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PRINCIPAL'S MESSAGE

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

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

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

After reviewing the handbook, please sign and return to your child's teacher the enclosed form that indicates you have discussed each of these sections with your child.

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

Sincerely,

Vicki Prendergast

STUDENT GUIDELINE FOR SUCCESS

All staff and students at Whitson School will work together to help everyone reach their fullest potential. Everyone will be treated with dignity and respect. Any behavior or action that helps someone grow and mature will be encouraged. Staff and students will keep focused on our school guideline:
"Treat yourself and others with respect."

Examples of treating yourself and others with respect are behaving safely, being responsible, cooperating with others, trying your hardest, being polite, etc.

ATTENDANCE

Regular school attendance builds positive lifetime habits. Children need to arrive at school on time and stay the entire day. School is their job! Because of a lack of supervision, students are not to arrive on the playgrounds or at school before 7:45. The school day begins at 8:15.

Please refer to the attendance policy on page 15.

BEHAVIOR: COMMON EXPECTATIONS

Listed below are the general behavior expectations for our school.

**Students will show respect for others and follow instructions given by staff.

**Students will stop and listen if requested to do so by a staff member. If a staff member requests that a student correct a behavior, the student will do so.

**Students will play safely in all school areas.

**Students will be expected to speak respectfully to others by using appropriate language.

**Students are not to leave school grounds at any time, including leaving the playground to chase a ball or go with a parent.

**Students will settle differences peacefully.

**Students will walk safely and quietly through the hallways.

**Students may not enter the building before 7:45 a.m. Students will leave the building and playground immediately after school.

**Students will line up in an orderly fashion.

**Students will not chew gum while at school.

**Students will show pride in their school by keeping the building and grounds free of litter.

**Students will leave knives, toy weapons and other unsafe objects at home.

If a student brings any item from home, he/she must follow the school rules and accept the risk of loss or damage. It is better for students to leave all toys, games and play equipment at home unless requested to bring it by a staff member.

**Students and parents are requested to cross the street only with the assistance of a crossing guard when guards are present. Students are expected to be respectful of, and follow all directions given by, crossing guards.

PARENT-STUDENT-TEACHER COMPACT

Whitson Elementary School Vision Statement: Whitson Elementary School staff follows developmental appropriate practices. This creates a child-centered environment which encourages children to develop the knowledge, skills and attitudes that are the foundation for becoming life-long learners and contributing members of our world community.

As a Parent/Guardian, I will -

- read twenty minutes each day to/with my child;
- see that my child attends school regularly and on time;
- provide a home environment that encourages my child to learn;
- insist that home work assignments are completed;
- communicate regularly with my child's teachers;
- support the school in developing positive behaviors;
- talk with my child about his/her school activities every day;
- do my best to attend school functions and volunteer when possible; and
- show respect and support for my child, the teacher and the school.

As a Student, I will -

- read twenty minutes each day at home;
- always try to do my best in my work and in my behavior;
- work cooperatively with my classmates;
- show respect for myself, my school and other people;
- obey the school and bus rules;
- come to school prepared with my homework and supplies; and
- believe that I can and will learn.

As a Teacher, I will -

- believe that each student can learn;
- show respect for each child and his/her family;
- come to class prepared to teach;
- provide an environment that is conducive to learning;
- help each child grow to his/her fullest potential;
- provide meaningful and appropriate homework activities;
- enforce school and classroom rules fairly and consistently;
- maintain open lines of communication with student and his/her parents;
- seek ways to involve parents in the school program; and
- demonstrate professional behavior and a positive attitude.

"Through a supportive, caring environment, the faculty and students of the White Salmon Valley Schools take pride in making learning a key to the future!"

Whitson's School Responsibility and Discipline Plan

Our philosophy at Whitson is to provide a positive, safe and friendly atmosphere for learning. We expect staff and students to do their very best at all times and continually teach the motto "Treat yourself and others with respect".

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

Our management plan encompasses the following:

Encouraging Responsible Behavior

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

2. Acknowledging respectful behavior – In addition to verbally praising students who are behaving respectfully and responsibly, all staff will make an effort to utilize our CUBS CARE system for acknowledging good behavior, and classroom teachers will create a classroom plan for the same.

Correcting Irresponsible Behavior

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

1. Behavior "Tracking Forms" – This is merely a communication tool between intervening staff and the classroom teacher. The classroom teacher is responsible to design a workable "tracking system" for students receiving behavior forms.
2. Problem Solving Form – Students may be asked to complete a problem solving form For irresponsible behavior.

Severe Misbehavior – The following categories of severe misbehavior will result in the student being referred IMMEDIATELY to the office:

- a. Physically dangerous behavior, fighting, assault, physical and verbal abuse or intimidation.
- b. Illegal acts
- c. Insubordination

The referring staff member will fill out an Office Referral Form as soon as possible after the referral, and will be notified by the principal what action was taken. The office staff will keep a list of “Acting Principals” in the event the Principal is not available, to ensure that the referring student is seen immediately.

Referrals to the office will result in the following:

<u>Behavior</u>	<u>Minimum Consequence</u>	<u>Maximum Consequence</u>
1. Physically/verbally aggressive behavior	<ul style="list-style-type: none"> ◦Loss of privilege ◦Time out in another room ◦Separation from others ◦Parent contact 	◦Suspension and/or parent accompanies child to class
2. Illegal acts	<ul style="list-style-type: none"> ◦Compensation ◦Parent Contact ◦Limited Activities ◦Discussion of legal ramifications ◦Loss of Privilege 	<ul style="list-style-type: none"> ◦Suspension ◦Law Enforcement contacted
3. Insubordination	<ul style="list-style-type: none"> ◦Apology to staff ◦Appointment with staff member ◦Loss of privilege 	◦Suspension
4. Recurring Misbehavior	<ul style="list-style-type: none"> ◦Office referral ◦Parent Contact 	◦Suspension

COMMON AREA EXPECTATIONS:

All staff continually teach and reteach these expectations, with a focus on rewarding good behavior and redirecting misbehavior:

- Show respect for yourself and others
- Follow directions given by staff
- Settle differences peacefully
- Play safely
- Clean up after yourself in all areas of our school

Specific rules and expectations for each common area are outlined in the “Behavior Expectations for a Safe and Friendly School” pamphlet that will go home with students.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

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

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

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

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

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

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

Cross References:	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 6590	Sexual Harassment

Legal Reference: Chapter 207	Laws of 2002
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Management Resources: <i>Policy News</i> , April 2002	Legislature Passes and Anit-Bullying Bill
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Adoption Date: September 18, 2003

NOTIFICATION OF THREATS OF VIOLENCE OR HARM

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

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

The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

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

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

The superintendent is directed to develop and implement procedures consistent with this policy.

Cross References:	Board Policy 3207	Prohibition of Harassment, Intimidation and Bullying
	Board Policy 3240	Student Conduct
	Board Policy 3241	Classroom Management, Corrective Actions or Punishment
	Board Policy 5281	Disciplinary Action or Discharge
	Board Policy 6513	Workplace Violence Prevention

Legal References:	RCW 28A.320.128	Notice and disclosure policies — Threats of violence — student conduct — Immunity for good faith notice — Penalty
	WAC 180-40	Pupils
	20 U.S.C. § 1232g	Family Educational Rights and Privacy Act
	34 C.F.R. Part 99	FERPA Regulations

Management Resources: *Policy News*, February 2003 Threats Policy Due in September

Adoption Date: July 15, 2004

CLOTHING RECOMMENDATIONS

We recommend that students dress in clean, comfortable play clothes and according to the prevailing weather conditions. School clothes should allow your child to participate freely on the playground, in P.E., and in normal school activities without undue worry about dirtying or damaging clothes. Tennis shoes should be worn on the days your student has P.E.

If we feel your child is dressed inappropriately, we will phone you and ask you to bring appropriate clothing. **We do not allow** : short shorts or short dresses, shirts that leave the midriff bare, or any other clothing depicting tobacco or alcohol products or clothing displaying profanity. We strongly discourage children from wearing flip-flops, high heels, or shoes that have open toes and/or no heel strap. This type of footwear allows for many accidents and injuries in the classroom and on the playground.

Hats

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

Winter Clothing

Because we do not have a covered play area, children have recess outside unless it is raining heavily or extremely cold. We ask that you **please** help your child dress accordingly during cold/wet weather: warm coat, hat, gloves or mittens and waterproof boots.

Lost Clothing

We have a "Lost and Found" area located near the north door (primary playground). All unclaimed clothing is placed in this area. Please feel free to look through it for your child's lost garments! Any items not claimed by the end of the school year are donated to charity. Please label all items so they can be returned.

DAILY SCHEDULE

7:45-8:15	Morning recess*** and breakfast
8:15	School begins
10:50	A.M. Kindergarten dismissal
10:50-11:10	Lunch for 1st
11:10-11:30	Lunch for 2nd, 3rd (Peyralans, McMillen, Logan)
11:40	P.M. Kindergarten class begins
11:35-11:55	Lunch for 3rd (Mosnot, Meresse) and 4th
2:15	Dismissal (see calendar for Wednesday - Early Dismissal days - 1:00 dismissal time)

*****Please note there is NO playground supervision before 7:45 or after school hours!!**

Students are not allowed in the building before 7:45. We ask that students not return to the school grounds until after 3:30 p.m., unless they are participating in an after school program.

EMERGENCY SCHOOL CLOSURE

If road travel becomes too hazardous due to poor weather conditions or if the school experiences a power failure, school may be closed for the day. Listen to the radio in the morning before school for school closure announcements:

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

The transportation department will have a recording pertaining to school closure. You can access this recording by calling the transportation department after 6:00 am. The phone number is 493-1590.

If school has to be closed mid-day, it will be announced on the radio. Unless otherwise specified, students will be sent home in their normal manner, by bus or by foot. Please call the school if special arrangements need to be made for your child.

HEALTH POLICIES

ILLNESSES: Please keep your child home if he/she has a fever of 99 orally, a sore throat, severe cough, or is too ill to play outside or to pay attention to school work. **Whitson Elementary does not have the facilities or staff to supervise sick children, nor do we have the supervision available for students to stay indoors during recess.** If you feel that your child has an illness that requires him/her to stay indoors, it would be best if you keep your child at home. In order to return to school, children that have been ill must be completely fever free for 24 hours.

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

IMMUNIZATIONS: Your child's immunization status must be reported to the school under Washington Law. The immunization requirements for school age children call for protection against Polio, DTP, Measles, Mumps, Rubella and Hepatitis (entering kindergarten). Please make sure that your child's immunizations are complete and up-to-date. In the event of an outbreak of one of these diseases, susceptible children may need to be excluded from school for their protection.

PL 101-126 – Use of Illegal Substance:

"A student shall not knowingly possess, use, transmit, or be under the influence of, or show evidence of having used any narcotic, hallucinogenic, inhalant, amphetamine, barbiturate drug, marijuana, alcoholic beverage, tobacco, or intoxicant of any kind on the school grounds at any time or off the school grounds at a school activity, function, or event." (RCW Chap. 66.44, 69.41, 69.50. Pl 101-126)

The use of illicit drugs, tobacco and alcohol is wrong and harmful. Disciplinary sanctions consistent with local, state, and federal laws, up to and including suspension, expulsion and referral to juvenile authorities and counseling will be enforced for violations of our drug/alcohol policy. Compliance with these standards of conduct is mandatory. Drug abuse prevention education is provided for every student, and drug/alcohol counseling is available to provide information and assistance to students and/or parents who have drug/alcohol concerns.

Health Information

We want all children to be healthy. This includes rest, good nutrition & hygiene. Timely immunizations against infectious diseases are vital to a child's health and are required prior to school entry. For information on required doses, please contact the school office.

For the protection of all students including your own child, please abide by the following guidelines:

- Never send an obviously ill child to school.
- A child with a sore throat, a severe cough, vomiting, or who has had a fever of 100° or higher within the past 24 hours should not be sent to school.
- A child with a known communicable disease or infestation, such as chicken pox, impetigo, strep throat, scarletina, scabies, head lice or ringworm, should not be sent to school without the written approval of a physician.
- A child with a skin rash must be cleared prior to entry to class.
- In other instances, use common sense and good judgment as to whether or not to send a student to

school.

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

DOES YOUR CHILD:

- See a doctor or other health care professional on an ongoing basis for anything?
- Take medication regularly?
- Have any past medical concern that you feel the nurse should know about?
- Need to take medication at school?
- Have an illness, disease or injury that has been diagnosed by a health care professional? Like:
 - Asthma
 - Allergies with SEVERE allergic reaction (bee stings, medicines, etc.)
 - Diabetes

If so, please contact the school nurse! Important information will be need to be obtained for the safety and well being of your child at school.

Medication At School

Ideally, it is best to give medication to children at home and not at school. Consult your physician to adjust the medication schedule so that you can do this.

If the student's medication program requires medication during school hours, the following **must be in place before medication can be given at the school:**

- "Authorization To Dispense Medication" form completed by a physician and filed in the school office. (Forms are available in the school office and from most local medical offices.) Included in this is mandatory authorization for the school to dispense over-the-counter and prescription medication.
- The parent permission part of the form must be completed and signed by the parent or guardian of the child who is to receive the medication.
- To dispense medication at school the medication **MUST** be in the **Original Container** with the child's name, dosage and frequency instructions.
- The only medications that can be administered by Washington State Law are oral medications. Oral medications are those taken by mouth. They need not be only be swallowed but may be inhaled through the mouth. Oral medications administered through the gastrostomy tube are also considered oral.
- Special arrangements need to be made for students taking medication on a field trip. Please talk to the teacher should your child be facing this situation. This includes one day and over night trips.

NOTE: For the safety of students, we discourage the dispensing of medication at school and encourage parents and physicians to avoid this if possible. For instance, the use of extended release medications which require less frequent doses can some times be ordered (consult your child's physician). Also, medications that do not have specific times for doses can often be given at home with an adjusted schedule. Check with your physician or healthcare provider.

**MEDICATION AT SCHOOL
PARENTS RESPONSIBILITY V.S. SCHOOLS RESPONSIBILITY
RCW 28A.210.270 & RCW 28A.210.260**

State laws now require all medication taken at school to be in a locked cupboard or refrigerator in the school office or health room and to be regulated by strict rules. This applies to all prescriptions and over the counter medications including, but not limited to:

Vitamins, Tylenol, Advil, cold pills, cough syrups, cough drops, allergy pills, Tums, etc.

PARENTS RESPONSIBILITIES Under Current Law

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

SCHOOLS RESPONSIBILITIES Under Current Law

- **THE SCHOOL CANNOT LEGALLY ACCEPT MEDICATION UNLESS it is in the original container**, labeled with the child's name, the name of the medication, directions, it's expiration date and accompanied by the proper forms with both the doctor and parent signatures.
- The school **MUST** store the medication in a locked cupboard or refrigerator.
- Must give proper training to designated staff by licensed medical professionals to administer the medication.
- Must give the right medication to the right student at the right time and record it in the right place.

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

Asthma Inhalers have some special rules.

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

1. The inhaler must have a pharmacy label on the plastic dispenser.
2. A COPY OF THE PARENT AND PHYSICIAN PERMISSION FORM, with the order allowing the student to carry the inhaler included, IS TO BE WITH THE INHALER AT ALL TIMES WHEN they are carrying it.
3. These forms must also be on file in the school office.

MEALS

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

Breakfast Prices:	Student	\$.85	Reduced	\$.30		
	Adult		\$1.50		Milk	\$.25
Lunch Prices:	Student	\$1.40	Reduced	\$.40		
	Adult		\$3.00		Milk	\$.25

Students are to purchase lunch tickets before school in the front hallway. We encourage you to pay for lunches by purchasing multiple day tickets to minimize both bookkeeping and your child carrying money to school every day. If your child does not have a cold lunch or lunch money for the day, we allow him/her to call home so you can bring money or a lunch to school. If nothing is brought in, the student will be provided a sandwich for lunch. **We are not allowed by District policy and State law to "charge" meals or loan funds for student meals.**

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

NONDISCRIMINATION STATEMENT

The White Salmon Valley School District complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. All students enrolled in the White Salmon Valley School District have the opportunity to enroll in classes, programs, and extra-curricular activities without regard to their race, color, national origin, sex or handicap.

PARENT-TEACHER ORGANIZATION

Whitson has an active Parent-Teacher Organization. This group assists the school in planning community-school events, coordinating volunteers to help in the school, providing teachers with financial assistance, and directing fundraisers. Each year the PTO elects new officers who plan the fundraising, social and volunteer activities for the year. PTO meets once a month, providing childcare during meetings. Your expertise and energy will be needed and welcome! To learn more about the PTO, contact your child's teacher or the principal.

REPORTS OF STUDENT PROGRESS

STUDENT REPORT CARDS

Written reports cards regarding student progress are issued three times during the school year. The end of the first reporting period is in the first week of November. Parent conferences are held during the second week of November when the first report card is issued to parents.

The second reporting period concludes during the first week of March. Parent conferences will be held the third week of March with the second report card being issued to parents at this time. The third and final report period concludes on the last day of school. A "Portfolio Day" may be scheduled in your child's classroom. The report card will be sent home with your child on the last day of school.

PARENT-TEACHER CONFERENCES

Conferences are scheduled between parents and teachers in the late Fall and early Spring. (Please check the calendar on the last page for those specific days.) Your child's teacher looks forward to discussing your child's progress with you and to responding to your questions or concerns. Teachers are also interested in meeting with you at times other than the regularly scheduled conference times.

VISITATIONS

Sometimes a visit to your child's classroom is a good way to learn first-hand about your youngster's educational program and his or her adjustment to the school setting. Contact your child's teacher about arranging for a visit.

SAFETY AT SCHOOL

ANIMALS

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

DANGEROUS OBJECTS

Students are asked to leave at home any object that might be hazardous at school, or be considered a weapon (pocket knives, slingshots, etc.), including any type of toy weapon. Any dangerous object or weapon brought to school will be taken from the student and kept in the office until a parent picks it up.

Bringing weapons, including toy weapons, to school is in violation of Washington State Law and could lead to expulsion from school.

MONEY

Ordinarily, daily lunch or milk money would be the only money a child would need at school, and much of this can be eliminated through the purchase of multiple meal/milk tickets.

TRESPASSING

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

SEARCH AND SEIZURE

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

STUDENT RECORDS

Student Record Policy

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

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

STUDENT SERVICES

LIBRARY/MEDIA CENTER

The Library/Media Center is open from 8:00-2:15 each day. Children attend the library with their classroom once a week to check out books, and may use the library at other times during the week when classes are not scheduled.

SUPPORT SERVICES

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

Schoolwide Title I
Educational Psychologist/Counselor
Migrant/Bilingual Program
Occupational/Physical Therapy
Special Education
Speech and Language
TAG (Talented and Gifted)
Early Childhood Services

TRANSPORTATION

All students, regardless of how they arrive and depart from school, should not arrive before 7:45 a.m. and must leave the school grounds at 2:15 p.m. A school supervised after school program is the only exception to this. Students who desire to play on the school grounds should not return until after 3:30 p.m.

BICYCLISTS/SCOOTERS/SKATEBOARDS

Please instruct your child about bicycle safety rules. All bicyclists should wear helmets to and from school. Students need to walk their bicycle/scooter/skateboard once on school grounds. Bicycles are to be parked in the bike rack on the South playground. Scooters are to be folded up and put in a back pack or bag and stored in the classroom. Skateboards are to be stored in a backpack in the classroom. These items will remain in the classroom or the bike rack until school is dismissed. They are to be walked off the playground.

BUS TRANSPORTATION

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

KINDERGARTEN: Eligible kindergarten students may ride the bus to or from school as determined by their class placement.

1. **A.M. students** may ride the bus to school, but parents are responsible for picking up their children after the morning class (10:50).
2. **P.M. students** must be brought to school (11:40). These students may ride the bus home in the afternoon.

ROUTES: Contact the Transportation Coordinator regarding the location of established bus routes. Bus routes and schedules are published in the newspaper prior to the opening of school. (493-1590)

SCHOOL CONDUCT: While on the bus, students are required to follow the directions of their drivers and to behave in an orderly and courteous manner at all times. Any misbehavior that distracts the driver may present a serious hazard to the safe operation of the bus. Misbehavior will warrant written citations for misconduct and may lead to suspension of bus privileges. Any student denied bus privileges is required to attend school. When bus privileges are suspended, it will be the parents responsibility to see to it that the student has a ride to school.

CAR RIDERS: If you are dropping off or picking up your child, please do so on Main Street (the front of the school) and instruct your child to use the designated crosswalks. For the safety of all children, we ask that you **do not pick your child up from the bus loading area**. All students are picked up in front of the school. Please DO NOT park in the blue handicap loading zones or in the areas marked with a yellow striped line.

WALKERS:

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

Whitson provides Crossing Guards before school (7:45-8:15) and after school (2:10-2:25). All students and parents are expected to cooperate with the crossing guards, and use those designated crosswalks when the crossing guards are present.

A CHANGE IN DESTINATION??

If your child has a change in destination after school, we need you to write us a **dated** note. In the note, please include:

1. Your child's name and room number and/or teacher's name
2. The specific destination
3. Which bus he/she will be riding, if appropriate
4. With whom he/she will be leaving, if appropriate
5. Your name

If you were unable to write a note or if your child's destination has changed during the school day, call the school with specific instructions by **1:45 p.m.!!** (11:30 p.m. on Early Release days.) Notes are taken to all classrooms at that time.

If we do not hear from you, we will send your child to their regular destination.

Birthdays And Special Occasions

Students enjoy sharing birthdays and special occasions with their classmates. Please check with your child's teacher if you would like to bring something to share in class.

Please do not send birthday or special occasion invitations to disperse at school unless you are inviting the ENTIRE class.

VISITOR CHECK-IN AND STUDENT CHECK-OUT

In order to protect your children, all visitors need to stop at the office to sign in and pick up a "Visitor" badge.

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

We are
the
Whitson Cubs!!!

Whitson Attendance Policy

For the safety of all students at Whitson, the Washington State Attendance Policy (RCW28A.225.020) will be strictly enforced. Please be aware of the following:

- You will need to notify the school that your child will not be in attendance that day. (509-493-1560) The school office is open at 7:30 a.m. Please notify the school **before 8:30 a.m.** if your child will not be in attendance. If we have not heard from you, we will call to make sure that your child is safely at home. You will need to call the school EACH day that your child is ill or absent from school.
- If you will be out of town and need to take your young child with you, prearrange it with the principal. It will be up to the principal to determine if this absence will have an adverse effect on the student's educational process. If this is determined to be the case, the principal can deny permission. In that event, the absences will be considered unexcused.

If permission is granted for the prearranged absence, you will not need to call the school each day.

- When your child returns to school you will have 3 days to send a note to school to explain the absence, if you have not already notified the office. The principal will decide if the absence is excused or unexcused. You will be notified if the absence is considered unexcused. **If you do not send a note within 3 days, the absence will automatically be considered unexcused.**
- After 2 unexcused absences within any month, a conference with the principal will be scheduled.
- The school will file a petition with the Klickitat County Prosecuting Attorney, that the student is in violation of the Washington State Attendance Law. This petition will be filed no later than when 7 unexcused absences within any month, or 10 unexcused absences within the school year has been incurred.

Our legislators voted to change the Washington State Attendance laws as of the 1999-2000 school year. Students age 6 and older will be required to attend school. Washington State legislators have chosen this change in the state attendance policy to further insure the safety of your child while attending our schools. Whitson Elementary School is mandated by law to enforce these changes.

The staff at Whitson believes that good attendance is the #1 contributing factor in our ability to educate your child. It is extremely important for your child to be at school and to be here on time. Our education day begins at 8:15 a.m. Teachers begin the day with the most important lessons. This is the time of day that children are most alert and attentive. When a child is tardy, they miss these important lessons.

Our goal, in the way that we deal with absences, is to take one more step to insure the safety of your child while attending our school.

Educational Terms and Definitions

E.A.L.R.s - "Essential Academic Learning Requirements"

E.A.L.R.s are a challenging set of standards developed by the state that describe what students should know and be able to do in eight content areas: reading, writing, communications, mathematics, science, social studies, arts and health and fitness. The standards include broad learning goals and very specific grade level standards for 4th, 7th and 10th grade students. The E.A.L.R.s serve as the basis for assessing student learning at higher levels.

Benchmarks

Benchmarks are the specific grade level standards for 4th, 7th and 10th grade students.

Frameworks/Guidelines

The state developed Frameworks or Guidelines in reading, writing, communication and mathematics for Kindergarten through 4th Grade. The Frameworks/Guidelines are organized by grade level and include skills and strategies to be taught and assessed. The Frameworks/Guidelines are designed to assist teachers in planning, implementing and assessing the Essential Academic Learning Requirements curriculum. They provide a focus for assessment that emphasizes achievements in reading, writing, communication and mathematics.

W.A.S.L. - "Washington Assessment Of Student Learning"

The W.A.S.L. are tests administered by the state each spring to students in the 4th, 7th and 10th grades. These tests measure student progress toward meeting the state's rigorous academic standards based on the Essential Academic Learning Requirements in reading, writing, listening, mathematics, and science (5th, 7th & 10th grade). These tests require students to answer multiple-choice and short answer questions, draw graphs, complete charts, write short essays and explain steps in problem solving. A child's score report includes a bar graph which shows the child's performance relative to the standard. A score of 400 represents the standard for each area. "Meeting the standard" in a subject area means a child had shown proficiency over the test content.

I.T.B.S. - "Iowa Test of Basic Skills"

The I.T.B.S. is a test administered by the state each March to students in the 3rd, 6th and 9th grade. The I.T.B.S. is a standardized test, which measures achievement in the areas of reading, mathematics and language arts. It is a multiple choice and short answer test with scores reported in percentiles and grade equivalencies.

"Book Room"

Whitson created a centralized Book Room to maximize our building's literature resources. Sets of leveled books are now centrally located in a Book Room which is accessible to the entire school. Sets of books are leveled according to our Balanced Literacy Program so that teachers can use them to instruct shared and guided reading groups at the appropriate reading levels in the classroom. The Book Room has been a tremendous success and demonstrates Whitson's strong commitment to reading instruction and teamwork.

"S.I.P" - "School Improvement Team"

The S.I.P. is Whitson's site based council. It includes one parent, four teachers, two classified staff, the schoolwide Title I Coordinator, the district Assessment/Special Education Coordinator and the Principal. It is responsible for the implementation and evaluation of the Schoolwide Program and for guiding the ongoing school improvement process..

"Schoolwide Program"

Title I federal funds at Whitson are being used to support high quality education for all students. Students are served through an integrative program with educational assistants supporting instruction in the classroom or in small pull out groups.

WHITSON ELEMENTARY SCHOOL PARENTAL INVOLVEMENT POLICY

WHITSON ELEMENTARY SCHOOL IS COMMITTED TO THE GOAL OF PROVIDING QUALITY EDUCATION FOR ALL CHILDREN IN OUR BUILDING. TO ENSURE THAT THIS HAPPENS, WE WILL ESTABLISH AND MAINTAIN PARTNERSHIPS WITH PARENTS AND THE COMMUNITY. EVERYONE GAINS IF THE SCHOOL AND HOME WORK TOGETHER TO PROMOTE HIGH ACHIEVEMENT BY OUR CHILDREN. WE SIMPLY CANNOT BE AS EFFECTIVE IF PARENTS ARE NOT INCLUDED IN THE PROCESS. PARENTS PLAY AN EXTREMELY IMPORTANT ROLE AS THEIR CHILD'S FIRST TEACHER. THEIR SUPPORT FOR THEIR CHILDREN AND FOR THE SCHOOL IS CRITICAL TO OUR MUTUAL SUCCESS. WHITSON ELEMENTARY SCHOOL HAS THE RESPONSIBILITY TO HELP PARENTS SUPPORT THE EFFORTS OF THE SCHOOL. THE WHITSON ELEMENTARY SCHOOL PARENTAL INVOLVEMENT POLICY EXPLAINS HOW WHITSON WILL SUPPORT THIS GOAL.

*Headings that are written using capital letters are components of the Parent Involvement Policy that are required by the School-wide Title I Program.

COMMUNICATE

CONVENE AN ANNUAL MEETING TO EXPLAIN SPECIAL PROGRAM REQUIREMENTS.

- The school-wide Program at Whitson is presented to the School Improvement Planning Team, (SIP) and the PTO in the fall of each year.

HOLD REGULARLY SCHEDULED MEETINGS AT FLEXIBLE MEETING TIMES

- Parent Teacher Organization (PTO) and Bilingual/Migrant Parent Advisory Committee (PAC) meetings are held on a regular basis throughout the year. Parents and staff brainstorm ideas for the year's programs. Programs are then planned around topics of interest for future meetings. School Improvement Planning Team (SIP) meetings are also held on a regular basis.

JOINTLY DEVELOP A SCHOOL-PARENT COMPACT THAT OUTLINES HOW PARENTS, THE SCHOOL STAFF, AND STUDENTS WILL SHARE RESPONSIBISIPY FOR IMPROVED STUDENT ACHIEVEMENT.

- Members of the PTO and CREST (staff behavior management team) developed the "Parent-Student-Teacher Compact". Each year the "Parent-Student-Teacher Compact" is reviewed and revised according to parent and staff input gathered by the School Improvement Planning Team (SIP), PTO, PAC and staff. "The Compact" is sent home in the School Handbook annually. Parents, students and teachers review and sign "The Compact", and the signature page is returned to school to be placed in the student's file.

INVOLVE PARENTS IN AN ORGANIZED, ONGOING, AND TIMELY WAY IN THE PLANNING, REVIEW AND IMPROVEMENT OF PROGRAMS, INCLUDING THE SCHOOL-WIDE PROGRAM PLAN AND SCHOOL PARENTAL INVOLVEMENT POLICY AND SUBMIT ANY COMMENTS, IF THE PLAN IS UNSATISFACTORY TO PARENTS.

- Surveys are sent to parents requesting input about the school program. This information is reviewed by the School Improvement Planning Team (SIP), PTO, PAC. The information is used in selecting areas for school-wide improvement and developing a plan for improvement.
- To evaluate "The Parental Involvement Policy" information is collected on various aspects of parent involvement. Information may include the number of participants in "The Positively Kids!" Volunteer Program, parents attending Parent-Teacher Conferences, parents attending programs, meetings and trainings, and responses on surveys. This information is compiled, and then reviewed by the School Improvement Planning Team, PTO, PAC and Parent Support Committee. This review includes an assessment of how much parental involvement is increasing and what barriers must be dealt with. "The Parental Involvement Policy" is revised based on the annul review.

COMMUNICATE WITH FAMILIES OF PARTICIPATING CHILDREN IN THE HOME LANGUAGE WHEN APPROPRIATE .

The school staff will:

- Translate written school information (letters, notes, bulletins, progress reports, etc.)
- Translate Parent-Teacher Conferences
- Translate meetings and/or hold similar meetings in Spanish (PAC)
- Translate parenting classes and/or hold similar classes in Spanish
- Make personnel available to translate for parents during the school day

PROVIDE TO PARENTS OF PARTICIPATING CHILDREN TIMELY INFORMATION ABOUT PROGRAMS, INCLUDING:

- School performance profiles and assessment results.
- A description and explanation of curriculum assessment, and the proficiency levels students are expected to meet.
 - The above information is shared at Parent-Teacher Conferences, SIP, PTO, PAC and other parent meetings as well as in building and district newsletters.

TRAIN AND PROVIDE PARENT EDUCATION

PROVIDE ASSISTANCE TO PARTICIPATING PARENTS IN UNDERSTANDING THE NATIONAL GOALS AND STATE CONTENT AND PERFORMANCE STANDARDS.

- This information is discussed at Parent-Teacher Conferences, PTO and PAC Meeting, and through classroom and building newsletters.

PROVIDE INFORMATION THAT HELPS PARENTS WORK WITH THEIR CHILDREN TO IMPROVE ACADEMIC ACHIEVEMENT (IN HOME LANGUAGE, TO EXTENT POSSIBLE) OR TO PROVIDE LITERACY TRAINING AS NECESSARY.

- Teachers share ideas during Parent-Teacher Conferences, at PTO and PAC Meeting, and other parent meetings as well as through classroom and building newsletters. (Translation-see Communicating with Families) SIP training will be addressed in the Coordinate and Encourage Community Outreach section of this policy.

EDUCATE TEACHERS, PUPIL SERVICES PERSONNEL, PRINCIPALS AND OTHER STAFF ON THE VALUE OF PARENTS' CONTRIBUTIONS AND HOW TO REACH OUT AND COMMUNICATE WITH FAMILIES.

- Staff training opportunities are offered throughout the year during staff meetings and inservices, and through the school volunteer program. There are also many ongoing opportunities for parents and staff to work together including school volunteering, School Improvement Planning Team (SIP), PTO and PAC. This ongoing dialogue strengthens home-school partnerships.

COORDINATE AND ENCOURAGE COMMUNITY OUTREACH

FOSTER LINKAGES TO HEAD START, EVEN START, AREA PRESCHOOLS, 21ST CENTURY LEARNING CENTER GRANT, HIGHER EDUCATION, ALTERNATIVE EDUCATION, EMPLOYMENT TRAINING, LAW ENFORCEMENT AND SOCIAL SERVICES AGENCIES, SKYLINE HOSPITAL, LOCAL BUSINESSES AND COMMUNITY SERVICE CLUBS, ETC.

- In the spring of each year, the staff of Head Start, and area preschools meet to discuss strategies for the continuation of support to families. To further aid in the transition from preschool to kindergarten, Head Start and preschool children visit Whitson Elementary School. A Kindergarten Screening is also held each spring so that families of incoming kindergartner students have the opportunity to learn about Whitson and the Whitson staff gains valuable information for planning for kindergarten children and their families.

- The Columbia Gorge Academy/Work Source provides educational and employment training opportunities through programs such as I LRN, an alternative school placement program, adult basic education and ESL classes. The school district also contracts with Clark College and the addition, a school team meets with local law enforcement and social services agencies to coordinate services for school district students when appropriate.

SUPPORT OTHER ACTIVITIES AND SERVICES WHICH MAY INCLUDE PARENT RESOURCE CENTERS, COMMUNITY OUTREACH, LITERACH TRAINING AND HOME VISITS.

- The School-wide Coordinator and Whitson counselor meet on a regular basis with school and community resource groups. The school-wide Title I/LAP coordinator is an active member of the Even Start Collaborators and coordinates with Even Start to provide literacy training for families.

DEVELOP ROLES FOR COMMUNITY ORGANIZATIONS AND BUSINESSES IN PARENT INVOLVEMENT ACTIVITIES.

- Whitson Elementary School is linked with businesses through its "Adopt A Business" program which matches each classroom with a local business. In addition, business and community organizations are involved in career awareness activities. The school volunteer program offers opportunities for business and community members to volunteer at Whitson. . Businesses and community organizations are also working together to support "The Children's Health and Safety Fair" ("HUGS").

THIS COMMITMENT TO FAMILY INVOLVEMENT IS SUPPORTED BY THE SCHOOL BOARD. THE POLICY WILL BE COORDINATED BY THE TITLE I/LEARNING ASSISTANCE PROGRAM AND MIGRANT/BILINGUAL DISTRICT COORDINATORS, AND PROMOTED BY THE BUILDING PRINCIPAL AND OTHER SCHOOL STAFF.

The School Improvement Planning Team (SIP) reviews this policy annually. SIP includes:

- 1 – Parent
- 4 – Teachers
- 2 – Support Staff
- School-wide Title I Coordinator
- District Assessment/Special Education Coordinator
- Principal

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.* Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the records they want to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the White Salmon Valley School District to amend that they believe to be inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want to challenge, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them to their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. 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 are: **Family Policy Compliance Office, US Department of Education, 600 Independence Avenue SW, Washington DC 20202-4605.**

*State Law Qualification: Although FERPA allows 45 days to honor a request, the same policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320

RELEASE OF STUDENT DIRECTORY INFORMATION

The district is prohibited from releasing any personally identifiable records or files about an individual student without written parental consent. However, the district may release a list of students belonging to a group (e.g. graduating seniors). A student’s name will be excluded from a listing of students upon written request by a parent.

Dear Parents/Guardian:

We want your child to be happy and successful at school. We believe you as parents have a major role in your child's education. Your continual interest in your child's progress and success is vital.

We hope to create an environment where courtesy and kindness prevail. We want your child to focus on our school guideline, "**Treat yourself and others with respect**", and common behavior expectations. Both of these are explained in the first part of the Student Handbook. (See Table of Contents for Behavior section).

Please discuss our guideline and behavioral expectations with your child. Have your child sign the attached letter. Sign the letter with your child and return it to his/her classroom teacher.

The letter will be kept in your child's folder in his/her classroom and be referred to if your child needs to be reminded of our school rules and his/her responsibilities as a student and learner.

We believe that communication between parents, students and teachers is critical. If problems arise, we will work with you to find solutions.

The staff at Whitson will work very hard to help your child find success at school. We will do this by helping him/her solve problems and by protecting his/her right to learn. We look forward to a good year and are happy to have the opportunity to work with you.

If you have questions or concerns, please feel free to contact your child's teacher or our principal Vicki Prendergast. We look forward to working with you and your child. Enjoy a great school year!

Sincerely,

The Whitson School Staff

We have discussed the School Guideline, The Parent-Student-Teacher Compact and reviewed the Behavior section in the Student Handbook.

Parent Signature

Date

Student Signature

Date

Teacher Signature

Date

PARENT-STUDENT-TEACHER COMPACT

Whitson Elementary School Vision Statement: Whitson Elementary School staff follows developmentally appropriate practices. This creates a child-centered environment which encourages children to develop the knowledge, skills and attitudes that are the foundation for becoming life-long learners and contributing members of our world community.

As a Parent/Guardian, I will -

- ° read twenty minutes each day to/with my child;
- ° see that my child attends school regularly and on time;
- ° provide a home environment that encourages my child to learn;
- ° insist that home work assignments are completed;
- ° communicate regularly with my child's teachers;
- ° support the school in developing positive behaviors;
- ° talk with my child about his/her school activities every day;
- ° read communication that comes home from the school;
- ° do my best to attend school functions and volunteer when possible; and
- ° show respect and support for my child, the teacher and the school.

As a Student, I will -

- ° read twenty minutes each day at home;
- ° always try to do my best in my work and in my behavior;
- ° work cooperatively with my classmates;
- ° show respect for myself, my school and other people;
- ° obey the school and bus rules;
- ° come to school prepared with my homework and supplies;
- ° share written communication from the school with my parents; and
- ° believe that I can and will learn.

As a Teacher, I will -

- ° believe that each student can learn;
- ° show respect for each child and his/her family;
- ° come to class prepared to teach;
- ° provide an environment that is conducive to learning;
- ° help each child grow to his/her fullest potential;
- ° provide meaningful and appropriate homework activities;
- ° enforce school and classroom rules fairly and consistently;
- ° maintain open lines of communication with student and his/her parents;
- ° seek ways to involve parents in the school program; and
- ° demonstrate professional behavior and a positive attitude.

"White Salmon Valley School District provides a safe environment where each student is encouraged to dream, is inspired to succeed, and is empowered to become a life long learner."

Whitson Elementary Networking/Computing Acceptable Use Policy

Whitson Elementary is pleased to offer our students and staff access to email, Internet and other electronic resources. This will allow your child to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Additionally, he/she will be able to access electronic library reference material from some classroom computers.

Classroom teachers will be monitoring student use and book marking will be used whenever possible; however, families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Our intent is to make Internet available for educational purposes, to further educational goals and objectives. Students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

With any educational opportunity of this sort comes responsibility. Please read the enclosed rules and consent form and discuss them with your child. It is extremely important that the rules and procedures are followed. Inappropriate use will result in the loss of privilege to use this educational tool, and other disciplinary and legal actions could follow.

If you have any questions please contact Vicki Prendergast at 493-1560.

Student Acceptable Use Policy

Users are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. General school rules for behavior and communications apply.

Users are required to have a signed Acceptable Use Policy on file at CHS.

Users are expected and required to avoid illegal or unkind actions, including:

- * Sending, displaying or using obscene language
- * Harassing, insulting or attacking others
- * Damaging computers, computer systems or computer networks
- * Violating copyright laws
- * Using another's password
- * Trespassing in another's folders, work or files
- * Employing the network for commercial purposes

School access of the Internet is designed and intended for educational purposes. The following use of the Internet and school computers is not allowed without the direct instruction of a supervising teacher:

- * Downloading and/or playing of games
- * Using instant messaging services or chat rooms (e.g. MSN messenger, ICQ)
- * Downloading, obtaining or streaming audio or video files
- * Sending, receiving or checking personal e-mail, except before or after school (i.e. e-mail that is not school assignment related)

Users found in willful and/or persistent violation of these guidelines will have their network privileges revoked and may face further disciplinary or legal action.

PARENT/GUARDIAN CONTRACT

To be completed by all parents/guardians:

I give my permission for _____ to participate in the use of the Internet, a worldwide telecommunications network, via the White Salmon Valley Schools computer systems. I realize that he/she will be able to access major networks throughout the world computer systems. I understand that this access is designed and intended for educational purposes only. I also understand that he/she will receive instruction in the appropriate use of this resource.

I realize the Internet contains material that is inappropriate for school purposes. I support the school district's position that students are responsible for not accessing such material. Such unacceptable use of the network may result in the suspension of all privileges. I will not hold the White Salmon Valley Schools accountable for unsuitable materials acquired by him/her through Internet usage at school.

I acknowledge that I have read the "White Salmon Valley School District Internet Acceptable Use Policy" and this authorization form.

Parent or Guardian's Name: _____

Parent or Guardian's Signature: _____

Date: _____

STUDENT CONTRACT

To be completed by students:

I understand that use of the White Salmon Valley Schools Network is a privilege and I will abide by the "White Salmon Valley School District Internet Acceptable Use Policy". I understand that the Internet contains material inappropriate for school use and, therefore, will take personal responsibility not to access this material. I recognize that it is impossible for White Salmon Valley Schools to prevent access to all controversial materials, and I will not hold them responsible for materials found or acquired on the network. I further understand that any violation of the regulations in this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and appropriate school discipline and/or legal action may be taken.

Student Name: _____

Student Signature: _____ Date: _____

School Name: _____

This signed form is in force for the entire time a student is enrolled at the above named school.