



**Whitson Elementary
Student and Parent Handbook**

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Principal’s Message

The purpose of this Student-Parent handbook is to provide you with information regarding some of the most common policies, practices, procedures, regulations, rules and schedules at Hulan Whitson Elementary School.

The children of today, including the students at Whitson School, are our most treasured and valued resources of tomorrow. It is our responsibility as families and educators to provide them with the skills, attitudes and confidence to be happy, successful, and contributing members of their community.

We believe that it is essential for school and home to work together to enhance optimal student development and growth. We hope this handbook will provide you with helpful information to promote your child's educational and personal well being at Whitson Elementary.

We, the Whitson Elementary staff, are looking forward to an outstanding school year with our students and their families.

Sincerely,

Todd McCauley

Whitson Mission Statement

Whitson Elementary School is committed to developing respectful, life-long learners, who strive to reach their full potential.

CUB Code

Be Safe

Be Kind

Be Respectful

Be Responsible

Always Do Your Best

Communication

1. **Cub News** - The Cub News will be sent home with students on the 1st day of each month.
2. **Teachers** - Teachers will send Newsletters home with students during each month.
3. **Cub Notices** - Will be sent out randomly for Special Notices and Reminders
4. **Social Emotional Learning (SEL) Newsletter** - This monthly newsletter will be sent home sharing our school's SEL focus and SEL strategies for home and school.
5. **Website** - <https://whitson.wsvsd.org/>

A Change in Destination

A dated note, written by a parent or guardian, is needed when a student has a change in their after-school destination. In the note, please include:

1. Your child's first and last name and teacher's name
2. Which bus he/she will be riding and their destination (Bus Stop) OR with whom he/she will be leaving with.
3. Your name

If you are unable to write a note or if your child's destination has changed during the school day, call the school with specific instructions by 2:00 p.m. (11:30 p.m. on Early Release days.) Notes are taken to all classrooms at that time.

If a note or phone call has not been received, we will send your child to their regular destination.

Attendance

The staff at Whitson believes that good attendance is a critical factor in our ability to educate your child. Regular school attendance builds positive lifetime habits. It plays an important role in the learning process. Lack of instruction due to chronic absences can negatively impact a student's ability to progress academically, socially, and behaviorally. When a child attends school on a regular basis, instruction, intervention and assessments can be consistent and effective.

Children need to arrive at school on time and stay the entire day. The doors open at 7:45 and the school day begins at 8:15, school ends at 2:55 or 1:30 on Wednesdays.

For the safety of all students at Whitson, the Washington State Attendance Policy (RCW28A.225.020) will be strictly enforced. Students age 8 and less than 18 are required to attend school. Please be aware of the following:

- You will need to notify the school that your child will not be in attendance that day.
- The school office is open at 7:30 a.m. Please notify the school before 8:30 a.m. if your child will not be in attendance. Whitson office phone number: (509) 493-1560. If we have not heard from you, we will call to make sure that your child is safely at home.
- If you will be out of town and need to take your child with you, prearrange it with the principal. It will be up to the principal to determine if this absence will have an adverse effect on the student's educational progress. If this is determined to be the case, the principal can deny permission. In that event, the absences will be considered unexcused.
- If your child has 2 unexcused absences within any month, a conference with the principal will be scheduled, to identify the barriers and supports available to you.

If necessary, the school will file a petition with the Klickitat County Prosecuting Attorney, stating that the student is in violation of the Washington State Attendance Law. This petition will be filed when one of the following has occurred: the

student has incurred 7 unexcused absences within any month or has incurred 10 unexcused absences within the school year.

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 **Adriana Granados** at **509 493-1560 x502**

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. 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.

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 age 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>

Student Drop off and Check-out

In order to ensure the safety of our students, and to allow teachers to focus on their students from the moment they arrive at school, all students will be dropped off at the front steps. We will have staff just inside the doors ready to greet your child and help them to their class.

If you wish to withdraw your child from the instructional day, please report to the office and sign your child out with the office staff. The classroom will be called and your child will meet you in the office. To ensure the safety of our students, we do not allow parents to pick up children from their classroom or off the playground.

School Responsibility and Discipline Plan

Our philosophy at Whitson is to provide a positive, safe and friendly atmosphere for learning. We expect staff and students to do their very best at all times and continually teach the motto “Be safe, be respectful, be responsible, be kind and always do your best.”

As a staff, we accept that it is our responsibility to teach our students skills for problem solving, communicating and making responsible choices. Though all staff have an equal part in teaching these skills at Whitson, we recognize that the classroom teacher is the center of our behavior management plan. In helping students become respectful, responsible individuals, we will hold them accountable for their actions and decisions.

Our management plan encompasses the following:

Encouraging Behavior

1. Clearly established expectations: Classroom teachers will continually teach and review with their students how to behave responsibly in the classroom and in all common areas of the school (restrooms, hallways, playgrounds, cafeteria, bus loading area). Support staff will do the same for other areas of the school in which they work.

2. Acknowledging respectful behavior: In addition to verbally praising students who are behaving appropriately, all staff will make an effort to utilize our Cub Pride system by following The Cub Code. Classroom teachers will create a classroom plan for the same.

Supporting Behavior

It is the responsibility of each staff member to deal with behavior infractions when they occur, using his/her discretion as to the severity of the misbehavior. To ensure communication between various staff members and a student's classroom teacher, the following form will be used:

1. Cub Learning Interruption Form (CLIF Form)
2. A staff member will complete a CLIF form and send it to the office. The principal or his/her designee will meet with the student. The following categories of major or exceptional misconduct will result in the student being referred to the office:
 - a. Physically dangerous behavior, fighting, assault, physical and verbal abuse, harassment, intimidation, or bullying
 - b. Illegal acts
 - c. Recurring minor misbehavior

The maximum consequence for major or exceptional misconduct is a suspension or expulsion.

Prohibition of Harassment, Intimidation and Bullying

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability or other distinguishing characteristics), when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and on the school climate and to change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy. The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

Notification of Threats of Violence or Harm

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances. Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and Comprehensive Safe School Plan.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, for those threatened and for those making the threats. The principal to teachers and staff, including security personnel, shall communicate necessary information about the person making the threat.

State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution. The superintendent is directed to develop and implement procedures consistent with this policy.

Clothing Recommendations

Students should dress in comfortable play clothes, which do not distract from the learning environment. School clothes should allow your child to participate freely and safely on the playground, in P.E., and in normal school activities without undue worry about dirtying or damaging clothes.

If school staff believe your child is dressed inappropriately, we will contact you.

HATS: We do not allow our students to wear hats in the building at Whitson.

WINTER CLOTHING: Children will have recess outside unless it is raining heavily or extremely cold. We ask that you please help your child dress accordingly during cold/wet weather: warm coat, hat, gloves or mittens and waterproof boots.

LOST CLOTHING: We ask that you clearly label all outerwear that is worn at school. Should clothing that is not labeled be misplaced, a “lost and found” area is located near the north door by the primary playground. All unclaimed clothing is placed in this area. Please feel free to look through the clothing for your child’s lost garments. Any items not claimed by Spring Break and the end of the school year are donated to charity.

Emergency School Closure

FLASH ALERT/CLOSURE NOTICES this is on the district website

You can now sign up for instant emails or text messages when school is closed or delayed. The White Salmon Valley Schools uses a service to circulate closure and other notices to all area media, and you can sign up to have this service deliver email to your computer or a text message to your cell phone the minute the information goes to everyone else. <http://www.flashalert.net/signup/>:

School Closure

As soon as a decision is made to change the school schedule due to unexpected weather or other issues, a number of actions are put into play to alert community members as to the change in schedule. You may wish to use a number of the following methods to learn of changes as they occur:

By email or text message: The White Salmon Valley Schools uses a service to circulate closure and other notices to all area media, and you can sign up to have this service deliver email to your computer or a text message to your cell phone the minute the information goes to everyone else.

On the Radio: Local radio stations that provide regular updates include the following.

- KIHR (Hood River) 1340 AM
- KODL (The Dalles) 1440 AM
- KACI (The Dalles) 1300 AM
- Q104 (Hood River) 104.1 AM
- KLCK (Goldendale) 1400 AM

Health Policies and Information

HEALTH INVENTORY: Health Inventory and medical forms are to be filled out for each student, every year. These forms provide the school with information about the general health of the student, any physical limitations, as well as potentially life-threatening medical conditions, acute or chronic conditions and any other health concerns. The Health Nurse will go over the information on these forms.

ILLNESSES: Please keep your child home if he/she has a fever of 100° or higher, is vomiting, has diarrhea, a sore throat, severe cough, is too ill to play outside, or too ill to fully participate in school. If your child is sent home due to illness, they must be symptom and fever free for 24 hours. Please see the current COVID Chart.

CONTAGIOUS CONDITIONS: Children with unusual rashes, skin conditions, or with signs of a contagious condition may be excluded from school. In most cases, children who have been excluded from school can be readmitted with a note from their doctor.

HEAD LICE: Parents will be notified if nits or lice are found on their child while at school, students will need to be treated at home and may return to school after appropriate treatment has begun. Successful treatment should kill crawling lice. Family members should be examined and treated at home simultaneously to avoid reinfestation. Please make every effort to ensure your child is nit and lice upon return.

IMMUNIZATIONS: Your child's immunization status must be reported to the school under Washington Law. Please make sure that your child's immunizations are complete and up-to-date. In the event of an outbreak, unimmunized and/or exempt children will be excluded from school following guidelines put forth by the health department and OSPI. **Immunizations must be in compliance as of the 1st day of the current year.**

Medication at School

PARENT'S RESPONSIBILITY VS. SCHOOL'S RESPONSIBILITY

RCW 28A.210.270 & RCW 28A.210.260

State laws now require all medication taken at school to be in a locked cupboard or refrigerator in the school office or health room and to be regulated by *strict rules*. This applies to all prescriptions and over-the-counter medications including, but not limited to: vitamins, Tylenol, Advil, cold pills, cough syrups, cough drops, allergy pills, Tums, etc.

PARENT'S RESPONSIBILITIES Under Current Law

- ALL medications MUST be in their original containers from the store or pharmacy and labeled with the child's name with instructions for administering the medication visible and uncovered.
- Deliver the medication and forms to the school. NO child is allowed to carry the medication to and from school.
- ALL medication MUST have a physician's order on the proper form on file at the school office. This form can be acquired at the doctor's office or school office.
- This form MUST include 9 items:
 1. The date
 2. The child's name
 3. The name of the medication (this should be the same name as is found on the prescription bottle or package)
 4. The dosage
 5. The reason for the medication, i.e. headaches, bronchitis, Attention Deficit, etc.
 6. The time to be given
 7. The side effects of the medication
 8. The doctor's signature and phone number
 9. The parent's signature and phone number

SCHOOL'S RESPONSIBILITIES Under Current Law

- THE SCHOOL CANNOT LEGALLY ACCEPT MEDICATION UNLESS it is in the original container, labeled with the child's name, the name of the medication, directions, its expiration date and accompanied by the proper forms, including the doctor and parent signatures.

- The school **MUST** store the medication in a locked cupboard or refrigerator.
- The school must give proper training to designated staff by licensed medical professionals to administer the medication.
- The school must give the correct medication to the student, at the correct time, and document it in the designated record/form.

The same laws regulate field trips and athletic events when they occur at times when the child is not normally in school. If a child requires medication at times when they are usually at home, but are on an official school trip, then the same forms and procedures must be followed. Special forms are required for these situations in addition to the regular forms. These are available at the school office. **THE ONLY EXCEPTION IS WHEN THE PARENT IS ON THE PREMISES AND AVAILABLE TO TAKE CARE OF THE CHILD'S MEDICATION NEEDS.**

ASTHMA INHALERS

Asthma inhalers may or may not be carried by the student on school property or on field trips, depending on the school district policy. If allowed:

- The inhaler must have a pharmacy label on the plastic dispenser.
- **A COPY OF THE PARENT AND PHYSICIAN PERMISSION FORM, with the order allowing the student to carry the inhaler included, IS TO BE WITH THE INHALER AT ALL TIMES WHEN the student is carrying it.**
- A copy of these forms must also be on file in the school office.

Meals

Both a daily breakfast and hot lunch are available for students. Milk is also available for purchase. Free and reduced breakfast and lunch applications are available in the office. Students eat breakfast and lunch in the gymnasium.

You may manage student breakfast and lunch accounts through the Whitson office or you may access a student's account electronically through the Skyward parent access page. If your child does not have a cold lunch or lunch money for the day, we allow him/her to call home so you can bring money or a lunch to school. We are not allowed by District policy and State law to "charge" meals or loan funds for student meals.

Parents and family members are welcome to join us for lunch. Please let the office know by 8:45 so that our kitchen staff can plan accordingly.

White Salmon Valley School District Food Service Negative Balance Procedures

Low Balance: It is the goal of the district and its staff to notify students and guardians of low food service account balances before they reach a negative balance, or the balance affects the student's ability to obtain regularly scheduled meal items.

- When a student's food service account reaches a balance that supplies three meals or less, they will be notified by the staff at the point of lunch service (at the high school level)
- Low balance notifications will be sent home with the student, concealed, and addressed to their guardian, each day once the account has reached a balance that supplies three meals or less.
- Skyward Family Access can be accessed by guardians to view student account balances. Guardians may activate a low balance notification feature and be notified of their student's low balance via email when balances are less than the amount required to purchase three regular priced meals.

Negative Balance: Once a student has reached a negative balance, the following attempts will be made:

- If the student attempts to purchase lunch, but the account has insufficient funds, the student or staff will attempt to contact a guardian to notify them that additional funds are needed (notification to student is only used at the high school level). The student will then be allowed to

obtain a regularly scheduled meal. The student's lunch account will be charged at their normal rate.

- Students will be allowed to obtain up to three meals with insufficient funds, following the process described above.
- Negative balance notifications will be sent home with the student, addressed to the guardian, each day once the account has reached a negative balance
- Skyward Family Access can be accessed by guardians to view student account balances. Guardians may activate a low balance notification feature and be notified of their student's low or negative balance via email when balances are less than the amount required to purchase three regular priced meals.
- If a student's account balance goes negative beyond the amount of three meals (at their assigned purchase price) the student will be offered an alternate meal that does not overtly identify them as not having sufficient funds, while meeting the FNS nutritional goals.

Adult Accounts: Adult accounts may not be in a negative balance status. Funds should be deposited prior to making any purchases. No purchases will be allowed if the charge exceeds the available balance of the account.

Please contact your student's school office if your child has a low or negative balance, and you are currently unable to add funds. Your family may qualify for free or reduced lunch pricing by completing an application.

Making Payments: Payments can be made to student food service accounts in multiple ways.

- By cash or check in the student's school office.
 - By debit or credit card under the Food Service tab in Skyward Family Access.
- Please note there is a transaction fee of \$1.50 per payment when using this method.

Please contact your student's school office if you have questions regarding making payments.

Collection of Unpaid Negative Balances:

- Statements will be mailed monthly for all accounts with a negative balance.
- Negative lunch account balances will be treated as a student fine and will follow the same collection process.
- Upon graduation, any remaining negative balances on the student account will be considered bad debt.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410; or**
- 2. fax: (833) 256-1665 or (202) 690-7442; or**
- 3. email: program.intake@usda.gov**

This institution is an equal opportunity provider.

updated 6/2022

Student Placement

Each spring questions arise about student placement for the following year. I hope that by reviewing our procedure and criteria for student placement, parent concerns will be alleviated and the need for parent requests will diminish.

Placement is a matter that is not taken lightly at Whitson. The staff, as a whole, spends many hours forming well-balanced classes, in which all students will have the best opportunity to learn and to grow socially and academically.

When classes are created, we follow clear, set guidelines. The following are some of the factors that go into student placement for the following year:

- * an even boy – girl balance
- * a full range of aptitudes in each class
- * similar class sizes
- * an even distribution of children who speak English as their second language
- * a balance of abilities in each class
- * matching teaching styles of the teacher and learning needs of the student
- * creating classes with mixtures of personalities
- * separation of students who have difficulty working in the same classroom
- * the behavioral needs of the students
- * matching personalities of the students and teachers
- * special needs the students may have that can only be met by a specific teacher.

Once these factors have been considered, teachers and specialists begin to build a class of children who show promise of working well together. While we welcome parent input about the child's learning needs, we trust that you understand that your comments constitute just one of many factors that are considered in forming classes. Forms are available by request via email at Sheila.spring@whitesalmonschools.org to give you an opportunity to tell us about your child's learning needs. If you choose to complete a form, please have it turned into the office by Friday, April 23. assigned deadline in April

Should you have any concerns about this procedure please feel free to contact me.

Thank You,

Todd McCauley
Principal - Whitson Elementary

General Parent Information

Parent-Teacher Organization - PTO

White Salmon Valley Schools has an active K-8 Parent-Teacher Organization. This group assists in planning community-school events, coordinating volunteers, and providing teachers with financial assistance, and directing fundraisers for Kindergarten through 8th grade classes. Each year the WSV PTO elects new officers who plan fundraising, social and volunteer activities for the year. The WSV PTO meets once a month, providing childcare during meetings. Your expertise and energy will be needed and welcomed! To learn more about the WSV PTO, contact your child's teacher, the principal, or the Whitson school website.

(<https://whitson.wsvsd.org>) or the WSVK-8 PTO Facebook page (<https://www.facebook.com/wsvpto>).

Report Cards

Report cards are issued at the end of each trimester. First and second trimester report cards will be sent home with students. The third trimester will be mailed home at the end of the year in June.

Parent-Teacher Conferences

Parent –Teacher conferences are scheduled in the fall and spring. Please check the district or school calendar on the Whitson website for the exact dates. Your child's teacher looks forward to discussing your child's progress with you and to responding to your questions or concerns. Teachers are also interested in meeting with you at times other than the regularly scheduled conference times.

Classroom Video Guidelines

All classroom videos will be intentionally and directly linked to classroom activities and instruction. If a full-length film is going to be shown, parents will be notified in a reasonable time frame.

Photographs

Please respect the privacy of others by only posting **your** child's photographs on social media sites. Written parental permission is needed to use student photos on any website or social media site online.

Volunteering

All volunteers, including field trip chaperones, must complete the district volunteer packet 48 hours prior to volunteering. This packet must be completed every school year. Completing **one** packet fulfills the requirement in all district schools.

Classroom volunteers will begin after conferences in October.

Birthdays and Special Occasions

Students enjoy sharing birthdays and special occasions with their classmates. Please check with your child's teacher if you would like to bring something to share in class. Treats **MUST** be purchased from a store. Please do not send birthday or special occasion invitations to disperse at school unless you are inviting the entire class. Please limit balloons, flowers and stuffed animals as children are not allowed to take them to their classroom or on the bus. They do not get them until the end of the day.

General School Safety

Animals

Animals are not to be brought on the school grounds without permission. Animals may be brought into the classroom with prior permission from the classroom teacher, must be accompanied by an adult and must stay for a short period of time. Animals are not permitted on the buses. Please make sure that your child's teacher is aware of any allergies your child may have to pets.

Dangerous Objects

Students are asked to leave at home any object that might be hazardous at school or be considered a weapon (pocket knives, slingshots, etc.), including any type of toy weapon. Any dangerous object or weapon brought to school will be taken from the student and kept in the office until a parent picks it up. Bringing weapons, including toy weapons, to school is in violation of Washington State Law and could lead to expulsion from school. See "Regulation of Dangerous Weapons on School Premises" Policy #4210

Trespassing

Visitors must enter the school building by the front main entrance and report to the office. All exterior doors will be locked. All persons, students and non-students, are prohibited from trespassing on school property without authorization from school authorities. Upon request, any person must identify themselves to school staff in the school building, on school property, or at school sponsored events.

Search and Seizure

Student desks and coat areas for student use are provided from public funds and can be subject to inspections. If the school authorities have reasonable cause to believe items constitute a criminal or rule violation, searches of property for which the school has responsibility may be conducted.

Student Records

Student Record Policy

In compliance with the Family Educational Rights and Privacy Act of 1974, (PL 93-380), the following policies regarding student records are followed at Whitson Elementary School:

1. Student Progress Files are maintained in the school safe in lockable file boxes.
2. Special Services Record Files are maintained in the Resource Room in a lockable file cabinet.
3. Student records are only accessible to school staff having a legitimate educational interest and to parents or guardians.
4. An "Access Log" is maintained in all Special Services file folders. Persons desiring access to the student's file must sign the log, indicating their educational interest in the records.
5. Parents/guardians may schedule an appointment to review their child's files. An appointment will be made in an orderly and timely manner.
6. Staff is available to interpret the contents of such files if needed.

Student Services

Support Services

The following services are available at Whitson Elementary. Student services are usually available only after referral and/or testing. Please see your child's teacher or the principal if you believe that your child might qualify for and benefit from the services of these specialists. You will be contacted if the principal and/or your child's teacher believe that your child needs the support any of the services listed below:

- Educational Psychologist
- Migrant/Bilingual Program
- Occupational/Physical Therapy
- Special Education
- Speech and Language
- Highly Capable
- Early Childhood Services

Multi Tiered System of Support - MTSS

What is MTSS?

A Multi-Tiered System of Support (MTSS) is a process that involves a team of school staff dedicated to identifying and supporting students who exhibit academic, social, or behavioral lagging skills. It is a process that provides systematic assistance to students by connecting them to appropriate early interventions and supports. Needs are identified by monitoring students' progress. In turn high-quality, standards-based instruction and intervention are matched to students' academic, social and behavioral needs.

Key Principles of MTSS

- Early identification of specific academic, social, or behavioral needs
- Research-based interventions and instruction matched to learners' needs
- Multi-tiered continuum of support and instruction
- Progress monitoring to ensure effectiveness of instruction
- Parental involvement throughout the child's educational journey
- Collaboration among educators, families and outside agencies

Transportation

All students, regardless of how they arrive and depart from school, should not arrive before 7:45 a.m. and must leave the school grounds at 3:05 p.m.

Bus Transportation

In order to help ensure your child's safety, children are only allowed to ride their regular bus to their regular bus stop. If you need your child to ride a different bus, or if you need them to get off at a different stop, please send a note to the Whitson office by 2:00pm. The office will then issue a bus pass to your child. School bus drivers are not allowed to accept notes from home.

Eligibility: Students enrolled in Whitson Elementary School and living along established bus routes are eligible for bus transportation.

Routes: Contact the Transportation Coordinator regarding the location of established bus routes.

(509) 493-1590 x 701

Bus Conduct: While on the bus, students are required to follow the directions of their drivers and to behave in an orderly and courteous manner at all times. Any misconduct that distracts the driver may present a serious hazard to the safe operation of the bus. Misconduct will warrant written citations and may lead to suspension of bus privileges. Any student denied bus privileges is required to attend school.

Walkers

Children who walk to school will need your guidance about safety. Instruct your child about crossing at corners, walking on the sidewalk, and looking both ways for oncoming vehicles when crossing streets.

Whitson provides Crossing Guards before school (7:45-8:15 a.m.) and after school (2:45-3:10 p.m.) All students and parents are expected to use those designated crosswalks.

Car Riders

If you are dropping off or picking up your child, please do so in the parking lot across from the school and instruct your child to use the designated crosswalks. For the safety of all children, we ask that you do not pick up or drop off your child from the bus loading area. All students are picked up in front of the school.

Bicycles/Scooters/Skateboards

Please instruct your child about safety rules including wearing a helmet to and from school. Students need to walk their bicycle/scooter/skateboard once on school grounds. Skateboards and scooters are put in a backpack or bag and stored in the classroom. These items will remain in the classroom or the bike rack until school is dismissed. They are to be walked off the playground.

RUP

White Salmon Valley School District Responsible User Agreement

The purpose of the White Salmon Valley School District Responsible Use Policy (RUP) is to provide guidelines, rules, and the code of conduct for the use of electronic devices, technology resources and the WSVSD network. These procedures are written to support policies 3245 & 2022 and to promote positive and effective digital citizenship among students.

Users of the district's electronic resources need to read, understand, and abide by the policies spelled out in this Responsible User Agreement. It outlines the guidelines and behaviors users are expected to follow when using school technologies. All users are expected to use good judgment when using school technologies and to follow the guidelines of this document.

- The network is intended for educational purposes
- All activity over the network or using district technologies may be monitored and retained ● Access to online content via the network will be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA)
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline
- Misuse of school resources can result in disciplinary action. Law enforcement will be consulted when necessary
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of technologies.
- Users of the network or other technologies are expected to alert the Technology Department immediately of any concerns for safety or security

Technologies Covered

WSVSD may provide Internet access, desktop computers, laptops, tablets, video conferencing, online collaboration and more. The district reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and be consistent with the mission of the district. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Web Access & Filtering/Monitoring

WSVSD provides its users with access to the Internet, including web sites, resources, content, and online tools. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- User applications and bandwidth utilization
- User document files, folders and electronic communications
- Web/Internet access
- Any and all information transmitted or received in connection with the network

No student should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Access will be restricted in compliance with the Children's Internet Protection Act (CIPA) regulations and school policies. Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with CIPA.

Users should keep in mind:

- Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;

- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;

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- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member or submit the site for review.

To comply with requirements under CIPA, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response. Age appropriate materials will be made available for use across grade levels. Training on online safety issues and materials for implementation will be made available to administration, staff and families.

Email

The WSVSD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies and a student's age or grade. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Email usage may be monitored and archived.

- K-8 students will be issued a whitesalmonschools.org student account that can only send and receive email with other users within the whitesalmonschools.org domain.
- 9-12 students will be issued a whitesalmonschools.org account with the ability to email outside of the whitesalmonschools.org domain. This will allow students to communicate/collaborate with peer mentors, colleges and apply for scholarships.

Backups are made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outages or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

School-Issued Devices

WSVSD is a 1:1 district and will provide users with electronic devices (e.g. chromebooks, tablets) to promote learning both inside and outside the classroom. Users should abide by the same responsible use policies when using school devices off the school network as on the school network. Students need to use their school issued device while at school and not a personally owned device for school purposes. (e.g. laptops, tablets, Chromebook)

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Personally-Owned Devices

In accordance with district policies and procedures, (policy 3245) students may use their own personal electronic devices (e.g. cell phone) in a manner that does not pose a threat to academic integrity, disrupts the learning environment or violates the privacy of others. School staff will retain the final authority in

Updated 8/16/2022

deciding when and how students may use personal electronic devices on school grounds and during the school day. Use of personally owned devices on the school network may be monitored and subject to the policies on this agreement. Students are responsible for devices they bring to school or school sponsored events. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.

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Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students are responsible for all activity on their account and must not share their account password. The following procedures are designed to safeguard network user accounts:

- All users must be positively identified, by using a user ID and password, prior to being able to use any network or information resource.
- Change passwords according to district policy;
- Users are prohibited from using a user ID that is assigned to another user
- Users must log off or lock their computer when leaving it unattended for any period of time ●
- Users are prohibited from using an anonymous or guest user account
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the “remember password” feature of Internet browsers

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download, attempt to download, or run executable programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

Netiquette is a term that describes proper online behavior.

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research. ● Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Ownership of Work

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. Staff members must obtain a student's permission prior to distributing his/her work to parties outside WSVSD.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information about themselves or another individual, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. ● Users should never agree to meet someone they meet online in real life without parental permission.

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- Users may not post student pictures or names on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and ● If users encounter dangerous or inappropriate information or messages, they should notify the appropriate school authorities immediately.

Bullying

Bullying will not be tolerated. Harassing, flaming, impersonating, outing, tricking and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Limitation of Liability

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet

Chromebook Care & Expectations

Student Care of the Chromebook

- Chromebooks have a warranty to cover accidental damage. Accidental dropping is covered, throwing on floor is not.
- Chromebooks that are issued with a protective cover must have cover on them at all times. Removing the cover voids the warranty.
 - Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must take the device to the office as soon as possible so they can be taken care of properly and in a timely manner.
- Students should never leave their Chromebooks unattended. All Chromebooks are the property of White Salmon Valley Schools and as such may be inspected at any time.
- All Chromebooks will be labeled with a tag. The tags may not be modified or tampered with in any way.
- Chromebooks that are being returned to carts must be plugged in to charge using the appropriate power cord.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate ports on the Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers, and labels. Unless otherwise approved by the Technology Department
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.
- Do not decorate your Chromebook. No stickers or other like items are to be placed on Chromebooks. Failure to follow this could result in privileges being revoked.
- If a power cord has been checked out to you with your Chromebook, you are responsible for charging your device and keeping track of your cord.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.

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- Never carry a Chromebook with the screen open.

Opening the Chromebook

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position.
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

Closing the Chromebook

- All students will need to shut down their Chromebook before closing the lid. This needs to become a habit.
- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk. Close the Chromebook using two hands--one at either corner of the screen. Close the screen gently.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Never lift the Chromebook by the screen. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Nondiscrimination Statement

Nondiscrimination Statement

The White Salmon Valley 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-Name and/or Title: **Craig McKee** Principal

Address: P.O. Box 157; White Salmon, WA 98672

Telephone: 509-493-1970

Email: craig.mckee@whitesalmonschools.org

Section 504/ADA Coordinator-Name and/or Title: **Craig McKee** Principal

Address: P.O. Box 157; White Salmon, WA 98672

Telephone: 509-493-1970

Email: craig.mckee@whitesalmonschools.org

Civil Rights Compliance Coordinator-Name/Title: **Sean McGeeney**, White Salmon Valley Schools School Superintendent

Address: P.O. Box 157; White Salmon, WA 98672

Telephone: 509-493-1500

Email: sean.mcgeeney@whitesalmonschools.org