

Stevenson Elementary
Staff
We all teach!

Stevenson Elementary Family Handbook



2019 - 2020

Stevenson-Carson School District #303
Stevenson Elementary
PO Box 850
Stevenson, WA 98648

Office Phone: 427-5672
Safe Arrival / Attendance Line: 427-7457

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Dear Parents and Bullpups,

Welcome to Stevenson Elementary School! This handbook will help answer some of the most commonly asked questions about our school. We hope it meets that purpose and also acquaints you with school policies.

We believe that a strong partnership between students, parents and school is essential for the success of each Stevenson Elementary School student. We invite you to join the staff in working toward our school mission:

“Students will thrive in an environment where staff,
parents, and community
partner to nurture a passion for lifelong learning.
Through these relationships, students will grow
academically and
experience success in school and beyond. ”

Together we can provide the best education for our children.

Thank you for reading this handbook with your family. It will serve as a useful communication tool and resource for you throughout the school year. Other ways that our school may communicate with families: Bullpup newsletters, district/school website, classroom newsletters, e-mail, backpack stuffers, phone calls, Remind App and an occasional letter sent “snail mail”!

Your Partners in Education,
The Stevenson Elementary School Staff

Stevenson Elementary is a Schoolwide Title 1 School.

What does that mean? Title 1 are federal dollars that come into our district to assist students who are performing below grade level. Because we are a schoolwide program, all students, regardless of family background can benefit from Title 1 monies and services. Parents are encouraged to become involved in our school by volunteering, attending events, and giving input and ideas about Title 1 programs.



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Office

Karen Schreiber	Principal
Kali Stump	Secretary
JoAnne Birkenfeld	Office/Recess
Shanna Cook	Office/Recess

Classroom Teachers

Bailey Acker	Kindergarten
Lindsey Harmening	Kindergarten
Annette LaCombe	Kindergarten

Krystle Russell	1 st Grade
Maya Ledbetter	1 st Grade
Nicki Leonard	1 st Grade
Andrea Marquis	1 st Grade
Jesse Cox	2 nd Grade
Debi Fielding	2 nd Grade
Katie Wilkerson	2 nd Grade

Specialized Teachers

Rachel Duffus	Physical Education
Ellie Miller	Special Education
Margaret McLarney	Music
Kara Bolles	Preschool

Para-Educators

Tabi Allaway	Instructional
BreAnne Cameron	Instructional
Michelle Monaghan	Instructional
Kim Newman	Instructional
Corie Holman	Preschool
Jonna Wingert	Preschool

Cheri Polzel	Instructional/Library & Media
Heather Brannon	Special Education
Rosie Sosa	Special Education
Megan Vanderpool	Special Education
Bethany Myers	Family & Community Engagement Coordinator

More Specialists

Yvonne Bintz	Speech Language Pathologist
Lisa Kindler	Counselor
Hetty Hildenbrand	School Cook
Sally Leavitt	Cook's Assistant
Nelda Doody	Bilingual Paraeducator
TBD	Hi-Cap Teacher

Andrea Wilbanks	Head Custodian
DeeAnn Hinzman	Night Custodian
Diane Lewis	School Psychologist
Kristi Wheeler	Occupational Therapist
Matt Hoffman	Occupational Therapist
Colleen Wahto	Nurse

TEACHER QUALIFICATIONS for Title I Schools

Stevenson Elementary is a Title I school. That means you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information in a timely manner. Specifically, you have the right to ask for the following information:

- Whether OSPI has licensed or qualified the teacher for the grades and subjects he or she teaches. (ALL CLASSROOM TEACHERS on this page are appropriately licensed.)
- Whether OSPI has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. If you would like to receive any of this information, please call the school office.



Paw Laws

-  **Do Your Best**
-  **Manage Yourself**
-  **Cooperate**
-  **Respect**
-  **Be Safe**

The above “Paw Laws” are school-wide expectations. These “laws” are posted throughout the school. Staff members will teach these expectations and reteach them as needed.



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**Stevenson Elementary Bullpups will always try to
be safe, manage themselves, cooperate, treat others with respect,
and always do their very best.**

Assemblies

Students will use polite behavior during assemblies so that everyone may enjoy the presentation.

Cafeteria

Our lunch line and lunch area will be safe, clean, and have a pleasant environment where everyone will cooperate and interact with courtesy and respect so everyone may enjoy their meal. In the cafeteria we will practice “restaurant” behavior.

Halls

Students will walk quietly and safely through the hallways on the right-hand side, keeping their hands and feet to themselves.

Playground

Students will play in a safe manner at all games and on all equipment while showing respect towards others and school property.

Restrooms

The restrooms will be used in a safe, clean, and courteous manner.

Transportation

The school buses and vans will be ridden in a safe and courteous manner. Students will follow the directions of the bus driver.

In All Places and At All Times

Students and staff will treat each other with respect, practice tolerance, and will include others in activities. Stevenson Elementary School has no place for exclusion or bullying.

DISTRICT DEFINITION

HARASSMENT, INTIMIDATION and BULLYING (HIB):

Harassment, intimidation or bullying is unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability or other distinguishing characteristics. It is about control, misuse of power, and the attempt to deny the victim equality. It is persistent or pervasive enough that it creates an intimidating or threatening educational environment. It has the effect of substantially disrupting the orderly operation of the school. A student who violates the terms of the school district’s HIB (Harassment, Intimidation, and Bullying) policy will be disciplined in accordance with the provisions of local, state and federal law and board policy.

Other Dangerous and Illegal Misbehaviors can be found in the appendix.

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Table of Contents

Attendance.....	7
Breakfast/Lunch.....	8
Child Abuse.....	8
Clothing.....	8
Communication.....	9
Conferences.....	9
Custody Documentation.....	9
Discipline.....	9
Early Release Wednesday.....	11
Enrollment & Emergency Card.....	11
Fire Drills & Others.....	11
Harassment, Intimidation & Bullying (HIB).....	11
Head Lice.....	11
Homework.....	11
Illness.....	12
Immunization	12
Insurance.....	12
Medication.....	12
Kindergarten Requirements.....	12
Lost & Found.....	12
Messages.....	12
Parent Teacher Association (PTA).....	13
Personal Belongings.....	13
Pesticide Notification.....	13
Pictures.....	13
Schedule.....	13
School Closure or Late Start Information.....	13
Security.....	14
Snacks & Celebrations.....	14
Supplemental Programs.....	14
Toys & Animals.....	16
Transportation.....	16
Volunteer Program.....	17
Weather.....	17

Appendices:

Appendix A: Complaint Options.....	18
• Discrimination.....	19
• Sexual Harassment.....	19
Appendix B: Dangerous/Illegal Misbehaviors.....	20
Appendix C: Authorization for Administration of Oral Medications at School.....	23

Stevenson Elementary Staff

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Attendance Is Important! You Miss School - You Miss Out!

ATTENDANCE AND ABSENCES:

The state of Washington passed a law (RCW 28A.225) that took effect June 2, 1992, restricting absences. The law states that parents must excuse absences and explain the reason for the absence. Excused absences are those due to illness or a health condition; a religious observance, when requested by a student's parent(s); school approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions.

Washington state now reports regular attendance rate. Our goal at SES is to promote regular daily attendance and reduce chronic absenteeism. In Washington, chronic absence (used interchangeably with chronic absenteeism) is defined as missing 10 percent or more of school days for any reason—excused or unexcused.

Actions taken with excused absences.

Districts are required to conference with the parent/guardian and child in an elementary school for any student who has five or more excused absences in a month or ten or more excused absences in the current year except when (1) prior written notice was given or a doctor's note was provided; **and** (2) an academic plan was put in place to keep the student on track.

Actions taken with unexcused absences.

1. The first unexcused absence in any one-month will be followed by a phone call or a letter.
2. After the second unexcused absence in any one-month, a conference may be held with the child and the parent/guardian. Schools are required to take data-informed steps to eliminate or reduce the student's absences.
3. After five unexcused absences in any one-month, the name of the student(s) may be submitted to juvenile court for additional support.

Appointments: Please limit unnecessary absences by scheduling appointments and activities after school, on the weekends and on early release afternoons. Daily attendance is important. You miss school-you miss out!

Early Dismissal: If your child will need to leave school before normal dismissal time, parents will be asked to check students out through the office. He/she will sign a sheet verifying guardianship and responsibility for taking a child. The custodial parent/guardian **MUST** notify the office if he/she is giving another person permission to pick up their child on a particular day. Students are instructed until dismissal time. It is disruptive to the learning process if you check your child out "just a few minutes early". Please only request to pick your child up early from school when it is necessary ... not just for convenience.

Safe Arrival/Attendance Phone: Stevenson Elementary operates a Safe Arrival Program daily to let us know that your children, who have left home, arrive at the school safely. If your child is going to be absent from school or late arriving, it is required that you telephone the "Safe Arrival/Attendance" phone (427-7457) to notify the school of the absence or delay. You must call for each day that your child is gone unless your child is on a preplanned absence. Each morning attendance is taken and then checked against any recorded calls to make sure every student is accounted for.

Tardies: Students are expected to be in their classrooms by 8:25 a.m. to prepare for the day. Being tardy is defined as arriving in class after 8:30. We believe it is the parents' responsibility for students of this age

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group to be punctual. and to let the office know if your child will need a hot lunch.

BREAKFAST AND LUNCH PROGRAMS:

Stevenson Elementary has a “satellite” kitchen. This means that our food is cooked at the high school and then transported to our school. For this reason we need an accurate lunch count by 9:00 in the morning. If a family member would like to eat lunch at school, we also need that information by 9:00 a.m. each day. Thank you for your cooperation.

We have a computerized lunch program. Parents are encouraged to deposit an adequate amount of money into their student’s account to cover two weeks, a month or several months. You do not have to specify how this money will be spent. The total amount will be deposited and will be available for a lunch, breakfast or milk.

FULL price Breakfast tickets:

Daily \$2.20 - four weeks \$44.00

FULL price Lunch tickets:

Daily \$2.90 - four weeks \$58.00

REDUCED price Breakfast

No cost

REDUCED price Lunch tickets

No cost

Milk:

\$.60 daily - \$12.00 four weeks

Adult Breakfast:

\$3.30 (with milk) - \$2.70 (without milk)

Adult Lunch Prices:

\$4.55 (with milk) - \$3.95 (without milk) If you wish to buy a lunch, please notify the office in the morning before 8:30 A.M. so that you will be included in the lunch count.



Free and reduced price lunch/breakfast applications are available in the office. Please be aware that until your application is approved your child will need to pay full price or bring a sack lunch.

Breakfast and lunch money may be deposited before school. All meal money will be deposited in the office. If a student has forgotten his/her lunch money, students may call their parent/guardians for lunch. No charges are allowed by regulations of the Federal lunch program. Although there are times that having siblings share their lunch accounts is convenient, we are usually unable to do that because of policy.

CHILD ABUSE:

Any suspected child abuse should be reported to the principal immediately. It is state law that school staff must report suspected child abuse to Child Protection Services or law enforcement.

CLOTHING:

Students are to dress in a manner that is comfortable and appropriate for the learning process. Accessories, such as chains dangling from pants or extra-long necklaces will not be permitted. Students should wear shoes that are appropriate for running and climbing on bars. If a student is not wearing shoes with appropriate traction (flip flops/high heels/slippery bottoms), they will be asked to choose other recess activities. “Heelies” (shoes with wheels) are considered a recreation shoe and should not be worn to school. *ALWAYS, students should wear tennis shoes on their PE days to prevent injury and to allow for full participation.*

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COMMUNICATION:

The following are some communication methods we currently use:

Bullpup Nips: This newsletter is distributed every two weeks. The newsletter highlights student and school-wide accomplishments, communicates upcoming events, shares parenting tips, etc.

Monthly Classroom Newsletters: The classroom teacher will keep you updated on classroom/building events.

Facebook: SCSD will periodically share information about special events or classroom activities throughout the district.

Remind App: Some teachers will contact you regarding student updates using this communication tool on cell phones. This is an opt-in opportunity, contact classroom teacher for information.

School Messenger: Our district will send out important updates and reminders through our automated system. This includes school closures due to weather, etc. Please make sure the office has your most current phone number and email.

School Website: Check the SCSD and SES websites for upcoming events and news at www.scsd303.org.

Please check your child's backpack for hard copy communication!

CONFERENCES:

Although there will be ongoing communication with parents/guardians, formal conferences will be held the second week of November and again during the last week in March. Specific times and dates will be sent home during the school year.

CUSTODY DOCUMENTATION:

In cases involving court-ordered custody of children, schools must have a copy of legal documentation of restrictions to ensure compliance with court orders. Please inform the office right away if there are any changes to these orders. *We are legally unable to deny parent contact with a child unless the proper documents are on file in our school.*

DISCIPLINE:

Behavior Intervention Process

Students are expected to BE SAFE, RESPECTFUL and RESPONSIBLE. The following procedures will be used for behaviors that do not follow that expectation.

Definitions:

Classroom Exclusion-means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when:

- a) teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and
- b) the student remains under the supervision of the teacher or other school personnel during such brief duration.

Disruption of the Educational Process- means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

Suspension-means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or

Stevenson Elementary Staff

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emergency expulsions. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented or controlled by the district.

***In-school suspension**-means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school

days, subject to the requirements in WAC 392-400-430 through WAC 392-400-475.

***Short-term suspension**-means a suspension in which a student is excluded from the student's regular

educational setting but remains in the student's current school placement for up to ten consecutive school

days, subject to the requirements in WAC 392-400-430 through WAC 392-400-475.

Staff members make every effort to build student to student and student to teacher relationships by creating a positive, caring learning environment that offers engaging choices to support a student's developmental needs. (e.g. Morning Meetings, BARK cards, positive verbal reinforcements, listening to student concerns, recognition of accomplishments/efforts, positive phone calls/notes/email, etc.)

1. Teachers and students establish simple and easy to understand classroom guidelines that encourage appropriate behaviors that are firm, fair, and consistent, emphasizing the Paw Laws. Paw Laws will be posted in every classroom.
2. Staff communicates with the principal and parents about behavior challenges. In the event that positive approaches and other proactive options, (e.g. redirection, proximity, voice modulation, Feelings Meter, Check & Connect, etc.) and/or natural/logical consequences are ineffective, a variety of consequential discipline practices may be implemented as part of progressive discipline. These progressive steps include:
 - Verbal reminder(s)
 - Student/Teacher conversations
 - Purposeful errand (e.g. a note to the office, a delivery to preschool, special education room, library, etc.) to another location in the building
 - Redirected to another student group
 - In class time out
 - Buddy room time out

Recess

 - Recess time out
 - Shadowing recess supervisor
 - Alternative recess
3. It is understood that all efforts have been made to support students in steps one and two above. Staff will document behavior concerns. Progressive steps include the following, most often, in this order:
 - Time Out (10 minutes), a calming down period
 - Student Phone Call Home with Teacher or Administrator
 - Parent/Student/Teacher Conference
 - Child Assistance Team (CAT) Meeting
 - Removal From Classroom Until Principal or Administrative Designee Conference
4. Generally, if a student is referred to the principal, corrective action will follow with the goal of returning

Stevenson Elementary Staff

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a student to the classroom, minimizing loss of instruction. The focus of school is to have students in the classroom learning.

5. Parents will be informed of positives as well as potential concerns. Kindergarten teachers will have a family connection meeting. First and second grade teachers will make a positive phone call home within the first two weeks of school for every child.

EARLY RELEASE WEDNESDAY:

Early Release Wednesdays are for staff professional development and planning. Weekly release days are clearly identified on the school district calendar. **IMPORTANT!** Those students not riding a bus must be picked up promptly at 1:20 p.m. on these days.

ENROLLMENT AND EMERGENCY CARD:

Enrollment and emergency information will be sent home early in the year. It is of vital importance that this be completed and returned as soon as possible. Please state your complete mailing address, physical location of house – number / street / road location for emergency and bus transportation purposes. In case of illness/emergency and a parent/guardian cannot be reached, please list at least two local individuals that the school can contact during school hours. If there are any changes during the school year, please contact the school office. If you have concerns about your child's plans in the event of an unplanned early release, please talk with your child's teacher.

FIRE DRILLS and OTHERS:

Fire, shelter in place, and lock down drills will be held throughout the year. At the signal of the drill, everyone is expected to follow protocol quickly, safely and quietly. Routes will be posted in each classroom and teachers will periodically review fire drill procedures with their students. At SES, any "lock down" drill will be announced to students as a practice, we will not set up a drill that will cause our students to become concerned.

HARASSMENT, INTIMIDATION, AND BULLYING:

This district is committed to a safe environment for all. Verbal messages, written messages or physical acts that harm a student or property, or interfere with the student's education will not be tolerated at Stevenson Elementary. The district has a policy and procedure in place to protect our students from bullying. The district also has an incident reporting form. Both of these are available in our school office, on the school district's website, or can be sent via e-mail. Please remember that Mrs. Schreiber has an open door policy and welcomes parents and/or students to come in and talk about these issues.

HEAD LICE:

Stevenson Elementary has a NO NIT policy. Students with head lice will be sent home and may return when all nits are removed. It is very frustrating sending students home, we truly *want* them in school. You must comb and pick all the nits (eggs) out of their hair after you treat it. A weekly check at home is strongly recommended to prevent spreading.

HOMEWORK GUIDELINES:

Research has shown that homework activities build skills and reinforce learning. Homework can also teach students responsibility and serve as a vehicle to bring parents into the learning process. Students attending Stevenson Elementary will be given homework assignments. The nature of the assignments will depend upon the individual teacher, grade level, and curriculum. Students who successfully complete most of their

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homework will be recognized by their classroom teacher.

ILLNESSES:

For the protection of all children, the following guidelines should be followed:

- Never send an obviously sick child to school.
- A child with a sore throat, severe cough, earache, or one who has been vomiting or had a fever within the past 24 hours should not be sent to school.
- A child with a known communicable disease (chicken pox, impetigo, strep, scabies, ringworm, etc.) should not be sent to school without the specific approval of your doctor.

If your child becomes sick at school, symptoms are noted but are not treated. The parent is notified to pick up the child. In the event of a serious injury, parents are contacted for direction. If it is impossible to contact the parents, medical assistance will be obtained. The school office should be made aware of children with known medical or health problems.

IMMUNIZATION:

If you have any questions, please call Southwest Washington Health District at 427-3881.



INSURANCE:

School accident insurance and school dental insurance is available at a minimal cost to parents. Information will be offered at the beginning of each school year.

MEDICATION:

If a student must receive any prescribed or non-prescribed medication (such as antibiotics, and over the counter medications like cough drops, calamine lotion, cortisone cream, aspirin, etc.) from an authorized staff member, the parent or guardian must submit a completed written authorization form and written instructions from a licensed physician or dentist (School Board Policy 3416). See Authorization form in the appendix.

KINDERGARTEN REQUIREMENTS:

To be admitted to a kindergarten program that commences in the fall of the year, a child must be five (5) years of age prior to September 1st of that school year. To be admitted to a first grade program that commences in the fall of the year, a child must be six (6) years of age prior to September 1st of that school year (School Board Policy 3111). Contact the school office for information about “special exceptions.”

LOST AND FOUND:

Lost items are kept in the office.

MESSAGES:

It is very assuring to students when parents plan ahead and can communicate clearly with their children the plans for “after school”. Plans sometimes change – and we understand that. When it is necessary to leave a message at the school please call before 2:15 p.m. to allow us time to write a note and notify your child.

PARENT TEACHER ASSOCIATION (PTA):

Stevenson-Carson’s PTA is an active organization for the students of our school. Many activities are available

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for our children because of our PTA. They also keep parents informed with newsletters and programs. Parents are encouraged to become involved with their child's education through the PTA. The Bullpup Nips includes PTA information and meeting times and dates. Contact the PTA President. Please go to SCSD website for more information about how to support our school in a small way ... or a BIG way ... your choice!

PERSONAL BELONGINGS:

It is recommended that all personal items be labeled with the student's name. Students are responsible for the security of their belongings.

PESTICIDE NOTIFICATION:

The District complies with all legal requirements for record keeping regarding the application of pesticides to school property. Prior to application of a pesticide to school facilities or grounds, the District shall notify parents and staff of the planned application by posting a notice in the building's main office. Appropriate signs will also be placed in the location of the application. Pre-notification is not required if the school grounds will not be occupied by students for two days following application of the pesticide. (Board Policy 6895)

PICTURES:

Your child's picture may be taken on many occasions. These pictures may be displayed in the local paper, on our district/building web page and/or on Facebook. You may notify the school if you do not want your child's picture taken or used for these purposes.

SCHEDULE:

We want your child to be safe and supervised at all times. Therefore, please do not allow your child to arrive before 8:10 a.m., unless arriving for breakfast at 8:00 a.m.

8:00 – Students eating a school breakfast may walk to the cafeteria.

8:10 – Doors to Stevenson Elementary and classrooms are opened

8:25 – *First Bell Rings, we encourage all students to be in their classroom before this bell.*

8:30 – Tardy Bell. If you arrive at 8:30 or later, please escort your child to the office to excuse the tardy and to sign your child in. *Your child's tardy will be unexcused without a parent escort.* 1:20 p.m. Dismissal on Wednesdays

3:20 p.m. Dismissal on all other days.

Lunch Schedule: All lunches will be served between 10:55 a.m. to 12:45 p.m. If you need to know your child's specific lunch time, please call the classroom teacher.

Recess Schedule: Students will have at least two recesses each day. The purpose of recess is to allow students an opportunity to use the restroom without missing class time (Yes, they may use the restroom at other times!!), and "wiggle break" and a break from seatwork. On any given day, a teacher may choose to provide for these purposes in another manner rather than sending students to recess.

SCHOOL CLOSURE OR LATE START INFORMATION: School closure information is listed on our school district website. The following stations have agreed to provide bulletins on school closure: **KATU 2; KOIN 6; CABLE 7; KGW 8**

Our school district also has a **School Messenger system**. This automated calling system may be used to

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inform parents of snow closures, attendance and other school events.

IMPORTANT: The automated message will begin only after it detects a human voice or answering machine and will appear as a call from Stevenson-Carson School District on your phone's caller id. It is important that you listen to the computer-generated message rather than calling the local school or District Office, as staff may not have complete details of the message that went out.

On the morning school opens late, there will be **NO** breakfast served.

SECURITY:

The main entrance will be open from 8:10 a.m. until 4:00 p.m. each day. For the safety of the children, the other doors will be locked. All visitors need to come through the main entrance and report directly to the office for a visitor pass. Parents bringing students to and from school will use the main entrance. Please do not try to access the building through your child's classroom door; the teacher will simply point you to the front doors.

SNACKS and CELEBRATIONS:

Stevenson Elementary staff support our district's nutritional policy and will encourage children to make healthy choices. SES has a NO GUM policy, and we encourage families to save the sugary drinks and candy for special occasions at home. Research indicates that a meal that is high in protein gives the brain an extra boost, while a meal high in sugar will be followed with a time that the child feels tired, lethargic and sometimes even irritable. We have BIG learning goals for your child and we need an ENGAGED BRAIN!

Sometimes, a child will bring a treat to share with the entire class for a special celebration (i.e., birthday). If your child has any food allergy on file in our school office, a treat that is homemade will not be served to your child. We will only serve children with identified food allergies special treats that have a manufacturer's ingredient label attached. We will provide an alternative treat when a homemade item is served. If you would prefer your child NOT eat any special treats provided by the families of our school community (regardless of an existing food allergy or not), simply complete the appropriate form and return it to the office. The only time students will be allowed to share their food will be when the food is a special treat (i.e., birthday cupcakes) brought from home. At ALL other times, children are asked to eat ONLY from their own lunch. *(Note to families who wish to provide a special treat for a celebration: (1) prearrange this with the classroom teacher and (2) please, nothing with nuts.)*

SUPPLEMENTAL PROGRAMS:

What is Title I? Title I of the Elementary and Secondary Education Act of 1965 (ESEA) is a federal program that provides school-wide support to Stevenson and Carson Elementary Schools. On December 10, 2015 Every Student Succeeds Act (ESSA) was signed into law. This measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students. The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

Title I is a federally funded program that provides resources to further the achievement of all students by providing support for their unique educational needs. The goal of Title I, Part A is to ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments. To this end, Title I funding provides a network of supplemental services for students, and serves as a vital link in the challenging educational opportunities for our students.

What is Learning Assistance Program (LAP)? LAP is a state-funded program that offers **supplemental**

Stevenson Elementary Staff

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services for our students scoring below grade-level standard in English language arts (ELA) and mathematics. These services focus on accelerating student growth to make progress towards grade level. The intent is for LAP students to **increase academic growth** during the period of time they are provided services. LAP emphasizes research-based best practices designed to increase student achievement.

Our mission at Stevenson-Carson School District is to provide an effective education for all children. We understand that students do not come to us as ‘one size fits all’ learners, and have different learning styles and rates. LAP funds are provided to Stevenson Elementary, Carson Elementary and Wind River Middle Schools.

What will Title I do for my child? The Title I program will provide your child/ren with extra educational assistance beyond the regular classroom.



Which schools does Title I Serve? The program serves students in elementary and secondary (middle and high) schools who have demonstrated that extra assistance is needed. Title I also serves students who attend private schools.

How does our school receive Title I money? First, the federal government provides funding to each state. Then, each State Educational Agency sends money to its school districts. The number of low-income students attending that school determines how much money each school receives.

Finally, Title I schools:

- Identify the students at their school who need the most educational assistance based on the criteria that school has chosen. Students do not have to be from low-income families to receive Title I services. Stevenson Elementary primarily will focus on reading and math during the 2018-2019 school year.
- Set goals for improving the skills of educationally disadvantaged students at their school.
- Measure student progress to determine the success of the Title I program for each student.
- Develop programs for each individual student in order to support/supplement regular classroom instruction.

Title I programs generally offer:

- Smaller classes or special instructional spaces
- Additional teachers and aides
- Opportunities for professional development for school staff
- Extra time for teaching Title I students the skills they need
- A variety of supplementary teaching methods
- An individualized program for students
- Additional teaching materials which supplement a student's regular instruction



Parents, you can influence the success of your child/ren in school by becoming an active participant in the Title I parent & family engagement plan. You can...



- Serve as a role model, showing your child/ren that you support his/her education.
- Assure that you are aware of your child/ren's educational progress demonstrating how important that progress is to you.

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- Teach your child/ren that your input at the school is appreciated and that you support those efforts. Research shows students who do well in school have parents who are actively engaged in their child/ren's education.

Become more involved by:

- Joining local and national school/parent organizations
- Supporting extra-curricular school activities
- Volunteering at school
- Attending parent-teacher-student conferences
- Communicating with your child/ren's teacher regularly, by writing notes, telephoning the school, reading the school newsletter and website, etc.
- Keeping your child/ren's teacher informed about events in his or her life which may affect his/her performance at school
- Discussing with your child/ren's teacher and parent organizations other ideas for parent involvement

For more information regarding Title I, Part A, contact our Title I Director and Building Principal, Karen Schreiber at 427-5672.

TOYS and ANIMALS:

Toys (includes fidget spinners) and sports equipment will only be allowed at school with parent and staff permission.

Electronic games and devices, CD Players, iPods, and other music devices may not be used at school. **These items and all toys must be in a backpack and turned off during school hours.** The school is not responsible for lost articles or damage occurring to items at school. They are brought at the student's own risk. Students may not trade or sell toys or other items at school. Students will have "school toys" to use during recess and are not allowed to bring their own toys to the playground. This rule is to allow all children to play with all toys and to prevent personal toys being damaged or lost while outside.

Laser pens are not allowed at Stevenson Elementary.

With prior permission from a teacher, small animals may be brought to school if they are in a cage. Parents must be willing to transport caged animals, as they are not allowed on a school bus. Dogs/puppies are not allowed at Stevenson Elementary for "show and tell" unless they are a trained service dogs or a dog in training to become a service dog.

TRANSPORTATION:

Bicycles/Skateboards/Rollerblades/Roller-skates:

Bicycles must be walked on and off school property and parked **in the bike rack**. They are not allowed to be ridden on the school's sidewalks. Stevenson Elementary does not take responsibility for lost, stolen, or damaged bicycles. Skateboards, roller-skates or roller blades may not be transported on school busses nor can they be used at school or on school property during the school day.

Bus Passes: If your child has a change in bus transportation plans for the day it is *required* that we receive a note or a call from the parent/guardian. Passes to ride on another bus are only issued if there is room on that

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bus. The earlier you inform our office of a change in plans, the easier it is for us to write out the new bus pass for your child. It is difficult for school personnel to get messages to students about changed plans after 3:00 p.m. **For student safety and timeliness, students may not get off the bus once they have boarded.** When you call or write a note, please indicate if this is the same bus that your child regularly rides BUT a different stop OR if this is a different bus AND a different stop. Your child's safety is of utmost concern to us.

Bus Safety: Heavy, sharp, bulky, glass and/or other articles, which may be hazardous in the event of an accident or an emergency stop, shall not be transported in the passenger area of any school bus. Skateboards or scooters may not be transported on the bus. Any type of inflated balloons, air or helium, or pets are not allowed on the bus, please plan accordingly. If your child is having a party after school, and the school bus is their mode of transportation, please call the bus garage to check if there is space for the additional children. Please contact the school office or bus garage (427-5277) if you have any questions.

Dropping Off & Picking Up: Parents are asked to pick up or drop off students at the front of the school. *If you come into the building please park in the parking lot area, the area along the sidewalk is reserved for buses and dropping off and picking up students only.* When walking to and from your parked car, please use the designated crosswalk near the front door. We are teaching our students safe parking lot expectations when we model using the crosswalk safely.

If you are dropping off or picking up your child along the sidewalk, please pull forward. Those students not riding a bus should arrive no earlier than 8:10 a.m. and need to be picked up promptly at 3:20 p.m. Students who walk home need to promptly leave the school grounds at the end of the school day. Teachers are "on duty" until about 3:30 each day – helping with dismissal. If you need to talk to your child's teacher, please plan on waiting until after the students are dismissed. *(Please refrain from talking on your cell phone while driving on school grounds – our student safety is paramount!)*

VOLUNTEER PROGRAM:

If you would like to volunteer in any area –Parent & Family Engagement events, library, playground, office, helping in the classrooms, etc. please contact the school at 427-5672. We appreciate any help offered and our students greatly benefit from this assistance. **All volunteers must read the volunteer handbook, obtain a background check and sign a confidentiality statement prior to volunteering at Stevenson Elementary School.**

WEATHER (COLD AND WET):

Students will have recess in the covered play area unless the weather is extreme. All children will go outside during their recess break. Please make sure that your child's dress is suitable for the weather and for P.E. When absolutely necessary, we will loan your child a dry pair of pants or a clean shirt. We very much appreciate the return of our "loaner" clothing! THANKS!

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APPENDICES

APPENDIX A: COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's superintendent who is also the Section 504 Coordinator, Title IX Officer, and Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent/civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

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You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

DISCRIMINATION

The Stevenson-Carson 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, gender 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 employee has been designated to handle questions and complaints of alleged discrimination.

**Karen Douglass, Superintendent, 504 Coordinator
Civil Rights Coordinator, Title IX Officer**

Administrative Office
350 NW Bulldog Drive
Stevenson, WA 98648
(509) 427-5674
douglassk@scsd303.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: http://www.scsd303.org/school_board/board_of_directors/board_policies

SEXUAL HARASSMENT

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

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or

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hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

http://www.scsd303.org/crisis_center/sexual_harassment_reporting

APPENDIX B: DANGEROUS/ILLEGAL MISBEHAVIORS: The following pages are required to be included in our handbook. Stevenson Elementary, a primary school, does not anticipate having to deal with these types of misbehaviors.

I. Firearms

Bringing, possessing and/or using firearms (air or gun powder, with or without ammunition) during a regular school day, on school grounds, or at a school-sponsored event will result in expulsion for one calendar year. (PL 103.2270, RCW 9.41.280, RCW 28A.600.420) (Board Policy 3241)

II. Other Weapons/Explosives

Bringing, possessing and/or using any weapons or explosive devices during a regular school day, on school grounds, or at a school-sponsored event. These are such items as, but not limited to, sling shots, metal knuckles, knife, non-chu-ka sticks, air guns designed to propel BB, pellets, or other projectiles, pops, snappers, fire crackers, stink bombs, etc. This also includes toy "look alike" weapons used to simulate actual weapons. (RCW 9.41.280, RCW 9.41.250) (Board Policy 3241)

III. Drugs and Alcohol

The use or possession of alcohol or illegal drugs is **strictly prohibited**. A student shall not knowingly possess, be under the influence of (however slight), nor sell, distribute, trade or transfer alcoholic beverages, illegal chemical substance or opiate, tobacco product and or other mind altering drugs or substances during the school day, on or near school grounds, or at a school-sponsored event. This also includes the possession, use, sales and/or dispersion of drug paraphernalia, counterfeit or "look-alike" drugs. (Board Policy 3240)

Alternative corrective action: Students who have been excluded by a suspension and who wish to re-enter school prior to completion of a suspension, may choose to be evaluated by a state-accredited substance abuse treatment agency (pursuant to WAC 275-19). If the parent and student choose the evaluation option, and agree they will follow the health care recommendations of that agency, a portion (all but 5 days) of the suspension may be suspended. The student will be reinstated when a recovery plan, which is acceptable to school officials, is in place and will continue when the student provides verification of compliance at least on a weekly basis.

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IV. Tobacco

Possession, use, sales and/or dispersion of a tobacco product at any time while under the jurisdiction of the school, on school grounds, during or while traveling to, or at a school sponsored event. (Board Policy 3241)

V. Fighting

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. (Board Policy 3241)

VI. Assault

Physically attacking in order to or in attempt to cause bodily harm, but is not mutual combat. An aggressor/victim relationship is clearly evident, and may be of a sexual nature.

VII. Other Criminal Acts

1. Arson: Fire setting, attempt to set a fire and/or fire damaging of school property or another's property on school grounds. May include lighters.

2. Bomb Threat: Involvement in any confirmed threat to detonate an explosive device on school grounds, or at a school-sponsored event. This also includes falsely reporting the presence of a bomb or explosive device.

3. Disrupting the Educational Process: Instances of "open" defiance (oral or obvious physical refusal to comply) or "willful" disobedience (repeated refusals to comply).

Behaving in a manner which disrupts or interferes with the educational climate or process, or prevents, or attempts to prevent, school personnel from engaging in their professional responsibilities. (RCW 28A.635.020)

4. False Fire/Emergency Alarm: Involvement in any confirmed false fire alarm at school or a school-sponsored event, including false calls to 911.

5. Indecent Exposure: Intentional exposure of one's private body parts to others. (RCW 9A.88010)

6. Malicious Mischief: Willful, wanton, or reckless actions done to cause the distress or harm of others.

7. Theft: The taking of school or another's property without permission. Also included are "burglary" (unauthorized entry for the purpose of theft), "robbery" (taking property by threat or force), or "possession of stolen property" (having in possession property without the permission of the owner).

8. Trespassing: Breaking and/or entering onto any school property or into any school facility without proper authority, including periods of suspension or expulsion or refusing to leave when ordered to do so.

9. Abusing or Insulting School Authorities: Insulting or abusing a school authority anywhere on the school premises while carrying out his/her duties. (RCW 28A.635.020)

10. Vandalism: Willful or malicious destruction or defacement of school, school district or private property on school grounds.

VIII. Insubordination:

Students will comply with the rules and regulations of the school and submit to the authority of school personnel. (RCW 28A.600.040)

IX. Harassment, Intimidation and bullying:

Harassment, intimidation or bullying is unwanted behavior of a nonverbal, verbal, written graphic, sexual, or physical nature that is directed at an individual or group on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability or other distinguishing characteristics. It is about control, misuse of power, and the attempt to deny the victim equality. It is

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persistent or pervasive enough that it creates an intimidating or threatening educational environment. It has the effect of substantially disrupting the orderly operation of the school.

Consequences: Referral to principal and parent contact, suspension and possible law contact.

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AUTHORIZATION FOR ADMINISTRATION OF ORAL MEDICATION AT SCHOOL

Student Name: _____ Birth Date: _____

School: _____ Grade: _____

THIS PORTION TO BE COMPLETED BY THE PHYSICIAN/DENTIST

Name of Medication	Dosage	Methods of administration	Time
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Reason(s) for medication to be given during school hours _____

If given p.r.n. specify the length of time between doses _____

Inhalers: _____

Indicate if student must carry on his/her person

*Permission to self-administer/self-carry inhaler medication ____yes ____no

Possible side effects of medication _____

Emergency procedure in case of serious side effects _____

I request and authorize that the above-named student be administered the above identified Oral medication in accordance with the instructions indicated above from _____ to _____ (not to exceed current school year) as there exists a valid health reason which Makes administration of the medication advisable during school hours.

Date of Signature

Physician/Dentist Signature

Telephone Number:

Name:

(Print or type)

Please note: if samples of medication are to be given, they must be labeled with the name of the student, dosage, and time to be given.

THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

I request/authorize the school to administer medication to the above identified student in accordance with the doctor's instructions for the period from _____ to _____ (not to exceed current school year). I understand that every effort will be made by school staff to administer the medication in a timely manner. Guardian will be notified if medication not given.

*Permission to self-administer/self carry inhaler medication ____yes ____no

Date of Signature

Parent/Guardian Signature

Telephone number: _____ (home) _____ (work/cell)

*Medication will be supplied to the school in their original containers with pharmacy labels that include the child's name and instructions for giving the medicine.

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