

# Creston

**ELEMENTARY SCHOOL**



**STUDENT & PARENT HANDBOOK**

**2022 - 2023**

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### **Washington State Learning Goals**

These four learning goals provide the foundation for development of the Essential Academic Learning Requirements (EALRs):

1. Read with comprehension, write effectively, and communicate successfully in a variety of ways and settings and with a variety of audiences;
2. Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history, including different cultures and participation in representative government; geography; arts; and health and fitness;
3. Think analytically, logically, and creatively, and to integrate different experiences and knowledge to form reasoned judgments and solve problems; and
4. Understand the importance of work and finance and how performance, effort, and decisions directly affect future career and educational opportunities.

### Mission Statement

*The Creston School District will provide an equal opportunity for every student to be successful as responsible and contributing citizens, and master the knowledge and skills essential for life-long learning through a partnership with our staff, families and community.*

### Our Vision of Our School

*We at Creston believe that a positive school environment along with realistically high expectations will foster positive self-esteem, pride, self-discipline, social skills, and independent students.*

*To achieve this environment we unite to offer opportunities for a variety of skills leading to avenues of success. Through teacher professional growth, we will stretch to meet the challenges presented by students.*

*We support family unity, community involvement, and efforts at developing partnerships with the business community that will enhance economic growth. We further know that this commitment will lead to achievement, hope, and success for the individual and the community.*

### Creston Elementary School Staff

**Administrator:**

Jay Tyus, Superintendent  
Glenn Arland, Principal

**Library Technician:**

Terri Bohnet

**Food Services:**

Amanda DeBord

**Technology Director:**

Matt Feider

**Student Health:**

Robin Higginbotham-Jasman

**Office:**

Aherron Nestor - Business Manager  
Lindsay Brashears—District Secretary

**Transportation:**

Michelle Rosman

**Counseling**

Jason Ragaust - Counseling  
Brandy Yearout— Substance Abuse Counseling

**Speech & Language Pathologist**

Krysta Llewellyn

**Facilities and Grounds:**

Jim Petty - Facilities Manager/Head Custodian  
Cindy Bogle-Custodian

### Teaching Staff

Jennifer Corrigan .....Kindergarten, Music/Art  
Denise Arland ..... First/Second Grades  
Kim Cole..... Third/Fourth Grades  
Cami Heath..... Fifth/Sixth Grades  
Rachelle Mallon.....6th Grade Mathematics  
Katie Rosman..... Elementary Reading, Math, PE

Jennifer Buchholtz ..... Special Education  
Teri Haglin..... Paraeducator  
Terri Bohnet.....Paraeducator/Library  
Jamie Bjornson ..... Paraeducator  
Rhonda Kalous ..... Paraeducator

### Bell and Class Schedule

School begins at 8:10 A.M. and is dismissed at 2:54 P.M. daily. A bell will ring at 8:05 A.M. to notify the students to report to his/her first class.

### Creston School District Telephone Numbers

509-636-2721 (office)    509-636-2910 (fax)

### Address and Telephone Number

It is very important that the school be kept informed at all times of the home address and telephone numbers where a parent or guardian can be reached. Please notify the school if there are any changes in address, phone number, or persons to call in case of an emergency.

### Creston School District Expectations

1. Everyone in the Creston School District will demonstrate respectful and courteous behavior to themselves, others and all properties (school and personal).
2. Everyone shall use the facilities in an appropriate, quiet, orderly manner, which protects the rights and safety of others.
3. Students will endeavor to do their best in their educational pursuits while attending Creston School.
4. Students will follow the directions and or instructions given them by a school staff member while in the performance of their duty.
5. Students will leave harmful objects and personal play equipment at home, unless approval has been obtained from a teacher.
6. That students will use appropriate language and actions on school grounds and at school sponsored activities.

### Student Code of Ethics

We, the students of Creston Schools, believe that every human being is responsible for his actions. From this basic belief we conclude:

1. That we must diligently perform the tasks assigned to us and use, to the best of our abilities, our capacity for learning.
2. That the rules and regulations of this school are for the sake of safety and expediency. However, when any rule ceases to have a reasonable function, it should be altered or removed. This removal must be done through proper channels and by legal means.
3. That the civil laws of the land are for the protection of all, and must be obeyed unless they are contrary to our religious convictions. The emphasis should be on building a greater interest in citizenship throughout the school and community.
4. That we must respect the civil and moral rights of others as if they were our own, and consider each person's opinion fairly and openly, weighing it on its own merits, but realizing that we alone are responsible for the smallest courtesies to fellow students, faculty and visitors.
5. That our dealings with other people should be honest, frank, and courteous in respect for their identity as human beings. Therefore, we should stress individuality that causes one to forfeit momentary gain to pursue patiently a higher goal.
6. That each person's reputation is sacred. Do not gossip or spread harmful gossip about anyone, damaging his/her reputation.
7. That we should hold no religious or racial prejudice, we should strive for better harmony among all people.
8. That the use of intoxicating beverages is illegal and therefore prohibited on school grounds or any school sponsored activity. It renders the body and mind incapable of good judgments.
9. That we learn sportsmanship that instills the desire to win, the ability to accept losing, and to support our school with spirit and loyalty.
10. That we should accept the responsibility and take it upon ourselves to live up to the standards set by Creston School.



### **Cafeteria and Food Services**

Breakfast and lunch is available for all students. Families that qualify for free or reduced breakfast/lunches should complete their application form (available in the school office) at their earliest convenience.

All meals include milk. Checks for meals should be made payable to - CRESTON SCHOOL DISTRICT -. Parents are welcome to join the students for meals with prior scheduling. We would appreciate it if you would let the office or your child's teacher know when you are coming so you can be included in the lunch count.

Children eat as a classroom group. This allows us to provide experiences in social and nutritional aspects of a meal.

### **Change of Address or Telephone**

The school staff attempts to maintain accurate student address and telephone information. This is important to keep such data accurate so that mailings and other parent contacts can be accomplished without problems. Please notify the school office if the information is incorrect or if a change occurs during the school year.

### **Computer Network**

Creston Elementary School has spent a great deal of money and effort into offering the best computer support network for its students. The use of the computer network is a privilege. Students must complete a *Computer Ethics Code* and receive the appropriate training identified in the *Computer Ethics Code*. The use of the Internet through Creston Computer Network is subject to the *Creston School District Internet Code of Conduct*. Students must have on file the *Creston School District User Internet Access Release Form*.

### **Daily Bulletin**

Information from the Daily Bulletin should be read by the first period teacher or other designated person. Such announcements are important means of sharing information within the school. Students who wish to submit material for the daily bulletin must fill out the required form, including the sponsoring advisor's signature, and submit it to the office secretary by 2:00 p.m. of the day prior to the announcement. The initial minutes of second period are reserved for daily announcements. Last minute announcements are made over the P.A. system.

### **Driving Children**

Parents whom drive children to and from school are encouraged to drop off and pick-up children on the east side of the school building by the front door. The buses are using the west side of the building for pick-up and delivery of students.

It is important that we encourage children to cross the streets at the corners and not in the middle of the block.

### **Fines**

Students may be fined for overdue library books and for abuse of school property such as textbooks, furniture, buildings and buses. Such fines should be paid promptly. Grade reports and other school records may be withheld until such fines are paid. Outstanding fines must be resolved before students are allowed to attend classes in the fall.

### **Emergency School Closure**

If a school closure or delayed start becomes necessary, the school will activate the *School Messenger* notification system. The *School Messenger* notification system will call all telephone numbers maintained as parent contact information. If you wish to have a number added to the system, please contact the school office.

If emergency school closure is necessary during the school day, every effort will be made to contact the parent/guardian to notify them of the situation. The notification system will call all telephone numbers maintained as parent contact information.

Parents may also wish to listen to the Spokane area radio and tv stations, during extreme weather conditions for announcements concerning emergency school closures.

### **Fire and Evacuation Drills**

When the fire alarm sounds all students and building staff will leave the building, after the teacher checks the hallway to make sure it is clear. The teacher will exit with the class and instruct students to move to the designated evacuation area. Doors and windows should be closed when exiting. When the building is clear for re-entry, an administrator will signal teachers to return to their instructional areas. If you discover a fire, report it immediately to a staff member. Do not attempt to put it out. In the event of an safety lockdown blue lights, in high noise areas, will flash and instructions will be given over the intercom to initiate lockdown procedures. Parents are asked to stay away from the school. Students will only be released to parents through the Lincoln County Sheriffs office.

### **General Student Safety and Security**

Students are not to leave school without permission. When a parent or guardian finds it necessary to take children from school, arrangements should be made through the office. We will do everything possible to protect the safety of your children. Students should be encouraged to come home immediately after school dismissal.

Arrangements to go to another child's home should be made so that the parents are aware before students leave for school in the morning; a written note to the office is required. All special arrangements regarding who the student may be released to must be made with a written note and contact with the school office.

### **Lost and Found**

The lost and found is located in the main office and entryway. Articles of value turned in as well as those left in lockers at the end of the school year will be placed in the lost and found. Any article unclaimed by June 20 will be given to charity.

### **Medical—Student Health**

All students must comply with state immunization requirements and updated records are maintained for all students. State law requires that students who fail to comply with these regulations will be excluded from school until the deficiency is addressed. Students who, because of illness, are unable to continue class should make arrangements to go home. After asking his or her teacher for permission to go to the office, the student should call a parent or family member to arrange for transportation home. The office should only be used while waiting for such transportation, not as a holding area for students who feel unable to attend class.

### **Medical—Medication Usage at School**

Use or administration of a prescribed or over the counter medication at school requires both parent/guardian and licensed health care provider to complete a "Medication Authorization Form. The same applies for a student to carry and self administer medication (no-control substances), school policy #3416. All medication and medication authorization must be verified by the school nurse. All medications must be properly labeled and in their original container. Please check with the office and/or the school nurse for such forms.

### **Medical—Insurance**

Student accident and dental insurance is available as a service through the school. Information is available in the school office. Occasionally a child does not report an injury at the time it occurs; parents should notify the school immediately about any case of this kind.

### **Medical—Vision Screening**

The vision of all students enrolled in grades kindergarten through sixth grade, all students being assessed for special programs and all students new to Creston School District are screened each year. Parents are informed of all suspected problems and referred to appropriate specialists. The School Nurse will conduct vision screenings.

### **Money and Valuables**

Please do not bring large amounts of money or valuables to school. Students should see that any valuables brought to school are secure at all times. The school cannot accept responsibility for lost or stolen articles. Students are not to bring "toys" or other personal play items, they will not be allowed at recess and become a distraction in backpacks.

### **School Pictures**

Both individual and class pictures will be taken during the school year. Pictures are regarded as a service to parents and students of the school. The school does not require purchase of the pictures.

Sale of the pictures is organized in such a way as to allow the parent and photographer to deal with each other as directly as possible. Written notice will be sent home with each child announcing when the pictures will be taken.

### **School Property**

Students are responsible for the cost of school property loaned to them that is lost, stolen or damaged. Proper care and use of the school and its property are expected.

### **Special Programs**

#### Title I Chapter A - Improving Basic Programs

A program of special help in reading, mathematics, and language instruction. To be more informed of the program and its requirements please contact the school office.

#### I.D.E.A. - Special Education

A special education program and individual education plan (I.E.P.) is provided for students who qualify through testing by special services personnel. The Creston School District provides Special Education services to all qualified students, ages three through twenty-one.

### **Supplies**

Textbooks and workbooks are supplied by the school. Students are required to have basic learning supplies such as: pencil, paper, erasers, etc. Teachers in each grade level will notify students and parents of other basic additional supplies necessary for learning.

### **Telephones**

Students are to use the public telephone located in the office for local calls only with teacher permission. Office and classroom telephones are for school business. Students who need to place an emergency call should contact the office.

### **Telephone Messages**

Only emergency messages will be delivered to students during the school day. Students should not be called to remind them of hair, doctor or dental appointments.

### **Textbooks**

Textbooks which are required for student use are on-loan from the school district. Students are asked to treat them with care and respect as they need to last several years. Fines will be assessed for excessive wear and tear or for books not returned according to the Creston Elementary School general practice.

### **Visitors**

Parents are always welcome at Creston Schools. Parents wishing to visit a teacher or class should make an appointment through the school office. All visitors are asked to check-in at the school office using the doorbell system to enter. Student wishing to have a guest at school must secure permission at least one day in advance from the school office. The permission form with all teachers' signatures should be submitted one day before the visit for the Principal's signature. A student may have only one guest per visit and the student will be held responsible for the conduct of the guest. No guests are allowed during final exams. Persons who are on school grounds without permission are considered trespassers and are subject to arrest by a Lincoln County Sheriff Deputy.

We like to have parents visit our classrooms. Allow your child's teacher a few weeks to become acquainted with the room first. Please come by the office before going to the classroom to let us know that you are in the building. If you have a particular concern, arrange an appointment with the teacher. Many difficulties arise through misunderstandings when a discussion might quickly solve the concern.

### **Withdrawal from School**

Students who plan to transfer to another school during the school year must have a parent conference with an administrator or counselor, or bring a written request from the parent or guardian prior to withdrawing. Such written requests should include the date of a withdrawal, new address, and if possible, the name of the new school. A checkout form should be picked up from the office by the student on his or her last day of

## **STUDENT RIGHTS AND RESPONSIBILITIES**

It shall be the policy of the Creston School District to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship and a positive atmosphere for learning. Students on school grounds or in places under school jurisdiction are expected to abide by the rules which are established to achieve these objectives.

Admission to the schools of the Creston School District carries the presumption that the student will conduct himself/herself as a responsible member of the school community. This includes the expectation that the student will obey the law, adhere to the policies of the school district, and comply with the rules and regulations implementing these policies. In addition, the student is expected to safeguard the property of the school and to respect the rights and privileges of others in the school community.

In accordance with his or her level of maturity, each student is expected to accept responsibility for his or her own conduct. In order to accomplish the educational purpose of Creston School District and establish an effective school environment, the Board has approved a set of rules covering students' rights and responsibilities. When violations of the laws of the United States and the state of Washington and/or its subdivisions are also involved, the school may refer such matters to parents, legal guardians, or appropriated civil authorities.

### **POLICY: DISRUPTION OF SCHOOL**

Creston School District protects the right of all students to pursue their education in a learning environment free of disruption by his or her peers and others. A student whose willful and purposeful behavior causes, or is likely to cause, a substantial and material disruption or obstruction of any lawful mission, process, or function of the school will be subject to discipline, suspension, or expulsion.

### **POLICY: STUDENT PRIVACY**

#### **Search and Seizure:**

State Board of Education regulation WAC 180.40.055 provides in part: "Pupils shall have the right to be secure in their persons, papers, and effects against unreasonable searches and seizures."

#### **Appeals Process**

Any parent or student who has a grievance with a disciplinary action or short-term suspension has the right to an informal conference with the Principal. The parent or student, after exhausting this remedy, has the right upon two school days prior notice to present a written or oral grievance to the superintendent.

With a long-term suspension or expulsion, a parent or student has a right to a hearing. If a suspension or expulsion is imposed, it may be appealed by filing a written notice of appeal with the superintendent within three business days.

#### **Clothing and Other Personal Property:**

A student shall be free from searches by school officials of his or her clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be of immediate danger to the student or to other students and/or is a violation of a school rule. Parents shall be informed of all searches of clothing and/or personal property and the conditions prevailing at the time of the search -- except in those cases involving water guns, noisemakers, and other harmless, but annoying articles which have no reasonable purpose in school.

#### **Disciplinary File**

A confidential record of disciplinary referrals, incidents and sanctions will be established and maintained by the Principal or his designee. The disciplinary file from elementary school and middle school may be transferred to the elementary school file as the student moves through the grades. Its contents may be shared with others who demonstrate parental or professional need to know its contents at the discretion of the Principal. The contents will not become part of the student's permanent file.

#### **Student Records:**

Policies and procedures regulating the collection, maintenance, and dissemination of information contained in the student files are set forth in another document. These provide, in part, that only attendance data, grades earned in courses taken, and other information contained on the permanent record card (transcript) will be maintained after the student leaves the school, and that student information is disseminated to non-school persons, agencies, or institutions only with student permission.

#### **Student Directory Information:**

Personally-identifiable records or files about an individual student will not be released without written parental consent. However, the district may release photographs of students for public information purposes, and/or lists of students belonging to a group such as 6<sup>th</sup> grade graduates. Upon written request by a parent, such information will not be released. Student information in a list may include:

- |                                        |                                                       |
|----------------------------------------|-------------------------------------------------------|
| 1. Name, address and telephone number; | 4. Participation in officially recognized activities; |
| 2. Date and place of birth;            | 6. Awards received.                                   |
| 3. Dates of attendance;                |                                                       |

#### **Sexual Harassment**

Creston School District is committed to an educational and working environment free from sexual harassment. Employees, volunteers, parents and students are prohibited from engaging in sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature if:

- Submission to the conduct/communication is made a term or condition of obtaining an education or employment;
- Submission to or rejection of the conduct/communication is a factor in decisions affecting that individual's education or employment; or
- The conduct/communication substantially interferes with an individual's educational or work performance or creates an intimidating, hostile, or offensive environment.

### **Sexual Harassment (cont.)**

As a first step, any individual who believes he or she has been sexually harassed is encouraged to directly inform any alleged harasser that the behavior is offensive, unwelcome, and must stop. Sexual harassment can occur adult to student, student to adult, student to student, or adult to adult.

The District will take all complaints of sexual harassment seriously and will act to investigate all complaints. Any student, employee, volunteer, parent, or guardian who believes that he or she has been subjected to sexual harassment in the educational environment or in connection with his or her District employment is strongly encouraged to bring his or her complaint to the immediate attention of his or her Principal, supervisor, manager, or the personnel administrator.

All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action will be taken.

Retaliation against any person who makes a sexual harassment complaint or who participates in the investigation of a complaint is prohibited and will result in appropriate discipline or other sanctions.

The District will take such disciplinary action as it deems necessary and appropriate to end sexual harassment and to prevent its reoccurrence, up to and including discharge and/or suspension. Such disciplinary action will be consistent with any applicable collective bargaining agreement, district policy, and state and federal law.

Any student of the district who harasses another student through verbal or physical conduct of a sexual nature shall be subject to disciplinary action pursuant to this policy and the District's student discipline policy.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline or other sanctions.

The District strongly encourages individuals who believe that they have been subjected to sexual harassment in the District's educational or work environment to bring their complaints and concerns to the immediate attention of their Principal, manager, supervisor, a District administrator, and/or the District's Title IX or Affirmative Action Officer.



## **EXPECTATIONS OF STUDENTS**

As a general guideline, students should: 1) Come to class on time with all necessary materials and assignments completed; 2) Treat others with dignity and respect; 3) Refrain from behavior which is harmful or disruptive to the educational process. The following specific student expectations have been developed to maintain a safe and orderly educational environment.

Our main objective is to develop students who are good citizens. We encourage students to be self-disciplined, respectful of self and others and enjoy their school experience. The Creston school staff works to develop an atmosphere of trust and respect in which students accept responsibilities. Students are encouraged to creatively solve problems and be sensitive to others.

The school-wide discipline framework maintains a simple structure, with reasonable rules having logical and realistic consequences. It is recognized that within this framework teachers have made individual classroom rules in an effort to maintain and facilitate their educational programs. Students in each elementary classroom will be instructed by the teacher of that class as to the specific classroom rules.

Efforts to increase students acceptance of responsibility will be made by the staff, by first reinforcing the behaviors we feel are conducive, rewarding and recognizing behavior of a student who goes out of his/her way to be unselfish to another student or performs above and beyond the expected.

### **Academic Honesty**

Students can expect no credit for work that is not their own. Those found cheating on a test, or helping others cheat, will face serious consequences. These may include failure on the test or even more severe consequences as established by the teacher. Plagiarism, the use of material produced by someone else without acknowledging its source, is a serious academic violation. In higher education it can be the grounds for course failure or even removal from college. Students who submit plagiarized work will receive no credit for the assignment and other sanctions in accordance with the class syllabus. Disciplinary action will be established on a case-by-case basis by the Principal.

### **Alcohol, Tobacco, Vape Devices and Controlled Substances**

Possession, use, or being under the influence of alcohol, tobacco, vaping devices and controlled substance is prohibited on school grounds, school buses, and at school-sponsored events. Such behavior violates Creston School District policy and is illegal.

### **Care of Buildings and School Property**

The care received by any building is a reflection upon those who use it. School buildings and property are also a source of commitment and pride for the entire community. The appearance of the school and grounds becomes a matter of personal, school, and community pride. It is important that we all do whatever possible to care for the facilities provided by the community for the education of its youth. This requires a commitment to the common sense care of facilities and equipment. Trash belongs in trash cans, food is to be eaten only in designated areas, cafeteria utensils are to be returned to their designated areas after use, and equipment should only be used in the manner for which it is intended. Students who disfigure property, break windows or damage other school property will be required to pay for the repair or replacement of the item.

### **Cellular Telephones**

Electronic communication devices such as cellular telephones are viewed as a disruption to the educational process. Students are not allowed to use cell phones, during the school day. Cell phones should be kept out of sight and turned off (silent standby) during the school day. Failure to follow these guidelines will lead to immediate confiscation of the cell phone and further disciplinary actions.



### **Dress Code**

Creston students' pride is reflected in personal appearance. A neat and clean appearance contributes to the overall educational atmosphere of our school. Dress and appearance which causes disruption of the educational process or present immediate health or safety problems shall not be permitted. The Principal or designee will be the final authority when deciding appropriate dress. Failure to follow the dress code will invoke disciplinary action, including immediate removal from school. In order to address these concerns, the following dress code will be adhered to:

- Shirts and blouses will extend below the waistline of the wearer's trouser or skirt. Halter tops, tube tops, spaghetti straps, half-shirts, pajamas, "short" shorts and net shirts are not appropriate wear for school.
- Revealing or provocative clothing is inappropriate for school and is not allowed.
- Girls are permitted to wear sleeveless shirts that are 1 1/2" wide. All portions of undergarments must be covered by outer clothing at all times.
- Shorts, skirts, dresses, etc. must extend to mid thigh. Running shorts or gym shorts are not acceptable outside of P.E. class.
- Drugs, alcohol, racism, profanity, gang-related or other offensive messages will not be displayed or advertised on clothing. Inappropriate clothing may be confiscated and returned to parents after a conference.
- Footwear must be worn at all times, no flip-flops or "slides" while active at recess.
- Hats or other head covering may not be worn in the school building unless specifically allowed by the Principal on special occasions with advance permission.

### **Fighting, Assault, and Intimidation**

Fighting, assault, intimidation and/or harassment of students or staff threaten the safe environment that is crucial for the educational process. Such behavior is not acceptable at Creston Schools.

### **Hall Passes**

Students should remain in their instructional area during class period. Students who need to leave class for any reason should first receive permission from their teacher and take a hall pass with them.

### **Inappropriate Behavior**

A healthy educational environment is based on relationships of mutual courtesy and respect. Insubordination, rude, disrespectful behavior or open defiance of school authority seriously undermines the educational process. Such behavior will not be tolerated and will result in prompt administrative disciplinary action.

### **Off-Limit Areas**

The school parking lots and the area behind the school are off limits to students during the school day unless they are participating in a supervised educational activity. Students should only use the parking lot when in transit and should not sit in cars after arriving.

### **Physical Display of Affection**

The school building and grounds are not the proper setting for physical demonstrations of affection. Kissing and other forms of inappropriate physical contact are not acceptable on school grounds or at school-sponsored events.

### **Skateboards, Roller Skates, etc.**

Students are prohibited from using skateboards, roller skates, or other similar personal transportation device in the school building or anywhere on school grounds unless the area is specifically designated by building administrators. Confiscation of these items may be necessary pending a parent conference.

### **Snowballs, Water Balloons, etc.**

Snowballs, water balloons, laser pointers, squirt guns and other similar items are disruptive to the educational process and can be dangerous. They have no place on school grounds unless they are used as part of a supervised activity. Disciplinary action will be taken against students who use possess or use these disruptive devices.

### **Sound and Entertainment Equipment**

Radios, tape players, CD players, iPods, video games and other entertainment equipment are not permitted during the school day. Such items, if brought to school without prior permission, may be confiscated by teachers or administrators and turned into the office. Such confiscated equipment will not be returned to the student until the end of the school day and should not be brought to school again or further disciplinary actions will be taken.

### **Substitute Teachers**

Substitute teachers fill a vital role in the operation of the school. It is vital that they be treated with the respect and courtesy as regular classroom teachers. Students are asked to do whatever possible to assist substitutes. Students who fail to deal respectfully with substitutes will be dealt in accordance with the school's progressive discipline policy.

### **School Bus Policy**

1. The driver of the bus is in final position of authority and must make final decisions on all matters.
2. Where there is a faculty advisor present, his specific assignment is to enforce all rules and regulations set forth by the school and the particular driver on that bus. The faculty advisor is directly responsible for control of the students.
3. Specific rules governing conduct of students:
  - a. Students must be seated at all times.
  - b. Students must remain on the bus at all times unless given permission to exit from the bus.
  - c. No food is allowed on the bus unless approved by the bus driver.
  - d. The bus is to be considered to have the same set of rules and regulations in so far as student conduct and actions are concerned, as a regular classroom situation.
  - e. With the permission of the faculty advisor and the bus driver, singing and group yells are allowed on the bus. However, discretion must be used regarding when and where this may be done.

\* Violations will be referred to the transportation supervisor, Principal or his designee who will take appropriate disciplinary action.

### School Trips

1. All students officially taking the trip are to leave and return on the school bus or in transportation officially sanctioned by the school.
2. Parental permission is needed to have a student released from riding the bus to or from an activity and the parent must directly provide written permission to the advisor or coach in charge of the activity.
3. Only students and other authorized personnel may ride buses. All regular bus rules apply to students making school sponsored trips.
4. Buses will be used to transport athletes and other students in all possible cases unless distance, availability of vehicles, number of students involved, etc., make the use of the bus impractical in the discretion of the Superintendent of Schools.
5. Whenever cars are used they should travel in a caravan and have an adult driving the vehicle. No cars will be driven by a high school student on any school business or activity unless approved by the parent and authorized by the school administration.

### Weapons & Explosive Devices

Students are not to bring onto school grounds any firearms, knives, explosive devices or any other weapons capable of producing bodily harm. If any such item is necessary for a class project or demonstration, permission to bring the item to school must first be granted by the teacher and then an administrator. The item must then be kept in an administrator's office before and after the class in which it is used. **Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.**



## DISCIPLINARY PROCEDURES

### Classroom Behavior

Each instructor will set forth rules and regulations which are appropriate to the course of study and related learning activities. Teachers will distribute to each student in each class a syllabus outlining their classroom procedures with regard to attendance, grading, and discipline. Classroom rules will be established within the scope of the rights and responsibilities code. Repeated violations of classroom rules will result in a referral to the Principal or his designee who will then establish a disciplinary file on the student involved and apply rights and responsibility code sanctions. Teachers are to respect the dignity and worth of each class member while maintaining order. They are not to allow disruptions to continue. Students are asked to behave in a manner which is consistent with the classroom expectations and which does not impede the educational process.

### Progressive Discipline

Students who choose not to follow the expectations outlined above shall face corrective actions. It is the goal of Creston Elementary School to provide students with an opportunity to learn from such mistakes and make productive changes in their behavior. The following steps of progressive discipline will generally be followed when administratively dealing with student misbehavior. These steps are followed for each disciplinary referral, not for each type of behavior. Depending on the seriousness and willfulness of the violation, steps may be omitted. A student's disciplinary actions may carry over from grade level to grade level.

- 1st Offense:** Student warning. Depending on the seriousness and willfulness of the violation, the first step of warning may be omitted.
- 2nd Offense:** Notification of parents; two (2) hours after school detention or school service.
- 3rd Offense:** Notification of parents; four (4) hours after school detention or school service.
- 4th Offense:** Parent Conference; three-to-five (3-5) day short-term suspension; re-entry after a parent/student conference; student contract.
- 5th Offense:** Parent Conference; five-to-ten (5-10) day short-term suspension; re-entry after a parent/student conference; student contract.
- 6th Offense:** Parent Conference; long-term suspension for remainder of the semester with potential loss of credit; re-entry after a parent/student conference or expulsion; re-entry by appeal only.

### Exceptional Misconduct

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. Exceptional misconduct includes the following:

- Arson;
- Assault, if the assault involves
  - Injury to another;
  - Bodily fluids; or
  - A weapon;
- Assault, harassment, threats or abuse of district personnel: Interfering with the discharge of the official duties of district personnel by intimidation, force, or violence;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Use of Obscenity or Profanity: Oral, written, gestures, or on computer networks;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-Jays, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 2410.

## ATTENDANCE

The faculty and administration of Creston Elementary School strongly believe that regular and punctual attendance is necessary for students to achieve maximum benefit from the school program. Such regular attendance has a positive effect on student learning and achievement. Mastery of course content and achievement of objectives through participation in class activities and student/teacher interaction are of extreme importance.

In accordance with this belief, we enforce the compulsory attendance laws of the state. Washington State law (RCW 28A.225.010) states that all parents shall require children between ages 8-18 to attend school and each child has the responsibility of attending school full time unless excused by the proper school authority.

**Excused Absences (AE)** Participation in school approved activity, approved planned absence, illness, health condition, family emergency or religious purposes are valid excuses for absences and tardiness. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class.

**Valid-Not Approved Absences (AN)** includes absences and tardiness for reasons other than defined within the excused absences category. To be considered as Valid-Not Approved, an excuse note must have been provided which the Principal did not approve because it was deemed an inappropriate use of school time (e.g. senior pictures, hair appointment). Assignments and/or activities not completed because of such absence or tardiness may not be made up by the student. Should such absences become chronic, causing serious adverse effect on the student's educational progress, the Principal may, after consultation with the student and parent, consider them unexcused absences. Valid-Not Approved Absences can be avoided through the use of a pre-arranged absence form.

**Unexcused Absences (AU)** includes absences and tardiness for which no valid excuse note is provided to the school. This type of absence is also defined as truancy or an unexcused absence. Assignments and/or activities not completed because of such absence or tardiness cannot be made up by the student. Students who have unexcused absences will face the disciplinary consequences outlined below. Students who have unexcused absences and then forge an excuse note have committed two serious violations and will receive more stringent consequences. Students who continue to be truant may be referred to the Lincoln County Prosecuting Attorney for legal action under Becca Bill (RCW 28A.225.010).

- 1<sup>st</sup> Truancy:** Notification of parents; 1-hour detention for any part of each class missed.
- 2<sup>nd</sup> Truancy:** Parent Conference; 2-hours detention for any part of each class missed.
- 3<sup>rd</sup> Truancy:** Parent Conference; three-to-five (3-5) day short-term suspension.
- 4<sup>th</sup> Truancy:** Parent Conference; five-to-ten (5-10) day short-term suspension.
- 5<sup>th</sup> Truancy:** Parent Conference; long-term suspension for remainder of the semester; loss of credit; reentry after a parent/student conference.

Ten absences are considered chronic and may be referred to Lincoln County Juvenile Services.

### School-Related Absences

To be considered as excused, absences for school activities must be pre-arranged and authorized by the Principal and teachers must be notified prior to the absence. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom.

### Student Sign-out/Check-out

Students must sign out in the school office prior to leaving for approved appointments, illness, etc. Students who have off-campus lunch privileges must return to campus after lunch. If the student will not return to school after lunch then parent or guardian must notify the school as soon as possible. When students do not sign-out correctly disciplinary action will be taken.

### Planned Absences

Students and parents are encouraged to plan trips and other discretionary absences during school holidays. Student academic performance usually suffers when they are not able to participate in classroom learning activities. If a trip or other planned absence is necessary, the student should obtain a Pre-arranged Absence Form from the office, complete the form, and obtain the signature of their parent. After the parents have signed the form, it should be submitted to his or her teachers to inform them of the absence and to seek their permission to make up the work missed. The completed form should be submitted to the Principal for final approval or denial. In general, these arrangements should be made one week prior to the absence to allow teachers time to provide assignments for the time to be missed. Work not made up within two weeks after the absence may not be accepted for credit.

### Extended Absences

If a student is confined to home or a hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his or her school work, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete grade or withdraw from the class without a penalty. Homework may be requested when the student is absent for more than one day.

## ABSENCE PROCEDURES

A well planned class provides learning opportunity for the student every day. If a student is absent or tardy, the student is the one who is losing the education benefits. Many times it is impossible to make up the "missed" experience at least in it's entirety and to gain from this learning experience to the same degree that a student would through the group involvement in the regular class. Absences and/or tardies also make the educational process for the group as well as the individual unnecessarily difficult. It is therefore necessary to have operating policies which will minimize absences and tardies.

Students are expected to be present and punctual for all their classes. Absences due to illness, medical appointments, and the like are excusable; however, in all cases the student must have a signed permission slip from his/her parents/guardian indicating the reason for the absence. Any student who is absent from class without parental permission and/or is not excused by the school official, is considered unexcused and truant.

### Absence Excuses

If you are absent from school for any reason please call the office (636-2721) to avoid an automated call telling you that your student is absent. Please do not call/text the teacher. A note from home should be brought to the school office on the day of your return. Written excuses from the parent or guardian shall be required for each separate incidence of absence. Any absence for which an excuse note has not been submitted within two (2) days will be considered truancy.

### Admit Slips

Following an absence, before returning to class, an admit slip must be picked up at the school office. Any absences not cleared with a note and excused within two (2) days will be considered truancy. It is the student's responsibility to ask the teacher of every missed class for makeup work for the missed time. It is the teacher's responsibility to have make-up work available for the student.

### Physical Education Excuses

For a temporary excuse of three (3) days or fewer, the parent MUST submit a note to the attendance office before the student attends class. The note must specify the illness or injury. For excuses of more than three days, the parents are required to obtain a written statement from the student's physician describing the health problem and the length of time to be excused from the active physical education participation.

### Excessive Absences

Regular, punctual attendance is a vital factor in academic success in school and for carry over into the success of the working world. Lack of attendance affects learning; It is impossible to "make up" a missed classroom experience. To prevent students from failing classes, the school will attempt to notify the student and parent/guardian after the student's 5th, 7th and 9th absence each year. We will make every effort to solve attendance-related problems with the student, but in some cases parent conferences may be necessary.

### Chronic Absence Due to Illness

The expectations are for students to have ten (10) or fewer illness-related absences per semester. After the tenth (10<sup>th</sup>) absence in a semester, a letter will be sent to the parents/guardians that all further absences require a note from a health care professional or it will be unexcused (truancy) absence and the Becca Bill filing will begin.

### The above ten (10) day policy does not include the following scenarios:

- All absences with a health care professional note (i.e.: prescriptions or appointment slips can be used)
- Pre-arranged planned absences. Forms are available in the office and should be completed prior to a doctor appointment, family trips, or any other absences that are known in advance.
- All School-related functions (i.e.: field trips, sports, academic competition, FFA, FBLA, etc.)
- Parent-physician-school consults, existing and verified chronic health conditions (i.e.: diabetes, severe asthma, etc.) with a health care professional order and district care plan in place.

If you have any questions or need to contact Mr. Arland regarding attendance issues/or family situations please do not hesitate to call him at 509-636-2721. We know that there are always situations that need to be treated differently and we will work with your family the best we can.

### Tardiness

Students are expected to be on time to class. A student will be considered tardy up to ten minutes into any given class period. After ten minutes, the student may be recorded absent. A tardy is excused if a student has been detained by a teacher of the previous class, an administrator, or counselor, and has a note to that effect. If a student is tardy for a class or not in their designated class during class time, he or she may face a range of disciplinary consequences from an administrator or other staff member.

Teachers will respond to unexcused tardiness in the following ways:

- 1<sup>st</sup> Tardy: Disciplinary consequence assigned by teacher.
- 2<sup>nd</sup> Tardy: Same as first; parent/guardian contact.
- 3<sup>rd</sup> Tardy: Student referred for administrative action.

## Creston Elementary School Playground/Recess Rules

Playground injuries are the leading cause of injuries to children aged 5 - 14 in the school environment. It is estimated that more than 40 percent of playground injuries are related to inadequate supervision.

Adult presence is needed to watch for potential hazards, observe, intercede and facilitate play when necessary. Strings on clothing or ropes used for play can cause accidental strangulation if caught on equipment.

Equipment is primarily designed for the youngsters between 5 to 14. Generally, those in middle school and below are allowed use of the equipment. They have the right to enjoy the freedom to play. Likewise, adults have the right to enjoy the freedom to supervise and enforce the rules for ensuring a safe and orderly play environment. NOTE: Sandals, high heeled shoes are not allowed at recess

One of our goals in establishing the playground is to teach children to behave in an appropriate manner and ultimately take responsibility for all their actions. Discipline is a responsibility that is shared between the home and school. Parents can be most helpful by being responsible for seeing that their children come to the playground and follow the rules.

### The following rules are intended to keep our playground safe for all children:

- Be respectful of others and of all equipment.
- Use the playground equipment the way it is intended.
- Keep rocks and pebbles on the ground.
- Be a good sport.
- ALL children will show respect and respond immediately to playground supervisors.

### Children not following the above rules will:

1. FIRST Offense (within one week): Four (4) minutes on penalty bench.
2. SECOND Offense (within one week): seven (7) minutes on penalty bench (may carry-over to next recess)
3. THIRD or Chronic Offense (within one week): referred to the Principal. Loss of recess privileges for one day to one week (according to the severity) and/or assigned after school detention.

# WILBUR CRESTON SCHOOL DISTRICT

## 2022—23 Student Calendar

180 Student Days

1	AUGUST						
	S	M	T	W	T	F	S
		1	2	3	4	5	6
24,29,30 Teachers in	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
31 First Day of School	28	29	30	31			

19	FEBRUARY						
	S	M	T	W	T	F	S
				1	2	3	4
20 Presidents Day	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28				

20	SEPTEMBER						
	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
5 Labor Day	11	12	13	14	15	16	17
23 Native American Day	18	19	20	21	22	23	24
	25	26	27	28	29	30	

22	MARCH						
	S	M	T	W	T	F	S
				1	2	3	4
3 Snow Make up Day	5	6	7	8	9	10	11
28-31 Conference Early Rls	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	(28)	(29)	(30)	(31)	

21	OCTOBER						
	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

15	APRIL						
	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
3-7 Spring Break	23	24	25	26	27	28	29
	30						

19	NOVEMBER						
	S	M	T	W	T	F	S
			1	2	3	4	5
11 Veterans' Day	6	(7)	(8)	(9)	(10)	(11)	12
7-10 Conference Early Rls	13	14	15	16	17	18	19
23 Early Rls	20	21	22	(23)	(24)	(25)	26
24-25 Thanksgiving Vacation	27	28	29	30			

21	MAY						
	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
26 Snow Day	21	22	23	24	25	(26)	27
29 Memorial Day	28	(29)	30	31			

12	DECEMBER						
	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
16 Early Rls	11	12	13	14	15	(16)	17
19-30 Christmas Vacation	18	(19)	(20)	(21)	(22)	(23)	24
	25	(26)	(27)	(28)	(29)	(30)	31

10	JUNE						
	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
GRADUATION	10	11	12	13	14	15	16
14 LAST DAY OF SCHOOL ER at 10:00	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

20	JANUARY						
	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
2 Christmas Vacation	15	(16)	17	18	19	20	21
16 Martin Luther King Day	22	23	24	25	26	27	28
	29	30	31				

	JULY						
	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

- ( ) Early Dismissal
- No School
- New Quarter
- ▽ First/Last Day of School

(ER) Professional Development Friday Release Time is \*\*\*\*\*TBD

subject to change  
6/3/22 updated

## **Creston School District No. 073 Board of Directors**

### **Creston School District No. 073 Board of Directors**

Eric Nelson, Chair  
 Jamie Nelson, Vice Chair  
 Jay Tyus, Superintendent

Karrie Luiten, Director  
 Jim Jerow, Director  
 Kathleen Strozyk, Director and W-C Athletic Co-op

### **School Board Goals**

The Creston School Board of Directors believes that the five most important goals are:

- Through purposeful planning and development of sound curriculum, instruction and assessments, Creston Schools will develop learning options for all students in K-12 grades so that each graduate will have the capacity to be successful in their lives after high school.
- Creston Schools will nurture creativity and a love of learning.
- Creston Schools will promote a sense of success and self-worth.
- Creston Schools will develop programs so that all students have the opportunity to practice skills and apply life skills.
- Creston Schools will maintain a system that is fiscally responsible and stable.

### **Nondiscrimination Policy for Creston Schools**

It is the policy of Creston School District No. 073 to provide equal opportunity for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, marital status, handicapping condition, or previous arrest or incarceration (unless a clear and present danger exists).

The Creston School District Title IX Compliance Officer can be reached through the Creston School District Office by writing to 485 S.E. E Street, Creston, WA 99117 or telephone at 509-636-2721. Any concern regarding discrimination should be filed with the Title IX Officer by calling or writing as soon as possible.

It is the intent of Creston School District to ensure that students who are disabled within the definitions of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Due process rights of students with disabilities and their parents under section 504 will be enforced. Questions or Comments can be directed to Jay Tyus, Superintendent, 485 S.E. E Street, Creston, WA 99117, telephone 509-636-2721 or via email at [jtyus@wcsd.wednet.edu](mailto:jtyus@wcsd.wednet.edu).

## **Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions**

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

- (1) The right to inspect and review the student educational records within 45 days of the day the District receives a request for access. (Although FERPA allows 45 days to honour a request, the state policy records law {RCW 42.17.320} requires an appropriate response to a "public records" request within five business days.

Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

- (2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Creston School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, 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 rights 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 educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. 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 a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 600 Independence Avenue, SW  
 Washington, D.C. 20202-4605