

# **Parkway Elementary School Student Handbook**

## **2018-19**



*Positive Attitude  
Act Responsibly  
Work Hard  
Show Respect*

The Mission of Parkway Elementary School as a unified staff is to provide a positive learning environment which provides for the development of the students' social and academic potential, with the cooperation of students, family, staff and community.

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1103 4<sup>th</sup> Street  
Clarkston, WA 99403  
Phone 509-758-2553  
Fax 509-758-5020

## **DIRECTORY AND OTHER INFORMATION**

**Welcome to Parkway Elementary School! We are proud of our school and families and strive to improve student learning for every child.**

**Our Learning Improvement Team has identified the following to help focus our learning at Parkway:**

- **Mission** – Improve student learning
- **Vision** – Parkway school is a community of learners joined together in a welcoming and safe environment
- **Values** – Work hard and be respectful

**Parents are always encouraged to help out in classrooms. Please check with the office for process and procedures to become a classroom helper.**

### **Clarkston School District School Board**

The Clarkston School District School Board meets the fourth Monday of each month at 6:00 pm. 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, 758-2531.

### **School District Administration**

Location: 1294 Chestnut, 758-2531

Superintendent: Tim Winter

### **Parkway Elementary School Staff**

<b><u>STAFF</u></b>	<b><u>ROOM</u></b>	<b><u>GRADE</u></b>	<b><u>POSITION</u></b>
Adams, James	Gym	Physical Education	Instructor
Ausman, Jody	1, 2, 5	LAP	Instr. Assistant
Badgley, Jan	14	Skill Center	Instr. Assistant
Beaudoin, Thea	19	Solutions Room	Behavior Specialist
Blietz, Bob	11	Intermediate	Instructor
Bolen, Marney	13	Intermediate	Instructor
Boyer, Emily	3	Primary	Instructor
Brossard, Linda	4	Primary	Instruct
Burbank, Emma	29	Music/Band	Instructor
Carton, Carolyn	18	Title I	Instr. Assistant
Cooper, Sue	16	Autism	Instructor
Culbertson, Tiffany	35	Health Room	Specialist
Eberle, Dave	8	Primary	Instructor
Eddy, Amy	17	Psychologist	Specialist
English, Patty	7	Primary	Instructor
Fliker, Cindy	34	Parent Coordinator	Specialist
Follett, Eleanor	6	Primary	Instructor
Fuller, Tina	21	PIP	Counselor
Franklin, Donna	35	Nurse	Specialist

Freer, Rita		Custodian	Specialist
Gelineau, Jennifer	45 Portable	Intermediate	Instructor
Gregg, Terri	31	Speech Therapist	Instructor
Haley, Brenda	17	Social Worker	Specialist
Heflin, Stephanie	Office	Office	Secretary
Henriod, Debbie	16	Autism	Instr. Assistant
Hopkins, Karen	14	Skill Center	Instr. Assistant
Heinzerling, Brian	5	Primary	Instructor
Jendro, Peter	12	Primary	Instructor
Kaufman, Paula	Kitchen	Cook	Specialist
King, Lynn	10	Primary	Instructor
Madonia, Margaret	20	Primary	K-1 Behavior Assistant
Martin, Janel	9	Intermediate	Instructor
Norland, Sonnie	2	Primary	Instructor
Prior, Vanessa	Kitchen	Cook	Specialist
Pendergrass, Judy		Custodian	Specialist
Pettijohn, Vicki	44 Portable	Intermediate	Instructor
Sharp, Shannon	37	Library	Librarian
Price, Eric	Office	Administration	Principal
Randles, Tammi	18	Title 1	Instructor
Renfro, Beth	18	Title I	Instr. Assistant
Scaggs, Kim	Office	Office	Office Manager
Siler, Shanel	18	Title I	Instr. Assistant
Sobotta, Kage	16	Autism	Instr. Assistant
Valdez, Toby	15	Intermediate	Instructor
Vogeler, Karen	14	Skill Center	Instructor
Ward, Kelly	1	Primary	Instructor

## **Student Safety**

- a) No student is to report to school before 8:00 A.M. There is no supervision prior to that time.
- b) No student shall be permitted on campus after dismissal unless special permission is granted and supervised by adult staff.
  - Parkway Staff are here until 3:10 p.m. After 3:20 p.m., authorities may be contacted to pick up any remaining students.
  - It is the parent's responsibility to ensure students are picked up immediately after school.
- c) Students must walk their bikes, scooters, etc. on school property
- d) All bikes must be locked and kept in the bike racks during the day.
  - Neither Parkway Elementary, nor the Clarkston School District is responsible for damaged or stolen bikes.

## **Students Leaving School During The Day**

Before a child may leave the school grounds during school hours, he/she must have permission from a parent or guardian or the parent /guardian must contact the office explaining the reason for leaving. On the rare occasion your child needs to leave school prior to dismissal time, please do the following:

- Let the secretary, or assistant in the office know you wish to pick up your child.
- Sign your child out.
- Wait for your child to come to the office.

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 will be allowed to pick up a student during the day unless we have written notification in advance by the custodial parent.

These steps help us to document student departures and help to protect our students against the potential of abduction.

**If you are picking up your student after school, do not come on the campus to wait for them any earlier than 2:50 pm, in order to avoid any possible distractions while classes are still in session.**

### **Main Office Hours**

Parkway Office Hours: 7:30 am to 4:00 pm

Phone Number – (509) 769-5561 or 758-2553

**Please Contact the school office for your child's absence and to update personal information, change of address and phone numbers.**

Our school office receives phone calls each day from parents asking to pass information on to students. Very often, the message relates to after school plans – go home with Grandma, ride the bus, what times is an activity over?

To help minimize classroom interruptions, after school arrangements should be communicated to your child BEFORE they leave for school in the morning.

Remember, if you are varying the way in which your child usually goes home, we must have a signed note from you.

During the school day phone calls will not be put through to classrooms, except for emergency situations.

Thank you in advance for helping us preserve valuable instructional time.

### **Crossing Guard**

Crossing patrol is on duty from 8:10 to 8:40am and 2:55 to 3:15pm to ensure the safety of your child. Students should not arrive at the school prior to 8:00 am. Crossing patrol is located on 6<sup>th</sup> and Libby, 4<sup>th</sup> and Libby, 4<sup>th</sup> and Adams (in front of the school).

## **Student Pictures**

In the fall, a visiting photographer takes individual student pictures. Students and parents will be notified in advance of the date. Participation is optional. Money will be refunded directly by the photographer if the pictures are unsatisfactory.

This year Dorian Studios will be taking our photos.

October 2<sup>nd</sup>, 2018 – Individual Pictures Retakes – November 20<sup>th</sup>, 2018.

Classroom Pictures will be – March 21<sup>st</sup>, 2019.

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

Under FERPA, the following information is considered public or “directory” information and may be released to anyone, unless you tell the District that you do not want the information released: name, address, telephone number, photograph, dates of enrollment, grade level, enrollment status, degree or award received, participation in officially recognized activities and sports teams, height and weight of athletes, most recent school attended, and other information that would not generally be considered harmful or an invasion of privacy if disclosed. You have the right to choose whether your student’s information is released or not. If you elect not to have this directory information disclosed, this prohibition will be in place for all directory information including play bills, yearbooks, sports announcements, etc.

## **Student Withdrawal and Records**

The school would appreciate receiving notice of withdrawal at least one week before the student’s last day of attendance. With reasonable notice, the teacher can prepare the transfer papers. The office will maintain permanent records of academic achievement, health, and standardized test scores. All school records will be mailed to the receiving school upon request.

## **Physical Education**

Physical Education is a required subject unless your child has a doctor’s excuse. Each student will need appropriate clothing to wear for this class. For safety, all students should wear athletic shoes.

## **Music Program**

We have an outstanding music program at Parkway with music instruction provided to children in grades kindergarten through sixth. Students attend music for 60 minutes each week.

Students in 6<sup>th</sup> grade may participate in the band program. Each grade level has a concert once a year, performing each at a different month. Our music teacher is Ms. Emma Burbank.

## **Assessment Schedule**

Teachers at Parkway use a variety of classroom-based assessments in order to assess student achievement. These measurements are used in determining areas of strength as well as establishing an instructional focus for each child.

In addition to these measures, students will participate in the following state and district level assessments:

- 3<sup>rd</sup> Grade SBAC (Reading & Math)
- 4<sup>th</sup> Grade SBAC (Reading, Math & Writing)
- 5<sup>th</sup> Grade SBAC (Reading, Math & Science)
- 6<sup>th</sup> Grade SBAC (Reading & Math)

## **Student Progress**

Parkway School is currently on a trimester pupil reporting system. It divides the school year into three parts. In October will be a parent-teacher conference. At the conclusion of the first, second and third trimesters, each student will receive a report card.

The report card allows goals and objectives to be identified. There are no letter grades on the report.

- 4 – Mastered
- 3 – Met Standard
- 2 – Making Progress
- 1 – Minimal Progress
- 0 – No Progress

The report card communicates students' progress with parents. The most effective communication regarding student work is two-way communication between the home and school. You are encouraged to keep in contact, either by calling or emailing regarding your child's progress on a regular basis.

If you have any questions or concerns regarding your child, or his/her progress, please call your child's teacher to make an appointment, or schedule a conference. An early phone call or conference will often help both parent and teacher understand the needs of the child and thus aid in the mutual solution of any misunderstandings. Teachers are available between 7:40 and 8:30am on Monday, Wednesday and Friday to take your phone calls.

Parkway's email address is - last name first name initial.csdk12.org (example: dowj.csdk12.org)

## **Placement**

Every spring, parents or guardians are given an opportunity to provide input about their child's placement. The teachers work together to place students in their new classroom for the next year. Parent requests need to be turned into the office on the appropriate form on

or before May 1<sup>st</sup>. Parent requests are taken into consideration for student placement the following year.

Placement of students who are new to Parkway after the first day of school, will take place after the family meets with the principal. The students will start when the teacher has been given time to prepare for a new student coming into their classroom.

## **Specialized Learning Need**

Some children need more time and opportunity to earn at their particular grade level standard. At Parkway we provide assistance in reading, math, and language through a variety of services: Learning Assistance Programs (LAP), English Language Learners (ELL), Title I, Autism and Special Education. Children receive these services based upon demonstrated need.

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

### **Title I, Part A**

#### **What is Title I?**

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

#### **Teacher Qualifications**

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

#### **Parent Involvement**

Each school in the district receiving Title 1 funds shall jointly develop with parents of students served in the program a School-Level policy outlining the manner in which parents, school staff and student share responsibility for improved student achievement in meeting academic standards (CSD policy 2108P, 4130P, and Section 1118 (c)-(f) ESEA). Each Title I school will develop a School-Parent Compact. The compact shall:

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

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

### **Learning Assistance Program (LAP)**

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

### **Citizen Complaint Procedures for State or Federal Programs**

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

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

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

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

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



## **Counseling**

Counseling services are available between 8:00-3:00pm on regular school days. Services include individual counseling, small group, counseling, family guidance, classroom guidance, self-esteem programs, social skills classes, and conflict management training. Please contact the school counselor with any questions or concerns you may have regarding your child or school programs.

## **Student Release and Dismissal**

Please send a note or call the school early to inform your child's teacher or the office staff if your child is to change his/her daily routine. If we have not been notified and cannot reach you or an emergency contact person regarding a change of routine, your child will be sent home per the usual route.

## **Telephone**

Arrangements between friends or parents and child should be made outside of school hours. The office phone is available for emergency use. Each classroom has a phone available for student use with the teacher's permission.

## **Dress Code**

Students are required to dress in a modest manner. Top straps need to be at least 1" wide. Spaghetti straps or tops that reveal undergarments or the midriff including T-shirts with the sides cut out and exposed are not allowed to be worn by students in any grade level. Shorts/shirts must be at least as long as the students' fingertips while at their sides. If a student's dress is disruptive to the teaching or learning environment, the student will be asked to cover the inappropriate issue or have appropriate clothing brought to them. This is in compliance with Clarkston School District Policy 3224 and 3224P. Students are encouraged to wear athletic footwear on the days they have P.E.

## **Health Room**

### **SCHOOL NURSING SERVICES**

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

**REQUIRED IMMUNIZATIONS** For the protection of your child, the Washington State Immunization law states that every child attending public or private school **must show proof of compliance with the law before the students first day of attendance. Any student not meeting this requirement may be excluded.**

**MEDICATION AT SCHOOL** Every school has staff members who have been trained to administer medication. If your child requires medication to be given at school, you must have an authorization form signed by both the parent and the physician/dentist before any

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

**PERSONAL INJURIES** You provided emergency information when you registered your child. If there is any additional or new information please contact us. Depending upon the emergency, the nursing staff and/or 911 is called. In most injury cases, simple first aid is all that is needed and that is provided by office and/or nursing staff. If the nursing staff and school staff determine that the injury or illness appears to be serious, then they will call a parent/guardian. If you can’t be reached, then they will rely upon the information you have provided to contact others.

The school nurse supervises the screening of vision, hearing, scoliosis and the maintenance of immunization records.

Parents/guardians should inform the school of any medical problem a child might have. Let us know if your child has allergies or other precautions that we need to take with your child related to a medical condition.

## **Medication**

In the event that your child needs to take medicine at school, a doctor’s order must accompany ALL medicine.

According to state law and district policy, if it is necessary for your child to receive oral medication during school hours, a medication request form must be filled out and signed by both the physician and the parent. Forms are available in the office. All medication must be kept in the most current labeled pharmacy container.

***If a child has a food allergy, or needs medication, it must be listed on the child’s school registration form and a note sent to our nurse.***

## **Lunch Program**

Both lunch and breakfast are served each day at Parkway. Breakfast is available from 8:00-8:30 am daily. Meal prices are as follows:

Student Breakfast - \$1.50	Adult Breakfast - \$2.00
Student Lunch - \$2.65	Adult Lunch - \$4.00
Grades K-3 Reduced Lunch – Free	Grades 4-6 Reduced Lunch - \$.40
Milk - \$.35	

**When paying for lunch, we encourage you to deposit as much money as possible at one time because it is easier for you and your child.**

## **Parent Council**

Parkway enjoys an active Parent Council and we encourage all parents to become involved. The group provides an arena where parents and staff actively work together to create a better learning environment for students. Our Parent Council raises funds for worthwhile projects. Meeting dates and locations will be published in the school newsletter every month.

## **Website/Newsletters/Facebook**

Good home /school cooperation is based on strong communication. To assist in developing communication, newsletter from the classroom may be sent home regularly. The newsletter contains dates and school information that you may need to help make each month more successful.

*Facebook- Parkway Panthers Parent Page*

*Website- [www.csd12.org/parkway](http://www.csd12.org/parkway)*

## **Insurance**

Student accident and health insurance is made available through a private company. Please contact our school office if you would like to receive an application with more information.

## **Lost and Found**

Articles of clothing or other large items found on the school ground are put in the Lost and Found in the main hallway entrance. All lunch pails, hats, gloves, coats, boots, and other articles of clothing should be plainly marked with your child's name. Small items are brought to the office Lost and Found. Parents are welcome to check the Lost and Found for missing articles. Unclaimed items are donated to charity monthly.

## **Curriculum**

Teachers at Parkway Elementary use the State Standards and district adopted resources to guide their instruction. Learning is supported through the use of Benchmark Reading (Grades K-6) and for math we have Developing Mathematical Thinking (DMT).

## **Phones/Electronics**

Phones, iPods, or other electronics, etc) that could cause a disruption to the learning environment, or on the playground, are to be left at home.

## **Hazardous Items/Safety**

Students are prohibited from bringing items to school that may be hazardous to the safety and health of themselves or others as outlined in RCW 91.280. This prohibition shall include, but not be limited to, such items as firearms, fireworks, knives, laser pointers, dangerous drugs, spray items or any other item that in the judgment of a school authority could be defined as hazardous.

## **Library**

Parkway Library is open daily from 8:00-3:00pm. Our library boasts close to 12,000 books and materials available for students, staff and parents. Our librarian is Mrs. Celia Piper.

## **Field Trips**

Field trips are taken as a regular part of our educational program.

Occasionally teachers take their classrooms on field trips. Before a student is permitted to accompany his/her class on a field trip, he/she must have on file a signed permission slip from home. Classroom teachers will notify parents/guardians before field trips are taken. Teachers often need chaperones for field trips.

Please contact your child's teacher if you are available.

## **School and Playground Rules**

**ALL PLAYGROUND VISITORS NEED TO SIGN IN AT THE OFFICE AND WEAR A VISITOR BADGE.** For safety reasons, younger siblings are not allowed on the playground during school hours.

### **Guidelines**

1. Students are to play in a kind and respectful manner.
2. Students may never leave the playground without permission from a playground supervisor. They must have a pass to go to the health room, office, or the restroom.
3. All games and activities are open to anyone. A playground supervisor must approve game participation restrictions by grade level.
4. Throwing or kicking rocks, sticks, snowballs, etc. is not allowed.
5. Dangerous games are not allowed. These include tackling, piggyback, tripping, wrestling, and pushing.
6. On rainy day recesses, students will be responsible for staying dry. Remind students to wear coats or sweatshirts.

## **Valuables**

Students are not to bring personal or family items to school, especially those items of value. Items can become lost, stolen, or accidentally damaged. The school cannot take

responsibility for lost or damaged items. Arrangements should be made with the teacher for bringing “show and tell” items to school. Please keep all cell phones and games at home.

## **Attendance:**

### Excused and Unexcused Absences

Students are expected to attend all assigned classes each day.

### Excused Absences

The following are valid excuses for absences and tardiness.

Assignments and or/activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

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

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

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

### **Attendance Responsibilities:**

- A. Responsibility of the Teacher

1. The teacher must personally take daily class attendance (also morning and afternoon as appropriate) for the grade level keeping a record of both absences and tardiness.
2. The teacher will personally complete daily the building attendance procedures that report the absence of pupils in his/her assigned class or classes.
3. A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:
  - a. The student's attendance and/or participation is related to the instructional objectives or goals of the particular subject or course (WAC 180-40-235).
  - b. The teacher informs students of the attendance policy/procedure of his/her classroom if it is in exception to building procedures. These exceptions must be approved by the principal prior to each semester and cannot differ from District policy and procedure.
4. Whenever a student is released from a teacher's class by request of another staff member, prior permission shall be obtained from that teacher or designated representative. Exceptions shall be determined by the principal/designee.

#### B. Responsibility of the Principal

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

#### C. Responsibility of the Parent/Guardian:

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

## **Unexcused Absences**

Unexcused absences fall into two categories:

1. Submitting a signed excuse which does not constitute an excused absence as defined previously;

**Or**

2. Failing to submit, whether by phone, e-mail, in person or in writing any type of excuse statement signed by the parent, guardian or adult student.

**Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence.**

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

## **Tardies:**

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conferencing or disciplinary action is ineffective in changing the student's attendance behavior, tardies may be counted as half-day unexcused absences.

## **Early Dismissal**

If parents wish to have their children released from school for appointments or activities before the end of the school day, a note from home must be sent to the child's teacher. This ensures that only an authorized person takes a child from school. Any student being dismissed prior to the regular dismissal time must be met in the office, where the student must be signed out by the parent, guardian or authorized person.

## **Behavior and Discipline Expectations**

At Parkway we recognize students as individuals. Therefore, we are implementing classroom and common area behaviors so that students learn about natural consequences and learn to take personal responsibility for their own behavior. Students shall be provided the opportunity to present their explanation of their infraction. We believe these practices encourage problem solving and support appropriate behavior. We are dedicated to treating all students with respect and dignity at all times.

To assure our students a safe, orderly, learning environment, the following actions can be taken.

- Positive student redirection/correction by staff member
- After School Academy (Additional time and opportunity for students to complete work they have not finished.) ASA will be Monday through Thursday 3:00-3:45. Mrs. Jane Frohlich will contact parents. Parents will need to make arrangements for their students to be picked up at 3:45 pm, as the school does not provide transportation
- Solutions Room for problem solving/practice appropriate behavior
- Parent notification by staff member and/or principal
- Loss of recess or students' time
- Parent conference
- In-school suspension
- Short-term out-of-school suspension
- Long term out-of-school suspension
- Emergency expulsion
- Expulsion

Policy 3207

## **Prohibition of Harassment, Intimidation, and Bullying (HIB)**

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

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or



- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

### **Behaviors/Expressions**

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

This policy is not intended to prohibit expression of religious, 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 name and contact information for the compliance officer will be communicated throughout the district.

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

Cross References:	Policy 3200 Policy 3210 Policy 3240 Policy 3241  Policy 6590	Rights and Responsibilities Nondiscrimination Student Conduct Classroom Management, Corrective Action and Punishment Sexual Harassment
Legal Reference:	RCW 28A.300.285  RCW 28A.600.480  RCW 9A.36.080  RCW 28A.642  RCW 49.60	Harassment, intimidation and bullying prevention policies Reporting of harassment, intimidation, or bullying -Retaliation prohibited – Immunity Malicious Harassment – Definition and criminal penalty K-12 Education – Prohibition of discrimination Discrimination – Human Rights Commission

## **Bullying Prevention**

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

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

## **Anti-Bullying Corrective Actions**

If your child is experiencing bullying behavior at school, here a few steps you should take:

- Promptly bring the behaviors to the attention of your child's teacher or counselor. The more information you can provide to the teacher or counselor, such as the name of the other student or student(s), the date the behaviors took place, and the location(s), the better.
- If bullying behavior continues, promptly bring the behaviors to the principal's attention. This may include asking for a meeting in person to discuss your concerns, asking for implementation of a Safety Plan for your child to prevent future incidents or for a Student Intervention Team meeting to be held.

If bullying behavior continues, you may file a formal complaint with your school principal. Forms are available at the front office of each school and can also be located on-line at [www.csd12.org](http://www.csd12.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, Jim Fry at (509) 758-2531.

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

## **Gun Free School - Policy 4210**

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

Policy 4215

## **Use of Tobacco and Nicotine Products and Delivery Devices**

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession by, or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

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

## **Nondiscrimination**

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

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

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

**“Complaint”** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

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

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

## **Sexual Harassment, Discrimination and Complaint Procedures**

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### **WHAT IS DISCRIMINATION?**

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

### **What is a Protected Class?**

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

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

### **What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child’s teacher or principal immediately!

This will allow the school to respond to the situation as soon as possible.

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

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

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

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

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

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

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

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

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

**What will happen at the hearing?**

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

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

**What if I don't agree with the School Board's decision?**

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

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

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

OSPI  
Administrative Resource Services  
P.O. Box 47200  
Olympia, WA 98504-7200  
Phone (360) 725-6133

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

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