

Blaine Elementary School Behavior Expectations and Guidelines

At Blaine Elementary School we are ALL dedicated to learning together. To do this we believe that all community members must be respectful, responsible, safe and productive citizens of our school.

This "Student Planner and Handbook" is designed to support students and their families by: communicating school expectations, providing an organizational tool, and providing a tool for ongoing school and family communications.

The School and Family Team

To ensure that our school behavior expectations and policies promote a respectful, responsible, productive and safe environment for learning a team of school staff and parents meet each June to examine and revise aspects of this planner. Our most recent review of these guidelines took place on June 17, 2011.

Families as Partners

All families in our community are invited to be full participants in the education of our children. Involvement may vary, as there are many demands on a family's time, but through teamwork and good communication there are a variety of ways families can contribute to their child's success at school:

*Communicate with your child's teacher often. Either through the use of this planner, Email, phone calls or conferencing there are many great ways to give input or to stay in touch with what's happening at school.

*Spend time volunteering to help with class or school activities. Volunteering can be accomplished at school or from home outside of school hours.

*Help your child understand the connection between learning they do at school and learning in everyday life.

* Provide a quiet area for homework at home; help your child to organize his/her time and supplies for homework. Establish a routine each night to help your child take on the responsibility of homework.

*Be a good listener. Listen to what your child has to say about school and his/her successes and challenges.

* Ask questions about your child's school day and what they learned. Your interest can be the best motivator possible. It will help your child grow in self-confidence, social skills, and learning.





Parent/Teacher Conference- Academic success is a priority at Blaine Elementary School. Families are encouraged to meet with their child's teacher. All teachers

are available to meet before and after school, but please call for an appointment. School-wide conference weeks will be held November 17-23 and March 5-9.

Rights and Responsibilities

Each member of the Blaine Elementary School Community has rights and responsibilities. This includes students, staff and families. Each of us must do our part to make our community a respectful, responsible, productive and safe place to learn.

The 4 B's of B.E.S.

-  Be Respectful
-  Be Responsible
-  Be Productive
-  Be Safe

At Blaine Elementary we work hard to follow the 4 B's. When students are making positive choices the Blaine Elementary School Staff support these efforts by teaching about and recognizing positive contributions. Some ways that students are supported and recognized include:

- **Positive praise and feedback.**
- **Use of class meetings and community agreements** to support democratic ideals and empower student voice.
- **Tickets given for being "caught" making good choices.** Once a month drawings then take place to award prizes.
- **Reward Days-** Twice a year all-school events are planned to acknowledge students who have made positive choices consistently.
- **Lunch with the Principal-** Each month students are selected for their positive choices and are recognized by having lunch with the principal.

When students struggle to make good choices we support their learning by coaching them to make better choices. We do this by talking with them about their behavior, helping them to select better choices in the future and sometimes applying consequences for the choices they have made. When we apply consequences we use "progressive discipline" and attempt to use "logical consequences" whenever possible.

Progressive Discipline

Progressive discipline relates to following logical steps to redirect or change behavior that is not respectful, responsible, safe or productive. Steps include the following:

1. **Classroom based interventions** by a teacher(s) to help students improve their choices. Examples of interventions include, but are not limited to: **verbal and non-verbal reminders/warnings** (proximity or eye contact), **redirection** of a behavior by asking a student to "try it again", "do it differently" or "coaching them on how to make a better choice". With early interventions families may or may be notified if efforts to improve behavior are not changing the behavior.

2. **Think Time**- When students have not responded to normal classroom interventions they are asked to take a time out and reflect on their choices, then make plans for a better choice in the future. This process is completed through writing. When three or more Think Times are issued within a short time period families will be contacted by a teacher and next steps for support will be planned. This sometimes requires a plan for improvement with reinforcements at home and school.
3. Ongoing discipline issues will result in **referral to the Choice Room** to speak with Mrs. Freeman or referral to the office. Consequences are assigned on an individual basis, but will follow a progressive discipline approach.
4. **“Serious student misconduct”** will be addressed by administration action and can result in more significant consequences like in-school suspension, out-of-school suspension or expulsion. Possession of weapons, firearms, drugs or alcohol is ground for expulsion.

Logical Consequences

Whenever possible logical consequences are assigned to behavior or choices that are not respectful, responsible, safe or productive. For example a logical consequence can include: loss of a privilege, an act against property could result in service to help restore that object, school building or grounds, an act against another person/group can result in service to help that person or group, inappropriate clothing would result in a change of clothing.

Bullying

At Blaine Elementary we do not tolerate bullying. Bullying occurs when a person is exposed to an aggressive or negative unwanted action repeatedly from someone else. It also often involves an imbalance of power or strength. Students are taught at school about bullying behaviors and the importance of asking the aggressor(s) to stop, reporting harassment or bullying to adults, and strategies for dealing with bullying situations as a victim or bystander. All students are asked to immediately report instances of threat, intimidation, harassment, bullying or physical violence to an adult. All such reports shall be responded to as appropriate by staff. Parents of children involved in such behaviors will be notified. Parents of students who are physically hurt during a conflict will be notified.

Gang Related Activity

Students at Blaine Elementary School are not permitted to be a part of any organization that condones or participates in violence or intimidation. Expressions of identity relating to gang dress symbols and/or gestures will not be permitted.

Fighting

Fighting is not permitted at school and includes the behavior of any student having physical conflict with another person, which may result in injury (this includes “play fighting”).

Weapons/Dangerous Objects

Possession of any object that can reasonably be considered dangerous is prohibited on school grounds, at any school event, or while going to and from school. (This definition includes any guns, knives, matches, lighters, explosives, firecrackers, pull pops, etc.) The prohibition refers to having the weapon on one’s person, in backpack, desk, or having provided such weapon to another student. It is unlawful for any person to carry onto public school premises or onto school provided transportation or to possess in proximity of 1000’, any firearm or any dangerous weapons defined in RCW 9.41.250 and RCW 9.41.280. There is a one-year mandatory expulsion for a firearm at school, on school grounds, on school provided transportation or at school events. Expulsion may be modified on a case by case basis by school administration. In addition, local law enforcement and a parent/guardian will be notified.

Recess Expectations

Recess should be fun and safe for all students. During recess we will:

- Treat people and equipment with respect at all times.
- Play games/activities that are safe and include others.
- Use a pass and check in with an adult if we want to enter the school building.
- Stay in designated play areas. Students must always be in sight of a play supervisor.
- Walk through the covered area or near the “Big Toy”.
- When playing on the big toy bars have one hand on the bar at all times and make safe choices while climbing on the structure.
- Return all equipment to the bucket and line up cooperatively and immediately when the whistle blows.
- Walk quietly through the halls as we return to class.

Bus Expectations

Riding the bus is a PRIVILEGE. This privilege can be revoked if the behavior of the rider endangers the safety or well being of self and others. In order for everyone to have a safe trip to and from school students are expected to observe the following bus rules:

- Students will follow the bus driver’s requests promptly. The bus driver can assign seats if needed.
- Students will ride their regularly assigned bus to and from their regular bus stops unless there is a written request from their parent or guardian.
- Students need to remain seated, facing forward while the bus is in motion.
- Students are expected to keep voice levels at a reasonable level to avoid distracting the bus driver.

- Students are expected to keep all objects and body parts inside the bus.
- Students need to cross 8-10 feet in front of the bus. Students should look at the driver and wait for the driver's instruction before crossing the road.
- When the bus is approaching or leaving the stop students need to wait in an orderly manner and stand away from the road and bus. Students need to be at the bus stop five minutes early.
- Students will be held responsible for any damage they are a part of causing to the bus.
- Misconduct on the bus is reason to suspend bus riding privileges.

Student Dress

At Blaine Elementary we expect that student dress will be modest and free of offensive sayings and pictures. Dress should not interfere with learning.

- No short shorts, fingertip length or longer
- No spaghetti straps, halter tops or bare midriffs
- Tank tops with oversized armholes are worn with a shirt underneath
- Pants may not "sag" and reveal undergarments
- Hats and hoods should be removed during class and assemblies
- Shoes should be safe for school activities
- Clothing should not display any alcohol, drug or sexual references. No gang related clothing is allowed at school.

Physical Education

All students at Blaine Elementary are required to be enrolled in PE class and or an adapted physical education program as appropriate. Students unable to temporarily participate in PE are required to provide a written note from their parent, physician, and/or school nurse exempting the student from specified activities. Students will still be required to attend PE class and complete/make-up all PE homework assignments. Shoes required for PE: All students will need to wear properly laced athletic shoes for safe and successful participation in PE. Loosely tied skateboard shoes, boots (hiking, rain, snow), any high-soled shoes of more than 1" are not acceptable. Financial assistance is available for this requirement.

Technology Expectations

As technology use is a privilege at school students are expected to use it with respect and responsibility. The following information can also be found in "Blaine School District Policy # 2022: Electronic Information System. (K-20 Network)" and provides an overview of some expectations for use.

Students at Blaine Elementary show respect and responsibility by NOT:

- Damaging computers, computer system or computer networks.
- Violating copyright laws.

- Using the passwords of other students.
- Trespassing on other's systems, folders, work, or files.
- Displaying or distributing pictures or messages deemed inappropriate by administration/staff.
- Using obscene language or materials.
- Using personal e-mail accounts while at school.
- Installing or modifying software on district equipment.
- Accessing any computer not explicitly authorized to use.
- Sending hate mail, harassment, cyber bullying, and/or discriminatory remarks.
- Bypassing district filters and/or accessing filtered sites (i.e., My Space, Facebook, etc.).

Students, staff and families are asked to use appropriate social media etiquette. When dealing with conflict we ask that whenever possible seek alternative communication methods to solve the problem (phone call or conference).

Families receive "opt out" forms in the fall and are asked to return these to the office if they wish to "opt out" of having their child's picture included on any school-based publications or webpages. As a general rule of thumb the school and parent organization (PIC) make intentions to only include student group photos rather than individual pictures in any published material.

Skateboards, Bicycles, Rollerblades/Skates and Scooters

Students who ride these to school are required to wear helmets. Students are asked to leave their bicycles in the school racks until they leave for home. Students should have locks to protect their property. Risk Management does not allow these items to be ridden on campus. Privileges may be revoked if abused. Skateboards and scooters are not allowed on the bus.

Personal Electronics and Toys

Any item that interferes with a safe and productive learning environment should be left at home. Expensive items such as iPods, electronic games, toys, radios, and remote controlled cars should not be brought to school. Blaine Elementary School will not assume responsibility for theft or loss of items. Cell phones may not be used during the school day. Personal cell phones should only be used outside of the school building prior to and after school. Students in possession of a cell phone at school are expected to ensure that their phone is turned off and put away in a backpack or storage space. Students may use classroom or office phones to make phone calls with the permission of an adult.

Lunch

Money may be deposited into student accounts at the office. All payments must be in U.S. funds. Financial assistance for meals is available for those who qualify. Forms are available in the office. Any questions regarding

the free & reduced lunch program please answered through Food Services at 332-0348 or the principal. Lunch prices are \$2.75 for students and \$3.75 for non-students. Breakfast prices are \$1.50 for students and \$2.25 for non-students.

Programs

Many services are available at our school for children and families. Please contact us if you are interested in learning more, or referring your child for any of these services.

Lunch Bunch is a social skills program provided three days per week, year round, in the Behavior Specialist's office. Up to two students per classroom attend Lunch Bunch, where students eat, play games and interact with peers and supervising staff.

Lunch-time counseling groups are held for 8-12 weeks during various times of the year. Groups are held on a variety of topics, including: self-esteem, friendship, family changes, self-control, anger, etc.

Feel Good Walking occurs every spring. Students participate during their recess time by walking as many laps as they can and dressing up on themed "dress up days." At the end of the program, certificates and prizes are awarded for participation.

After School Programs

3D is a year round Federal Grant-based program that provides after school programming for students who meet academic and family income criteria. Students receive academic instruction and support in reading and math as well as participate in enrichment activities. 3D occurs M-Th from 3-5 p.m.

Enrichment classes are held after school during the fall and winter. There are a variety of classes, including: sports, academic enrichment, art, crafts, etc. Class description and application packets will be sent home with students. Fees vary; scholarships are available.

Other Programs

Parent Involvement Committee is a group of parents and caregivers who are committed to partnering with BES in providing quality educational and extracurricular opportunities for students through collaboration, fundraising and program support. PIC meets throughout the school year (day time and evening meetings) and is always looking for new members!

Classroom counseling groups occur throughout the school year and are facilitated by the counselor. Groups occur twelve times per year in each classroom. Topics include safety, bullying prevention, friendship, diversity, conflict resolution, learning styles, career development and community service.

Mother Hubbard's Cupboard is a large clothes closet available free of cost for BES students (and siblings). There are winter coats, shoes, pants, shirts, sweatshirts and various accessories available year round. If you are interested in having your child visit MHC, or if you are interested in making a donation or volunteering, please contact Kaatri Jones (School Counselor) at 332-0562 or kjones@webmail.blainesd.org.

Family Service Center (332-0740)

Program includes: lending library, evening parent workshops, immunization and vision/hearing screening clinics, energy assistance, children's clothing bank, assistance and referral services.

Procedures

School Communications

Telephone Messages may be left for a teacher before, during, or after school by voice mail. In the event of a family emergency please contact the main office and staff will ensure you are able to reach your child. Any arrangements to go home with friends must be made prior to arrival at school. It is important that all families of children involved are aware of and in agreement with prearranged plans.

Emailing Staff- To contact a staff member you can visit the Blaine Elementary School website and click on the mail icon next to a staff members name under the "classroom pages" link on the home page.

Conferencing- Conference Week occurs twice per year during the months of November and March. Notification of Conference Week and sign up forms will be sent home in advance of these weeks.

Other School Communications

The "BE Informed" monthly **newsletter will be sent home to families with students on the first Wednesday of each month**. This newsletter can also be found on the school website under the "newsletter" link. The BE Informed Newsletter includes current event information about the school and parent group (PIC).

To consolidate communication and paperwork sent home with students **all school information is sent out on Wednesdays throughout the school year**. Families should check with their child about school information and classroom items on Wednesday evenings throughout the school year.

School Arrival and Dismissal

Students should arrive to school no earlier than 8:30 a.m. when they are allowed to go to the gym or library. There is no supervision prior to 8:30 a.m. Students not participating in morning activities are welcome in the school at 8:50 a.m. The first bell rings at 9:00 a.m. Students are expected to be

in their classroom, seated and ready to learn at 9:10 a.m. Elementary students are not allowed to ride the middle/high school bus in the mornings without written permission from the elementary office. School is dismissed at 2:50 p.m. Students are to leave campus unless they are enrolled in an afterschool program. Students are to remain on campus from the time they arrive until the time school is out unless they are participating in a scheduled event with staff. Students walking to school should use the provided sidewalks and crosswalks whenever possible for safety.

Release of Students

In an effort to assure the safety of children who are released during the day, written parental permission should be sent to the office stating the requested time of release. **IF ANY PERSON OTHER THAN THE PARENT OR GUARDIAN IS TO PICK UP THE CHILD, THE SCHOOL MUST HAVE A STATEMENT FROM THE PARENT SPECIFYING THE NECESSARY INFORMATION.** If a student needs to be dismissed early for medical or emergency reasons, the parent or guardian must be present to sign the student out.

Attendance

In compliance with Washington State Law, each student enrolled at Blaine Elementary is expected to attend classes on a regular basis. Daily attendance is one of the key indicators of a student's educational success. Excused absences are those resulting from illness, medical/dental appointments, and those requested by parents and receiving prior approval. Absences due to medical/dental appointments require a note from the appropriate office in order to be excused. Other absences require a parent phone call to the school office or a signed and dated note from the parent or guardian stating a valid reason for the absence. Please call the office to inform the school when your child is going to be absent. If for personal reasons families plan to have their child out of school for more than three consecutive days they are asked to provide written communication with the front office/principal for prior approval (excused absence). It is the responsibility of a student to make up any missed school work due to an absence.

Unexcused Absences

Failure to attend school without a valid reason is truancy. If school absences or tardies become a concern families and school staff will converse to determine ways to improve attendance. Excessive absences without a valid excuse will be considered unexcused. Chronic attendance problems will be referred to Whatcom County Courts. RCW 28A.225 WA State Compulsory School Attendance & Administration Law.

Health and Safety

Child Custody and Safety

With the safety of the child in mind, Blaine Elementary School will only release children to the parent/guardian or designee indicated on school records. If special circumstances exist, such as specific custody arrangements, protection orders, etc., the appropriate paperwork must be provided to the school. These legal documents will direct the school's actions.

Child Abuse Prevention

We believe families love their children and try their best within their means to care for them. As a community our paramount responsibility is to ensure the health and safety of our children while providing a quality education. By law any suspected child abuse or neglect must be reported by schools to Child Protective Services. As difficult as contacting Child Protective Services and/or law enforcement may sometimes be, if we have legitimate information for concern we will involve outside agencies to support children and their families.

Immunization

Washington Administration Code requires that all children be immunized prior to being admitted to school. If you have questions about immunization please contact the Blaine Elementary School office or Blaine School District office.

Illness

If a student becomes too ill to remain in class, our nurse or office staff will contact parents by phone. This is one reason it is so important that the office has an ***updated, working phone number*** on the emergency contact card to reach families. If your child is ill, please do not send him/her to school. A child that contracts a contagious disease or condition (i.e., pink eye, chicken pox, ringworm, impetigo, scabies, or pediculosis/head lice) will be sent home and must remain home until they are symptom free. Blaine School District has a ***no live lice*** policy, which requires mandatory exclusion from our school until the child has been treated with appropriate shampoo and ***all*** live lice have been removed from the child's hair.

A reminder from the school nurse of what to look for when your child isn't feeling well:

***Fever** No child with a fever should be sent to school. A fever is considered to be at least one full degree of temperature above normal (98.6). If no thermometer is available then feel the child's forehead with the back of your hand. If it feels hot, then keep the child home. A child should be free of fever for 24 hours before returning to school.

***Cold** A child with a heavy cold and a deep or hacking cough belongs at home in bed even without a fever. Greenish discharge from the nose is a sign of a bacterial infection. Please consult a doctor. If your child has a sore throat, with a fever and/or white spots on the back of the throat- please call your doctor.

***Headaches** A child with a headache, stiff neck and chills along with a high fever should see a doctor.

***Vomiting** Children who have vomited in the afternoon or evening should remain at home the following day especially if they are not tolerating regular food or are displaying other signs of illness.

Medication

If your child needs to have medication during the day, the school will need to have written consent from you and your doctor prescribing the medication. Forms for this purpose are available in the office. All medication is to be brought to school by an adult and must be in the **original container** with complete information attached: name of medication, patient name, dosage and complete instructions. Medication may only be dispensed in the office with adult supervision.

The Whatcom Alliance for Healthcare Access (WAHA) is a nonprofit community service that partners with Blaine School District to offer families information and assistance with state health insurance programs and commercial private plans. WAHA’s insurance counselors are available to help families look at their options and complete applications. Call 715-6594 or email them at waha@hinet.org

Blaine Elementary Staff

Julia Arps	Gigi Bartch
Craig Baldwin	Steve Bedow
Janice Belding	Brenda Bennett
Tricia Blanco	Mike Coffey
John Dennison	Andrew Dickson
Tami Ewing	Elizabeth Flemming
Cindy Freeman	Carol Gallaher
Alex Gamdysey	Keith Gasper
Margaret Gibson	Cindy Gresen
Cheryl Greathouse	Rebecca Groves
Melanie Haines	Linda Hickman
Dorothy Hofmann	Marianne Hollander
J.J. Jensen	Tricia Johnson
Shauna Johnson	Kaatri Jones
Jamie Kamrath	Mary Lou Kelly
Sherry Klemmt	Sandy Kuttel
Denise Magnusson	Annmarie McAuley
Michelle McKeown	Amber McPhail
Thomas Maxim	Lindsay Nowakowski
Kari Meers	Aime Nadeau
Amee Nelson	Dan Persse
Kathleen Peters	Kris Remy
Michelle Schulz	Patty Seelye
Rita Spitzer	Kathy Swindler
Alex Taranenko	Kathy Tennyson
Linda Thompson	Gina Tujague
Glenn Tuski	Tiffany Udman
Susan Vargo	Kelli Vossbeck
Sabrina Koebel	

Additional Contacts

There are times when you may have questions about a particular program at our school. Here is a list of people to contact:

WHAT	WHO	PHONE
Behavior	Cindy Freeman	332-0512
Boys & Girls Club	Andrea Green	332-3008
Challenge Program	Randy Elsbree	332-0722
Counseling	Kaatri Jones	332-0562
ELL/LAP	Cindy Gresen	332-5213
Family Service Center	Jessie Burton	332-0740
Illness	Margaret Gibson, R.N. Cheryl Greathouse, R.N.	332-5213
Special Education	Lindsay Nowakowski Aime Nadeau	332-5213
Transportation	Carl Wagelie	332-8933