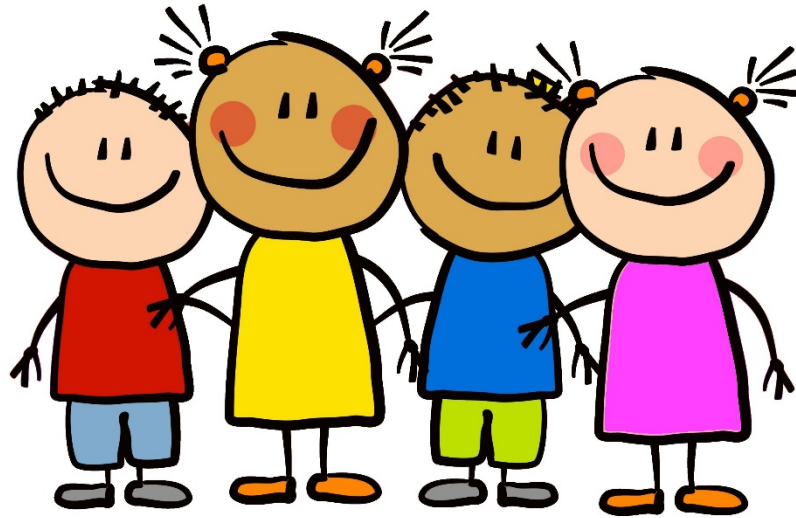


C o s m o p o l i s S c h o o l



2021 - 2022 Student & Parent Handbook



Vision Statement:

The Cosmopolis School District's vision is to inspire curiosity and confidence in our students; and through meaningful learning experiences, help empower them, so our students can realize their unique potential.

Mission:

It is the mission of Cosmopolis School District to support and understand our individual learners. We will strive to educate the whole child with respect for all learners, meeting the academic, social and developmental needs of all our students. Through quality education, our students will become problem-solvers and life-long learners as we encourage family and community engagement to help our students discover their potential and succeed in a safe and caring environment.

The Cosmopolis School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boys Scouts of America or other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the Title IX/RCW 28A.640 Officer, Compliance Coordinator for 28A.640 and 28A.642 RCW and Section 504 and the Americans with Disabilities Act Coordinator, Scot Embrey at 1439 Fourth St., Cosmopolis, WA 98537 (360-532-7181.)

Cosmopolis School District
1439 Fourth Street • PO Box 479
Cosmopolis, WA 98537
(360) 532-7181
www.cosmopolisschool.com

Office Hours: 8:00 a.m. to 3:30 p.m.
School Hours: 8:20 a.m. to 2:25 p.m.

Mr. Michael Abel	Paraeducator
Mrs. Jami Benn	School Secretary
Ms. Stephanie Black	Bus Driver & Paraeducator
Mrs. Gina Burns	First Grade Teacher
Miss Willa Corbus	Fourth Grade Teacher
Mrs. Stacey Deal	Second Grade Teacher
Mr. Mark Dodd	Custodian
Mrs. Leslie Dolan	School Nurse
Mr. Scot Embrey	Superintendent/Principal
Mr. Brandon Ford	Fifth Grade Teacher
Mrs. Eva Ford	First Grade Teacher
Mr. Gerald Ford	Sixth Grade Teacher
Mr. Ron Francisco	Technology Director
Mrs. Tamara Helland	Counselor/Music/Technology Teacher
Mrs. Crystal Howe	Paraeducator
Mrs. Rachel Johnson	Special Education Teacher/Title 1 & LAP
Mr. Rod Korst	Custodian/Maintenance Supervisor
Mrs. Vicky Martin	Paraeducator
Mrs. Rebekah Moore	Kindergarten Teacher
Mrs. Denise Pearson	Transitional Kindergarten Teacher
Mrs. Sunnie Redner	Paraeducator
Miss Jensen Nelson	Paraeducator
Mrs. Erin Pehl	Paraeducator
Mrs. Connie Sipe	Paraeducator
Mrs. Angellica Stewart	Paraeducator
Ms. Calli Thomas	Physical Education Teacher
Mrs. Dena Thomas	Paraeducator
Miss Patti Thomas	Business Manager/Administrative Secretary
Ms. Catalina Torres	Kindergarten Teacher
Mrs. Ann Tracey	Second Grade Teacher
Mrs. Stacey Vance	Paraeducator
Mrs. Jeanne Wiechelman	Third Grade Teacher
Ms. Andrea Williamsen	Food Server

Anita Guinn • Speech/Language Pathologist (Anita Guinn Associates)
L.J. Taylor • Occupational Therapist (Grays Harbor Community Hospital, Rehab Visions)
Sue Veach-Nugen • School Psychologist (Anita Guinn Associates)
Christy Zelepuza • Early Childhood Education Assistance Program, Family Service Worker (Aberdeen School District)

Academic Emphasis

The State of Washington has adopted the Common Core State Standards. Common Core is a real-world approach to learning and teaching. Developed by education experts from 45 states, these K-12 learning standards go deeper into key concepts in math and English language arts. The standards require a practical, real-life application of knowledge that prepares Washington students for success in college, work and life. The outline of the basic goals is as follows:

Common Core provides:

- Consistent learning expectations for all students.
- Clear standards that focus on understanding over memorization
- Emphasis on the critical topics students need to succeed after high school
- Faster testing results with a better, more focused online assessment system

Washington State Testing Program

The state testing program is designed to measure student progress. Results are available to parents. Staff is available to discuss with parents the meaning of test results. We request that parents schedule trips and appointments on days and times which will not interfere with testing. Tests are required in second through eighth grade, as well as in tenth grade.

District Assessments

The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) reading test will be given in the fall. It is scheduled to be administered in September or October to all students.

State Testing Program

The Smarter Balanced Assessment is a next-generation assessment that accurately measures student progress toward college- and career-readiness. The work of Smarter Balanced is guided by the belief that a high-quality assessment system can provide information and tools for teachers and schools to improve instruction and help students succeed-regardless of disability, language or subgroup. This assessment is a required test for all students in third through sixth grade. Tests are given in the spring, and scores are returned in the fall.

Requesting Information about Teacher Qualifications

Parents of students attending a school that receives Title I federal funds under the Every Student Succeeds Act (ESSA), have the right to ask for the following information about their child's teacher.

- Whether the teacher is certified in the state of Washington to teach the grades and subjects he/she teaches
- Whether the teacher is teaching under an emergency or other provisional certificate
- The teacher's undergraduate major/minor
- Whether the teacher has an advanced degree and, if so, the subject of the degree; and
- Whether paraprofessionals provide services to your child and, if so, the qualifications of the paraprofessionals.

If you would like to receive any or all of this information, please contact Scot Embrey at 360-532-7181.

Homework

Homework gives students an opportunity to practice good study habits from an early age and to improve academic skills. Therefore, students are expected to complete and return homework that is assigned by their teachers.

All students in kindergarten through sixth grade will be using Math Expressions for mathematics and Reading Street for the English language arts programs. These programs contain a homework component. Students in all grade levels are expected to complete and return the homework that is given daily. Reading Street homework typically involves practicing spelling words or reading stories.

Programs and Services

Consistent Reading Expectations: All students are encouraged to read at least 20-30 minutes each day. Cosmopolis Elementary is planning to create reading incentive programs where students can earn extra rewards for completing their daily reading goals.

Highly Capable Program: In order to develop the special abilities of each student, the District offers appropriate instructional programs to meet the needs of highly capable students of school age. The framework for the program will encompass, but not limited to the following objectives: expansion of academic attainments and intellectual skills; stimulation of intellectual curiosity, independence and responsibility; development of a positive attitude toward self and others; and development of originality and creativity.

Learning Assistance Program (LAP): This program concentrates on working with students have not met the state benchmark in reading in grades K-6. Eligibility is determined by the students' scores on district and state assessments.

Transitional Kindergarten program: Starting in Fall 2021, we are offering an all-day learning opportunity for students age 4 years old (as of August 31, 2021).

Special Education: Students involved with special education have a disability that adversely impacts his/her education and requires specially designed instruction. Students include those with learning, sensory, orthopedic, intellectual, neurological, speech, language, and behavioral/emotional difficulties. If you believe that your child has difficulties in any of these areas, contact your child's teacher or the school office at 360-532-7181.

Specialist Classes: Specialist classes are offered to the majority of students. These classes may include: Music, Physical Education, Library and Computer Technology.

Title 1: Qualified students may receive extra help in math and social/emotional needs through the federally funded Title 1 program. Parents are encouraged to be part of an annual review and design of the Title 1 programs and services. Parent support for Title 1 programs is vital to the success of the students receiving help. Meetings are held annually for parents to review the program services and assist in designing revisions for program implementation and evaluation.

Partnership Agreement: Parents may be asked to sign a Partnership Agreement. This agreement will be offered in the fall. It is designed to assist the teacher with reviewing expectations, the Common Core State Standards, and parent involvement activities. The agreement may be used again during parent-teacher conferences to facilitate discussion with parents and students about what it takes to improve student learning. It is designed to be signed by all participants. A signed agreement is a requirement for students participating in the Title 1 program.



School Calendar: A short version of the school year calendar is included in the parent packet sent home at the beginning of the year. **Please take note of early release days.** Updates and specific activities are listed in the monthly meal menus, www.cosmopolisschool.com or special school bulletins.

School Times

Start:	8:20 AM
Tardy:	8:25 AM
School Dismissal	2:30 PM
Late Start:	10:20 AM
Early Dismissal	12:15 PM

Arrival

Students who eat school breakfast may arrive *no earlier* than **8:00 a.m.** During the COVID-19 pandemic, students may only arrive to school at their designated time to maintain social distancing requirements. Upon completing the pre-health screening, students will go directly to their classroom. There will be no congregating or playing on the grounds prior to school.

Afternoon dismissal is at **2:25 p.m or at your child's designated time**. At that time, all "town" students are to go directly home or to their day care centers. There is no supervision after school. On days when bus students are not riding the bus, they must be picked up promptly at 2:25 p.m. or at their designated time.

Traffic and Parking

Traffic problems are a concern both before and after school. During the COVID-19 pandemic, students who have completed the online "pre-health screening" by their parent each morning and are "certified" to come to school will enter the campus at the gate located off Third Street. Students who have not completed the pre-health screening will need to enter through the gate off Fourth Street by the office entrance. There is no parking or stopping in the painted zone from the corner of Third and C Streets to the bus stop. This area has been marked with yellow paint by the city and violators risk a police traffic citation.

Children are instructed to cross the street at crosswalks only. Please help by reinforcing these common rules of traffic safety. We feel that with everyone's cooperation accidents can be avoided.

Students who ride a bicycle to school must ride with regard for stop signs. A careful biker obeys traffic rules. Bicycles, scooters, skateboards, etc. are to be walked while on school grounds and parked in or near the bicycle rack or designated area.

Toys from Home: The school is not responsible for toys or games which are brought from home. **Toys and games should be left at home.**

Telephone and Cell Phone Usage

Student usage of office phones is for emergency use only. Please ask for permission prior to using the phone. Please make sure students are fully aware of their after school arrangements prior to leaving home in the morning.

Cell phones need to be kept out of sight, i.e. in the student's backpack or locker and turned off during school hours.

ATTENDANCE

School Absences and Tardiness

Attendance has a direct effect on student achievement. Students who attend regularly and are on time have greater success than those who do not. It is extremely important for your child to attend school.

The school is required by law to submit to the county prosecutor the names of students who have unexcused absences. Under current state law, students who have more than the prescribed level of absences may be subject to prosecution. In addition, discipline or suspension may be imposed if a student is routinely absent or tardy.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

Not later than the student's fifth unexcused absences in a month, the school will enter into an agreement with you and your student that establishes school attendance requirements, refers the student to a community truancy board or file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court.

The teacher or school office should be notified a day in advance of a planned absence. Students who are tardy are required to check in at the office before going to class. Students arriving after 8:25 AM will be considered tardy. They should also have a note explaining the reason for the late arrival at school. A half-day absence will be recorded for students who arrive after 10:00 AM or leave before 1:30 PM.

Parents are requested to call the school to inform the attendance person whenever their child is not at school. When a student will be absent, please call the school at 360-532-7181 prior to 9:00 AM. The school office may contact homes to make attendance checks if parents do not call the school.

Early Dismissal or Planned Late Arrival

If you must remove your child from class during school hours or you know your child will be late, send a note to his/her teacher indicating the times the child will not be at school and for what purpose. **Parents must check students out through the office before leaving the school and check them in at the office upon their return to school in order to ensure the safety and protection of all students.**

If an absence is excused, the student shall be permitted to make up all missed assignments outside of class within reasonable time limits established by the appropriate teacher.

Release of Students

If a student must leave school before the end of the regular school day, an adult must meet the student in the office and sign him/her out. If someone other than a parent is to pick up the student, the parent should send a note or telephone number where they can be reached to authorize the release.

No student will be released to individuals without parental permission. Relatives or close friends not listed on the emergency contact form must have parental permission to “sign-out” a student. These procedures are closely followed for the protection of all students.

SCHOOL LUNCH & BREAKFAST

Cosmopolis School participates in the National School Lunch and Breakfast Program. Breakfast and lunch are available to all students, and some students may qualify for free or reduced prices for both breakfast and lunch. An application for free and reduced meals is sent home on the first day of school and can be picked up in the office any time during the school year. Some federally funded programs such as Title I—School-Wide are dependent upon the percentage of the school population that qualifies for free and reduced meals. The school encourages families who are eligible to apply. All application and identities of students are kept confidential.

Students should bring money for additional milk purchase to the school office before school. Students who arrive without provisions for lunch will be asked to call their parents to bring a lunch or money to purchase lunch.



Meal Prices – for those students who choose to bring cold lunch options from home, but need a milk to drink. Our milk only price is \$.35.

Student Meal Accounts

Cosmopolis School utilizes the Point of Sale Food Service Program. Each student has their own individual account, regardless of their status: full price, reduced or free. Money sent to school for meals will be placed into the student's account. As a student enters the meal line their account number is scanned and the amount is deducted from the balance. A note will be sent home when your child's account is nearing \$.00. When money is sent, if the account has a negative balance, this will be deducted from the amount and the remainder will be the balance available for the purchase of meals.

The electronic system keeps track of all deposits, when your child ate and any time there may have been a negative balance. You may request an itemized statement of your child's account at any time.



Cafeteria Guidelines During COVID-19 Pandemic

Cooperation from all students is necessary during lunch. Please understand that it is your responsibility to conduct yourself in an appropriate manner as well as assisting in maintaining a clean and healthy cafeteria for all. Students who find it difficult to comply with these guidelines may be removed from eating in the cafeteria.

1. Meals are served in the multi-purpose room. If you would like a small portion or do not want an item, please tell the server. Students are expected to eat their meals. No trading, giving, or sharing of food allowed.
2. Please walk to and from the cafeteria.
3. Students will have assigned seats and expected to remain in their seats until dismissed.
4. Students must wait to be excused from the table by the cafeteria supervisor.
5. ***Please leave your area clean.*** You are responsible for the condition of your table and must place garbage in the correct container, neatly stack your tray, and leave your eating area neat and clean. Any leftover milk is to be poured into the "milk bucket" that is provided.
6. If food or drink is spilled, please report the spill immediately to the cafeteria supervisor by raising your hand.
7. All food and beverages are to be eaten before leaving the table. Food is not allowed outside the multi-purpose room.
8. Students must stay on school grounds during lunch.
9. When outdoors, students should stay clear of doors or classroom windows where classes are in session and enter the office area only to conduct school business.

Weather Related Conditions:

School Closure or Late Start: Weather conditions may cause the school to be closed or start late. Most often this would be due to snow or ice conditions on the roads. Information regarding late start or closure may be obtained by listening to the local radio stations or television stations. You may also receive updated information by clicking on the link located on the Cosmopolis Elementary School website at www.cosmopolisschool.com. The bus route may be adjusted due to unsafe road conditions.

Parents may also receive up to date information via email or text messaging from FlashAlert.net. For information on how to subscribe to this FREE service, please go to www.flashalert.net or contact the school office at (360) 532-7181.

Local Radio Stations Such As:

102.1 FM	94.7 FM/1450 AM	107.9 FM	104.7 FM
105.7 FM	101.7 FM/1320 AM	93.7 FM	

Television Stations:

KOMO 4 News	KING 5 News	KIRO 7 News	FOX Q13 News
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**GENERAL SCHOOL RULES AND GUIDELINES****Expectations**

At Cosmopolis Elementary, we align our high expectations of learning with our PBIS model. Students are expected to be good citizens while at school, along with striving towards our PBIS core values of Be Safe, Be Kind, Be Respectful, and Be Responsible. All behavior that is disruptive to the educational process must be avoided.

Students will:

1. Respect the rights and property of others.
2. Follow all classroom rules and staff directions.
3. Use appropriate language at all times.
4. Avoid fighting and learn to get along with others.
5. Remove hats, scarves, or hoods while indoors.
6. Be prepared and on time.
7. Do their best.

Please refer to our Positive Behavioral Interventions and Supports (PBIS) Matrix for our behavior expectations. This information can be found on our school website at www.cosmopolisschool.com.

Discipline

Students, your main goal in school should be learning. Our main goal is to teach you and help you learn to your highest level of achievement. A requirement for learning is that you must be free to **Listen, Recite, Share, and Concentrate without Interference**. The school should protect your right to this condition of learning. Typically, a student who has a positive attitude, trying his/her best, concentrating and working to complete assignments is never in need of discipline. However, if a student chooses not to accept his/her responsibilities or interferes with the rights of others, he/she can expect any or all of the following to occur:

- | | |
|-----------------------|--------------------------------------|
| 1. Verbal Warning | 5. Time Out |
| 2. Parental Contact | 6. Detention or In-School Suspension |
| 3. Loss of Privileges | 7. Out-of-School Suspension |
| 4. Principal Contact | 8. Expulsion |

If a student is defiant to a staff member **OR** aggressive toward others **OR** disturbing the classroom to the point that the learning process is disrupted, the following consequences may apply:

- 1st offense – one day suspension to home
- 2nd offense – 3 days suspension to home
- 3rd offense – 5 days suspension to home
- 4th offense – suspension from school for the remainder of the trimester

Police will be called if a student refuses to obey a major request – three potential examples:

- 1. The student is asked to leave the classroom, but refuses to leave
- 2. The student is asked to leave the classroom to report to the office, but refuses to leave.
- 3. The student chooses to leave campus.

The age and presence of disability of each individual student will be taken into consideration.



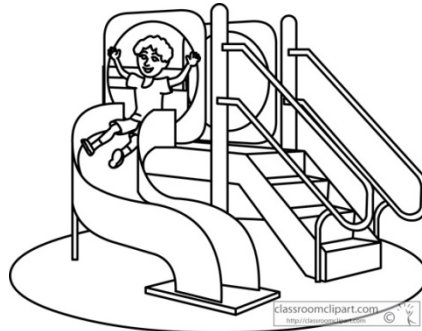
Safety

It is our goal that we provide a safe environment for all students while at school. The following guidelines have been created to assist in this effort.

Students will:

- 1. Walk while in school buildings or covered areas.
- 2. Leave toys and dangerous articles such as knives and other weapons at home.
- 3. Avoid throwing things of any kind other than playground balls.
- 4. Avoid tobacco products, illegal substances, or use of non-prescribed drugs.
- 5. Avoid spitting or other unacceptable behavior.
- 6. Stay within the designated play area at all times.
- 7. Use playground equipment safely.

8. Use restrooms for their purpose and return quickly.
9. Avoid kicking the balls in the covered areas.
10. Park bikes, scooters, skateboards, etc. immediately upon arriving at school in the bike rack or designated area.
11. Have a clear destination while out of the classroom during class time.



PLAYGROUND RULES

DOs

- Use good judgment.
- Obey and respect playground supervisor.
- Play safely and have respect for others.
- Keep your hands and feet to yourself.
- Walk in the covered area.
- Get permission to play on the field.
- Stay under the covered area when it is raining.
- Use multipurpose room for drinks and the restroom, in groups of two or less.
- Have fun and let others have fun.

DON'Ts

- Use poor judgment.
- Go inside the main building during recess.
- Play in front of office doors.
- Use jump ropes on the Big Toy.
- Bring equipment from home for playground use.
- Go near the bike rack during recess.
- Play on the Big Toy when it is wet or icy.
- Play dodge ball.

For more playground expectations, please refer to our PBIS matrix posted on our website at www.cosmopolisschool.com.



Dress Code

Cosmopolis Elementary supports the following dress code that applies during the school day and at after school events, on or off campus:

Appropriate dress at school includes clean, comfortable, and modest clothing that does not present a health, safety, or a disruptive concern to the educational process. Inappropriate dress is defined as obscene, sexual or sexually implied, drug or alcohol related messages, gang related apparel, or dress which interferes with the operation of the school or classroom. Clothing which exposes the midriff, chest or open back area are not allowed. Skirts or dresses that do not cover the majority of the thigh area are not allowed. Tube tops or clothes that do not cover the undergarments are not to be worn at school.

Another area of concern is appropriate footwear at school. Students who wear sandals, flip-flops, “heelies” (any shoes with wheels) or shoes with high heels or platform soles have a difficult time during PE activities or while at recess. This type of shoe should not be worn to school.

If a student’s clothing is objectionable under these conditions, a staff member will request that the student make appropriate corrections.

Health

Our school nurse serves as a health consultant to students, teachers, and parents. She also conducts screenings for vision and hearing in the school and handles first aid when in the building. She is typically here one day per week.

Illness During COVID-19 Pandemic

Sending a child to school before they are fully recovered increases the chance of relapse and the spread of germs to other students. Please send your child with a note excusing his/her absence upon return to school.

1. If you have confirmed or suspected COVID-19 and have symptoms, you can stop your home isolation when:
 - o You’ve been fever-free for at least 24 hours without the use of fever-reducing medication **AND**
 - o Your symptoms have gotten better, **AND**
 - o At least 10 days have gone by since your symptoms first appeared.
2. If you tested positive for COVID-19, but have not had any symptoms, you can stop your home isolation when:
 - o At least 10 days have gone by since the date of your first positive COVID-19 test, **AND**
 - o You have not gotten sick with COVID-19

Immunizations

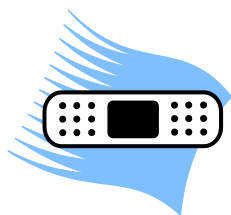
Washington State school immunization law RCW 28A.31.118 requires that your child be properly immunized in order to attend school. When you enroll your child at school you will be given a Certificate of Immunization form to complete. Please attach a copy of immunization verification from your health care provider. Remember to keep the school informed of updated immunizations as given.

Student Medication at School

Under normal circumstances, medication of any kind should be dispensed before and/or after school hours under supervision of parent or guardian. It may be necessary to adjust medication time so this occurs. **If medication is required to be given during school hours, state law requires an *Authorization for Medication at School Request* or similar form be completed by a doctor and signed by parent before medication is brought or kept at school. This applies to all prescription and nonprescription medications.** A doctor may fax copies of permission forms to 360-532-1535. If you have questions, please contact the school office to discuss this requirement.

The following conditions must be met for prescribed or over-the-counter medications to be given to children at school:

1. Medications must be brought to the school office by a parent or guardian, and must be in the original container.
2. A completed "Physician's Recommendation to Give Medication" form must be signed by both parent and doctor and turned in to the office along with the medication. This form can be picked up at the school or a similar form from the doctor's office may be used.
3. "Over-the-Counter" medications need to be handled in the same manner as listed above.
4. A one-month supply (20 days) may be brought to school.
5. Medications considered as "controlled substances," such as Ritalin, Dexedrine, Adderal, etc., needs to be counted by staff and parents and recorded on the students' "Physician's Recommendation to Give Medication" form.
6. If a tablet is to be divided, please ask the pharmacist to do this for you.
7. If a medication dosage is changed, a verbal or faxed order will be acceptable until signed authorization is received by the school nurse.
8. School staff may not be able to administer some types of medications.
9. Parents or guardians may come to school to administer medication to their child.



Medical Exclusions

Students may be excluded from school for a condition listed below. Exclusion will depend on certain criteria, the stage, and/or treatment of the disease. The exclusion will be determined by the assessment and best judgment of the examining health personnel. The following are examples of disease and medical conditions for which a student may be excluded:

Chicken Pox	Hepatitis	Measles	Pertussis
Rubella	Conjunctivitis	Impetigo	Meningitis
Polio	Scabies	Strep Throat	Lice
Nits	Mumps	Ringworm	Fever of 100.4 degrees
COVID-19			

Head Lice and No Nit Policy

Periodic checks will be made by the nurse or designee for head lice and/or their eggs. General checks of the entire school may be made several times during the school year. Children with either live bugs or lice eggs(nits) in their hair will be sent home for treatment and egg removal. **Parents must bring their children to the school office following treatment and egg removal, at which time the child must be checked before being readmitted to school. To help prevent the spread of lice at school, parents are asked to notify the office if their children have been discovered to have lice.**

Medical Alert

Parents should notify the school office when they enroll their child regarding specific medical conditions which their child may have. This will enable the school staff to be better prepared in the event of an emergency. Yearly health status forms will be required and notification of health changes throughout the year is appreciated.

Textbooks and Care of School Property

Students are provided with textbooks and other educational items. This may include technology and devices, such as iPads, Chromebooks, etc. Each student is assigned numbered materials and are responsible for the care and condition of our school property. Loss or destruction of books/devices will result in payment to the school. Please be especially careful in wet weather to protect these items. Please do not write in books except when instructed by the teacher.

In the event that school property is damaged or destroyed through vandalism, restitution and prosecution can be expected.

Safety Concerns and Procedures

Emergency Drills

Periodically throughout the year, the students and staff will conduct a variety of emergency drills. These drills are: Fire, Earthquake, Tsunami and Lock Down. The purpose of each of these drills is to train the student regarding proper safety responses in the event of an actual emergency. Fire drills call for the evacuation of the building, and the earthquake drill requires the students to take cover before evacuating the building. Tsunami drills include the evacuation of the building and seeking higher ground off campus. Lock down requires staff to lock all doors, cover windows, and move students to more secure locations in the building and evacuate if needed.

Evacuation of the Building and Grounds

Parent Procedures:

There may be occasions when students must be evacuated from our school building such as in the case of a natural disaster, fire or other emergency. There is no way to specifically plan for all possibilities, although the same general procedures may be followed in each case.

Fill Out the Form:

At the beginning of each year, parents are asked to complete a form with the names of individuals to whom their child can be released in the event of an emergency; make sure this form is filled out correctly and **updated throughout the year as needed.**

Listen to the Radio:

In the event of an emergency, important information will be broadcast over the local Grays Harbor radio stations. The county has an emergency management plan in place and will use the local radio stations to transmit information as needed.

Flash Alert (Automated Calling System):

Parents may also receive up to date information via email or text messaging from FlashAlert.net. A form is sent home at the beginning of the school year or for information on how to subscribe to this FREE service, please go to www.flashalert.net or contact the office at (360) 532-7181.

School Website:

The school has a limited number of phone lines so reviewing the school's website at www.cosmopolisschool.com may be a better option. Updates will be posted on the site.

Who is authorized to remove your children from school supervision?

If the evacuation of the building and/or school grounds is necessary, children will be released only to persons who are listed on the emergency form. Although, in some cases, certain persons not listed on the form may also be allowed to remove your child from school custody if it can be verified that a parent has authorized this action.

Picking Up Your Children:

When a parent or authorized person comes to school to pick up a child, one of two general student checkout procedures may be in place. The procedure used will depend upon the nature of the emergency and the most efficient way of dealing with the situation. Parents or authorized persons should come to the school with some form of identification and also be prepared to sign when a child is released to them. Under no circumstances should parents take their children and leave without notifying school staff.

1. **Centralized Check-out or Command Center:** In this case parents will go to a centralized location and their children will be brought to them by staff. The central check out location will be indicated by signs or flags.
2. **Directly from Teacher/Staff:** If no central checkout or command center has been established, students will be released directly to parents by the child's teacher or supervising staff member. Parents should go directly to the teacher if classes are visible outside of the building or to their child's regular classroom teacher if students are still in the building.

Students Walking Home:

Students may be allowed to walk home if we can verify there is a responsible person at home.

Students Riding Buses Home:

Students may be allowed to ride the school bus home, but in no case will a student be allowed to go home unless a responsible person is at home.

Where will the students be at school?

Depending upon the nature of the evacuation, students will be moved to the safest location on the school campus. In most cases it is hoped students will be able to remain in their regular classroom. In other events, the grass play ground will offer the best location. There are some cases in which students will be removed from the campus prior to parents arriving. Students will remain in class or grade groups; they will be kept, whenever possible, with their classroom teacher. The evacuation location is the Cosmopolis cemetery.

If you or an authorized person is not available what will happen to my children?

Again, the actual response depends on the nature of the emergency. In no case will a child be left without supervision. We hope that all students will be able to remain on campus. If that is not possible, they will be moved to a central location under the direction of school staff and/or local authorities.

Emergency Communications:

Often during an actual emergency, communication with the school may be difficult. Besides typical phone lines, information may also be obtained through the school district website, Flash Alert, Grays Harbor Emergency Services, or local radio stations.

If you need further information or clarification of procedures contact the school office.

**Transportation**

The mission of the transportation department is to provide safe and timely bus service to the district's students. To do this, drivers must be able to concentrate on operating their vehicles in a variety of traffic conditions.

Bus Rules

1. The driver is in full charge of the bus and its passengers. Students shall obey the driver and/or teacher, or other staff member.
2. Students shall get on and off at the assigned bus stop, unless signed written permission from the office is given to the driver.
3. Students must be at their designated bus stop 5 minutes prior to the scheduled time in the mornings and shall be on time to board their bus in the afternoon.
4. Students may be assigned seats.
5. Students shall not engage in unsafe acts while waiting for the school bus. All students who cross the roadway will cross at the direction of the driver. All students who cross the roadway will cross in front of the bus at the discretion of the driver.
6. Students shall not bring hazardous items, including breakable containers, onto the bus.
7. Belongings shall be kept out of the aisles and the areas in front of the emergency exit doors and rear windows.
8. Ordinary conversations and classroom conduct must be observed. Students will act with respect toward other students, and no form of harassment or bullying will be permitted, in accordance with District Policy No. 3207.
9. Students are to remain seated until permission is given by the driver.
10. Students will not litter the bus. Eating and drinking are not allowed on the bus, except when authorized.
11. No passenger may extend any body part or other items out of the window.

12. Students causing damage to the bus shall be charged with the cost of the damage.
13. Electronic devices (cell phones, Game boys, etc.) will not be used on the school bus without permission from the driver.

Consequences for Misbehavior

Students may be disciplined for failure to comply with these rules. The school bus driver may use various discipline procedures on the school bus. These procedures may include verbal warnings, assigned seats, parent contact and suspension of bus riding privileges. Students or parents may appeal the discipline.



Video Surveillance

The District uses video surveillance for security purposes throughout the District's campus. Many cameras are able to view locations of the exterior and interior portions of the buildings. Students and families should be aware that the video surveillance system may be reviewed if there are allegations of student or staff misconduct. There is also video surveillance on our school bus.

Volunteers

While we value parents, grandparents, relatives, and friends who take time to help students in the classroom or other areas within our school, during the COVID-19 pandemic, volunteering may not be an option. Parents who wish to visit their child's classroom must contact the teacher the day before the planned visitation. Non-custodial parents must make special arrangements before visitations will be granted.

A Yearly State Patrol Background Check is Required. Parents are encouraged to volunteer at school. Parents may volunteer in their children's classrooms or in other positions at the school and are encouraged to share their special talents with all students. **Volunteers and field trip chaperones are required to complete an annual Washington State Patrol background check, which must be done every school year. A form is sent home with all students at the beginning of the year.**

Also, as a friendly reminder, volunteers must check in at the office before going to the classroom. We would like to invite you, too, to join our long list of volunteers here at Cosmopolis School.

Field Trips: Classrooms take field trips during the year which are intended to be an educational learning experience related to the curriculum. Students are to demonstrate respect and courtesy to all people involved in the activity. Adult helpers are sometimes needed to help with supervision. Volunteers are normally chosen from parents who have worked with the students in classroom activities and have knowledge of the students' names and teacher expectations. **All adult volunteers on field trips are required to have a Washington State Patrol background check before being allowed to attend a field trip.**

Due to limited space on the bus or in making reservations, volunteers are chosen at the discretion of the teacher. Generally, other volunteers such as grandparents, adult friends, and siblings are not allowed to attend. Adult helpers who do attend do so at the discretion of the teacher and must ride on the school bus with the class unless special permission is granted by the principal.

Parent-Teacher Conferences

Two parent-teacher conferences are scheduled each year. The dates for these conferences are published in the school calendar. Additional arrangements can be made with a teacher, if needed.

Food at School

All food offered on the school campus will meet or exceed the USDA Smart Snacks in Schools nutrition standards including:

- Food brought for celebrations and parties. The school will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Homemade items **cannot** be served at school.
- Classroom snacks brought by parents.

Invitations and Parties

Students and parents: **Birthday invitations are not to be dispersed at school, UNLESS EVERY CHILD in your child's class is invited.** The school does not give out students' personal information. Please do not send birthday flowers, treats, or gifts to school; these are best sent or given at home.

Lockers

Lockers are available outside of some classrooms. Items such as clothing, books, and lunches may be stored in a locker. Please do not place valuables such as wallets, money, or jewelry in lockers.

Lost & Found

If you have lost or found an item, please contact the office. Clothing items are kept in the "Lost and Found Area". In the event that found money remains unclaimed, it will be returned to the "finder" at the end of the school year. Stored and unclaimed lost items may be sent to the clothing bank during each school vacation. Please write your name inside jackets, umbrellas, notebooks, etc. This allows items to be easily returned.