

**Hockinson Heights Elementary School
2021-2022**

PARENT HANDBOOK

**Students Are Our Priority
Go Hornets!**



Our vision and mission is that all students will be proficient in reading by the end of second grade and will maintain proficiency until the end of fifth grade because we believe reading is the key for all students to achieve their dreams.

Welcome to Hockinson Heights Elementary School, home of the Hornets!

At HHES we are committed to academic excellence. Our vision is that all students are proficient in reading by the end of second grade and maintain proficiency until the end of 5th grade. To achieve this goal, teachers meet each student at their instructional level so that each student is challenged to achieve their full potential. Students are taught about the importance of having a growth mindset and to critically think so that they can continually grow as learners.

The Hockinson Heights Elementary staff want all students to achieve their dreams. To do this, we model and promote a growth mindset, foster joyful learning, create strong relationships, hold ourselves to high standards, and provide opportunities for critical thinking. We teach our students everyday in morning meetings that Hockinson Hornets are RSR - responsible, safe, and respectful in their class. We support their social emotional health through Zones of Regulation and provide safe spaces in every classroom.

Parents and community members are an important part of our school community. This year, Hockinson Heights Elementary School will be continuing our history of PWT (People Working Together) excellence. PWT events will include a welcome to school picnic, fundraisers, school spirit wear for students and staff, and school wide celebrations. We encourage families to support HHES students by attending a concert, volunteering, attending parent-teacher conferences, and taking part in school events.

We look forward to a wonderful school year.

Go Hornets!

Joshua Robertson, Principal

Bess Colpron, Assistant Principal

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Hockinson Elementary School Phone Number

360-448-6430

Choose **option 1** for the Attendance Line, **option 2** for the Health Room
and **option 3** for the Office

HOCKINSON SCHOOL DISTRICT CONTACT INFORMATION

District Office	360-448-6400
Middle School Office	360- 448-6440
High School Office	360-448-6450
Cascade Student Transportation	360-687-7137
Food Service	360-448-6400

District employee email address: firstname.lastname@hocksd.org

District/School website: <https://www.hocksd.org>

All policies can be found on the district website or at the district office

Nondiscrimination

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

Civil Rights Coordinator & Title IX Officer: Steve Marshall, Superintendent
steve.marshall.hocksd.org

504 Coordinator: Keila Dean, Director of Special Education keila.dean@hocksd.org

Address (District Office): [17912 NE 159th](#) Street, Brush Prairie, WA 98606, 360-448-6400

HSD Policy No. 3210

COVID-Related Safety

The safety of students and staff is of paramount importance. During the COVID pandemic, the following safety procedures have been put into place to ensure a safe learning environment.

- HSD's COVID Compliance Officer has worked with the public health department and used CDC guidelines to develop a comprehensive safety plan.
- Classrooms and work spaces are disinfected daily by our custodial staff with electrostatic cleaners. High contact areas are disinfected more frequently, in compliance with health department and CDC guidelines.
- HSD has installed medical grade air filters to the HVAC systems to ensure adequate filtration.
- Hand sanitizing stations have been set up at multiple locations throughout the campus.
- Handwashing procedures are taught to students annually.

When visiting the HSD campus:

- All visitors entering the building are required to sign in, complete an attestation, and have their temperature checked.
- Masks or face coverings will be worn by all students, visitors, and staff while on the school campus.
- Students, staff, and visitors must maintain 3 foot spacing (social distancing) while visiting the HHES campus.
- Upon leaving the HHES campus, students, staff, and visitors will sign out and list the locations visited.
- If a student, staff member, or visitor becomes unwell while visiting HHES, staff should be notified immediately.

Daily Elementary Schedule

7:15 Offices Open
7:45 Classrooms Open
8:00 School Begins
2:15 School Day Ends
2:45 Offices Close

ONE HOUR WEDNESDAY EARLY DISMISSAL

8:00 School Begins
1:15 School Day Ends

TWO HOUR LATE START

10:00 School Begins
2:15 School Day Ends (unless it falls on a Wed - 1:15)

THREE HOUR EARLY DISMISSAL (Conferences)

8:00 School Begins
11:15 School Day Ends

Attendance

Every day is an important day for learning at HHES. Good attendance is a key tool in ensuring success in school. Chronic absenteeism and tardiness in early elementary school has a direct correlation to higher dropout rates in high school. Our attendance goal is to ensure the safety of your student, identify any barriers that could prevent them from attending school, and help them develop habits that will benefit them in their future education and the workforce. Washington State law requires enrolled students to attend school regularly and on time. The attendance record becomes part of the student's permanent file.

ATTENDANCE GUIDELINES

- In the event that your child needs to be absent from school, a call or signed note from the parent or guardian is required by state law and board policy. In the note or call, state the dates missed and the reason for being gone from school. This note needs to be received by the attendance office before the absence or within 72 hours of their return.
- To ensure student safety, you will receive a phone call from the school when your child is absent and we have not received prior notification. To help us keep your child safe, please ensure that your primary phone is listed correctly and your voicemail is able to accept new messages.

EXCUSED ABSENCES

- Excused absences for illness in excess of five (5) consecutive school days or seven (7) total per month are deemed to cause a serious adverse effect upon the student's educational progress and therefore will need to be accompanied by a physician's note to continue to be excused.
- Excused absences for family or vacation in excess of five (5) consecutive days or seven (7) total per month are asked to have a pre-arranged notice with the attendance office and teacher. For make-up work over these dates please contact your child's teacher directly as work requirements differ in each classroom.
- Should your child's excused absence record reach 20% of the current school year, you will start to receive a 'Chronic Absenteeism' letter to keep you informed of their current attendance record. These letters will be sent home with the student, often in their classroom 'Friday folder.' Should absences continue, you may be requested to attend a conference with school administration to create an attendance plan for your child. For example, if your child is excused for 6 days during the first 30 days of school you will receive a Chronic Absenteeism for that month. Missing 6 excused days over a 60 school day period would NOT require a letter sent home.
- Reasons for excused absences are (from Washington State's Compulsory Attendance Law - RCW 28A.225):
 - Illness
 - Verified health care appointment
 - Family emergency
 - Prearranged absence request
 - Religious observance

- School related activities
- Short term suspension

UNEXCUSED ABSENCES

- After two (2) unexcused absences you may receive another phone call from the school concerning the absence of your child. If no response is given, you may receive an Attendance Alert Notification in the mail.
- Reasons for unexcused absences are:
 - Submitting a signed excuse which does not constitute an excused absence as defined previously.
 - Failing to notify the school of your child's absences by either a phone call, a signed note or a parent entered request on Skyward Family Access.

PRE-ARRANGED ABSENCES

- To notify the school before an absence either for vacation or medical reasons you can either:
 - Call the attendance line.
 - Fill out a notification form with the attendance office.
 - This form can be found at the attendance office. For pre-arranged vacations we ask that you return this form a week before you leave. This allows time for preparations, including homework, to be ready for your child.

More detailed information can be found in the District's Policy and Procedures in Series 3000.

Food Service

Breakfast and lunch are provided free of charge for all students through the 2021-2022 school year.

BREAKFAST

Student Breakfast	\$0.00
K - 5 Free/Reduced	\$0.00
Adult	\$2.45

LUNCHES

Student	\$0.00
K - 3 Free/Reduced	\$0.00
4 - 5 Free/Reduced	\$0.00
Adults	\$4.05

MILK

Student	\$0.00
Adult	\$0.60
K - 5 Free/Reduced	\$0.00



<https://www.hocksd.org/administration/food-service>

More detailed information can be found in the District's Policy and Procedures in Series 6000



HOCKINSON SCHOOL DISTRICT FOOD SERVICE MEAL CHARGE POLICY

HSD's Food Service serves delicious, nourishing meals to our students and community, ensuring that our students are fueled for learning and growth.

We understand that sometimes families run short of cash, and students forget their lunch money, so our Food Service allows students to charge meals with the understanding that these negative balances will be promptly repaid.

Unpaid bills do put a strain on our Food Service, so please take a moment to familiarize yourself with how the district's meal charge policy works.

What is the Meal Charge Policy?

Until June 1, students may charge meals to their Food Service account up to \$10. Students receiving reduced-cost meals may charge up to \$2.

After June 1, charging meals is not allowed, and student accounts must be brought to a zero balance. All Food Service account balances roll to the next school year.

Students with negative account balances are not permitted to purchase a la carte until their accounts are paid and become positive again.

How will households be notified of low or negative balances?

- **Automated emails** from Skyward when balance falls below \$10.00.
- **Automated calls** on Tuesdays and Thursdays for Food Service accounts that are in arrears by \$1.00 or more.
- **Personal calls** made by the Food Service Director or District Office to discuss payment of student's account.
- **Negative balance statements** may be mailed to the household during the school year.
- **End of school year statements** with negative balances will be mailed June 1.

How can I find out what my student has charged on their food service account?

Log into Skyward Family Access and go to the Food Service tab. If you do not have a login, please contact the school office. This module also shows payments that have been made.

What happens if a student continues to charge meals and has exceeded the charge limit?

Counselors will be notified if an ongoing issue occurs with a student or if the Food Service Director is unable to make contact with the student's home. The Food Service Director will make the District Office and counselors aware of the situation, and they will work together to find a way to continue serving the student effectively.

How do we collect unpaid meal charges?

For current students: All unpaid meal charges are considered delinquent debt. Families will be notified of delinquent debt at graduation, and payment is required before students receive their diploma.

For inactive students: When students exit the District, the family will be notified of the delinquent account. If payment is not collected at time of exiting, the District office will attempt to collect delinquent Food Service meal accounts. Negative meal accounts over \$50 will be sent to collections.

What are my food service payment options?

We encourage parents and guardians to pay by check or online. Please see the options below.

- **Cash and check** are accepted at all school cafeterias.
- **Checks may be mailed** or dropped off at the school. *Please indicate child's name on the check in the memo line and send to Attn: Food Service Cashier at:*
 - Hockinson Elementary School, 20000 NE 164th ST, Brush Prairie, WA 98606
 - Hockinson Middle School, 15916 NE 182nd AVE, Brush Prairie, WA 98606
 - Hockinson High School, 16819 NE 159th ST, Brush Prairie, WA 98606
- **Online payments** may be made by logging into Skyward Family Access and selecting the Food Service Tab. There is a link to click to make an online payment. Users will be launched to the RevTrak payment portal and will need to complete a onetime account setup to make online payments. There is a \$1 convenience fee per student per transaction that goes to offset the cost of processing the payments.

Free / Reduced Meal application:

May be completed anytime during the school year. We encourage families to submit an application, which is available on the District website at http://www.hocksd.org/parents/food_services/free_and_reduced_school_meals_application/ or online through Skyward Family Access. Applications may be turned in to all schools or the District Office. If you need assistance with the application, please call Caroline Chapman, approving official, at 360-448-6408 or email caroline.chapman@hocksd.org

Who do I contact if I still have questions?

Joshua Brown-Silva, Director of Food Services, joshua.brown-silva@hocksd.org (360) 448-6450 ext. 5546

Michelle Scott, Director of Business Services, michelle.scott@hocksd.org (360) 448-6413

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider.

School Closure

WEATHER & EMERGENCY CLOSURE INFORMATION

Hockinson School District makes every effort to ensure safety throughout the district. In the unfortunate event that safety is compromised, the district will communicate on the situation and potential impacts. These communications include information on school closures and late starts due to weather or natural disasters, structural damage to buildings or other potential threats. The district uses multiple communication tools to deliver this information in an effective and timely manner. Please keep your student's contact information updated in the district's Family Access (Skyward) system, or you can contact the office to update your information.

WEATHER RELATED CLOSURES

District administrators take many factors into consideration when determining school closures, and then notify the media and place calls to families through our automated notification system.

Additional announcements are made on the district's web page, social media pages (<https://www.facebook.com/Hockinson-School-District-366871540243/>) and FlashAlert News. If the Hockinson area experiences inclement weather during the school day and buses cannot safely transport students home, students will be kept at school to wait for their parents/guardians or to make other transportation arrangements. Also, if the bus driver believes a student may be locked out of their home during bad weather, the student will be returned to the school or the district office, if schools are closed. There are no before or after school activities during a school closure. If there are problems with the roads due to snow or ice, there are several events that occur depending on severity and the district will decide, and communicate their decision.

- Schools open on time - buses on regular routes
- Schools open on time - buses on snow routes
- Schools on 2-hour late start - buses on regular routes
- Schools on 2-hour late start - buses on snow routes

SNOW ROUTES - BUSES

Snow route information can be found on the district and school websites. If buses are on snow routes in the morning they will be on snow routes in the afternoon even if the roads are dry. Parents who have to drive their children to school in the morning will also need to make arrangements to pick them up in the afternoon. Parents always have the option to keep your child home if you feel that it is unsafe to navigate the roads around Hockinson. Please notify the office of your decision.

LATE STARTS

In the event of late starts, school begins two hours later than the regular starting time. There are no before school activities during a two-hour late start.

Health Services

ILLNESS

While in school on campus, students who become ill during the school day are sent to the Health & Wellness Center in the Blue Office. You will be called to pick up your child if your child is running a fever of 100.0° (or higher) or has had an episode of vomiting and/or diarrhea. You may be called to pick up your child if their symptoms impact their ability to participate in a normal school day. An ill child needs to be at home in order to protect the child and to prevent the exposure of other students. If your child exhibits any symptoms of illness in the morning, it is best to keep him/her at home for the day. *A child with a fever needs to be at home until they are fever free for 24 hours without the use of fever reducing medications. A child who has vomiting or diarrhea should also be kept home for 24 hours after the last episode of vomiting and/or diarrhea.* Please be aware the school nurse is only in the building on a limited basis each week. The health office is staffed by a health office assistant who will provide care for your child in case of illness/injury.

LIFE THREATENING HEALTH CONDITIONS & OTHER MEDICAL DIAGNOSES

At the beginning of every school year your child will receive a Student Health History form. Please complete and return this form to the school office and include any health information for your child that may impact their school day, especially any life-threatening health concerns such as allergies, asthma, diabetes, etc. The school nurse will use this information to create an Emergency Care Plan for your child. This plan is specific to your child's diagnosis, how staff should respond to a possible health issue, and shared with the staff who work directly with your child. If at any time during the year there is new medical information or health concerns for your child please contact the school office/school nurse to determine if a new care plan needs to be created and shared. A copy of the Health History can be found at:

https://www.hocksd.org/UserFiles/Servers/Server_3152864/File/District%20Forms/2017-2018/Student Health History Form-Fillable.pdf or ask the at the office.

IMMUNIZATIONS

All children entering school must submit a Certificate of Immunization Status (CIS) form. WAC 246-105-050. The CIS is a Washington Department of Health approved certificate that is both legible and printable from the Washington State Immunization Information System (WAIIS). A CIS can be printed by going to the following website:

www.doh.wa.gov/Portals/1/Documents/Pubs/348-389-CIS-PrintingInstructions.pdf

Any child attending school is required by law to be fully immunized at the ages and intervals consistent with the national immunization guidelines for their age and grade. These requirements can be found at:

www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements.aspx

Parents who wish to file a Certificate of Exemption (COE) must also have a healthcare provider sign the COE to verify they received all the benefit and risk information about immunizations. If a

vaccine preventable disease outbreak should occur, parents of children with a COE will be notified and their child may be excluded from school for the duration of the outbreak.

SCREENINGS

While in school on campus, hearing and vision screening are mandated requirements by the State of Washington. WAC 246-760-020, 246-760-030. Students in grades K, 1, 2, 3, 5 & 7 will have their hearing and vision screened annually. The school nurse will notify parents of children who do not pass these routine screenings.

MEDICATION IN SCHOOL

Our district has a policy for medication in school that follows Washington State Law. RCW 28A.210.260. Medication is defined as all drugs, whether prescription or over-the-counter, including ointments, eye drops, aspirin, cough drops, etc.

HOCKINSON SCHOOL DISTRICT MEDICATION PROTOCOLS include:

- All medication orders must have a Licensed Healthcare Provider signature & a parent signature. (copies of the Medication Authorization form are available at: https://www.hocksd.org/district_information/district_forms)
- All medication orders must be written for the current school year.
- All medication orders must include the name of the student, name of medication, route, dosage, frequency, and the purpose for the medication.
- All medication must be in the original and properly labeled container (this includes prescription and over-the-counter medication).

The school nurse will provide medication administration training to staff who may administer medication to your child at school such as the principal, secretary, med-aide, or teacher.

IMPORTANT INFORMATION

It is critical to your son/daughter that we ALWAYS HAVE CURRENT EMERGENCY INFORMATION ABOUT YOUR SON/DAUGHTER. Please keep the Emergency Information up-to-date with current phone numbers of other responsible adults to call in the event you are not available.

More detailed information can be found in the District's Policy and Procedures in Series 3000.

Student Rights and Responsibilities

Students can expect to have a quality education, be physically secure, and have security for their own personal property. Equally important are student responsibilities. They are expected to follow the directions of adults, respect the property of others, and follow the school rules. School rules are designed to ensure student rights and define what is expected. Generally, common sense and courtesy by students toward adults and other students alleviates any problems.

Student Information

STUDENT ARRIVAL TIME

While in school on campus, students' arrival time is no earlier than 7:45 a.m. Teachers are very busy preparing and planning before school, therefore classroom doors are not opened until 7:45 a.m. We have no campus supervision before school. For safety's sake, please help us by ensuring that your child does not arrive on campus before 7:45 a.m. If your child does arrive early, they will line up outside in one of the two entry points, 200 building or commons (west doors). Should a special circumstance arise, please call the office. **While in school on campus, students arriving after 8:05 will be considered tardy and must check in through the office.**

STUDENT DEPARTURE TIME

While in school on campus, students are dismissed at 2:15 p.m. on Mondays, Tuesdays, Thursdays and Fridays. Students are dismissed at 1:15 p.m. on Wednesdays for teacher collaboration. If your child is parent pick up, they must be picked up on time as we cannot provide supervision.

If your child is going home with a friend or their normal mode of transportation changes, (bus or parent pick-up) please send a note to school with your child. If the change occurs during the school day, please call the office **at least 1 hour before school is dismissed**. Students will not be taken off buses once they are loaded, it's important that the buses stay on schedule.

When a child needs to be released from school before the end of the school day, the parent or guardian must come into the school office and sign the child out. *Your child will be sent to the office once you arrive.* The child may not be picked up from the classroom or playground. If an adult, who is not a parent or guardian, comes to the office to pick up a child, they must be on the emergency contact list and we must have a note/or verbal permission from the parent or guardian. In addition, the office personnel may ask for identification of any adult picking up a child.

Student Dress Code

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians, provided that respects the following guidelines based on respect and school safety:

Allowable Dress and Grooming

- Students must wear clothing including both shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, on the sides, and back.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable to all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress and Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- Creates a hazard to the student's safety or to the safety of others;
- Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such a period as the principal may determine. All students will be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage

interest and participation in school or other positive activities and promote membership in authorized school organizations.

More detailed information can be found in the District's Policy and Procedures 3224P.

COSTUMES: When in school on campus, school appropriate costumes may be worn on Halloween. To make the school day productive and safe for all, please ensure that your child's costume meets the following guidelines:

1. Costumes, including all makeup and accessories, need to be put on at home. Students will be wearing their costumes all day.
2. Weapons or weapon-like accessories are not permitted at school.
3. Students are not permitted to wear masks or to cover their face during the school day.
4. All costumes should comply with the *school dress code*.

Bus Rules and Information

The first goal of student conduct on a bus is **safety**. Orderly student behavior on a bus is of paramount importance. We are presently contracting with First Student for our services. If you have questions, concerns, complaints, or observations please contact: First Student at (360) 846-2922 or our office at (360) 448-6430. For student safety, First Student does not allow parents/guardians to enter the bus.

[First View Bus Information](#)

RIDING A DIFFERENT BUS

A student must bring a signed note from a parent and have the office sign and record the permission note in order to be allowed to ride a different bus (we are keeping track of where the students are in case of an emergency). Please note a group of students desiring to ride a different bus may not be allowed to do so if it results in the bus becoming overcrowded (check with the office ahead of time for scouts, brownies, birthday parties, etc.)

GENERAL BUS RULES

- Be respectful to everyone
- Sit facing forward
- Keep feet and body out of the aisle
- Food and drinks stay in backpacks or lunch boxes
- Inside voices and Zero voices at railroad crossings

STUDENT CONDUCT

Students provided with transportation are responsible for complying with the district's rules of conduct. Any misconduct by a student which is in violation of the rules of conduct or is detrimental to the safe operation of the bus shall be sufficient cause for the principal to suspend the transportation privilege or impose other appropriate disciplinary measures. Principals and/or designated school staff are responsible for correcting students whose inappropriate behavior results in a bus incident report from the bus driver.

More detailed information can be found in the District's Policy and Procedures in Series 6000.

Playground Rules and Information

While on campus, students are supervised on the playground by recess teachers. Recess teachers correct and redirect (re-teach) inappropriate behavior with positive reinforcement. Students are expected to stay in the playground area during recess; if they need to leave for any reason they must have a pass from a recess teacher.

STUDENTS ARE TAUGHT THE GENERAL PLAYGROUND RULES

- If there is a problem, students should tell an adult.
- Keep hands and feet to self.
- Use appropriate language at all times.
- Play in designated areas within the playground.
- Use equipment in a safe manner.
- Equipment from home is not allowed at recess unless previously arranged.
- Play soccer, football, and softball only in designated grassy areas.
- Electronic devices should not be brought to recess.
- On rainy days, play may be restricted to the covered areas. If it is a light rain, students may play out in it if they wear a coat with a hood or a hat.

Animals at School

Animals are welcome at school if their presence is part of a 'sharing time' or curriculum project. Please have your son/daughter obtain approval from their teacher ahead of time and check-in with the office before going to the classroom.

Birthdays

If your child wishes to celebrate their birthday at school, please talk to your child's teacher at least 1 day in advance. To avoid hurt feelings, handing out birthday invitations at school is discouraged. Please check with your child's teacher regarding their specific classroom rules.

Lost and Found

Please label your child's belongings (jacket, gloves, lunch pail, sweaters, etc.) with their first and last names. Mid-year and at the end of the school year, *unclaimed* items are donated to a charitable organization. Please encourage your child to check the Lost and Found section in the Commons for missing items.

Sales by Students

Selling of any item(s) by students is prohibited unless it is PWT/school sponsored.

Deliveries to Students

Personal deliveries brought to school for students will be delivered at the end of the school day to avoid unnecessary distractions in the classroom. Balloons are not allowed on buses.

Electronic Devices, Toys, and Other Personal Property

Students may bring electronic devices to school if the devices are kept in their backpack and do not interfere with teaching and learning. They are not allowed outside the classroom during recess. If a student brings these items to school he/she may use them only in the classroom under the supervision of a teacher.

Toys should not be brought to school unless your child has prior teacher permission for a special presentation. Toys often interfere with teaching and learning.

The school is not responsible for lost, stolen, or damaged electronic devices, toys or other personal property.

Technology

Students use technology for educational purposes at school. HHES provides Chromebooks for students while they are learning at school. Students agree to the district's technology use policy when accessing iPads/computers at school. Each student has a district account that gives them access to Google Drive, but not email. Student accounts are for educational purposes only. Any misuse of technology may lead to the loss of technology use at school.

More detailed information can be found in the District's Policy and Procedures in Series 2000.

Homework Policy

For students in grades K - 3, daily at-home reading will be the only required homework for your child. Your child's teacher may ask you to complete a reading log to verify your child's daily reading. Additional optional homework may be provided by your child's teacher via Schoology or email. This optional work will provide your child with a chance to practice the skills they are learning in class.

For students in grades 4 - 5, daily homework may be assigned. This homework is designed to give your child a chance to practice the skills they are learning in class. Your child may also be assigned daily reading.

In all grades, teachers may also assign special projects that relate to the content your child is learning. Teachers may ask students to take home and complete unfinished class work. Should you have any questions regarding the homework policy, please contact your child's teacher or the school office.

Report Cards

Our standards-based report cards are detailed and aim to be informative. Students are evaluated and measured based on Washington State K-12 Educational Common Core Standards. Report cards are completed and sent home with students at the end of each semester, in February and June.

Conferences

Parent/Teacher conferences are held twice a year. HHES uses an online conferencing program. Letters are sent home with students before conferences explaining the process of how to schedule online. If you have concerns or questions, which don't coincide with the regularly scheduled conference times, you are encouraged to contact your child's teacher to arrange a convenient time to meet. Teachers are generally not available for drop-in conferences before or after school.

Behavior

At HHES, we believe in teaching to improve behavior vs. punishment. We begin the year by creating a behavior matrix (see below) in each classroom. Students think about each area of the school and decide how to be responsible, respectful, and safe in those areas. Once the expected behaviors are established, students are responsible for following those behaviors. When students do not follow the expectations, staff reteach the expectations and document the incident with a Hornet Hero Check (see below), then Hero Checks are collected and stored by the classroom teachers. Our goal is for the consequences to be natural (something that makes sense, based on the behavior). If the behavior is more serious or reoccurring, consequences may include a minor referral (see below), major referral (see below), restitution, loss of privileges, in school suspension, and/or out of school suspension. In all cases, a phone call home occurs to inform parents of the situation and consequences.

Hockinson Behavior Expectations Matrix

	Responsible	Safe	Respectful
Classroom	<ul style="list-style-type: none"> - do your best - be on time - follow directions and classroom routines - complete quality work - solve problems - keep your space clean 	<ul style="list-style-type: none"> - respect personal space - walk - use materials and equipment appropriately 	<ul style="list-style-type: none"> - listen carefully when others are speaking - work cooperatively - be considerate and show kindness to others - voice level 0 - 3, determined by the teacher
Hallway	<ul style="list-style-type: none"> - go directly where you need to be - stay on the right side of the hallway / stairs 	<ul style="list-style-type: none"> - walk - stay in line order - keep your hands and feet to yourself - wear your backpack appropriately 	<ul style="list-style-type: none"> - stay in your personal space - do not touch art in the halls - use a pass - voice level 0 or 1
Playground	<ul style="list-style-type: none"> - dress appropriately for the weather - solve problems - tell an adult when there is a problem - follow directions - line up, when asked, in line order 	<ul style="list-style-type: none"> - follow playground rules and adult directions - stay within boundaries - walk to and from the playground 	<ul style="list-style-type: none"> - take turns - use kind language - follow game rules - respect nature - voice level 0 - 3
Cafeteria	<ul style="list-style-type: none"> - make room for all classmates at your table - solve problems - clean up your space - follow directions 	<ul style="list-style-type: none"> - walk - keep food to yourself - have a calm body while waiting in line and while eating 	<ul style="list-style-type: none"> - use good manners - raise your hand if you need help - voice level 0 - 3
Bathroom	<ul style="list-style-type: none"> - flush once - wash your hands and turn off the water - throw trash away 	<ul style="list-style-type: none"> - stay in your own space - one person per stall - walk 	<ul style="list-style-type: none"> - respect others' privacy - return to class promptly - use a pass
Bus	<ul style="list-style-type: none"> - get off and on the bus carefully - solve problems - follow directions 	<ul style="list-style-type: none"> - sit in your assigned seat with your back against the seat - keep your hands and feet to yourself - respect personal space 	<ul style="list-style-type: none"> - use kind words - voice level 0 - 3

Hockinson Elementary School
Major Office Referral

Student: _____ Teacher/Grade: _____ Time: _____

Referred by: _____ Position: _____ Date: _____

Issue/Concern

- Safety Risk to Self/Others
- Fighting/Physical Aggression
- Theft
- Abusive Language/Profanity
- Harassment
- Bullying
- Chronic Classroom Disruption
- Threatening
- Assault
- Defiance/Disrespect/Insubordination
- Vandalism
- Other: _____
- _____
- _____

Location

- Bus
- Cafeteria
- Classroom
- Restroom
- Hallway
- Playground
- Gym
- Other _____

Personnel

- Peers
- Staff
- Teacher
- Other _____

Description of Behavior: _____

Possible Motivation

- Peer Attention
- Staff Attention
- Teacher Attention
- Avoid Peers
- Avoid Work
- Obtain Items
- Unknown
- Other: _____

Previous Action for Similar Issue

- Student/Teacher Conference
- Student/Teacher Problem Solving Plan
- Time Out
- Loss of Recess
- Call Home
- Referred to Student Support Team
- Parent Conference
- Office Referral/Intervention
- Other: _____

Administrative Action:

- Student/Teacher/Counselor/Principal/Problem Solving Plan
- Parent Contact/Phone
- Parent Contact/Letter
- Student/Parent/Principal Conference
- Restitution Performed by Student
- Community Service Performed by Student
- Buddy Room Time Out
- Loss of Playground Privileges: _____ Recesses/Days
- Loss of Bus Privilege: _____ Days
- In School Suspension
- Out of School Suspension

Administrative Comments: _____

Administrator's Signature _____ Teacher's Signature _____

Student's Signature _____ Parent's Signature _____

Parents: Please sign and return this form to Hockinson Elementary on your child's next day of attendance.
If you have questions or comments, please contact your child's teacher or the appropriate building administrator.

Hockinson Heights Elementary Minor Referral

The following is being provided "For Your Information." Please discuss this with the student listed below.

Student Name _____ Date _____

Teacher _____ Time: _____ or Recess: AM - Noon - PM
(Circle one)

Referred by _____

Location:

Bus Cafeteria Classroom Restroom Hallway Playground Other

1. The problem indicated below has occurred / has occurred repeatedly:

<input type="checkbox"/> Hands on others	<input type="checkbox"/> Technology violation	<input type="checkbox"/> Theft
<input type="checkbox"/> Rough / Unsafe play	<input type="checkbox"/> Profanity / Abusive language	<input type="checkbox"/> Spitting
<input type="checkbox"/> Safety Risk to self / others	<input type="checkbox"/> Harassment / Verbal abuse	<input type="checkbox"/> Refusing to work
<input type="checkbox"/> Playing in water	<input type="checkbox"/> Disrespect	<input type="checkbox"/> Incomplete work due to off task
<input type="checkbox"/> Misuse of equipment	<input type="checkbox"/> Talking back to an adult	Behavior
<input type="checkbox"/> Throwing objects	<input type="checkbox"/> Defiance / Insubordination	<input type="checkbox"/> Other:

2. Consequence and/or previous interventions:

<input type="checkbox"/> Parent contacted by the teacher - phone	<input type="checkbox"/> Time out in classroom or buddy classroom (circle one)
<input type="checkbox"/> Loss of privileges	<input type="checkbox"/> SST referral
<input type="checkbox"/> Conference with student	<input type="checkbox"/> Individualized instruction
<input type="checkbox"/> Time in the office	<input type="checkbox"/> ___ Hornet Hero Checks
<input type="checkbox"/> Restitution	<input type="checkbox"/> Other

Additional information: _____

3. Please discuss this problem with the student before the next class session/school day.

Student's Signature _____

Referrer's Signature _____

Parent's Signature _____

Parents: Please sign and return this form to Hockinson Heights Elementary on your child's next day of attendance. if you have any questions or comments, please contact your child's teacher at (360) 448-6430 .

White – Student/Parent Canary – Office Pink – Teacher

Emergency Drills

While on campus, our school conducts emergency drills on a regular basis to prepare our staff and students for emergency situations. Our staff and students practice the procedures for fires, earthquakes and lockdowns.

More detailed information can be found in the District's Policy and Procedures in Series 3000.

Firearms and Weapons

It is prohibited for any person to carry onto school premises, school transportation, or areas of facilities being used for school purposes, any firearms, or dangerous weapons as defined in RCW 9.41.250. All school district premises and areas in reasonable proximity to those premises shall be considered a *WEAPONS FREE ZONE*.

REGULATIONS/PROCEDURES

- Any student found to be in violation of the prohibition against firearms contained in this policy would be expelled, subject to applicable due process.
- Any student found to be in violation of any prohibition in the policy other than the "firearms: prohibition may be expelled, subject to do process.

More detailed information can be found in the District's Policy and Procedures in Series 4000.

ILLICIT DRUGS/ALCOHOL-USE, POSSESSION OR DISTRIBUTION

Any illicit drugs/alcohol use, possession, or distribution on school premises or as a part of any school activity is a serious offense that is subject to suspension or expulsion and may be referred for prosecution. While these acts are wrong and clearly harmful to students, the school district does offer counseling to help students. Compliance with standards of conduct in this area is mandatory. District policy may offer further explanation of consequences.

More detailed information can be found in the District's Policy and Procedures in Series 3000.

Field Trips

The purpose of field trips is to enhance a grade level's learning. Field trips are decided by grade level teachers. Parents wishing to chaperone will need to have a current, cleared background check ([Volunteer Application form](#)). This needs to be done two (2) weeks before the field trip and if this is not done you will forfeit your opportunity to attend the field trip. Chaperones are chosen on a first come, first serve basis. Student transportation is provided by the school. If you wish your student to ride in a vehicle driven by you then it is your responsibility to drive your student both ways. When attending a field trip please park in the west parking lot and not in front of any buildings allowed. Please sign in at the office to receive a specific field trip badge before going to the classroom.

More detailed information can be found in the District's Policy and Procedures in Series 2000.

Volunteers/Visitors

While students are attending on campus learning, volunteers are welcome. All volunteers must follow our COVID safety protocols (see page 4) while in HHES. There are many different activities to fit the interests of a volunteer. For safety reasons, all volunteers must complete a [Volunteer Application and Volunteer Expectations Agreement](#) every 2 years. A copy of the volunteer's driver's license also needs to be made by a school employee. Volunteers must sign in and out at the office and wear a visitor badge while on campus.

For privacy reasons, pictures cannot be taken in the lunchroom or at recess without prior permission from the office. Approval from the teacher must be obtained before pictures, video recordings, etc. are taken in the classroom. Students not enrolled at Hockinson Heights Elementary School and unaccompanied by a parent are **not** permitted due to safety and liability issues.

More detailed information can be found in the District's Policy and Procedures in Series 4000.

PWT (People Working Together)

PWT supports students and faculty throughout the year in ways including but not limited to: Student Awards/Rewards, Teacher Appreciation, Classroom Grants/Special Projects, Book Swap/Community Night. PWT has a bulletin board in the office with information, current events and contact information. Parent involvement is key in PWT.

Hornets Chant

Hockinson, Hockinson, we're so cool
We're the Hornets and we ROCK this school
R-S-R is what we do
Proud to be the Hornets crew

