



Every Student Matters, Every Moment Counts

Morton School District #214

Home of the Timberwolves!

PO Box 1219 ~ Morton, WA, 98356

p: 360-496-5300 ~ f: 360-496-5399

www.morton.k12.wa.us

Facebook: @MortonSchoolDistrict214 ~ Twitter: @MSD21214

Morton Jr/Sr High School

152 Westlake Ave. ~ Morton, WA, 98356

p: 360-496-5137 ~ f: 360-496-6035

Morton Elementary School

400 Main Ave. ~ Morton, WA, 98356

p: 360-496-5143 ~ f: 360-496-0327

Morton Elementary School

400 Main Avenue/PO Box 1299 (360) 496-5143 www.morton.k12.wa.us

School Hours: 8:00am – 2:45pm Office Hours: 7:40am – 3:30pm

2022-2023

Student & Parent Handbook



The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: John Hannah, P.O. Box 1219, Morton, WA 98356; (360) 496-5300 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5300 (Harassment, Intimidation and Bullying Compliance Officer)

Morton Elementary
360-496-5143

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INTRODUCTION

Welcome to Morton Elementary, where every student matters and every moment counts! Our goal is to provide the best education possible while challenging each student to reach his/her potential. This handbook is just one of many opportunities for communication between the school system, students and their parents. It is our hope that this handbook will answer many common questions. However, please feel free to contact us at any time or stop in for a visit.

Thank you for taking the time to learn the information in this handbook. I hope that it helps you as we work together in the service of children.

Josh Brooks
Morton Elementary Principal

Morton Elementary
360-496-5143

School Hours: 8:00am – 2:45pm

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Morton School District Information
360-496-5300

MORTON SCHOOL DISTRICT

Mr. John Hannah	Superintendent
Mrs. Brandie Dantine	Business Manager
Mrs. Sydney McCoy	Secretary

SCHOOL BOARD

Mr. Chase Buffington
Mr. Sam Benowitz
Mr. Clint Scogin
Ms. Pat Saldaña

MORTON SCHOOL DISTRICT MISSION STATEMENT

MORTON SCHOOL DISTRICT VISION

The Morton School District shall distinguish itself by producing the highest levels of individual student success.

MORTON SCHOOL DISTRICT MISSION STATEMENT

The philosophy of Morton School District is that every student matters, every moment counts. Morton School District will assure the highest levels of individual student success are achieved. To achieve our mission the Morton School District will utilize the best instructional practices in all grades and classrooms; build, implement, and monitor student interventions; teach, monitor, and re-teach a system that supports a safe environment; and, seek ways to enhance our learning culture through data-driven decisions.

Early Release Wednesdays

On most Wednesdays this school year (Refer to the District Calendar), Morton Elementary will dismiss at 1:25 PM and Morton Jr/Sr High School will dismiss at 1:35 PM. Lunch will be served at both buildings PRIOR to the early dismissal. The purpose of the early dismissal is for staff professional development and collaboration.

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Automated Phone System

The Morton School District has once again purchased a one-year subscription to an automated phone system that can call parents regarding school delays and closures. In addition, both schools can use this system to remind parents of conferences, PTA meetings, MSP/SBAC testing, etc. Please make sure the schools have your current phone number to receive these automated phone calls.

Asbestos

This is to inform the patrons of the Morton School District #214 of the presence of asbestos-containing materials within our schools. The materials are in good shape and create no risk of danger to anyone. There are asbestos inspections and management plans available at the office of each school. If you have any questions, please contact Stacey Merriman, the Maintenance Supervisor at 360-496-5300.

Students as Spectators

Elementary students are allowed to attend appropriate Jr. /Sr. High School activities, such as sports events, awards assemblies, etc. They are expected to conduct themselves in an appropriate manner. Students who attend activities need to remain in the stands or bleachers during the contest. Playing in the hall, foyer, or along the bleacher or football field is unacceptable. If they fail to act appropriately, they will forfeit the privilege of attending.

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Office Information

SCHOOL CONTACTS

Mr. Josh Brooks

Principal

Mrs. Tina Walker

Secretary

School Hours

The school day is from 8:00 AM - 2:45 PM for grades TK-6. The Morton Elementary office hours are from 7:40 AM - 3:30 PM. Students should arrive at school after 7:40 AM and go directly to breakfast OR the library. Because students would not be supervised, please do not drop off your children earlier than 7:40 AM, unless they are a guard at a crosswalk. Students should also leave the school grounds once dismissed at the end of the day.

Preschool hours are Monday, Tuesday, Thursday and Friday from either 8:00am-11:45 (AM class or 11:15-2:45pm (PM class). Both classes are provided lunch at school.

On early dismissal Wednesdays indicated on the school calendar, elementary students will be dismissed at 1:25 PM, with lunch being served on these days. During early release conference week elementary students will be dismissed at 12:15 PM.

Child Release

When picking up your child before the end of the school day, check the student out through the office. After signing your child out, the student will be called to the office. For your child's protection and to reduce classroom interruptions, please do not go directly to the classroom. We appreciate students arranging after school plans at the beginning of the school day rather than calling to change plans during the school day. Since most materials are passed out and closure is established at the end of the school day, please avoid picking up your child during the last 15 minutes of school. When picking up a student, not in your custody, identification and authorization are required. The name of the adult picking up the student must be on the school registration form.

Please be sure to inform the office of restraining orders or legal circumstances of which we should be aware.

Update Records

Any time you have a change of address or phone number (work or home), please send these changes to the school office in written form as soon as possible. The information update forms were given out during the "Meet the Teacher Night" should be filled out completely and returned with your child to school. It is extremely important that the student information be accurate and up-to-date as this is the only means we have to find parents for proper communication.

Withdrawing from School

Parents must request paperwork through the elementary office.

Attendance

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Parents are asked to call the office (360) 496-5143 before 8:40 AM if their son or daughter is absent. All absences in accordance with Washington State Law (WAC 392-400-325) require an excuse from a parent or guardian which meets the statewide definition of excused and unexcused daily absences. Absences will be classified as excused or unexcused. Students are expected to be in class each day. If you know in advance that your child will be absent, please send a note to the classroom teacher in order to get homework and papers in advance.

If a student arrives at school after 11:20 AM, they will be marked for a half-day absence. If a student is checked out prior to 11:20 AM, they will be marked for a half-day absence.

Morton Elementary is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully, or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th-grade test scores.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact Tina Walker at 360-496-5143.

OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. Kim Inocencio, our school nurse, and Mrs. Becky Brooks, our student support specialist are two people that can assist you in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class,

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communicate with you to understand why they were absent and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from ages 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

[We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.](#)

If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student, and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may have automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. Morton, Mossyrock, and White Pass School Districts are working together to create a community truancy board. If your student continues to be truant you may need to go to court.

Morton School District Policy #3122 defines excused absences as:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
- Family emergency, including but not limited to, a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- 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;
- Absence directly related to the student's homeless status;

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- Absence resulting from a disciplinary/corrective action. (i.e., short-term or long-term suspension, emergency expulsion; and
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Tardies

Students who are not at school by 8:00 AM are required to report to the office, where they will check-in and fill out a late pass. The tardies will be documented, and parents will be notified if there is an excess of tardies. Please contact the school if you know your child will be late.

Habitual tardiness creates a disruption to the educational process in the classroom. It is expected that students will be in class on time. If a student arrives between 8:00 AM and 11:20 AM, the student will be marked tardy for the school day.

Illness at School

Students who become ill during the school day are to report to the main office immediately. Parents will be contacted to pick up children with a fever, who are throwing up or otherwise cannot stay at school. When you receive a call about a sick child—please be prepared to come to get your child immediately. **A student with an oral temperature of 100° or over should remain at home until free of fever for 24 hours.**

Permission to Leave Class

Students are to report to class and get a permission slip from their teacher before going anywhere outside of the classroom. **Under no circumstances are students to leave class without permission and a hall pass.**

AVID Elementary

AVID Elementary is a foundational component of the AVID College Readiness System and supports AVID's mission to close the achievement gap by preparing all students for college readiness and success in a global society.

Based on the same learning foundation that underlies AVID Secondary, AVID Elementary focuses on grades 3 through 5/6 with on-ramps for K–2 and is designed to be embedded into the daily instruction of all elementary classrooms across the entire grade levels to maintain schoolwide structures.

AVID Elementary's implementation resources, training, and philosophy are all grounded in the idea that the growth mindset can be taught to students, and it is through the growth mindset that AVID students succeed in following their dreams and fulfilling their aspirations.

AVID Elementary takes a systemic approach through the use of WICOR and an explicit focus on high expectations, rigor, and developing a college readiness culture.

In its 30-plus years, AVID has proven time and time again that, when given a system of a rigorous curriculum and strategic support, students can be academically successful. AVID's mission and vision is to provide a comprehensive model of success for all students, from elementary through higher education.

AVID Elementary is designed to be embedded into the daily instruction of all elementary classrooms, across entire grade levels, to impact schoolwide structures. Like AVID Secondary, AVID Elementary Essentials focus on the four necessary areas to ensure that all students are poised for academic success: Instruction, Culture, Leadership, and Systems.

Components

AVID Elementary incorporates:

Student Success Skills – encompassing communication skills (e.g. listening, speaking, writing), self-advocacy skills, note-taking strategies, critical thinking, and study skills.

Organizational Skills – both mental and physical; students learn to use organizational tools, as well as learn and practice skills around time management and goal-setting.

WICOR Lessons – emphasize instruction on writing to learn, inquiry, collaboration, organization, and reading to learn in all content areas.

Partnerships – among students, classrooms, grade levels, schools, feeder patterns, families, and communities.

Miscellaneous

Lost and Found

Lost and found items are kept in a basket, across from the office. Glasses and other fragile items are kept in the office. Please sure to check for lost items often. Every month during our student of the month assemblies, we will have a lost and found fashion show for students to claim their items. All unclaimed items in lost and found will be donated to local charities.

Cell Phone

We understand that many families use cell phones to keep in touch with each other. If your child needs to have a cell phone, we ask that the cell phone be turned off and not visible during the school day. If you need to contact your student, please call the office at 360-496-5143 and we will get a message to them.

Electronic Devices

Electronic devices are to be turned off on campus. The only times they may be turned on is before or after school or when requested by a member of the staff. Electronic devices include but are not limited to the iPods, radios, CD/MP3 players, pagers, and hand-held computer games. **The school is not responsible for damage or loss and encourages all devices be left at home.**

Student Valuables/Theft Reports

Students should not bring radios, cameras, toys, or large amounts of money to the school, and if students wear glasses or watches it is their responsibility to keep track of them at all times. Students, not the school, are responsible for their personal property. Report all thefts or loss of property to the main office immediately. Personal toys are not allowed during school recesses.

Closed Campus Information

Morton School District has a closed campus, requiring all students to remain on school grounds from their time of arrival until they are officially dismissed.

Signage

All posters are to be approved by the principal before they are placed on any bulletin board or wall. Nothing is to be posted on painted walls, doors, etc. without permission from the principal.

Safety Patrols

Fifth and sixth graders are selected for patrol duty in most schools. Since it is an honor to serve on the school safety patrol, students are carefully selected, instructed in their duties, and cautioned to observe courtesy and safety when helping other children cross streets. Please ask your child to obey the safety patrol.

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Photographs

Professional photographers visit each school to take individual and class pictures. Students, however, are not required to purchase photographs. Information, including cost/package options, is sent home prior to the photographer's visit.

Homework

Homework may be assigned to enhance or reinforce classroom instruction. Questions about homework assignments should be directed to your child's teacher.

Safety Drills

Safety drills are conducted throughout the school year to practice for emergencies such as fire, earthquake, intrusion, and bus exit. These drills are done for your child's safety and are intended to be taken seriously.

Communication

Communication between home and school is one of the most important factors for your child's success. It is very important that you involve yourself with your child's education by asking questions about the school day, reviewing homework assignments, and participating in school and PTA functions.

Whom to Contact with Questions

Throughout the school year, you will undoubtedly have many questions about your child's education. When trying to get these questions answered, it is best to contact the person who is most directly involved first. Since the teachers are teaching our children during school hours, please call the school from 7:30 AM - 8:00 AM and from 2:45 PM - 3:15 PM or leave a message and the teacher will return your call.

Classroom Teacher

- The behavior of the student within the classroom
- Classroom curriculum or homework assignments
- Grading or evaluation
- Progress of your child
- Event reported to you by your child that happened in the classroom

School Counselor

- Need for medical, dental, social service referral
- Changes in the family that are affecting your child
- Concerns about your child socially

Principal

- Curriculum used throughout the school
- Procedures that apply to the entire school
- The behavior of the student outside the classroom
- Inability to communicate with your child's teacher

Communication Envelopes

Every Tuesday, your child will bring home an envelope containing classroom work, school or classroom newsletters, and fliers from community organizations. Please remove all the paperwork from the envelope, sign it, and return the envelope to school. Any forms that need returning to school can be placed in the envelope and your child will return it to the classroom.

Report Cards

Report cards are distributed at the end of each quarter as marked on the district calendar. Your child will be evaluated on their academic progress and effort in the classroom. Please contact your child's teacher anytime you have questions.

Conferences

Student/Parent conferences are held once in the fall and once in the spring. Conferences are an excellent opportunity to get together with your child's teacher to review progress. We believe it is essential to the students' academic growth that they also attend the conferences. Classroom teachers will share your child's successes and possible concerns regarding academic and social progress. If you have questions regarding your child, please contact the classroom teacher before or after school hours or leave a message. **Fall parent**

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conferences are October 31st - November 4th, 2022. Spring parent conferences are March 27th – March 31st, 2023.

Website

Visit the Morton Elementary website regarding our school at **www.morton.k12.wa.us**. The website contains general information about Morton Elementary, classroom supply lists, and teacher contact information.

Accelerated Reader (AR) Emails

Morton Elementary has purchased a one-year subscription for an upgraded Accelerated Reader Program. This upgraded AR system will provide parents the opportunity to receive automated emails every time their child takes an AR quiz. This email will display the book title, percent correct on the quiz, and the points earned from the quiz. Please make sure the elementary office has your updated email address to receive these emails.

IXL Math and ELA

Morton Elementary has renewed our IXL math and ELA subscription that students can utilize both at home and at school. This math and ELA program is closely linked to the state standards and can provide students with an opportunity to fine-tune both their math and ELA skills, in addition to serving as another opportunity to learn/reinforce the skills learned in class. To learn more about IXL, please check out their website at **www.IXL.com**.

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Meal Program

Lunch/Breakfast Prices and Account Information

Milk and hot breakfast and lunches are served daily. Look for the lunch menu each month in the Tuesday envelope. Breakfast/Lunch for the 2022-2023 school year is FREE for students:

Student Breakfast:	Free
Reduced Breakfast:	Free
Elementary Student Lunch:	Free
Reduced Lunch:	Free
Adult Breakfast:	TBA
Adult Lunch:	TBA
Milk Price:	\$.50

Our school uses a computerized meal purchasing program. All students will have individual accounts set up with our Food Services Department. To activate the account, parents need to deposit money. The district accepts cash or checks. Money can be turned into the office for your child's breakfast and/or lunch. Please send the money in a sealed envelope with the child's first and last name. If the account is at or below \$.00, they will receive a notice via email.

Free and Reduced Lunch

Applications for free and reduced lunch are available at any time during the school year. Guidelines for qualification are set by the Office of the Superintendent of Public Instruction. Verification of income may be required to qualify for this program.

Parent Involvement

Every Child's First Teacher

Parents are the most important and influential people in a child's life. Your involvement is essential to your child's success in school. Fortunately, there are many ways to participate in your child's education both at home and at school.

At Home - Ask questions every day

- How was your day?
- What did you learn?
- What was your favorite thing today?
- Who did you play with today?
- What is your homework?

Read with your child every day

Children learn a great deal from hearing adults read aloud. It improves their vocabulary and helps them increase their own fluency with reading. Practice reading together. You can take turns reading sentences in a story. You can read it at the same time.

Support their education

Even if you can't make it to school to volunteer or participate in activities, be an active participant in their school life at home. Make sure your child gets enough sleep every night (at least 10 hours for elementary-age kids). Limit their TV watching, provide a quiet, well-lit place to read and do homework. Review homework and help out as needed.

Parent/Teacher Association (PTA)

The Morton Parent-Teacher Association (P.T.A.) is a nonprofit organization made up of Morton School District parent volunteers and teachers. Any parent, teacher, or community member is welcome to become an active, involved member. The cost is \$10 annually for an individual membership or \$18 for couples; the rewards are endless. The Morton P.T.A. is strictly a volunteer organization that needs new members so we can continue to provide such an important service to our elementary school students and teachers. The PTA provides a link between school communication with parents, as well as generating ideas to help the district become a better place. Attendance by parents is appreciated to help further this communication process. Some of the activities the PTA has helped the school(s) with are as follows:

- Breakfast and Books
- Scholastic Book Fair
- Fundraising
- Communication to the public about Morton Elementary
- Volunteering in the classrooms

Meeting notices will be sent home in the Tuesday envelopes prior to all PTA meetings. You are invited to attend and participate.

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Volunteers

Community and parent volunteers are vital to a healthy school system. There are many ways to help out at Morton Elementary.

- Working one-on-one with a student
- Working with a small group of students
- Assisting teachers with paperwork
- Helping chaperone a field trip

If you are interested in becoming a school volunteer, please contact the district office for further information and the application form. All applicants are screened prior to working with our kids. A volunteer form is also required for field trips.

At the beginning of each school year, the PTA also sends out forms to request volunteers for PTA functions. Please complete these and return them with your child to the school.

Visitors

Parents are welcome at Morton Elementary anytime. Please contact the classroom teacher before you come. To ensure the safety of the students and lessen classroom disruptions, we require all visitors to stop at the office to sign in before entering the classroom. **No visitors are allowed on exam days (MSP, SBAC, STAR, etc.).**

SPECIAL STUDENT SERVICES

Schoolwide Title 1

Morton Elementary participates in a federally funded Schoolwide Title 1 program. Essentially, this means our primary goal at Morton is to ensure that all students in our school meet proficiency in State Academic Achievement Standards. As a Schoolwide Title Building, we particularly address students who show need for additional instruction in reading, writing, or math. All students in our building qualify for additional assistance when a need is clearly identified in these core subject areas. Additionally, all teachers at Morton Elementary are determined to be highly qualified in their subject areas. Parents may contact the district to request the teacher's professional qualifications.

Morton Elementary has a family involvement policy that describes different ways that families can be involved in the Title 1 program through parenting, communicating, volunteering, learning at home, decision-making, and collaborating with the PTA and throughout our community. This policy is reviewed each year and adjustments to the policy are made to fit our student's and family's needs. A school/parent compact is then signed.

Title I Parent Involvement

Morton School District has a policy of involving the parents or legal guardians of students in Title I programs. This policy was jointly developed and agreed upon by parents and Elementary staff. The elements of our policy describe the desire to:

- Involve parents and legal guardians in the joint development of the Elementary's overall Title I plan and the process of school review and improvement;
- Provide the coordination, technical assistance and other support necessary to assist the elementary in planning and implementing effective parent involvement activities to improve academic achievement and school performance;
- Develop activities that promote the schools' and parents or legal guardians' capacity for strong parent involvement;
- Coordinate and integrate parental involvement strategies with appropriate programs;
- Involve parents or legal guardians in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of the school served under Title I, including its parent involvement policy;
- Identify barriers to participation by parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority;
- Use findings of annual evaluations to design strategies for a more effective parent or legal guardian involvement; and
- Involve parents or legal guardians in the activities of the school served under Title I.

For further information, please contact Josh Brooks, principal at 360-496-5143.

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Speech /Hearing

The speech and language therapist is available to help students improve articulation, fluency, and voice quality. He/She works with students who have difficulty listening effectively, making sense of what they hear, or expressing their thoughts to others. The therapist consults with staff and parents to help maximize each student's success.

Occupational Therapy

An occupational therapist is available to provide evaluation, treatment, consultation, and supervisory services to students who are limited by physical, developmental, or learning disability. The therapist is responsible for evaluating students in need of this service and for providing direct treatment and consultation with family and other staff.

School Psychologist

The school psychologist works primarily in assessing and programming for special education students. The psychologist is responsible for sharing assessment results with parents and in exploring ways in which parents and schools can work more effectively together to assist students. The psychologist assists teachers in planning and implementing individualized programs based on each student's strengths and areas of need. The psychologist also coordinates the screening for entering kindergarten and preschool students.

Special Education

At times, alternative learning situations are indicated. After parental permission and extensive testing, qualifying students to receive specially designed instruction in math, reading, language, and writing in the regular education or a small classroom environment.

Parents' "Right-to-Know" Provision

Parents or legal guardians of students in Morton Elementary, a Title I-funded building, have the right to request information from the Morton School District concerning the professional qualifications of their child's teacher(s). Additionally, the District maintains information about its compliance with the federal mandate of having highly-qualified teachers. This information is also available to parents or legal guardians upon request. For information, please contact Brandie Dantine at 360-496-5300.

ECEAP PreSchool

Our ECEAP preschool program is available for both children with delays in areas of speech, language, motor, cognitive, and/or social skills and peer models. The Morton Elementary preschool program is held four days a week (Mondays, Tuesdays, Thursdays, and Fridays) in both AM (8:00-11:45) and PM (11:15-2:45pm) time frames. **There is NO preschool on Wednesdays or any early release days. Preschool will run from Tuesday, September 6th, 2022 – Friday, June 9th, 2023.** Eligibility for those students who have delays in areas of speech, language, motor, cognitive, and/or social skills will be determined after testing. Peer models are accepted on a limited basis.

Immunization and Medication

Immunization

Records of your child's immunization are required by law (RCW 28A.31.18). Students who have not received the required immunizations or have not turned in records of immunization may not attend school.

Immunization paperwork, received by the school, must be medically verified. The minimum requirements for school attendance are:

DPT/DT/TD	At least 4 doses. The last dose must have been received after age 4.
TDAP	IF a student is 11 years old and if it has been at least 5 years since the last DTaP, DT or Td
<u>(before 7th grade need Tdap)</u>	
POLIO	At least 3 doses. The last dose must have been received after age 4
MMR (1st-6th)	1 dose received at or after 12 months of age 2nd dose must be given at least 28 days after the 1st dose
HEPATITUS B	Need 3 doses
CHICKEN POX	Proof of vaccine
DPT/DT/TD	At least 4 doses. The last dose must have been received after age 4.
TDAP	IF a student is 11 years old and if it has been at least 5 years since the last DTaP, DT or Td
POLIO	At least 3 doses. The last dose must have been received after age 4
MMR (1st-6th)	Measles - 1 dose received at or after 12 months of age Mumps - 1 dose received at or after 12 months of age Rubella - 1 dose received at or after 12 months of age 2nd dose must be given at least 28 days after the 1st dose
HEPATITIS B	Need 3 doses
CHICKEN POX	Proof of vaccine

If there are any questions regarding these requirements, please call and speak with the school nurse at 360-496-5143.

Medication Information

Students requiring medication at school need current written authorization that is signed by the parent and instructions from the doctor. A schedule and any instructions should accompany the form which can be picked up in the office. These forms need to be renewed each year as they automatically expire at the end of the current school year. All medication should be given to the office immediately. Students should not have medication in their pockets, lunch boxes, or school bags.

Injury and Illness

If a student becomes ill at school or has a temperature of 100 degrees, we will contact the parents and arrange for the student to go home. Students with minor injuries will be treated and sent back to class. Parents will be contacted if it appears that an injury requires further medical attention. The emergency number given on the registration form will be used if a parent cannot be reached. Please make sure the phone number(s) on your child's forms are updated and complete.

Nursing

A registered nurse is contracted by the District part-time. During this time, the nurse is responsible for conducting yearly health screenings and for addressing the health concerns of students. Special problems that arise during the nurse's absence may be referred to the office.

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School Hours: 8:00am – 2:45pm
Office Hours: 7:40am – 3:30pm
www.morton.k12.wa.us

Transportation

Changes in Transportation

Students going anywhere different than regular routine after school must bring a permission note signed by a parent. **Last-minute changes must be called in no later than 2:15 PM.**

A student must have written permission from a parent to get on a bus that the student does not normally ride. This note must be taken to the office where the secretary will write a bus slip. The bus slip will then be given to the bus driver by the student. Students will not be permitted to board the bus without written authorization from the school office.

If you plan a party in which additional children will be transported by your regular school bus, please contact the bus department at 360-496-5576 to make arrangements.

Expected Behaviors on the Bus

A list of bus rules is provided to each student. Parents and students are expected to review the rules, sign it, and return the bus contract to the bus driver. The handout also indicates the disciplinary procedures to be taken. If you have any questions, please call the bus department at 360-496-5576 from 6:30 AM to 4:00 PM.

Bus Routes

If you have questions about the bus routes, please contact George at the bus department at 360-496-5576.

Driving Students to/from School

Before and after school is a busy time in front of the school. Please watch closely for children. Students should be picked up and dropped off in front of the school. Please have your child use the crosswalks and not cross the street between parked cars.

Bicycles/Skateboards/Roller Blades

Equipment may be ridden to school. Bicyclists should follow the safety patrol signs and must be parked in the designated areas. They are not to be ridden on the school grounds during school hours. Bicycles should be locked while parked at school. The school does not assume responsibility for the loss or damage to these items.

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School Hours: 8:00am – 2:45pm

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Emergency Information

TV and Radio Station Information

If it appears that school will not open or will be delayed, the TV and radio stations providing the most accurate information are:

- KING 5
- KMNT/KELA Radio
- District Website
- Automated Phone Calls

The announcement will generally be made by 6:00 AM for delays and school closures. The Morton School District will call school closure and 2-hour delay information to you automatically once a decision has been made by the district administration and bus department.

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Positive Behavior Interventions and Supports (PBIS)

Morton Elementary is a PBIS school. [Positive Behavior Interventions and Supports \(PBIS\)](#) is a nationally recognized process that helps create safer and more effective schools. Through PBIS, teachers and other school staff are taught to focus on improving the ability to teach and support positive behavior for ***all students***. PBIS includes school-wide procedures and processes to help all students and staff in the classroom and non-classroom settings. The PBIS process also focuses on those students that present the most challenging behaviors. The most important thing about the PBIS process is that it is a team-based process, centered on problem-solving, planning, and evaluation.

Students are rewarded for showing their PAWS. **PAWS** is an acronym that stands for: **Personal Best, Acting Responsibly, **Work and Play Safely, and Show Respect**. Each time a student displays one of these expectations, they are given a power paw slip corresponding with the appropriate expectation and sticker. Each week we draw names of students from our power paw boxes and students receive school-wide recognition and incentives from our business partners. Classes that earn the most power paws are also recognized at the beginning of each new week.**

School Discipline Guidelines

PROGRESSIVE DISCIPLINE

A safe and orderly school environment is essential for teaching and learning to take place. Students must adhere to a code of good behavior, not only for their own benefit but also for the benefit of others. This code is in effect during school hours, on school property, or during related activities. Students are responsible for their own actions and are held accountable for:

- All rules and responsibilities within this document.
- The Morton School District Board of Directors' policies concerning student conduct, and other rules set forth by the Morton School administration.

Students not adhering to any of the above will be subject to discipline, suspension and/or expulsion. Students who accumulate multiple offenses will be considered for more serious consequences. The student who is suspended from school will be asked to have a parent or guardian conference with school authorities.

It isn't always easy to make responsible choices, especially if others around you do not. Remember, you are in charge of yourself. You can do what is right.

Behavior Expectations

This section is dedicated to expectations and policies regarding student behavior. Please allow me to share an overview of our expectations for the student behavior at Morton Elementary.

We expect all of our students to be respectful and well-behaved at all times. Behavior that interferes with another student's right to learn, with the teacher's right to teach, or with student safety is not acceptable and will not be tolerated in this school. Further, students who are in possession of information that could result in harm to themselves or to others are obligated to disclose this information either to a staff member or to their parent, who will disclose to a staff member.

The Morton School District policy states that students and staff have a right to a non-threatening, non-intimidating school environment. Students who choose to engage in disrespectful and/or inappropriate behavior also choose the consequences of their behavior, up to and including suspension from school. Please help us by discussing the importance of respectful, appropriate behavior with your student.

Each teacher, during the first few weeks of school, will teach and review school behavior expectations with all students. After the instruction is complete we will expect every student to engage in respectful behavior at all times. Students will be recognized for appropriate behavior.

Further, we have developed a set of expectations for students' behavior in the classroom. The purpose of these expectations which will be taught to, and expected of all students, is to see that every Morton Elementary student benefits to the extent possible from the classroom instructional program.

In the back of this packet, you will find a "parent review notice" that indicates that you have received copies of our school policies and have reviewed them with your student. **Please sign and return to your student's teacher.**

Inappropriate Student Behavior

In order to assist Morton Elementary students in making appropriate choices regarding behavior, the following list has been developed to more clearly define behaviors that are **NOT** acceptable and will not be tolerated.

1. Inappropriate language (e.g., swearing).

2. Fighting or aggressive behavior to include hitting, kicking, pushing, tripping, and grabbing.
 3. Disrespectful behavior (e.g., arguing, refusal to comply with the request of a staff member, threats, obscene gestures, violation of the district's human dignity policy.)
 4. Possession of obscene materials.
 5. Possession of illegal substances or dangerous items (e.g., drugs, tobacco products, fireworks, matches).
 6. Possession of dangerous weapons or replicas of weapons (e.g., guns, knives, throwing stars).
- Possession of a weapon on school property may result in immediate expulsion from school pursuant to RCW 9.41.280. Possession of a firearm will result in a student expulsion for a minimum of one year.**
7. Any activity that would be illegal in society (e.g., theft, vandalism).

Extreme Behavior

Any behavior that is determined to violate district or Morton Elementary school policy, or that is dangerous to self or others will result in immediate removal to the school's office and further steps that are deemed appropriate by the school's principal or principal designee.

Consequences for Inappropriate Behavior (NOT ALL INCLUSIVE)

Consequences for inappropriate behavior may include:

1. Loss of recess time, time-out in the classroom, in another classroom, or in the office.
2. The teacher developed consequences (e.g., phone call home, written work).
3. Restitution or school community service.
4. Student/parent/teacher and/or principal conferences.
5. In-school suspension.
6. Out-of-school suspension.
7. Verbal correction and review rules
8. Model appropriate behavior
9. Change seat location
10. Loss of classroom privilege
11. Silent lunch

SUSPENDED STUDENTS ARE DENIED ACCESS TO SCHOOL ACTIVITIES AND ALL-DISTRICT SCHOOL GROUNDS. APPEAL OF DISCIPLINARY ACTION SHALL NOT ALLOW THE STUDENTS TO REMAIN ELIGIBLE FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES, OUT OF SCHOOL SUSPENSION WILL BEGIN IMMEDIATELY.

Parent/student rights: Parents and students are advised that short-term suspension, long-term suspension, and expulsions are subject to appeal. Appeal procedures are described in the Students' Rights and Responsibilities Policy, which is available upon request from the district office. A student's refusal to comply with reasonable punishment will move the violation to "defiance of authority."

PROCEDURAL DUE PROCESS

Designated school district employees may impose corrective actions for violations of the rules of pupil conduct. A student shall be given an opportunity to contest the facts leading to the corrective action, to contest the appropriateness of the corrective action imposed by the disciplinary authority, or to allege prejudice or unfairness on the part of the school district official responsible for the corrective action. However, the hallmark of the exercise of disciplinary authority shall be fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district

resources and cooperation with the student and his or her parent(s) or guardian(s). Once a hearing is required, the hearing authority may request the student and the parent(s) or guardian(s) to attempt conciliation first, but if the student and parent(s) or guardian(s) decline this request, the hearing authority shall schedule hearings in accordance with these rules.

A. STUDENT'S DUE PROCESS

Students will not be deprived of educational rights without due process of law.

- Any student who believes that he/she has been deprived of due process rights should bring this to the attention of a building administrator.
- If an issue of due process is not resolved at the building level, questions regarding further appeals may be directed to the Superintendent.

Students may apply for readmission at any time before the expiration of suspension or expulsion.

- If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student shall submit a written application to the principal, who shall grant or deny admission.

Procedural Due Process for Discipline

- Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible.
 - During such conference, the student, parent(s), or guardian(s) shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved.
- Subsequent to the building level grievance meeting, the student, parent(s) or guardian(s), upon two (2) school business days prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or their designee.
- If the grievance is not resolved, the student, parent(s) or guardian(s), upon two (2) school business days prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting. The board shall notify the student, parent(s), or guardian(s) of its response to the grievance with ten (10) school business days after the date of the meeting.
- The disciplinary action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or their designee elects to postpone such action.

B. CORPORAL PUNISHMENT

- Corporal punishment, the spanking or striking of a student as a form of discipline, shall not be administered.

C. SAFE AND DRUG-FREE SCHOOLS

It is a violation of district policy and state law for any student to have in their possession any dangerous instrument, e.g., laser beams, knife, razor, icepick, nunchucks, spiked bracelets/belts, fireworks, matches/lighter, mace/tear gas, guns (real/toy/cap/pellet/air or anything resembling a gun/knife), ammunition, bombs/facsimile, or any other item that can be used as a weapon on school premises, school-provided transportation or areas or other facilities being used exclusively for school activities.

A violation will result in:

- Notification of student's parents or guardians
- Notification to the appropriate law enforcement agency
- Students who violate this policy shall be subject to discipline, including a one (1) year expulsion for a violation involving a firearm.

The superintendent may modify the one-year expulsion on a case-by-case basis. An appeal may be filed by the parent/guardian by following the procedural due process guidelines stated above.

HARASSMENT, INTIMIDATION AND BULLYING

1. Everyone at the Morton School District has the right to feel respected and safe. Consequently, we want you to know about our policy to prevent harassment, intimidation, and bullying on the basis of race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation, or disability.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender.
 - a. Name-calling, jokes or rumors;
 - b. Pulling on clothing;
 - c. Graffiti;
 - d. Notes or cartoons;
 - e. Unwelcome touching of a person or clothing;
 - f. Offensive or graphic posters or book covers, or;
 - g. Any words or actions that make you feel uncomfortable, embarrass you or hurt your feelings.
3. If any word or action makes you feel uncomfortable or fearful, you need to tell a teacher, counselor, supervisor, or principal.
4. You may also make a written report. It should be given to a teacher, counselor, supervisor, or principal.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial, or sexual harassment or violence and will take appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial, and sexual harassment. Complete policies are available in the School and District offices.

WEAPONS

Violence or threats of violence are not tolerated in any school or bus. A weapon or facsimile brought to school may result in an Emergency Expulsion. **Possession of firearms on any school property including school-provided transportation will result in a one-year mandatory expulsion, subject to appeal with notification to parents and law enforcement. (RCW 28A.600.420)**

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STATEMENT OF NON-DISCRIMINATION

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, jhannah@morton.k12.wa.us, or Section 504 Coordinator Becky Brooks, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, bbrooks@morton.k12.wa.us

DRESS CODE AND PHYSICAL APPEARANCE

Student dress shall only be regulated when in the judgment of school officials there is reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress or appearance
- Damage to school property or injury to others could result from the student's dress, or
- A disruption of the educational process could result from the student's dress or appearance

Dress Standards

Clothing which may be considered gang-related, violent, or which displays inappropriate language, sexual innuendo, cross-dressing, obscene, or advertisements for drugs-alcohol or tobacco is prohibited. Clothing shall not be excessively tight, revealing, or distracting. Undergarments shall not be visible this includes, but is not limited to, see-through clothing, any part of a bra (including the straps), boxer shorts, or the elastic waistband of underwear.

Head Coverings

The wearing of headwear of any kind in the building during the school day is prohibited. This includes, but is not limited to, hats, hoods, bandanas, scarves, and hairnets.

Tops/Shirts

Tops shall completely cover the torso (the stomach and lower back) at all times. No cleavage shall be visible at any time; unacceptable tops include, but are not limited to, halter-tops, off-the-shoulder tops, low-cut tops, bare-midriff tops, tops with spaghetti straps, and fishnet tops. Sleeveless tops and tank tops shall not have extremely large armholes, which will unnecessarily expose undergarments or bare skin. Excessively tight tops will not be allowed.

Pants

Sagging, or the wearing of pants/shorts below the waist and/or in a manner that allows underwear or bare skin to show, and bagging, or the wearing of excessively baggy pants/shorts with low hanging crotches are prohibited. Excessively tight pants and pajama pants are also prohibited.

Skirts and Shorts

Skirts, shorts, and skorts shall not be shorter than mid-thigh (standing AND sitting). If skirts, shorts, or skorts have a slit, the top of the slit shall not go over mid-thigh (standing AND sitting). Excessively tight shorts, skirts, and/or skorts shall not be worn.

Dresses

The guidelines for tops and skirts shall also apply to dresses.

Shoes

As a health and safety precaution, students must wear shoes at all times. During recess and/or sports activities students should wear closed-toe shoes to protect their feet. Slippers are prohibited except for medical reasons or for specific short-term foot-related injuries. **Any shoes with wheels are prohibited.**

Outerwear

As stated in the policy and as procedure: For safety and security reasons, hats of any kind are not permitted to be worn in the school buildings.

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Accessories

Spiked jewelry, chains, and belts with more than 2 inches of excess length are prohibited. Sunglasses may be worn out of doors, but not in the building. If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent, if reasonably possible, and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate disciplinary action. Students may be suspended if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed from the extracurricular activity for such a period as the principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Cold Weather Dress

When the cold weather is upon us and as it gets colder and wetter students need to bring snow pants, boots, hats, coats, scarves, gloves, or mittens. Please help us by having your child's name on each item. Imagine trying to keep track of 24 of everything!

Citizen Complaint Against a School District or Other School Service Provider

Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs—Citizen Complaint Procedure for Certain Categorical Federal Programs.

- Find this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>.

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.

Follow steps 1 through 5 to complete the citizen complaint process.

STEP 1 Use Your Local Process

First If you have followed the citizen complaint process of your school district, ESD or school service provider (subgrantee) and are unable to reach a satisfactory solution, use this citizen complaint process through OSPI.

STEP 2 File a Citizen Complaint Through OSPI

A citizen complaint must be in writing, signed by the person filing the complaint, and include:

Contact Information of the Person Filing the Complaint. Your name, address, telephone number, and email, if you have one.

- Optional: If someone is helping you to file this citizen complaint, include 1) their contact information, and 2) your relationship to them — for example, family member, a relative, friend, or advocate.
 - Information About the School District, ESD, or School Service Provider You Believe Committed This Violation. Name and address of the school district, ESD or school service provider (subgrantee) you think violated a federal rule, law or regulation, or state regulation that applies to a federal program.
- The Facts — What, Who & When. Include a description of the facts and dates, in general, of when you think the alleged violation happened.
 1. What specific requirement has been violated?
 2. When did this violation occur?
 3. Who you believe is responsible: the names of all the people and the program or organization involved.
 - Optional: Did you file a written citizen complaint first with the school district, ESD, or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.
- The Resolution You Expect. A proposed solution, if you think you know or have ideas about how the issue can be resolved.

STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI

Office of Superintendent of Public Instruction
Attn: Citizen Complaint-Title I, Part A
P.O. Box 47200 Olympia, WA 98504
Fax: (360) 586-3305

STEP 4 OSPI Staff Process Your Complaint

Once federal program staff at OSPI receive your written complaint, here is what follows:

1. OSPI sends a copy of your complaint to the school district, ESD, or school service provider (subgrantee).
2. The school district, ESD, or school service provider begins a formal investigation led by a designated employee.
3. The designated employee provides the written response of the investigation to OSPI — within 20 calendar days.
4. OSPI staff will send you a copy of the results of the investigation conducted by the school district, ESD, or school provider (subgrantee).

Their response must clearly state one of two results:

- Denial of the allegations in your complaint and the reason for denial.
- Proposal for reasonable actions that will correct the violation.

If you need to provide more information about the allegations in the complaint, send that information to OSPI within 5 calendar days of the date of the response from the school district, ESD or school service provider (subgrantee).

STEP 5 Final Decision by OSPI

OSPI will send you the final decision in writing within 60 calendar days of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time.

Here are the steps OSPI staff will follow to reach a final decision:

1. Review all the information gathered related to your complaint. The review could include the results of an independent, on-site investigation.
2. Decide independently whether or not the district, ESD, or school service provider (subgrantee) violated a federal rule, law, or regulation or state regulation that applies to a federal program.
3. Provide you with the final decision: Findings of fact, conclusions, and reasonable measures necessary to correct any violation.
4. The district, ESD, or school service provider (subgrantee) must take the corrective actions OSPI prescribes within 30 calendar days of the final decision.
5. A citizen complaint is considered resolved when OSPI has issued a final written decision and corrective measures, if necessary, are complete.

Extend or Waive Timelines If you as the complainant and the school district, ESD or school service provider (subgrantee) named in your citizen complaint agree to extend the timelines, this agreement must be in writing and sent to OSPI within 10 calendar days of the date the school district, ESD or school service provider (subgrantee) received notification from OSPI.

Office of Superintendent of Public Instruction
Attn: Citizen Complaint—Title I, Part A
P.O. Box 47200 Olympia, WA 98504

INDIVIDUAL USER ACCESS INFORMED CONSENT AGREEMENT
Regulations on the Use of Electronic Communications Systems (Network)

District Rights

- The district reserves the right to prioritize usage and access to the system and to monitor anyone's use of the system.
- Any use of the system must comply with state and federal law, network provider policies and licenses, and district policy. The use of the system for commercial solicitation is prohibited.
- No use of the system shall serve to disrupt the operation of the system by other system components including hardware and software that shall not be destroyed, modified, or abused in any way.

User Responsibilities

- Malicious use of the system to develop programs that harass other users, to gain unauthorized access to any computer or computing system and/or to damage the components of a computer or computing system is prohibited.
- Users are responsible for the appropriateness and content of the materials they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store, and distribute obscene or porno graphical material is prohibited.
- Subscriptions to mailing lists, bulletin boards, chat groups, and commercial online services and other information services must be pre-approved by the superintendent or designee.
- System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their account.
- Users shall not seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Communications may not be encrypted so as to avoid security review.
- The unauthorized installation, use, storage, or distribution of copyrighted software is prohibited.
- No students shall have access to the system without having received appropriate training and without a signed Individual User Release Agreement form on file with the district. Students under age 18 or who are 18 or over but not emancipated must have the approval of a parent or guardian.
- Diligent effort must be made to conserve system resources. For example, users should frequently delete the email and unused files.
- Failure to observe the responsibilities listed above will result in appropriate consequences to the user.
- Students should never make appointments to meet people in person that they contacted on the system without district and parent/guardian approval.
- Students should notify their teacher or other school adults whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
- Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or parent/guardian.
- Nothing in these regulations is intended to preclude to be supervised use of the system while under the direction of a teacher or other approved user acting in conformity with the district policy procedure.

Misuse of Computer Information Systems and other High-Tech Equipment

- The misuse of computers, informational systems, and high tech equipment falls into three categories: 1.) Obtaining and transmitting inappropriate information. 2.) Damaging computer, high tech equipment, and or their operating systems. 3.) Electronic trespassing.
- The following guidelines will be used by a district official in determining appropriate discipline for students who misuse the equipment.
 1. Obtaining and or transmitting inappropriate material (example: pornography, ordering merchandise, chat lines, inappropriate use of email and sites that encourage drug or alcohol use, bomb-making, weapons-making, violence, or other inappropriate subjects) will result in the following actions:
 - a. First step: Minimum of one-month loss of Internet privileges. The severity of the offense can result in harsher punishment and possibly suspension.
 - b. Second step: 3-10 day OSS depending on the severity of the offense; total loss of general computer privileges for three months
 - c. Third step: Long term OSS and total loss of computer privileges for one calendar year.
 2. Intentionally damaging computers, high tech equipment, and or their operating systems will be considered exceptionally disruptive behavior with the following results.

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- a. First step: Parent conference, payment for repairs, replacements, reinstallation, and or reconfiguration of computer and it's operating systems. Total loss of general computer privileges for three months.
 - b. Second step: All of the above sanctions plus long term OSS and total loss of Internet privileges for one calendar year.
 - c. Third step: All of the above sanctions plus expulsion.
3. Computer trespassing, which is gaining access to a computer or an electronic database without permission. This is an exceptional disruptive behavior, which is a criminal offense in the State of Washington.

***PARENTS/GUARDIANS WHO WISH TO HAVE THEIR STUDENT NOT HAVE
COMPUTER/INTERNET ACCESS MUST SUBMIT IN WRITING A SIGNED
STATEMENT INDICATING THEIR DESIRE***

SCHOOL SONG

“EXTRAORDINARY ELEMENTARY”

Our school is really cool, ‘cause we follow the rules

We’re proud to be here it’s true

We’re hip and we’re funny, friendly and sunny

We like us! And so would you

Morton Elementary

We’re especially, extraordinary!

We work so very hard to be the best we can be

We all work together, we work as a team

We come to school each day

We have lots of fun!

We’re number one!

We keep improving day by day.