Mrs. Amanda Scribner, Principal
Mr. Cesar Ortiz Gonsales, Assistant Principal

Important JCP Phone Numbers:
Office 698-8100
Attendance 698-8106
Counseling 698-8120 and 698-8129
Health Room 698-8107
Fax 698-8101
Spanish Line 698-8104

JCP Website:
https://www.selahschools.org/Domain/11

Core Purpose: To ensure high levels of learning for all students.
Mission: SSD, in partnership with students, parents, and community inspires a culture of lifelong learning for all.
Selah School District
2020-2021 Student Calendar

August 2020

September 2020

October 2020

November 2020

December 2020

January 2021

February 2021

March 2021

April 2021

May 2021

June 2021

July 2021

School District
Cultivating life-long learners
**IMPORTANT PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Campbell Primary Office</td>
<td>698-8100</td>
</tr>
<tr>
<td>Attendance Office</td>
<td>698-8106</td>
</tr>
<tr>
<td>Health Room</td>
<td>698-8107</td>
</tr>
<tr>
<td>Selah Intermediate Fax</td>
<td>698-8101</td>
</tr>
<tr>
<td>Spanish Line</td>
<td>698-8104</td>
</tr>
</tbody>
</table>

**SCHOOL HOURS (online learning)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office hours</td>
<td>7:30AM-4:00PM</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>8:30AM</td>
</tr>
<tr>
<td>Classes End</td>
<td>3:00PM</td>
</tr>
</tbody>
</table>

**FRONT OFFICE**

For safety purposes we require that all visitors and volunteers check in with the office first. At that time, they will be given a visitor's badge. When picking up a child for appointments, etc., stop at the office and identify yourself and sign your child out. Students are not allowed to leave school grounds unless accompanied by an adult. No child will be released to a person other than the parent unless the person's name appears on the child's emergency card, which is on file in the school office.

John Campbell Primary loves having parent volunteers. If you would like to volunteer or visit JCP here are the steps, in order, that you will need to follow:

1. Visit our online Visitor Management System at [https://selahvolunteers.hrmplus.net/](https://selahvolunteers.hrmplus.net/). You will need to upload your driver's licence as well as fill out the other information. Please give us a call if you have any questions on this process.
2. Contact the classroom teacher who you would like to visit. By contract, they need at least 24 hours notice and may approve or deny any request.
3. On the day of the visit, sign in and put on a name badge in the main office. Name badges must be worn while in our school.
4. Once your activity or the class is complete, sign out of the building.

Please note: If you have made arrangements with one teacher, once the activity or period is over, you will need to return to the main office and check out of the building.

If you plan on visiting your student during lunch you will just need to be cleared through the volunteer application/background check before visiting your student in the lunchroom.

If you have any questions or concerns please contact our main office at 698-8100.

**HOMEWORK REQUESTS FOR STUDENT ABSENCES**

If an absence is *excused*, the student shall be permitted to make up all missed assignments outside of class. He/she will have the number of days absent, plus one, to make up the work except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

Students expecting homework for pre-approved absences and extended illness must submit a request to the teacher at least **24 hours in advance**. Teachers will use their best professional judgment to determine what will be assigned and when it is due. The primary factors in this decision are the ability of the student, the learning style of the student and whether the learning unit is new information, review or practice.

**EARLY DISMISSAL/ LATE ARRIVAL/ OFF GROUNDS/CHANGE OF PLANS/ BUS PASS**

Students must present to the attendance office a written request from a parent **before school on or before the day they wish to be excused**. An early dismissal slip will then be issued, and the student should then make arrangements to make up class work missed.

Students are required to check out through the attendance office with a parent/guardian or approved emergency contact when leaving campus.—Parents: for liability reasons, we appreciate your cooperation in notifying the
attendance office any time your child comes and goes during regular school hours. Students are not allowed to leave school grounds unless accompanied by an adult. No child will be released to a person other than the parent unless the person’s name appears on the child’s emergency card, which is on file in the school office.

**Student Checkout**
Students may be excused from school for medical appointments. Parents must come to the office and sign their child out. Students may NOT be checked out after 2:50pm. Students will be called to the office to meet their parent after being signed out. After 2:50pm, parents MUST meet their child's teacher at dismissal, inside of the gate and then escort their child through the parking lot and crosswalks. The gates will open by 3:15.

**MESSAGES TO STUDENTS**
Messages to students must be called in no later than 2:40pm. Any message received after 2:40pm will not be guaranteed to get to the student before the end of the day. This is for the safety of your child and to ensure that all messages are delivered.

**CHANGE OF PLANS**
Any change of plans from the customary after-school routine, whether bus, walking, friends, or pickup.....must be pre-arranged by parent with a note or phone call to the office or teacher before 2:40pm. This will avoid student's confusion over what to do after school. Without such notification, school personnel are obligated to ensure students follow their normal after school routines.

**BUS PASS**
If a student needs to ride a different bus than normal, or is going to get off at a different stop, they will need a note from home. The note is to be brought to the office first thing in the morning, and a bus pass will be issued. The note must contain the following information: Student name, Teacher name, Date, Route #, Bus stop, Reason for the bus pass. According to WAC 392-145-020, brothers and sisters who do not attend school may not ride with students to and from school.

**ATTENDANCE**

Attendance is one of the most important habits we can teach our children. It is vital to students' academic and social growth. Our guidelines for keeping students home can be summed up with the table below.

<table>
<thead>
<tr>
<th>Big Sick</th>
<th>Little Sick</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Stay at Home)</td>
<td>(Come to school/stay at school)</td>
</tr>
<tr>
<td>Fever</td>
<td>Runny nose</td>
</tr>
<tr>
<td>Throwing Up</td>
<td>Tummy hurts</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Sore throat</td>
</tr>
<tr>
<td>An emergency</td>
<td>Just “do not feel great”</td>
</tr>
<tr>
<td></td>
<td>Tired</td>
</tr>
<tr>
<td></td>
<td>Skinned knee</td>
</tr>
<tr>
<td></td>
<td>Little cough</td>
</tr>
<tr>
<td></td>
<td>Sliver</td>
</tr>
</tbody>
</table>

* Whether *Big sick* or not, absences add up. Missing just 2 days a month means a child misses 10% of the school year.

Our number one priority is to work with families to break down barriers to attending school. Besides these beliefs we are also required by Washington State Law to enforce attendance compliance.

**Excused Absence**
A student in K-5 grade who has 5 or more excused absences in a single month or 10 excused absences in the current school year will be contacted by the school to schedule a conference with the students team to create a success plan. At any point after 9 absences the school may require doctors notes for future absences.

*Excused absence means that a parent or guardian notified the school that their student would be absent.

**Unexcused Absence**
A student who has 3 unexcused absences in a single month will conference with the parent. If the student is on an IEP or 504 it is required that the team meet with the family. Before the 5th unexcused absence the school will conference with the parent. If the student is on an IEP or 504 it is required that the team meet with the family. At this time court paperwork may be filed due to the absences. At 7 unexcused absences in a month or 10 in a year the case may go to court.

*Unexcused absence means that the school was not notified that the student would be absent.

**DID YOU KNOW?**
- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

**WHAT WE NEED FROM YOU**
We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the attendance secretary, at 698-8106. Feel free to send a note with your child, giving the reason for the absence. If you receive a green absent slip, informing you of the date(s) your child was absent, you may also give the reason for the absence, sign it, and send it back with your child.

**OUR PROMISE TO YOU**
We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student faces challenges in getting to school regularly or on time. Please contact one of our counselors or one of our administrators. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

**WHAT YOU CAN DO**
- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

**Reference Documentation**
For more detailed information on the law for Excused Absences please reference RCW 28A.225.010 or 28A.225.015.
For more detailed information about the conference please reference RCW 28A.225.018.
VIKING PRIDE and PBIS

What is PBIS?
Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

Why is it so important to focus on teaching positive social behaviors?
Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

Behavior Guidelines
This portion of the John Campbell Primary School Student Handbook explains our behavior expectations for every student on our campus. Viking PRIDE is the foundation of our district behavioral expectations. PRIDE stands for Positive, Respectful, In Control, Dependable, and Engaged. At John Campbell these follow under the 3 expectations of be kind, be safe, and work hard. Students need to understand what is expected of them and that they have control over their actions. All staff members will make every attempt to be fair, courteous, and consistent in their dealings with students. Parental support of this information and the school staff is important in helping children learn that there are clear and definite limits to responsible behavior.

The teachers and administration will make every effort to ensure that our students are successful and enjoy learning at John Campbell Primary. However, there are consequences for students who make poor choices in or out of the classroom. The teachers at John Campbell Primary do an excellent job of managing student behavior in their classrooms. They each have a behavior plan that outlines the classroom expectations.

<table>
<thead>
<tr>
<th>Classroom managed behaviors:</th>
<th>Office managed behaviors:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Non-verbal/verbal warnings to correct behavior (proximity, etc.)</td>
<td>Office managed behaviors:</td>
</tr>
<tr>
<td>2. Verbal warning to correct behavior</td>
<td>(Major Referral/Make it Right)</td>
</tr>
<tr>
<td>3. Student choice on how they can reset/calm down/self regulate</td>
<td>Possible Office Referral Consequences:</td>
</tr>
</tbody>
</table>
| 4. Classroom teacher contacts the family (call, email, message, notify parents by mail, or have Home Visitor contact parents) | Student discipline issues are dealt with on a case-by-case basis using developmentally appropriate restorative practices (apology notes, community service, etc.) in partnership with families.
| *repeated behaviors do not equal a major. |

Examples of positive behaviors teachers will look for and recognize students with a positive include but are not limited to:
*hard work/effort
*participation
*following directions when others are not
*working quietly
*displaying P.R.I.D.E.
*exhibiting positive character traits
*being a role model for others

The table below shows our common expectations throughout the building. These are reviewed and modeled on a regular basis in the classroom, announcements, and during rewards.

**Viking PRIDE**

<table>
<thead>
<tr>
<th>Positive</th>
<th>Respectful</th>
<th>In Control</th>
<th>Dependable</th>
<th>Engaged</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Kind!</strong></td>
<td><strong>Be Safe!</strong></td>
<td><strong>Work Hard!</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Cafeteria | ● Use kind words  
● Clean up | ● Walking feet  
● Hands and feet to self | ● Eat your food |         |
| Hallways | ● Use kind words  
● Level 0/1 voice | ● Walking feet  
● Hands and feet to self | ● Go straight to class |         |
| Playground | ● Use kind words  
● Share | ● Use equipment properly  
● Hands and feet to self | ● Line up right when the bell rings |         |
| Bathrooms | ● Use kind words  
● Respect privacy | ● Wash hands  
● Hands and feet to self | ● Be clean, be quick |         |

Vikings will respect the learning, safety, and well-being of others!

**What might occur if a student doesn't meet the behavioral expectations? Some examples include:**
- Communication home from the classroom teacher.
- Student meeting with school administration
- Parent/student meeting with support team (teachers, counselor, PBIS Rep, Principal)
- Recess check-in during lunch, before/after school.
- Booster session (behavioral expectations are re-taught)
- Conflict resolution session
- For instances of exceptional misconduct please reference our district wide handbook.

**Dress Code**
John Campbell expects student dress and grooming to reflect high standards of personal conduct so that each student’s appearance:
• Promotes a positive, safe, and healthy atmosphere within the school.
• Does not present a health or safety hazard, violate municipal or state law,
• Does not present a potential for disruption to the instructional program.
If a dress code issue arises we will do our best as a school to assist the student so that they may stay in school. In the event that there is a dress code concern a representative from the school will call and communicate with families.

**Parking Lot Safety**
Safety is our paramount concern during morning drop off and afternoon pick up. Please follow the parking lot personnel’s directions while on our campus. Failure to comply with any lawful order or direction of any authorized flagger is a misdemeanor. Please reference RCW 46.61.015. Thank you for helping to keep all safe while
on campus. Please adhere to the following:

1. Visitor and parent parking is across the street and in the sunset parking lot.
2. Please don't double park in student drop-off or pick-up areas. This forces children to walk between other cars where they may not be seen.
3. Please don't park in the bus zones in front of the school. This is for District vehicles and school busses ONLY. Parking in this area creates a risk for students and vehicles.
4. Please don't drive through crosswalks when the crossing guard is in the street and the flag is extended.
5. Please don't permit your child to “J” walk across the street to or from school. Insist your child use the crosswalk for their protection.
6. Observe the 20 mph speed limit in the school zone.
7. Respect traffic patrol and give every courtesy.
8. Be watchful for children around cars.

John Campbell Primary PTO
John Campbell Primary is fortunate to have such great support from our parents. Our PTO (Parent Teacher Organization) is very actively involved in the success of our students. They have a variety of fundraisers throughout the year to support our students and the efforts of our teachers. Volunteers are always welcome; you do not have to attend the monthly meetings to volunteer at PTO events! Your involvement and help is always welcomed and appreciated. Please contact the office for more information if you are interested in participating in our PTO.

First Aid and Medication
John Campbell Primary provides basic first aid and opportunities for students who are not feeling well to rest. Our health room has several beds for students to rest and is staffed during the school day by a paraprofessional who is trained to provide basic first aid. Parents may or may not be notified when their child visits our health room depending on the reason for the visit. However, in cases of serious injury or illness (and temperatures of 100.4 degrees or more) parents will immediately be notified. Please do not send students to school who have been vomiting or have had a fever over 100.4 degrees in the last 24 hours.

District Nurse
Selah School District employs a district nurse who supervises our health rooms. She oversees and develops care plans for students who have specific health related concerns. She also provides first aid in conjunction with our health room aide.

Medication
No prescription medication, over-the-counter medication, treatments, or special diets can be given at school unless the Permission to Administer Medication at School forms are signed by the health care provider and parent regardless if the condition is life-threatening. Medication of any kind cannot be carried by students at any time. These forms can be picked up in the office. Medication for students may be administered at school as long as the district is provided with the following information:

- Written doctor's instructions and parent's permission for the administration of the medication: Provided on the Permission to Administer Medication at School form. https://www.selahschools.org/Page/11
- The medication must be in its original bottle with original label from the doctor or pharmacist identifying the student and name and dosage of the medication.

Immunizations
Washington State law (RCW 29A.31.118) specifies that children enrolled in public education must either be immunized against specific pathogens, or the parents/guardians must sign a waiver indicating why the child has not been immunized. If a parent/guardian chooses to not have their child immunized it may be necessary, in the case of an outbreak, for the student to be isolated away from school until it becomes safe for the student to return to school. For more information regarding immunizations, please contact the school at 698-8100.

School Nutrition Program
Nutrition Services offers families an easy way to pay for student meals. The main office accepts money deposits into student accounts and MySchoolBucks.com allows for online deposits for a small fee. To access this service: Go to www.myschoolbucks.com and create an account with the child's name, Selah student ID number and zip code. You can also view student transactions and payments for free. For more information, please contact Nutrition Services at 698-8196.
Discrimination

Selah 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:

**Chad Quigley**  
Civil Rights Coordinator, Title IX HIB & Gender Inclusive Schools  
[Email] chadquigley@selahschools.org  
316 W. Naches Ave.  
Selah, WA 98942  
(509) 698 - 8004

**Betty Lopez**  
Section 504/ADA Coordinator  
[Email] bettylopez@selahschools.org  
316 W. Naches Ave.  
Selah, WA 98942  
(509) 698 - 8016

You can report discrimination and discriminatory harassment to any school staff member or to the district’s Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district’s nondiscrimination policy and procedure, contact your school or district office or view it online here: [Legal Notices/Nondiscrimination]

**Complaint Options**

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.