

FAMILY HANDBOOK
2018-2019
Grantham Elementary School
Home of the GRIZZLIES

Dear Parent(s) or Guardian(s),

This handbook is intended to serve as a guide to the policies and procedures of Grantham Elementary School and the Clarkston School District. It also includes important information about who works at the school and school district. However, a handbook is sometimes difficult to negotiate, so please call or stop by if you have any questions concerning your child!

758-2503

Helping your child to achieve his/her hopes and dreams is a team effort. The staff at Grantham promises to do their best. The Office of the Superintendent of Public Instruction suggests the following for parents:

- Ensure your child reads (or read **to** your child) a variety of things at least 20-30 minutes each day. Books, newspapers, and magazines are great.
- Show your child that you value education. Help your child set goals and create a positive plan for the future.
- Listen to your child. Talk about schoolwork, reading levels and future plans often.
- Encourage your child to speak and write in complete sentences. Create good habits that last a lifetime.
- Limit and monitor your child's screen time.
- Ask your child to describe events and ideas in detail. Support main ideas with facts.
- Urge your child to write letters to family and friends, then re-read those letters aloud.
- Practice reading and revising written work.
- Review homework and completed assignments. Challenge your child to correct any errors.
- On trips to stores, figure out how far you have traveled or which products are better values.
- If your child has significant cognitive disabilities, provide opportunities to practice Individualized Education Program (IEP) skills at home and in the community.

Your child's teacher will discuss some of the information in this handbook with the class during the first week of school. However, you are also encouraged to discuss it with your child. And please remember, don't hesitate to call or stop by if you have questions.

Don Lee, Principal

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SECTION 1: GENERAL INFORMATION

GRANTHAM ELEMENTARY SCHOOL STAFF / 2017-2018 Our school has well trained teachers and staff who work hard to provide your child with the programs, curriculum and experiences necessary for high levels of achievement. All certificated staff at Grantham have the necessary credentials but more importantly, they care about and expect the best for Grantham students and families.

Principal.....Don Lee
 SecretaryGail Edwards
 Assistant Secretary.....Carrie Simon-Knight
 Family Services.....Rhonda Wells
 Teaching Staff
 Pre-Kindergarten.....April Lockard
 Kindergarten.....Lynnae Anderson
 KindergartenNikki Katus
 1st Grade.....Virginia Fisher
 1stGrade.....Julia Thompson
 2nd GradeLindsay Gamlem
 2nd GradePatty Strasser
 3rd GradeDustin Wendt
 3/4th Grade.....Kalene McLachlan
 4th Grade.....Kathy Hocking
 5th Grade.....Courtney Lightfield
 5thGrade.....Crystal Harris
 6th Grade.....Tami Heath
 6th Grade.....Clint Call
 Specialists
 Sp. Ed.....Melissa Frei
 Music.....Susan Thompson
 Physical Ed.....Holly Ledgerwood
 Title IMary Dolezal
 BESST.....Kathleen Hanthorn
 Communication Specialist.....Breeana Reiner
 Occupational Therapist.....Karen Monroe
 School Psychologist.....Amy Eddy

Counselor.....Josh Bruns
 Counselor.....Stephanie Adelsbach
 Nurses.....Donna Franklin
Barbara Nedrow
 Health Assistants.....Jeff Weiner
Dixie Carringer
 Food Service
 CooksTeresa Grothe
Kayla Ostheller
 Custodial.....Jason Isbelle
Linda Miller
Rossi Margaritova
 Instructional Assistants
 Special Education.....Denise Cardon
 Special Education.....Pat Suhr
 Special Education (Pre-K)....Melanie Stellmon
 Title I.....Megan Warnock
 Title I.....Christi Hoffman
 Title I.....Auna Crocker
 Teacher Assistant.....Vicki Byers
 Librarian.....Dani Layes
 L.A.P. (Kindergarten).....Peggy Payne
 Behavior Mgt. Assistant.....Open
 BESST Assistant.....Paige Wells
 BESST Assistant.....Theresa Holmes
 BESST Assistant.....Kirsten Randall
 One on One Assistant.....Takako Grimm

GRANTHAM DAILY SCHEDULE

8:40 am..... First bell - Students line up for class.
 8:45 am.....Second bell - Students in classrooms.
 11:15 am - 12:00 pm..... Lunch
 1:30 pm - 1:45 pm..... Recess
 3:00 pm.....Dismissal

ARRIVAL/DISMISSAL

All elementary schools begin at 8:45 a.m. The first bell rings at 8:40 a.m. and the dismissal bell rings at 3:00 p.m. Upon arriving to school, all students will report to the gym for morning-supervised time. Those students arriving at 8:00 a.m. are expected to eat breakfast. Breakfast is served from 8:00 a.m. - 8:30 a.m. **All students not eating breakfast may arrive after 8:30 a.m.** Students arriving at this time will be required to sit in their grade level groups. This time may be used to complete homework, read, and prepare for their day. The 8:35-8:40 a.m. time may also be used for fitness, tutoring, etc. This will not be a “run around the gym time.” All students will be required to sit quietly and engage in activities such as those described above. There may be a brief supervised recess depending on weather. **For those students eating breakfast, IT IS VERY IMPORTANT THAT YOUR CHILD NOT ARRIVE BEFORE 8:00 AM!**—these children are **NOT SUPERVISED** and unsupervised grizzlies will cause grief! We will be practicing this procedure as a school “teach-to” along with other “teach-tos” early in the school year.

Here are the basic expectations to the start of school:

1. Arrive **NO EARLIER THAN 8:00 AM** – unless prior arrangements are made.
2. All students arriving at school use the front door to enter the building.
3. If student plans to eat breakfast, they should go directly to the gym. They will be dismissed from there to their grade level groups for dismissal to class or a brief recess.

Students who plan to eat lunch at home need to bring a note from a parent or guardian.

Dismissal of students

Students will be released only to parents or such other individuals as the parent/guardian may direct. This is the reason you may be asked for identification if you come for your child at school and are not personally known by the principal/office staff. This is done as a protection for your child. For the same reason, children are required to go directly home from school before playing so those parents will know where they are...if your child brings home a friend after school, PLEASE find out who they are and where they belong AND let us know.

ADDRESS/TELEPHONE NUMBER/E-MAIL CHANGES- What information does the school need about you?

We need to be able to find you or an “emergency contact person” at all times of the day! This contact information includes daytime and evening phone numbers, cell phone numbers, and residence, mailing, and e-mail addresses. If your address or telephone numbers should ever change during the school year, please notify the school office. Home to school contact during an emergency is imperative. Please be assured that unlisted telephone numbers are kept confidential.

STATE ASSESSMENT

This year the State of Washington and Grantham will begin taking the SBA (Smarter Balanced Assessment). All students in grades three through six will take this assessment in both ELA (English/Language Arts) and Mathematics. I encourage you to look up SBAC on-line to see what is now expected of your child. There are several handy resources available including practice tests on-line.

However, the relative importance of this test is being adjusted by our state. In the next year or two the state will move to “multiple measures” in evaluating how your child is doing. Please stop by and chat with Don if you are interested in this issue.

ATTENDANCE- When should your child be at school?

Grantham Elementary provides student supervision in the gym beginning after 8:00 a.m. **For safety reasons, please do not send your children to school any earlier than this.** We want to commend you for your punctuality, but 8:35 is perfect. School is dismissed at 3:00 p.m. We would encourage parents, guardians, etc. to meet students outside the building at dismissal time. If you choose to wait inside the building, please wait for your child in the lobby area by the office. This will help to keep the hallways quiet and less distracting while students are learning. There is no supervision after school. Students are expected to go home and check in with their parents before returning to play.

The most important part of school is **BEING HERE!** We want your child here every day. What follows is the official district attendance policy.

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- A. **Participation in school-approved activity.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. **Absence due to illness, health condition, family emergency or religious purposes, court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.**

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail, in person or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail, in person or written note upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of their absences in the same manners listed above

- C. **Absence for parental-approved activities.** This category of absence shall be counted as excused for purposes agreed to by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.
- D. **Absence resulting from disciplinary actions.** As required by law, students who are removed from a class or classes as a disciplinary shall have the right to make up assignments or exams missed during the time they were denied entry.
- E. **Extended Illness or Health Condition.** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical.
- F. **Excused absence for chronic health condition.** Students with a chronic health condition

which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor.

Attendance Responsibilities:

A. Responsibility of the Teacher

1. The teacher must personally take daily class attendance (also morning and afternoon as appropriate) for the grade level keeping a record of both absences and tardies.
2. The teacher will personally complete daily the building attendance procedures that report the absence of pupils in his/her assigned class or classes.
3. Whenever a student is released from a teacher's class by request of another staff member, prior permission shall be obtained from that teacher or designated representative. Exceptions shall be determined by the principal/designee.

B. Responsibility of the Principal

1. The principal/designee will have primary responsibility for building attendance procedures and will indicate to all staff, during annual preschool staff meetings, their role in student attendance monitoring and staff procedure compliance.
2. The principal/designee will monitor teacher attendance procedures and review annually building attendance procedures.
3. District and building attendance/tardy policies/early departure procedures will be disseminated and made available to parents, teachers, and students on an annual basis.
4. If a student is absent in excess of 15% of the days of attendance, **the principal may require a doctor's note for future absences** or the absences would be considered unexcused. Parent notification of the additional stipulation must be made in writing.
5. Official grade reporting shall include an accounting of student's attendance by class.
6. The principal/designee may establish procedures by which students with outstanding attendance records will be recognized for this achievement.

7. The principal/designee will be the final authority for the standards regarding the implementation of the definitions for excused and unexcused absences.

C. Responsibility of the Parent/Guardian

1. It is the responsibility of all parent/guardians of children of school age to see that their children regularly attend school on time.

Unexcused Absences

Unexcused absences fall into two categories:

1. Submitting a signed excuse which does not constitute an excused absence as defined previously; **or**
2. Failing to submit, whether by phone, e-mail, in person or in writing any type of excuse statement signed by the parent, guardian or adult student.

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence. Students arriving after 10:00 AM or leaving before 1:30 PM will be considered absent for half of the school day. Each unexcused absence shall be followed by a warning letter,

electronic message, or phone contact to the parent of the student.

- A. After two unexcused absences within any month or 5 unexcused absences within a year, a conference shall be held between the parent, student and principal.
- B. Not later than the student's fifth unexcused absence in a month or seventh unexcused absence in a school year, the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- C. If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his/her family and prescribe corrective action. No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student.
- D. Any student who presents false evidence, with or without the consent of his/her parent/guardian, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used.

Tardies: Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor for a meeting.

BRINGING THINGS TO SCHOOL

Students bringing personal property (toys, playthings, games, etc.) can cause problems at school. We cannot assume responsibility for lost personal items. These items may be brought to school only if they are requested by the teacher. **Because of the large number of items in the lost and found bin, we recommend that all personal clothing be marked with your child's name.**

What personal property is acceptable at school?

We know that kids love to "show and tell" their cool stuff, and some of this is okay. But for safety issues, and protection of their personal items, we have a few guidelines.

Bicycles/Scooters-

- a) Students must walk their bikes and scooters on school property.
- b) Anybody riding a bike or scooter should be wearing a helmet!
- c) Students are allowed to ride bikes to school. Students on bicycles are expected to observe the same rules as the driver of a motor vehicle. Once at school, all bikes will be parked in racks until after school. We recommend that all bikes be locked. The school cannot be responsible for lost or stolen bikes. Scooters that do not fit in student lockers can be locked up in the bike rack along with bikes. Bins are also located in each hallway for scooter storage. Motorized scooters are not allowed to be ridden to school. Leave them at home.

Skateboards/Roller Skates-

Students are allowed to ride skateboards to school, and again, we recommend wearing a helmet to keep your melon safe. However, like scooters and bikes, they must be walked (carried) on school grounds. Students may store these in their lockers or place them in the provided bins located in each hallway.

Toys/Valuables-

In order to limit the risk of theft and distraction from learning in the classroom, please keep all toys, valuables, and sentimental jewelry at home. Electronic games, trading cards, stuffed animals, MP3

players, and other similar items are considered valuables. If your child needs a fidget spinner to concentrate in class it will be written into his/her IEP or 504 plan.

Hats/Hoods

I am an “older gentleman” and I believe that it is a sign of respect to remove your hat/hood when inside or in the presence of ladies. No hats/hoods are allowed during school hours, excluding recess. (Stocking caps/hoods worn during the winter months for warmth are okay outside.) Students must remove their hats/hoods and place them in their backpacks or lockers upon entering the building. The only exception is when students earn this privilege with GRR cards...or have permission from their teacher for special circumstances.

OTHER PROBLEM ITEMS NOT ALLOWED AT SCHOOL

Students should **absolutely** not bring firearms, ammunition, BB, pellet, look alike, or dart guns, alcohol, drugs, adrenaline enhancers, tobacco or tobacco products, lighters, matches, multi-tools, knives (of any kind), throwing stars or other weapons or “look alike” weapons to school.

HEELIES! Heelies are shoes with rollers in the heels that allow students to skate on smooth surfaces. Heelies are not allowed at school. They pose a risk of injury and can also damage flooring. Please leave them at home or remove the wheels before you come to school.

CELL PHONES: It is important for parents to always know where their children are and cellular phones make this very easy. However, cell phones can be disruptive to the learning process. We ask that cell phones be left at home except under special circumstances. If a cell phone is required for your child during the day, please make an appointment with Mr. Lee to explain the circumstances. (Phone will be required to be OFF during the day but available for calls after 3:00 pm.) Please see Cell Phone Permission Request on the last page of the handbook.

ENERGY DRINKS: There are a variety of products on the market today that contain high amounts of caffeine....some as high as 10 cups of coffee or more. Children “wired” on caffeine can be disruptive to the educational process. As a result, energy drinks will not be tolerated at school. Please make an appointment with a health-care professional if your child needs this much caffeine to get going in the morning and we will make the appropriate note in your child’s health records.

CLASSROOM PLACEMENT

Several factors are taken into consideration when placing a child in a classroom: class-size, peer relationships, academic abilities, gender balances, and special needs. Parent requests are taken into consideration when possible. Classroom placements are considered temporary for the first two weeks of school as we try to balance class loads across all levels. Parents may request a change of classroom within these two weeks. After two weeks children will be transferred only for extreme reasons. Please make an appointment to see Mr. Lee if you have any concerns with your child’s classroom teacher.

COMMUNICATION

“*Grantham Kids News*” is the school newspaper that is created by our student journalists during the school year. This newspaper informs the Grantham community about school happenings as well as school interest articles. It is issued approximately once per month. Copies are available in the front

office AND on our school website.

Other forms of communication:

Grantham website is located at: <http://schools.csdk12.org/grantham> We hope to have our calendar of events at our website soon. It includes all school wide activities, assemblies, field trips, school celebrations, and more.

Reader board in front of school-Please check once a week for important events and dates.

Student Monday/Friday-(Red-Grizzly Folders)-These are sent home by your child’s classroom teacher in grades K through three and include information about specific classroom and school information. Please check your child’s backpack every Friday/Monday evening. Included with this information will be items requiring your signature to be returned to the child’s classroom teacher on Tuesday/Monday morning.

Email-We like to have an email address for all of you who have one. We sometimes send group emails for upcoming events.

School Messenger - technology allows me to send a phone/text message to our entire school at one time....you will receive these during the year to announce special events or to inform you in the case of emergencies so it is very important that we have your current phone number. I need special permission to send a text. We will send a form home with your child requesting this permission sometime in September or October.

EXCLUDING STUDENTS FROM SCHOOL

We do not want to exclude any student from school but there are some situations that by law we must ask you to take your child out of the school. Your child may be excluded from school under the following circumstances:

1. If s/he has a communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community.
2. If his/her immediate removal is necessary to restore or to protect persons on school district property.
3. If the child is identified as having lice (or other body insects), until such time they have received treatment. They will be re-admitted after they have received treatment and are rechecked by school personnel.

DRESS CODE- How do we expect students to dress at Grantham?

We want kids to dress in a neat and appropriate manner that reflects pride in themselves and their school. We trust parents to buy clothes that fit appropriately—not too tight or not too loose (baggy). We also like students to wear clothes that are **not** disturbing to others. If your child’s attire does not meet the above standards, we will contact you to provide a suitable change of clothes. If the parent cannot be reached, an article of clothing may be supplied for your child to change into. This is in compliance with Clarkston School District Policy 3224 and 3224P.

“Problem” clothing in the past has included such things as “flip-flops”, spaghetti straps, short skirts/tops and clothing with inappropriate or vulgar words and graphics.

FIELD TRIPS- How do field trips work at Grantham?

Most of our classes will take one or two field trips each year within the Lewiston/Clarkston area. It

is necessary that we have parents' permission for children to go on field trips. These forms will be sent home on an "as needed" basis.

IF A CHILD LEAVES ON A TRIP IN SCHOOL CARE, S/HE MUST RETURN IN THE CARE OF THE SCHOOL UNLESS A SPECIFIC REQUEST IS MADE BY THE PARENT/GUARDIAN WITH THE PRINCIPAL.

HOMEWORK- What can you expect regarding homework for your child?

Grantham places great value on reading, and every Grantham student has a continuing homework assignment of reading, or being read to, at least 30 minutes each night; and recording those minutes in a reading log. This is extremely valuable, and a great chance for you to connect with your child or children. Students who read every night usually gain two years of reading skills in one year. Teachers will provide clear expectations and feedback as well as a variety of individualized assignments when necessary. Your job is to support your child by helping them as needed, providing time and space for your child to work, and have some knowledge of what content and skills your child is being taught.

Homework is usually assigned to practice what has already been taught in the classroom. Each teacher has specific assignments and due dates. These will be discussed with you during the October conferences. Homework is not assigned for disciplinary reasons.

INSURANCE FOR STUDENTS

The school district may provide the opportunity for parents to purchase student insurance from a private carrier. The general insurance may be purchased at the beginning of the school year. Forms are sent home with students or are available in the school office.

KEEPING THE SCHOOL CLEAN

It is everyone's responsibility to keep the school and the school grounds clean. Because of a maintenance and litter problem, gum, candy and sunflower seeds are not allowed at school except under special circumstances.

LOCKERS/DESKS

Most students are provided lockers and/or desks for their use. It is not a good idea to store valuables in desks/lockers. Desks and lockers are the property of the school. They are under the direct control of the administration which allows principals and other designated personnel to inspect lockers and desks whenever it is suspected that they may contain: 1) lost or stolen items, 2) health hazards, 3) illegal items, 4) weapons or dangerous items. In addition, "all lockers" can be searched at one time, without the need for individualized suspicion. The school assumes no responsibility for the safeguard of articles left in desks and/or lockers.

LOST AND FOUND -Where do you look when your child is missing something?

Lost and found items are stored in bins along the south wall of the gym. Students and parents are encouraged to check the bins regularly to see if any items might belong to them. Please label all school supplies and clothing items with your child's name. Anything of considerable value is turned in to the office. Items that remain at the end of each trimester will be donated to charity.

MAKE-UP WORK

In the primary grades, it is the responsibility of the teacher and parent to see that a child completes

any work he/she missed due to an absence -excused or unexcused. As a child gets older, he/she can take more responsibility for finding out what work he/she missed when absent.

By the time a pupil reaches grade four s/he needs to assume most of the responsibility to find out what s/he missed when absent and to get it turned in to the teacher. They may need an occasional reminder from the teacher and parent to get make-up work completed and turned in but it is the expectation that the student request make-up work. Students will be given a number of days equal to those missed in which to complete make-up work.

PARENT BOOSTERS-PARENT TEACHER ASSOCIATIONS

The Grantham Boosters are a well-established adult support group, which meets on a regular basis throughout the school year. They serve in many support programs such as providing volunteers, fund raising, assisting with school pictures, class and group recognition programs, and others. All parents/guardians, staff and friends of Grantham are welcome to attend any of the meetings.

PARENT MISSION STATEMENT

LOVE

- Learn with your children.
- Offer a supportive home environment.
- Visit the school regularly.
- Encourage your children often.

When can you talk to your child's teacher?

At Grantham, we want you to feel absolutely informed, involved, and valued. Our teachers are very willing to meet with you when questions or concerns come up. If you feel a need to talk to your child's teacher at any time during the year, please feel free to call, email, or write a note to the teacher requesting a conference. It would be great if you'd think to drop a note or make a quick visit just to tell your child's teacher you and your child think they're great. Our teachers really are, and they don't often hear it. Parent-Teacher Conference times will be scheduled for October and March. Students will be released at noon during conference days. Please understand that the teachers are not always able to meet without prior notice due to scheduled faculty or team meetings.

Parents are encouraged to call teachers when they have questions. All staff have voice mail, so parents can call the school and leave a message for a teacher. Teachers will return calls when they have planning time. If you have an immediate concern or a quick question during the day, call and leave a message in the office with Gail, Carrie, or Don- they are always happy to help.

CELEBRATIONS/TREATS

If you plan to bring treats to class for your child to share on a birthday, please contact the teacher prior to that day as each teacher may have slightly different policies. District policy and Federal Law contain strict guidelines on the health of treats so please be sure to contact your child's teacher before you purchase them. He/she will also have suggestions about appropriate times.

Unfortunately, home-made treats are not allowed due to the multitude of food allergies of our students. If your classroom teacher plans for the distribution of valentines, please be sure your child includes every student in the classroom on his/her list. Teachers will advise parents of other classroom celebrations.

PROGRESS REPORTS- How do you keep informed about your child's classroom progress? Your child will be bringing home his/her progress reports several times per year. Progress reports are provided to parents on a regular basis. A progress report will indicate your child's performance in homework completion, assessment data, and areas needing improvement. It may also contain written comments from the teacher regarding behavior, participation, and personal development. You may request a progress report at any time.

REPORT CARDS

Report Cards are issued three times each year. Teachers evaluate the student's academic achievement as well as his/her effort and conduct. The report cards are sent home at the end of each trimester. Please carefully review your child's report card and contact the school if you have any questions. These need to be signed and returned to your child's teacher. Clarkston's report cards are "standards based" and reflect Common Core State Standards. I highly suggest you look up these standards on the internet to help your child in this educational journey.

TELEPHONE USE BY STUDENTS

The office may take messages for students when there is an emergency or when it is essential for a student to receive information. Students are not usually called to the phone. Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless there is an emergency. Students are not to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school.) Students are expected to make these kinds of plans at home with their parents the previous day.

VISITORS/VOLUNTEERS- What do you need to do when you stop by the school to visit, volunteer, or pick up your child early?

The safety of your child is our primary responsibility. To keep everybody safe we ask that everybody follow our **CHECK-IN POLICY**. All parents, visitors, and guests are required to check in at the office upon entering the building during regular school hours. Cool stickers will be provided to indicate if you're a visitor or volunteer. This procedure allows us to better monitor everyone who is in our building. If you are coming to pick up your child, (before the end of the school day) you will need to come to the office to sign your child out of school. Your child will be called to the office. If possible, please let the teacher know ahead of time whenever your child will be missing class time. This will alert the school to the absence and allow the teacher the opportunity to send schoolwork home with your child ahead of time. If your child will be returning to school, s/he needs to come to into the office to be checked in prior to returning to the classroom.

How can you be a part of Grantham?

WE WANT YOU! We want the "norm" to be for all parents to seek out ways to connect with Grantham. Our school needs and wants parent volunteers. Volunteers help in a variety of activities that include: assisting in classrooms, listening to children read, playing educational games with children, making classroom materials, attending field trips or even appearing as a guest speaker. Please contact the teacher, principal or secretary if you are interested in spending quality time at school.

WITHDRAWAL FROM SCHOOL

When a student withdraws from school to transfer to another school or district, please do the following.

Forgetting to do any of these will cause a delay in your child's records being sent to your new school.

1. Notify the teacher and office staff of your intent to withdraw, if at all possible, three (3) days in advance.
2. Check in all texts, library books and other materials belonging to the school.
3. Pay any outstanding bills or fines.
4. Make sure all personal belongings are gathered from the school.

SECTION 2: PROGRAMS AND SERVICES

ACTIVITIES- What types of things does Grantham offer for students?

Many opportunities exist for Grantham students. Here are just a few:

Beginning Band and Marimba Ensemble- Band instruction is available to interested students in May of their 5th grade year and in 6th grade all year. Children are responsible for their own instrument. Rental plans are available through local music stores. The school has a limited number of instruments available. A \$50 maintenance fee is charged for the year. If the instrument is damaged, the student will be responsible for the cost of repair. The school is not responsible for lost or stolen instruments. Marimba is available to 4th, 5th and 6th grade students. This is an extracurricular activity and practice is usually before and/or after school. If students enroll in band or Marimbas, *they are expected to complete the year*. This is a wonderful opportunity for students.

Criteria for Extra Curricular Activities

Grantham Elementary School believes that extra-curricular activities contribute to the overall development of the students, are integral to the learning process and enhance the academic program.

Although we encourage your kids to be a part of extra-curricular options, they are always secondary to academic and personal character development. Therefore, we have developed a list of those guidelines for teachers, students, parents and administrators at Grantham Elementary as follows:

A. Attendance:

1. Students must be in school at least ½ day in order to participate in practices or performances.
2. It is the student's responsibility to contact the supervisor for any absence for which they wish to be excused.
3. If the student has an unexcused absence on the given day of practice or performance, they will also have an unexcused absence for the activity.
 - a. 1st unexcused absence – notice to principal/call home.
 - b. 2nd unexcused absence – conference with supervisor, principal and parent.
 - c. 3rd unexcused absence – possibly removed from activity.

***Be on time for practice.* This means you are ready to play at the start time.

If a student is suspended for any reason on the given day of practice or performance, that student will be unable to attend.

B. Conduct:

1. Violation of "Absolutes" will result in being removed from the activity until the next trimester.
2. Attitude- A negative attitude from any student will result in a warning and possible removal from the group. This discretion will be left up to the teacher and or principal.

C. Academics:

1. Students may attend all practices...even if their grades are not meeting standards. However, when the time comes for performances and activities, the student may be suspended from that event if they have not improved their grades.
 - a. If a teacher is concerned about the student's grades, s/he will contact the staff supervisor and he/she will have a meeting with the student, parents and teacher.

AWARDS

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, music skills, leadership skills, and various aspects of good citizenship. Recognition is given for academics, sports, Student Council Leadership, clubs, attendance, and cultural achievements, to name just a few.

COMPREHENSIVE COUNSELING PROGRAM

Each school has a registered counselor and a social worker. They are trained to help students work through the kind of simple problems that can arise at school. Our social worker is also skilled at referring students to outside counseling agencies for therapy. If your child is having difficulty dealing with problems, trouble in getting along with others, or perhaps a great sadness or disruption in the family please meet with our counselor or social worker to start the referral process.

The elementary counseling program also provides classroom presentations on a variety of subjects. Please take a minute to discuss these with our counselors Stephanie Adelsbach, or Josh Bruns if you need further information.

COMPUTER LAB & INTERNET ACCESS

We are proud of the technology programs we are creating in our buildings. Each school has an up-to-date computer lab and scores of Chromebooks. We continue to purchase computers for individual classrooms through grants and other sources. All elementary classrooms and the labs are connected to the Internet. Before any student may utilize this capacity they must have on file a permission form signed by their parent/guardian. Your child will receive **a form that should be signed for your child to have access to Internet**. Student access to the Internet and computer use in general is always supervised. Students who violate the internet agreement will be subject to disciplinary action and may forfeit internet access. Our school district web site is located at: <http://www.csd12.org>

FAMILY COORDINATOR

Grantham has a family coordinator who acts as the liaison between the school and parent. At Grantham this is Rhonda Wells. Rhonda meets with each new in-coming family to welcome them and answer any questions. Rhonda also arranges special after school and evening activities for families and is available to help put families in contact with professionals in the community who may be able to help.

FOOD SERVICES: BREAKFAST AND LUNCH PROGRAMS

Each school operates a breakfast and lunch program. The lunch program is a "choice" program where your child will be given the opportunity to choose at least three items from the servings. They must choose a milk, one main item and one vegetable, fruit, or dessert.

MEAL PRICES

Regular meal prices:	Breakfast	\$1.50	Lunch	\$2.65
Reduced meal prices:	Breakfast	no charge	Lunch	no charge/K-3rd \$0.40/ 4th-6th
Adult Prices:	Breakfast	\$2.00	Lunch	\$4.00
	Extra Milk	\$0.35		

Parents are encouraged to complete the application for eligibility for Free or Reduced Lunch. If paying, it is helpful to pay for a week or a month at a time. Our district website now has a link to pay for meals on line.

The Clarkston School District will allow charges for Class A (includes five nutritional components) meals up to a limit of three (3) charges per student. After this limit has been reached a student will be given the opportunity to receive a Class B (includes three nutritional components) meal. Parent/guardians will receive at least one advance written warning prior to refusal to allow additional meal charges.

If your child has any food allergies please contact the office as soon as possible.

LIBRARY/MEDIA CENTERS

Each of our libraries has a wonderful collection of books for children to check out and a library aide to assist them. The following rules govern the use of the Library/Media Center:

1. All pupils in the school may use the Library/Media Center and check out books/materials.
2. Reference books/materials, such as encyclopedias, dictionaries, software, may be checked out but must be returned to the Media Center each afternoon.
3. Other books may be checked out for one week and renewed if other students have not requested it.
4. The student and/or family shall pay for damage to books beyond reasonable usage and all losses.
5. Books are checked out to the person taking them out. Children cannot check out books for others.
6. Classrooms usually have one library period a week. Teachers often schedule additional class periods for special studies.

MUSIC PROGRAM

We are very proud of our music program. This year Mrs. Susan Thompson will serve as our music instructor. She will continue to have excellent general, vocal and band programs for our children. General choral/vocal music is scheduled for students in all grade levels. Students will participate when music is scheduled and receive an evaluation from the music instructor on their report cards.

Recorders are introduced and used in the fourth and fifth grades. Students will be issued a school owned recorder, which may be checked out for home practice. Replacement of damaged or lost recorders will be the responsibility of the student and/or their family. Replacement fee is \$5.00.

Our student programs and concerts are highlights of the music program and are scheduled throughout the school year. These are the culmination of units being studied and highlight the talents of our students. We encourage good attendance by all students and request a written, signed excuse from the parents or guardian if a student is unable to participate.

NURSING AND HEALTH SERVICES

The school district health nurse is Donna Franklin. If you have any questions about health issues or if your child has special needs please call her.

A. PERSONAL INJURIES-You provided emergency information when you registered your child. If there is any additional or new information please contact us. Depending upon the emergency, the nursing staff and/or 911 is called. If the nursing staff and school staff determine that the injury or illness appears to be serious, they will call a parent/guardian. If you cannot be reached they will rely upon the information you have provided to contact others.

B. REQUIRED IMMUNIZATIONS

1. Three doses of hepatitis B vaccine is required for all students in Pre-school up to 6th grade.
2. Four-to-five doses of DTP (diphtheria, tetanus, pertussis). The last doses must have been given on or after 4 years of age. Three does DTaP or DT if the last dose is given on or after the 4th birthday.

1 dose Tdap if student is 11 years old and if it has been at least 5 years since the last DTap, DT, or Td.

3. Two doses of MMR (measles, mumps, rubella) at or after 12 months of age.

1. Four (4) doses of Polio, either (IPV or OPV) if all doses are given before the 4th birthday, and 3 doses if the last dose is given on or after the 4th birthday.

2. Hib (Haemophilus influenza type b) vaccine is not required for children five years of age and older. It is, however, required (as appropriate for age) for children in pre-school, child care, Head Start, and ECEAP.

3. Two doses of Varicella (chickenpox) must be given on or after the 1st birthday or parent-reported history of disease for Kindergarten, 1st grade students, and sixth grade students.

Please bring or send proof of immunizations to school. Parents who have questions or whose children need immunizations are encouraged to contact their medical doctor or the Asotin County Health District.

C. MEDICATION AT SCHOOL

Healthcare professionals have been trained to administer medication. If your child requires medication be given at school, you must have an authorization form signed by both the parent and the physician/dentist before any medication can be dispensed by our personnel. Forms may be obtained from the school nurse or the school secretary.

All medications must come in its original container with a prescription label attached. In accordance with Washington State Law, oral medication (any medication taken by mouth) is defined as EITHER prescription OR over the counter medication (such as Tylenol, Advil, Benadryl, Cough Syrup, etc.). A signed authorization form must also accompany asthma inhalers from the doctor and parent.

MEDICATION BROUGHT TO SCHOOL BY STUDENTS WITHOUT SUCH PERMISSION WILL BE REMOVED FROM THE CHILD AND THE PARENT/GUARDIAN CONTACTED. Please contact Donna Franklin, School Nurse if your child has, or develops, any serious health-related condition.

PHYSICAL EDUCATION PROGRAM

Grantham's Physical Education teacher is Mrs. Holly Ledgerwood. Each program

includes a wide-range of physical activities with games and team activities, with some of those taking place outside when weather permits. Students should wear their school clothes and regular tennis shoes for class.

READING PROGRAM

Why is reading so important to Grantham students and families?

Reading is a big deal at Grantham. We celebrate reading at Grantham like nothing else. It is a “top priority”. We encourage families to carve out time each night to read individually or together as a family. Our students are rewarded for their efforts in reading as it is the building block to a solid education in all areas of life. Grantham is known for the emphasis we place on reading.

SPECIAL SERVICES

Clarkston School District has a full range of programs to meet children’s needs: speech therapy, special education, Occupational and Physical Therapy, Title I remedial assistance, counseling and health services. Each school has a parent coordinator who can assist if you have questions about special programs. Parents may request that their child be considered for a special program by contacting the school. If the staff feel a child needs some special assistance that requires a special program, parents will be contacted. Parents are always contacted prior to any individual testing used to determine if a child can be helped through a special program and will always be included in making decisions for their children.

Each special program has specific sets of criteria that a student must meet in order to be served in that program. Parents are invited to meetings and are provided information about testing, the results of testing and recommendations concerning the student’s educational program.

SECTION 3: BEHAVIOR AND DISCIPLINE

***Behavior Expectations-* What kind of environment can you expect here at Grantham?**

The environment you will encounter at Grantham is full of surprises. You can expect to see people excited about what they are doing. We have a great time together in working with your children. As we learn and grow, the students see that and they learn and grow. All students and staff share the responsibility of maintaining a safe climate that promotes and encourages learning. Parental involvement, in reinforcing behavior expectations, is a vital aspect toward successfully meeting these expectations.

We believe:

- All students are capable of being responsible for their own behavior.
- Students will respect everyone’s race, color, religion, disability, national origin, ancestry, and gender.
- All students have the right to learn without being distracted by others.
- All students have the right to be an individual without experiencing ridicule from others.

What is the discipline policy/strategy of Grantham?

During the school year Grantham Elementary will continue to fine-tune our discipline systems. We continue to use parts of Time to Teach, PBIS, Conscious Discipline and PAX. We are currently

planning a few parent nights to get folks on-board with PAX. We will keep you posted. We all want our kids to have the skills to behave and self-regulate and we are dedicated to teaching them this, however you as parents are the first teachers of behavior. The major components of PBIS are:

- Being more positive when our students are doing the right thing.
- Rewarding every student who is behaving well.
- Teaching and re-teaching the desired behaviors.

PBIS is built around three positive words...they are:

GRIT—never giving up

RESPECT—treating people the way you want to be treated

RESPONSIBILITY—doing what is expected

What attitudes and actions are not acceptable at Grantham?

Anything that's not nice or right! This includes any activity that endangers the health or safety of any person, shows unkindness or disrespect to another individual (any child or adult), or does not exemplify high moral standards.

ALL BEHAVIOR EXPECTATIONS are enforced with these three guidelines in mind:

1. Is this behavior kind and respectful of the rights of others?
2. Is this behavior safe and healthy for the student and for others?
3. Is this behavior right?

There are some behaviors that are so severe that they may break the law or board policy. These are often called "Absolutes". They may include:

ABSOLUTES

1. **There will be no weapons, drugs, alcohol or tobacco brought to school, used at school, supplied to others at school, used in dangerous or harmful manner at school, or found in the possession of a student at school.**
2. **Aggressive behavior is unacceptable. Aggressive behavior is defined as threats, intimidation, bullying, harassment, and/or causing physical harm toward others.**
3. **Vulgar or Offensive Language used at school and HEARD BY AN ADULT. If the offense is not heard by an adult but is reported by a student:**
 - First time offense when reported will result in a warning.
 - Repeated reports by a student or students that another student continues to use vulgar or offensive language will result in a violation of the absolute.
4. **Severe Non-compliance for a reasonable request by an adult supervisor.**
5. **Any illegal activities which might include the following: stealing, vandalism, arson, etc. These activities will also be dealt with by law enforcement officials.**

Behaviors that may jeopardize other students or adults that may cause harm or injury.

Gun Free School Policy 4210

The district has a gun-free school policy that includes one year mandatory expulsion for firearms, mandatory notification of student violations to parents/guardians and law enforcement, and allows the expulsion to be modified by the chief school district officer or designee on a case-by-case basis.

MAJOR DISCIPLINE PROCEDURES

The principal may institute discipline for violation of school rules and directives. The level of discipline will depend on many factors. Teachers also may exclude a student for a period up to the remainder of the day, but such removal will require notice to the principal and families.

As described above, a disciplinary removal will be considered an excused absence and the student will be permitted to make up work. Depending on the length of the removal the student may also be provided additional services.

LUNCHROOM - EXPECTED BEHAVIORS

The breakfast and lunch programs are designed to provide students with well-balanced meals. Meals are much more enjoyable in a relaxed, safe, and caring environment; therefore there are some specific rules of student behavior in the lunchroom.

1. Keep hands, feet, and objects to yourself.
2. Normal voice and quiet feet.
3. Walk at all times.
4. Use appropriate language.
5. Be aware of students with special needs.
6. Carry trays with both hands.
7. Line up coming in and leaving.
8. Dump tray quietly.
9. Food is to be kept in the eating area.
10. Model exceptional civility to the cafeteria staff! They FEED us!

These expected behaviors will be reviewed with the students during the first week of school. Violation of cafeteria rules will result in action under the schools behavior management program, with repeated offenses potentially resulting in loss of privilege to eat in the cafeteria for a period of time. (student's will never be denied an opportunity to access their meal from home or an appropriately nutritious school meal). We want all students to enjoy a relaxing lunch period therefore we ask that you discuss table manners with your child.

RECESS - EXPECTED BEHAVIORS

Recess is an important time for children to gain physical skills, interact with friends, and learn the give and take of playground games.

1. Always obtain a permission pass from the duty when entering the building.
2. Know the boundaries of play areas.
3. Play only in designated areas.
4. Play by the rules of each game and use the equipment in the way it was taught to be used.
5. Know safety rules.
6. Show good sportsmanship, share equipment, take equal turns and be courteous to adults and peers.
7. Line up quickly and in an orderly manner when the bell rings.

HALLWAYS & GOING TO A SPECIALIST – EXPECTED BEHAVIORS

1. Keep hands, feet and objects to self.
2. Whisper voice and quiet feet.
3. Walk in single line and right hand side of hall.
4. Yield or wait for other lines on your right.
5. Be aware of students with special needs.
6. Have a hall pass when in hallway during class time.

BATHROOMS – EXPECTED BEHAVIORS

1. Use quiet and appropriate voice.
2. Hands to self (no pushing or touching of any kind in the bathroom).
3. Toilet paper only in toilets.
4. Flush toilets and urinals after each use.
5. Paper towels and sanitary articles in garbage can.
6. Wash hands with soap.
7. Have permission and pass at all times.
8. Use the restroom for your personal needs, not playing or standing on facilities.
9. Unlock the stall doors before you leave.
10. Leave promptly.

COMPUTER LAB – EXPECTED BEHAVIORS

1. Walk in quietly and be seated at assigned computer; when sitting down be sure to touch the metal on the chair to eliminate static.
2. Being polite and considerate at all times.
3. Listen for directions.
4. Open only approved programs on hard drive.
 6. Open and access only approved Internet locations.
 7. Do not touch the monitor screen for any reason.
 8. Do not change names of hard drive, folders or screen savers.
 9. Do not increase volume on computer or speaker without permission of supervisor.
 10. No food or drink in the computer room.
 11. Notify supervisor immediately if something is not running correctly- Red Cup on top is the sign for help at a computer from a supervisor.
 12. No students in computer room without adult in the room at all times.

ACTIVITY BUS: Students riding on activity buses are required to adhere to the General Bus Rules and Regulations. Each bus must have at least one faculty chaperone aboard who will be responsible for student supervision.

PHYSICAL CONTACT

Reasonable physical force may be used by supervisory personnel in self-defense or to protect other personnel or student(s) from possible injury by a disruptive student or students. Supervisory personnel may also use reasonable physical force to restrain a disruptive student in case of an extraordinary breach of discipline. Special rules, including parent notifications, apply to any use of restraint.

INTERVENTIONS

If a student is continually referred to the principal for unacceptable behaviors the student will be referred to the building Student Support Team (SST). A personal Intervention Plan may be developed with all adults -including parents/guardians - who come in contact with that child. Intervention strategies will be identified and individuals will be assigned specific responsibilities; the goal of which is to assist the child to change behaviors. Interventions may also involve the services and coordination with other community agencies such as: Quality Behavioral Health, Health and Welfare, Child Protection Services, Health Department, and others. These interventions are often accomplished by a school referral.

Every elementary school also has counselors on site. These staff members support the regular teaching staff in the personal development of students. They provide immediate interventions for behavioral, emotional, or learning difficulties. Children are selected for the program by referrals from parents and staff through a referral process.

SECTION 4: STUDENT SAFETY

BASIC RULES

Please talk with your child about basic safety rules. Review these often.

- a) Cross streets only at crosswalks.
- b) Follow the directions of the safety patrol or crossing guards. They are provided to help children arrive and leave at school safely. They are there to help provide a safe trip. Any students who do not behave as reasonably requested by the safety patrol or crossing guards will be referred for possible disciplinary action.
- c) Don't talk-accept rides from strangers.
- d) Don't leave school during the day.
- e) Go directly to school and home.

SECTION 5: CRISIS/EMERGENCY PROCEDURES

The Clarkston School District Staff strives for an atmosphere that is physically, socially and emotionally safe for everyone: students, parents, staff, and community visitors. It is important to us that any concerns are addressed in a prompt, professional, and positive manner. If you observe any practice or procedure that causes you concern about the safety of the children; please alert the school officials.

The safety of the students is of prime concern. Each school has a written crisis-emergency procedures plan. Emergency planning is monitored and revised regularly. We will practice these procedures during the school year. The cooperation of the parents/guardians is essential at the time of emergency.

EMERGENCY DRILLS

Last school year the Clarkston School District moved to the Standard Response Protocol by the "I love you guys" foundation. This standard response is used all over the nation. The protocol includes four drills, each with specific directions. These include LOCKOUT, LOCKDOWN, EVACUATE and SHELTER. Please visit their website for more information. An emergency drill is practiced about once a month at Grantham.

EMERGENCY EVACUATION

Emergencies can take many forms; therefore a plan has been created that provides a general guideline for responding. The school district has protocols for emergency responses with both the police/sheriffs departments and the fire department to expedite appropriate and efficient responses to emergency situations.

In the case of an emergency the Principal and the school's emergency team will meet to determine the seriousness of the situation and what elements of the Crisis Response Plan need to be activated.

1. Evacuation will be used when determined necessary (i.e. fire, gas detected, bomb threat, boiler emergency, etc.).
2. The signal for evacuation will be the fire alarm.
3. Teachers escort students to a pre-assigned spot in either the primary evacuation area – Northwest Corner of the playground or an alternate evacuation area - Arnold Park.
5. Students will assemble with their classroom teacher. Students who are with support personnel at the time of an evacuation will be taken to their assigned teacher. If students are outside on the playground, they will go to their assigned areas.
6. Classroom teachers will take role and report the attendance to a team leader.
7. Team leaders and key personnel will wear a red vest during extended evacuation to help identify their locations.
8. The school secretary will bring the Emergency Kit containing: megaphone, staff directory, vests, parent/child list, clipboard, extra batteries, first aid kit, walkie-talkies, crisis response log sheets, parent check out forms, paper, and pencils.
9. If the emergency is such that children should be transported away from the area, school bus transportation will be available to take them to a safe waiting site.
10. In the case of an evacuation either from the building to the primary, alternate or to another safe site, a "CHECK OUT AREA" will be created dependent upon the emergency. A check-out procedure is in place. To prevent panic and confusion, children will be released to parents or designee only at that area. **Parents or guardians may be required to show I.D. if school staff does not know them personally.**

LOCK-DOWN PROCEDURES

This procedure will be implemented in the event of an emergency situation where it is determined by the principal or DESIGNEE that students would be safer in a locked room. The following are general directions, more specific directions and procedures are provided in training to students and staff.

1. The signal for a lockdown is "LOCKDOWN" and will be called over the intercom THREE TIMES.
2. The principal or designee (more likely the school secretary) may give the signal.
3. During a lockdown students and staff will remain in the rooms they are in when the lockdown is called (even if they are in a restroom). Doors are locked and not opened until the all clear signal is given. Students and staff are to lie on the floor, a few inches away from a hardened wall (if possible) and in a safe area out of sight from the windows and doors.
 - a. Teachers will do a visual sweep of the hallway when locking doors. If a child is spotted in a hallway he/she will be told to come into room.
 - b. Custodians will lock outside doors if possible (if safe to do so).
4. If students are in Physical Education, they are to remain in the gym. If students are in the gym during lunch period they are to get under the table where they are sitting.

5. If the students are on the playground during a lockdown announcement and the “threat” is in the building, students will be evacuated to the Arnold Park (this is the alternate evacuation area. If the “threat” is outside the building, students will be escorted to the nearest classroom.
 6. Remain in your classroom until contacted by Law Enforcement personnel and advised that the situation has been resolved.
 7. The all clear signal is 3 rings on the bell or an announcement by authorized personnel.
- Lock down procedures are constantly reviewed and improved where necessary. Numerous drills are conducted during the year to practice and refine procedures.
- Fire drills are held periodically throughout the school year. All classrooms have emergency escape routes posted in their rooms.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image, including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation (including gender expression or identity), marital status, the presence of any sensory, mental or physical disability, participation in Boy Scouts of America or the use of a trained dog guide or service animal by a person with a disability, when an act:

Physically harms a student or damages the student’s property; or

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophica, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will see partnerships with families, law enforcement,

and other community agencies.

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

BULLYING PREVENTION

It is the policy and procedure (3207) of the Clarkston School District to prohibit harassment, intimidation and bullying. This includes direct or indirect electronic, written, oral or physical acts which physically harm a student, substantially interfere with a student's education, threaten the overall educational environment and/or substantially disrupt the operation of school.

Bullying is repeated negative behavior towards a less powerful person or persons. Hitting, name-calling, shunning, and shaming are forms of bullying. Spreading rumors, gossiping and making threats are also forms of bullying.

Anti-Bullying Corrective Actions If your child is experiencing bullying behavior at school, here a few steps you should take:

- Promptly bring the behaviors to the attention of your child's teacher or counselor. The more information you can provide to the teacher or counselor, such as the name of the other student or student(s), the date the behaviors took place, and the location(s), the better.

- If bullying behavior continues, promptly bring the behaviors to the principal's attention. This may include asking for a meeting in person to discuss your concerns, asking for implementation of a Safety Plan for your child to prevent future incidents or for a Student Intervention Team meeting to be held. If bullying behavior continues, you may file a formal complaint with your school's principal. Forms are available at the front office of each school and can also be located on-line at www.csd12.org under "Quick Links" (Harassment, Intimidation, Bullying (HIB) Incident Reporting Form). If you are unable to resolve your concerns at the building level, contact the Clarkston School District Harassment, Intimidation and Bullying Compliance Officer, Jim Fry, 509.758.2531

Thank you for working with us to address bullying behaviors that take place at our school. As a team of school professionals, parents, and students we can work to reduce and eliminate such behaviors at school.

SEXUAL HARASSMENT, DISCRIMINATION AND COMPLAINT PROCEDURES

What is discrimination? Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class? A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status
- Disability or the use of a trained dog guide or service animal

What should I do if I believe my child is being discriminated against? You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district.

Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing?

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the School Board's decision? You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI

Administrative Resource Services

P.O. Box 47200

Olympia, WA 98504-7200

Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

SAFE AND DRUG FREE SCHOOLS

The unlawful possession, use, or distribution of illicit drugs and/or alcohol by students or employees while on Clarkston School District property or as part of a Clarkston School District activity is prohibited. This includes, but is not limited to, the possession or consumption of alcohol by an individual under the age of 21, possession or consumption in areas open to and commonly used by the public on leased buildings or grounds. It is illegal to sell, serve, or furnish alcoholic beverages to a person under the age of 21.

Compliance with these standards of conduct by both employees and students is mandatory.

Any student found in violation of these standards of conduct may be subject to disciplinary actions including but not limited to, warnings, probation, suspension, expulsion, special sanctions as appropriate such as required counseling and/or treatment, and referral for prosecution.

USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school

property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation. Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession by, or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles. The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

NONDISCRIMINATION

The Clarkston School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Jim Fry, Assistant Superintendent, 1294 Chestnut, Clarkston, WA 99403 (509)758-2531, fryj@csdk12.org; Section 504/ADA Coordinator, Rebecca Lockhart, Executive Director of Student Services, 1294 Chestnut, Clarkston, WA 99403, (509) 758-2531, lockhart@csdk12.org.

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), co-curricular program (Policy 2150), service animals in schools (Policy 2030) and curriculum development and instructional materials (Policy 2020). As used in this procedure:

“Grievance” means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.

“Complaint” means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint;

or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

“Respondent” means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

For details regarding the grievance steps, please ask the building administrator or refer to our nondiscrimination policy at the bottom of the Clarkston School District Web page at www.csd12.org.

TITLE I, PART A AND LEARNING ASSISTANCE PROGRAM (LAP)

What is Title I?

Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of educationally at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as failing or most at risk of failing the state’s challenging performance standards in mathematics, reading and writing. Schools qualify for Title I funds through their free/reduced lunch percentage. If a school is a Title I school wide program, this means every student K-6 is eligible to receive additional support services through Title I, Part A.

Teacher Qualifications

Title I schools must meet federal rules related to teacher and paraprofessional qualifications. At the beginning of each school year, any parent who has a child attending any school receiving Title I funds may request information regarding the professional qualifications of the student’s classroom teachers. In addition, the parents may also ask whether the child is provided services by a paraprofessional and, if so, his/her qualifications (Section 1111P(6)(A) ESEA).

Parent Involvement

Each school in the district receiving Title I funds shall jointly develop with parents of students served in the program a School-Level policy outlining the manner in which parents, school staff and student share responsibility for improved student achievement in meeting academic standards (CSD policy 2108P, 4130P, and Section 1118 (c)-(f) ESEA). Each Title I school will develop a School-Parent Compact. The compact shall:

1. Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district’s academic standards.
2. Indicate the ways in which parents will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child’s education and positive use of extracurricular time.
3. Review expectations for students to take responsibility for their own learning and actions.
4. Address the importance of parent-teacher communication on an ongoing basis through, at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

For more information regarding Title I parent involvement, please refer to Policy 2108P and 4130P on the CSD website: www.csd12.org.

LEARNING ASSISTANCE PROGRAM (LAP)

Learning Assistance Program (LAP) is Washington's state-funded program that provides supplemental academic support to eligible students. LAP must first focus on addressing the needs of students in K-4 who are deficient in reading or reading readiness skills. However, LAP may also provide supplemental interventions for students K-12 in reading, writing, mathematics, and readiness associated with these content areas. LAP may also support 11th and 12th grade students at risk of not meeting local and state graduation requirements.

Citizen Complaint Procedures for State or Federal Programs

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form
- There is no need to know the law that governs a federal program to file a complaint.

If you have a complaint against a school, the district, Educational Service District (ESD), or School Service Provider, please follow steps 1 through 5:

1. Use your local complaint process first (board policy 2108P)
2. File a citizen complaint through the Office of Superintendent of Public Instruction (OSPI)
3. Mail or Fax your written citizen complaint to OSPI
4. OSPI will process your complaint
5. OSPI will send a final decision within 60 calendar days of the date they received your complaint.

For a more detailed description of this process, please refer to the Title I link on our website: www.csd12.org

INFORMATION ABOUT TITLE ONE/LAP STAFF

At Grantham Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title 1 school, we must meet federal rules related to teacher qualifications. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at (509) 758-2503.

SECTION 6: DIRECTORY & MISC. INFORMATION

Clarkston School District School Board

The Clarkston School District School Board meets the second and fourth Monday of each month at 6:00. If you would like an agenda or to be included on the board agenda at any of these meetings please contact Keri Myklebust, 758-2531.

There are five members of the **School Board**:

Scott Dolezal, President

Meghan Pierce, Vice-President

Dennis Lenz, Director

Jim Nelly, Director

Miles Sidener, Director

School District Administration

Location: Whittier Building, 1294 Chestnut, 758-2531

Superintendent:	Tim Winter
Assistant Superintendent	Jim Fry
Business Manager:	Wendy Rimmelspacher
Student Services	Rebecca Lockhart

Program Administration

Comprehensive Counseling Services	Elece Lockridge	758-8041
Nursing Services	Donna Franklin	769-6329
Homeless Services &Truancy	Heather Lang	758-2531
Custodial and Maintenance	David Jagannath	769-5525
Food Services	Amy Kimberling	769-6346
Technology	Zach Wilson	769-6333
Transportation	Julie Winchel	758-8041

CELL PHONES AT GRANTHAM

As with all new and emerging technologies there are guidelines and courtesies for acceptable use. The public schools are instrumental in helping students to learn what is acceptable in modern society. We all know how annoying and inappropriate it is for somebody to carry on a cell phone conversation in a restaurant or theater! We have also found that cell phones can be very disrupting to the educational process. (We have seen a single inappropriate text message can effectively shut down learning for your child and others for most of the day!) **THERE IS ALMOST NO REASON FOR AN ELEMENTARY STUDENT TO HAVE A CELL PHONE AT SCHOOL.** However we also realize that special circumstances may arise that require parents to know where their children are every moment of the day. This may be especially helpful when students are involved in before/after school programs or when parent's schedules are continually changing. We also realize we have a part in teaching your child acceptable use of technologies. If you feel there is a compelling need for your child to bring a cell phone to school please fill out the bottom half of this page and plan to meet with Mr. Lee to explain the circumstances. You may call Mr. Lee at 758-2503.

CELL PHONE PERMISSION REQUEST

I am requesting my child _____ be allowed to have his/her cell phone at school because of the following compelling reason:

I also agree to the following:

- Phone is to remain off during the school day. (8:00 AM to 3:00 PM)
- Phone is to be used in front of the school or in emergencies only.
- The school is **NOT RESPONSIBLE** for loss, theft, or damage.
- Student is to hand phone to any school official on the first request.
- Student must obey individual classroom phone rules.

Violation of any of the school rules may result in any/all of the following:

- The phone may be taken and returned to parent, school official or law enforcement.
- The phone may be placed in the "June Box" to be returned the last day of school.
- The permission request may be cancelled.

Parent signature _____

Student signature _____

School official signature _____

Granted/denied/reason/date: