



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

[@MortonSchoolDistrict214](https://www.facebook.com/MortonSchoolDistrict214) ~ [@MSD21214](https://twitter.com/MSD21214)

**Morton Jr/Sr High School
Morton Intermediate 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: 8:00 AM – 2:45 PM

Office Hours: 7:40 AM – 3:30 PM



2023/24

Student and 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: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (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) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)



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**MORTON ELEMENTARY SCHOOL
WELCOME**

To Students and Families,

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. We 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

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MORTON SCHOOL DISTRICT
STRATEGIC PLAN (ENDS)

E1 District Vision

The Morton School District shall distinguish itself by producing students who reach their highest levels of individual success.

E2 District Mission

The philosophy of Morton School District is that every student matters, every moment counts. 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 and inclusive environment; and, seek ways to enhance our learning culture through data-driven decisions.

E3 Academic Performance

By the end of the 2030/31 academic year, the District will be rated in the top five (5) districts in the following categories when compared to the other districts participating within WIAA's District 4 and in our classification.

- E3-1 Overall Composite Score (Combination of all following categories)
- E3-2 Elementary Schools (Combination of ELA, Mathematics, and Science)
- E3-3 Elementary ELA
- E3-4 Elementary Mathematics
- E3-5 Elementary Science
- E3-6 Junior High Schools (Combination of ELA, Mathematics, and Science)
- E3-7 Junior High ELA
- E3-8 Junior High Mathematics
- E3-9 Junior High Science
- E3-10 Senior High Schools (Combination of ELA, Mathematics, and Science)
- E3-11 Senior High ELA
- E3-12 Senior High Mathematics
- E3-13 Senior High Science

E4 Reading and Mathematics

- E4-1 By the end of the 2030/31 academic year, 100% of all students in each grade K-6 will have met grade-level reading expectations as measured by the DIBELS Assessment.
- E4-2 By the end of the 2030/31 academic year, 100% of all students in each grade 7-11 will have met grade-level reading expectations as measured by the STAR Reading Assessment.
- E4-3 By the end of the 2030/31 academic year, 100% of all students in each grade 2-11 will have met grade-level mathematics expectations as measured by the STAR Mathematics Assessment.

E5 Post-Secondary

- E5-1 Each academic year till the end of the 2030/31 academic year the post-secondary preparation of students will be measured according to the following ratings:
 - Good - Greater than or equal to 40% of upper-class students in the Jr/Sr High School earn college credits
 - Fair - Between 25% and 39.99% of upper-class students in the Jr/Sr High School earn college credits
 - Low - Less than 25% of upper-class students in the Jr/Sr High School earn college credits
- E5-2 Each academic year till the end of the 2030/31 academic year the post-secondary programming will be measured according to the following ratings:
 - Good - Greater than or equal to 80 college credits are offered on-site
 - Fair - Between 40-80 college credits are offered on-site
 - Low - Less than 40 college credits are offered on-site
- E5-3 Each academic year till the end of the 2030/31 academic year the post-secondary acceptance of seniors will be measured according to the following ratings:

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: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (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) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)

- Good - Greater than or equal to 95% of all seniors are accepted to a post-secondary institution/program
- Fair - Between 80% and 94.99% of all seniors are accepted to a post-secondary institution/program
- Low - Less than 80% of all seniors are accepted to a post-secondary institution/program

E6 PBIS

Each academic year till the end of the 2030/31 academic year less than 35% of all students will have been issued a referral.

E7 Extracurricular

Each academic year till the end of the 2030/31 academic year the participation of students in all extracurricular activities will be measured according to the following levels:

- Good - Greater than or equal to 40% of students in the Jr/Sr High School will participate in at least one extracurricular activity
- Fair - Between 20% and 39.99% of students in the Jr/Sr High School will participate in at least one extracurricular activity
- Low - Less than 20% of students in the Jr/Sr High School will participate in at least one extracurricular activity

E8 Staffing

E7-1 Each academic year till the end of the 2030/31 academic year both the elementary and secondary buildings will have a dedicated principal for each building.

E7-2 Each academic year till the end of the 2030/31 academic year the Jr/Sr High School will have at minimum 35% of its staff CTE certified.

E7-3 Each academic year till the end of the 2030/31 academic year the District will employ at least a 0.5 FTE Music and/or Art educator.

E7-4 Each academic year till the end of the 2030/31 academic year the Elementary school will employ at least a 1.0 FTE specialist certificated teacher.

E7-5 Each academic year till the end of the 2030/31 academic year the Elementary school will employ at least a 0.8 FTE Pre-School certificated teacher.

E9 Financial

E9-1 Each academic year till the end of the 2030/31 academic year the District's financial health of the general fund will be measured according to policy 6022:

- Good - General fund exceeds 10% of the budgeted expenditures plus one month's payroll.

- Fair - General fund is between 5% and 9.99% of the budgeted expenditures plus one month's payroll.
- Poor - General fund is below 5% of the budgeted expenditures plus one month's payroll.

E9-2 Each academic year till the end of the 2030/31 academic year the District's financial health of the capital projects fund will be measured according to policy 6022:

- Good - Capital Projects fund exceeds \$150,000
- Fair - Capital Projects fund is between \$125,000 and \$149,999.99
- Poor - Capital Projects fund is below \$125,000

E10 Facilities

Prior to the end of the 2030/31 academic year, the District will have successfully passed a bond that meets the needs of the District moving forward.



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**MORTON ELEMENTARY SCHOOL
OFFICE INFORMATION**

Mr. Josh Brooks - Principal

jbrooks@morton.k12.wa.us

Mrs. Tina Walker - Secretary

twalker@morton.k12.wa.us

Mrs. Becky Brooks - Director of Student Services

bbrooks@morton.k12.wa.us

SCHOOL HOURS

The school day is from 8:00 AM - 2:45 PM for grades TK-3. 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 in the cafeteria or the gym, depending on age. 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 8:00 AM - 11:45 AM (AM class), or 11:15 AM - 2:45 PM (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 on conference weeks, 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 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 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/Guardians must request paperwork through their child's building office. Any withdrawal, for any reason, must have their parent/guardian contact the school in person and follow checkout procedures. This includes checking in all books and equipment and clearance by all teachers under whom the student has participated in classes and activities. Records or transcripts will not be forwarded until all materials are returned, and all fees and fines are paid.

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: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (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) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)



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**MORTON ELEMENTARY SCHOOL
POLICIES, PROCEDURES, AND PRACTICES**

ACCELERATED READER (AR) EMAILS

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

ACCIDENTS

Any accident, which occurs in the building, on the grounds, or at practice sessions, on the way to or from school, or at any school-sponsored event, must be reported immediately to your teacher, coach, supervisor, or administrator.

ALTERNATIVE LEARNING PROGRAM

The alternative learning program, ALE, is a program where students work offsite on coursework. Students in ALE must meet staff and administration expectations to remain in the program. Those interested in ALE must first meet with the building administrator and Mrs. Jenna Haselwood prior to being approved for entry into the program.

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 every school.

ATTENDANCE

Regular school attendance is necessary for mastery of the educational program provided to district students. 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 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 before 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 succeed in high school, college, and 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.

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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 will 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, 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.

Absence from School

An absence is defined as not being physically present in the school, in assigned classes, and in assigned seats. After a student has been absent from school, he/she must report to the office before school the next day with a signed, dated note from a parent or guardian, or in case of an emancipated or married student; the student may sign the excuse. If the student fails to bring a written note, signed and dated by parent/guardian, back to school (within 3 days), the absence will be indicated as unexcused.

Compulsory Attendance

Washington State Law RCW 28A.225.010 requires, with some exceptions, that all children between the ages of 8 and 18 are required to attend school every day when school is in session.

Chronic Absenteeism

Chronic Absenteeism is defined by the federal government as being absent for 10% of the school year.

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 fever-free for 24 hours.

Tardies

Students not at school by 8:00 AM must 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 disrupts 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 fever-free for 24 hours.

AUTOMATED PHONE SYSTEM

The Morton School District utilizes an automated phone system to call home regarding school delays and closures. In addition, schools can use this system to remind parents of conferences, PTA meetings, MSP/SBAC testing, etc. Please ensure the schools have your current phone number to receive these automated phone calls.

AVID

Our building is participating in the AVID program through the use of AVID School-wide practices. As part of AVID, all staff/students will collaborate on incorporating AVID, it's training, and its components. These include the following pieces:

- Student Success Skills – encompassing communication skills (e.g., listening, speaking, writing), self-advocacy skills, note-taking strategies, critical thinking, and study skills.
- WICOR – emphasize instruction on writing to learn, inquiry, collaboration, organization, and reading to learn in all content areas.
- 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.
- Partnerships – among students, classrooms, grade levels, schools, feeder patterns, families, and communities.

BICYCLES/SKATEBOARDS

Students can ride their bicycles to and from school. Skateboards are prohibited from being used on school grounds. Neither bicycles nor skateboards are to be ridden or used during the school day, including lunch.

BULLETINS, ANNOUNCEMENTS, AND POSTERS

All announcements or posters placed anywhere on campus must have the approval of the building administrator or his/her designee.

CAFETERIA

Leaving a mess on tables or floors may result in student consequences.

CELL PHONES

We understand that many families use cell phones to keep in touch with each other. If your child needs a cell phone, we ask that the cell phone not be used in the classroom, and not be a distraction to any student or staff. If you need to contact your student, please call the office, and we will get a message to them.

CHILD ABUSE AND NEGLECT

Because child abuse and neglect are both violations of children's human rights and an obstacle to their educational development, the Board directs that staff be alert for any evidence of such abuse or neglect. Staff members are legally responsible for reporting all suspected cases of child abuse and neglect. For that reason, under state law, staff members are free from liability for reporting instances of abuse or neglect and are criminally liable for failure to do so. Staff need not verify that a child has been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect must be reported (RCW 26.44.030(1)). Legal state authorities are responsible for investigating each case and taking such action as is appropriate under the circumstances.

Given that staff members in the Morton School District are required to report possible/suspected child abuse/neglect issues to Child Protective Services, we want you to know some examples of what we must report. Unusual or substantial bruises, sub-standard winter clothing, continual and excessive hunger, and statements of abuse by a student are just a few of the indicators that we are required to report.

CLASSROOM DISTRACTIONS

Electronic devices, cell phones, toys, or any other item that causes a distraction in the classroom or school is not acceptable. Permission to use them at lunch or other times may be permitted if they do not interfere with the school climate.

The school is not responsible for damage, loss, or theft of personal property. These items should be left at home.

CLASSWORK

Assignments are assigned to enhance or reinforce classroom instruction. Questions about homework/missing work or assignments should be directed to your child's teacher.

Staff are to use Canvas as much as possible to post student work.

CLOSED CAMPUS INFORMATION

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

COMMUNICATION

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

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 it to school. Any forms that need to be returned to school can be placed in the envelope, and your child will return it to the classroom. Teachers will post weekly newsletters and updates via their methods of communication, i.e., class dojo or email. Contact your child's teacher via email as needed for questions or concerns.

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 student's 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.

Conference dates are set on the district calendar, found on the district website. Times for conferences will be set collaboratively with the classroom teacher.

COUNSELING SERVICE

A counselor, or Dean of Student Services, is on the school staff to serve students. This person works with the student to plan courses and schedules; give academic, vocational, and career guidance; administer tests and interpret the results.

DRESS CODE

Students are expected to dress in a manner that supports the expectation that all students work diligently toward their academic success without distracting themselves or others. The dress of students is left open to the choices of themselves and their parents/guardians as long as they do not violate the student limitations as described below.

Student Dress Code Limitations

1. Students are not allowed to go through the school day not wearing shoes in the classroom, hallways, gym, lunchroom, office, school grounds outside, or bathroom areas.
2. Students are not allowed to go without a top.
3. Students are not allowed to go without pants, shorts, skirts, or dresses.
4. Students are not allowed to wear clothing that may be found offensive to others, prejudiced, or drug/alcohol-related.

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!

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 before dismissal. The purpose of the early dismissal is for staff professional development and collaboration.

ECEAP PRESCHOOL

Our ECEAP preschool program is available for three or four-year-old children. The Morton Elementary preschool program is held four days a week (Mondays, Tuesdays, Thursdays, and Fridays) in both the morning and afternoon. There is NO preschool on Wednesdays or any early release days. 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.

GRADES

STANDARDS BASED GRADES

4.0	Exceeds Standard
3.5	Moving Beyond Standard
3.0	Meets Standard
2.5	Nearly at Standard
2.0	Nearing Standard
1.5	Below Standard
1.0	Well Below Standards

HOMELESS STUDENTS AND MV

Program Description: The McKinney-Vento Act (MV) is the federal law that outlines the rights of children and youth in homeless situations and provides detail regarding the duties of local school districts in providing service to those students. The intent of the MV is to ensure that homeless children and youth are provided education, as provided to other children and youths. There are four main areas of focus in the MV

statement of policy regarding the education of homeless children and youth:

1. Each state shall ensure that homeless children and youth have equal access to education
2. States must address barriers that would keep homeless children and youth from receiving equal access to a public school education
3. Homeless children and youth are not to be segregated from their non-homeless peers, and
4. Homeless children and youth should have the opportunity to meet the same challenging State student academic achievement standards to which all students are held.

HOMEWORK

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

INCLEMENT WEATHER, DELAYS, AND OTHER EMERGENCIES

In the event that current or projected weather conditions make travel to and from school a danger, the district will announce via multiple outlets the decision. Decisions can be found from the following sources:

- KOMO 4
- KING 5
- KMNT 104.3 FM
- Facebook

When travel to school is going to affect the entire day, the district will transition to remote learning. Classroom teachers have strategies in place to address this change in learning. Staff will also be available via remote pathways. These will be shared with students and parents via common communication avenues used by classroom teachers.

In the event that power is out or there is no internet, school will be closed and the day may need to be made up. Communication on the make-up day will be shared when it is scheduled.

The district will utilize one, two, and three hour delays as necessary. The goal is to have students onsite where we feel learning is most effective for all students.

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. It can provide students with an opportunity to fine-tune their math and ELA skills and serve 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.

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 be 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 lost and found will be donated to local charities.

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 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 \$0.00, they will receive a notice via email.

Free and Reduced Lunch Applications

Applications for free and reduced lunch are available anytime during the school year. The Office of the Superintendent of Public Instruction sets guidelines for qualification. Verification of income may be required to qualify for this program.

MAKE-UP WORK

Make-up work is allowed and an expected practice. It is appropriate for students to have an alternative assignment rather than the original assignment.

MEDICAL INSURANCE

The Morton School District does not provide student insurance coverage for injuries arising from accidents during school, in athletic competition, in work-based learning or during school-sponsored activities, such as ASB Activities or field trips. Parents/Guardians are responsible for paying for medical treatment or hospitalization for student injuries incurred during school and outside activities.

At the beginning of each school year, the District provides parents with information on voluntary insurance programs offered by student accident insurance providers. For students who are not covered by a family health or accident insurance plan, parents/guardians should consider purchasing accident insurance available through the District.

MEDICATIONS

Adult office personnel must dispense all medications through the office. The office must have a Medications Authorization Form, which has been signed by the student's medical provider and includes dosage and instructions. All medication must be brought to the office by the parent/guardian in the original prescription bottle. Medications brought to the school office by students cannot be accepted.

Immunizations

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 immunization records 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 four doses. The last dose must have been received after age 4.
- TDAP - If a student is 11 years old and has been at least five years since the last DTaP, DT, or Td (before 7th grade need Tdap)
- POLIO - At least three doses. The last dose must have been received after age 4
- MMR (1st-6th) - One 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
- DPT/DT/TD - At least four doses. The last dose must have been received after age 4.
- TDAP - If a student is 11 years old and has been at least five years since the last DTaP, DT, or Td
- POLIO - At least three doses. The last dose must have been received after age 4.
- MMR (1st-6th) - Measles - One 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.

NONDISCRIMINATION AND SEXUAL HARASSMENT

The Morton School District does not discriminate in any programs or activities based on 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: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (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) 496-5137 (Harassment, Intimidation, and Bullying Compliance Officer)

The Equity and Civil Rights Office at the Office of Superintendent of Public Instruction (OSPI) has developed the following sample language that districts can include in student and staff handbooks to meet these requirements.

NURSING

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

PARENT-TEACHER ASSOCIATION (PTA)

The Morton Parent-Teacher Association (P.T.A.) is a nonprofit organization comprising 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 before all PTA meetings. You are invited to attend and participate.

PBIS

Positive Behavior Intervention System

The purpose of PBIS is to define, teach, monitor, recognize, celebrate, and re-teach behaviors that lead to student success, both behaviourally and academically.

Acknowledge Student Behaviors

To acknowledge the positive behaviors exhibited by students, we will hold a quarter awards assembly. In the assembly, we will recognize PAWS, AVID, Attendance, and STEM.

Staff members are expected to call home and inform families of all students receiving awards from them.

Discourage Negative Student Behaviors

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

Students not adhering to any of the above will be subject to discipline. The system has three levels of student misconduct:

- Minors – Handled in the classroom
- Majors – Handled by the office
- Serious – Handled in the office and may involve the local authorities

In addition, staff will use a variety of interventions and restorative justice practices to redirect students and help them understand the negative impacts of their behavior.

PAWS Expectations

Our school-wide expectation is PAWS, which stands for:

- Personal Best
- Act Responsibly
- Work and Play Safely
- Show Respect

Re-Teaching Schedule

PAWS is retaught following every break that is at minimum 3-days in length.

PESTICIDE APPLICATION

In accordance with RCW 17.21.415, Morton School District will post on each school building as applicable forty-eight (48) hours before a pesticide application takes place and will remain posted until twenty-four (24) hours after application. The posting will include the following:

- Product Name
- Intended date and time of application
- Location
- Pest to be controlled
- Name and phone number of a contact person at the school

PLEDGE OF ALLEGIANCE

Students and teachers daily will recite the Pledge of Allegiance per Board policy.

Students will also learn and, in conjunction, use American Sign Language as they state the Pledge of Allegiance.

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 before the photographer's visit.

QUESTIONS

Throughout the school year, you will undoubtedly have many questions about your child's education. When getting questions answered, it is best to contact the person most directly involved first. Since the teachers teach our children during school hours, please call before or after school. If you call the office, we can send you to a teacher's voicemail. You can also email the teacher.

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

REMOTE STUDENTS

The district does not offer full-time remote students. Families who may want to choose an offsite option can meet with their building principal and Mrs. Jenna Haselwood about the Alternative Learning Program (ALE).

At times students may be placed in a remote learning environment for only special circumstances and for a limited time. Placement in remote learning is at the discretion of the building principal.

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.

REVIEW OF INSTRUCTIONAL MATERIALS FOR BIAS

As schools work to increase student success, it is important to recognize the impact of bias in classrooms, instructional materials, and teaching strategies. Determining whose

interest is being portrayed and whose interest is being excluded in general may identify bias. Evaluating for bias requires us to learn about others and to respect and appreciate differences and similarities.

SAFETY DRILLS

Safety drills are conducted throughout the school year to practice for emergencies. These drills are done for your child's safety and are intended to be taken seriously.

SAFETY PATROLS

Third 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 the streets. Please ask your child to obey the safety patrol.

SCHOOL AND THE LAW

Any unlawful activity on school property, on school buses, or at any school-sponsored event makes the student subject to legal penalties which the courts may prescribe and may additionally result in school disciplinary action. The rules in this handbook are in effect any time a student is on school property or at a school-sponsored event.

SEARCH AND SEIZURE

The Morton School District will comply with all state and local laws regarding searching of student belongings.

SECURITY VIDEO CAMERAS

Security cameras on campus to help maintain a secure and safe learning environment. Unsafe, inappropriate conduct viewed and/or recorded on video cameras may result in disciplinary action.

SIGNAGE

The principal must approve all posters before placing them on any bulletin board or wall. Nothing is to be posted on painted walls, doors, etc., without permission from the principal.

SPECIAL EDUCATION/504

At times, alternative learning situations are indicated. After parental permission and extensive testing, qualifying students to receive specially designed instruction,

Occupational Therapy

An occupational therapist is available to provide evaluation, treatment, consultation, and supervisory services to students limited by physical, developmental, or learning disabilities. The therapist is responsible for evaluating students needing this service and 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 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.

504 ACCOMMODATIONS

A student with a handicap condition shall satisfy those competency requirements incorporated into a 504 Plan. Satisfactory completion of the objectives incorporated into the 504 Plan shall serve as the basis for determining the completion of a course. Referrals for 504 accommodations are made to the Student Services Specialist.

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 appropriately. Students who attend activities must 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.

STUDENT RECORDS

Student records are the district's property but shall be made available in an orderly and timely manner to students and parents. All information relating to the individual student shall be treated confidentially and professionally. Student records will be forwarded to school agencies upon request, provided the student has withdrawn, returned all books, and paid fees or fines. Otherwise, only withdrawal grades and immunization information must be provided. Transcripts or diplomas will not be released until a student has made restitution for damages assessed due to losing or damaging school materials or equipment.

TECHNOLOGY

The district reserves the right to prioritize usage and access to the system and to monitor anyone's use of the system. Any system use 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 system's operation by other system components, including hardware and software, that shall not be destroyed, modified, or abused in any way.

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 will not be tolerated, and may result in restricted access and use of technology, and/or other disciplinary consequences. The list below is not exhaustive.

- Transmit or publish hate speech;
- Harassment, Intimidation, or Bullying;
- Transmit, view, or publish inappropriate materials of any kind;
- Off-task behavior while using technology;
- Unauthorized installation or removal of software;
- Unauthorized alteration of hardware;
- Purposeful, or repeated damage to devices; and/or,
- Others at the discretion of building administration.

TELEPHONE

The office phone will be available only on an emergency basis. Students will be given phone messages before school, at lunch, or after school, unless it is an emergency.

TEXTBOOKS AND SCHOOL EQUIPMENT

The school district furnishes all textbooks. Students are responsible for and are expected to take good care of the books that are issued to them and to return them to their teacher at the time they are collected.

TITLE I

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 need additional instruction in reading, writing, or math. All students in our building qualify for additional assistance when a need is 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 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 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.

Parent's "Right-to-Know" Provision

Parents or legal guardians of a Title I funded building have the right to request information 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.

For further information, contact the elementary school as the elementary principal serves as the director of this program.

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 must review the rules, sign them, and return the bus contract to the bus driver. The handout also indicates the corrective procedures to be taken if expectations aren't met.

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.

Student Drop-Off/Pick-Up

Driving Students to/from School Before and after school is a busy time at 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.

VISITORS

Parents are welcome at Morton Intermediate 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.

Visitors must have an identification card so a background check can be completed before entry. Failure to comply will result in a refusal to be allowed entry or remain on campus.

No visitors are allowed on exam days.

VOLUNTEERS

The district does accept volunteers. To apply, you must complete the online application, interview, have a background check, and finish all required training. You can find the application on the district website.

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.



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

[@MortonSchoolDistrict214](https://www.facebook.com/MortonSchoolDistrict214) ~ [@MSD21214](https://twitter.com/MSD21214)

Morton Jr/Sr High School

Morton Intermediate 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

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.