

# Marcus Whitman Elementary Handbook



*Home of the Mustangs!*

Marcus Whitman Elementary

1704 Gray Street

Richland, WA 99352

**Office Phone** – 967-6300

**Fax** – 942-2388

**Attendance Line** – 967-6301 (24 hours a day)

**Attendance Email** – [mwe.attendance@rsd.edu](mailto:mwe.attendance@rsd.edu)

**Website** – [www.rsd.edu/schools/marcuswhitman](http://www.rsd.edu/schools/marcuswhitman)

Kristien McKenzie, Principal – [kristien.mckenzie@rsd.edu](mailto:kristien.mckenzie@rsd.edu)

Mindy Thomas, Lead Secretary – [melinda.thomas@rsd.edu](mailto:melinda.thomas@rsd.edu)

Dear Marcus Whitman Families,

We have prepared this handbook as a way to help our students and parents with questions you may have regarding our school. We hope the information enclosed will acquaint you with our policies and practices. Should you be unable to find an answer to your question, please be sure to call the school for additional assistance.

Our goal is to provide the highest quality education possible for your children. We know with you as our partner, providing support and valuable input, we will achieve that goal. At Marcus Whitman we believe ALL kids are capable of success! No Exceptions!

It's a great day to be a Mustang!

Kristien McKenzie  
Principal

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#### **DAILY SCHOOL SCHEDULE:**

##### **Grades Kindergarten – 5<sup>th</sup>**

Monday – Thursday	8:45am – 3:15pm
Friday	8:45am – 2:15pm

Conference Days – No School or 12:30 release

##### **Morning Bell & Student Arrival:**

School begins at 8:45 each morning. Students report to the playground and can wait at their designated line-up spot. Students should **NOT** arrive on the playground before **8:30** as there is no supervision prior to this time.

##### **Student Dismissal:**

Student dismissal is at 3:15 on Monday-Thursday and 2:15 on Fridays. For safety reasons, students and siblings need to leave the playground immediately after being dismissed. Students can return to campus with parent permission/supervision after 4pm.

##### **Crossing Guards:**

Crossing Guards are provided at the following times:

8:20-8:40 Before School  
3:15-3:30 After School

##### **School Visitation Policies:**

We encourage parents to visit and volunteer at our school. Please contact your child's teacher

before coming to school to arrange an appropriate time for a visit. Parents are encouraged to make appointments with teachers when the need arises. Safety is very important to us at Marcus Whitman so **all school visitors must have a current ID and masks must be worn at all times.**

#### **Visitation Policies & Procedures:**

- \* All visitors need to check into the office and be wearing a mask. Visitors will be given a visitor's badge, please bring your driver's license every time.
- \* All visitors must wear their badges and keep them visible.
- \* All visitors need to stay in their designated visiting areas.
- \* Parents visiting for lunch may not bring food to share with students other than their own (allergy reasons).
- \* Any parents that would like to visit the playground must have pre-approval from the principal/office.

#### **Volunteering & Chaperones:**

All classroom volunteers that work directly with and/or supervise students (field trips, reading groups, etc...) must have a current background check and be pre-approved through the RSD district office. The pre-approval process may take up to two weeks. The district has gone to an electronic application. The website is: <https://richlandvolunteers.hrmplus.net/>. Please remember the pre-approval process needs to be renewed each school year.

#### **Tardies:**

It is very important for your child to arrive at school on time each day. Students who arrive late not only lose valuable learning time, but also cause a disruption for those students who have arrived on time. Students who arrive after 8:45 AM will be marked tardy and need to check in with the Office before going to class.

#### **Leaving School Early:**

If it is necessary for your child to leave school during the regular school day, please come to the office and complete the sign-out process. Teachers are instructed not to release a child from the classroom unless authorized by the office. Only custodial parents/guardians will be allowed to pick up a student during the day unless we have been notified in advance by the custodial parent/guardian. Please make every effort to see that appointments for your child are made outside of the school day so your child may remain in school.

All students leaving school grounds during the school day must check out through the office. Please be sure to sign your child out at the office in the Raptor system. Office personnel will call the classroom or playground to have your child come to the office.

If you are planning on picking a student up early, please bring identification. We are working to ensure a safe environment for all our students by verifying that all students are leaving with approved adults.

#### **Closed Campus/ playground:**

Marcus Whitman campus is closed to middle and high school students during school hours. Older siblings (NON-Marcus Whitman students) that walk home with elementary-aged students need to wait **off** campus until the 3:15 dismissal bell. Our campus/playground is closed from 8:20-3:30 to all non-approved visitors.

### **Accidents or Illness:**

At times children will get sick or injured at school. It is essential that we have current emergency phone numbers on file so that parents can be contacted. If any doubt exists about your child's condition, you will be contacted.

Regular attendance is encouraged, but ill children should remain home. Children are expected to play outdoors each day during their recess and lunch period. A child too ill to participate in this short activity is probably not well enough to be in school.

### **Bicycles, Scooters, Skateboards and Rollerblades:**

For the safety of all, any vehicle with wheels should always be walked on and off school grounds (and over crosswalks). We encourage all bicycles and scooters to be placed in the bike racks and locked during the school day. Students need to provide their own locks and are required to wear a helmet. We are NOT responsible for the security of student bikes/scooters throughout the day.

### **Student Safety:**

For the safety of our students, the following specific guidelines have been established:

- No student should be on the playground before 8:20 AM. There is no supervision before that time.
- Students are expected to leave the school grounds immediately after being dismissed from school. All playground equipment is off limits to all students and their siblings after dismissal. Students may return to the playground after 4:00 PM Monday through Thursday, or 3:00 PM Fridays with parent permission/supervision.
- If coming to pick your child up after school, please be sure to do so no later than 3:25 PM Monday through Thursday and 2:25 PM on Fridays.

### **Dogs/Pets:**

Pets are **not allowed** on Richland School District property at any time. This includes dogs on a leash or being carried. Please leave your dog/pet at home when bringing or coming to pick up your Marcus Whitman student.

### **Parking:**

Marcus Whitman Elementary has two parking lots.

- The lot directly in front of the school (Gray St.) is designated for visitors and student drop off/pick up. We do have a "drive-through" lane for dropping off children at the sidewalk and continue out of the lot. There is **NO** parking in that lane.

- We have a bus loop located off of Winslow Avenue. This lot is ONLY used for busses. Please do not use this lot for dropping off or picking up children.
- There is a staff parking lot located off of Snow Avenue. This lot is ONLY for staff.

**Promotion and Retention (based on Richland School District Policy RR 2400):**

Students at risk of not being promoted will be identified as early as possible in their academic careers. District staff will work with the student and his/her parent(s)/guardian(s) to develop and deliver an individualized improvement plan to help the student qualify for promotion. Timely and effective communication among those involved is essential.

The final decision on retention or promotion shall be made by the Student Assistance Team (SAT). The SAT team shall be comprised of the student's classroom teacher(s), principal, counselor, and parent. Consensus of the team is the goal when deciding to retain any student. If the classroom teacher(s), principal, and counselor agree to retain the student, the student will be retained. No more than two retention decisions will be allowed for any student in their educational career.

For complete information on Richland School District Policy 2400 regarding promotion and retention and the responsibilities of the district, parents and students, go to [www.richlandschooldistrict.edu/resources/policies-regulations](http://www.richlandschooldistrict.edu/resources/policies-regulations).

**Telephone:**

The office and classroom telephones are business telephones and should only be used by students in case of an emergency. Students are not to use the phone to make personal arrangements such as requesting to go to another student's home after school. Students may use the phone only after being given permission by the teacher or office staff.

**Toys, Cell Phones, Electronics from Home:**

Students are asked **not** to bring toys, cell phones and/or expensive items from home. The only exception would be items for sharing in class as requested by the teacher. These items should remain in backpacks before and after sharing time. We are NOT responsible for the security/theft of any electronic devices/personal items brought to school.

If we see students with toys, cell phones, or other personal items, we will take it for safekeeping and return it to the student at a later time. If your student does have a cell phone to call parents afterschool, it needs to stay silenced and in their backpacks all day long. This is in accordance with Richland School District Policy 3245.

**Withdrawal:**

If you are leaving the Marcus Whitman Elementary area and need to withdraw your child from our school, please come to the school office and inform us of your move. Before your child can be withdrawn from school:

- All textbooks and library books must be returned.
- All outstanding bills or fines must be paid.
- Withdrawal form needs to be signed by the parent.

Please be sure all personal belongings are picked up from the school.

**Bus Riding:**

It is very important that responsible behavior be used at the bus stop and while riding the bus. Students should time their arrival at the bus stop to coincide with the arrival of the bus. Failure to act appropriately could result in the loss of bus riding privileges. The driver is in full charge of the bus and its passengers at all times. Students must obey the driver promptly and willingly. A complete list of bus rules is available in the school office.

**Child Care:**

Our on-site child care is called the Boys & Girls Club and provides before and after school care for children at Marcus Whitman. Although they are located on our campus, they are a privately operated business with no affiliation with Marcus Whitman Elementary or the Richland School District. For more information, call the Marcus Whitman office.

**Cold Weather Policy:**

Because we are concerned for the well-being and health of our students, a Cold Weather Policy has been put in place for the cold weather season. Students will be allowed into the building before the start of the school day and kept in from recess whenever the temperature is 20 degrees or colder (including the wind chill factor.) Also, in instances of inclement weather such as extraordinary rainfall, wind, snowfall or freezing rain, students will be allowed into the building early and/or kept inside during recess.

**Maximizing Teaching and Learning Time:**

Your help with the following will be appreciated:

- Please leave messages, lunches or other important items for your child with the secretary by 2:00 PM.
- Please make every attempt to schedule after school plans with your child before he/she leaves for school. This will keep classroom interruptions to a minimum.
- If your student is absent and you want to pick up homework assignments, please notify the secretary when you call in the absence. She will leave a note for the teacher. Homework may be picked up at the office after school.
- Should you desire a conference with your child's teacher, please leave a message with the office and the teacher will contact you.
- We ask that student use of the school telephone be limited to emergencies only.

**Meal Programs:**

The school cafeteria offers free breakfast and lunch for kindergarten through 5<sup>th</sup> grade students daily.

**Students should not arrive earlier than 8:30 AM as there is no supervision before that time.**

- Marcus Whitman serves Breakfast AFTER the Bell. All students are offered breakfast **after** entering the classroom at **8:45am**. Students eating breakfast will grab their breakfast as they enter their classroom. This is part of our school day and therefore

parents/visitors need to follow volunteer guidelines and ask permission from the teacher to be in the classroom.

- The breakfast and lunch programs are free for Marcus Whitman students. More information on this program is available in the school office.
- If you would like to eat lunch with your child, please have your child tell the teacher when the lunch count is taken in the classroom so we can notify the kitchen of your expected visit.
- Breakfast and lunch menus are sent home at the beginning of each month and also contain current prices for breakfast, lunch and milk.
- In order to promote good nutrition for our students, we do not allow them to drink pop or energy drinks anytime they are at school.

### **DRESS CODE GUIDELINES**

We want all students to have appropriate clothing and footwear at school. **The principal has the authority to determine if clothing is disruptive to learning or impacts student safety.**

- Students need to have comfortable athletic style shoes that they can run, play, and be active in. No flip-flops or high-heeled shoes.
- All tank tops need to have shoulder straps that are wider than a ruler (roughly 2" wide).
- Shirts need to be long enough to cover their stomachs and pants need to be high enough to cover their rear-ends.
- Shorts need to be mid-thigh length. Shorts should hang lower than a student's hanging arm (tip of fingers).
- No clothing or accessories with offensive pictures, symbols or sayings; demeaning statements; vulgar statements; violence; inappropriate words; sexual statements; racial statements; or advertisements that promote tobacco, alcohol or other drugs.
- We do not allow HATS in the building during the school day. (Cold weather hats outside when the temperatures are close to or below freezing are permitted).

A good general policy regarding the dress code is: If there is **ANY QUESTION** about an item being inappropriate, **DO NOT WEAR IT.**

### **Medication:**

State law requires school personnel to assist a student to manage medications taken at school. This may only be done by written order of a physician. The giving of any medication without a signed Medication Authorization Form written order is prohibited. This regulation includes various kinds of over-the-counter and prescription cough syrups and medication for headaches, colds, stomachaches and other miscellaneous ailments. A signed Medication Authorization Form must also accompany asthma inhalers from the doctor and parent.

**All medications must come to school in their original container with a prescription label attached. The label needs to include the child's name, physician's name, drug name, and dosage.**

Parents/guardians may come to school to administer an over-the-counter medication to their child.

**Health Room:**

We have a full time health room para educator at Marcus Whitman who is supervised by a District Nurse Supervisor. Families should inform the school of any medical problem a child might have. It is necessary for you to let us know if your child has any allergies or if there are other precautions we need to take related to a medical condition.

**Emergency Drills:**

The safety of our students is our primary concern at Marcus Whitman. Our school has a written safety/crisis-emergency response plan. On a regular basis, we practice emergency drills (evacuation, lockdown, earthquake, shelter in place, etc.) so that all students and staff are prepared and know what to do in case of an emergency. Evacuation drills are practiced, which teach students and staff the quickest and safest way to evacuate the building. Lockdown drills are also practiced where the students stay in the classroom with their teacher behind locked doors in the event this type of protection is needed. In the case that we are in a lockdown or drill, please return to your vehicle and/or stay clear of the front doors. We are not able to let anyone in during this time.

**Emergency School Closure:**

The Richland School District website ([www.rsd.edu](http://www.rsd.edu)) and local radio/television stations give up-to-date information regarding school delays or closures.

**Federal and State Non-Discrimination Statement:**

Richland School District #400 complies with all federal and state laws and regulations and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, or ancestry, the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability, age, familial or marital status, honorably discharged veteran or military status. This applies to all educational programs, extra-curricular activities, and employment. Inquiries regarding the application of Title IX and Section 504 of the Rehabilitation Act and/or grievance procedures may be directed to the school district's Title IX Officer and/or Section 504 Coordinator at the Richland School District's office at 615 Snow Ave, Richland, WA, 99352, telephone 509-967-6000.

**Firearms and Dangerous Weapons on School Premises (taken from RSD Policy 4315):**

No person shall have a firearm or other weapon on school premises, at a school sponsored event, on school-provided transportation, at any official school bus stop, or in other areas of other facilities being used exclusively for school activities. Please refer to Richland School District Policy 4315 at [www.rsd.edu/resources/policies-regulations](http://www.rsd.edu/resources/policies-regulations) for more information

**Bullying, Harassment and Intimidation (taken from RSD Policy 3207):**

The Richland School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying or cyber-bullying.



The terms “harassment, intimidation, and bullying” shall mean any written or other visual communication, verbal communication or physical act, gesture or omission, engaged in with the intent to, creating a substantial and unjustifiable risk of, creating the threat of, or with the natural end result of physically, emotionally or mentally harming a student, staff member, volunteer, patron or a member of such person’s immediate family, or damaging the student, staff member, volunteer or patron’s property or that of the immediate family. If your child is the target of any form of bullying, harassment or intimidation, it should be immediately reported to a Marcus Whitman staff member. Such complaints will be appropriately investigated and handled according to Richland School District policy. For more information, please go to [www.rsd.edu/resources/policies-regulations](http://www.rsd.edu/resources/policies-regulations). Refer to policy 3207.

### **Parent/Student Rights:**

As a requirement of the Family Educational Rights and Privacy Act (FERPA), educational agencies must inform parents/eligible students of the following rights:

1. The right to inspect and review the student’s education records.
2. The right to request the amendment of the student’s records that the parent or eligible student believes is inaccurate or misleading.
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.
4. 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.

### **Alcohol, Tobacco and Other Drug Use/Abuse (RSD Policy 3418):**

It is the policy of the Richland School District to provide a safe, healthy, and nurturing environment where students can learn, develop internal strengths, values, and self-esteem. The use of alcohol, tobacco and other drugs can destroy the health and well-being of any individual. The use of controlled substances, except under medical supervision, is dangerous. Therefore, it is against school district policy to be in possession or under the influence of drugs, alcohol, or tobacco.

Violation of this policy constitutes cause for discipline of a student. The District reserves the right to refer to law-enforcement authorities any act or conduct relating to this policy which may constitute a crime under any federal, state, county or local law. For more information regarding this policy, please go to [www.rsd.edu/resources/policies-regulations](http://www.rsd.edu/resources/policies-regulations).

## **NON-DISCRIMINATION AND SEXUAL HARASSMENT:**

### **DISCRIMINATION**

Richland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Civil Rights Coordinator:** Galt Pettett, [Galt.Pettett@rsd.edu](mailto:Galt.Pettett@rsd.edu) or 509-967-6009  
**Title IX Officer:** Todd Baddley, [Todd.Baddley@rsd.edu](mailto:Todd.Baddley@rsd.edu) or 509-967-6002  
**Section 504 Coordinator:** Brian Moore, [Brian.Moore@rsd.edu](mailto:Brian.Moore@rsd.edu) or 509-967-6003

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

## **SEXUAL HARASSMENT**

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

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

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

**Examples of Sexual Harassment:**

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

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

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

## **Complaint to the School District**

***Step 1. Write Our Your Complaint***

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

***Step 2: School District Investigates Your Complaint***

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

***Step 3: School District Responds to Your Complaint***

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

**Appeal to the School District**

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

**Complaint to OSPI**

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

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

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

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

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

### **Other Discrimination Complaint Options**

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

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

*Washington State Human Rights Commission*

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

### **DISCIPLINE AT MARCUS WHITMAN:**

Our goal is to help each of our students become responsible, independent and respectful learners and citizens. The expectations we have of each student are clearly communicated, taught and reviewed throughout the year.

### **Proactive & Positive Philosophy**

At Marcus, we believe that students are more likely to exhibit appropriate behaviors in an environment that is positive and respectful. We strive as a staff to model and reinforce respectful behaviors throughout our school. We also work to ensure we have adequate supervision and communicate clear & consistent expectations to help prevent misbehaviors from occurring.

### **Mighty Marcus Mustang Awards!**

We are very proud to recognize students when they are modeling positive behaviors and making good decisions at Marcus. Every day, students are given Might Marcus Mustang Award slips from staff throughout the building and are recognized for their positive choices. Each Friday 3 students in each classroom receive a postcard to take home to parents so they can share in the celebration.

### **Encourage Student Problem Solving**

To help students develop independence and responsibility, we work to teach students self-problem solving skills. This includes providing skilled instruction to all students on how to appropriately deal with day-to-day conflicts that might occur. It also may include more frequent coaching for specific students. Obviously, if a student is having repeat issues or a severe incident presents itself, we are going to intervene as adults.

### **'Hands-To-Self' Policy**

One common misbehavior in any elementary school is aggressive hands and feet. This is one lesson that takes time to develop in some children. To help us be consistent and keep our school safe... we have a 'hands-to-self' policy. There is no reason that students need to place aggressive or rough hands on any other students at Marcus. There are two specific expectations that we emphasize with all students:

1. There is never a reason to strike out at another person at Marcus Whitman (hitting, kicking, fighting) no matter what happened before that or how emotional you may have felt.
2. We have NO rough play or games at Marcus Whitman where students are hit, kicked,

shoved, tackled, pulled, pushed, tripped, wrestled, grabbed, etc...

### **When do we Contact Parents?**

We will communicate with parents if there is a pattern of behavior and/or a severe behavior. Again, we strive to help students develop self-problem solving skills and take ownership for their own actions. We want to give every student an opportunity to correct their own behavior before parents are involved.

### **Progressive Discipline**

When misbehavior does occur, like in any school, we have a consistent and well communicated system of follow-through that we may use. In dealing with common, low-level incidents, we start at the lowest level of follow-through and move further down the list if this behavior continues.

#### Steps of Progressive Consequences: (examples... not limited to)

- “Wall Time” - Brief 3-5 min standing on side of playground.
- Student meeting with administration to review expectations.
- Loss of Short Recess.
- Eat Lunch away from Class Table.
- Lunch Detention (Eat Lunch & Loss of Lunch Recess).
- Time Afterschool.

The purpose of any school consequence is to modify/change a behavior. Consequences are most effective if they are consistent, timely, and meaningful.

### **ATTENDANCE:**

Regular attendance is vitally important for students if they are to succeed in school. We are required by law to track attendance daily and notify parents of any unexcused absences. The only legal reason for absence is illness. If we feel that absence or tardiness issues are becoming detrimental to the child’s success in school, we will notify parents and arrange a conference to form a plan to ensure regular attendance. Parents may email the attendance line at [mwe.attendance@rsd.edu](mailto:mwe.attendance@rsd.edu) or call the school office Attendance Line **967-6301** - 24 hours a day to report a student absence. If parents are unable to call or email, a note should be sent to the classroom teacher explaining the absence.

**Tardy:** arriving after the final a.m. bell (8:45 AM) – must check in with the Office

**Half-Day Absence:** missing 1.5 hours or more in the a.m. or p.m.

**Full Day Absence:** missing all or the majority of the day

### **A. Excused Absences: (definition)**

1. Illness or health condition verified by parent or guardian
2. Approved pre-arranged activities
3. School approved activities - an activity scheduled by school
4. Emergency situations - could not be pre-arranged
5. Absence resulting from disciplinary actions

6. Excused absence for chronic health condition

**B. Unexcused Absences: (definition)**

1. An unexcused absence means that a child:
  - a. has failed to attend the majority of hours in an average school day.
  - b. has failed to meet the school district's policy for excused absences.

**C. Unexcused Absences (procedure)**

1. On the first unexcused absence, parents will be contacted by the school.
2. After the second unexcused absence in one month, a conference will be held.
3. After five unexcused absences within 30 calendar days or 10 unexcused absences in a school year the district may take certain actions as defined by RSD Policy 3120 and involving the Benton-Franklin County Juvenile Justice Center Truancy Board.
4. The student and parent shall assume the responsibility to make arrangements with each teacher to make up missed assignments for all absences.
5. In the event that excused absences impede the educational success of a student, a building administrator may initiate actions defined by RSD Policy 3120.
6. Conformance to regulations: All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations.

**D. Series/Pattern of Absences: (procedure)**

If a series/ pattern of absences are interfering with student learning, a meeting between teacher, principal, counselor, and parent may be called. As a school, we are required to follow up and offer support to ensure all students attend school as much as possible so it does not interfere with their growth, learning, and development. If a student misses a large percentage of days throughout a year, grade retention may be an option that we explore as an educational support team.

## **Marcus Whitman Elementary Building Parent Involvement Policy**

Marcus Whitman is a school-wide title-I school. This means we receive additional resources to help us ensure quality teaching/learning and provide additional supports for all students.

Title I parents will be involved in the review of the Marcus Whitman Elementary Building Parent Involvement Policy each year. Suggestions will be incorporated into the document.

Information concerning individual student achievement will be presented during fall and spring conferences. Parents can also contact teachers throughout the year with any questions or concerns about student progress.

Marcus Whitman has an open door policy. Parents are encouraged to contact the staff with any issues needing attention. Parents can call the main school number and the building secretary will put them in touch with the appropriate staff member. Staff members are also available by e-mail.

Parent requests for information are handled in a variety of ways. Teachers are available by phone before and after school and during their planning time. The principal/administration is also available to answer phone calls. Parents also have the option of requesting a meeting with the teacher, principal, counselor or an RTI specialist. Marcus Whitman has an Instructional Support Team that meets regularly to discuss student concerns. An Instructional Support Team meeting can be requested by a teacher, the principal, an RTI specialist, the counselor or a parent.

Marcus Whitman is a Kids at Hope school. We believe that ALL kids are capable of success; No EXCEPTIONS! Through intentional instruction, our students learn how to time travel to the 4 Destinations; Home and Family Life, Education and Career, Community and Service and Hobbies and Recreation. Open house is scheduled a few weeks after school begins and will be a time to see work done in these destinations.

Parents and students can also attend a variety of educational activity nights spread throughout the school year. We celebrate different content areas each month at Marcus. Students and their families can connect with Marcus Whitman staff as well as other students and parents at these events.

## **Parent/Teacher Compact – Marcus Whitman Elementary**

### **School Responsibilities:**

1. Marcus Whitman teachers and paraprofessionals will provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:

We will assess students three times a year to provide benchmarks. In addition we will "progress monitor" students receiving strategic and intensive interventions. Marcus Whitman teachers and paraprofessionals will provide on-going support and interventions to those targeted students. Students will receive instruction to help them develop skills, depending on their needs.

2. Title 1, Part A requirements will be explained at parent teacher conferences.
3. Parents will receive parent-teacher conferences twice a year (Nov. and March). The student's progress will be discussed and interventions will be described to move the student toward meeting benchmark for that grade. If other meetings are needed, they will be arranged by the teacher and an RTI Specialist.
4. Parents will receive information at conference time and also throughout the year when appropriate.
5. Parents will be able to conference with their child's teacher at conference time and also at strategic moments during the year as needed. Parents will be provided information about the Title 1 Part A program at conferences.
6. Parents are welcome at Marcus Whitman to volunteer in the classroom following the district volunteer approval process.

### **Parent Responsibilities:**

- Parents will make sure their child attends school on time and on a regular basis.
- Parents will make sure homework is complete and check their child's planner in 4<sup>th</sup> and 5<sup>th</sup> grade.
- Parents will monitor TV and/or video games in order to provide sufficient homework time.
- Parents will set an appropriate bedtime to ensure students are rested and ready to learn at school
- Parents will participate in decisions about their child.
- Parents will promote positive use of their child's time.
- Parents will respond to school communications about their child's progress.



**Parent Participation:**

Parents will be informed about interventions for their child. Parents can always request meetings and participate in decisions related to their child's education. Teachers, paraprofessionals and an Instructional Specialist will respond to requests and suggestions through meetings and phone calls.

Parents are invited to work with the teacher and an Instructional Specialist to develop the school/parent compact. Parents are invited to attend a variety of events throughout the year.

Open house is scheduled a few weeks after school begins. This is a time for students to show their parents around their new classroom and talk to them about the learning that happens at school.



August 19, 2019

Dear Parent/Guardian:

At Marcus Whitman Elementary, we are very proud of our teachers and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind (NCLB). These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate and graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 967-6300.

Sincerely,

Kristien McKenzie

Principal  
Marcus Whitman Elementary