

## 2021-2022 STUDENT/PARENT HANDBOOK

Welcome to the 2021-22 School Year. Our mission statement is “*Committed to teaching, committed to learning, committed to success*”. From this mission statement stems five core beliefs we all share (“The Hand”): Children First, Positive Attitude, Personal Wellness, Shared Responsibility, and Building Relationships. Highland’s educational setting and decision making process revolve around these five beliefs. We look forward to working with you and your child. Our staff is here to make learning productive and rewarding for your child. We believe in each student and staff member doing their best every day. You will find our school report card, required by the Elementary and Secondary Education Act (EASA) in our school office as well as on the internet on the OSPI website at: <http://reportcard.ospi.k12.wa.us>. If you have any questions, comments or concerns please contact us.

### OUR WONDERFUL STAFF AT HIGHLAND ELEMENTARY

**PRINCIPAL:** Deanne Ruddell

#### TEACHERS

|                       |                   |
|-----------------------|-------------------|
| Kindergarten          | Kathy Stedman     |
| Kindergarten          | Ellen Profitt     |
| 1 <sup>st</sup> Grade | Sophie Everett    |
| 1 <sup>st</sup> Grade | Robin Billow      |
| 2 <sup>nd</sup> Grade | Maura Sumpter     |
| 2 <sup>nd</sup> Grade | Sue Savage        |
| 3 <sup>rd</sup> Grade | Charles Chambers  |
| 4 <sup>th</sup> Grade | Jan Baune         |
| 4 <sup>th</sup> Grade | Cherie Wiik       |
| 5 <sup>th</sup> Grade | Zayne Cleveland   |
| 5 <sup>th</sup> Grade | Tim Weber         |
| 6 <sup>th</sup> Grade | Molly Fairweather |

|              |                  |
|--------------|------------------|
| Physical Ed. | Marie Huffman    |
| Music/Band   | Brandy Fiorenza  |
| Skill Center | Erin Hocking     |
| Skill Center | Christen Leggett |
| Speech       | Terri Gregg      |
| Title I/LAP  | Steve Stroschein |
| *ELL         | Shelley Harrison |

#### INSTRUCTIONAL AIDES

|              |                   |
|--------------|-------------------|
| Skill Center | Jodi Crane        |
| Skill Center | Carrie Shields    |
| Title I      | Brenda Ziegler    |
| Title I      | Shannon Sharp     |
| Title I      | Diane Wells       |
| Title I      | Jace Kessler      |
| K Aide       | Doug Blume        |
| Library      | Molly Weissenfels |
| 1:1          | Ann Gillies       |
| 1:1          | Michaela Powell   |
| Skill Center | Kage Sobotta      |

#### SUPPORT STAFF

|               |                 |
|---------------|-----------------|
| Secretary     | Linda Powe      |
| Office Asst   | Jamie Forsmann  |
| *Title I      | Debbie O’Kelley |
| Social Worker | Emilee Lohman   |
| *BMA          | Brandon Dugdale |
| Head Cook     | Sandy Dickinson |
| Asst. Cook    | Adrianna Staber |
| Custodian     | Shay Brockman   |

\*ELL - English Language Learner  
\*Title I - Parent Component  
\*BMA - Behavior Management

## ATTENDANCE/TRUANCY POLICY

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 graduate.
- Children chronically absent in kindergarten and 1<sup>st</sup> grade are much less likely to read at grade level by the end of 3<sup>rd</sup> grade.
- By 6<sup>th</sup> grade, chronic absenteeism is a proven early warning sign for students at risk for dropping out of school.
- By 9<sup>th</sup> grade, good attendance can predict graduation rates even better than 8<sup>th</sup> 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 in a month or 15 in a school year, 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

### **ASSIGNMENT MAKE-UP**

If an absence is excused, the student shall be permitted to make up all missed assignments. Assignments will be made up outside of class and under reasonable conditions and time limits established by the appropriate teacher(s).

### **CHECK-OUT**

Before a child may leave the school grounds during school hours, he/she must have written permission from a parent/guardian or the parent/guardian must contact the school explaining the reason for leaving. For the protection of our students, any person wishing to check a student out of school must report to the office. We will release the student after the sign-out process has been completed. Only custodial parents/guardians will be allowed to pick up a student during the day unless we have been notified by the custodial parent/guardian.

### **WHAT IS THE DAILY SCHEDULE?**

|             |   |
|-------------|---|
| 8:15-8:40   | Breakfast                               |
| 8:30-8:40   | Highland Hike                           |
| 8:40        | First Bell/ Classes Begin               |
| 8:45        | Tardy Bell                              |
| 10:00-10:10 | K/1 Recess                              |
| 11:15       | Lunch Begins                            |
| 12:45       | Lunch Ends                              |
| 2:00-2:10   | 2 <sup>nd</sup> -6 <sup>th</sup> Recess |
| 3:00        | Classes Dismissed                       |

|   |
|---|
| <b>BUS LOADING AND STUDENT DROP OFF/PICK UP ZONES</b> |
|---|

Please follow our guidelines for dropping off or picking up your child.

The horseshoe driveway at the front of the building is designated as a BUS ZONE ONLY from 8:00 a.m. -3:30 p.m. No cars should be entering this zone during those times. Parents will need to drop off and pick up their students in the east parking lot. A ONE WAY lane has been designated for this purpose. When you enter, please pull all the way forward and to the right of the lane in order to provide as much parking space as possible. Also, cars should park parallel to the grass. Backing into the north part of the pick up zone obstructs the walking path and poses a safety risk to our students. Students will need to enter the vehicle along the designated walking areas only. Overflow parking is in the Boys and Girls Club parking lot and students will be required to use the designated walkway to the club. Walking along the designated areas will be strictly enforced.

**STUDENTS ARE NOT ALLOWED TO WALK *THROUGH* THE PARKING LOT.**

Please be courteous and cooperative and understand that we are providing this zone to maintain the safest environment for all our students.

## **BUS BEHAVIOR AND EXPECTATIONS**

Riding the bus to and from school is a privilege. Discipline problems on the bus will be referred to the school principal by the bus driver. A student causing continual problems on the bus will lose the privilege of riding the bus. The rules and regulations were prepared by the State Superintendent of Public Instruction, the Chief of the Washington State Patrol, the Director of Highways for the State of Washington and is part of the district board policy 6605P.

### **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.

**A student's misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.**

Discipline problems on the bus will result in an initial letter mailed explaining the infraction(s) that have occurred. A student causing continual problems will be referred to the school principal for disciplinary action. This action will result in the student being removed from the bus for a period of time determined by the principal. Below are only guidelines:

- 1st referral to the building principal: warning, referral sent home
- 2nd referral to the building principal: loss of bus privilege for 1-3 days
- 3rd referral to the building principal: loss of bus privilege for 3-5 days
- 4th referral to the building principal: loss of bus privilege for 5-10 days
- 5th referral to the building principal: loss of bus privilege indefinite

**SERIOUS INFRACTIONS WILL BE REASON TO MOVE TO A HIGHER LEVEL OF DISCIPLINE.**

## **WHAT SHOULD MY CHILD DO WHEN THEY RIDE THEIR BIKES OR SCOOTERS TO SCHOOL?**

**For the safety of all students, bikes and scooters should always be walked on and off school grounds.** The school assumes no responsibility for stolen or damaged bikes or scooters. However, provisions have been made to safeguard bikes or scooters by requiring them to be properly parked and locked in the school bike racks. Students are not to play around the bike rack during the day, nor are they to ride bikes or scooters during any recess period. Student bicycle riders are expected to observe the same rules as the driver of a motor vehicle.

## **ARE SKATEBOARDS AND ROLLER SKATES ALLOWED AT SCHOOL?**

For safety reasons skateboards, roller skates and Heely's with their wheels attached are not permitted on school grounds. Skateboards should be carried and roller skates removed while on school grounds. Heely's should not have their wheels attached. Children should check with their teacher for information about where skateboards and skates should be kept during the school day.

## **WHAT CAN MY CHILD DO TO STAY SAFE?**

- For the safety of our students the following specific guidelines have been established:
- **NO STUDENT SHOULD BE ON SCHOOL GROUNDS BEFORE 8:15 AM.** There is no supervision prior to that time. For your child's safety, please have your child ride the bus or make arrangements for transportation to follow this request. Your cooperation is greatly appreciated.
- No student shall be permitted on campus after dismissal unless special permission is granted.
- **The map included with this handbook shows the streets that have been identified as safe walking routes. Please have your child follow these identified routes when arriving or leaving school. SEE THIS MAP AND THE PICK UP/DROP OFF ZONE MAP IN THE BACK OF THIS HANDBOOK FOR IMPORTANT INFORMATION**
- Report any suspicious activity on your street to the Clarkston Police Department or Asotin County Sheriff's Office.
- If walking, make sure your child is crossing the street at designated crosswalks.

## **DISCIPLINE PROGRAM**

### **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.

**The Highland Huskies work as a...**

**Productive  
Attentive  
Correct Choices  
Kindness**

**...to show respect!**

Positive Behavioral Interventions and Supports (PBIS) is a school-wide support system that focuses on taking a team-based approach by teaching appropriate behavior to all students. Through PBIS, school staff works to establish and maintain a productive, safe environment in which students, staff, and parents have clear expectations and roles in the educational process.

Successful PBIS programs comprise of specific components.

1) Behavioral Expectations are clearly defined. Four specifically defined expectations are exhibited throughout the school in positive, clearly stated rules. Highland has identified 4 behaviors on which to focus. **PACK**-Be **P**roductive, Be **A**ttentive, Make **C**orrect Choices, and Show **K**indness.

2) Behavioral Expectations are **taught**. PACK rules are taught to all students in all settings throughout the school. Behavioral expectations and rules are best learned through positive examples, which can be modeled, combined with opportunities for practice.

3) Appropriate Behaviors are **acknowledged**. Appropriate behaviors are acknowledged on a regular basis through praise and system-wide incentive programs to promote and reinforce behaviors demonstrated by individual students and classes. Any staff member will recognize and reward students exhibiting PACK behaviors.

4) Negative Behaviors are **corrected proactively**. Specific procedures are designed to address students who do not meet expectations. Students are informed of unacceptable behavior and re-taught the expectation or rule. Positive practice and consistency are important to promote student success.

#### **WHAT ARE THE EXPECTED BEHAVIORS FOR THE “COMMON AREAS”?**

The following are the “common areas” behaviors that we expect from all of our students. These “common areas” and expected behaviors were agreed upon by our school staff. All staff members are responsible to monitor the “common areas” and will expect students to demonstrate the expected behavior.

## THE HIGHLAND HUSKIES WORK AS A....

|                            | <b>P</b>   | <b>A</b>   | <b>C</b>  | <b>K</b>   |
|----------------------------|--|--|---|--|
|                            | <b>PRODUCTIVE</b>  | <b>ATTENTIVE</b>   | <b>CORRECT CHOICES</b>  | <b>KIND</b>  |
| <b>Walkways/<br/>Lines</b> | 1. Achieve your destination in a timely manner.  | 1. Always walk on the right side of the sidewalk.<br>2. Face forward in line.                  | 1. Keep your hands, feet and body to yourself.<br>2. Use quiet walking feet.<br>3. Hand rails are used for safety only.   | 1. Help others when they appear in need.<br>2. Speak using a #2 voice.<br>3. Wave and smile at people you meet.  |
| <b>Cafeteria</b>           | 1. Eat only the food on your tray.<br>2. Pick up all items around you and underneath you.<br>3. Dump tray and make sure all left over items are placed in the trash can.             | 1. Face forward in a single file line.<br>2. Raise your hand and wait patiently to be excused. | 1. Keep your hands, feet and body to yourself.<br>2. Use quiet walking feet.  | 1. Use proper manners by saying please and thank you.<br>2. Help others when they appear in need.<br>3. Visit with the people next to you in a #2 voice. |
| <b>Playground</b>          | 1. Carry the equipment that you take out of the bin and return it.<br>2. When the bell rings immediately walk quickly to your line.<br>3. Put your lunchbox in the tub by your unit. | 1. Play inside your boundaries.<br>2. Follow the directions of adults and playground rules     | 1. Use kind actions that keep yourself and other safe.<br>2. Leave bark, rocks and grass on the ground.<br>3. Take responsibility for your own actions.                 | 1. Use kind words.<br>2. Help others when they appear in need.<br>3. Share the equipment.<br>4. Ask others to play.                                      |
| <b>Bathroom</b>            | 1. Go.<br>2. Flush the toilet when finished.<br>3. Wash your hands.<br>4. Turn off the faucet.<br>5. Get back to class.  |  | 1. Leave no trace and put trash in garbage can.<br>2. Report problems and broken equipment to your teacher.<br>3. Use walking feet.<br>4. Keep your feet on the ground. | 1. Give others privacy.<br>2. Talk using a quiet voice.<br>3. Shut and lock the stall door.  |
| <b>Bus</b>                 | 1. Arrive at your destination in a timely manner.  | 1. Line up behind the red line.<br>2. Keep your backside on the seat.                          | 1. Leave no trace.<br>2. Follow the directions of the bus driver.<br>3. Use walking feet to board the correct bus, ride, and get off the bus at your stop.              | 1. Greet the bus driver on and off the bus.<br>2. Visit with the people next to you in #2 voice.   |

### TO SHOW RESPECT!

#### Expected Assembly Behavior

- All staff members will attend the assemblies.
- Sidewalk rules while walking up to gym.
- Students will sit in designated area
- 6<sup>th</sup> grade students will sit in chairs brought from their classroom
- Give Me Five – 1. Eyes on speaker 2. Quiet mouth 3. Listening ears 4. Hands, feet to self 5. Courteous to speaker

#### Expected Emergency Evacuation Behavior

- Upon hearing the alarm, students will immediately stop what they are doing.
- Students will calmly and quietly line-up at the door.
- When exiting the room with the teacher, students will move to the right of the hallway.
- Do not stop and talk at anytime.
- Keep your hands, feet, etc. to yourself (no pushing, shoving, kicking or grabbing).
- When we get to our destination stay in your line without talking.
- Answer “here” when teacher calls your name.

## **WHAT ARE THE EXPECTED BEHAVIORS IN MY CHILD'S CLASSROOM?**

Your child's teacher will be teaching the classroom behavior expectations during the first weeks of school and re-teaching/reviewing them during the year. Please be looking for a letter from your child's teacher in the next couple of weeks that outlines classroom expectations and other important classroom information.

In addition, your child's classroom teacher will be teaching the "common area" behavior expectations during the first week of school and re-teaching/reviewing them during the year.

## **WHAT ARE THE CONSEQUENCES?**

We have a consistent office referral system that outlines what interventions have been tried in the classroom. We also have established a clear cut system of differentiating between MINOR behaviors that can be dealt with in the classroom; those that can be dealt with in the classroom, but need to be reported; and MAJOR behaviors those that need to be referred to an administrator. This will help to make behavior referrals more consistent across the school.

### **Disruption**

Major: **Sustained** (Ex: loud talking, screaming, out of seat) or high intensity (Ex: throwing chairs) behaviors that disrupt learning.

Minor: low intensity, ex. talking, humming

### **Disrespect**

Major: Delivers socially rude or dismissive messages to adults or students.

Minor: Delivers low-intensity, socially rude or dismissive messages to adults or students.

### **Bullying**

Major: **Repeated** delivery of direct or technology-based messages that involved intimidation, teasing, taunting, threats or name calling without retaliation

Minor: **Single** delivery of direct or technology-based messages that involved intimidation, teasing, taunting, threats or name calling without retaliation

### **Harassment**

Major: **Repeated** disrespectful messages, in any format related to gender, ethnicity, sex, race, religion or disability, physical features or other protected class

Minor: **Single** incidents of disrespectful messages in any format related to gender, ethnicity, sex, race, religion or disability, physical features or other protected class

### **Inappropriate Display of Affection**

Major: Repeated inappropriate consensual gesture/physical contact of a sexual nature to another student.

Minor: Inappropriate consensual gesture/physical contact of a sexual nature to another student.

### **Abusive Language/Inappropriate Language**

Major: Abusive language with intent to put down or **frequent** inappropriate language.

Minor: Inappropriate language without intent.

### **Physical Aggression**

Major: Serious physical contact where injury met **with** anger or intent to harm.

Minor: Inappropriate physical contact **without** anger or malice.

### **Fighting**

Major: Will not disengage; intent to harm, physical or verbal.

Minor: Play fighting or stopping inappropriate behavior when asked.

### **Defiance/Non-Compliance**

Major: Prolonged refusal to follow directions of any adult.

Minor: Brief or low intensity of failure to follow directions.

### **Forgery/Theft**

Major: Student is in possession of having passed or being responsible for removing someone else's property. Student has signed a person's name without permission.

Minor: Taking small classroom supplies or attempting to forge parents signature.

### **Lying/Cheating**

Major: **Repeated** lying, cheating of the nature of which would be against the law (Ex: plagiarism)

Minor: Copying another student's work and looking at another's test.

### **Dress Code Violation**

Major: **Repetitive** violating of dress code.

Minor: Violation of dress code.

### **Technology Violation**

Major: Intentional viewing of inappropriate site on computer, **repeated** inappropriate use of cell phones, pagers, cameras & video/music players.

Minor: Use of cell phones, pagers, cameras, music/video players.

### **Weapons**

Major: RCW, possession of knives/gun (real or look alike) or other objects readily capable of causing bodily harm.

Minor: None

### **Bomb Threat**

Major: Student delivers a message of possible explosives. Materials being on campus, near campus &/or pending explosions.

Minor: None

### **Vandalism**

Major: Purposeful destruction or disfigurement of school property

Minor: Low intensity or inadvertent misuse of property, ex. writing on desks, tearing pages of books.

### **Gang Affiliations/display**

Major: Gesture, dress code or speech to display affiliation.

Minor: None

### **Tobacco/Alcohol/Drugs**

Major: Student is in possession of or is using illegal drugs/substances.

Minor: None

While PBIS focuses primarily on positive behaviors, we do need to be prepared to deal with negative behaviors when they do happen. Each classroom teacher will have a menu of consequences, when dealing with behaviors that are inappropriate.

A list of consequence options for **Minor** (Classroom Managed) behavior but not limited to:

- Verbal Reminder/Warning
- Prompt/Redirect
- Separation of students
- Alternative Task
- Time Out
- Parent Contact
- Buddy Room
- Conference with Student
- Parent Conference
- Loss of Privilege
- Lunch Detention
- Refocus

A list of consequence options for **Major** (Office Managed) behavior but not limited to:

- Parent Contact
- Conference with Student
- Time in Office or Behavior Room
- Loss of Privilege
- Individualized Instruction
- Community Service
- Restitution
- In-School Suspension
- Out-of-School Suspension
- Bus Suspension
- Emergency Expulsion

**Out of School Suspension** – Fighting, Drugs, Alcohol, Tobacco

Student will likely receive an automatic out of school suspension, with a meeting with parent before student returns to school option and/or behavioral intervention option.

*\*Excessive referrals may result in an extended short-term, or possible long-term suspension. The School Resource Officer (SRO) or Asotin County Sheriff's Department, may also be involved in these offenses. When time allows, parents will be notified before SRO involvement.*

### **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.

### **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.

### **Use of Drug and Alcohol**

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 or marijuana 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.

### **WHAT IS DONE TO PREVENT BULLYING, HARRASSMENT AND INTIMIDATION?**

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 [Jim Fry](#)

[509.758.2531](tel:509.758.2531)

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

**WHAT SHOULD I DO IF I BELIEVE MY CHILD IS BEING HARASSED, INTIMIDATED OR BULLIED?**

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](http://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](#), 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.

#### **WHAT SHOULD I DO IF I BELIEVE MY CHILD IS BEING SEXUAL HARASSED?**

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, Troy Whittle. 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, Troy Whittle or Rebecca Lockhart. 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](mailto: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](mailto: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](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

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

## **WHO DO I CONTACT FOR QUESTIONS ABOUT SCHOOL POLICIES AND PROCEDURES?**

If you have any questions regarding policies, procedures, or your child’s education, please call the school at 758-5531 and you will be directed to the appropriate staff to help you. Open communication is healthy and a necessity in

the positive relationship between the school and home. Please stay involved in your child's education. You are your child's first and most important teacher. If you value education, your child will value education. If you value prompt and regular attendance, your child will value prompt and regular attendance. If you value productivity, attentiveness, correct choices and kindness, your child will value the same. Please help make education a top priority in your home and help us lead your child down the road to success.

## **DRESS CODE**

The Highland Elementary dress code is designed to create a positive, healthy and safe learning environment. Students may determine their personal dress as long as it is not a substantial disruption of the educational environment or result in damage to school property.

- Students will wear clothing that covers their midriff and does not expose undergarments.
- Shorts or skirts should be near the student's fingertips when the arms are held at their side.
- Pajama pants are not appropriate attire.
- Exposed spaghetti strap tops/bra straps are not appropriate for school.
- To show proper respect, hats will **not** be worn on campus except for designated spirit days. Stocking caps can be worn in inclement weather during recess.
- Washington law states that students will not be allowed to wear clothing that promotes or displays cigarettes, alcohol, drugs, hate group, gang related memorabilia or discriminating messages (RCW 28A.320.140).

Students who do not comply shall be asked to make the necessary corrections and the parent and guardian will be notified. Further non-compliance will follow the school disciplinary procedure.

## **EMERGENCY DRILLS**

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.

The safety of the students is of prime concern. Our 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 an emergency.

Emergency drills for the evacuation of the school will be held at a minimum of six times a year. Lockdown drills will be held a minimum of three times a year.

These drills will be conducted according to emergency exit procedures in our emergency plan. Students will be expected to act according to the established rules for emergency exit. Students will be informed of these rules and procedures frequently throughout the school year.

Please discuss with your child how important it is to listen carefully to their teacher and other emergency staff during drills or if there are actual evacuations. When students are asked to exit the building they must do so at once without question. This is for their safety.

Emergencies can take many forms, therefore, a plan has been created that provides a general guideline for responding. The school district has protocol for emergency responses with both the police/sheriff's 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 Team 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 use of the fire alarm bell.
3. The person(s) that can signal for an evacuation are: THE PRINCIPAL OR DESIGNEE.
4. Students and staff will assemble as directed by the emergency response team dependent upon the emergency.
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 roll and report the attendance to a team leader.
7. Key personnel will wear orange vests during extended evacuations to help identify their locations.
8. The school secretary will bring the emergency kit to the designated evacuation area.
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 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 them.

## **LOCK-DOWN PROCEDURES**

This procedure will be implemented in the event that there is an intruder in the building, a hostage situation, or any situation where it is determined by the PRINCIPAL OR DESIGNEE that students would be safer in a locked room.

1. During a lock-down students and staff will remain in the rooms they are in when the lock-down signal is given. Doors are locked and not opened until the all clear signal is given. Students and staff should stay out of the line of sight.
  - 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 a room.
  - b. Custodians will lock outside doors if possible, but NOT place themselves in "harms way".
2. The PRINCIPAL OR DESIGNEE will give the signal for a building lock-down.
3. If students are in Physical Education, they are to remain in the gym and, as much as possible, secure a place on the stage. If students are in the gym during the lunch period, they are to remain seated and wait for further instructions.

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 room.

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| <b>ITEMS NOT ALLOWED AT SCHOOL</b> |
|------------------------------------|

*All clothing, coats, backpacks and lunch boxes should be marked with a child's name.*

We cannot assume responsibility for lost personal items. We encourage students not to bring electronics, extra money or other valuables to school.

Personal items such as toys, stuffed animals, tablets, iPods, radios, remote control vehicles, 3DS, PSPs, Yu-Gi-Oh cards, Pokemon cards, or any other items that may be disruptive to the students, teachers, and/or the educational process at Highland are not allowed. Personal items brought to school may be confiscated until the end of the day or kept for the remainder of the year unless retrieved by a parent/guardian. Students are allowed to bring school like equipment (i.e. basketball, soccer ball, etc) which will shared with others.

We understand in this day and age many parents provide their child with a cell phone. However, if a cell phone is brought to school, it must be turned off and placed in a backpack or given to the classroom teacher for safekeeping. Cell phones that are used in school or carried by a student will be confiscated and held by the teacher or at the office until the end of the school day. Repeat offenders or

students who are disrespectful/defiant about turning over cell phones will have the phone held at the office for parents to pick up.

### **WHERE SHOULD A STUDENT LOOK FOR LOST ITEMS?**

Lost items, including clothing, backpacks, and books will be placed in a container in the gym. Students should check this area when they have lost something at school. All items unclaimed at the end of the year will be donated to charitable organizations.

## **SCHOOL NURSE AND MEDICATIONS**

Donna Franklin is our Director of Health Services. Parents/guardians should inform the school of any medical problem a child might have. Let us know if your child has allergies, is taking medication, or if there are other precautions that we need to take with your child related to a medical condition.

### **WHAT HAPPENS IF MY CHILD IS INJURED OR BECOMES ILL?**

In case of illness or injury a student will be cared for by the nurse or staff member trained in first aid procedures. Parents will be contacted. In the case of an emergency, parent/guardian contact will be attempted immediately and emergency medical treatment procedures will be initiated. Depending on the seriousness of the injury and if a parent cannot be reached, 911 may also be called.

### **ARE STUDENTS REQUIRED TO BE IMMUNIZED?**

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 1<sup>st</sup> 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 1<sup>st</sup> birthday. Must be given on the same day as other live-virus vaccines or separated by 28 days.

### **MAY MEDICATION BE TAKEN 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. Forms may be obtained from the school nurse or the school secretary.

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.**

### **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. A life-threatening condition is 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. 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. You may also contact the District Nurse at 509-295-1731.

### **MAY I PURCHASE INSURANCE FROM THE SCHOOL?**

School insurance is available for a minimum cost. The plan you may purchase is described in the folder sent home at the beginning of each school year. **The Clarkston School District does not carry any insurance on your child. You may also be eligible for health care through the Administrative Match**

program. For more information, please contact Debbie O’Kelley, Parent Coordinator, at 758-5531.

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| <b>FOOD SERVICES</b> |
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**HOW DOES SCHOOL LUNCH AND SCHOOL BREAKFAST OPERATE?**

*Due to the public health emergency, USDA has given schools the flexibility to operate the Seamless Summer Option (SSO) in school year 2021-2022.*

*Breakfast and lunch will be served at no cost to all students enrolled in Clarkston School District for SY 21-22. It is still important to fill out a Free and Reduced Price application, however, to ensure funding for our schools and increase opportunities for possible P-EBT funds and scholarships for your child.*

Our outstanding 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: \$3.00                      Elementary: \$2.75<br>LMS: \$2.80 |
| Reduced | \$ .40   |
| Adult   | \$ 4.00  |

**MAY STUDENTS GO HOME FOR LUNCH?**

Students that go home for lunch are required to bring a note from home. They then will be issued a pass from the office to leave campus. Students must check in at the office upon their arrival back to school.

**CAN STUDENTS BRING DRINKS TO SCHOOL?**

Highland staff recognizes the importance of water consumption and encourages increased consumption of water throughout the day. Staff members are particularly sensitive to student needs for water during periods of hot weather. Students shall be allowed to carry water bottles during the school day using the water bottle policy shown below. Teachers may need to call for extra water breaks too. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.

Drink Guidelines

When students bring water bottles for use during school:

- Water bottles must be clear and have secure caps.
- Students may not share water bottles.
- Empty bottles should, on a regular basis, be recycled (if appropriate), discarded, or taken home for sanitized reuse.
- Students misusing water bottles will be subject to disciplinary actions.
- Teachers have discretion in determining classroom use.
- Water bottles may not be used in computer labs and the library.
- No other types of drinks (soda, coffee, energy drinks) will be permitted.

**TECHNOLOGY & VIDEO SECURITY**

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 21<sup>st</sup> 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. Your child will receive an ***Acceptable Use Policy for Technology*** that should be signed for your child to have access to Internet.

### **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.

## **PROGRAMS & SERVICES**

### **WHAT ARE SPECIAL SERVICES?**

Clarkston School District has a full range of programs to meet children's needs: speech therapy, special education, Title I remedial assistance, counseling and health services. Each school has a Title I Family Coordinator who can assist if you have questions about special programs and 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.

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.

### **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. Highland Elementary is a Title I schoolwide program, this means every student K-6 is eligible to receive additional support services through Title I, Part A.

### **ARE ALL MY CHILD'S TEACHERS HIGHLY QUALIFIED?**

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](http://www.csdk12.org)

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## **WHAT IS A TITLE I FAMILY COORDINATOR?**

Debbie O'Kelley is our Title I Family Coordinator and Homeless Liaison. She is available to help put families in contact with professionals in the community who may be able to help. She also provides orientation for new students and arranges special after-school and evening activities for families. If you are in need of assistance from community agencies such as counseling centers, DSHS, medical doctors, etc., Debbie O'Kelley may be reached by calling 758-5531 or coming to the Highland office.

## **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.

- Rebecca Lockhart, District Homeless Coordinator, 1294 Chestnut St., Clarkston, WA 99403 (509) 769-5529 [lockhartr@csdk12.org](mailto:lockhartr@csdk12.org)
- Melinda Dyer, State Homeless Coordinator, Office of the Superintendent of Public Instruction, (360) 725-6505 [melinda.dyer@k12.wa.us](mailto:melinda.dyer@k12.wa.us)

### **WHAT IS 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.

### **WHAT IS THE SKILL CENTER?**

The Skill Center is a state and federally funded special education program. It is designed to give extra assistance to students in the areas of math, reading, written language and/or social-emotional.. To be eligible for this program a student must meet state and federal requirements. Parents or teachers who have

a concern about a student may begin by referring the student to the Highland Student Support Team.

### **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](http://www.csdk12.org)

### **IS THERE A GIFTED PROGRAM?**

Yes! The district provides a gifted/highly capable program for students. Qualified students in grades 3<sup>rd</sup>-6<sup>th</sup> are bussed to our Gifted and Talented classroom located at Heights Elementary one day each week. Students are referred and tested by the Gifted and Talented teacher with parent consent and input as part of the assessment. After a student qualifies, parents must sign a permission form in order for their child to participate in the program.

## **OTHER IMPORTANT SCHOOL INFORMATION AND FAQ'S**

### **HOW DO YOU PAY FOR FEES AND FINES?**

For parent convenience, the district offers online payment services for student lunches, registration costs and various other fees related to student involvement. The service offering allows for both debit and credit card usage with no user fees. The link for this service is on our school webpages and the link is as follows: <https://wa-clarkston.intouchrecepting.com/>. The building office staff continue to accept cash or checks as well.

### **WHAT ARE THE COMMON CORE STATE STANDARDS?**

Teachers, parents and community leaders have all weighed in to help create the Common Core State Standards. The standards clearly communicate what is expected of students at each grade level. This will allow our teachers to be better equipped to know exactly what they need to help students learn and establish individualized benchmarks for them. The Common Core State Standards focus on core conceptual understandings and procedures starting in the early grades, thus enabling teachers to take the time needed to teach core concepts and procedures well—and to give students the opportunity to master them.

With students, parents and teachers all on the same page and working together for shared goals, we can ensure that students make progress each year and graduate from school prepared to succeed in college and in a modern workforce.

You can review the Common Core State Standards by going to the following website: <http://www.corestandards.org/the-standards>

### **WHEN ARE SCHOOL PICTURES TAKEN?**

As a courtesy, the school provides the opportunity for parents to obtain individual student pictures in the fall as well as class pictures in the spring. The monthly newsletter, Facebook, and parent link will be used to notify you of the events.

### **WHEN ARE PARENT-TEACHER CONFERENCES?**

Parent-Teacher Conferences are important and our school strives for 100% participation from all families. Parent-Teacher conferences will be held in October and again in 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. **There are three full days in the fall scheduled for conferences: October 6, 7, 8 and three half days in the spring scheduled for conferences: March 23, 24, 25.** Parent conferences are encouraged and can be arranged at any time during the school year.

### **MAY I VISIT THE SCHOOL?**

We welcome and encourage visits to Highland Elementary by parents and other adult residents of the community. **All visitors are required to report to the office and sign-in. At this time they will be issued a visitor's pass and further assistance.** As per Board Policy 4200P, if you would like to observe a classroom, you will need to arrange a time with the principal in order to maintain minimal disruption to the educational program.

\*Students from other schools or out of town are not allowed to visit during the school day, unless during lunch only and accompanied by an adult.

### **MAY I VOLUNTEER AT SCHOOL?**

Yes, volunteers are recruited on a regular basis. They are involved in a variety of activities that include: assisting in the classroom, listening to children read, correcting papers, working in the computer room, making classroom materials, and assisting with special programs. Please inform your child's teacher or call the school office if you wish to help we will arrange for a background check through

the Washington State Patrol (as required by the Clarkston School District). Your help is greatly appreciated.

### **IS THERE A PARENT GROUP AT HIGHLAND?**

There is an active parent group called the Highland Parent/Teacher Organization (PTO) and we encourage all parents/guardians to become involved. The group provides an arena where parents and staff actively work together to create a better learning environment for students. Our PTO raises funds for worthwhile projects such as books and AR tests for the library, computers and software, supplemental materials for classrooms, field trips, marimba instruments, student daily planners, equipment for teachers and Asotin County Aquatics Center Day just to name a few. They also organize volunteer efforts that benefit our students, and create new opportunities for our students. The Highland PTO meets the third Tuesday of the month at 6:00 pm in the library (although some meeting times may vary).

### **HOW DO I FIND OUT WHAT IS GOING ON AT SCHOOL?**

Highland's newsletter comes home each month. It serves to keep you up-to-date on what is happening in the classrooms and allows you to plan for future school events. The school website is updated regularly and has the most current events <http://www.csdk12.org/highland>. School Messenger, which provides phone calls and emails, with current information is used. Typically this information can be expected around 6:00 PM. A Facebook page entitled, Highland Elementary <http://www.facebook.com/highlandpack> has been created to help inform parents on a more regular basis of events. Reminder announcements are sent home with children prior to events/activities that parents/guardians should know about. Also, please look in your child's backpack for notes from their classroom teacher. Most teachers send home weekly packets with homework and/or pertinent information about upcoming events and activities.

### **ARE PETS ALLOWED AT SCHOOL?**

Pets are allowed at school only with permission from the classroom teacher. If your child has pet allergies, please notify the school and put information on the registration form.

### **IS THE PLEDGE OF ALLEGIANCE RECITED?**

The Pledge of Allegiance is recited at the beginning of each day in every classroom. This is in accordance with the Clarkston School District Board Policy.

### **IF WE MOVE OR CHANGE PHONE NUMBERS WHAT DO I NEED TO DO?**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

### **ARE STUDENTS ALLOWED TO USE THE TELEPHONE?**

The office telephone is a business phone and should only be used for emergencies or issues of great importance. 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 will not be allowed to use the phone

without teacher permission. **After school and transportation arrangements should be discussed with your child prior to the beginning of the school day. If arrangements change, please notify the school before 2:30 PM** so the office has enough time to communicate with your student.

#### **WHEN ARE REPORT CARDS SENT HOME?**

Report cards are issued three times each year. Teachers evaluate the student's academic achievement as well as his/her effort and conduct. Please carefully review your child's progress and contact the school if you have any questions. Children's achievement may be checked at any time by contacting the teacher.

#### **ARE STUDENTS ISSUED TEXTBOOKS TO STUDY FROM?**

Students may be issued textbooks and are responsible for maintaining and returning those books in the same condition in which they were received. The replacement fee of lost/damaged textbooks can cost as much as \$35.00. However, the majority of our curriculum utilizes consumable workbooks that are issued to your child at the beginning of the school year. Students may be asked to take the workbooks or pages of the workbooks home to complete assignments and practice daily lessons. As they would a textbook, students are responsible for the care of their workbooks.

#### **ARE STUDENTS ALLOWED TO CHECK OUT LIBRARY BOOKS?**

Classes have regularly scheduled times each week. Two books may be checked out for a one-week period and may be renewed. Each class receives instruction on the use of the library and materials. Students with over-due books or fines are restricted from checking out additional books. Parents will be notified of the situation. Students will be required to return or pay fines before checking out additional books.

The following rules govern the use of the library:

- All pupils in the school may use the library and check out books/materials.
- Reference books/materials, such as encyclopedias and dictionaries, may be checked out but must be returned to the library each afternoon.
- Other 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.
- Classrooms usually have one library period a week. Teachers often schedule additional class periods for special studies.

#### **WHO IS ON THE SAFETY PATROL?**

Currently we have a crossing guard at 15<sup>th</sup> and Highland. The purpose of the crossing guard is to help students arrive and to leave school grounds safely.

#### **WHAT ARE SOME PROGRAMS OFFERED AT HIGHLAND?**

**ACCELERATED READER:** Students are allowed to read books and take Accelerated Reader tests in the library. Points are earned for tests taken and passed. These points may be used to purchase items from the Accelerated Reader Store.

**MUSIC AND BAND:** General choral/vocal music is scheduled for students in grades K-5. All 6<sup>th</sup> grade students have the opportunity to participate in band as part of our efforts to expand a student's experience and appreciation for music and the arts. Please contact Brandy Fiorenza at 758-5531 for information about instrument rental. 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 showcase 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.

**PHYSICAL EDUCATION:** Our school has a Physical Education teacher who provides a minimum of an average of 90 minutes of P.E. per week for students. Each program includes a wide-range of physical activities with games and team activities. Students wear their school clothes and regular tennis shoes for class. Students will not be allowed to go without shoes during P.E. class.

#### **WHAT IS THE COMPREHENSIVE COUNSELING PROGRAM?**

Our social worker provides support if your child is having difficulty dealing with problems, trouble getting along with others, or perhaps a great sadness or disruption in the family. The social worker can provide support through individual and small group counseling sessions. The social worker supports the regular teaching staff in the personal development of students. They provide immediate interventions for behavioral, emotional or learning difficulties. Children are selected to the program by referrals from parents and staff through a referral process.

Every adult in the school is a part of the comprehensive counseling program, for they all provide positive role models and resources for communication – often the first resource for the student or parent. Staff often can help direct students and parents in the direction that will provide additional assistance.

#### **ARE LOCKERS AND/OR DESKS AVAILABLE FOR STUDENT USE?**

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 administration to inspect lockers and desks whenever it is suspected that they may contain: 1) lost or stolen items; 2) health hazards; 3) illegal items; and 4) weapons or dangerous items. The school assumes no responsibility for the safeguard of articles left in desks and/or lockers.

Locker assignments are made by the teacher. **Locks are not permitted.** Do not paste pictures on the inside or outside of the lockers.

#### **DOES MY CHILD HAVE RECESS?**

Recess is an important time for children to gain physical skills, interact with friends, and learn the give and take of playground games. Recess rules vary depending upon the grade level of the students, therefore, recess rules will be reviewed in each classroom during the first week of school. The rules are designed to ensure the safety and well being of our children on the playground.

#### **MAY I BRING TREATS FOR CLASSROOM PARTIES?**

If you plan to bring a treat to class for your child to share on a birthday, please contact the teacher prior to the day. Some of the classrooms celebrate birthday's one time during the month. Teachers will have a suggestion about the appropriate times. Teachers will advise parents/guardians of other classroom parties. Invitations to personal parties should be done after school hours.

#### **DO STUDENTS TAKE FIELD TRIPS?**

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce the students to the resources of our community. Parents will be informed about field trips in advance by the teacher. Volunteers are also needed to chaperone the trips. If you would be willing to volunteer please contact the classroom teacher.

**If a child leaves in school care, he or she must return in the care of the school unless a specific written request is made by the parent/guardian.**

#### **WILL MY CHILD HAVE HOMEWORK?**

The general policy regarding homework is that when it is assigned it is work that involves practice of previously taught material and it is expected to be completed and returned to the assigning teacher by the time determined by that teacher. Studies have shown the importance of homework and the correlation of consistent practice at home and increased academic performance. Please talk with your child everyday about school and set up a daily "homework time" in a location that your child can work and/or read quietly and uninterrupted. **Every** child should be reading (or be read to) each night for at least 20 minutes. So if your child comes home and says they don't have any homework, then they should be reading during their homework time.

### **WHAT DO I DO IF I NEED TO WITHDRAW MY CHILD 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. Thank you.)

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. Pick up a withdrawal slip from the office that you take with you to your new school.
5. Be sure all personal belongings are gathered from the school.

### **HOW IS STUDENT CLASS PLACEMENT DETERMINED?**

Several factors are taken into consideration for placing in a child in a classroom: class-size, peer relationships, academic abilities, and special needs. Parent requests are taken into consideration when possible. With families moving in and out of the district, as well as within the district, and the retirement or changing of staff, these classroom placements are not finalized until school starts. Classroom placements are considered temporary for the first month after school starts as we try to balance class loads across all levels.

### **WHOSE JOB IS IT TO KEEP THE SCHOOL CLEAN?**

It is everyone's responsibility to keep the school and the school grounds clean. Some foods, especially gum and candy, become quite a problem with much additional time needed from the janitor to clean up. Because of a maintenance and litter problems, **students are not allowed to bring candy and gum to school.**

### **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.

### **WHY MAY A STUDENT BE EXCLUDED FROM SCHOOL?**

We do not want to exclude any student from school but there are some situations where, 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 she/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. The child may be conducted away from the vicinity of the school if the student's presence constitutes an interference with school purposes.
3. If the student is mentally or physically unfit to stay in the educational setting, as determined by a multi-disciplinary team.
4. If the child immunizations are not current.
5. If the child has been suspended due to exceptional misconduct.

### **WHAT ARE THE GRIEVANCE PROCEDURES?**

Any student, parent, or patron on behalf of a student, who feels that there has been unfair or unjust treatment toward the student, may follow the procedures for resolving grievances as outlined in the Clarkston School District Policy Manual.

### **WHAT ARE MY RIGHTS AS A PARENT/GUARDIAN?**

#### **Family Educational Rights and Privacy Act (FERPA)**

Parent/guardian and eligible students (at least 18 years of age) you have the right to:

- inspect and review education records;
- amend education records;
- \*consent to disclose personally identifiable information in education records; and
- file a complaint with the U.S. Department of Education.

\*One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board.

#### **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

### **WHAT ARE SOME IMPORTANT TESTS THAT MY CHILD MAY TAKE?**

Children participate in the following state mandated testing: 3<sup>rd</sup> – 6<sup>th</sup> graders will take the Smarter Balanced Assessment (SBA). The 2020 SBA is scheduled for Spring of 2020. Some special education/504 students may have alternative options or accommodations for the SBAC. Parents are provided with the results of these tests in the fall of the following school year. Students in grades K-3 will also be given the Dynamic Indicator of Basic Early Literacy Skills (DIBELS) three times throughout the year.

*“Teamwork can be summed up in five short words: We Believe In Each Other”*

# Clarkston School District School Board

The Clarkston School District School Board meets the second and fourth Monday of each month at 6:00pm in the Board Room located in the District Office (1294 Chestnut). Please contact the district office for place and any changes. If you would like an agenda or to be included on the board agenda at any of these meetings please contact Keri Myklebust at 758-2531.

There are five members of the school board (email addresses available on [csdk12.org](http://csdk12.org)):

Dennis Lenz  
Rachel Rinard  
Russ Davis  
Jim Nelly  
Miles Sidener

## School District Administration

Location: 1294 Chestnut, 758-2531

|                                   |                  |
|-----------------------------------|------------------|
| Superintendent                    | Thaynan Knowlton |
| Assistant Superintendent          | Troy Whittle     |
| Chief Financial Officer           | TBD              |
| Technology                        | Zachary Wilson   |
| Student Services                  | Rebecca Lockhart |
| Comprehensive Counseling Services | Elece Lockridge  |
| Director of Health Services       | Donna Franklin   |
| Facilities                        | David Jagannath  |
| Transportation                    | Ginger Cornett   |
| Food Services                     | Amy Kimberling   |

## Contact Information for Other Schools and Services

|                  |          |                    |          |
|------------------|----------|--------------------|----------|
| District Office: | 758-2531 | Heights Elem:      | 758-8180 |
| Clarkston High:  | 758-5591 | Parkway Elem:      | 758-2553 |
| Lincoln Middle:  | 758-5506 | Student Services:  | 758-3309 |
| Grantham Elem:   | 758-2503 | Bus/Food Services: | 758-8041 |
| EOC:             | 758-4508 |                    |          |



## 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](mailto:Whittlet@csdk12.org)
- Rebecca Lockhart, Section 504/ADA Coordinator 1294 Chestnut Street, Clarkston, WA 99403 (509) 758-2531 [lockhartr@csdk12.org](mailto: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 \(Staff\)](#)

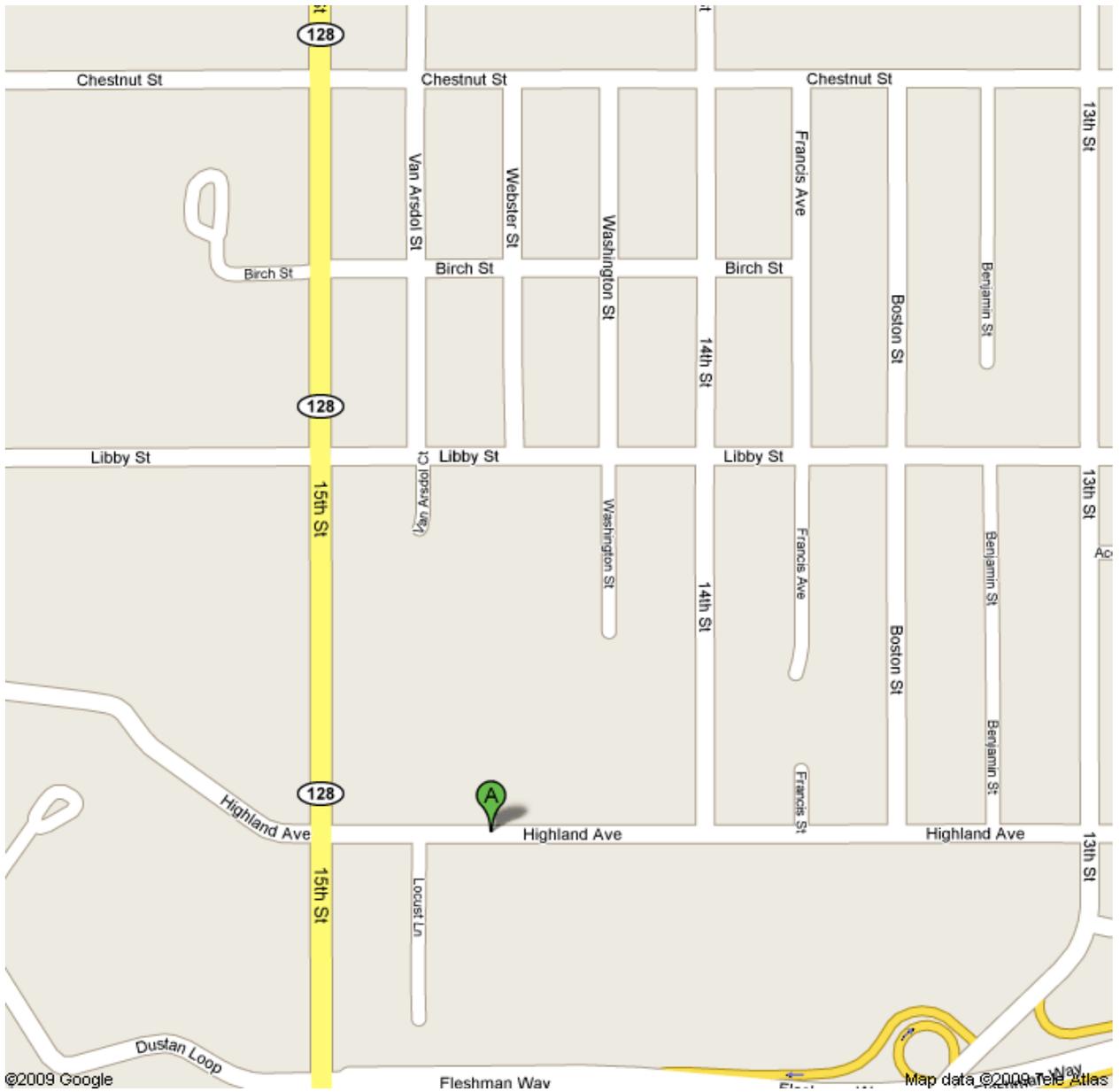
# APPENDIX

## SAFE WALKING MAP

### DROP OFF/PICK UP ZONE

#### **Highland Elementary School Pedestrian Safety Walking Map**

The safety of children walking to and from school is a major concern of parents, school, and law enforcement. In an effort to insure complete understanding of the walking routes to and from Highland Elementary, the following map is being distributed to all parents/guardians of Highland. Please note that an adult crossing guard is positioned at 15<sup>th</sup> St. and Highland at 8:00-8:30am and 3:00-3:30pm each day and at the crosswalk at Highland School and Highland Ave. each day when school is released. Walkers should always use sidewalks and cross only at marked crosswalks and still look both ways before crossing. Bikes must be waked across roadways.



## DROP OFF/PICK UP ZONE

