

**Mountain Way Elementary**  
**STUDENT & PARENT HANDBOOK**



**2009-2010 School Year**

**Mountain Way Elementary  
Granite Falls School District**

**Address:**

702 N. Granite Ave., Granite Falls, WA 98252

**Main Phone Line:**

360 691 7719

**Attendance Line:**

360 283 4493

**Health Room Line:**

360 283 4494

**Food Services Line:**

360 283 4310

**Fax:**

360 283 4416

**Principal E-mail Address:**

[cwest@gfalls.wednet.edu](mailto:cwest@gfalls.wednet.edu)

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## **WELCOME**

Welcome to another exciting school year at Mountain Way Elementary! This handbook should answer your questions about programs, goals, policies, and procedures. If not, *do* contact me so that I can help you. As well, feel free to drop in for a chat—I would love to learn about your children's special talents and educational needs.

Mrs. Cathie West, Principal

## **ABOUT OUR SCHOOL**

Mountain Way is an inviting school where exceptional teachers and devoted parents work collaboratively to nurture children's development. Our school family includes a highly qualified certificated and classified staff of 70 and 600 delightful youngsters in kindergarten through grade five. Our parents—who are an integral part of what we do here—are enthusiastically involved.

Academic achievement is emphasized and assessment results verify that our students are making remarkable progress. Their accomplishments stem from a solid academic program that is enriched with classes in Music, Library-Media, Physical Education, and Technology. Support programs include Challenge Classes, Accelerated Reader, Title I Reading and Math, Washington Reading Corp, Before & After School Reading, and Special Education.

At Mountain Way, children feel valued and work hard to meet goals set by their teachers and parents. A spirit of pride and accomplishment prevails.

## **OUR MISSION**

Mountain Way will provide children with a stimulating academic program, a safe and supportive learning environment, and the knowledge and skills needed to become successful family members, productive adults, and contributing citizens.

## ACADEMIC GOALS

### **Mountain Way teachers and support staff will:**

Help students meet school district performance standards in reading, mathematics, science and writing.

Prepare students to meet Washington's Essential Academic Learning Requirements.

Increase student achievement in reading, mathematics, science and writing as measured by K-5 reading tests (STAR, Dibles), Grade level Academic Assessments, and the Washington Assessment of Student Learning (WASL).

### **Action Plan:**

Each school year, a plan of action is developed that includes tracking student performance in core subjects, providing support services for students not meeting grade level expectations, and designing enrichment opportunities for children that need extra challenges.

This year's plan focuses upon mathematics, reading, writing, science, and school attendance. Please call the principal if you would like a copy of the plan.

## A - Z POLICIES and PROCEDURES GUIDE

### **Arrival to School**

At the start of the school day, students usually enter their rooms through their outside classroom doors. When it is raining or snowing, students line up in the gym and under the covered areas, then enter the building through hallway exit doors.

Students who are driven to school, or who walk, should arrive no earlier than 8:15; we do not have supervision until that time. If you drive your children, drop them off in front of the school. Your children will then walk through the office to the gym and then proceed outside to their classroom doors.

Important Note: Parents may escort their children after 8:15, by signing in at the office and obtaining volunteer badges. Parents may also walk their children to their classrooms after the first bell rings at 8:35.

### **Associated Student Body**

The Associated Student Body (ASB) is our school's student government. Students learn leadership skills, plan school activities, initiate community service projects, and have a say in what happens at school. At the Grade 3-5 level, officers are elected and classroom representatives are selected. Every student is automatically a member of ASB. Meetings are held on a regular basis to discuss proposals and other student issues. Fundraisers are also planned to support proposals that are approved. A staff member serves as advisor.

### **Attendance**

We are certain you will agree that regular school attendance is important to your children's progress. We appreciate parents who help their children arrive on time and ready to learn each day.

When your child(ren) arrive tardy (after the 8:40 Tardy Bell until 9:00am), they will need to visit the office to obtain a tardy admittance slip. If your child arrives after 9:00 they will be marked as a half day am absence; if your child leaves before 2:00 pm, this is considered a half day pm absence.

Should your children become ill, we ask that you keep them at home. A child with a fever of 100 degrees or more should remain out of school until the temperature drops to 99 degrees, or below, for 24 hours and the child is well enough to return to school. If symptoms include vomiting and diarrhea, you should keep the youngster home and out of school until symptom free for 24 hours.

Students will need to be present for at least half the school day in order to participate in any extra activities (ie..choir, field trips, ASB)

Please notify us of any absences by calling the attendance line (360 283 4493). You may also send a written note to excuse absences.

It is important that we hear from you when your child is absent due to state legal provisions that we must follow. Please note:

**BECCA Bill Information:**

During the 1994-95 legislative session, The "BECCA Bill" (E2SSB54439; revision to RCW 281225) was passed by the legislature and signed into law by the governor.

This law requires schools to:

1. Notify parent/guardians when their student has 1 unexcused absence during a month.
2. Schedule a conference with parent/guardians when a student has 2 unexcused absences during a month.
3. Notify County Prosecuting Attorney (juvenile court) when a student has 7 unexcused absences during a month.
4. Notify the county Prosecuting Attorney when student has 10 unexcused absences during a school year.

**To Officially Excuse Absences:**

Students will be officially excused from a class period/day of school for the following reasons:

- o Illness
- o Family emergency (funeral, hospitalization, death)
- o Court (appearance in court when required by law)
- o Religious observances
- o Pre-arrange by parent/guardian with notice to school and agreed upon by school authorities one or more day(s) in advance of the absence
- o School sponsored activities

**Students with excused absences may make up their school work as stipulated by each teacher. Students may not make up tests, class work or homework for unexcused absences. Parents/guardians have 2 school days from the students return to call or send a written excuse.**

Excused Absences

We have found that busy parents often don't realize how many school days their child misses due to illness, emergencies, and special family events. Because absences for any reason can slow a child's academic progress, we track the number of absences excused by the parent. You will be contacted when your child misses 15 or more school days.

We will also work with you to keep absences from growing beyond a reasonable number. For example, if health issues are a cause of frequent absences we will arrange for our district nurse to consult with you.

Should the number of excused absences become excessive, however, we may require a doctor's note before we can excuse further absences.

### **Cafeteria**

Students may bring a cold lunch or purchase a hot one. Breakfast and lunch meals may be purchased by the day, week, or month. Students may pay for meals between 8:00 and 8:35 am or at their lunchtime.

Free and reduced meals are available to those students who qualify. Information and application forms will be sent home at the beginning of the school year. Should your financial circumstances change, application forms are also available from the office throughout the year.

Students eating in the cafeteria are supervised and expected to follow these rules:

- Use good manners.
- Obey school rules.
- Stay seated at assigned table until excused by adult supervisor.
- Visit in quiet voices.
- Clean table and seat, and pick up floor area before being dismissed.
- Deposit garbage in appropriate containers.

Meal & Milk Prices:                      See September Calendar/Bulletin

Meals maybe prepaid by parents with a check, which eliminates concerns about children losing lunch money. A debit system of cashiering makes it possible for any amount of money to be "deposited" and used at your child's discretion. Keeping a little money in your child's account will ensure funds are available on those days a cold lunch is left at home.

Students in grades 2-5 may buy snacks in addition to their lunch. The following types are available: string cheese, fruit rollups, fruit snacks, cheese, and peanut butter and crackers. These items can be paid for with cash or from your student's lunch account. If you do not want your child using lunch funds for snacks, however, a block can be put on your account.

## **Closed Campus**

Mountain Way maintains a closed campus. Unless authorized, students may not leave until the end of the school day. For safety reasons, we discourage students from going home for lunch, unless escorted by an authorized adult.

Please be aware that no unauthorized person(s) are allowed on school grounds during school hours. You are welcome to enjoy the school grounds after school hours (i.e. after 3:30).

## **Communications**

- The *Granite Falls School District's Community School Calendar* informs parents of upcoming district events, schedules, bus routes, and other important information. Copies are available at the school office.
- The *Mountain Way Parent Calendar/Bulletin* is distributed monthly with information about upcoming school activities and programs.
- Our school's *Tiger Tales Newsletter* is disseminated every other month and highlights student accomplishments, classroom activities, and parent involvement opportunities.
- Classroom bulletins are sent home by teachers regularly and provide information about learning activities and special events.

## **Computer Use**

Students who use Granite Falls School District computers are required to comply with the Granite Falls District Use Agreement, the WEDNET's Acceptable Use Policy, and the Use Policy of the National Science Foundation (NSFNet). Violators will forfeit the privilege of using the district's computer and may be subject to discipline.

## **Dress and Physical Appearance**

The dress and appearance of students is the direct responsibility of parents. Students' appearance should be neat and clean, and the body should be adequately covered.

Examples of inappropriate dress are:

- Short shorts or skirts exposing upper thighs. (e.g. shorts should reach finger tips when arms and fingers are extended vertically)
- Low neck lines exposing cleavage.
- Crop tops exposing the midriff, pants worn below the hips exposing the midriff.
- Clothing depicting alcohol, drugs, or tobacco products; clothing with obscene gestures and/or suggestive markings, or phrases; chains (whether attached to wallet or not).
- Gang type fashion bandanas, gang related leather, studded necklaces, wristbands, or belts.
- No bare midriffs or bare back top or tops exposing one shoulder or bare back tops allowed.
- Sleepwear such as pajamas, boxer shorts ect.
- Students may wear hats to and from school and at recess, but not in the classrooms.
- Any article of clothing that has excessive rips, tears, or holes.
- Make up is discouraged
- No "Heeleys" or skate shoes may be worn for the safety of everyone.

Tank Tops must cover the body adequately and cover underwear. (2 inch shoulder strap rule) Shoes are to be worn at all times. Students sent to office will be given alternative clothes to wear or they will have to call their parents to bring them appropriate clothes. Students who continue violating the code will be subject to disciplinary action as defined by the discipline code. This policy grants administrators the latitude to make judgment calls concerning what is appropriate attire.

## **Early Dismissal**

School experiences are valuable to children and therefore early dismissals are discouraged. However, if you must have your child excused early, please send a note to school indicating the time your child will be picked up. Students who are dismissed early are picked up and signed-out from the school office. Please do not go to the classroom to get your child—we will call your child from class upon your arrival as they are not waiting here in the office. This procedure minimizes disruptions to the class routine and ensures that children are only released to authorized individuals. Please be aware that if your child leaves before 2:00 this will be marked as a half day pm absence.

## **Electronic Paging Devices**

Students are not encouraged to have pagers and or cell phones on campus, but there is a growing portion of the student body that has them for legitimate reasons. If a pager or cell phone is brought to school, the following rules must be adhered to:

- The pager or cell phone must be in the pocket or purse-out of sight and turned off during school hours.
- It must be in a mode other than an audible tone. A pager or cell phone going off in class will create a disruption to the educational process. If the pager or cell phone goes off in class it will be taken away by the teacher and given to the principal to be returned to the parent.
- Students will not be allowed to leave class to answer a page or cell phone message.

## **Emergency Information**

Each September, parents are asked to update emergency information. If additional changes occur during the school year, please notify the office. Correct addresses, home and work phone numbers, and alternate contact persons are essential should your child become hurt or ill.

As a precaution, please tell your children what they should do if they arrive home early due to an emergency situation (e.g. an early school closure due to severe weather) and you are not at home.

## **Food Guidelines**

**Snacks:** Children may bring food for snacks in most classrooms—check with your youngster's teacher about procedures. Healthy snacks are encouraged—pretzels, dried fruit, and string cheese. Gum is not permitted. Soda pop, energy drinks and candy are discouraged.

**Party Food Donations:** Store bought food (e.g., cakes, cookies) from a reputable vendor is preferred since food items are generally prepared according to state food preparation regulations. Food items are limited to those that are not apt to spoil—please do not bring custard or crème pies, egg dishes, or potato salad.

## Highly Capable Student Identification

Each year at the elementary level a screening process, that may include testing, is initiated to identify students who are highly capable. Parents who believe their children are exceptional may refer them for screening by contacting the school principal who will provide them with a nomination packet. The deadline for referring students and returning nomination forms is January 30<sup>th</sup>.

## Homework

Research has shown that children do better in school when parents and teachers work together. Homework provides an opportunity for parents to support their children's learning at home.

Homework should be a positive experience. If your child is struggling with homework assignments, please contact the classroom teacher for suggestions or alternatives.

Suggestions:

- Arrange a special place and provide needed supplies for completing homework. Establishing a routine time is always helpful to your child.
- Ask your child to do a little homework every night rather than waiting and attempting a week's worth all at once.
- Allot 15 to 30 minutes of reading time before going to bed. This can be a relaxing way for your child to meet reading goals.

## Library

The library facility is used for library skills instruction, personal reading, and research. Students and parents may check-out books for use at home.

Materials checked out by students become their responsibility to care for properly. Please urge your child to return books in good condition and on time.

A monetary fine will be assessed for lost or damaged books. Library check-out privileges are also suspended, per district policy, until the fine is paid.

## **Lost and Found**

Please label student belongings. Lost clothing or other items that are not marked are turned into the Lost and Found {located near the front doors}. At the end of each grading period, unclaimed items are donated to a local charity. Parents are welcome to check for missing items belonging to their child.

## **Non-Custodial Parent Visitors**

Non-custodial parents are encouraged to participate in their child's education. This may include volunteering, coming to special events, and meeting with teachers. Exceptions include Court Orders that prohibit involvement, No Contact Orders, or a Parenting Plan that excludes coming to school. Non-custodial parents must also obtain the custodial parent's permission prior to picking up their children at school.

**Important Note:** Copies of legal documents pertaining to custody and student contact issues need to be on file in the school office.

## **P.E. Dress Code**

Good shoes are the most important piece of equipment in P.E. Tennis, running, or basketball shoes are best and expensive name brands are not needed. Shoes should have working laces or Velcro for a snug closure. Sandals, extra thick soles, and high heels are not recommended—they don't provide adequate balance, protection, warmth, or support. Dress shoes with slick soles do not work well and are slippery on wet grass. Heavy boots should be avoided; they are clumsy and slow children down.

Indoor "gym" shoes can be carried in a backpack on winter days when boots are worn to school. If your child is having trouble tying shoes, please make practice at home a priority.

Clothing that is comfortable, allowing freedom of movement, is desirable for P.E. Avoid oversized clothing and pants that are too long or baggy. Jeans work, but are heavy and don't allow for full body movement. If a dress is worn, sports shorts or tights should also be worn underneath so students can participate freely. A tee-shirts, shorts, sweats, and stretch pants are perfect!

## **School Patrol**

Fifth grade students may serve on the Safety Patrol under adult supervision. Interested students should contact the office for application forms. Recognition is provided at the end of the school year to thank students for their assistance.

## **Student Property**

School staff is not responsible for the care and safety of personal articles, which should remain at home. This includes **toys, skateboards, roller blades, trading cards and other collectables, sports equipment, radios, iPods, CD players, ect. Laser pointers and magnets are not allowed. All electronic games and gadgets, including cellular phones and pagers should be left at home.** If brought to school, cellular phones and pagers must be in backpacks, and turned off during school hours. If not, such equipment will be confiscated and parents will be notified to pick up the item(s).

Exceptions are made for students who travel by bus as long as the item is approved by the student's bus driver and kept in the youngster's backpack during school hours. Another exception is personal items brought for Show and Tell.

Final note: Personal items may not be traded or sold. And, in accordance with school district policy, weapons of any kind—including pocket knives, toys, and hunting knives—are not permitted on school grounds.

## **Telephone**

Due to our limited phone lines, students' use of the office phone is limited to health or discipline-related issues. We will take messages for students from their parents or guardians in emergency situations. Please see the electronic devices section in regards to cell phones.

## **Textbooks and Other Loaned School Property**

All textbooks and other school property are loaned to students by the School District. Students are charged for property not returned or returned damaged, or show excessive wear. Allowance will be made for normal wear. Students should use book covers to avoid fines for excessive wear.

## **Visitors**

Parents are vital members of our educational team and are welcome to make appointments to meet with teachers before and after school. Pre-scheduled meetings are preferred because teachers frequently have meetings they need to attend. However, if you do not have time to prearrange a meeting, stop by the office so that we can locate your child's teacher for you.

Important Note: For safety reasons, visitors must sign in at the office and secure visitor passes before proceeding to classrooms or escorting children to the line-up area outside.

## **Volunteers**

Parents are encouraged to participate in their children's education by serving as volunteers. We always need help in our classrooms, the library, and special programs such as Washington Reading Corp and Title I. Please ask your child's teacher, the school librarian, the Title I Teachers, or the principal for ways you can help.

When you do volunteer, please observe the schedule set for you and be aware that it is our policy that younger siblings remain at home.

Important Note: Our School District's Safety Policy requires volunteers to have an approved *Washington State Patrol Criminal Background Check* on file.

## **Withdrawals**

When moving out of the district, please notify to the office staff. Student records will be forwarded upon receipt of a request from the student's new school.

## A - Z HEALTH AND SAFETY Guide

### Bicycles

Bicycles are discouraged at Mountain Way Elementary for kindergarten through second grades, unless accompanied by an older sibling or an adult. Students riding their bicycles to school must obey the rules of the road, walk their bicycles on school grounds, and park in or near the bike stand. Bicycles are not to be parked in walkways or in front of the doors. Students are encouraged to wear helmets and lock their bikes.

### Comfort Kits:

Please send a Comfort Kit for each of your children. These kits are necessary should we experience an emergency event (e.g. a major snow storm or power outage) and a loss of heat and light. There could also be road closures that require your child to remain at school beyond normal hours.

Please send the items listed below in a one gallon zip-loc bag marked with your child's name and room number. The kit will be returned to you at the end of each year so that you can update the perishable supplies.

#### Warmth

Large garbage bag - required  
Mylar blanket - required  
Stocking cap  
Pair of socks  
Mittens

#### Emotional Support

Family photo  
Small disposable flashlight  
A comforting note from you  
A small reading book  
Pen and paper

#### Nourishment

2 juice boxes or pouches  
Fruit cup  
Granola bar  
Package of peanuts or trail mix  
Cheese & cracker package

#### Personal Hygiene

Travel size package of tissues  
Moist Towelettes

### Cougar Alerts:

On occasion we are alerted that Cougars are in our vicinity. Please teach your children to stay out of wooded areas and some basic safety rules should they encounter a cougar:

Stop, don't run, or try to climb a tree.

Stay calm and avoid direct eye contact.

Never approach a cougar or turn your back on the animal.

Try to appear larger than the cougar—do not crouch or hide.

If the animal is aggressive, shout, clap your hands, wave your arms, or throw rocks.

If the animal attacks, fight back and try to stay on your feet. Do not play dead.

### **Emergency Information**

Emergency drills are scheduled once a month, and include fire, lock down, and earthquake procedures. Our goal is to teach our children to handle emergencies in a calm, orderly, and safe manner. A brief outline of the drill procedures follows:

**Fire:** At the sound of the alarm, students become silent and exit single file in an orderly manner. They line up at their designated assembly area. Students remain at this location until cleared to return to the building.

**Earthquake:** During an earthquake drill, students drop to the floor, crawl under a desk or table, and cover their heads with their arms and remain quiet. When given the signal to exit, they follow the same procedures as for a fire drill.

**Lock Downs:** When the lock down signal is announced, teachers lock classroom doors, close window blinds, and turn out the lights. The students quietly report to a non-visible corner of their classroom. They sit with the teacher until the drill is over.

### **Illness and Accidents**

If students are injured at school, they will receive appropriate first aid from the health care attendant or a trained staff member. Parents will be notified as soon as possible of serious injury or illness {e.g. a temperature of 100.4}. If parents cannot be reached, the person listed as the "Emergency Contact" on the student information form will be contacted. In extreme situations, when the safety or health of the student is in jeopardy, 911 will be called.

### **Insurance**

Insurance is available to all students and may be purchased at the beginning of the school year. Please inquire at the school office for the proper forms.

### **Life Threatening Conditions:**

Children with life threatening conditions are required by law to have a medication or treatment plan in place before they start school. The medication or treatment order must be from the child's licensed health care provider. Life threatening conditions include severe bee sting reactions, food allergies, asthma, diabetes instability, and seizures. If your child has a life threatening condition please notify the school district nurse (360-691-7710 ext. 2009) so that a Medical Response Plan can be put into place for your child.

### **Medication at School**

Students may not self-medicate at school. This includes aspirin, non-aspirin products, over the counter, and prescribed medications. All medication, including over the counter products, must be dispensed by the health care attendant or a trained staff member.

For the safety of students, medication may not be transported on the school bus.

Please make medication arrangements through our school Health Care Attendant per written instructions from your doctor.

### **Skateboards, Roller-Skates, Scooters**

Skateboards and roller-skates may not be used on campus. If children bring them to school they will be taken and held for parent pick-up.

Scooters may not be used on campus and we do not recommend that they be ridden to school unless an adult is supervising. If scooters are ridden they should be parked in the bike rack and secured with a lock.

### **Student Supervision:**

Supervision is provided when school is in session. This includes arrival and dismissal times as noted below:

AM Supervision	8:15-8:35	PM Supervision	3:05-3:20
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Please do not drop off your child before 8:15 as there is no supervision. If you are picking up your child from school, please do so between 3:05 and 3:20.

## STUDENT GUIDANCE & DISCIPLINE

### Recognition Programs

#### K-3 Talented Tiger

This program celebrates students' talents and achievements. Once a week, a small group of students shares something they have learned or created with the principal. By the end of the year, every child is recognized as a Talented Tiger. Talented Tigers receive a certificate and a book to take home. Their photos are also taken for the front hall bulletin board.

#### Gr. 4-5 Lunch with the Principal

Once a week, intermediate students are selected to have lunch with the principal. The principal gives every student an opportunity to talk about their talents and the ways he or she has demonstrated good leadership at school, at home, or during extra-curricular activities. These students receive a book and their photo is taken and posted in the front hallway.

#### Tiger Paw Tickets

The principal gives tickets to classrooms that do a super job during emergency drills, walking quietly in the halls, and at assemblies. These tickets are cashed in for a chance to watch an educational movie with the principal.

#### All Here

Every day that a classroom has every child present, the class gets a letter to spell out ALL HERE! When all the letters have been earned, the class wins a token that is hung in the office. At the end of the year, a special award is given to classes with exceptional attendance.

#### Accelerated Reader

Children earn incentives from the librarian for achieving Accelerated Reader goals. These incentives include books, pencils, stickers, and eating with the librarian or principal.

## **Code of Conduct**

Mountain Way students are expected to...

- Do their best.
- Listen to and carryout adult directions.
- Follow school rules and procedures.
- Show respect for everyone and everything.
- Make responsible and caring choices.

Mountain Way students will demonstrate:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

## **Drug-Free Policy**

Students have a right to attend school in an environment conducive to learning. Since drug, alcohol and tobacco use is illegal and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment. Compliance with the standards of conduct as listed in this policy/procedure is mandatory.

## **Harassment Policy**

The Granite Falls School District is committed to a positive and productive learning environment free of discrimination. The district prohibits sexual harassment or intimidation of its students by other students within the school or at school events and finds such behavior just cause for disciplinary action. Sexual Harassment is generally defined as unwelcome sexual attention, requests for favors, and other verbal, physical, and/or visual contact of sexual nature, or creating an intimidating, hostile, or offensive educational environment. A student who believes that he/she has been subjected to sexual harassment should report the alleged harassment to a teacher, counselor, or administrator. Any student involved in harassment of any kind will be subject to disciplinary action.

## Playground Rules

### General

- Move in a safe manner.
- Keep hands and feet to yourself.
- Go directly to the recess area.
- Play in designated areas: inside the fence, within view of supervisors.
- Follow the directions of supervisors.
- Be respectful to adults and other students.

### Slide Expectations:

- Go down one person at a time.
- Go down the slide on your seat—not your feet!

### Bars Expectations:

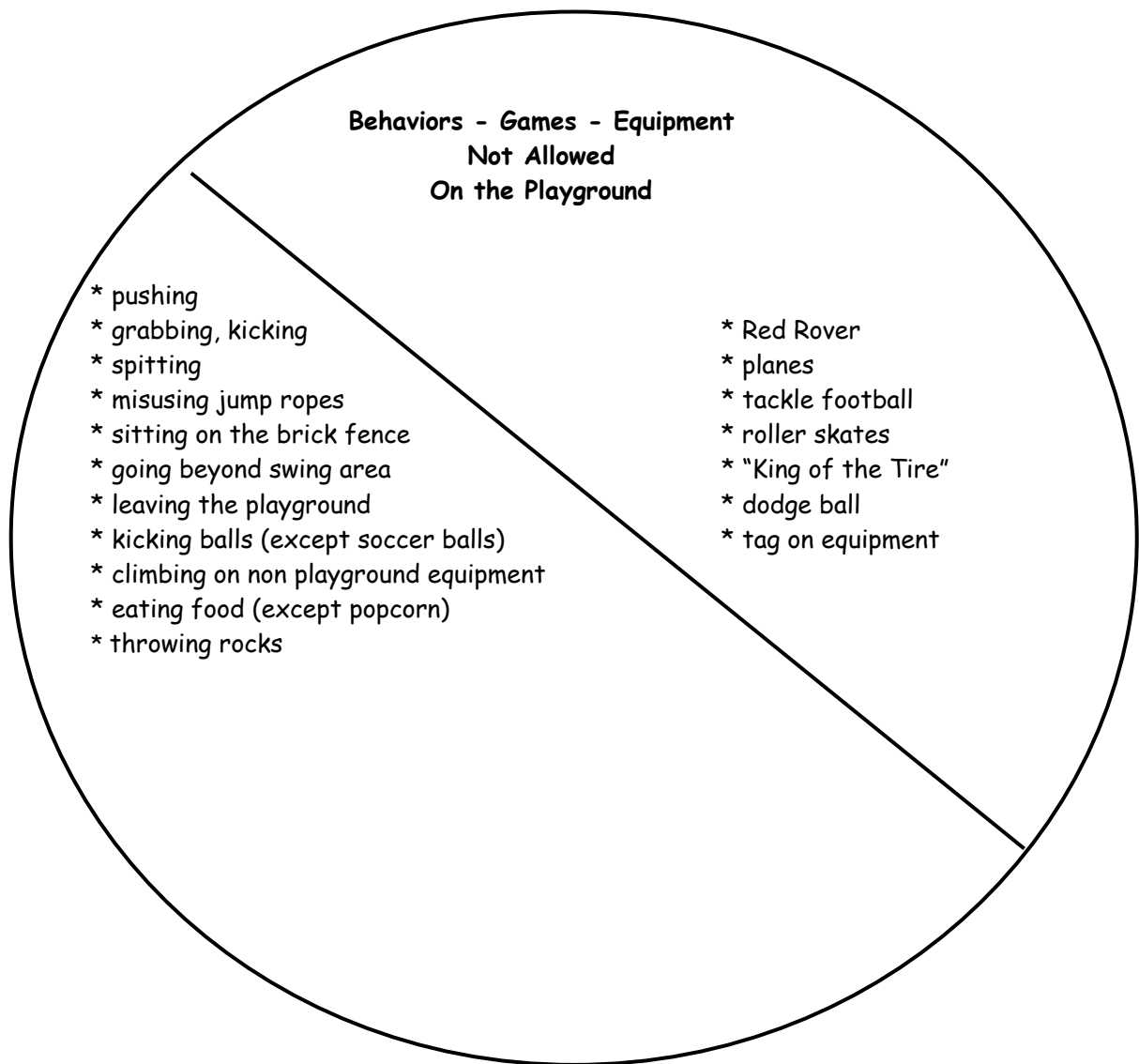
- Hang or swing with your body below the bar.
- Use chin up bars for chin ups only—no stunts.

### Swing Expectations:

- Sit on the swings one person at a time.
- Sit on your seat while swinging.
- Stay clear of swings if not swinging.
- Follow the supervisor's directions for lining up.

### Tire Expectations:

- Up to two students at a time on tires sunk into the ground.
- Up to four students at a time on tires that are laying flat.
- Play on tires at one recess per day (so everyone has a chance to play).
- Play on one tire at a time—do not jump from tire to tire.
- Keep hands and feet to self.
- Leave all other playground equipment outside of the tire area.



### **Discipline Plan**

We believe our students can be good self-managers and actively teach them the behaviors and character traits they need to be successful. However, children sometimes make poor choices; they may become disrespectful, violate rules, create disruptions, or even harm others. These students are held accountable for inappropriate actions and meaningful consequences are set—such as removal from the activity they are engaged in. Expectations are also reviewed and a plan for improvement is created. Parents are notified, of course, regarding chronic and serious problems.

Our progressive discipline steps are highlighted below:

- **School Wide Behavior Expectations Are Set**

Instruction is provided by staff  
Praise is given for appropriate behavior

- **Teacher Discipline Plans Are Created**

Behavior expectations are outlined  
Instruction is provided by teachers, specialists, and support staff  
Praise is given for making good choices  
Consequences are set, within the classroom, for misbehavior  
Parents are notified of problems

- **Referral to Choices Program**

Behavior expectations are re-taught  
Good and poor choices are reviewed  
A Plan for Improvement is developed  
Parents are notified of the referral

- **Referral to the Principal or Dean of Students**

Behavior expectations are reviewed  
Instruction is provided  
A Plan for Improvement is developed  
Consequences are set—may include short term (e.g., a time out) or  
Long term removal from class (e.g. a suspension)  
Parents are notified  
A Behavior Plan may also be created

- **Referral to SPA: Social & Personal Adjustment Program**

Parents are notified of chronic or severe problems  
A Behavior Plan may be developed  
Behavior training and counseling is provided with parent approval  
Full or part-time placement in SPA may be considered

Important Note: Review the Granite Falls Discipline Procedures in the appendix for additional information regarding consequences for inappropriate behavior.

## **Choices Program**

Children are referred to the Choices Program for behaviors that violate school rules and which do not contribute to a safe and effective learning environment. For example:

- physical aggression (e.g., fighting, wrestling, shoving, kicking, pushing, tripping)
- harassment/intimidation (e.g. threats, taunting, name calling)
- non-compliance (e.g., violation of classroom, school, bus rules)
- rude behaviors (e.g., disrespect towards classmates and adults)
- inappropriate language (e.g., profanity, crude words)

When children are referred, they work on decision-making and problem-solving skills during one or more recess periods.

Three referrals within a six-week period meet criteria for a conference with the parent. The conference includes the student, parent, teacher, principal or Dean of Students, and counselor. A Corrective Plan of Action is developed to help the student. This may involve a behavioral contract, counseling services, or other appropriate interventions.

## **Social and Personal Adjustment Program (SPA)**

Students who have significant behavior challenges may be referred to the SPA Classroom for part-time assignment or full day placement. A comprehensive Behavior Plan is developed that includes behavior training and counseling. Parents are highly involved in this process. The ultimate goal of the program is to get children back into the regular classroom.

## TRANSPORTATION INFORMATION

### Bus Changes

Students who come to school by bus are to return home on the *same* bus unless they have a note from their parents authorizing a change (please specify bus number and address changes).

Important Note: Please also call the school before 12:00 noon to notify us of changes. The office staff needs time to prepare the Bus Pass that will be required for your child.

If for unforeseen circumstances you need to pull your child from a bus line at dismissal time, please notify the office staff. They will radio for your child to come to the office. Please also be aware that once busses are loaded and prepared to depart—usually around 3:10, we cannot pull a child from a bus for safety reasons.

Important Note: For safety and security reasons, only staff members are permitted in the bus loading area.

### Bus Policy

Riding the school bus is a privilege. Improper conduct on the bus could result in that privilege being revoked. Only regularly scheduled students are to ride the school bus.

### Bus Riding Rules

- Obey the bus driver at all times.
- Be courteous and cooperative.
- Stay in your seat, face forward, and keep the aisle clear.
- Talk politely in a low voice and use appropriate language.
- Do not eat or drink on the bus.
- Keep from causing any damage to the seats.
- Do not throw objects or litter.
- Keep the windows closed unless the bus driver tells you to open them.
- Do not bring pets, glassware, or large bulky items on the bus.

- Keep head, hands, feet and objects inside the bus.
- Cross in front of the bus when loading and unloading, after the Bus Driver signals.
- Get a bus pass from the school office if you need to ride a different bus or leave the bus at a different stop.

#### Waiting to Be Picked Up:

- Stand along the brick wall, at the front of the school, and stay in one place.
- Keep from bothering your neighbor—keep hands, feet, and belongings to yourself.
- Talk quietly—please, no yelling.
- Keep your passes in good condition so that they can be used again.

#### **Bus Violation Procedures**

Students receiving a Bus Conduct Report are referred to the Choices Program and their parents are contacted by the bus driver. Students must return a copy of the Bus Conduct Report, signed by a parent, to the Choices Program Assistant. Our goal is to keep parents well informed of bus behavior problems and the consequences for making poor choices. Should there be one serious offense or three documented moderate offenses, the bus driver may recommend a short term suspension of bus privileges.

Chronic or serious bus misbehavior may earn the student a long-term suspension or permanent removal from the bus.

#### **Field Trip Travel**

Students will travel by bus to field trips. Exceptions may be made for parents who have prearranged to drive their own child due to special circumstances. These parents are not permitted to drive other children.

## **Hazardous Roads & School Closure**

Inclement weather conditions can cause school closures or a late start. Please listen to radio or TV broadcasts, rather than calling the school, about hazardous road conditions and school closures. Changes are normally posted on the website and available for radio and TV stations by 5:30am. School closures will be announced on **KING 1090, KIRO 710, KOMO 1000, and FM KPLZ 101.5, KUBE 93, KING, KIRO, and KOMO**

When limited routes are announced—usually by 6:00 AM, consult the *Granite Falls School~Community Calendar* for bus route changes or call the *Pupil Transportation Co-op* at 425-335-1508.

Please keep in mind that limited bus routes **MAY NOT** be announced, light snow or unexpected ice may close roads without announcements. Conditions can change rapidly and vary from one area to another throughout the district. Rule of thumb for school bus transportation: if in doubt that the bus can make it up or down your road, assume it will not and send your child(ren) to the main road.

## **Travel to After School Events**

Our busses will deliver children to most Day Care Providers in our attendance area. However, due to bus space limitations, students needing transport to after school activities (e.g. scouts, birthday parties) must travel by car.

## NOTICE TO STUDENTS, STAFF AND COMMUNITY

*Special note: full, detailed copies of Granite Falls School District policies are online at <http://www.gfalls.wednet.edu/Board/schoolpolicies.html>*

The Granite Falls School District is committed to a positive and productive working and learning environment free of discrimination. The District prohibits discrimination/sexual harassment/harassment/intimidation/bullying of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student. District Policies 5000, 5001, 5005, and 4025 outline the District's full policies and procedures and are on file in all school buildings for staff, student or community referral. These policies apply to individuals attending any events on District property, whether or not District-sponsored and to any school-sponsored event, regardless of location.

The Granite Falls School District #332 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, marital status, gender identity, sexual orientation, socioeconomic status, political or religious beliefs, national origin, sex or disability with regard to all students who are interested in participating in educational programs and/or extra-curricular school activities, admission, access to services, treatment or employment and all opportunities in programs and activities (Policy 4000, 4065, 5000). Inquiries regarding compliance and/or grievance procedures may be directed to the school district Title IX/RCW 28A640 Officer and/or Section 504 Coordinator, 307 N. Alder Ave, Granite Falls WA 98252; 360.691.7717.

Individuals who may need auxiliary aids for communications, employment, programs and/or services are asked to make their needs and preferences known to the ADA Coordinator.

**In accordance with Granite Falls School District Board Policy No. 4045 and 5070, the possession, use and/or distribution of any illegal drug and/or alcohol or any other illegal chemical substance on school premises or during any school related activity is wrong and harmful physically and mentally as well as detrimental to the educational process. To ensure the safety, health and well being of all students and staff, the Board is committed to the development of a program, which emphasizes counseling, prevention, intervention, rehabilitation, re-entry programs, aftercare support and necessary corrective/disciplinary actions. A complete list of referral agencies is available at all schools. Compliance is mandatory and will be enforced.**

**In accordance with Granite Falls School District Board Policy 2052, the use of any tobacco product on school district property, which includes school buildings, grounds, district owned vehicles and school buses, is prohibited. This holds true for employees, students, visitors, spectators and patrons. Staff (as outlined in the collective bargaining unit) and students (as outlined in the district discipline brochure and/or student handbooks) may be subject to disciplinary action for violation of this policy.**

**It is a violation of Granite Falls School District Board Policy 1015, 4072 and state law for any person to carry a firearm or any dangerous weapon (including toys that resemble weapons) on school premises, school provided transportation or areas of other facilities being used for school activities. RCW 9.41.280 states: "...any violation of subsection (1) of this section by elementary or secondary school students constitutes grounds for expulsion from the state's public schools...an appropriate school authority shall promptly notify law enforcement and the student's parent/guardian regarding any allegation or indication of such violation." Expulsion for weapons related possession not less than one year (may be modified on a case by case basis).**

**Granite Falls School District Policy 1090 outlines the guidelines to ensure the District complies with the requirements regarding pesticide notification, posting and record keeping. This includes the notification that the Granite Falls School District uses Black Berry and Brush Block, Roundup, Surflan and Crossbow to control weeds and grasses.**

**Granite Falls School District Policy 5020 outlines information related to parent/student rights in administration of surveys, analysis or evaluations in accordance with the new Federal No Child Left Behind Act of 2001 (PPRA).**

**Under the No Child Left Behind Act, parents of children in schools that receive Title I dollars have the right to request information regarding the professional qualifications of the students classroom teacher(s). For more information, contact the Special Services Department at 360.691.7717.**

**Granite Falls School District Policy 5029 outlines information related to student records, including, but not limited to student/parent access to records.**

**Special Education services are offered to students ages birth to 21 who meet state and federal guidelines and are in need of specialized education programs. The Granite Falls School District uses a process called “Childfind” to locate these students. If you suspect a student may be in need of these services, contact the Special Services Department at 360.691.7717.**

**Granite Falls District Policy 6080 refers to the selection and adoption of instructional materials including, but not limited to, reconsideration procedures, criteria, supplemental materials and conditions for loan or sale of materials.**

**Any application and any required available policies, procedures, evaluations, plans, reports and public records will be made readily available to parents and other member of the general public through the district’s special education and superintendent’s office. A notice regarding the availability of such documents is placed in the district and/or school newsletters, website and other district publications.**

This is to notify parents and community members that students may be nominated by parents, peers and members of the community to qualify for the District’s Highly Capable program. Nominators will complete a behavioral characteristics questionnaire, and teachers will provide information that includes classroom performance and general achievement levels. The District will screen each nominee using reading and math measures to identify students who qualify for further assessment. Prior to conducting the assessment, the principal or designee shall obtain written parental permission. Nominees identified through the screening process will be assessed using multiple criteria from a variety of sources and data, including tests that measure cognitive ability, academic achievement and evidence of exceptional creativity. Test results shall be recorded in the student’s cumulative file. The students selected for participation in the program will be determined by a multidisciplinary committee which includes a classroom teacher or if possible, a highly capable teacher, the program director, a psychologist or other individual who can interpret cognitive and achievement test results, and other professionals as deemed desirable. The multidisciplinary committee will review data of nominated students. They will select those students who meet the criteria and would benefit the most from the program. The District will:

1. Notify parents of their child's involvement in the program. Parents shall receive a full explanation of the procedures for identification, program options and the appeal process,
2. Obtain parental permission to provide services and programs; and
3. Conduct an annual parent meeting to review each student’s educational plan.

**5/09**

## Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The District will disclose records without consent to officials of another school district in which a student seeks or intends to enroll. Another exception which permits disclosure is to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff members (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a specific task such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities.
4. In an emergency, FERPA permits school officials to disclose, without consent, education records, including personally identifiable information from those records to protect the health or safety of students or other individuals. At such times, record and information may be released to appropriate parties such as law enforcement, public health and trained medical personnel. This exception is limited to the period of the emergency and generally does not allow for blanket release of personally identifiable information from a student's education records.
5. The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave, SW  
Washington DC 20202-5901

FERPA also permits a school district to identify certain information be publicly released without permission of the parent or eligible student. Directory information is defined as the student's name, photograph, address, telephone number, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended. Directory information is NOT released for commercial or other purposes not related to school business. If a parent/guardian or eligible student chooses NOT to have directory information publicly released, written notification MUST be presented to the District. Please complete the form below **ONLY IF YOU DO NOT WANT DIRECTORY INFORMATION RELEASED. OTHERWISE IT IS NOT NECESSARY TO TAKE ANY ACTION.**

### ***Check your preference:***

PLEASE PRINT

Child's

Name \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

- Do not release Directory Information to any source (except to another school district as stated in #3 above).
- Directory Information may be used within the Granite Falls School District only (school newsletters, bulletins, parent groups).
- I do not wish Directory Information released but do give permission for my child's picture to be included in the yearbook and to attend assemblies/activities where the news media may be present.

Specific instructions/limitations: \_\_\_\_\_

***RETURN FORM TO YOUR CHILD'S SCHOOL***

Updated 1/08

8/18/2009

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## Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Granite Falls School District has adopted policy regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of this policy at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Updated 4/04

## **Granite Falls School District Harassment, Intimidation, Bullying Policy**

The Granite Falls School District is committed to providing a community in which all individuals are treated with respect and dignity, free from harassment. Harassment is considered a serious offense and behavior that undermines respect, dignity, self-esteem, or academic performance will not be tolerated.

According to RCW 9A.36.080 (3) harassment, intimidation, or bullying means any written, verbal, or physical act that:

- a) physically harms a student or damages the student's property; or
- b) has the effect of substantially interfering with a student's education; or
- c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d) has the effect of substantially disrupting the orderly operation of the school.

Students who have been reported to be involved in harassing, intimidating, or bullying behavior will be expected to abide by an Anti-Harassment Contract. The reported student will engage in an educational conference with the principal, or designee, to learn about the definition and effects of harassment and be subject to disciplinary action, including In-School and Out of School Suspension, depending on the severity. Repeat offenses will result in progressive discipline and documented on the student's school record. Repeat offenders may be expelled from school.

Victims are encouraged to report bullying, intimidation and harassment to:

- 1) teachers,
- 2) administrators, and
- 3) parents.

Administrators and/or the counselor will work with the victim until the reported bullying has stopped. Parents and guardians are also encouraged to report bullying to a school administrator.

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 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.

Each year, Mountain Way Elementary School will form a discipline committee of students, staff, and parents who will review current discipline policies, including those about harassment, intimidation, or bullying.

**Important Note:** To participate on this committee, please call Mrs. West at 360-691-7719.