

2022-2023

Family Handbook

6510 Grove Street Marysville, WA 98270 360-965-1700

www.msvl.k12.wa.us

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Grove Elementary School



Dear Grove Elementary Families,

On behalf of the Grove family, we would like to welcome you to the 2022-2023 school year! We hope you have enjoyed the summer and are rejuvenated for the upcoming school year. As students pack their bags to return to school, we think of all the wonderful adventures that await them here. At Grove Elementary our staff is dedicated to creating an educational environment that is safe, accepting, and welcoming to every student. We do this through a continued focus on building positive relationships, growing trust, and providing rigorous learning opportunities for all our students.

Our staff also believes that leadership is created from within and that EVERY student is a leader waiting to shine. Through our R.O.A.R. expectations (Respect, Ownership, Attitude, and Responsibility) we believe strongly in building leadership skills in every student that will ultimately give them the ability to thrive in our ever changing world... and also help them to lead others towards a positive future.

At Grove Elementary we recognize that our jobs would not be complete if we didn't do our best to reach across the table and join hands with all our families. Your children need to see that we are partners in their education and that together we will support the work they do here at school. One way to accomplish this goal is to have clear and open communication. Therefore, if we can assist you in any way, feel free to stop by, call, or email us at any time. Please look for our Grove Family Handbook to be coming home soon that will describe in detail our policies and procedures for daily operations and positive behavior intervention supports (PBIS). Other ways of receiving school information is through the Grove Elementary website, our "Upcoming Events" weekly newsletter (sent on Wednesdays), our quarterly newsletter, and text messages sent directly from our office.

On behalf of our entire staff, we look forward to collaborating with each one of you to provide the best possible educational experience for your children this year.

Sincerely,

Jeff Ingrum, Principal jeff ingrum@msd25.org

Cassandra Jackson, Assistant Principal cassandra jackson@msd25.org

Grove Elementary Staff 2022 - 2023 School Year

Office Staff		Support Staff	
Principal	Jeff Ingrum	Counselor	Michaela Hall
Assistant Principal	Cassandra Jackson	Psychologist	
Office Manager	Jan Knowles	OT	Samantha Turrow/Anthony Hale
Attendance Secretary	Kassie Maras	PT	Stephanie Reilly
School Nurse	Nicole Shaw	Speech/Lang.	Siena Heuer
Health Room Assistant	Brianna Haimes	LAP Reading	Serra King
		ELL Teacher	Dana Colucci
		MTSS	Gayle Bluhm
Food Services	<u>Custodians</u>	Specialists	
Susan Stovall	Donna Chrisman	PE/Health	Alyson Bennett
Angela McMillan	Mike Sweet	Library/Code	Rebecca Laufenberg
Anne Cronin		Music	Erik Eliason
<u>Kindergarten</u>	First Grade	Second Grade	Third Grade
Natalie Dion	Krysten Burke	Denise Scofield	Shannon Campbell
Kristin Savidge	Kristin Ebright	Wendy Mannon	Jessica Baker
Carsten Byrd	Lisa VanderWeyst		Nichole Flynn
Fourth Grade	Fifth Grade	<u>DLP Program</u>	SPED Resource Room
Laura Johnson	Barbara Crosby	Lynn Avilucea	Kristina Dickinson
Teacher 2	Jennifer Garner	Terri Wells	Teacher 2
	Paula Simmon		
LAP Paras	DLP Paras	Resource Room	Paras
Betse Beck	Becky Wogslund	August Youngblo	ood
Jessica Johnson	Elizabeth Skelley	Stacey Mandas	
	Jennifer Tardiff		
	Maria Malo		
	Nicole Utterstrom		
	Para 6		

To contact all staff via email: <u>firstname_lastname@msd.25.org</u>

^{*}Unknown persons for some positions at time of printing.

Grove Elementary Daily Schedule 2022-2023

8:25	Staff day begins
9:00	Breakfast begins (doors open for breakfast students)
9:15	School doors open
9:25	Classroom doors open, breakfast ends, instruction begins
9.30	Announcements

Grade	Lunch	Recess
Kindergarten	11:00 - 11:20	11:20 - 11:40
1st Grade	11:20 - 11:40	11:00 - 11:20
2nd Grade	11:40 - 12:00	11:20 - 11:40
3rd Grade	12:00 - 12:20	12:20 - 12:40
4th Grade	12:20 - 12:40	12:00 - 12:20
5th Grade	12:10 - 12:30	12:30 - 12:50

Afternoon Recesses

1:30 – 1:45	Kindergarten 1st Grade
1:45 – 2:00	2nd Grade 3rd Grade
2:00 – 2:15	4 th Grade 5 th Grade
3:35	Dismissal, K-5
3:55	Staff day ends



Early Release every Friday - 2:15pm Early Release Conferences - 12:40pm

GROVE ELEMENTARY IMPORTANT NUMBERS

Attendance Line 360-965-1701

School Office: 360-965-1700

Kitchen: 360-965-1712

MSD Transportation: 360-965-0300

Fax # 360-965-1704

All staff email addresses:

firstname lastname@msd25.org



COMMUNICATIONS

PHONE CALLS REGARDING CHANGES IN PLANS AT PICK-UP

Should you need to get a message to your child during the school day, we ask that you contact the office before 2:30 and we will make every attempt to get the message to them. We will do our best to get all messages to your children, however, the office is very busy at this time of day and we will make every effort to accommodate your family needs. We ask that whenever possible, please make all family business and appointments outside of the school day so that the least amount of learning time is lost.

FAMILY NIGHTS

We will host several family events in partnership with our PTA to offer opportunities to have fun together, share about our programs, and feature student successes around our school. Please listen to all communications

about upcoming events that come via the automated School Messenger system, school flyers, school facebook page, and various other methods of getting important information.

STUDENT CONFERENCES

Formal parent & guardian/teacher/student conferences are held twice a year. In the fall the conferences will be held in November and in the spring at the end of March. There will be one evening set aside to meet with families who are not available during the day. Interpreters are available upon request, so please let your child's teacher or the office know of your request. Grove staff members are always willing to meet with family members whenever needed, so please contact them directly or call the school to schedule a time that works for you.

REPORT CARDS

Report cards are the official reporting tool for communicating student progress toward grade level expectations and common core state standards. Report cards are sent home with students two times per year within a week after the end of the 1st semester in January and the end of the 2nd semester in June. As always, if you have questions or concerns about the information you are receiving, please contact your child's teacher at your convenience.

'UPCOMING EVENTS' FLYERS

We try to send home all communication from the school on Wednesdays. We have converted to a paperless e-mail system for the majority of our school communications. We also offer a paper copy of the communications by request. Please fill out the form in our 1st Day Packets, or obtain one from the office, to indicate your preference for family communication and return it to us as soon as possible.

NEWSLETTER

We publish a quarterly newsletter with articles of interest, PTA news and information, and a calendar of events. Please review these items with your child as they contain very important information for all family members. Post the newsletter in a convenient place to note the dates and times of certain events and happenings.

EMAIL

All staff have email accounts and are efficient ways to keep communication open and continuous. Email addresses are the same across the district for all staff: firstname@msvl.k12.wa.us or firstname@msvl.k12.wa.us or firstname@msvl.k12.wa.us or

SCHOOL PROCEDURES AND POLICIES

<u>ATTENDANCE</u>

Regular attendance is imperative to successful learning and progress in school. School success is foundational for success in college and career readiness. Please make every effort to have your child to school on time and stay until the end every day possible. If you know your child will be absent on a given day, you can call the school attendance line at 360-965-1701 prior to **8:30 AM** so that no automated call is placed to your home saying your child is absent from school.

ABSENCES / BECCA LAW

Washington State's Becca (attendance) law requires that school personnel verify the reasons for student absences. This is a check on truancy, student health, and most of all a safety precaution. Parents and Guardians are required to notify the school within three days of an absence either by a note or phone call. All absences are unexcused until verified. The note or phone call should indicate the child's full name (first and last), the day(s) of absence, the nature of illness or reason for absence, and have the parent/guardian's full signature (if a note). The law states as follows:

Excused absences

Absences due to the following reasons can be excused:

- ♦ Illness, health condition or medical appointment
- ◆ Family emergency
- ♦ Religious or cultural
- ♦ Court, judicial proceeding, court-ordered activity, or jury service
- ♦ Post-secondary, technical school or apprenticeship program visitation, or scholarship interview
- ◆ State-recognized search and rescue activities consistent with RCW 28A.225.055;
- ◆ Absence directly related to the student's homeless or foster care/dependency status;
- ♦ Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW28A.705.010;
- ♦ Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
- ♦ Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- ♦ Absences due to a student's migrant status

A school principal or designee <u>has the authority to determine if an absence meets the above</u> <u>criteria for an excused absence</u>. Districts may define additional categories or criteria for excused absences.

Unexcused absences

Any absence from school is unexcused unless it meets one of the criteria provided above WAC 392-401-020.

The Becca Law requires schools to notify the juvenile court when students are in violation of the above RCW. The school is required to send a letter regarding attendance after three unexcused absences. After five such absences in a month, the school will send a second letter requesting the parent/guardian and student to attend a conference. The school staff is committed to develop a plan in collaboration with our families to ensure consistent attendance for all students. If attendance has not improved, after the seventh unexcused absence in a month or the tenth unexcused absences in a school year, the school is required to file a petition with the juvenile court alleging a violation of the statute.

TARDIES:

Arriving at school on time is very important in developing responsible children and assisting in their academic growth. Students who are not in the classroom at **9:25 AM** are tardy. Learning takes place right away in the classroom during the first minutes of each day so it is imperative that children are there on time each day. Students need to report to the office when they arrive at school late to receive a tardy slip before entering the classroom. Our staff is committed to working with any family who needs support in getting their child to school each day, on time, so please contact the teacher and/or administration whenever needed and we will work together on a plan that is best for you.

ARRIVAL AND DISMISSAL

Grove students should arrive at school between 9:00 and 9:15. Supervision at school begins at 9:00 so if students arrive on campus prior to this time, an adult needs to remain with them until school supervisors are present. There is no supervision on the playground before or after school, so an adult family member must remain with students at this location during this time to ensure the safety of all. Students enter the school through the main front doors and 3rd - 5th graders will gather in the cafeteria to visit with their peers, take a

book and read in the Grove reading dean, or participate in our morning movement activities. Students are engaged until dismissed to walk to their classrooms where their teacher will greet them for the day. Kindergarteners, first and second graders will enter and line up outside their classroom doors to visit with friends until the doors open at 9:20. For safety reasons, side doors will remain locked throughout the day and students are not to enter through these side doors.

Students will be dismissed when the end of the day bell rings at 3:45 and will be escorted to their departure destinations by their teacher or a staff member. Several staff members will be present at each dismissal location to ensure the safe and orderly exit from school for all students. Please make sure your child knows where they are to go at the end of each day and communicate this family plan with your child's teacher.

End of the Day Dismissal Options

<u>Bus Riders</u>: Students will walk out to the front of the school with their teachers and line up in their bus line on the <u>WEST</u> side of the building. Students will wait in line until they are invited onto the bus.

<u>Park and Pick Up:</u> The front parking lots are designated for <u>parking and getting out of vehicles</u> to pick up your child from school. Students waiting for an adult to get out of their car and come pick them up will be waiting safely with adult staff members by grade level in the front of the school. Please make sure you are only using the crosswalk close to the front of the school for safely escorting your child to your vehicle. Students will not be loaded into cars along the curbs in these front parking lots due to safety concerns.

<u>Drive Up and Pick Up (includes Day Care Vehicles):</u> (staying in vehicles) The drive and pick up line will enter in the East parking lot and travel through the end gate to the playground blacktop area which opens to vehicles 15 minutes prior to dismissal time. This allows the line to extend around the back of the school where we will only load students in vehicles back by the gym and get you on your way out the west end of the building. Students will be waiting by grade levels for their vehicle to arrive with adult staff members assisting in this process. Vehicles are asked to pull all the way up as far as they can along the line and NOT leave your vehicle. Adults will call out to your child and let them know the pick up area they will need to go to wait for your arrival. Your child will wait at the designated spot until your car is in front of them and completely stopped. Your child should enter the vehicle on the passenger side to ensure safe loading. Please make sure that your child's last name is visible in the front window (name plates will be provided by the office staff). The gate allowing you to drive around the back for student pick up will close at 3:50, or as there are no other cars in line, and at that time any students remaining will be brought into the building for pick up from the office.

<u>Walkers:</u> Designated safe walking routes have been established for all students who walk home after school. Students walking EAST of the school meet the Adult Patrols beyond the EAST end of the building and walk to the four way intersection at Grove and 67th where they will be crossed safely to continue on their journey home. Students walking WEST of the school meet the Adult Patrols beyond the WEST end of the building. Some students that walk to 64th street to be picked up by car, will be with this group as well (see Pick UP above). Safe Walking Route maps can be obtained from the front office at any time.

SCHOOL CANCELLATION/LATE ARRIVAL

All school closures due to inclement weather will be broadcast on the major radio/TV stations. You can also check the school district website at www.msd25.org

When school is canceled, all activities at the school are canceled. When road conditions are hazardous in the morning, the district may call a 2-hour late start. A 2-hour delay means that school doors open at 11:10 classroom doors open at 11:20 and instruction begins at 11:20. There will be NO BREAKFAST served on those days. All activities at the school will continue UNLESS you are notified otherwise.

<u>ONCE SCHOOL IS IN SESSION, ALL EFFORTS WILL BE MADE TO AVOID SCHOOL BEING CANCELLED</u>. Students are never sent home early due to weather without prior permission from the parents or guardians.

Limited Transportation means that buses will only operate on main roads. Exact adjustments to routes will be given to families in late fall. TV stations that will carry school reports: KOMO TV 4, KING TV 5, and KIRO TV 7. Radio stations to check are KMPS 94.1FM, KRKO 1380, KOMO 1000, and KIRO 71.

ANIMALS AT SCHOOL

As per MSD Policy No. 2029:

"Requests to include animals in the instructional program of the classroom or school shall be approved by the Principal. Health issues (allergies, vaccination status of the animal, involving students and staff) shall be addressed before permission is given to allow the animal in school. This policy does not apply to service animals for the disabled."

HEALTH ROOM SERVICES

We have a nurse assigned to Grove and share her with several other schools. She is here one-half day a week and is only a phone call away when needed. On site, we have a trained Health Room Assistant who takes care of the daily issues that arise at school. If your child has a health concern, please let your child's teacher and the Health Room Assistant know right away. If your child has allergies, such as food or bee stings, please let us know ASAP so we can be alert to them and attend to their needs whenever necessary. If your child has an injury that requires a cast, boot, crutches or a wheelchair, a note from your doctor is required indicating restrictions or limitations for school before returning to class. Please call our office with any questions or concerns.

• NO medication, including aspirin, cough drops, etc. can be given to your child at school without written consent from the parent or guardian AND a written order from your child's physician. If your child is taking any medication at school, state law requires that the medication must have a doctor's order and must arrive in the original container. Our Health Room Assistant can help you get the proper paperwork completed and on file in the office. The law also requires that only trained personnel can administer any medication at school and therefore needs to be kept in the Health Room at all times.

The school district also provides valuable health screenings for your children. Nurses provide vision screening for all students each year. If your child fails the vision screening you will receive a recommendation to have your child checked by an Optometrist or Ophthalmologist. Hearing screenings are conducted in the fall by the Speech and Language Pathologists. If your child fails the hearing screening you will receive a recommendation to have your child's hearing checked by your physician.

HOLIDAYS

At Grove Elementary, classrooms may celebrate non-denominational holidays as part of the learning about the diverse cultures represented at Grove. Classrooms may choose to celebrate with a class party for a variety of reasons. Information will come home with your child prior to these celebrations so that you are aware of their plans. Students who do not celebrate any one or all of the holidays may be excused from these activities and we will provide alternative learning settings and activities during the celebrations. Please let your child's teacher know about your family beliefs and preferences around holiday celebrations so that we can respond respectfully.

BIRTHDAY CELEBRATIONS

Birthdays are special times for children and families! We want to join in celebrating your child on their birthday. We do not allow birthday celebrations to take away from learning time in the classroom. Flower and Balloon deliveries tend to cause a disruption to the educational process and we ask that they are reserved for celebrations outside school time. As a staff, we feel very strongly about keeping any food during our celebrations healthy and low in sugar content so please join us in our efforts to support the healthy child. If you would like to bring a <u>store bought</u> food item to share with your child's classmates, please let your child's teacher know in advance and check with them about any special requirements. Some classes may have children who have food restrictions and you will need to know that before purchasing items for the

celebration. We encourage other ways to celebrate student birthdays such as donating a book to the classroom in your child's name, special pencils in their honor, and ideas such as these. Ask your child's teacher for other ideas if needed.

Unless every child in the class is invited to the party, we ask that party invitations NOT be distributed at school.

Food for Parties or other celebrations: By order of the Snohomish County Health Department: Homemade foods are not allowed at school events. Food for classroom parties, birthday celebrations, or any occasion food that is served in school, must be purchased from a store which is subject to state food inspection regulations. All food **to be shared with other students** must be commercially prepared, pre-packaged, unopened, and when possible, individually wrapped. This action is needed in order to take a firm preventative stand against the spread of germs and disease.

HOMEWORK

Reading is the fundamental skill that opens the doors for your child's future.

Students who read every day become better readers...better readers do better in school, and in all parts of their lives. Every student at Grove is required to read at least 20 minutes each night. Please help your child to meet this goal. For Kindergarten and First grade students, they need you to help them practice the books that they are reading at school. For second graders and above, your child needs you to monitor their reading and ask them questions about what they have read. Besides the reading requirement, you can potentially expect up to 10 minutes a night of other homework for each grade in school that your child has completed. For example, a first grade student would have 20 minutes of reading and 10 minutes of other homework, while a fifth grader would have 20 minutes of reading plus up to 50 minutes of other homework. Please be sure to ask your child to see what they have completed for their homework, or what they still need to complete, and assist with completion when possible. Homework may consist of activities or projects, which enrich, enhance, and extend a school experience, provide real-life application of a subject being studied, and/or develop an appreciation of a community resource. For any questions regarding homework plans, please check with your child's teacher.

LOST AND FOUND

Items found are placed in the Lost and Found in the office hallway. Please check this area whenever your child is missing an item. Please label all your child's items with permanent marker for easy identification if lost. All unclaimed items are donated to charity two times a year, during winter break and after the last day of school. Small lost and found items like jewelry and glasses are kept in the office and can be retrieved from there.

MONEY

Payment by check is the best way to send money with children. Checks for lunches, book fines, field trips, etc. should be made out to Grove Elementary School. Items offered by the PTA should be paid for by a check made out to Grove Elementary PTA. There is a lock box outside of the office to drop off PTA payments.. If your child has a different last name than you, please add the child's full name to the bottom of the check. School lunches can also be paid for online at www.msd25.org. Checks eliminate the problem of money being lost before reaching its destination. When money is sent to school, please put it in an envelope clearly marked with the child's name, grade and teacher's name, as well as the purpose.

PROTECTED LEARNING TIME

We will make every effort to protect the instructional learning time that students have in school. Phone calls are very disruptive to teaching and learning and we do not call classrooms during instructional time. If there is an emergency or need to get a message to a student or teachers, please call the office and we will get the message to them as soon as possible.

SCHOOL LUNCH

* Lunch Prices:

Elementary student: \$3.00

Adults: \$4.50

Reduced lunch: \$.40 (Free K-3)

* Breakfast prices:

Elementary student: \$2.00

Adult \$3.00

Lunch menus go home on the first Wednesday of the month, or can be downloaded from the District's website at www.msd25.org. We encourage you to keep your child's account current by pre-paying for meals. You can pay online at www.msd25.org or you can send a check to school. Please send the check in an envelope with your child's name and their teacher's name. Instruct your child to deliver the check to the kitchen as soon as they arrive at school. Students are allowed two unpaid meal charges before an "emergency meal" of a sandwich and milk is given. An automatic message home will be sent from the Food Service Office that your child has a balance due. Free and reduced meal applications are available from the school offices, or by calling the Food Service Office at (360) 965-6190.

STUDENT ASSIGNMENT TO CLASSROOMS

The placement of students into individual classrooms is one of the important responsibilities belonging to the school. The Grove staff devotes a great deal of time and consideration to this task so that a careful and thoughtful placement is made for every student. Our goal is for every child to be in a supportive and challenging learning environment each year and we know that this is accomplished when we create balanced classroom groups. A team of teachers, from both the sending and the receiving grade levels work with building administrators and counselors to determine the class placements. The following factors are considered in making placement decisions for each class:

- A balance of boys and girls
- A balance of ages
- A balance of academic performance
- A balance of learning styles
- Placement of students with special needs
- A balance of social skills
- Consideration of parental information

Parent and Guardian Information

Parents and Guardians know their children best and may fill out the Parent Input form in the spring for class placements the following school year. This input is valuable and appreciated by the school and will be used along with other factors listed above when making placement decisions.

STUDENT RECORDS AND THE LAW

Most of the information about students is confidential and cannot be made public without consent of parents or guardians. The Family Educational Rights and Privacy Act (FERPA) prohibits schools from releasing information without permission, except for what is termed "Directory Information." Directory information about students may be released by the district without parental consent. The Marysville School District has designated in Policy 4080, Section 8, the following items as "Directory Information." This means the district may release, without written consent, the student's and parent's/guardian's name, address and telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and photographs of students for public information purposes.

This does not mean that this information is freely available to anyone, but rather only for authorized, school-related purposes as approved by the principal. A student's name will be excluded from any such list upon written request by a parent or guardian received by October 1. Furthermore, a parent or guardian may request that any or all of these categories of information not be released under any circumstances without

their consent. Such requests should be addressed in writing to the building principal and need to be updated annually. The school district will not release directory information for commercial purposes.

OBTAINING STUDENT RECORDS

Parents and students over 18 years of age have the right to:

- 1. Inspect and review the student's education records.
- 2. Request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- 3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.
- 4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

ITEMS NOT ALLOWED AT SCHOOL

The following items are against school and/or district policy to have at school: knives of any kind, weapons or explosives of any kind, cigarettes, alcohol, and illegal drugs. These items, plus anything that causes a disruption to the educational process, will be taken away from students and parents or guardians can pick them up from the principal. Additional consequences may be applied according to Marysville School District and school policy noted in this document.

STUDENT SAFETY

STUDENT RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with authorization from parents or legal guardians. Approved reasons for leaving school during the day include: illness, family emergency, medical appointments, religious reasons, or other reasons outlined by state law. WAC 392-401-020

NO students will be released directly from the classrooms. Student must be signed out in the main office.

STUDENT CHECK OUT PROCEDURES

Student safety and security is a primary concern of the Marysville School District. For that reason, all schools are required to follow established procedures governing the removal, or "checking out," of students during school hours (Policy 2121). Elementary students may be released from school only to the custodial parent or guardian or another person authorized by that parent or guardian as listed on the student emergency card. Any individual who is unknown to the office staff and who has permission to check out a student from school will first show photo identification to the school secretary. The individual checking out a student will sign the checkout log with both their signature and the authorizing person's name (i.e. parent, guardian). The secretary will verify the log information.

A custodial parent may authorize another person to check out a student with a signed, dated note or with a telephone call that states the authorized person's full name and the purpose of the release from school. The telephone authorization will be accepted only if office staff can verify the caller identification. The custodial parent also has the option of pre authorizing, in writing, other individuals who are designated on an annual basis or for a specified period of time to check out the student from school. The custodial parent is responsible for updating the preauthorization form (Emergency Card) as needed. Forms will be available upon request in the school office. Students will be picked up from the class by the school secretary and brought to the office for release to the parent, guardian, or authorized person. Students will not be released from the classroom to anyone.

CUSTODY AGREEMENTS AND RESTRAINING ORDERS

In the event of separated or divorced parents, students will be released based on the court documents regarding legal custody. IT IS THE RESPONSIBILITY OF THE CUSTODIAL PARENT TO ENSURE THAT CURRENT COURT DOCUMENTS ARE GIVEN TO THE SCHOOL AND PLACED IN THE STUDENT'S RECORDS.

EMERGENCY CARD

It is important that each child have an emergency card on file in the office. If your child is ill or injured while at school, we will use the emergency card for phone numbers to notify you. Please keep your emergency card up to date with names and numbers of people who can be contacted in an emergency. We also use the emergency card for release of students during the school day. Students may be released to people on the emergency card. If there are individuals restricted from contacting your child, it should also be listed on the card.

VOLUNTEERS

Volunteers play a key role in providing high quality educational and enrichment activities for our students. Every contribution of time and effort will help make a big difference in our lives at Grove Elementary. A wide variety of jobs are available, requiring different levels of commitment and time. These may include assisting in the classroom, library, or helping with special events. Please contact your child's teacher and let them know what kind of help you are interested in providing. Any commitment will be greatly appreciated! All volunteers must complete background check information and have Washington State Patrol clearance (forms available in the office) approved prior to being involved in student activities. This clearance is good for two years

All visitors and volunteers are required to *sign* in at the main office when first entering the school grounds and must wear a visible "Visitor" badge at all times to ensure the safe environment we provide for the students and staff.

All visitors and volunteers must provide proof of Covid-19 vaccination or provide an exemption letter along with the visitor/volunteer packet.

VISITORS:

Visitors are welcome to Grove and we enjoy having them to share the amazing learning and leadership happen here. All visitors must first check in the office when entering the building and a greeter will be available upon request for touring. If a parent or guardian wishes to observe in a classroom, it is required to make an appointment ahead of time with the principal and the teacher for such observations. All school visitors must be cleared through the front office staff. Occasionally, a request is made to have a relative or friend who is in town for the day to come and spend the day at school with a student. This is not permitted because it is not in the best interest of the students and may be a disruption to their education. Again, all visitors who will be in the building for any length of time must have current Covid-19 vaccination or exemption proof on file prior to spending time in the building.

PHOTOGRAPHS

Occasionally, we take photographs of students for use in district or school-produced publications or for use in the news media. If you choose to grant permission for the use of your child's photograph, please check the appropriate box on the Emergency Card your child brings home from school. If you DO NOT wish to grant permission, please check the appropriate box on the card and alert the office in writing by October 1. Published photos in yearbooks, student newspapers, school handbooks, school Facebook pages, etc. are considered public domain and can be reproduced by news media.

Marysville School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, creed, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding

compliance and/or grievance procedures may be directed to the school district's Title IX (RCW 28A.640) Officer, Section 504 Coordinator and/or ADA Coordinator, 4220 80th Street NE, Marysville, WA 92870, (360) 965-0000.

EMERGENCY RESPONSE

Our school and the Marysville School District have an emergency plan in case of any event that occurs while children are at school. Our first priority will be the safety of your children. In the event of a fire, earthquake, or any other emergency, we will follow our detailed plan to secure their safety and evacuate the building when necessary. Teachers have been trained on these procedures that include accounting for all students, communicating with officials, and incident recovery plans. We have procedures in place for keeping all children safe for up to 72 hours. We will be practicing these procedures several times during the school year. *In case of a disaster, please do not call the school.* We will need all lines available for emergency services. We will need to secure the site and account for all students and staff. If you come to school, we have a procedure in place to pick up your child. Once you get to the site, go to the checkout station clearly marked with signs. You will need to show identification before checking out your child. The checkout will be similar to regular school checkout. You will sign out your child and we will escort the child to you from their safe zone. We will use the emergency card to identify the adults who may check your child out of school. If you are at the school volunteering during an incident, please be prepared to assist in our safety plan and help wherever needed.

EXPECTATIONS FOR STUDENTS

BEFORE AND AFTER SCHOOL

Students may arrive at school at 8:55 or thereafter. Students who eat breakfast at school will be allowed to enter the building at 8:55. Students not eating at school are allowed to enter at 9:10, Kindergarten, First and Second Grade and report directly to sit outside their classroom doors to visit with friends until greeted by their teachers to come into the classroom at 9:20 when instruction begins. Third through Fifth Grade students will report to the lunchroom, students will have the opportunity to choose either morning movement, Grove Reading Den, or to sit with their fellow classmates and wait for dismissal.

- The playground is off limits before and after school because there is no supervision.
- Students who arrive at school before 8:55 will be directed to the office to call home for a ride or a family member to wait with them until our staff arrives to supervise at 8:55.

At the end of the day, students are to leave the school grounds and go directly home in their usual manner. After school plans must be made prior to the start of school. After 4:00, students who have gone home to check in may return and play on the playground, however, there is no school supervision at that time.

CELL PHONES

Cell phones must be turned off and left in the backpack during school hours, so they do not interrupt students' learning time. Cell phones may be used before and after school hours according to your family plans. Cell phones that are out of the backpack being used for calls, texting, pictures, or ring during class time will be given to the office to hold until the parent or guardian comes and picks it up. If there is a need for a student to contact a family member during school time, arrangements can be made with their teacher to do so.

STUDENT DRESS CODE

Student Dress Preserving a beneficial learning environment and ensuring the safety and well-being of all students are primary concerns of the Marysville School District Board of Directors. Students' choices in matters of dress should be made in consultation with their parents. Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

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

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy. The superintendent will establish procedures providing guidance to students, parents, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures will ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be asked, with notice to his or her parents, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

Cross References: 3224P – Procedure; Student Dress

3220 - Freedom of Expression

Legal References: RCW 28A.320.140 Schools with Special standards – Dress codes

WAC 392-400-215 Student Rights

WAC 392-400-225 School district rules defining misconduct -

Distribution of Rules

INTERNET USE

Marysville School District students have access to the district computer network for learning activities, assessments, email, and the use of the Internet. The network is provided for students to conduct research and communicate with others for educational purposes. Access to network services is given to students who agree to act in a considerate and responsible manner after receiving training by our staff. Access is a privilege, not a right, and entails responsibility. The following activities are not permitted:

- 1. Sending or displaying offensive messages or pictures
- 2. Using obscene language
- 3. Harassing, insulting or attacking others
- 4. Damaging computers, computer systems or computer networks
- 5. Violating copyright laws
- 6. Installing software onto district computers without written permission from a school official
- 7. Using another's password
- 8. Intentionally allowing another to use one's password to gain unauthorized access
- 9. Trespassing another's folders, work or files
- 10. Intentionally wasting limited resources
- 11. Giving personal information or making appointments to meet people in person who have been contacted via the network.
- 12. Employing the network for commercial purposes
- 13. Accessing inappropriate sites not allowed by teacher and district policy

<u>Parent permission is required to opt out of using these tools at school and the form can be obtained from the front office staff.</u>

LIBRARY

Our Librarian is eager to share books and other library resources with our students. Any materials students check out become their responsibility to properly care for and return on time. A fine will be assessed for lost or damaged books and will be determined by the school. Books are checked out for one week at a time and can be renewed if requesting. A book is overdue if not returned or renewed after one week. Students may continue to check out books up to their limit even when a book is overdue. Check out limits: Grades K & 1: 1 book Grade 2: 2 books Grade 3: 3 books Grade 4: 4 books Grade 5: 5 books.

Occasionally, a student will say that a book has been returned and the computer system does not show it as returned. This can cause a child to not be able to check out books. The librarian will look to be sure that the book is not on the shelves or on the "to be shelved" cart and ask the student to look for the book in the classroom and at home. After a thorough search, students will continue to be able to check out books. Library overdue notices will be sent home in your child's Wednesday communication folders.

RECESS

Our students have 2 recesses each day and are provided with balls, jump ropes, and other equipment to use at school. We have established Grove Playground rules that are taught in the beginning of the year in PE class. Grove has published a Recess Games book that includes the rules for sports type games. These games are taught by the PE teacher and reviewed by the classroom teachers when necessary.

General Playground Rules to follow are the **R.O.A.R.** guidelines:

Respect	Include Others, Synergize, Solve Problems, Use Win- Win Way
Ownership	Own your Choices, Accept Feedback, Use Equipment Appropriately, Put
	Equipment Away
Attitude	Be Proactive, Be Friendly, Synergize, Think Win-Win
Responsibility	Be Safe/Follow Expectations, Respond to the Bell or Whistle, Use
	Appropriate Language, Dress for the Weather, Be in control of yourself

Most recess problems are dealt with on the playground with reminders of rules and time to think about their choices and how to make better choices. Children who violate the rules repeatedly will be reported to their classroom teacher or office for consequences. Children, who are blatantly disrespectful to authority, engage in harassment or bullying, engage in physical assault or fighting, or are engaging in illegal activities will be immediately removed from the playground to the office for consequences.

We do live in the "Rainy Northwest". Students should always be prepared to dress for rain because they will go outside to play at times when it is drizzly.

TOYS AT SCHOOL

The school provides students with plenty of activities for outside play. In addition, children have a better chance of succeeding in the classroom when distractions are limited. Toys are a distraction to learning and will be confiscated by the teacher in the interest of eliminating the distraction.

- Toys may be brought from home for "sharing time" if requested by the teacher. These toys will be left in the backpack during the day and taken out for sharing time only.
- No toys or items of significant value should be sent to school as they may be broken or lost. Electronic items for use other than learning are not permitted at school.
- If these items are sent to school by parents for after school activities they must be kept in the student's backpack. The school is not responsible for personal items lost or stolen.

• We understand that there are some "tools" that look like toys. These tools may help with emotional support and or self regulation. Please contact your teacher, if this is the situation for your child. If your child's "tool" becomes a toy and it is a distraction from learning, it may be confiscated.

STUDENT RESPONSIBILITIES, DUTIES AND RIGHTS HANDBOOK

The Marysville School District is dedicated to achieving academic excellence while developing self-directed, lifelong learners, respecting individual differences, and preparing responsible citizens. To provide information to parents regarding the policies and regulations for students we have developed a Student Rights and Responsibilities Handbook in accordance with Policy 3200 - Students Responsibilities and Rights, which describes:

- the responsibilities of students to maintain a school attitude and behavior which is safe, orderly, and promotes a positive learning climate;
- the rights of students to humane, professional, and legal treatment in school;
- additional policies and regulations that affect students

A copy of Policy 3200 "Student Rights and Responsibilities" is available online @ www.msd25.org or at the District Office: 4220 80th Street NE, Marysville, WA, 360-965-0000.

Student Conduct

The Marysville School District acknowledges that conduct and behavior is closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The district requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

A copy of Policy 3240 "Student Conduct Expectations and Reasonable Sanctions" is available online at www.msd25.org or at the District Office: 4220 80th Street NE, Marysville, WA, 360-965-0000.

Weapon Free, Drug-Free, and Tobacco-Free

The Marysville School District is a Weapon-Free, Drug-Free, and Tobacco-Free environment. You can find the standards and procedures set forth in Policy 4210 - "Regulation of Dangerous Weapons on School Premises" on the District's website at www.msd25.org. The document describes the regulation for which corrective action or punishment (i.e., discipline, suspension, and expulsion) may be imposed. Paper copies may be requested in the office of your child's school or at the receptionist's desk in the School District's Service Center, 4220 80th Street NE.

Please Note: Policies that deal with this issue are Policy 3200 - Student Rights and Responsibilities & 3240 - Student Conduct. This Policy is available online at www.msd25.org or at the District Office: 4220 80th Street NE, Marysville, WA, 360-965-0000.

Marysville School District
Prohibition of Harassment, Intimidation and Bullying Annual Summary Statement
Revised 7/21/16

The Marysville School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its recurrence.

For an action to be considered bullying, it needs to meet the following definition:

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or damaging 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.

SafeSchools Alert

Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 360.799.5414

2. Text: Text your tip to 360.799.5414

3. Email: 1248@alert1.us

4. Web: http://1248.alert1.us

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at http://1248.alert1.us. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

How do I report bullying?

Our District's Tip Reporting Service

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Annually:

The superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

Students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. Staff will receive training on the school district's policy and procedure.

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches and evidence-based prevention programs.

Compliance Officer:

The district compliance officer (Gregg Kuehn, Risk Management Office) will serve as the district's primary contact for harassment, intimidation and bullying.

Staff Intervention

All staff members must intervene when witnessing or receiving reports of harassment, intimidation or bullying.

Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness according to state law. Any student may have a trusted adult with them throughout the report and investigation process.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

Corrective Measures for the Aggressor

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

Sexual Harassment

Students and Staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school sponsored activity.

Sexual Harassment is an 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, emails, 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. You also have the right to file a complaint. A copy of Policy & Procedure 3205 "Sexual Harassment of Students Prohibited" & 5011 "Sexual Harassment" are available online at www.msd25.org, at your school, or at the District Office: 4220 80th Street NE, Marysville, WA; 360-965-0000.

Complaint Options: Discrimination and Sexual Harassment

If you believe 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. 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.

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 lengthy 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 receive 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).

GROVE ELEMENTARY CITIZENSHIP AND DISCIPLINE POLICY

We believe in a fair and consistent code of discipline that encourages students to be responsible leaders of their own behaviors. The Marysville School District has adopted a process called Positive Behavior Intervention System (PBIS) that works to create an environment where courtesy and kindness prevail and where there is respect for differences in all people and cultures. Our students learn and practice the school wide expectations at Grove outlined under each of the four (4) Guidelines and we have identified the positive behaviors that we will teach and reinforce.

Grove Elementary Guidelines for Success

Our goal for students is for them to "ROAR" like a tiger by showing:

R Respect

O Ownership

A Attitude

R Responsibility

Respect	Include Others, Synergize, Solve Problems, Use Win- Win Way
Ownership	Own your Choices, Accept Feedback, Use Equipment Appropriately, Put
	Equipment Away
Attitude	Be Proactive, Be Kind, Synergize
Responsibility	Be Safe/Follow Expectations, Respond to the Bell or Whistle, Use
	Appropriate Language,
	Dress for the Weather

Our staff will hold high expectations for all student behavior by:

- ✓ Using uniform procedures throughout the school
- ✔ Being respectful, responsible and involved with students
- ✓ Treating all students as leaders of their own behavior

Our staff is committed to contributing to the friendly, inviting climate of our school. We set the tone through our actions and attitudes. We are responsible to help all students in all settings of the school. Our support and encouragement is demonstrated through 4 important procedures:

- 1. We teach students the expectations for **R.O.A.R**. in every school environment.
- 2. We provide positive feedback to students when they are meeting expectations and following rules by naming the habit they are demonstrating and recognizing their actions.
- 3. When minor misbehaviors do occur, we view the misbehavior as a teaching opportunity, responding with calm, consistent conversation around options for alternative choices.
- 4. We work collaboratively with our students and their families to solve problems that are chronic or severe in nature.

Common school areas such as the playground, hallways, restrooms, cafeteria, walking to and from school, bus loading area, etc. are the responsibility of everyone. It is important to share consistent expectations for responsible behavior with all students and staff. With clarification of expectations, the staff can focus on encouraging student responsibility and reduce the need to correct behavior. Although classroom teachers may not always be the supervisors of the common areas, they are the teachers of the expectations. Expectations will be taught and reviewed the first days of school, again after breaks and holidays, and whenever necessary.

What can Grove Elementary students expect when a mistake is made and the rules aren't followed?

The purpose of discipline is to teach new behavior, not punish behavior. All consequences of an action should help to teach a new behavior. Therefore, problem-solving, reflective writing, developing goals, and making plans with students, restitution, and think-time are the most appropriate consequences for behavior. After a plan to improve is developed, a loss of privileges may need to be a consequence for lack of respectful, responsible and safe behaviors. Leaders grow through taking control of their own behavior and making proactive choices to ensure the desired behaviors occur on a consistent basis.

Teacher is the center of the plan:

The classroom teacher is the center of our positive behavior plan. The relationship that exists between the teacher and a student is more powerful than other relationships in the school, so the most effective learning happens at the classroom level.

The classroom teacher will collaboratively develop classroom expectations with their students and will be shared with their families. Most behavioral concerns will fall under classroom guidelines and will be resolved by the teacher and the students. When necessary, parents and guardians will be alerted by the teacher during this process. Mild consequences are the most effective. It is not the severity of consequences but the surety of them that holds the power to learn from mistakes.

For behaviors that occur outside of the classroom (recess, cafeteria, Specialist) and for which a teacher is given an **Incident Report/Rule Reminder** for the student by the supervisor of the area, the procedure is:

Teacher Responsibilities:

- Step 1: Acknowledge choices the child made.
- Step 2: Clarify the rule and school expectation. Give students positive practice. Problem-solve verbally with the student or ask the student to fill out the problem solving or "Think Sheet" if appropriate.
- Step 3: Help them make a plan for success in the future.
- Step 4: Phone home and develop a plan with the parent or guardian if necessary.

Major Violations:

The following are considered major violations and will result in an immediate office referral. These are the ONLY behaviors that warrant an office referral and need the **Major Discipline Incident Report** completed.

- **1. Any illegal activity** (i.e. drugs, alcohol, tobacco, gambling, sexual harassment, firework, threats)
- 2. Physically dangerous
- 3. Fighting, Assault
- 4. Blatant Disrespect for authority, persons, property
- 5. Harassment, intimidation, bullying of any kind
- 6. Profanity
- 7. Stealing
- 8. Chronic mild misbehavior
- 9. Possession of a dangerous object
- 10. Technology Misuse

All of the adults in the school share the responsibility to help all children learn to be leaders of their own behavior.

Consequences for Misbehavior

When students' choices do not match our school wide expectations, we provide opportunities to solve the problem and to make better choices for their actions. The following steps are meant to guide how we handle situations as they arise. They are not necessarily always linear steps that we take. Our ultimate goal is to help students learn from their mistakes and find positive ways to improve their behaviors.

Step #1 CLARIFY THE RULE

Adults will talk with the student to clarify what the expectation is for that action. The student

will explain the correct behavior and agree to do that. This should be unemotional and very short. "Can you show me how we walk in the halls at Grove?"

Step#2 POSITIVE PRACTICE

The adults involved will help the student to practice the correct behavior. I.e. "go back and walk"

Step #3 PROBLEM SOLVE AND MAKE A PLAN

The teacher, playground supervisor, or other adult will help the student identify the problem and ways to correct it. The plan will include how to avoid the problem in the future and how to rectify the situation the student finds himself/herself in.

Step #4 PARENT/GUARDIAN NOTIFICATION

When minor offenses become frequent or persistent, the teacher will notify the family member and ask for their assistance in solving the problem. By working together, we can help the child make proactive choices in handling the problem.

Step #5 SUSPENSION

Every effort is made to keep all students in school at all times. When a behavior is of such an extreme nature, or in direct violation of district policy that requires suspension, a student may be subject to immediate exclusion or suspension. Parents or guardians will be called to come to school and meet with an administrator before the suspension is made. The length of the suspension is dependent on the severity of the misbehavior and the number of previous discipline problems. Parents or guardians may be asked to have a conference with the principal or assistant principal prior to a return to school, if necessary.

Major Violations: (as listed)

All major violations are referred to the Principal. A Discipline Slip will be written and sent home for signature. Every attempt will be made to contact parents by phone and by the Discipline Slip.

When a student repeatedly disregards school rules, or commits a major violation, they will have a conference with the principal and a discipline slip will be sent home alerting the parent of the severity of the misbehavior. Parents are encouraged to view the discipline slip <u>as information</u> about their child's behavior at school and as a point of discussion about future behavior. The Discipline slip is also meant as a way to ask for parent support in helping the child to learn another way to handle the situation at school. There <u>will always</u> be a consequence when a major offense occurs. The consequence will involve loss of privileges at school. To the greatest extent possible, the lost privilege will be in the area where the child is having problems. For example if the behavior happens on the playground, they will lose recess privileges. If the behavior occurs at breakfast, then the privilege of eating breakfast with the other children will be lost. If the behavior is disruptive in the classroom, then the privilege of being in the classroom will be lost.

The following is a potential sequence of consequences for Major offenses. It is meant to guide how we handle situations as they arise. They are not necessarily always linear steps taken:

- First offense: Meet with administrator / Potential loss of recess or privilege
- Second offense: Meet with administrator / Loss of more recess(es) or privilege(s)
- <u>Third offense</u>: Meet with administrator / Potential In-school suspension
- Fourth offense: Administrative action / Potential out of school suspension)

The steps may escalate for extreme, violent, aggressive or dangerous behaviors. Weapons violations fall into the category of extreme behavior.

What can I do if my child brings home a discipline slip?

Children are learning how to be in charge of their own actions and behaviors. Discipline is intended to help students to learn. Allowing students to learn how to handle themselves by letting them experience the natural consequences of their actions is the best way.

- It is normal for your child to deny that they did anything wrong. They do this for 2 basic reasons. One reason is that they do not want to disappoint you. The second reason is that they didn't mean to do whatever it is that happened.
- Children find themselves reacting to new situations in ways that they may not intend. It is our job as parents and teachers to help them to understand how their behavior affects themselves and others.
- Discuss with your child what happened and how they might handle it differently.

Although you may think that the consequence is too harsh or the situation was unfair, rescuing your child teaches them that you do not believe that they are capable of handling themselves. Instead, tell your child that there are always two sides to the story and you will call the school and find out what happened, but that they are expected to follow through with the consequences as assigned by the teacher and school.

If problems arise, we will work positively to find solutions. We teach students to make good choices, through nurturing, meaningful teaching, and guidance toward success. We provide opportunities for problem solving and appropriate consequences when students choose to misbehave. We also celebrate student progress and good citizenship with a variety of methods. If your child has difficulty assuming responsibility at school, we may ask you to help us teach your child an alternative set of behaviors. You may be asked to conference with us and/or support us in developing an appropriate plan for greater success.

<u>Common Area Policies:</u> Through our Positive Behavior Intervention Systems (PBIS), the staff is developing procedures for each of the common areas of the school such as hallways, cafeteria, playground, getting to and from school, bus riding, etc. These expectations will be taught and positively reinforced throughout that school and reviewed when necessary. These policies can be obtained from any staff member at Grove and shared with you upon request.

Drug Free School Policy

Illicit drugs and unlawful possession and use are illegal and harmful. Possession, use, manufacture, distribution, showing evidence of having consumed, selling, soliciting, or facilitating the use of alcohol or illegal drugs is prohibited. Possession of drug paraphernalia is also prohibited. The illegal distribution of prescription medication is also prohibited. While in attendance at school or school-sponsored events, students must remove themselves from any situation where such activities are occurring. Students are encouraged to report any situation that poses a danger to the health or safety of themselves and fellow students or which represents a violation of state laws or district policy.

Gang Activity

Gang activity or displaying the symbols of gang affiliation is prohibited. Gang symbols include the use of hand signals, handwriting and/or the presence of clothing, jewelry, accessories, graffiti, or manner of grooming which because of its colors, arrangement, trademark, symbol alteration, or any other attribute designates membership in a gang. Corrective action for gang affiliation or use of symbols can include confiscation of gang related items, parent notification, and possible suspension depending on the circumstances.

Bus rules

At the beginning of the school year, bus drivers distribute a pamphlet titled **School Bus Transportation Guide for Students and Parents**. Please take a few minutes to read and review this with your child. Reading the guide will help you make the school bus ride a safe and positive experience for your child. After you have reviewed the pamphlet, please fill out the page titled "Important Notice" and have your student return it to his/her bus driver. This information will be used to assist the district during emergency situations.

The bus driver's primary job is to drive the bus safely. In order for this to happen, students must obey the bus driver's directions immediately. Students must remain seated on the bus and talk in quiet voices for their own safety. Parents can help their children by reviewing the rules and supporting the driver.

Student Leadership Opportunities

Choir

Choir is an extracurricular activity open to students in grades 3rd-5th. Students who sign up for choir commit to attending practice weekly and all performances. Choir practice is either before or after school. Parents must provide transportation for students to attend choir practice. The choir director will send home permission slips in the fall seeking participants. The choir will perform for the school and community throughout the school year. The Totem Regional Choir concert is one of the premier performances of the year. Every elementary school in the Marysville School district participates in the event. Students who attend choir must be willing to work hard during practice sessions, rehearsals and performances. If a student is not participating appropriately they may be asked to leave the choir.

Lighthouse Team

Students have an opportunity to apply for this team who will help guide our work around the philosophies governing our school. They will assist our school in developing leadership skills in every student and helping to find roles around the school that support the passion in each individual. They will also work with the Staff Lighthouse Team to continue to move our efforts forward toward becoming the best school we can be.

Leadership Roles & Recognition Opportunities

We at Grove Elementary believe everyone can be a leader. We will be developing many methods for recognizing the great qualities of each and every student in our school. As the year progresses, you will see evidence around the entire school about the leadership roles students have chosen to take on, as well as the responsibility of goal setting for their own academics and social growth throughout the year. Recognition may look different as it has in the past for those of you who are returning families to Grove, however, we continue to support and feature the character traits that make every child important, special, and unique in our school community. In working with our School Improvement Team, representatives from our student body, and parents from our community, we will develop new policies and procedures for celebrating the greatness in our students at Grove Elementary. We look forward to sharing those changes with you as we move through this school year.

VOLUNTEER OPPORTUNITIES

SCHOOL WIDE VOLUNTEERS

At Grove, we highly value and encourage volunteers to be part of our daily lives. Together we can make great things happen for all students, both academically and socially. We appreciate any time and effort you can provide to these goals and welcome our family members to check in the office for possibilities and procedures at Grove.

CLASSROOM HELPERS

Every classroom teacher can use a helper to assist with some of the organizational tasks of the classroom and/or with small group learning tasks. Teachers will be asking for volunteers in the fall and throughout the school

year. Even if you think you have very little time or talent to offer, your help will be appreciated. Your children also feel very special when their parent is helping in the classroom or at home to make the classroom the best learning environment.

VOLUNTEER CLEARANCE

For the safety of our children all volunteers are required to be cleared by the Washington State Patrol. You will need to submit the following prior to volunteering at school:

- Completed volunteer application
- Copy of State issued driver's license or identification card

You will be notified as soon as you are cleared to volunteer at school. This clearance is good for 2 years. Volunteers must have proof of Covid vaccination on record or an exemption on record with the district. Please speak to the office manager to attain the forms and information necessary to volunteer.

LIBRARY HELPER

The librarian needs helpers to shelve books and prepare new books as they are added to the library. This is a regular commitment to the school library. It is a great job for parents of older students who may not want their parents in their classroom but love having them at school. See the Librarian if you are able to help.

PTA

The Parent Teacher Association (PTA) does many things for all of the students at Grove Elementary.

The PTA sponsors school assemblies, donates funds toward school supplies, funds field trips and raises money for large items that our school needs. The PTA also plans the BOOK FAIRS, food drives and family nights. Each of these activities requires a parent to step forward to chair the committee and a group of other parents to carry out the activity. Please join the PTA and give whatever time you have to your child's classroom and to the entire school through PTA committees.

PTA information will be available at the school Meet and Greet Night, at all evening school events, and through the school Wednesday Envelope. Please consider joining!

Non-Discrimination Statement

Marysville 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, or 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. District programs will be free from sexual harassment. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator - Gregg Kuehn, Risk Management Supervisor, gregg_kuehn@msd25.org, 360-965-0109; Title IX Officer - Jason Thompson, Executive Director of Human Resources, jason_thompson@msd25.org, 360-965-0070; Section 504 Coordinator, Stephanie Zikopoulos, Director of Categorical Programs, stephanie_zikopoulos@msd25.org, 360-965-0049; ADA Coordinator - James Stevens, Executive Director of Special Education, james_stevens@msd25.org, 360-965-0170. Address: 4220 80th Street NE, Marysville, WA 98270. Website: www.msd25.org.

Marysville School District is a drug- and tobacco-free workplace.

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. Please Note: Policies that deal with this issue are Policy 3210 "Non Discrimination" & 5010 – "Non Discrimination and Affirmative Action." These Policies are available online at www.md25.org, at your school, or at the District Office: 4220 80th Street NE, Marysville, WA; 360-965-0000.

APPENDIX

SCHOOL MAP (can be picked up in the office)

Grove Elementary Bicycle Permission Slip

Dear Parent/Guardian,

Students in grades **third**, **fourth**, **and fifth** may ride their bicycles to school if they observe the rules. We **require that you have your child wear a bicycle helmet**. We also require that you instruct your child in the observance of these expectations. We also suggest a periodic inspection of your child's bicycle to see that it is mechanically sound and in good working condition, especially the brakes.

Bike Riders Safety Expectations

I Agree That At All Times, I Will:

- 1. Keep to the right and travel at a safe speed.
- 2. Obey all traffic rules and crossing guard directions.
- 3. Keep at least one hand on the handlebars at all times.
- 4. Give hand signals when I plan to make a turn.
- 5. Ride single-file and one rider per bike.
- 6. Walk my bike across all crosswalks and school patrol crossings.
- 7. WALK MY BIKE on all school grounds. Make no skid marks on walkways.
- 8. Never "hitch" onto any motor vehicle or allow anyone to hitch onto my bike.
- 9. Keep my bike locked and parked at school until dismissal time each day.
- 10. Respect the right-of-way to all pedestrians and walk my bike in crowded areas.
- 11. Ride my bike on school grounds only after 4:00 p.m.
- 12. Riders will be encouraged to attend a bicycle safety program.
- 13. Riders will use their designated safe riding route.

I understand that I may lose the privilege of riding my bike to school if I violate any of these rules.

Please return the signed, lower portion of this form to the school office.

2021-2022 School Year Grove Elementary School Bicycle Permit

has our permission to ride his/her bike to and from school. We, the undersigned, understand that in granting this permission, assume full responsibility. I realize that his/her bicycle must be locked during the time that school is in session and that he/she must follow the same safety rules that a driver of an automobile is required to follow, and wear a helmet . We have read and discussed the above agreement with our child and will support these expectations.
Student signature / Date:
Parent/Guardian signature / Date