Park School District Compliance Officer  
Director of Student Services (253) 583-5154.

## What happens after Bullying is reported?

Each situation is different. Sometimes a report can be followed by quick intervention and resolution.

These situations typically do not meet the definition of bullying. When an incident or series of incidents meets the definition of bullying described above, a designated staff member conducts an investigation and follows a specific timeline described in the procedures. The investigation includes interviews and notification of parents of both the alleged aggressor and the targeted student. If the outcome of the investigation indicates that bullying has occurred, consequences may be assigned and a plan is developed which includes a plan for follow-up. On completion of the investigation and the plan, a report form is forwarded to the District Compliance Officer. The complete policies and procedures including the report forms can be viewed on the district website under District Policy 3207. You may obtain hard copies from your school or the district office.

## Complaint Procedure for Discrimination (District Procedure 3210-P1)

### Nondiscrimination Statement

Address correspondence to one of the following individuals who have been designated to handle questions and complaints of alleged discrimination at Clover Park School District, 10903 Gravelly Lake Dr., SW, Lakewood, WA 98499-1341: **Title IX Coordinator**, Kevin Ikeda, Assistant Superintendent, (253) 583-5165; **Section 504/ADA Coordinator**, Brian Laubach, Deputy Superintendent, (253) 583-5050; **Civil Rights Compliance Coordinator**, Lori McStay, Executive Director for Human Resources, (253) 583-5087.

### Definition of Discrimination

The unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

### How to file a complaint about discrimination in Clover Park School District

Before filing a complaint, you may wish to discuss your concerns with the school principal. If you disagree with your school principal's decision, you may file a formal complaint with Clover Park School District.

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure may be found in Clover Park School District Board Procedure 3210-P1.

### What if I don't agree with the school district's decision?

If you disagree with the superintendent's or designee's written decision, you may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board, within 10 calendar days following the date upon which you received the response.

## What if I don't agree with the appeal decision?

If you disagree with a school district's appeal decision, you may file a complaint with OSPI. Complaints cannot be filed with OSPI unless they have been raised with the school district and appealed, as previously outlined.

You may also file a complaint with OSPI if the school district doesn't follow the correct complaint and appeal procedures described on the previous page.

Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us)  
Fax: (360) 664-2967

### Mail or Hand Delivery:

Equity and Civil Rights Office  
Office of Superintendent of Public Instruction  
PO Box 47200  
600 Washington St. SE  
Olympia, WA 98504-7200

## Lewd, Obscene, or Profane Language, Gestures or Materials

**Definition:** For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted.

**Standard Range Elementary:** Warning - 10 day suspension

**Standard Range Secondary:** Warning - 10 day suspension

Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student's use of district systems, resources, or equipment.

## Theft/Stealing

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property is theft/stealing. As part of the sanction, restitution will usually be required.

**Standard Range Elementary:** Warning - 10 day suspension

**Standard Range Secondary:** Warning - 10 day suspension

## Tobacco/nicotine products - use or possession

Students may not smoke, use tobacco products or products containing nicotine, or possess tobacco products on school or district premises or at school or district-sponsored functions. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, chemicals or devices that produce the same flavor or physical effect of nicotine substances and any other tobacco innovation. It is important to note that the possession of nicotine delivering devices, electronic smoking/vapor devices, "vapor pens," and non-prescribed inhalers that may be used to deliver illegal drugs are drug/alcohol infractions. See the section titled: DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES/PARAPHERNALIA.

### ELEMENTARY STUDENTS

See sanctions for Defiance of School Authorities

### SECONDARY STUDENTS

**FIRST OFFENSE:** Complete Second Chance Interactive tobacco education program. Contact the Student Services Office for log-in information and password. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]

**Standard Range:**

**Possession of tobacco/nicotine products:** 0 days of suspension

**Use of tobacco at school or a district event:** 0-10 day in-school or short-term suspension

## Weapons (District Policy 3233)

This section addresses the possession or use of actual weapons in violation of district policy 3233, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 3233 should be addressed under other sections, as appropriate.

**Standard Range Elementary:** Warning - 10 day suspension

**Standard Range Secondary:** Warning - 20 day suspension

**Sanction for Firearm at School:** Emergency Expulsion and Expulsion (see below)

**Emergency Expulsion and Expulsion:** Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

## Complaint Procedure for Sexual Harassment (District Procedure 3205-P1)

### Definition of Sexual Harassment

Sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile or offensive environment;
- Unwelcome sexual advances or requests for sexual favors;
- Sexual demands when submission is a stated or implied condition of obtaining an educational benefit; and/or
- Sexual demands where submission or rejection is a factor in an academic or other school-related decision affecting an individual.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent or egregious.

### How to file a complaint about Sexual Harassment in Clover Park School District:

Anyone who witnesses sexual harassment is responsible for informing the school principal or the district Title IX or Civil Rights Compliance Coordinator.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

## Rights and Responsibilities Contact List

### Brian Laubach, Deputy Superintendent

blaubach@cloverpark.k12.wa.us

(253) 583-5050

Section 504/ADA Coordinator – facilitates the district's policies and procedures related to federal law that protects students from discrimination based on disability.

### Greg Davis, Director For Human Resources

gdavis@cloverpark.k12.wa.us

(253) 583-5091

Title IX Officer – facilitates the implementation of the district's policies and procedures related to Title IX, nondiscrimination, sex discrimination, and sexual harassment and ensure application consistently across the district.

District Athletic Director – oversees and ensures Title IX compliance with district athletic program.

Civil Rights Compliance for Secondary Schools – ensures compliance with district non-discrimination and sexual harassment policies, practices and procedures as they pertain to secondary students.

### Lori McStay, Exec. Director For Human Resources

lmestay@cloverpark.k12.wa.us

(253) 583-5087

Civil Rights Compliance Coordinator – serves as the district's liaison to OSPI's Equity and Civil Rights Office and US Department of Education of Civil Rights for issues regarding Title IX, sex discrimination and sexual harassment. Evaluates employment criteria, recruitment, compensation, job classification, benefits and advertising to ensure they are not discriminatory on the basis of gender.

### Meghan Eakin, Exec Director For Elementary Schools

meakin@cloverpark.k12.wa.us

(253) 583-5160

### Tess McCartan, Exec. Director For Elementary Schools

tmccartan@cloverpark.k12.wa.us

(253) 583-5141

Civil Rights Compliance for Elementary Schools – oversees and ensures compliance with district non-discrimination and sexual harassment policies, practices and procedures as they pertain to elementary students.

### Kristi Smith, Director For Student Services

kesmith@cloverpark.k12.wa.us

(253) 583-5153

Compliance for Student Discipline, Attendance, Health, McKinney-Vento, Foster Care, Nursing Services, Guidance Counseling program, HIB (Harassment, Intimidation and Bullying), Suicide Prevention, Waivers, and Early Learning Program.

Reviews disaggregated student discipline data and course program enrollment data to identify and address potential disparities and barriers based on gender.

### Susan Kontos, Director For Teaching and Learning

skontos@cloverpark.k12.wa.us

(253) 583-5151

Curriculum, Materials, Compensatory Education, ELL Services, and district Professional Development. Develops, implements and evaluates district's instructional materials for gender bias.

# Student Computer Handbook

## General Information

Clover Park School District (CPSD) issues students a one-to-one (1:1) device as a means to promote student achievement and provide equitable access to learning technology. This agreement outlines CPSD expectations for students and families issued a 1:1 device. In addition to this agreement, the use of district-provided technology requires students to abide by CPSD's Acceptable Use Procedure outlined within the Student Rights and Responsibilities Handbook.

## Receiving Your Device

Students are issued a personal device and charger from their school this fall for the school year. Parents and students must agree to the Annual Student Information Updates in Skyward which include the Parent/Family Handbook. Both device and charger are the responsibility of the student. The device should accompany the student to and from school every school day, fully charged. Students should transport their device in a backpack or purchase a computer case.

Cases are available from the district for \$30.

The student's username is their 6-digit ID number appended by @edweb.cloverpark.k12.wa.us Passwords will be provided by the school. Tablets do not require the student to login, but a username and password will be needed to sign into Teams and Clever to finish assignments.

## Transfers

If a student transfers out of the Clover Park School District during the school year, all student-issued devices, cords and chargers must be returned to the library at that time. Failure to do so will result in the family being assessed a fine to replace the device and components.

## Device Check-In/Fines

Individual student devices and device chargers must be returned during specified check-in times at the end of the school year. Students who leave Clover Park School District for any reason must return their individual school device on their last day of attendance. If a student/parent/guardian fails to return the device at the end of the school year or upon termination of enrollment, that student/parent/guardian will be responsible for the cost of the device - similar to band instruments, books, or other items loaned by the school. Furthermore, the student/guardian will be responsible for any damage to the device, consistent with the Student Technology Acceptable Use Agreement (board policy 2022-P1) and the fee schedule on page 31 of this document. They must return the device and device charger in satisfactory condition (no substitution of chargers or cords will be accepted). The student/parent/guardian will be charged a fee for any necessary repairs to assigned device(s), not to exceed the replacement cost of each device.

## Technology Assistance

The district's technology Help Desk is available from 8 a.m. to 4 p.m. Monday through Friday, except holidays. Call 253-583-5110 or email [info@cloverpark.k12.wa.us](mailto:info@cloverpark.k12.wa.us) for assistance.

Please allow 24 hours for a response.

## Agreement

CPSD expects students to use district issued equipment responsibly. This agreement will help you understand responsible use of your device and other district network resources. CPSD also expects students to make a good faith effort to keep their 1:1 device safe, secure, and in good working order. This agreement includes the following specific responsibilities and restrictions.

## Student Expectations

Charge your 1:1 device at home every night and bring it to school each day with a full charge.

1. Bring your 1:1 device to school every day. If a device is left at home, a loaner may be available from the library. Either way, students will be expected to complete their assigned coursework.
2. Communicate Responsibly! All electronic communication must be conducted in a respectful and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech. All student emails sent and received over district systems are archived and retained per WA state public record laws.
3. Back up important files. CPSD maintains 1:1 computing with periodic updates. Students should save files in online storage (Microsoft OneDrive) to avoid accidental loss of course work. OneDrive is provided free to all CPSD students for this purpose. CPSD cannot guarantee data loss will not occur and is not liable for such loss. (see Teams and Email Use page)
4. Use technology for school-related purposes only. Use for commercial or political purposes is prohibited.
5. Follow copyright laws and fair use guidelines. Only download/save music, videos, or other content related to specific assignments and store it on OneDrive. Do not use your device to store personal content.
6. Make your 1:1 device available for inspection by any administrator or teacher upon request.
7. Originally Installed Resources: The apps, extensions and other resources originally installed by the Clover Park School District must remain on the device in usable condition and be always easily accessible. From time to time the school may add or make available apps or extensions for use in a particular class or subject area. Regular and periodic checks of devices will be made to ensure that students have not removed required apps and content.
8. Additional Apps and Content: Clover Park School District will make sure that devices contain the necessary tools to complete schoolwork. Only CPSD-issued student IDs or Microsoft accounts may be used with the device. Students may not sync their device to a computer. Recommendations for any app or extension can go to a teacher for consideration. Only approved apps and extensions are permitted on the student device. In some cases, a teacher may direct a student to install software from the Windows Store.

## Prohibited Activities

1. Do not mark or deface your CPSD laptop or device case. Defacing includes use of stickers or tape.
2. Do not loan your 1:1 device, charger, or case to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/WIFI settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.

6. Screensavers/Background Photos: The lock screen & screen saver on your device must be appropriate and comply with the guidelines set forth in the Student Acceptable Use Policy. Additionally, District applied identification (name tags, CPSD asset tags, etc.) stickers on the device may not be removed under any circumstances.
7. Inappropriate media may not be used anywhere on the student's device.
8. Sound, Music, Games, or Programs: Sound must be muted, or headphones used at all times unless permission is obtained from the teacher for instructional purposes. Game play is not allowed on devices unless specifically connected to classroom curriculum, content and activities. Apps and digital content to support classroom learning will be provided by the Clover Park School District.
9. Photos/Video Taken with Device: Students may not take photos or video of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. In addition, photos and video taken with the device may not be used to slander, bully, or denigrate any student, staff member, or anyone on or off the campus at any time. Photos and video taken with the device and with permission are for educational purposes only. Refer to earlier in the Student Handbook for additional guidance on harassment and cyberbullying.
10. Hacking: Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

## Parental/Guardian Responsibility

Parents/guardians assume all responsibility for monitoring their student's activity on district issued devices and accounts during non-school hours and on all non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services.

## Student Safety

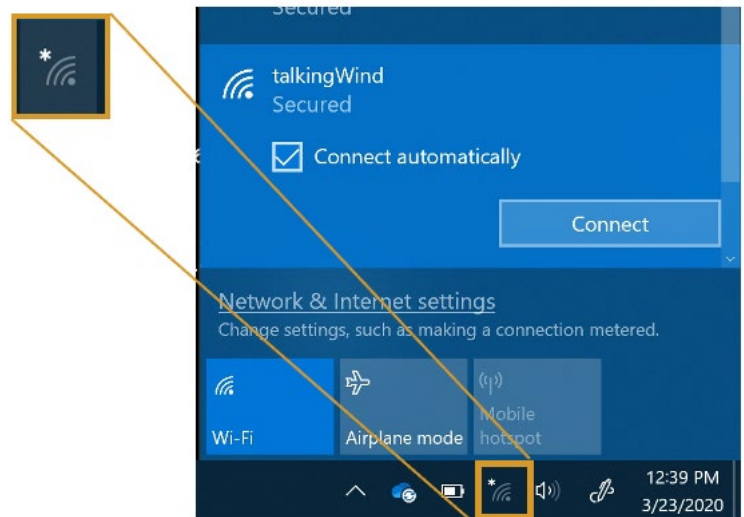
1. Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means.
2. Cyberbullying, including personal attacks or threats toward anyone using online resources is strictly prohibited and may lead to criminal charges. If you are aware of cyber bullying, please report it to responsible school personnel!
3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, CPSD cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time

## Fiscal Responsibility

CPSD offers an Assurance Program as an inexpensive solution for parents/guardians to lessen the financial burden if an accident or theft occurs. Please refer to the "CPSD Assurance Program" page for more details.

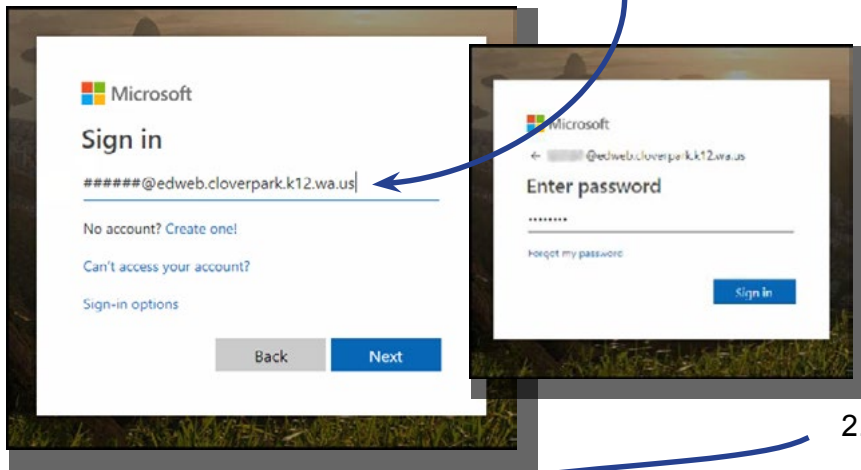
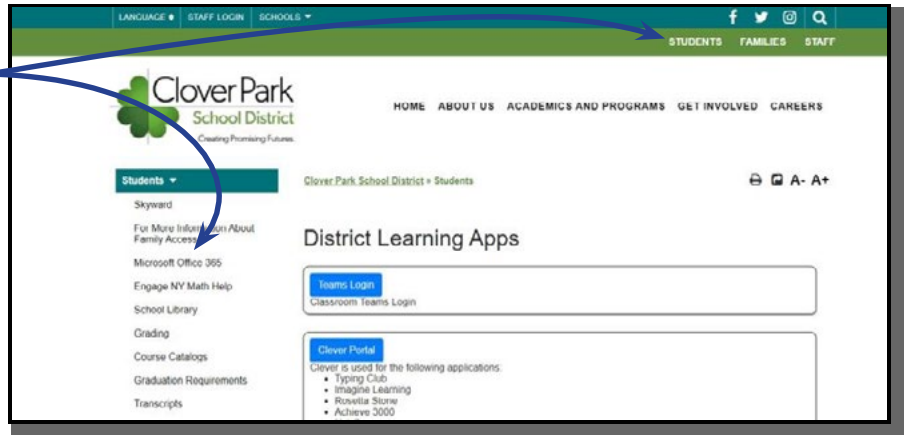
## Connect to home Wi-Fi

1. After signing into the computer, click on the Wi-Fi icon in the bottom right of the window.
2. Click on your home Wi-Fi account from the list and then click the Connect button.
3. Enter the password for your Wi-Fi then click the Next button. You will be connected to the internet when done.

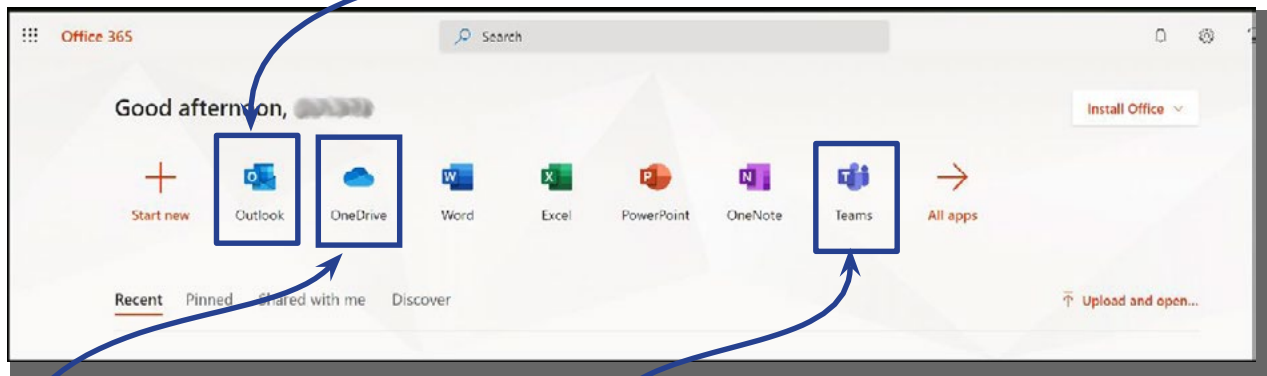


## Teams and Email Home Use for Students

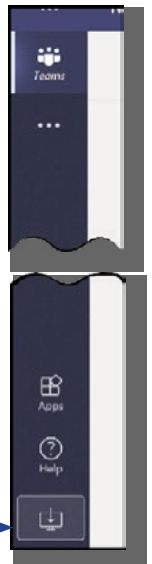
1. Click on the Office 365 link on the student page on the district webpage at [www.cloverpark.k12.wa.us](http://www.cloverpark.k12.wa.us). Sign in with your district ID number with the email address ending of “@edweb.cloverpark.k12.wa.us” then enter your district password. Sign-in may be automatic on a district issued computer.



2. To see your emails, click on the Outlook app icon. This will open a new webpage to your inbox.



3. For your class team, click on the Teams app icon. This will open a new webpage. The Teams app works best when it has been downloaded to the computer. Click on the Download icon in the bottom left corner and open the install file. Teams will open automatically.
4. Be sure to save all your class work files to OneDrive. The computer might not have enough space to save all your work.



## CPSD Assurance Program

The CPSD Assurance Program provides an inexpensive solution for parents/guardians to lessen the financial burden if an accident, loss, or theft occurs. Families may opt out of the Assurance Program but will be fully responsible for any associated cost for damage, loss, or theft. Assurance Program enrollment will cover the current school year for a single device. The option to pay for Assurance will close one week after the devices are issued.

CPSD Assurance Enrollment Costs	
	Annual Fee
Full Cost	\$30
Free or Reduced Lunch	\$15
<b><i>Pay through Online Payment Portal by clicking the link on your school's website.</i></b>	

Cost for Device Repairs	
Damage	Fee
Case	\$35
Charger	\$79
Touchpad	\$30
Charge port, USB or audio ports	\$49
Keyboard (1-5 keys missing)	\$75
Screen/Keyboard (6+ keys missing)	Replacement cost
T-Mobile Hotspot Device	\$75
New Device	Replacement cost

Device Replacement Cost				
Age of Device	HP Stream/ Lenovo	HP ProBook	Dell Latitude	Samsung Tablet
0-1 Year	\$284	\$799	\$450	\$136
1-2 Years	\$213	\$599	\$337	\$102
2-3 Years	\$142	\$399	\$224	\$68
3-4 Years	\$71	\$199	\$111	\$34

- Fee is non-refundable and can only be paid within one week of the 1:1 device being checked out.
- Assurance does not cover deliberate vandalism by the student.
- If the device and/or accessory is later recovered in working condition, the fee will be refunded.
- If a student leaves the district, but does not return the device, a fine for the full replacement cost will be placed on the student record, and standard rules for the restriction of records and transcripts will apply. Law enforcement may be involved for the purpose of recovering District property. In addition, the device will be programmed to become inoperable.
- Agreeing to disclose Free or Reduced lunch status when completing the Skyward updates will reduce cost at the time of payment.
- For other device models, please contact your school.



# Who to Call

			PHONE	FAX
SUPERINTENDENT & BOARD SECRETARY .....	Ron Banner.....	Carmen Lewis.....	5190.....	5198
DEPUTY SUPERINTENDENT.....	Brian Laubach.....	Sonia Miller.....	5050.....	5198
ASST. SUPERINTENDENT FOR SECONDARY SCHOOLS.....	Gloria Henderson....	Traci Newman .....	5165.....	5058
EXECUTIVE DIRECTOR FOR ELEMENTARY SCHOOLS .....	Meghan Eakin.....	Terese High.....	5160.....	5068
EXECUTIVE DIRECTOR FOR ELEMENTARY SCHOOLS .....	Tess McCartan.....	Terese High.....	5160.....	5068
EXECUTIVE DIRECTOR FOR HUMAN RESOURCES .....	Lori McStay.....	Shannon Angle.....	5087.....	5088
EXECUTIVE DIRECTOR FOR CAPITAL PROJECTS & RISK MANAGEMENT.....	John Boatman .....	Kristen Desmond .....	5010.....	5018
EXECUTIVE DIRECTOR FOR BUSINESS SERVICES & FINANCIAL SERVICES .....	Greg Hart.....	Kristen Desmond .....	5010.....	5028
DIRECTOR OF MARKETING AND COMMUNITY RELATIONS .....	Leanna Albrecht .....		5040.....	5048

DISTRICT RECEPTIONIST – 253-583-5000

SPECIAL EDUCATION .....	253-583-5170 .....	253-583-5189
STUDENT SERVICES .....	253-583-5154 .....	253-583-5158
TRANSPORTATION - ASC .....	253-583-5494.....	253-583-5498

## HIGH SCHOOLS

	ADDRESS	PRINCIPAL	PHONE	FAX
CLOVER PARK.....	11023 Gravelly Lake Dr SW, Lakewood 98499 .....	René McCord .....	253-583-5500.....	253-583-5508
LAKES .....	10320 Farwest Drive SW, Lakewood 98498 .....	Kären Mauer-Smith .....	253-583-5550.....	253-583-5558

## MIDDLE SCHOOLS

HUDTLOFF.....	8102 Phillips Rd SW, Lakewood 98498 .....	Cindy Adams.....	253-583-5400.....	253-583-5408
LOCHBURN.....	5431 Steilacoom Blvd SW, Lakewood 98499 .....	Carla Estes .....	253-583-5420.....	253-583-5428
THOMAS .....	11509 Holden Road SW, Lakewood 98498 .....	Steve Seberson .....	253-583-5440.....	253-583-5448

## ELEMENTARY SCHOOLS

BEACHWOOD.....	8890 Concord Ave, JBLM Lewis North 98433 .....	Paula Gayson .....	253-583-5260.....	253-583-5268
CARTER LAKE .....	3420 Lincoln Blvd SW, JBLM McChord Field 98439 .....	Marianne Rupprecht.....	253-583-5210 .....	253-583-5218
CUSTER .....	7801 Steilacoom Blvd SW, Lakewood 98498 .....	Kathryn Weymiller.....	253-583-5230.....	253-583-5238
DOWER .....	7817 John Dower Rd W, Lakewood 98499 .....	Megan Qualls.....	253-583-5240.....	253-583-5248
EVERGREEN .....	9020 Blaine Ave, JBLM Lewis Main 98433 .....	Diana Dix.....	253-583-5250.....	253-583-5258
FOUR HEROES.....	9101 Lakewood Dr SW, Lakewood 98499 .....	Lindsay Guzzo .....	253-583-5340.....	253-583-5348
HILLSIDE.....	61700 Garcia Blvd, JBLM Lewis Main 98433 .....	Travis Campbell .....	253-583-5280.....	253-583-5288
IDLEWILD.....	10806 Idlewild Rd SW, Lakewood 98498 .....	Sheri Warrick.....	253-583-5290.....	253-583-5298
LAKE LOUISE .....	11014 Holden Road SW, Lakewood 98498.....	Travis Holmgren.....	253-583-5310 .....	253-583-5318
LAKEVIEW .....	10501 47th Ave SW, Lakewood 98499 .....	Kylie Danielson .....	253-583-5320.....	253-583-5328
MERIWETHER.....	10285 Compass Ave, JBLM Lewis North 98433 .....	Eugenia Wimberly .....	253-583-5200.....	253-583-5208
OAKBROOK .....	7802 83rd Ave SW, Lakewood 98498.....	Leila Davis.....	253-583-5330.....	253-583-5338
PARK LODGE .....	6300 100th St SW, Lakewood 98499 .....	Angela DeShields .....	253-583-5350.....	253-583-5358
RAINIER.....	2410 Stryker Ave, JBLM Lewis Main 98433.....	Greg Wilson.....	253-583-5220.....	253-583-5228
TILlicum .....	8514 Maple St SW, Lakewood 98498.....	Jeff Miller .....	253-583-5370 .....	253-583-5378
TYEE PARK .....	11920 Seminole Rd SW, Lakewood 98499 .....	John Mitchell .....	253-583-5380.....	253-583-5388
HARRISON PREP .....	9103 Lakewood Dr SW, Lakewood 98499 .....	Kevin Rupprecht .....	253-583-5418 .....	253-583-5417

## SPECIAL SCHOOLS/PROGRAMS

OPEN DOORS .....	11023 Gravelly Lake Dr SW, Lakewood 98499 .....	Venetia Willis-Holbrook ...	253-583-5525	
EARLY LEARNING .....	10202 Earley Ave SW, Lakewood 98499 .....	Karen Schreiber.....	253-583-5360.....	253-583-5368
ALFARETTA HOUSE .....	10320 Farwest Drive SW, Lakewood 98498.....	Venetia Willis-Holbrook ....	253-583-5525	
FIRWOOD .....	8805 Steilacoom Blvd SW, Lakewood 98498.....	Carolyn Watkins .....	253-756-2522 .....	253-756-3994
OAK GROVE.....	8805 Steilacoom Blvd SW, Lakewood 98498.....	Carolyn Watkins.....	253-756-2522 .....	253-756-3994



# Family and Student Service Directory

**Advanced Placement (AP)**  
*program/ test information*  
**Asst. Superintendent for Secondary Schools**  
 Student Services Center: 253-583-5165

**Annual School Performance Reports**  
*annual state-mandated information*  
**Director of Marketing and Community Relations**  
 Student Services Center: 253-583-5040

**Associated Student Body (ASB)**  
*ASB policies/procedures*  
**Manager of Accounting and Treasury**  
 Student Services Center: 253-583-5026

**Athletics**  
*programs; regulations; issues*  
**Asst. Superintendent for Secondary Schools**  
 Student Services Center: 253-583-5165

**Attendance/Tuancy**  
*policies/procedures/inquiries*  
**Executive Director for Elementary Schools**  
 Student Services Center: 253-583-5160

• **Secondary**  
**Asst. Superintendent for Secondary Schools**  
 Student Services Center: 253-583-5165

**Background Checks**  
 • **Employment**  
**Supervisor for Human Resources**  
 Student Services Center: 253-583-5096

• **Volunteering**  
**Loss Control Specialist/Risk Management**  
 Student Services Center: 253-583-7357

**BECCA Compliance**  
*secondary attendance requirements*  
**Director of Student Services**  
 Student Services Center: 253-583-5154

**Board of Directors**  
*inquiries/meeting information*  
**Executive Asst. to the Superintendent**  
 Student Services Center: 253-583-5190

**Boundaries**  
**Executive Director for Capital Projects & Risk Management**  
 Student Services Center: 253-583-5010

**Bus Stop/School Locator/Questions/Late Buses**  
*questions/assistance*  
**Transportation Router and Planning Specialist**  
 Auxiliary Services Center: 253-583-5494

**Bus Safety**  
*transportation safety issues/inquiries*  
**Supervisor of Safety and Training**  
 Auxiliary Services Center: 253-583-5494

**Calendar (District Events)**  
**Community Relations Manager**  
 Student Services Center: 253-583-5040

**Career and College Readiness**  
*state program to develop employment skills*  
**Director of Career and College Readiness**  
 Student Services Center: 253-583-5086 or 253-583-5195

**Child Abuse Reporting**  
*requirements; timelines; how to*  
**Director of Student Services**  
 Student Services Center: 253-583-5154

**Child Find**  
*services for infant/toddlers through age 21*  
**Special Education Department**  
 Student Services Center: 253-583-5180

**Teaching and Learning Department**  
 Student Services Center: 253-583-5140

**Construction, School**  
*project status and plans; new schools; remodeling*  
**Executive Director for Capital Projects & Risk Management**  
 Student Services Center: 253-583-5010

**Counseling Programs**  
*school-based counseling programs*  
**Director of Student Services**  
 Student Services Center: 253-583-515

**Curriculum**  
*what is taught, when and how*  
**Director of Teaching and Learning**  
 Student Services Center: 253-583-5140

**Discipline Hearings**  
*appeals of long-term suspensions/expulsions*  
**Director of Student Services**  
 Student Services Center: 253-583-5154

**Discipline**  
*policies/procedures/inquiries*  
 • **Elementary**  
**Executive Director for Elementary Schools**  
 Student Services Center: 253-583-5160

• **Secondary**  
**Asst. Superintendent for Secondary Schools**  
 Student Services Center: 253-583-5165

**Distribution of Flyers/Materials**  
*approval required to post or distribute*  
**Community Relations Manager**  
 Student Services Center: 253-583-5040

**Early Learning**  
*Head Start, ECEAP, Early Childhood Education*  
 • **Early Learning Program Manager**  
 Student Services Center: 253-583-5362  
 • **Asst. Early Learning Program Manager**  
 Student Services Center: 253-583-5363

**ECEAP/Head Start**  
*Early Childhood Education Assistance Program*  
**Early Learning Program Manager**  
 Student Services Center: 253-583-5155 or 253-973-3632

**Elections, Bonds and Levies Information**  
*school finance elections; bonds/levies*  
**Director of Marketing and Community Relations**  
 Student Services Center: 253-583-5040

**English Language Learners (ELL)**  
*who qualifies; program locations and descriptions*  
**Supervisor of Compensatory Programs**  
 Student Services Center: 253-583-5142

**Facility Use/Rentals (includes fields)**  
**Supervisor of Grounds, Facility Use and Recreation**  
 Auxiliary Services Center: 253-583-7364

**Food Service/Free & Reduced Lunch Program**  
*student meals*  
**Director of Student Nutrition**  
 Auxiliary Services Center: 253-583-5490

**Full-Day Kindergarten Program**  
*enrollment/admission/tuition information*  
**Executive Director for Elementary Schools**  
 Student Services Center: 253-583-5160

**Gifted Education**  
*testing; admission; program information*  
**Supervisor of Compensatory Programs**  
 Student Services Center: 253-583-5150

**Graduation Requirements**  
*requirements for high school diploma*  
**Asst. Superintendent for Secondary Schools**  
 Student Services Center: 253-583-5165

**Home-Based Instruction**  
*inquiries; regulations*  
**Director of Student Services**  
 Student Services Center: 253-583-5154

**Homeless Students/McKinney Vento Act**  
*resources, services*  
**Director of Student Services**  
 Student Services Center: 253-583-5154

**Inside Schools**  
*community newsletter*  
**Community Relations Manager**  
 Student Services Center: 253-583-5040

**LAP (Learning Assistance Programs)**  
*programs for struggling students*  
**Supervisor of Compensatory Programs**  
 Student Services Center: 253-583-5142

**Nursing Services**  
*assignments; responsibilities; contact information*  
**Nursing Department Chair**  
 Student Services Center: 253-583-5154

**Pools, Swimming/Rentals**  
**Supervisor of Grounds, Facilities Use and Recreation**  
 Auxiliary Services Center: 253-583-7364

**Public Information Officer**  
**Director of Marketing and Community Relations**  
 Student Services Center: 253-583-5040

**Public Records Requests**  
**Executive Director for Human Resources**  
 Student Services Center: 253-583-5087

**Special Education**  
*program offerings, issues, admittance*  
**Special Education Clerk**  
 Student Services Center: 253-583-5170

**Testing**  
*student academic assessments*  
**Director of Assessment and Program Evaluation**  
 Student Services Center: 253-583-5052

**Title I/Title II (Part A)**  
*funding program for economically disadvantaged*  
**Director of Teaching & Learning**  
 Student Services Center: 253-583-5140

**Title IX (Students)**  
*equal opportunities for boys and girls*  
**Asst. Superintendent for Secondary Schools**  
 Student Services Center: 253-583-5165

**Transcripts**  
*obtaining high school transcripts*  
**Student Services Department**  
 Student Services Center: 253-583-5154

**Volunteers**  
**Family and Community Partnership Coordinator**  
 Student Services Center: 253-583-5154

**Voter Registration**  
*request forms*  
**Community Relations Manager**  
 Student Services Center: 253-583-5040