Salish Coast Elementary
Student and Family Handbook
2022-2023

1637 Grant Street
Port Townsend, WA 98368
360-379-4535
https://salishcoast.ptschools.org/
Port Townsend School District No. 50 does not discriminate in any programs or activities on the basis of race, creed, religion, color, immigration status, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the 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. The district provides equal access to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator for State Law (RCW 28A.640/28A.642):
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(360) 379-4603
akhile@ptschools.org

Title IX Officer:
Laurie McGinnis
1610 Blaine Street
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lmcginnis@ptschools.org

Section 504/ADA Coordinator:
Shelby MacMeekin
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(360) 379-4267
smacmeekin@ptschools.org
Salish Coast Elementary School
1637 Grant Street • Port Townsend, Washington 98368 • (360) 379-4535

Student and Family Handbook 2022-2023

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lcondran@ptschools.org

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Dean of Students
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Merilee Nyland
School Nurse
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School Secretary
cklontz@ptschools.org

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School Secretary
nhankel@ptschools.org

Lainie Johnson
School Secretary
ljohnson@ptschools.org
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Principal’s Message

Lisa Condran, Principal

Welcome to Salish Coast Elementary, home of the Eagles! Our school includes several programs: Preschool, Grades Kindergarten through Fifth Grade; and the OPEPO multiage program. We also have the Olycap programs Early HeadStart and HeadStart on site, as well as the YMCA After the Bell Program.

Our staff provides an exemplary instructional program and our focus is student success. At Salish Coast Elementary School, we work together as a team to provide an education that helps all students realize their goals and aspirations. This handbook contains information that will be helpful for you as a Salish Coast family. Topics are hyperlinked in the table of contents, so sections of interest can easily be accessed.

There are many ways parents can be involved at Salish Coast. Volunteering is one way. Joining PTA is also an excellent way to get involved. PTA does so much to support school programs. It provides family events, assemblies, field trips, and much more. The success of PTA depends on the involvement of as many parents as possible.

You will find your child’s teacher is your best resource, and I encourage you to build a strong partnership with your child’s teacher. I look forward to working with you as partners in educating your children. I am honored to be your Principal at Salish Coast. I look forward to working with the school community to provide excellent learning experiences for all students.

Sincerely,

Lisa Condran
School Start and End Times

**Salish Coast Elementary**: Full days: 8:15 AM—2:50 PM
- Early Release, Two hours: 8:15 AM—12:50 PM
- Early Release, Three hours: 8:15 AM—11:50 AM
- Morning Preschool: 8:45 AM—11:15 AM
- Afternoon Preschool: 12:15 PM—2:50 PM
- No Preschool classes on Wednesday.

**Blue Heron Middle School**: Full days: 8:25 AM—3:05 PM
- Early Release, Two hours: 8:25 AM—1:05 PM
- Early Release, Three hours: 8:25 AM—12:05 PM

**OCEAN School**:
- Monday, Tuesday, Thursday: 8:30 AM—3:00 PM
- Wednesday: 8:30 AM—1:00 PM
- Friday Conferences: 8:30 AM—3:00 PM

**Port Townsend High School**: Full days: 8:20 AM—3:10 PM
- Early Release, Three hours: 8:20 AM—12:10 PM

Many Wednesdays are two hour early release days at 12:50 PM for staff professional development. Some parent teacher conference days are three hour early release. Exact dates are indicated on the calendar on the next page.
District Calendars, 2022-2023

Port Townsend School District
Learning Through A Sense Of Place

- All Schools 2hr Early Release
- SC & BH Only 2hr Early Release
- BH & HS Only 3hr Early Release
- SC Only No School/Conferences
- No School

August 2022

September 2022

October 2022

November 2022

December 2022

January 2023

February 2023

March 2023
Early Release Times
Salish Coast 2hr 12:50, 3hr 11:50
Blue Heron 2hr 1:05, 3hr 12:05
High School 2hr 1:10, 3hr 12:10

Important Dates
Aug 29-30: Staff In-service
Sept 6: First Student Day
Oct 14: Staff In-service, No School
Oct 27-28: SC Only No School, Conferences
Nov 11: Veterans’ Day, No School
Nov 17-18: BH and HS Only 3hr Early Release, Conferences
Nov 23: All Schools 2hr Early Release, including Staff
Nov 24-25: Thanksgiving Break, No School
Dec 21-Jan 3: Winter Break, No School
Jan 16: MLK Day, No School
Feb 17: Snow Make-up Day, No School
Feb 20: President’s Day, No School
March 2-3: SC and BH only 3hr Early Release, Targeted Conferences
Apr 3-7: Spring Break, No School
May 19: All Schools Early Release, including Staff
May 26: Snow Make-up Day, No School
May 29: Memorial Day, No School
June 9: High School Graduation
June 16: Last Day of School, 2Hr Early Release
June 19: Snow Make-up Day
June 20: Snow Make-up Day
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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behrenfeld, Kirsten</td>
<td>Preschool Teacher</td>
<td><a href="mailto:kbehenfeld@ptschools.org">kbehenfeld@ptschools.org</a></td>
</tr>
<tr>
<td>Billinger, Kara</td>
<td>Teacher, Grade 3</td>
<td><a href="mailto:kbillinger@ptschools.org">kbillinger@ptschools.org</a></td>
</tr>
<tr>
<td>Braden, Dawn</td>
<td>Teacher, Grade 1</td>
<td><a href="mailto:dbraden@ptschools.org">dbraden@ptschools.org</a></td>
</tr>
<tr>
<td>Braden, Peter</td>
<td>Teacher, Grade 2</td>
<td><a href="mailto:pbraden@ptschools.org">pbraden@ptschools.org</a></td>
</tr>
<tr>
<td>Chenruk-Geelan, Cherry</td>
<td>Intervention Teacher</td>
<td><a href="mailto:cgeelan@ptschools.org">cgeelan@ptschools.org</a></td>
</tr>
<tr>
<td>Clanton, Tara</td>
<td>Paraeducator</td>
<td><a href="mailto:tclanton@ptschools.org">tclanton@ptschools.org</a></td>
</tr>
<tr>
<td>Clarke, Kim</td>
<td>Music Teacher</td>
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<tr>
<td>Condran, Lisa</td>
<td>Principal</td>
<td><a href="mailto:lcondran@ptschools.org">lcondran@ptschools.org</a></td>
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<tr>
<td>Conklin, Rasa</td>
<td>Teacher, Grade 5</td>
<td><a href="mailto:rconklin@ptschools.org">rconklin@ptschools.org</a></td>
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<tr>
<td>Cook, Laura</td>
<td>Speech Language Therapist</td>
<td><a href="mailto:lcook@ptschools.org">lcook@ptschools.org</a></td>
</tr>
<tr>
<td>Costello, Alisa</td>
<td>Paraeducator</td>
<td><a href="mailto:acostello@ptschools.org">acostello@ptschools.org</a></td>
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<tr>
<td>Davis, Cheryl</td>
<td>Occupational Therapist</td>
<td><a href="mailto:cdavis@ptschools.org">cdavis@ptschools.org</a></td>
</tr>
<tr>
<td>Dosey, Erik</td>
<td>Paraeducator</td>
<td><a href="mailto:edosey@ptschools.org">edosey@ptschools.org</a></td>
</tr>
<tr>
<td>Eldridge, Paige</td>
<td>Teacher, Kindergarten</td>
<td><a href="mailto:peldridge@ptschools.org">peldridge@ptschools.org</a></td>
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<tr>
<td>Emerson, Merri</td>
<td>Teacher, Grade 5</td>
<td><a href="mailto:memerson@ptschools.org">memerson@ptschools.org</a></td>
</tr>
<tr>
<td>Faias, Kathleen</td>
<td>Custodian</td>
<td><a href="mailto:kfaias@ptschools.org">kfaias@ptschools.org</a></td>
</tr>
<tr>
<td>Fetherolf, Leta</td>
<td>Garden Coordinator</td>
<td><a href="mailto:lfetherolf@ptschools.org">lfetherolf@ptschools.org</a></td>
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<tr>
<td>Goetz, Amy</td>
<td>Paraeducator</td>
<td><a href="mailto:agoetz@ptschools.org">agoetz@ptschools.org</a></td>
</tr>
<tr>
<td>Klontz, Chiarra</td>
<td>Secretary</td>
<td><a href="mailto:cklontz@ptschools.org">cklontz@ptschools.org</a></td>
</tr>
<tr>
<td>Gallegos, Tracy</td>
<td>MTSS Coach/Dean of Students</td>
<td><a href="mailto:tgallegos@ptschools.org">tgallegos@ptschools.org</a></td>
</tr>
<tr>
<td>Garnnett-Harris, Cheryl</td>
<td>Teacher, Grade 1</td>
<td><a href="mailto:cgarnett@ptschools.org">cgarnett@ptschools.org</a></td>
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<tr>
<td>Giulvezan, Christina</td>
<td>English Learner Teacher</td>
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<tr>
<td>Gustafson, Emily</td>
<td>School Psychologist</td>
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<tr>
<td>Hall, Aaron</td>
<td>Teacher, Grade 3</td>
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<tr>
<td>Halquist, Don</td>
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<td>Hankel, Nicole</td>
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<td>Johnson, Lainie</td>
<td>Secretary</td>
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<tr>
<td>Kiely, Christine</td>
<td>Teacher, Grade 4</td>
<td><a href="mailto:ckiely@ptschools.org">ckiely@ptschools.org</a></td>
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<td>Kunz, Erik</td>
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<tr>
<td>Leclerc, Wanda</td>
<td>Art Teacher</td>
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<tr>
<td>Lester, Brooke</td>
<td>Paraeducator</td>
<td><a href="mailto:blester@ptschools.org">blester@ptschools.org</a></td>
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<tr>
<td>Lirio, Shannon</td>
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<tr>
<td>Love, Melissa</td>
<td>Teacher, Grade 5</td>
<td><a href="mailto:mlove@ptschools.org">mlove@ptschools.org</a></td>
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<tr>
<td>Lynch, Jason</td>
<td>PBIS Coach and Teacher</td>
<td><a href="mailto:jlynch@ptschools.org">jlynch@ptschools.org</a></td>
</tr>
<tr>
<td>Marcum, Sandie</td>
<td>Intervention Teacher</td>
<td><a href="mailto:smarcum@ptschools.org">smarcum@ptschools.org</a></td>
</tr>
<tr>
<td>Marcum, Tristan</td>
<td>Music Teacher/Interventionist</td>
<td><a href="mailto:tmarcum@ptschools.org">tmarcum@ptschools.org</a></td>
</tr>
<tr>
<td>Merandy, Kate</td>
<td>Teacher, Kindergarten</td>
<td><a href="mailto:kmerandy@ptschools.org">kmerandy@ptschools.org</a></td>
</tr>
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Activities and Annual Events
Port Townsend PTA offers several fun family events. PTA needs your help to make these events successful. Please consider volunteering to help at one of these fun events.
https://sites.google.com/view/porttownsendpta/home

After-School Plans
After-school plans need to be made at home and not during the school day. Students will not be allowed to use school phones to call home to make arrangements to go home with friends. If a student is to go home with a friend on the school bus, parents should make changes through the PickUpPatrol application: https://app.pickuppatrol.net/parents/
Students will not be dismissed early or released to anyone other than their parent or guardian without prior arrangement with school office personnel. These measures are taken in a partnership between home and school to ensure your child’s safety.
If you need to make a change to your child’s normal after-school plans, please do this before 1:30 pm through the PickUpPatrol application: https://app.pickuppatrol.net/parents/ If you need help accessing PickUpPatrol, school office staff will be happy to help you.

**Attendance**

**Attendance Requirements**
State law requires children from age 8-17 to attend a public school, private school, or a district approved home school program.

**Absences and Tardiness**

**Excused/Unexcused Absences**
Regular, on-time attendance is essential for students to benefit from instruction. Chronic absenteeism (missing 10% or more of school) can lead to gaps in learning and impact a student’s social/emotional connection to school. Regular, on-time attendance is a key predictor for academic success.

For an absence to be considered an excused absence parents or guardians must write a note to excuse the absence. Please contact the office by phone at 360-379-4535, by email at scsattendance@ptschools.org or in person to excuse absences within two school days of the absence. 1) Absences due to the following reasons must be excused: physical or mental health symptoms, illness, health condition or medical appointments include, but are not limited to medical, counseling, mental health awareness, dental, optometry, pregnancy, and behavioral health treatment.

Board policies and procedures concerning attendance are hyperlinked below. Board policies and procedures can be found on the ptschools.org website under the Board menu.

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<td>Excused and Unexcused Absences Procedure</td>
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<td>Excused and Unexcused Absences Form</td>
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</tr>
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**Procedures for Known Absences**
We discourage families from taking vacations during school days. Vacations of more than three days must have prior approval from the school. A pre-approved absence form is available online at https://tinyurl.com/scexpaf and from the office staff, and will need to be completed and returned at least a week prior to a planned absence.

**Late Arrival**
Students must be in their classrooms at 8:15 am. If your child arrives late, they need to check in at the front office. Important instruction occurs during the first minutes of the day. Chronic
tardiness can impact your child’s learning and can be a disruption to the class.

Picking Up Early
If it is necessary for you to pick your child up early from school, please come to the office to sign them out. Please do not go to the classroom to pick your child up. Your child will be called to the office to meet you. This procedure helps us ensure the safety of students at our school.

Behavior
Positive Behavioral Interventions and Supports (PBIS)

Salish Coast Eagles are kind and ready to learn...

   We are Responsible,
   We are Respectful,
   We are Safe

Salish Coast Elementary staff works together to establish and maintain a safe and supportive school environment that maximizes the academic achievement and the social and emotional competence of all learners.

Our goal is to teach, prompt, and reinforce students for high levels of effective, developmentally-appropriate interpersonal, social, problem-solving, conflict prevention and resolution, and emotional control and coping skills—so that social, emotional, and behavioral interactions are positive, and “problems” are prevented. In order to support this mission and goal we aim to achieve:

1. High levels of academic engagement and academic achievement for all students.
2. High levels of effective interpersonal, social problem-solving, conflict prevention and resolution, and emotional control and coping skills by all students and staff.
3. High levels of critical thinking, reasoning, and problem-solving skills by all students and staff.
4. High levels of teacher confidence—relative to instruction, classroom management, and in helping students with academic or behavior problems.
5. Consistently effective social/emotional/behavioral instruction and classroom management across all teachers and instructional support staff.
6. Low levels of classroom discipline problems, discipline problems that need to involve the Principal, or discipline problems that require student suspensions or expulsions.
7. High levels of parent and community support and involvement in student self-management.

Behavioral Expectations
For each area of the school a set of common expectations for students has been established for how to be respectful, responsible, and safe.

In the classroom:
| **Respectful** | - Listen  
- Cooperate  
- Be Kind  
- Keep personal space (bubble) |
| **Responsible** | - Follow directions  
- Participate  
- Persevere  
- Be prepared |
| **Safe** | - Keep your hands and body to self  
- Stay with class  
- Leave only with permission  
- Take care of ourselves and support each other |

### In the cafeteria:

| **Respectful** | - Kind conversations  
- Welcome others  
- Say please and thank you  
- Don’t “yuck someone’s yum”  
- Voice level 0-2 |
| **Responsible** | - Focus on eating  
- Remain seated until dismissed  
- Clean up your space  
- Clear and stack trays carefully  
- Put silverware in tub |
| **Safe** | - Walk  
- Wash hands before you eat  
- Eat your own food  
- Keep hands and body to self |

### In the hallway:

| **Respectful** | - Hold doors for others  
- Keep personal space (bubble)  
- Voice level 0-1 |
| **Responsible** | - Walk on the right side  
- Walk in a single file line  
- Use a quiet wave or smile |

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### Safe
- Walk
- Stay together
- Keep hands and body to self
- Face forward

#### At recess:

<table>
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<tr>
<th>Respectful</th>
<th>Use kind words, faces, &amp; gestures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use “I statements”</td>
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<tr>
<td></td>
<td>Be an “upstander” (Don’t ignore bullying.)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Responsible</th>
<th>Be prepared</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Once outside, stay outside</td>
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<tr>
<td></td>
<td>Follow adult directions</td>
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<td></td>
<td>Play by the rules</td>
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<table>
<thead>
<tr>
<th>Safe</th>
<th>Report unsafe behavior</th>
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<tbody>
<tr>
<td></td>
<td>Follow rules for equipment and play structures</td>
</tr>
<tr>
<td></td>
<td>Keep hands and body to self</td>
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#### In the restroom:

<table>
<thead>
<tr>
<th>Respectful</th>
<th>Wait your turn</th>
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<tbody>
<tr>
<td></td>
<td>Allow privacy</td>
</tr>
<tr>
<td></td>
<td>Flush the toilet</td>
</tr>
<tr>
<td></td>
<td>Voice level 0-1</td>
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<table>
<thead>
<tr>
<th>Responsible</th>
<th>Follow classroom checkout rules</th>
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<tr>
<td></td>
<td>Keep it clean</td>
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<tr>
<td></td>
<td>Return to class promptly</td>
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<td>Report anything that needs to be cleaned</td>
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<table>
<thead>
<tr>
<th>Safe</th>
<th>Keep feet on floor (no crawling or climbing)</th>
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<tbody>
<tr>
<td></td>
<td>Keep hands and body to self</td>
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<tr>
<td></td>
<td>Wash hands with soap</td>
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#### At dismissal:

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<thead>
<tr>
<th>Respectful</th>
<th>Follow teacher directions</th>
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<tbody>
<tr>
<td></td>
<td>Voice level 0-2</td>
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| Responsible         | Know your after-school plan (have a note if needed) |
| **Safe** | - Backpacks on backs  
- Check out with teacher from your “class zone”  
- Walk |
| --- |

**At arrival:**

| **Respectful** | - Greet peers and teachers  
- Use kind words, faces, and gestures  
- Voice level 0-2 |
| **Responsible** | - Follow adult directions  
- Enter and exit orderly and quietly |
| **Safe** | - Walk  
- Keep hands and body to self  
- Keep track of your belongings |

**During assemblies:**

| **Respectful** | - Listen to the presenter  
- Show appreciation through applause  
- Keep personal space (bubble)  
- Voice level 0 during presentation |
| **Responsible** | - Follow adult directions  
- Enter and exit orderly and quietly  
- Sit flat with body still |
| **Safe** | - Keep your hands and body to self  
- Keep aisles clear |

**On the bus:**

| **Responsible** | - Greet bus driver  
- Listen to bus driver and bus helpers  
- Respect others’ belongings  
- Be an “upstander” (Don’t ignore bullying.)  
- Voice level 0-2 |
| **Respectful** | - Know your after school plan  
- Stay with your class until dismissal  
- Keep bus clean (No food or drink) |
Safe

- Walk
- Report unsafe behavior
- Keep hands and body to self
- Wait your turn
- “Rider position”

In the courtyard:

Respectful

- Take care of environment
- Be aware of others’ learning and your own voice level

Responsible

- Follow directions
- Use walkway
- Pick up after yourself

Safe

- Walk
- Stay with your class or group
- Keep hands and body to self

Guiding Principles

The primary goal of school discipline and classroom management at Salish Coast Elementary is to teach, prompt, and reinforce students’ social, emotional, and behavioral self-management. The foundation for this work involves five interdependent components:

- Positive Relationships and School/Classroom Climate
- Positive Behavioral Expectations and Skills Instruction
- Student Motivation and Accountability
- Consistency
- Implementation and Application Across All Settings and All Peer Groups

Behavior Intervention Strategies

- Our first strategy is always to recognize and reinforce appropriate behavior when possible. Our weekly Eagle Ticket drawing is one of the ways we reward students who are being kind, respectful, responsible, and safe.
- Other strategies include re-teaching expectations; restorative conferences with the students involved, which may include their families; reflection/re-set time; completion of community service; written behavior and safety plans; and a variety of supports for social and emotional learning facilitated by Salish Coast Elementary staff members.

Bicycles, Scooters, Skateboards, other

Students in grades 3 through 5 are permitted to ride bicycles and scooters to school. Bikes must be parked and locked at the bike rack. Scooters and skateboards must be stored in a designated location and brought to school at owner’s risk. Helmets are required whenever your child is riding a bike, skateboard or scooter to and from school. Bikes, skateboards and scooters must be walked on school property during school hours and may not be ridden on the sidewalks.
Cell Phones
We discourage students from bringing cellphones to school. However, we understand that many families rely on them for communicating with each other after school. Therefore, if cell phones are brought to school, they must remain OFF and in backpacks during the school day.

If a child needs to call a parent during the school day, he/she can use a phone in the office or classroom by asking an adult. Students who are seen using cell phones during the school day will have their phone taken away. The phone may be collected at the end of the day in the office. For any subsequent infractions, parents/guardians must collect the phone from the office. Please remember that if a cell phone is lost at school, it is not the responsibility of the school.

Clothing, Rainy Day Recesses, and Physical Education
Please help your child to dress appropriately for Washington weather, which includes rain. Students may get wet or cold during the school day if they do not have coats and footwear that will keep them warm and dry. On Physical Education (P.E.) days, students will need non-marking footwear and clothing which will allow them to safely participate in P.E. class.

Students’ choices in matters of dress should be made in consultation with their parents. Student dress shall only be regulated when in the judgment of school administrators, there is a reasonable expectation that a health or safety hazard shall be presented by a student’s dress or appearance; damage to school property shall result from a student’s dress; or a material disruption of the educational process will result from a student’s dress or appearance.

Salish Coast dress code supports equitable educational access for all students. School staff will not reinforce or increase marginalization of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Basic expectation for dress:

- Certain body parts must be covered for all students at all times.
- Students must wear the following as part of their school outfit:
  - A shirt (with fabric in the front, back, and on the sides under the arms) and
  - Pants, or equivalent (i.e., a skirt, dress, sweatpants, leggings or shorts) and
  - Shoes that are safe and appropriate for weather, course assignments, and other conditions (PE, etc.)

Clubs
The Building Leadership Team shall have responsibility for the regulation of all school-run clubs. All clubs and organizations must have a staff or faculty advisor and be approved by the Building Leadership Team. All new clubs or organizations shall submit information concerning the purpose of the club, its rules and procedures, as well as any documents needed such as parent permission slips, behavior compacts, and facility requests. No club or organization shall be recognized or sanctioned which restricts membership or participation due to the reasons set forth below: Salish Coast shall not discriminate with respect to a student’s age, gender, color, creed, national origin, religious preference, marital status, or the presence of any
sensory, mental or physical handicap. Approved clubs will be given the right to use school grounds, given a faculty or staff advisor is willing to sponsor the proposed club. Clubs that are not approved or do not have a staff/faculty advisor can operate independently without school district affiliation and will need to take the steps necessary to procure a facility rental.

Counselor
It is our mission to provide a comprehensive school counseling program that will assist ALL students in acquiring the required skills, knowledge, and attitudes that will allow them to be successful in and out of the classroom. Our school counselor looks forward to working with students and families to provide them the necessary resources and support for school success.
To contact our school counselor Ellen Thomas, call the school at 360-379-4535 or email Ellen at ethomas@ptschools.org

COVID-19 Health and Safety Protocols
COVID-19 Health and Safety Protocols can be found on the main page of the district’s website at ptschools.org

Drop-off and Pick-up Guidelines
If you need to drive to school to drop your child(ren) off, please follow these guidelines:
 Doors open at 7:50 for students to eat breakfast. Students may eat breakfast and then go to class. The first bell rings at 8:10 AM. Please ensure your child remains safe by dropping them off any time after 7:50 AM but not before. Classrooms and instructional hallways open at 8:00 AM and school begins at 8:15 AM.
 Use the designated drop-off/pick-up area to drop your child/children off at school. DO NOT PARK in the loading zone/bus zone.
 During posted times, the buses will arrive to drop-off/pick-up students before and after school. During the posted times, buses have the priority for the loading zone.

When using the drop-off / pick-up area:
 Pull as far forward as possible in the drop-off/pick-up lane. Drop off/pick-up your child(ren) and pull ahead to exit.
 Remain in your car at all times. Please keep the line moving! If you need to talk with another parent or a teacher, park your vehicle in a parking space.
 If you choose to park your car, PARK ONLY IN DESIGNATED PARKING SPACES. DO NOT PARK IN OR BLOCK THE FIRE LANE, bus lane or other parked vehicles. Please refrain from talking/texting on handheld devices during drop off and pick up.

Have patience! Plan for a few extra minutes in your morning or afternoon routine if you drop your child(ren) off or pick them up!

Educational Ombuds Information
OEO is an independent state agency that helps to reduce educational opportunity gaps by supporting families, students, educators, and other stakeholders in communities across WA by sharing information about the K-12 public school system and resolving concerns collaboratively. OEO services are free and
confidential. Anyone can contact OEO with a question or concern about school. OEO listens, shares information and referrals, and works informally with families, communities, and schools to address concerns so that every student can fully participate and thrive in our state’s public schools. OEO provides support in multiple languages and has telephone interpretation available. To get help or learn more about what OEO does, please visit our website: https://www.oeo.wa.gov/en; email oeoinfo@gov.wa.gov, or call: 1-866-297-2597 (interpretation available). OEO has many publications available on the OEO webpage, https://www.oeo.wa.gov/en/about-us/publications-and-resources-families, including new flyers in the following languages: Amharic, Arabic, Chinese Simplified, Dari, French, Hindi, Khmer, Korean, Marshallese, Punjabi, Russian, Samoan, Somali, Spanish, Tagalog, Tigrinya, Ukrainian, and Vietnamese.

Emergency Closures
Salish Coast Elementary offers several ways to get weather-related school closure information.
- Automated phone calls and emails sent by 7:00 AM
- Salish Coast Elementary Facebook (you do not have to have a Facebook account to view this site.)
- TV Stations: KOMO 4, KING 5, KIRO 7, PTTV CH 98
- Radio Stations: KPTZ 91.9 FM, KOMO 1000 AM, KVI 570 AM, KMPS 94.1 FM, KPLU 88.5 FM

Emergency Procedures
School administrators meet annually with local fire and police department representatives to review protocols and procedures for emergency situations. Monthly drills help ensure staff and students know emergency procedures. A school safety committee regularly meets throughout the school year to review and refine emergency procedures.

Field Trips
Field trips and special events are a privilege for students throughout the school year. Each teacher has field trips throughout the year that are designed to enhance classroom learning. Permission slips need to be completed for students to attend field trips.

Food Service
Port Townsend School District offers breakfast and lunch for students daily. Breakfast begins at 7:50 AM, and is served until 8:10AM in our cafeteria/commons. Lunch is served in the cafeteria/commons and consists of locally grown produce and scratch cooking whenever possible. A vegetarian option is available for every meal. Gluten free is available upon request. This hyperlink Request for Special Dietary Accommodations can be found on the district website at ptschools.org under the families menu in the section for applications and forms is a way to make special dietary requests.

Many families participate in our Free and Reduced Priced meals program. We encourage all families to complete this application, as extra funding that provides academic support for students is available if greater than 50% of our families qualify for free or reduced meals. Applications are available in the office and on-line at this link: Free and Reduced Meals Application
Current menus (changed monthly) are available on the district and school websites. School Meal Prices for 2022-2023 School Year (if meals do not continue to be free, as they have been during the 2021-2022 School Year)

### Salish Coast Elementary Meal Prices

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<tr>
<td><strong>Full-priced breakfast</strong></td>
<td><strong>$1.50</strong></td>
</tr>
<tr>
<td><strong>Reduced-priced breakfast</strong></td>
<td><strong>FREE</strong></td>
</tr>
<tr>
<td><strong>Full-priced lunch</strong></td>
<td><strong>$3.00</strong></td>
</tr>
<tr>
<td><strong>Reduced-priced lunch</strong></td>
<td><strong>FREE</strong></td>
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Milk only: 50 cents—applies to all students, including those receiving free or reduced meals

### Blue Heron and Port Townsend High School Meal Prices

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<tbody>
<tr>
<td><strong>Full-priced breakfast</strong></td>
<td><strong>$1.75</strong></td>
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<tr>
<td><strong>Reduced-priced breakfast</strong></td>
<td><strong>FREE</strong></td>
</tr>
<tr>
<td><strong>Full-priced lunch</strong></td>
<td><strong>$3.00</strong></td>
</tr>
<tr>
<td><strong>Reduced-priced lunch</strong></td>
<td><strong>$0.40</strong></td>
</tr>
</tbody>
</table>

Milk only: 50 cents—applies to all students, including those receiving free or reduced meals

### Food Allergies

Food service and the school nurse will gladly work with families to accommodate special diets and/or allergies. The school nurse, Merilee Nyland, can be reached at mnyland@ptschools.org or by phone at 360-379-4535. A nut-free table will be available for students with critical, life-threatening allergies. Peers who would like to join friends at the nut-free table must have school-provided lunch in order to maintain a safe environment, free of allergens. This hyperlink provides a form to Request for Special Dietary Accommodations

### Prohibition of Harassment, Intimidation, and Bullying

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

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

Please be sure to report any harassment, intimidation, or bullying to the school, so action can be taken to ensure student safety.

Below are hyperlinks to board policies and procedures concerning the prohibition of harassment, intimidation and bullying:

<table>
<thead>
<tr>
<th>Prohibition of Harassment, Intimidation, or Bullying</th>
<th>3207</th>
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<tbody>
<tr>
<td>Prohibition of Harassment, Intimidation, or Bullying Procedure</td>
<td>3207P</td>
</tr>
<tr>
<td>Prohibition of Harassment, Intimidation, or Bullying Form</td>
<td>3207F</td>
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</tbody>
</table>

**Items from Home**

Students come to school to learn. Toys, trading cards, electronic games, stuffed animals, money, cell phones, and other personal items of value should remain at home so they are not lost or broken. If a child wishes to bring a special item to share with the class, they must first get permission from the teacher.

**Library**

The Salish Coast Elementary School library is a community treasure! All students have access to the library during their weekly library time and at other times by arrangement. Our school district has a wonderful collaboration with our local public libraries (called CLEO: Collaborative Libraries of the Eastern Olympics) and thus benefit from a combined and rich collection of print and electronic resources. Families are welcome to visit the Salish Coast Elementary School library and check out books to enjoy at home with their students.

**Lost and Found**

The school cannot be responsible for losses. Therefore, we urge all students to keep their personal possessions at home and label any belongings with student names. The lost and found container is located just inside the Commons. Jewelry, cell phones and small items are turned into the Main Office. After fall and spring conferences, and at the end of the year, unclaimed items are taken to local charitable organizations.

**Maritime Discovery Schools**

The Port Townsend School District integrates maritime and place-based learning projects into the curriculum across all grade levels and subjects. Students will participate in maritime and place-based projects through their regular course work and classes. Projects provide opportunities for students to be creative, be stewards and good citizens in the community, take on leadership roles, and build connections to our community. At Salish Coast Elementary students have opportunities to engage in projects about community places, salmon habitat, gardening, local native tribes, watershed, and more.
**Medications**

Parent/guardian must bring all medications, including over-the-counter drugs, to the office with a special form signed by the parent/guardian and the physician. The original container and directions must be kept in the office. Even aspirin cannot be given without written permission from a doctor. Medication forms must be completed annually. Any child requiring medicine to be administered at school will need a health plan. Medicine must only be administered in the nursing office, with written permission from a doctor. To contact our school nurse, Merilee Nyland, please call the school at 360-379-4535 or email at mnyland@ptschools.org

**Multi-Tiered Systems of Support (MTSS)**

Salish Coast provides different levels of support for students to help meeting learning goals. This document provides an overview: MTSS Plan Overview

**Nondiscrimination and Sexual Harassment**

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

Amy Khile, Civil Rights Compliance Coordinator for State Law (360) 379-4603, akhile@ptschools.org

Laurie McGinnis, Title IX Officer, (360) 379-4602 lcmginnis@ptschools.org

Shelby MacMeekin, Section 504/ADA Coordinator, (360) 379-4267 smacmeekin@ptschools.org

You can report discrimination and discriminatory harassment to any school staff member or to the district’s Civil Rights Coordinator. You also have the right to file a complaint (see below). Board policies and procedures can be found on the ptschools.org website under the Board menu. Hyperlinks to the district’s nondiscrimination policy and procedure are below.

<table>
<thead>
<tr>
<th>Nondiscrimination</th>
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<tr>
<td>Nondiscrimination Procedure</td>
<td>3210P</td>
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**Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

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

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer. You also have the right to file a complaint (see below). Hyperlinks to the district’s sexual harassment policy and procedure are below.

| Sexual Harassment of Students Prohibited          | 3205 |
| Sexual Harassment of Students Prohibited Procedure | 3205P |

**Complaint Options: Discrimination and Sexual Harassment**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child’s principal or with the school district’s Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

**Complaint to the School District**

**Step 1. Write Out Your Complaint**

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

**Step 2: School District Investigates Your Complaint**

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

**Step 3: School District Responds to Your Complaint**

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

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

Note: The appeal procedure above is based on the Washington State School Directors Association’s (WSSDA) Sample Nondiscrimination and Sexual Harassment Procedures (3210P and 3205P). WAC 392-190-070 requires each school district to provide an option to appeal the district’s decision to a party or board that was not involved in the initial complaint or investigation.

**Complaint to OSPI**
If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred:

1. You have completed the district’s complaint and appeal process, or
2. The district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal.

You can send your written complaint to the Equity and Civil Rights Office at OSPI:

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

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov
Nursing Services
Salish Coast Elementary has a nurse on staff full-time. The nurse oversees ongoing and/or temporary health plans for students and provides services when on site. Office staff provide care for minor injuries that occur such as bumps, bruises and scrapes. For more serious injuries, parents or guardians will be notified immediately. Our school nurse, Merilee Nyland can be reached by calling the school at 360-379-4535 or by email at mnyland@ptschools.org

Pets
Please help us by leaving your pets at home when you come to school to volunteer. If you have your dog with you when you pick your students up from school, please make sure your pet is on a leash and under control. This is for the health and safety of all students. We ask that no animals are brought into the classroom unless you have made prior arrangements with your child’s classroom teacher.

PTA (Parent Teacher Association)
The Parent Teacher Association (PTA) has a long and rich history. Local and state PTAs and the National Parent Teacher Association (National PTA) have been in existence for over one hundred years. Today’s PTA is a network of millions of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of family participation in schools. This is the link to their website: https://sites.google.com/view/porttownsendpta/home

Report Cards and Student Progress
Regular communication with families about student academic progress occurs through informal and formal means. We value communication with families in order to share progress, celebrate success and work together for student learning improvement. Teachers may email and/or call families to let them know about student progress when such communication would be helpful. Four times a year, in keeping with Port Townsend school board policy, all teachers communicate with families about student progress.

In the fall, conferences provide an opportunity for students, families and teachers to meet to set goals for the year. During the fall conference, teachers and families collaborate to share more about the student, understand learning goals for the grade level, and set goals for student progress.

Approximately half way through the year, a January report of student learning to date is sent to families showing how students are progressing toward learning standards. In the spring families and teachers conference again to share student progress and what students still need to work on to reach learning goals and grade level standards. For larger classes, conferences may be limited to those students who are at risk for not meeting grade level standards by the end of the school year.

A final report of student progress is sent home in June, giving families a look at student progress at the end of the year.
Families are welcomed to contact their child’s teacher if they would like to request a conference at other times during the year.

**Responsible Technology Use Compact, Elementary, Grades K-5**

Port Townsend School District supports the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities.

We expect that all school community members engage in safe and responsible behavior. At our schools we:

- educate our students to be safe and responsible users of digital technologies through lessons in digital citizenship and cyberbullying;
- instruct students in Media, Technology and Information Literacies;
- raise our students’ awareness of issues such as online privacy, intellectual property and copyright;
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities;
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed;
- respond to issues that have the potential to impact on the wellbeing of our students including those reported through online services;
- know that some online activities are illegal and as such we are required to report this to the appropriate authority;
- maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA);
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Responsible Use Compact and current information from Common Sense Media [https://www.commonsensemedia.org](https://www.commonsensemedia.org)

Common Sense Media (Common Sense is the nation’s leading independent non-profit organization dedicated to empowering kids to thrive in a world of media and technology. [https://www.commonsensemedia.org](https://www.commonsensemedia.org)

Parent Tip Sheets available on the school district webpages [www.ptschools.org](http://www.ptschools.org)

**Safe and Responsible Behavior**

When I use digital technologies and the internet I communicate respectfully when I:

- think and check that what I write or post is polite and respectful
- show kindness to my friends and classmates and think about how the things I do or say online might make them think or feel
- work to stop bullying. I don’t send mean or bullying messages or pass them on to others
- create and present my own work, and if I do copy something from the internet, I let others know by sharing the website link to acknowledge the creator.
- When I use digital technologies and the internet I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal
information and is not to be shared online. This means I:

- protect my friends’ information and photos in the same way
- protect my passwords and don’t share them with anyone except my parent
- only ever join spaces with my guardians’ or teacher’s guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends’ full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- turn off or close the screen if I see something I don’t like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

**Student Email Guidelines Grades 3-12**

Port Townsend School District provides students with a district-owned Gmail account for learning, communication and collaboration.

**General email Guidelines for Students**

- Email is to be used for school-related communication, not personal communication
- Assume that your email will be read by teachers and other District adults
- Read and send email at appropriate times that don’t interfere with instruction
- Emails should support academic honesty and integrity
- Use only your account; keep the system secure for all users

**Uses for district owned Gmail Accounts**

- Students are encouraged to check their district email at least once per day
- Teachers may send email to their students to communicate reminders, course content, pose questions related to class work, and such
- Students may send email to their teachers on teacher’s Gmail account with questions or comments regarding class
- Students may send email to other students to collaborate on group projects and assist with school classes as described by permissions, below

**Student Email Permissions**

Our Gmail system controls to whom email messages can be sent; to and from whom they can
be received from.

- HS students may email HS students only and all staff
- MS students may email MS students only and all staff
- Elementary students may email elementary students only and all staff
- HS Juniors and Seniors may send and receive email outside the Port Townsend School District Domain for academic purposes
- HS and MS students cannot email elementary students, parent accounts or anyone outside of the Port Townsend School District domain, or any of the district mailing lists (this means student email cannot be forwarded to non-school personal accounts)
- Elementary students cannot email anyone outside the domain, or receive email from outside the domain
- If teachers have a project where an exception to the above permissions is required, teachers may request a temporary change in permissions for the duration of a project

Students Emails to Staff

- Students are encouraged to email staff concerning school-related content and questions
- However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

Email Monitoring

- All student email passes through a security system
- Rules/filters monitor student email for profanity, harassment and other inappropriate content
- Student email that is identified as inappropriate is blocked from delivery and is sent to the tech department.

Family Support for Responsible Digital Media Use

As the guardians of an elementary student you’ve probably noticed that the technology landscape is shifting under your feet. Laptops, Chromebooks, iPads and e-books contribute to new ways of teaching and learning. You can support your child to develop habits of responsible use to:

1. **Stay Safe**
   Discuss with your child that:
   - on-line is not private and that communication, photos can be shared without a user’s knowledge and will remain on the internet
   - they need to check with an adult before going to a sit
   - no private information should be shared on line such as name, address, date of birth, photos, or use any of these as passwords or user names
   - anyone makes them feel pressured or uncomfortable, or acts inappropriately on-line, stop talking to that person and tell your parents, teachers, or another trusted adult about it

2. **Think First**
   Advise your child that:
   - they need to be kind on-line and to consider the impact of their messages, posts, emails,
photos and that they should tell you if they experience bullying, humiliation, inappropriate or unkind communication.

- not everything they read, hear and see on-line is true
- they need to give proper credit to the artists and authors whose work they use for homework and assignments

3. Stay Balanced to Help your child:
   - by setting media limits that make sense
   - to continue to enjoy other activities and people in their lives
   - by recognizing that digital media is a big part of your child’s life; find ways to learn about your child’s online interests and help them use technology responsibly

Use of Personal Computing Devices for Learning Grades K-5

Port Townsend School District values equitable access to quality learning tools, technologies and resources for student learning. As a result, the District provides students with technology for learning while at school. In grades k-5, students are not allowed to bring personal digital devices to school as they are not considered part of the learning environment. (In grades 6-12 students may bring personal digital devices for learning and must follow published Grades 6-12 guidelines for their use.)

Thank you for helping to make our school community a safer place to work and learn! We appreciate your support.

Acknowledgment: This Responsible Use Compact applies to all digital technologies and the internet including (although not limited to):

- school-owned information and communications technology devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student-owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- podcasts
- video conferences and web conferences.

This Responsible Use Compact applies when digital technologies and the internet are being used at school, during school excursions, extra-curricular activities, and at home.

Further acknowledgement

- Families/students should be aware that files stored on devices, or on the school’s server, are not private.
- The content of district-provided email is not private, and district-provided student email is to be used for learning purposes only
- Files remain the property of Port Townsend School District; no one should have any expectation of privacy to the extent files are subject to public disclosure law.
Damage or loss of equipment

- Any problems, vandalism, damage, loss or theft of a district-owned device must be reported immediately to a teacher or administrator.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to such devices in the future.
- If a device is damaged and the damage is not covered by the manufacturer’s warranty, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device. Student eligibility for free or reduced lunch will be considered.

Vector Alert (Formerly called Safe Schools): Our District’s Tip Reporting Service
Safety is one of our district’s top priorities. That’s why we’re now using Vector Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 360.406.4637
2. Text: Text your tip to 360.406.4637
3. Email: 1280@alert1.us
4. Web: http://1280.alert1.us

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you’re concerned about.

You can submit a tip anonymously online or by telephone. More information, including the Vector Alert Terms of Use and Privacy Policy, is available online at http://1280.alert1.us. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

School Safety

CAMPUS AND STUDENT SAFETY IS A TOP PRIORITY!
Salish Coast Elementary is a drug-free, weapon-free, tobacco-free campus (including vaping, and E-cigarettes), and an alcohol-free campus. In September 2018, a camera system was installed on our campus, to enhance safety and security at Salish Coast. Cameras are placed both inside the buildings and outside on the grounds and in parking areas. This is not a surveillance system, as cameras are not continuously monitored, but a security system so that footage of our campus may be reviewed to document incidents and identify individuals who may be involved in inappropriate acts. Additionally, our exterior campus lighting has been upgraded, improving visibility on campus and in our parking lots at night. We are pleased that the district has made the investment to enhance our safety and security for students, staff, parents, and visitors. See Board Policy 6505 and 6505P for more information.

Students, visitors and staff are required to comply with policies and procedures regarding keeping our campus a drug-free/weapon-free/tobacco-free/alcohol-free zone.
Any individuals found in violation are subject to suspension or expulsion (when a student) up to and including arrest. For adult visitors and parents, please be aware that even though Washington State has legalized marijuana possession and use by some adults, marijuana and related paraphernalia is not to be brought on campus at any time by any individual.

Applicable school district procedures and policies outline specific language regarding these expectations are hyperlinked below. Board policies and procedures can be found at ptschools.org under the board menu.

<table>
<thead>
<tr>
<th>Hyperlink to policy or procedure</th>
<th>Policy/Procedure #</th>
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<td>Student Discipline</td>
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<td>Student Discipline Procedure</td>
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<td>Substance Abuse Program</td>
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<td>Substance Abuse Program Procedure</td>
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<td>Use of Tobacco and Nicotine Products and Delivery Devices</td>
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<tr>
<td>Drug-free Schools, Community and Workplace</td>
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Applicable State Laws
RCW 69.50.204, Schedule 1
RCW 69.50.435
RCW 28A.600.420
RCW 66.44.270
RCW 28A.210.310
Safe and Drug Free Schools and Community Act of 1994

Swimming Program
Prior to COVID-19 health and safety restrictions, all students in grades K-3 at Salish Coast Elementary received swim lessons as part of PE. This opportunity is provided by an agreement between the City and the School District. We are hopeful this opportunity will resume for the 2022-2023 school year.

Transportation
If your family resides outside the walking perimeter distance and requires transportation, you will be notified by the Transportation Department the week prior to the start of school. You will be told your designated pick-up and drop-off point and time. Transportation will also send you information regarding policies and procedures for bus riders. We expect all Salish Coast Elementary students to follow bus rules and expectations for bus safety. If you are in doubt about whether your student may ride the bus, please call Transportation at (360) 302-5811.

We encourage you to have your child ride the bus or walk to school with a group of other children. You can also carpool with neighbors. Traffic around the school can be very congested during pick-up and drop-off times. Fewer vehicles make the transition easier for everyone.

Bus Behavior Interventions
Students and parents/guardians are responsible for any damage caused to a school bus by students. In addition to school consequences, the following consequences are imposed by PTSD Transportation:
Step 1: The bus driver gives a verbal warning to the student and/or imposes a change of seat, etc. Families may be called by the bus driver.
Step 2: The bus driver completes an incident report and turns it into the school administrator, who meets with the student and calls parent/guardian. Disciplinary action is dependent on the nature of the infraction.
Step 3: Progressive discipline applies, which may include suspension or restriction from riding the bus.
Step 4: Continued misbehavior on bus will result in loss of bus riding privileges.

Transportation Management Plan
The Salish Coast Elementary School Community is committed to reducing car traffic and encouraging walking, biking, carpooling, and bus ridership. Avoid using private cars to travel to/from school

Alternatives include:
School Bus: Call transportation at 360.302.5811 to determine if your student qualifies to ride the bus.
Walk or Bike with your student: This is a great way to have both fun and fitness time.
Carpool and Walking School Bus Options: Please ask in the office about how to sign up.
Public Transit: A bus stop is on Discovery Road at Sherman Street. More information can be found online at jeffersontransit.com

Crossing Guards
Before school from 7:50 AM—8:15 AM and after school from 2:50 PM—3:05 PM, staff are present to manage pedestrian and vehicle traffic at three locations:
1. On Discovery Road at the bus pullout area and crosswalk
2. At Discovery Road and Grant Street crosswalk
3. On Grant Street in front of the school at the crosswalk

Driving and Parking
Please follow these guidelines:
1. Follow speed limits, including 20 mph in the designated School Zone when the lights are flashing or children are present.
2. Follow City and State parking laws when parking on-street, including maintaining the following clearances:
   - 5 feet from driveways
   - 15 feet from fire hydrants
   - 20 feet from crosswalks or unsigned intersections
   - 30 feet from stop signs or yield signs
3. Park in legal on-street parking spaces when visiting or attending events at the school.
4. Park at on-street spaces with curb and sidewalk that will not interfere with pick-up/drop-off circulation. If you need to park for more than 5 minutes during the morning drop-off or afternoon pick-up periods, park in a legal on-street space outside of the Grant Street vehicle loading area.
5. If you are visiting the school during off-peak periods (8:30 a.m. to 2:00 p.m. on weekdays, 8:30 a.m. to noon on early-release days), park in the Grant Street angle spaces.

Guidelines for Dropping off and Picking up Students
Use the designated student loading areas for drop-off and pick-up of students by vehicle.
1. Follow instructions given by supervising school staff
2. Use the Grant Street family vehicle loading area only for student load/unload during morning drop-off or afternoon pick-up periods.
3. If parking more than 5 minutes during morning drop-off or afternoon pick-up periods, park in a legal on-street space outside of the Grant Street vehicle loading area at closest spaces with curb and sidewalk that will not interfere with pick-up/drop-off circulation.
4. Do not use Grant Street south of 16th St. to exit the school vicinity.
5. Do not block sidewalks, crosswalks, or vehicle lanes when waiting to enter the line for the student loading area. If there is no space available, please circle around the block and enter a legal space when one is available.
6. Do not park or stop in the Staff Parking lot under any circumstances, including for drop-off or pick-up of students. These lots are designated only for school-day parking for staff. The only exception for those needing ADA (disabled parking permit) parking spaces.

Please visit our website for more detailed information complete with maps showing locations referenced in this description:
https://salishcoast.ptschools.org/for_families/transportation_management_plan

Help Our Salish Coast Neighborhood
Do not block our neighbors’ mailboxes when parking on the street or waiting to pick up students.

Do not use Grant Street south of 16th Street to park or to exit the school vicinity.

Do not park or stop in the Staff Parking lot under any circumstances, including for drop-off or pick-up of students. These lots are designated only for school-day parking for staff and those needing ADA (disabled parking permit) parking.

Contact Us
Suggestions for reducing car traffic are always welcome from neighbors, parents, and others. The school can be contacted at 360.379.4535 or by email to Nicole Hankel at
nhankel@ptschools.org

Parking for Salish Coast Elementary Major Events
Please follow these parking guidelines for our major events:
- For large school events, please park on Grant and Sheridan Streets.
- Also available for parking is the bus zone on Discovery Road for events. Do not park on Grant Street south of 16th Street.
- If possible, please walk, bike, or bus to larger school events.
If driving, please arrange carpools to minimize parking impacts to the neighborhood.
If you have to drive, please be sure to only park in designated areas.
Thank you for your cooperation with these guidelines. They help make our Salish Coast neighborhood great.

**Video Security on School Grounds or Property**

**Camera Location, Operation, and Control**

- Video cameras may be used in any location where there is no reasonable expectation of personal privacy, as deemed appropriate by the superintendent. Video images therefrom, whether live, stored, or archived, will be accessible only to those authorized by the superintendent for the purposes stated.
- The district will notify staff and students through student/family and staff handbooks, and by prominent site signage, that video surveillance may occur on district property.
- Cameras will be operated continuously. All recorded images are the property of the school district.
- Cameras will monitor common areas but will not monitor the inside of changing rooms, locker rooms or restrooms. Security cameras are not placed in typical classrooms, except the gym, weight room, and auditorium. Cameras in the gym, weight room, and auditorium will not typically record during the school day unless deemed appropriate by the building principal or superintendent during assemblies or other large group meetings.
- Video security cameras will monitor and/or record only video images. In accordance with federal and/or state laws, audio will not be monitored or recorded by video security cameras except on school buses.
- Students or staff in violation of Board policies, administrative regulations or directions, building rules, or law will be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.
- Video recordings may become a part of a student’s educational record or a staff member’s personnel record in cases of discipline or other appropriate cause. The district will comply with all applicable state and federal laws related to record maintenance and retention.

**Volunteers and Visitors**

Salish Coast Elementary welcomes volunteers into classrooms, the library and for help with special events. If you are interested in volunteering in your child’s classroom, please contact your child’s teacher. Contact the school librarian if you would like to volunteer in the school library. If you would like to volunteer for a special event, please let the office and/or PTA know. Volunteers are required to complete background checks before volunteering begins. Background checks can be completed online by visiting the school district’s website. Background checks are good for two years. Visitors and volunteers must check in at the school office. Visitors are also asked to sign out when leaving the school campus. Below are links to volunteer applications, information, and requirements.

- [Volunteer Instruction Letter](#)
- [Volunteer Staff Protocol & Policies](#)
- [District Volunteer Handbook](#)
- [Secure Volunteer Application](#) - Online Background Check
• **Volunteer Driver Requirements/Application**
• **Volunteer Driver - Personal Vehicle Approval Form**
• *All* Volunteers must be fully vaccinated and provide their COVID card *prior to Volunteering.*
• Please see Carrie Baxter at the District HR Office to provide a copy of your COVID card or email a snapshot to cbaxter@ptschools.org

**Website and Facebook**
The district’s website at [ptschools.org](http://ptschools.org) provides a variety of district information for families. Our school’s website [https://salishcoast.ptschools.org/](https://salishcoast.ptschools.org/) provides additional information specific to our school. A great way to keep current on news items and see fun pictures and videos about our school is to like our Facebook page which is called Salish Coast Elementary: [https://www.facebook.com/salishcoast](https://www.facebook.com/salishcoast)

**Handbook Updates**
This handbook is posted online at our website at [salishcoast.ptschools.org](http://salishcoast.ptschools.org) under the menu “For Families.” If updates to the information in this handbook are needed, the updated version of the handbook will be posted on the website.