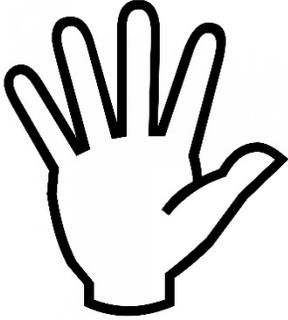


Student and Family Handbook 2021 – 2022

The Heights High Five



1. I will treat others how I want to be treated.
2. I will keep my hands, feet, and other objects to myself.
3. I will be a problem solver and make good choices.
4. I will let teachers teach and students learn.
5. I will aim high and reach for new *heights*.

Students and Parents of Heights Elementary School,

Welcome to the 2021- 2021 school year. We look forward to working with you and your child. Our staff will make learning productive and rewarding for your child. We believe in each student and staff member doing a good job every day. We also believe that students can engage in their learning and solve their own problems. This belief translates into fewer behavior problems and higher academic achievement.

Students and parents can use this handbook to become acquainted with information relating to school procedures and policies. The teacher will go over this information with the students the first week of school, but it is very important that you take the time to read and discuss the information with your child.

Welcome to Heights Elementary. Thanks for making Heights the BEST place for kids!

Sincerely,

Samantha Ogden, Principal

The mission of the staff of Heights Elementary School is to offer each student opportunities to make...

ACADEMIC **A**CHIEVEMENT

THE **B**EST CHOICES

A **C**OMMITMENT TO
LIFE-LONG LEARNING

Heights Elementary School Staff 2021 – 2022

Certificated Staff

Kindergarten	Erin Call	<u>Principal</u> Samantha Ogden
Kindergarten	Diane Knewbow	
1 st grade	Tami Gettys	
1 st grade	Tara Leavitt	
1 st grade	Amy Moore	
2 nd grade	Patty English	
2 nd grade	Nichol Ledgerwood	
3 rd grade	Kerri Bailey	
3 rd grade	Terri Benson	
3 rd grade	Barb Graham	
4 th grade	Tamara Huff	
4 th grade	Jaimie Mattoon	
5 th grade	Andrea Dale	
5 th grade	Tara Daniel	
6 th grade	Angie Skelton	
6 th grade	Stephanie Lower	
LAP & STRIVE	Tammi Randles	
Music	Brandy Fiorenza (K-1, DC), Alex Lardie (2-3), Matt Lieberman (4-5), Mallory Cornia (6 th)	
PE	Mark Huffman, Marie Huffman	
Resource Room	Heather Schultz	
DC	Denise Dice, Rhonda Parkhurst	
SLP	Tawnia Langdon	
OT	Michelle Aucutt	

Office Staff

Office Manager	Inga McCarter
Assistant Secretary	Tina Fuller
Opportunity Room	Becky Bennett
CSD SEL Liaison	Julia Ristau

Support Staff

Cooks	Kaitlyn, Chalise
Custodians	Matt, Sarah
LRC Assistant	Danni Laves

Instructional Assistant Staff

LAP	Kim Dawson, Leslie Walk, Deanna Knapp, Brenda Ryan
Resource Room	Jessica Deyo, Jera Graham, James Payne
Developmental Center	Leanne Urban, Sheila Murray, Thea Beaudoin, Jessica McCune

SECTION 1: GENERAL INFORMATION



STUDENT RIGHTS AND RESPONSIBILITIES

Students in the Clarkston School District are expected to: respect the rights, person and property of others, create and work in an orderly environment, comply with rules and expectations, and follow directions given by school staff and respond appropriately. Students in the Clarkston School District are required to follow the Student Conduct Expectations as outlined in [CSD Policy 3240](#) and [Procedure 3240P](#). In addition, more specifically, the behavior expectations set out in this handbook specific to this school. Students in violation of these may be subject to school discipline up to and including suspension from school.

SUPERVISION

Upon arriving at school, students will report to the playground for recess or cafeteria for breakfast. After school, students are to leave the school grounds upon dismissal. There is no supervision prior to 8:15 am or after school dismisses.

STUDENT PICK-UP

After school, the student pick-up zone is on 19th Street. The staff member on duty will wait with the children behind the fence. Students are released through the large fire gate once their ride's car is stopped on the school side of the street or the person is at the gate.

PARENT TEACHER CONFERENCES

Parent-Teacher Conferences are important. Our school strives for 100% attendance by all families. Conferences are scheduled in October and March. Additional conferences may be held at the request of the parent and/or teacher. Conferences are held at a time mutually agreeable to both the parent and the teacher.



ABSENCES and TRUANCY

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school, on the job, and in life.

DID YOU KNOW?

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduation.
- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade, good attendance can predict graduation rates even better than 8th grade test scores.
- Attendance is an important life skill that will help your child graduate from college and keep a job.

The state of Washington has a Compulsory School Attendance Law, also known as the "Becca Bill," **which requires parents or legal guardians to make sure their children between ages 8 and 18 attend school regularly (RCW 28A.225.010)**. In order to comply with district policy and state law, when a student has seven (7) unexcused absences, the school will petition the Juvenile Court System, which will require students and parents to attend the Community Truancy Board. If unexcused absences continue, the petition will be entered into truancy court. Here, the student and/or parent may face consequences ordered by the Asotin County Superior Judge.

The district also has a “15% Rule”. If a student has excused absences in excess of 15% of the days of attendance, the school may require a doctor’s note or school nurse to excuse further absences. If medical documentation is not given to the school, the absence will be considered unexcused and will move toward the Becca Bill process. Chronic absenteeism (missing 18 or more days) can have a huge impact on your child’s success academically, socially, and emotionally. For more information on attendance law and procedures, please review policy 3121. A list of acceptable excused and unexcused absences can be found in policy 3122 and 3122P. All policies and procedures are on the district website.

WHAT CAN YOU DO?

- Make school attendance a priority;
- Talk about the importance of showing up to school every day, make that the expectation;
- Help your child maintain daily routines, such as finishing homework and getting a good night’s sleep;
- Try not to schedule dental and medical appointments during the school day;
- Don’t let your child stay home unless truly sick. Continual complaints of headaches or stomachaches may be signs of anxiety. Please talk to your child’s teacher or school counselor if you have concerns regarding your child’s social/emotional well-being.

WITHDRAWAL from SCHOOL please complete all steps to ensure timely release of your child’s records to the new school.

1. Notify the teacher and the office of your intent to withdrawal.
2. Return all texts, library books and other materials belonging to the school.
3. Pay bills or fines.
4. Gather all personal belongings from the school.

DESKS and LOCKERS Students are provided with desks and/or lockers for their use. It is not a good idea to store valuables in either. Desks and lockers are the property of the school. They are under the direct control of the administration, which allows principals and other administrators or designees to inspect lockers and desks whenever it is suspected that they may contain: lost or stolen items, health hazards, illegal items, weapons or dangerous items. The school assumes no responsibility for the safeguard of articles left in desks and/ or lockers.

PERSONAL PROPERTY The school assumes no responsibility for lost personal items.

ALL clothing, coats, and lunch boxes should be marked with the student’s name.

PLAYTHINGS:** Students are not to bring items from home to use at recess unless they are school like equipment (i.e. basketball, soccer ball, etc.) which will be shared with others. Students should not bring toys, games, etc.

CELLULAR PHONES: must be turned off and kept in the backpack.

MONEY: Money should not be brought to school, unless it is for a specific purpose, such as lunch.

BICYCLES: Student bicycles should be locked in the bike rack.

SKATEBOARDS and ROLLERSKATES: Neither is permitted on school grounds. Skateboards should be carried and roller skates removed while on school grounds.

LOST and FOUND In the course of the school year many children lose personal items. Lost and found articles are collected in the cafeteria. Anything of considerable value is stored in the office. Unclaimed items are given to a worthy cause.

TELEPHONE USE The office will take messages for students when it is essential. Students may not use school phones unless it is an emergency or in the classroom by permission of the teacher.

SCHOOL VISITATION Families are welcome at school. We appreciate your help in keeping our campus safe by **ALWAYS** entering the school by the main front doors and immediately checking in at the office. All visitors including family members are required to report to the office immediately upon entering the building and sign in. All visitors must obtain visitors stickers and it is to be worn in a visible place.

To provide patrons of the district the opportunity to visit classrooms with the least interruption to the teaching process, the following procedures are set forth:

1. Visitors shall first consult the principal to set a time in consultation with the teacher.
2. When possible, the teacher shall be afforded the opportunity to confer with the visitor before and / or after the observation.

Parents are welcome to attend assemblies. Attentive and courteous behavior is expected by all. On certain occasions, it may be necessary to charge admission fee to help defray the cost of presenting the program.

CHEPTO The Heights Elementary PTO is highly involved in improving our school. All families are invited to become members and to actively participate. Each year the CHEPTA sponsors a variety of successful fund raisers. This allows the CHEPTA to fund important activities as well as purchase equipment for Heights students.

VOLUNTEERS Our school needs and wants parent volunteers. Volunteers help in a variety of activities that include: assisting in classrooms, playground supervision, playing educational games with students, making classroom materials, etc. If you would like to volunteer, please contact your child's teacher or the office manager to complete required volunteer clearance application.

WatchD.O.G.S. (D.O.G.S. = Dads of Great Students) WatchD.O.G.S. is an innovative program focusing on safety and education in schools by using the positive influence of fathers and father-figures for a twofold purpose: (1) to provide an unobtrusive fathering presence, and (2) to provide positive and active role-model for students at the school. Fathers, stepfathers, grandfathers, and uncles are asked to spend at least one day at their student's school volunteering. They support the school through monitoring the school property, working one-on-one or in small groups, reading, flashcards, homework, sports referees, listening ears, or for whatever needs to be done to plant seeds of success in the lives of the students.

SECTION 2: PROGRAMS and SERVICES



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

Part A 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 reading mathematics, 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 1 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 1 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.csdk12.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.csdk12.org.

McKINNEY VENTO INFORMATION To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment, and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, highly capable programs, and school nutrition programs.

Homeless students are defined as lacking a fixed, regular, and adequate nighttime residence, including those students who are:

1. Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason;
2. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings; or
7. Migratory children living in conditions described in the previous examples.

For the complete board policy and more information regarding McKinney-Vento, please review CSD Policy 3115 and Procedure 3115P, which can be found on the district website.

If you are experiencing homelessness, please contact your school Homeless Liaison or the District Coordinator for further assistance.

- District Homeless Coordinator, 1294 Chestnut St., Clarkston, WA 99403 (509) 769-5529
- Melinda Dyer, State Homeless Coordinator, Office of the Superintendent of Public Instruction, (360) 725-6505 melinda.dyer@k12.wa.us

PHYSICAL EDUCATION DEPARTMENT Our teachers provides about 100 minutes of activity per week for students. This program includes a wide-range of physical events with games and team activities. Students wear their school clothes and athletic shoes for class. Appropriate shoes must be worn during PE class to assure student safety.

LEARNING RESOURCE CENTER (Library) our library has a wonderful collection of books for students to check out and staff to assist them. The following rules govern the use of the LRC.

- All pupils in the school may use the LRC and check out materials.
- Books may be checked out for one week and renewed, if other students have not requested it.
- The student and / or family shall pay for damage to books beyond reasonable usage and all losses.
- Books are checked out to the person taking them out. Children cannot check out books for others.
- Classroom usually have one library period per week.

MUSIC DEPARTMENT General music is scheduled for 60 minutes per week in all grades. Recorders are introduced and used in the fourth grade. Students will be issued a school owned recorder, which may be checked out for home practice. Replacement of damaged or lost recorders is the responsibility of the student. Replacement fee is \$6.

We offer band program in 6th grades. A few instruments are available for rent from the school. If you cannot afford an instrument, please talk with your band teacher.

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 showcase the talents of our students. We encourage good attendance by all students and request a written, signed excuse from the family if a student is unable to participate.



ELECTRONIC RESOURCES

The Clarkston School District provides electronic resources (hardware, software, Internet, etc.) as a means for students to learn core subjects and applied skills to help them achieve success in any 21st Century environment. These resources are to be used in a safe and responsible manner for educational purposes only. The Clarkston School District actively monitors student use of these resources and the District reserves the right to restrict, revoke and/or alter any resources it provides as necessary to support the District's educational environment.



HEALTH SERVICES**

The school district has a nursing staff to provide nursing services for our schools. Heights has a member of the nursing staff assigned for a regularly schedule designated number of hours during the week. This staff provides monitoring of health issues in the schools and minor emergency assistance to students. If you have any questions about health issues or if your child has medical needs, then please call the school district's nurse.

REQUIRED IMMUNIZATIONS All students must be up to date on all immunizations to attend school.

MEDICATION AT SCHOOL Every school has staff members who have been trained to administer medication.

If your child requires medication to 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 office personnel. Forms may be obtained from the school nurse or in the office. All medications must come in its original container with 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 the school nurse if your child has, or develops, any serious health-related condition. Children with a life-threatening condition, defined as "a health condition that will put the child in danger of death during the school day if medication or treatment order and nursing plan are not in place" are required to have medication or treatment order and nursing plan in place before they start school. Severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizures, etc. are examples of this condition. **If your child has a life-threatening health condition that may require medical services to be performed at school, you must immediately notify your school's principal or school nurse.**

PERSONAL INJURIES Emergency information is included in registration. If there is any additional or new information please contact health services. Depending upon the emergency, the nursing staff and/or 911 is called. In most injury cases, simple first aid is all that is needed and that is provided by office and/or nursing staff. If the nursing staff and school staff determine that the injury or illness appears to be serious, then a parent/guardian is called. If you cannot be

reached, then they will rely upon the information you have provided to contact others.



HEALTH and IMMUNIZATION INFORMATION

Immunizations: Washington State Immunization law (RCW 28A.210.080; CSD Board Policy and Procedures 3413, requires all students to present, on or before the first day of school attendance:

- ***Proof of full immunization or a parent completed and signed Certificate of Immunizations (CIS) form;**
- or**
- ***Initiation of a schedule of immunization; or**
- ***Certificate of Exemption (COE) form completed by parent and health care provider as required**

The revised WA State Immunization Exemption Law (effective July 22, 2011) continues to require that a licensed health care provider sign the COE to confirm that the parent/guardian was given benefit and risk information on immunizations. Parents/Guardians of exempt children or students must also receive notice that the child/student may be excluded from school if an outbreak of a disease occurs that they have not been fully immunized against, for the length of the outbreak. The Religious Membership exemption is only for families who show membership in a church or religious body that does not believe in medical treatment by a health care provider.

Immunization Requirements for School Attendance (month, day and year of immunization must be listed for each dose):

- ***Hepatitis B:** Three (3) doses over six month period K-11th (Dose 3 must be given on or after 24 weeks of age)/over four month period for 12th grade.
- ***DTP/DP/DTaP/TD:** Five (5) doses each. Four (4) doses only if last dose was given on/after the child's 4th birthday.
- ***Tdap (Tetanus, diphtheria, acellular pertussis):** One (1) dose required if 11 years of age or older and entering 6th grade. (or through 12th grade if not received prior to 6th grade entry)
- ***Polio:** Four (4) doses. Three (3) doses only if the last dose was received on or after the child's 4th birthday.
- ***MMR:** Two (2) doses given on or after the 1st birthday. Must be given on the same day as other live-virus vaccines or separated by 28 days.
- ***Varicella (Chicken Pox):** Two (2) doses given on or after the 1st birthday. Must be given on the same day as other live-virus vaccines or separated by 28 days.

Medication at School: Under normal circumstances, prescribed and over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. Medication is defined as oral or topical, eye drops, eardrops or nasal spray either prescription or over-the-counter. Medication must be supplied in the original container with dosing instructions matching the written order. If a student must receive medication during the school day, the parent shall provide written permission by completing the [Authorization for Administration of Medication](#) form.

Potentially Life-Threatening Conditions: The WA State Legislature requires schools to have emergency care plans in place for any student with a potentially life-threatening condition. Potentially life-threatening conditions include, but are not limited to: severe allergies, severe asthma, diabetes, seizure disorders, etc. For more information, call the District Nurse at 509-295-1731.

Meningococcal Disease & Prevention: As a parent, there is nothing more important than safeguarding your child's health. The Washington State Legislature requires us to make information available to you about meningococcal disease and human papillomavirus (HPV).

What is Meningococcal Disease? Meningococcal disease is a serious bacterial infection. It spreads by direct contact with infected persons by coughing, kissing, or sharing anything by mouth. It can cause pneumonia, bloodstream infection, and meningitis (swelling of the covering of the brain and spinal cord). Severe disease can cause brain damage, loss of hearing or limbs, and death. Fortunately, this life-threatening illness is rare, with only 20-30 cases reported each year in Washington. The disease spreads through close contact with an infected person. Teens and young adults are more likely to get meningococcal disease, especially if they live in group settings like college dorms.

How can I protect my child from meningococcal disease? The meningococcal vaccine, or MCV4, prevents against four types of the disease. It is recommended for all children who are 11 and 12 years of age, with a booster for teens ages 16-18. The meningococcal B vaccine, or MenB, is recommended for some children with rare health conditions or who are at risk during a meningococcal B outbreak.

For more information about meningococcal disease and how to prevent it visit:

Washington State Department of Health: www.doh.wa.gov/Immunization/DiseasesandVaccines/

Human Papillomavirus (HPV) Disease & Prevention: The following information is provided at the direction of the Washington State Legislature to help reduce cancer rates in Washington by protecting individuals from HPV.

What is HPV?

HPV is a common virus. Most people exposed to HPV will never develop health issues. However, for others, HPV causes major health problems, including cervical cancer, anal vulvar, mouth and throat cancer. Most infected people have no symptoms and may spread the virus without knowing it. HPV spreads mainly through sexual contact.

How can I protect my child from HPV?

Make sure your child gets the HPV vaccine. The vaccine is highly effective. The best time to get it is before sexual activity ever starts. The HPV vaccine can prevent infection from some of the most common and serious types of HPV that cause cancer and genital warts. The vaccine does not get rid of existing HPV infections.

Who should get the vaccine and when should they get it?

Because the immunization is more effective when given at younger ages, 9 through 14 year olds need 2 doses. Those starting at 15 or older need three doses. The recommended age is 11 or 12. HPV vaccine may be given up to age 26.

For more information on HPV, the vaccine, and cervical cancer visit:

WA State Department of Health: www.doh.wa.gov/hpv

Centers for Disease Control and Prevention: www.cdc.gov/hpv

Where can I find the HPV vaccine?

Ask your doctor, nurse, or local health clinic to find out more about HPV vaccine and where you can get it. Patients younger than 19 years of age can get HPV vaccine for free in Washington State. Some health care providers' offices charge an administration fee or an office visit fee. You can ask to waive the administration fee if you can't pay.



FOOD SERVICES**

The Food Services Department serves both breakfasts and lunches that meet state and federal nutrition requirements. Computerized accounts are available for student convenience. Meals need to be paid for in advance on the student pre-paid account.

Clarkston participates in the Federal Free & Reduced School Meals Program. Free or reduced lunches are provided for children whose family meets federal guidelines. Application forms are available throughout the school year online and in the main office. Applications need to be completed yearly; one application per household. Families are encouraged to fill out a free and reduced price application.

*If your child has special dietary needs, reasonable modifications may be made when a medical authority completes the proper form. The form is available online or in the school office.

Charging: Extra milk, **second** entrée's or meals cannot be charged and must be paid for with cash. Efforts will be made to notify parents of needed money for accounts when the balance nears \$0.00. Notifications will consist of phone calls, texts, notices sent home with your child, or email. However, parents/guardians are ultimately responsible for making sure your child has funds on their Food Service Account. Amounts totaling \$20 or more will be turned over to the Food Service Director/District Office Staff for further collection efforts. Families owing money on their accounts and still accruing debt will be asked to eat breakfast at home and bring a sack lunch so to not further their debt.

Breakfast			
Student	CHS: \$1.75	Elementary/LMS: \$1.50	
Reduced	No cost		
Adult	\$ 2.00		
Lunch			
Student	CHS: \$3.25	Elementary: \$2.90	LMS: \$2.95
Reduced	K-3: Free	4-12: \$0.40	
Adult	\$ 4.00		
Milk	\$0.50		

WHAT OTHER PROGRAMS ARE AVAILABLE? Clarkston School District has a full range of programs to meet children's needs: speech therapy, special education, Title I and LAP academic interventions. Office or your child's teacher 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 feels a child needs some special assistance that requires a special program such as the above, 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.



SECTION 3: STUDENT SAFETY, BEHAVIOR, AND DISCIPLINE

The *CONFLICT RESOLUTION/PROBLEM SOLVING PROGRAM* is a key part of our overall behavior management policy. Students at Heights are expected to follow school procedures, respect the authority of staff members and be considerate of fellow students. They are given assistance in finding solutions to most of their problems independently, however they are referred to the principal for major offenses. The methods employed in enforcing school rules are consistent from day-to-day and student-to-student, balanced against the severity of the misconduct, appropriate to the student's nature, and prior behavior. To keep parents informed of all disciplinary action, discipline reports will be sent home. Parents are encouraged to call with any questions concerning disciplinary action.

CLASSROOM BEHAVIOR MANAGEMENT The classroom teacher is responsible for maintaining a proper learning environment. In order to do so, a set of classroom expectations is established. The set expectations have established consequences. A copy of each classroom's expectations will be sent home within the first 2 weeks of school. We ask that parents/guardians read, sign and return them so that we know that you are aware of these expectations. Students who choose not to follow the expectations are referred to the Behavior Management Assistant, Becky Bennett or the Principal, Samantha Ogden. At that time when a referral is made the school-wide discipline policy takes effect.

DISCIPLINE

IMMEDIATE PRINCIPAL REFERRAL The following activities or behaviors are strictly forbidden.

- 1) Possession Firearm, “nun-chu-ka sticks”, throwing stars, air guns, stun gun/Taser, slung shot, sand club, or metal knuckles, dagger, dirk, pistol or spring blade knife.
- 2) Involvement in gang activity and intimidation.
- 3) Willfully disobeying school administrative personnel or refusing to leave public property (trespassing)
- 4) Vandalism—intentionally defacing school property or employee or student property.
- 5) Behavior that adversely impacts the health or safety of other students or educational staff.

SCHOOL-WIDE BEHAVIOR MANAGEMENT PLAN, reset every trimester

Reminders, Mediations, and Problem Solving Plans are NOT DISCIPLINE. These are the student's opportunities to solve their own problems.

Referrals are discipline. When a student's actions are disruptive to the learning environment, then the student will be sent to the Opportunity Room with a referral. A student can also earn a referral when they choose to not follow their solutions in a problem solving plan.

1 st referral	problem solving plan, parent contact
2 nd referral	1 recess detention, parent contact
3 rd referral	1 day recess detention, parent contact parent meeting
4 th referral	2 days recess detention, parent contact
5 th referral	3 days recess detention, parent contact
6 th referral	1 day suspension, parent contact and district form mailed to guardian
7 th referral	2 day suspension, parent contact and district form mailed to guardian
8 th referral	3 day suspension, parent contact and district form mailed to guardian
9 th referral	5 day suspension, parent contact and district form mailed to guardian

SUCCESS PLANNING MEETINGS Success meetings are scheduled as soon as reasonably possible after the 3rd referral. Family members, students, teachers, behavior assistant, principal, and other staff may be invited to the Success meeting. During this meeting we will discuss what needs to change in order for the student to make better choices at school. Each member of the team will state their way to support the child's plan. This meeting may also include alternative consequences, rewards, and other individual behavior plan ideas.

SUSPENSION Students will complete all classwork. Students may not be able to participate in any school related activities, including evening or weekend events, on the day of suspension.

FIGHTS All students involved in a fight will receive 2 referrals.

PLAYGROUND RULES Recess rules are reviewed during the first week of school. Rules for using the playground equipment and participating in organized games such as tetherball, basketball and four-square are also reviewed in PE class throughout the year.

RECESS Weather permitting; students are given outside recess breaks during the school day. Decisions to have outside recess during inclement weather depend upon the temperatures with wind chill factor, air quality, etc. Students should always be prepared for outside recess. All students must go outside during recess. Only students with written medical excuses will be allowed to remain in the building during scheduled outside breaks. Students will have supervised free time in the classroom on days when weather prevents outside recess. Quiet games, talking with friends, or playing movies are usually allowed by the staff members in charge.



DRESS EXPECTATIONS Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

1. A health or safety hazard shall be presented by the student's dress or appearance including possible membership in a gang or hate groups;
2. Damage to school property shall result from the student's dress; or
3. A material and substantial disruption of the educational process will result from the students' dress or appearance.

The Heights Elementary dress code is designed to create a positive, healthy and safe learning environment and support the district expectations.

- Students will wear clothing that covers their midriff and does not expose undergarments.
- Shorts or skirts that are not near the student's fingertips when the arms are held at their sides are considered too short.
- Exposed spaghetti strap tops are not allowed.
- Hats and bandanas are not to be worn inside the building, except on designated spirit days.

HALL PASSES Students must have a hall pass every time they are in transition in the hall and are not accompanied by an adult. All students are required to log out when leaving a room and log in upon their return.



CAFETERIA** 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. We stress the importance of using table manners throughout the year. The behavioral expectations in the cafeteria:

1. Use good manners.
2. Use indoor voices.
3. Stay seated while eating.
4. Clean up your area
5. Raise your hand to be excused.
6. Eat only your food.

Students not following the expectations will be moved to a ‘Reminder table’ where they will finish their lunch and write a reminder as to why they needed to be removed and what they need to do to correct that. These reminders are given to the classroom teacher.

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.



NONDISCRIMINATION NOTIFICATION Clarkston School District does not

discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination:

- Troy Whittle, Civil Rights & Title IX Coordinator 1294 Chestnut Street, Clarkston, WA 99403 (509) 758-2531 Whittlet@csdk12.org
- Rebecca Lockhart, Section 504/ADA Coordinator 1294 Chestnut Street, Clarkston, WA 99403 (509) 758-2531 lockhartr@csdk12.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: **CSD Policy 3210 (Students)** **CSD Policy 5010 (Staff)**



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, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property; 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, philosophical, 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 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 compliance officer is Troy Whittle 509.758.2331.

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.csdk12.org under Info & Resources – Forms - (*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, Troy Whittle, at (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.



USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES

Policy 4215 - 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.



VIDEO SECURITY ON SCHOOL DISTRICT GROUNDS or PROPERTY School

District grounds, buildings and property, including buses used for district purposes, may be equipped with video and/or sound security cameras (video security cameras). Equipment may be placed to record only in areas where there is not a reasonable expectation of privacy, such as parking lots, entrances, exits, hallways, front offices, gymnasiums, cafeterias, libraries, and other public shared or common spaces. Video contents are for the specific purpose of school safety and security and may be used as part of investigations as evidence to document misconduct.



SAFE & 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, service 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 or conduct may be subject to disciplinary action including, but not limited to, warnings, probation, suspension, expulsion, and special sanctions as appropriate such as required counseling, and/or treatment, and referral for prosecution.



WEAPONS on SCHOOL PREMISES-Policy 4210

It is a violation of district policy and state law for any person to carry or possess a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

1. Persons engaged in military, law enforcement, or school district security activities;
2. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
3. Persons competing in school authorized firearm or air gun competitions; and
4. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

1. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up/dropping off students; and
2. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.



PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

We have policies on the district website ([CSD Policy 3232](#)) which deal with parental rights relative to:

- surveys;
- instructional materials;
- physical examinations; and
- personal information used for marketing



ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The district inspects our buildings for asbestos containing building materials and develop, maintain and update an asbestos management plan. We annually notify parents, teachers and employee organizations in writing of the availability of the management plan and planned or in-progress inspections, re-inspections, response actions and post-response actions, including periodic re-inspection and activities.



BUS RULES

1. Be respectful and responsible.
2. Sit in your seat facing forward.
3. Follow all directions of the driver.
4. Turn in notes for bus passes in the morning. You must have a pass from the office to ride a different bus or get off at a different stop.



SEXUAL HARASSMENT Students and staff are protected against sexual harassment

by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment

policy and procedure, contact your school or district office, or view it online here: **CSD Policy 3205 (Students)**
CSD Policy 5011 (Staff)

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

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

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

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

SECTION 4: CRISIS AND EMERGENCY PROCEDURES

The safety of the students is of prime concern. Our district and school has a written crisis and emergency procedures plan. Emergency planning is monitored and revised regularly. The procedures are practiced during the school year. The cooperation of the families is essential at the time of emergency.

EMERGENCY DRILLS Emergency drills will be held on a monthly basis during the school year. These drills will be conducted according to the emergency procedures in the school's emergency plan. Students will be expected to act according to established rules for the emergency. Students will be informed and practice the rules during the year. **Please discuss with your child how important it is to listen carefully to their teacher and other emergency staff during drills and in actual events. Students must comply with emergency procedures at once without questions. This is for their safety.**

LOCK-DOWN This procedure is implemented in the event that there is an intruder in the building, a hostage situation, police activity in the neighborhood or any other situation where it is determined by the principal or designee that students would be safer in a locked room.

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 the police, sheriff and fire departments to expedite appropriate and efficient responses to emergency situations. If the emergency is such that children should be transported away from the area, school bus transportation will be available to take them to the Quality Inn Convention Center located at 700 Port Drive.

In the case of an evacuation either from the building to the playground 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 the person.



Photograph/Video Non-Permission/Opt-Out Form

*(Parents: Complete and return this form only if you do **NOT** give permission for your student's image to appear in possible school publications, including postings on the website.)*

From time to time, photographs or videos of students are taken during the school day for use in district and educational news releases, publications, video productions, social media, educational projects, and the district website.

If you do **NOT** wish to have your child photographed/videotaped for news media or school publicity purposes, sign this form and return it to the school. This form applies *only* to the current school year. A new form will need to be filled out each school year if you do not want your child's image published.

Student's Name (please print): _____

School: _____ Grade: _____

Parent/Guardian name (please print): _____

Parent/Guardian signature: _____ Date: _____

Please note that if your student participates in public events such as a sporting event or drama production that is open to the community, the school/district may have little or no control over photographs taken by media, other parents, or community members attending the event.

Students 18 years of age do not require parental consent for photo use. For more information, you may call the District Office at 509-758-2531.