

CARBONADO - A *great* *place to learn!*

Carbonado School Student Handbook 2026-2027

To all of our new and returning Carbonado families, WELCOME! We are glad to be working and learning with you. We believe that Carbonado is a great place to learn. We offer excellent opportunities for each student attending our school to reach their highest potential. Our student - teacher ratio is one of the lowest in the area so that each student has more time for direct instruction from the teacher. We concentrate our attention on the basics while at the same time, offering many enriching experiences.

We look forward to helping your children have a great year of learning. Also, we are anxious to learn from you. You can help us understand how your children learn best, and those special things they find especially motivating or enjoyable. As parents, you know how your children learn better than anyone else. Your support and ideas will help us do our best work in all areas including instruction, discipline and extra-curricular.

Again, welcome to Carbonado and a year of wonder, interest, challenge, encouragement and growth. We are glad that you will be a part of it!

Jessie Sprouse
Superintendent

**Telephone: 360-829-0121
P.O. Box 131
Carbonado, WA 98323
GUIDELINES FOR SUCCESS**

Carbonado Historical School Dist. #19 Parent Involvement:

No amount of time is too small to be important or valued! Every bit of your involvement shows your children that you value education and you're interested in their learning.

Change of Policy

Occasionally there may be a change of policy in this handbook. The homeroom teacher will announce changes in policy.

School Staff

Early K/Preschool/Sped	Paula Visnaw
Kindergarten	Shannon Brochu
First Grade	Megan Turner
Second Grade	Christy Mahler
Third Grade	Adam Argo
Fourth Grade	Jennifer Mills
Fifth Grade	Valerie Hix
Science	Karen Leahy
Mathematics	Samantha Banks
Language Arts	Penny Frame
Social Studies	Joe Sprouse
P.E. / Health	Taylor Selander
Special Education	Lynsee VanFleet
Music Education	Paula Visnaw
Speech-Lang. Pathologist	Martha Schneider
Nurse	Kaitlyn Korsch
Counselor	Stephanie Dann
Psychologist	Jennifer Werner-Molina
Paraprofessionals	Chris Anderson
	Melissa Marlow
	Randi Blackburn
	Heather Knopff
	Katie Howells
Custodian/Maintenance	Dave Wales
Custodian	Kevin Vesey
Bus Driver/Head Kitchen	Tia Argo
Secretary	Ashley Kooreny
Business Manager	Carly Turner
Superintendent	Jessie Sprouse

Mission Statement: The MISSION of the Carbonado Historical School District #19 is to promote lifelong learning and success for all students, staff, and community.

Vision Statement: The VISION of the Carbonado Historical School District #19 is a partnership between the school and the community, which values academic excellence and character growth in every student.

The Carbonado Staff is committed to ensuring that all students achieve to their maximum potential in a nurturing and secure environment. The Carbonado School District has adopted the following “Guidelines For Success” for its educational community:

P Personal Responsibility
R Respect For All
I Independent Workers
D Do Your Best
E Excitement For Learning

Dress For Success

Students are most successful at school when their clothing is comfortable, clean, modest and safe. Also, it needs to be suited to the weather, since children go outdoors for recess in many weather conditions. Appropriate clothing includes:

- Layers of clothing for changing weather
- Coats, hats and gloves for cold or wet weather
- 3 to 4 inches in length for shorts (please no underwear showing), skirts or dresses
- Straps on tops must be two-finger width minimum
- Shoes or sandals
- No clothing that reveals belly button or ribs (muscle tees/crop tops)
- No undergarments showing (i.e. pants pulled up to hip height)

If your child wears flip-flops to school or sandals without a back, then he/she may be asked to stay out of any recess activities during the recess times. This is for the child's safety.

Please remember to have your child wear tennis shoes on Tuesdays and Thursdays for elementary PE.

Students coming to school in attire that relates in any way to gangs, weapons, drugs, alcohol, tobacco, sex, or profanity will not be allowed in class. Any attire that causes disruption to the educational process will not be allowed on campus. Shirts shall be long enough to cover the torso during school activities. Hats or head coverings cannot be worn in the buildings at any time.

Attendance

Students must be regular and punctual in their attendance to fully benefit from the

learning activities and achieve their learning standards. Regular and punctual attendance is also critical to success in a professional working world. A student's daily participation has been identified as a basis for extracurricular activities. If an eighth grade student misses more than 24 days of school, their participation in the graduation ceremonies will be subject to Board approval. Excessive amounts of tardies with no accountability of making up work missed will also be considered when allowing participation in the graduation ceremony. If the student and parent believe there are circumstances pertaining to the absences that required an extended absence from school, they may appeal this policy to the principal.

In an effort to have consistency with our attendance, all students that arrive late to school should be sent to the office to receive a tardy slip. The office will complete a tardy slip for the student and take the lunch order.

Tardy Policy

If a student has five or more tardies in one month, a conference will be scheduled to address school supports needed to assist the family with getting the student to school on time. The impact tardiness has on the student's success as well as the impact of the classroom will be discussed. A contract will be put in place for incentives and/or consequences.

Excused Absences

The following are valid excuses for absences, **to be verified through an email or telephone call to the school office:**

- A. Participation in a state, district or school approved activity or instructional program
- B. Illness, health condition or medical appointment (including medical or dental)
- C. Family emergency, including a death or illness in the family
- D. Religious purpose including observance of a religious holiday or participation in religious instruction
- E. Court or judicial proceeding
- F. College visitation or scholarship interview
- G. Principal and parent or guardian mutually agreed upon approved activity
- H. Absence resulting from a disciplinary action. (e.g., short-term or long-term suspension, emergency expulsion).
- I. If the office does not receive notification for the absence by phone or note, the absence will be considered unexcused. However, the school will not accept reasons for illness that are excessive without a doctor's note stating the dates to be excused. After the 5th excused or 3rd unexcused absences in a month or 10 excused in the year, a letter will be sent home explaining the importance of attending school, as required by the BECCA Bill and a conference will be scheduled.

Unexcused Absences

Any absence from school for an entire scheduled school day or a majority of a scheduled school day is unexcused unless it meets one of the criteria above for an excused absence.

Any unexcused absence from school is considered **truancy**. The school is required by law to file a truancy petition with the Pierce County Prosecutor not later than the fifth unexcused absence in one month or the tenth unexcused absence during the school year.

Family Vacations

Please plan family vacations during the scheduled breaks in our school calendar so that your child does not miss school. If it is impossible to plan a family activity during the scheduled breaks, please notify Ashley Kooreny in the office as well as classroom teachers.

All students will be expected to make up the work missed from the vacation. Students in grades three through eight will have the opportunity to meet with their classroom teacher upon returning to school. The student will find a time that is mutually acceptable with the teacher(s) to receive the instruction that he/she missed.

SCHOOL SERVICES

Homework Help

Students in third through eighth grade may stay after school to receive help until 3:30. We want students to be successful. Sometimes students just need a little more attention on a certain subject or a specific assignment. We recognize some students have more responsibilities at home. Whatever the ultimate reason may be, we want to be able to support our students in partnership with our parents.

All classrooms have class sets of chromebooks and have access to the internet. All students sign an **Internet contract** at the beginning of each school year. Please review the specific guidelines in this contract with your child.

Library

The Carbonado School District is committed to improving the library services each year. The District purchases books every year for the enjoyment of our students. It is extremely important that students learn the proper way to use our library. The proper check out and return of the books is vital to our program. We want students to realize the importance of caring for and returning the books. It is a responsibility that is a lifelong skill. The District appreciates the payment for lost books, but we would rather have students responsible for bringing the books back. The staff time that it takes for ordering and actually placing a book on the shelf far exceeds the cost of the book fine.

ASSESSMENT

Assessment Calendar

The District has prepared an assessment calendar that will assist teachers in planning for the school year. The District expects three data points for math and reading, and two assessments for writing. In addition, music completes a CBA for fifth grade, social studies completes a CBA in fifth and seventh or eighth grade, and PE completes a health and fitness CBA for fifth and eighth. Between April and May, our third through eighth graders take the SBA/WCAS. Students in kindergarten through fifth grade are assessed with DIBELS, a reading fluency test. This is given three times a year. Finally, all students (Grades K-8) are assessed in iReady Diagnostics three times a year. This data is used to assist us in the instructional process for each student.

Student Learning Goals

As developing citizens for the 21st Century, Carbonado students will understand that learning is a process, which is ongoing and is reflected throughout their lives. At Carbonado we learn to:

- Understand and apply the concepts and principles of reading, math, language arts, science, social studies, visual and performing arts, and health and fitness
- Work cooperatively to reach common goals
- Demonstrate responsible citizenship in school, the community and the world, with respect to cultural diversity and different points of view
- Make connections between what is already known and new information to solve problems
- Communicate effectively to become good problem-solvers and decision-makers
- Always do our best quality work, creatively using all available resources
- Take care of ourselves by maintaining a balanced and healthy lifestyle

Working toward these goals will give our students the experience and knowledge necessary for productive and satisfying lives so that they can be community contributors, effective communicators, collaborative workers, quality producers, complex thinkers, and self-directed learners.

Elementary Grading

In early kindergarten through grade five, students attempt to master all standards taught to them. The district has developed a “Standards-Based Report Card” for the six grade levels. Students will earn scores that relate to the standards set by the state of Washington through the Common Core State Standards. Students will be assessed based on a four-point scale. The scale is as follows:

- A four (4) means that the student exceeds grade level expectations.

- A three (3) means that the student skills meet the grade level expectations.
- A score of two (2) means that the student skills are developing, but need some support.
- A score of one (1) means that the student is not at grade level expectations and needs considerable assistance with the concept.

Middle School Grading

In sixth through eighth grade, students attempt to master all standards taught to them. Students will receive report cards that reflect what traditional letter grades they have earned. Traditional grades are given to middle school students to reflect how the student is mastering the concepts presented. Students are assessed on the core content presented in language arts, math, history, science, health and PE.

Parents of students in grades 6, 7, and 8 can keep track of their student's progress via the school district's grade program. A parent needs to have access to the Internet. Ashley Kooreny will set-up your personal password to access your student's progress. Weekly progress reports are sent to parents' emails.

Students may retake most assignments and tests. To retake a test, middle school teachers will communicating with the students and/or parents. There will be steps needed to complete the retake. This may be completing assignments that led up to the test, getting one-on-one help after school. Ultimately, we want students to learn to prioritize, take initiative and responsibility.

STUDENT AND PARENT PROCEDURES

When Your Child Is Absent Or Late To School

In order to account for absences, we ask that you call the school when your child will be absent or late to school. The school will attempt to contact the parent if we have not received a call. Please send an email or a note with your child to the school when your child returns from being absent. Schoolwork that was missed needs to be made up. For each day of absence, the student is allowed one day to complete missed work. (Many activities missed during class cannot be made up. Please check the teacher's individual handbook for additional information). Students who are late to school must bring a note describing the reason for absence from their parent the next day. If a student is absent from school for more than one day, and a parent requests homework then teachers will have the homework ready within 24 hours for pick up in the office.

If your child arrives tardy to school, your child must go directly to Ashley Kooreny's office.

Use Of The School Phone

We do not want to miss important telephone calls. In order to keep the lines available, we ask students to make arrangements for after school activities or to stay with friends before they come to school that morning. Teacher permission is required to use the phone. Phone messages from parents are usually delivered during class breaks, depending upon the nature of the message so as not to disrupt instruction.

Physical Education/Gym Floor

The gym floor requires special care to keep it in good shape. Tennis shoes must be worn at all times. No food or beverages are allowed on the floor. Middle school students are required to change clothes for class and keep clothes in a neat order in the locker room.

Attendance At School Events

We value community support at all of our school activities. For student safety and respect of spectators, unsupervised children through the fourth grade will be sent home. Fifth through eighth graders will be asked to leave if unable to follow rules independently.

Regular Bus Riders

Regular bus riders have a regular bus stop where they get on the bus in the morning. They will be dropped off at the same bus stop after school. If a student needs to be dropped off at a different bus stop, he/she must have a signed note/email from their parent stating the date and place for the rider to be dropped off.

Occasional Bus Riders

To ride the bus to a friend's house, you will need a signed note from your parent stating the date and the place to be dropped off. Give the note to the school secretary for dispersal at the beginning of the school day. Permission will be granted if space is available.

Electronic Devices

Electronic devices such as cell phones, apple watches (or of like-kind), computer devices, game equipment, iPods, etc. are not allowed to be brought to school from home without authorization from the principal. All electronic devices (including cell phones) that are approved to be at school are to remain off during school hours and in backpacks.

Food Service

This school year meals are no longer free for all students. Our school qualified for this based off of recent legislation passed, but no longer does. The Carbonado School District has a charge policy for student meal service. All students are allowed 3 charges for a negative balance, and after that, only an emergency meal will be offered. We are here to be of assistance and will partner with families.

eBikes, Bikes, Scooters, Skateboards, Etc.

eBikes, bicycles, skateboards, scooters, in-line skates and other equipment of this nature may not be used on campus. Any type of "wheeled apparatus" is prohibited from the ramps and steps leading into the school buildings at all times due to the potential for serious injury. This does not include equipment that supports students with disabilities. If a student chooses to ride to school, he or she must leave it at the bicycle rack. Since theft is always a concern, it would be advisable to secure it to the bike rack.

We welcome students to ride their bikes to school. We want to remind everyone that it is a requirement for students to **wear a helmet** when riding a bike to school. Students that ride their bike to school without a helmet will be asked to walk their bike home. A second offense will be the lost privilege of riding their bike to school. Again, safety is the top priority for our students.

Basic Rules

No Gum Chewing Allowed During School Hours

No Energy Drinks Permitted Without Parental Approval On File In The School Office

Smoking, Drug and Alcohol Use Is Prohibited On School Premises- Policy #3240

Desks And Lockers

All desks and lockers in the school building are the property of the Carbonado School District and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of school books, school materials, and possessions ordinarily used in day-to-day school activities and outerwear clothing. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property and evidence of vandalism. In the interest of a healthy and safe school environment, lockers are further subject to inspection and search for location and discovery of items of contraband. School desks and lockers are not places of storage for items of a private or personal nature.

Student Textbooks

All textbooks issued to students are properly marked and a record kept of which books a student is responsible for that year. If a student "loans" a book to a classmate and does not have his/her book to turn into the teacher at the end of the year or a book is "missing", it will be the student's responsibility to find the missing book, replace the textbook or pay a damage fee.

Schoolwork/Homework

Schoolwork is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance students'

achievement, but also develop responsibility, self-discipline, and strong work habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to and by the students; and must be evaluated and returned to the students in a timely manner.

Homework may be assigned for one or more of the following purposes:

PRACTICE--To help students master specific skills, which have been presented in class.

PREPARATION--To help students gain the maximum benefits from future lessons.

EXTENSION--To provide students with opportunities to transfer specific skills or concepts to new situations.

Late Homework may be accepted up to two weeks for students truly needing the extra time to learn the material.

Student Planners are provided for all students in grades 4 and 5 as well as for some middle school students. This is a communication tool for parents, teachers, and students to know what work was completed in class and what work needs to be completed at home. Parents: Please check the planner on a daily basis. It makes a difference! Please feel free to contact your child's teacher for specifics of their classroom expectations. To make learning experiences meaningful, parental support and involvement is critical.

Parents of students in grades 6, 7, and 8 can keep track of their student's progress via the school district's grade program and a weekly email or use of an app. Ashley Kooreny will set-up your personal password to access your student's progress.

Participation in School Events (Clubs/Athletics/Field Trips/Parties/Assemblies)

Various extracurricular activities are offered to all grades throughout the school year. These are all **privileges**. Students who consistently display PRIDE qualities, attend school, try their best in the classroom and respect others will have the opportunity to participate in events.

Students Leaving Campus

Students are expected to stay on campus. They may go home for lunch with parental permission on file, but they are not allowed to go to a friend's house or to gather off campus. Prior written parental permission is required for any exceptions to this rule.

Student Drop-Off And Pick-Up

To maintain a safe environment for all of our students, we ask parents to pick up and drop off their child in the designated area. We do not want children walking behind cars in the

parking lot. Please be patient and wait for the next available space. When you need to pickup or drop off your child during school hours, please go through the school office.

All students need to walk on the sidewalk to be picked up or dropped off at school.

Early Departures/Late Arrivals

When a student needs to leave school for any reason, parents will be required to sign-out their child; listing the date, time and reason for leaving the school, on a form located in the secretary's office. If the student returns to the school for any reason after being absent, the parent will be required to sign-in their child on the form.

School Parties

All parties will be held the last part of the day. When bringing treats for the class, all items need to have been purchased from the store.

Field Trips

On all field trips, each student will be assigned to a group led by a parent or teacher. Except in special pre-approved circumstances, all parents, teachers and students will ride the bus to and from the activity. Our primary concern is that all of our students are safe and accounted for at all times. If it is necessary for a parent/guardian to take their own child with them from the activity, the school sponsor must have written documentation stating that the parent/guardian will be taking the child with them and approved by the superintendent.

Teachers will select chaperones to accompany the class and to serve as group supervisors. If you are a chaperone, please remember your number one responsibility is to supervise and care for the students assigned to you to keep them safe. Please keep your phone use to a minimum and with you at all times (not students). All chaperones must be fingerprinted and a background check completed.

Visitors/Volunteers

Carbonado School truly appreciates and values the extra time parents and community members spend in our school. We ask all visitors to sign in and sign out at the office and receive an I.D. badge before going to the classroom or the lunchroom. This is a requirement from the state of Washington for the safety of our students. The Carbonado School District also requires all volunteers to have a background check for the safety of our students. The background check is conducted with name, birthdate and fingerprints through the Washington State Patrol website by the school administration.

ATHLETIC POLICIES

Students attending Carbonado School have the opportunity to participate in a variety of

sports. To be eligible to participate, the following requirements must be met:

Students must have a current physical examination (within 2 years) on file with the school.

The athlete must have adequate medical insurance to cover any athletic injury he/she might sustain and the parent must accept full responsibility for the cost of treatment for any injury, which he/she may suffer while taking part in the athletic program.

Students have the opportunity to participate in sports at Glacier Middle School that are not offered at Carbonado. Any student that commits to participate at Glacier Middle School in the White River School District will be required to ride the bus to practice each day unless Carbonado School has received notification from the parent.

Grades

The athlete must maintain a “C-” or better in each CORE class and turn-in assignments on time.

Each middle school teacher will turn in a weekly list of students who have performed unsatisfactorily in their respective subject areas. When a student’s name appears on the list, the student and parent will be notified. The student has one week to get his/her name off the list. If the student is still below a C- in a subject, then the student will miss the games scheduled for that week. The athlete will have one more week to improve his/her grade. If the mark stays below a C- for the third week, then the student will be dismissed from the team.

Examples of unsatisfactory performance may be as follows:

- Failure to turn in an assignment on time
- Overall grade falling below a ‘C-’

The coach will inform the student and the parent of the restriction by letter/email and the student will not be able to participate in the next scheduled game.

An individual student’s classroom performance and behavior take precedence over athletic participation.

Any questions about the Carbonado School District Athletic Programs can be directed to the Title IX officer, Carly Turner.

Travel

All athletes will travel to and from games on the team bus. The only exception will be when an athlete’s parent requests from a coach (in person), to allow their child to ride home with them.

Rules

Athletes will not be involved with alcohol, illegal drugs or tobacco. Any involvement with alcohol, illegal drugs or tobacco will result in immediate dismissal from the team.

Athletes using vulgar or profane language, fighting, or engaging in destructive behavior will face discipline.

Athletes will be expected to attend all practices on time unless excused by the coach.

Athletes will follow the “dress-for-success” policy in the student handbook.

Athletes will attend school daily and be on time daily.

STUDENT HEALTH SERVICES

Oral Medication Policy

State law requires that any oral medication (including all over-the-counter pain relievers, such as Tylenol or ibuprofen, as well as prescription medications) given at the school, or school sponsored event (such as a field trip) must:

1. include a completed Authorization Form for each new school year. This form can be picked up from the school office, and requires your doctor’s signature and directions for taking the medication and any possible side effects.
2. be in its original bottle, labeled with your child’s name (no baggies).
3. be brought into the office, by the parent (or another adult designated by the parent), so a receipt can be given to you.

Any questions about this policy can be directed to the school nurse.

Child Illness Policy

Our Child Illness Policy is based on the Model Health Care Policies developed by the American Academy of Pediatrics.

Carbonado School District understands that it is difficult for a parent/guardian to leave or miss work; therefore it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the school is sometimes necessary to reduce the transmission of illness or because the school is not able to adequately meet the needs of the child.

Mild illness is common among children. Because with many conditions, children spread infectious agents before showing any symptoms, exclusion serves no purpose as long as we can keep them comfortable throughout the day. These children do not represent any harm to other children.

Children should be excluded from Carbonado School for the following reasons (this list covers most common illnesses, but is not inclusive of all reasons for exclusion):

- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in a greater need for care than our faculty can provide without compromising the health and safety of other children.
- Fever of 100 or more will result in the child needing to go home. **Any child with a fever of 105 should receive medical attention as soon as possible.**
- Diarrhea
- Vomiting- Two or more times during the previous 24 hours.
- Mouth sores associated with drooling.
- Rash with fever or behavioral changes, unless a physician has determined it is not a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment has begun.
- Strep throat, until 24 hours after treatment has begun.
- Positive for COVID-19
- Head lice, until after treatment has begun and all nits are removed.
- Scabies, until 24 hours after treatment has begun.
- Chickenpox, until all lesions have dried and crusted (usually 6 days).
- Pertussis (whooping cough), until 5 days of treatment with appropriate antibiotics.
- Hepatitis A virus, until 1 week after onset of illness, after immune globulin has been administered.

We ask that for your child's comfort and to reduce the risk of contagion that he/she is picked up within 30 minutes of notification. Children need to remain home for 24 hours without symptoms before returning to the school. In the case of a (suspected) contagious illness or continuing symptoms, a doctor's note may be required before returning.

Children who have been excluded, may return:

- When they are free of fever, vomiting and diarrhea for a full 24 hours.
- When they have been treated with an antibiotic for a full 24 hours.
- When they are able to participate comfortably in all usual program activities, including outdoor time.
- The child must be free of open, oozing skin conditions and drooling (not related to teething) unless:
- A health care provider signs a note stating that the child's condition is not contagious, and

- The involved areas can be covered by a bandage without seepage of drainage through the bandage.

If a child is excluded because of a reportable communicable disease, a doctor's note stating that the child is no longer contagious and may return is required.

The final decision whether to exclude a child from the program will be made by the school administration.

School Accident And Health Insurance

School safety is always the first concern for our students. We have many staff members that are First Aid trained to assist with accidents that happen at our school. When a student has an accident, it is important that he/she has insurance to cover the medical expenses. If you do not have insurance, you can purchase insurance through the school. An insurance form can come home with your child giving you the opportunity to sign up for this coverage if you need it. Please contact the office.

FAMILY RESOURCES

Invest Ed Funds

The Invest Ed Foundation has generously donated at least \$200 a year to our school to assist middle school students with different expenses that can occur during the year. If you have a middle school student, and are in need of assistance with school supplies, clothing, etc., please call the school office.

McKinney-Vento Homeless Education Act

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate housing
- Doubled up with friends or relatives because you cannot find or afford housing

Contact the District Title IX Officer, Carly Turner, P.O. Box 131, Carbonado, WA. 98323, telephone number (360) 829-0121.

Child Find/Special Education Notice

A goal of Carbonado School is to identify young people from birth to age 21 who are not enrolled in school who may need special education services. Areas of concern can include but are not limited to hearing, vision, speech, language, health, behavioral, physical and cognitive development. If you have a question or concern about your child in any of these areas, please contact the school.

Policies, procedures, evaluations, plans, and reports are readily made available through the district's administrative office and the Office of Superintendent of Public Instruction.

SCHOOL SAFETY

Weapons At School

Because safety is our first concern for everyone at Carbonado School, such items as firearms, knives, pocket knives, mace, pepper spray, martial arts equipment, or any object that could be used in a threatening manner are strictly prohibited.

Firearms/weapons are not allowed in school, at school-sponsored activities, on school grounds, facilities, or school provided transportation. If a student brings a firearm to school it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case-by-case basis.

According to Washington State legislation, anyone possessing or using such weapons at school is subject to immediate suspension or permanent expulsion (28A.600 RCW). Law enforcement and the student's parent or guardian shall be promptly notified of any allegation or indication of such violation. It is each family's responsibility to make sure no students bring anything like this to school, for everyone's safety and to avoid the most serious disciplinary action.

Annual Pesticide Notification

The Carbonado School District will post 48 hours prior to application of any pesticide that will be used on the Carbonado School District property. Records will be kept on each application, and an annual summary report will be kept on file for review by any community member. Currently, the only pesticides used by the district are: Round Up, Flying & Crawling Insect Killer, and Wasp, Bee & Hornet Killer.

STUDENT AND PARENTAL RIGHTS

Student Rights

In addition to other rights established by law, each student served by Carbonado School shall possess the following substantive rights:

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, gender, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory disability.

All students possess the constitutional right to freedom of speech and press, the

constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.

All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.

All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.

No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

Title 1 Staff Requirements

The Carbonado School District accepts federal funds to assist students in our building. As a result, parents have a right to request qualifications of staff that are instructing their child at Carbonado School. Carbonado School District requires all staff to have the necessary endorsements to instruct all children at Carbonado School. If one would like to request the qualifications of a staff member, call Jessie Sprouse at: (360) 829-0121, or email to: jsprouse@carbonado.k12.wa.us.

SCHOOL POLICIES

Our School Protects Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single

serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer (Jessie Sprouse, 360-829-0121, jsprouse@carbonado.k12.wa.us) who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form [[Link Found Here](#)].

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Report Form [[Link Found Here](#)], and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)

- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student named as the “targeted student” in a complaint:

If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they've assigned) to review the investigation. They will send you a written decision.

For the student named as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB Webpage](#) or the district’s *HIB Policy [3207] and Procedure [3207P]*.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student’s protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior is so severe, pervasive, or persistent that it limits a student’s ability to participate in or benefit from the school’s services, activities, or opportunities.

To review the district's Nondiscrimination Policy [[3210](#)] and Procedure [[3210P](#)], visit [[Our Policy Website](#)].

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [[3208](#)] and Procedure [[3208P](#)], visit [[Our Policy Website](#)].

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination:

Civil Rights Coordinator: Jessie Sprouse, Principal/Superintendent, 301 O'Ferrell Drive, Carbonado, WA 98323, jsprouse@carbonado.k12.wa.us, 360-829-0121

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Carly Turner, Business Manager, 301 O'Ferrell Drive, Carbonado, WA 98323, jsprouse@carbonado.k12.wa.us, 360-829-0121

Concerns about disability discrimination:

Section 504 Coordinator: Jessie Sprouse, Principal/Superintendent, 301 O’Ferrell Drive, Carbonado, WA 98323, jsprouse@carbonado.k12.wa.us, 360-829-0121

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jessie Sprouse, Principal/Superintendent, 301 O’Ferrell Drive, Carbonado, WA 98323, jsprouse@carbonado.k12.wa.us, 360-829-0121

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. Send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district’s discrimination complaint procedure. The Civil Rights Coordinator will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include:

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision.

What are the next steps if I disagree with the outcome?

If you disagree with the decision about your complaint, you may appeal the decision to the superintendent and/or the School Board. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school district’s Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to fully address your concerns.

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designation so they accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
 - Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools Policy [[3212](#)] and Procedure [[3212P](#)], visit [[the school's website](#)]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Jessie Sprouse, Principal/Superintendent, 301 O'Ferrell Drive, Carbonado, WA 98323, jsprouse@carbonado.k12.wa.us, 360-829-0121

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 19.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns? Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- Email: OLA@k12.wa.us

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and community engagement and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Committed to Safety at School Activities and Events

Washington State wants school activities and events, like athletic competitions, performances, and other extracurricular activities, to be safe for everyone who takes part in them or watches them.

What does state law say?

Washington State law has long banned intimidation, force, and threats of violence at school events. [ESB 5272](#) (which takes effect in 2026) made those protections stronger. It now also covers officials and volunteers at extracurricular athletic activities, and it has created new consequences for breaking the law. For non-students, if they are convicted of a crime, they may be banned from school activities for up to 18 months, receive a fine, or go to jail for no more than 6 months. For students, other school consequences, including removal from school, may also apply under [RCW 28A.600.015](#).

How is this different from HIB?

This is different from our school's HIB policy, which deals with conduct between students through a school process. ESB 5272 covers more people and more situations and is

enforced through criminal law and school discipline procedures instead of the school's HIB process.

The expectations in this section are broader. They apply to everyone at school activities — students, parents, and community members alike — and they cover behavior toward everyone involved, not just students. This section and the HIB section work together but cover different situations.

What should I do if I experience or witness this conduct?

- **Call 911 if there is an immediate safety concern**
- **Report to a coach, event supervisor, school administrator, or other trusted adult as soon as possible. They can connect you with the right support and make sure the right steps are taken**
- **If a student was the target of the conduct, you may also be able to file a report under our school's HIB policy — see the HIB section of this handbook for more information**

Who can I contact with questions?

For questions about safety at school events, contact your school principal.

For questions about whether conduct student-to-student may also be HIB, contact the HIB Compliance Officer: Jessie Sprouse, Principal/Superintendent, 301 O'Ferrell Drive, Carbonado, WA 98323, jsprouse@carbonado.k12.wa.us, 360-829-0121

Please Sign Both Permissions And Send Back To Your Homeroom Teacher

Your signature indicates that you have read the 2026-2027 student handbook.

Date: _____

Student Signature: _____

Parent's Signature: _____

Please return to your homeroom teacher.

Your comments or feedback regarding the information contained in the handbook are appreciated. Please use the space below for this purpose.

In Addition, Please Sign Lahar Permission Slip For 2026-27

Every year we conduct a LAHAR drill. This practice is essential to perform once a year in case Mount Rainier ever had a mudslide.

The staff and students all have responsibilities to perform during this drill. We have 20 minutes to get students organized to walk up to the top of Greenbrier Lane. The students and staff walk single file to the destination. By signing this permission slip, you are allowing us to take your child on this drill once during the 2026-27 school year.

I give permission for my son/daughter to participate in the LAHAR drill for the 2026-27 school year.

Student's Name

Parent's Signature

Date
