

Stratton Elementary Handbook



Respectful—Responsible—Safe--Kind

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FERPA and Notice of Information

*The Newport School District has adopted policies which prohibit sexual, racial, age, gender and disability bias

STRATTON ELEMENTARY STAFF 447-0656

Principal----- Jenny Erickson
 Early Learning Center 203 ----- Jess Coston
 Kindergarten Room 201----- Dallys Myrvang
 Kindergarten Room 205----- Lori Massey
 Kindergarten Room 202----- Celina Brower
 Kindergarten Room 204----- Lauren Mullaley
 1st Grade Room 404----- Payton Nielson
 1st Grade Room 407----- Julianna Zorica
 1st Grade Room 408----- Makinzie Larion
 1st Grade Room 405----- Dawn Huling
 2nd Grade Room 409----- Sam Batie
 2nd Grade Room 403----- Valerie Johnsen
 2nd Grade Room 406----- Molly Johnson
 2nd Grade Room 410----- Graci Allen
 3rd Grade Room 303----- Steve Braun
 3rd Grade Room 307----- Chandra Schneider
 3rd Grade Room 308----- Suzy Gamma
 4th Grade Room 310----- Mike Warner
 4th Grade Room 304----- Tanya Furman
 4th Grade Room 305----- Aleasha Saunders
 Music----- Bruce Brownell
 PE----- Greg Massey
 Honors SHMS ----- Bonita Wilkinson
 STEAM 310----- Elanna Philipoff
 Title 1 Room 402----- Bobbie Barranco
 Title Math Room 302 ----- Candy Betz
 Behavior Specialist ----- Michele Hastings
 Special Education Room 206----- Michelle Hanley
 Special Education Room 309----- Karen Cunningham
 Special Education Room 209----- Patti Cram
 Communication Disorder Specialists Room 310----- Kelli Youk
 Physical/Occupational Therapist Room 301----- Kat Campbell
 Psychologist ----- Laurie Jones
 Administrative Secretary 1510----- Monica Jones
 Secretary 1501----- Melissa Crawford
 Library Technician Ext. 1708----- Claire McIntyre
 Nurse 1511----- Pepi Storro, Honey Smith
 Food Service Director 4521----- Sheila Myrvang
 Kitchen Gals----- Lori Allemmand, Carla Saari, Tammi Marsengill
 Custodians----- Renee Sherman, Robert Carbano

Teaching Assistants-----
 Tallie O'Brien Shelly Kearny Amanda Smith Cheyenne Bradbury Kiara
 Bento Valerie Martin Kassi Robinson Amy Lowrey
 Mya Thomas Heather Hanni Rachel Kennett Melody Batie Trisha
 Cooper Jessica Vigus Krista Wilkinson
 Micki Brass Diane Ast

OTHER DISTRICT STAFF

District Superintendent----- Dave Smith 447-3167 ext. 4500
 Business Manager----- Debra Buttrey 447-3167 ext. 4510
 Maintenance ----- Scott Armstrong 447-3167 ext. 7220
 First Student Company----- Aaron Hutchins 509-508-0727

WELCOME



Message from the Principal

Hello Newport Families!

As the principal of Stratton Elementary, it is my pleasure and honor to welcome you and your child to a great new year at Stratton Elementary! Our staff is dedicated to providing a safe, positive and challenging learning environment for all children.

We truly believe that the only way to meet the goal of our mission statement is by partnering with parents, students, teachers, and the Newport Community. The best possible learning atmosphere is one that has everyone working together for the appropriate development of each individual child. We invite you to participate in your child's educational life by supporting good study habits, by having him/her at school on time every day, and by reading to/with your child. Research tells us that the more involved parents are in their child's education, the more successful the child is at school.

I am excited to meet and get to know the wonderful families that make the Newport community so special. I am confident that by working together we will continue to make Stratton Elementary a place where our students will learn and grow.

Sincerely,

Jenny Erickson
Principal

HANDBOOK GOAL

The purpose of the Stratton Elementary Parent and Student Handbook is to clearly communicate the policies, regulations, and services of our school. Please read and keep this copy in your home throughout the year so that it is readily available. Should you have questions which are not covered in the handbook, please call or see the principal for assistance.

Close cooperation between the home and school is essential to promote the best interests of your child. Parents are encouraged to visit the school and to attend scheduled parent teacher meetings and conferences. Mutual benefits add up when there is a meaningful exchange of information between home and school.

STRATTON ELEMENTARY SCHOOL MISSION STATEMENT

The mission of Stratton Elementary is to provide a safe, positive and challenging learning environment that sets high expectations for all students, through a responsible, respectful partnership between students, families, staff, and community.

GUIDELINES FOR SUCCESS

*Be Respectful

*Be Safe

*Be Responsible

*Do Your Best

*Be Kind

SCHOOL DAY SCHEDULE

7:45 a.m. Students may enter building/Breakfast

- Kindergarteners: enter through the front doors and go to classrooms
- 1st and 2nd Grades: enter through the West Wing Doors
- 3rd and 4th Grades: enter through the East Wing Doors

8:05 a.m. Classes begin

2:50 p.m. School is dismissed

- Kindergarten Pick-up: Kindergarten East Wing Doors
- 1st-2nd Grade Pick-up: West Recess Gates
- 3rd-4th Grade Pick-up: Southwest corner of East lot

Arrival

Students should arrive no earlier than 7:45 am. Building doors open at 7:45 and supervision begins. There is no supervision before 7:45 am.

- Kindergarteners: enter through the front doors and go to classrooms
- 1st and 2nd Grades: enter through the West Wing Doors
- 3rd and 4th Grades: enter through the East Wing Doors

Assemblies

Throughout the year students will be invited to attend assemblies. Super Stratton Student Assemblies are held at the end of each month (Nov/Dec combined, May/June Combined) in honor to celebrate student Improvement, Academics and Citizenship. Assemblies are also scheduled throughout the year to provide students with entertainment, experiences and exposure to fun topics. Parents are invited to join us at these assemblies. Students are expected to exhibit excellent audience behavior throughout these events.

Attendance

In compliance with the Washington State Compulsory Attendance Law (Becca law) and our district requires students ages six to eighteen years old to attend school every day school is in session.

Regular school attendance is vital to a student's education. **It is the parent's responsibility to call and/or send a note to school with your child when they return from being absent or tardy.** Poor attendance will result in a court hearing. The following procedures will be followed:

- The first attendance letter will be sent home on those students who have three (3) unexcused absences.
- After three unexcused absences in a month, the school is required to send out a letter of concern and initiate a conference to improve the students' attendance.
- After seven unexcused absences in a month or fifteen unexcused absences in an academic year, the school is required to refer the case to the Community Engagement Board. The CEB will meet with the student and parent(s) to form an attendance agreement.
- Attendance letters will also be sent home periodically on those students who have irregular/excessive excused absences.

Children may be excused for medical and dental appointments during school hours or when a child is sick. **Students are never to leave the school premises during the school day except by written or telephone permission from parent/guardian.**

Children who come late to school must first sign in at the office. **A note or phone call from the parent is necessary for ALL tardies and absences.** If a child arrives after 9:30 a.m. or leaves before 1:30 p.m. he/she is considered absent $\frac{1}{2}$ day. Students that are tardy need to check in with the office and get a tardy slip to give to their teacher.

If a student is absent for 10% of the school year (either excused or unexcused) the absences are considered excessive. Excessive absences of any kind may require one or more of the following:

- Contact from the Community Engagement Coordinator
- Conference between parent and principal
- Requirement of doctor's verification of absences
- Referral to the court system

We are dedicated to supporting students and families in attending school every day on time. Please see the Newport School District Website for more information.

Behavior Expectations

Stratton Elementary staff recognize that students need clear, explicit instruction on behavior expectations and routines. We are dedicated to teaching, reviewing and practicing with all students how to be a **Respectful, Responsible, Kind and Safe** member of our school community.

A strong partnership between parents, staff and students of Stratton Elementary is necessary to insure a positive learning environment. We are committed to providing an atmosphere where all children can learn and feel safe. Students will be taught the rules at our school in a manner that promotes accountability and responsibility for one's own actions. Students will be guided in practicing good citizenship in many different school situations. Super Stratton Students respect themselves, others and the property of others.

In order to guarantee your child, and all the students at Stratton the excellent learning climate they deserve, we will accentuate the positive rather than the negative, and reinforce safety, cooperation, respect, responsibility and excellence in learning.

Busing

The Newport School District contracts with First Student for bus transportation. If you have questions about bus routes or times, please contact First Student at (509) 508-0727.

Students will be dropped off from buses not earlier than 7:45 or later than 8:00. Supervisors will be available to welcome students on arrival and escort students to their bus on dismissal. Students will be expected to always follow safety rules on the bus.

1. Go directly to bus area.
2. Enter the bus with respect for others.
3. Find your seat quickly.
4. ALWAYS stay seated and facing forward.
5. Keep aisles clear.
6. Use an inside voice while on the bus.

7. Keep your hands and feet to self.
8. Do not eat on the bus.
9. When the bus crosses railroad tracks, all students are SILENT!

Bus Stops

In order to ensure student safety, Bus Stops are considered "part of school". Students are required to behave responsibly, respectfully and with kindness at bus stops. Parents should supervise students until the bus arrives and elementary students will need a parent or older sibling with them in order to depart the bus at the end of the day.

Bus Zone

The drive through zones at the front of Stratton Elementary is designated for Buses and Emergency vehicles ONLY. These areas are designated as no parking zones at ALL TIMES during school days from 7:00 a.m. to 5:15 p.m. for the safety of all.

Cell Phones:

Students may bring cell phones to school. Cell phones must be turned off and kept away during the school day. Calls during the day will only be permitted for emergency situations and must be made from a school provided phone. Failure to comply with cell phone expectations will result in the cell phone being held until a parent is able to come collect it.

Changes in Student's Regular Routine

We ask that parents/guardians write a note or **call the Stratton Office BEFORE 2:00 pm** if you are making changes to your child's regular dismissal routine. We cannot accept a child's verbal message as this can cause confusion and may not always be reliable.

- **Children who ride Buses** - If your child normally rides a specific bus, he/she will be put on that bus unless you send a note or call the office. The office needs to sign the note before the bus driver will let the student on the bus. Children requesting to ride the bus for visitation purposes will need to have a note signed by their parent/guardian and the office. **If you have an emergency and need to change your child's routine, call the office BEFORE 2:00 to be sure it can be delivered before dismissal.**
- **Children Who Walk** - A note is required if a student is to go to another destination other than his/her regular one. Children who walk are to go directly home after school.

School Bus/Transportation

- **Students who ride buses** to school will have various pick-up and arrival times. Please contact the bus garage at **509-508-0727** for additional information and questions. The stop that is assigned becomes your students "designated" stop. **Any time it is necessary for your student to ride to a different stop, a written note signed by the parent/guardian is required.** Information must be given to the school office and the bus driver. Any other requests for stop changes need to have approval by the bus garage.



Class Placement Policy

As Stratton Elementary School is of a size to require three or more classes/teachers per grade, it becomes necessary to consider class assignments for students promoted at the end of each school year to the next higher grade level. Initially, the attempt is made to match the developmental/instructional needs and behavioral traits of each student to the particular teaching style and capabilities of the teacher. Of course, in many instances it may be determined that the student will perform equally well no matter what the class assignment.

Toward the close of each school year, the principal will hand out Student Placement Information forms to every classroom teacher. Teachers will complete a form for every student in his/her class and return the forms to the principal. A committee will be formed (administration, counselor, nurse, etc.) to determine class assignments for the following year. The following criteria are used in determining student-class assignments.

1. Developmental/instructional needs and behavioral traits of individual students.
2. A range of ability levels equalized as much as possible between the classes.
3. An equal distribution of boys and girls in each class.
4. An equal number of students in each class.
5. An equal distribution of perceived behavioral problems between classes.
6. An equal number of students receiving services in each class.
7. Separation (by class) of students
8. Who are closely related (e.g. brothers, sisters, cousins).
9. Who have noticeable or perceived personality conflicts.
10. Who have together exhibited higher tendencies toward misbehavior.
11. Who exhibit potentially unhealthy social behavior in the form of cliques.

Note: As a rule, parent or student preference for a particular teacher are not sought. All too often it is evident that such preferences are based on biased and unfounded misrepresentations and rumors of a particular teacher's character, classroom discipline, grading system, and/or homework assignments. Parents will only be asked to contact the principal in writing with information that might be pertinent for student placement and for their input for what learning environment would best suit their child. Requests for specific teachers or for placement with other students will not be considered. These requests will only be honored when a reason, considered to be valid by the administration, is given. However, given the above-stated criteria, reasons for such requests will be scrutinized carefully, with a final decision made by the building principal.

Classroom Visits

Classroom visits by parents are encouraged. We ask that you give the teacher at least one day's notice before a visit. All visitors and parents are required to check in at the office and get a "Visitor" button. Safety for students is our first concern and considerations for ensuring the integrity of student learning time is a priority.

Climate and Culture

We want Stratton Elementary to be a safe, positive and supportive place for ALL students. We want ALL students to be able to learn and grow. We believe that students respond well to POSITIVE feedback and acknowledgement. We recognize that our students are learning to be Respectful, Responsible and Kind every day. We commit to providing strong role models for students. We focus on building relationships and connections with kids because we know that connections and relationships positively impact learning.

Positive Awards

Perfect Attendance Award
BUG (Brought Up Grades) Award
Classroom Reward Parties
Field Trips
Extra Recess Time
Bee Slips
Math Medals/Awards

Grizzly Cash
Super Stratton Student
Positive Post Cards Home
Read to the Principal
Citizenship Awards
Super Bears
Classroom Award Systems

Discipline

At Stratton Elementary, we teach and practice expectations and routines to ensure safety and an environment conducive to learning for all. If a student chooses to behave in a manner which is unsafe, causes a disruption in the learning process, or infringes on the rights or property of others, a disciplinary citation will be issued. In most cases parents are contacted by the teacher or the principal when this happens. A parent can also expect an email with information containing the Behavior Citation with a request to discuss this incident with their child and to process how this behavior choice could be made differently. Many infractions result in a re-teach or practice of behavior expectations. Minor behaviors will have small consequences, while repeated Minor infractions or Major behavior issues may result in a more impactful consequence. Some examples include:

- | | |
|--------------------------|--------------------------------|
| *Warning | *Time Out |
| *Time with the Principal | *Student call to Parent |
| *Loss of Recess | *Lunch Detention |
| *Campus Clean-up | *Parent Conference |
| *Behavior Contracts | *Restorative Justice Practices |

Stratton Elementary is not a place for violence, threats, intimidation, the spreading of rumors, fighting, weapons, alcohol, drugs, cigarettes or any tobacco product and any form of harassment whether it be physical, emotional, sexual, social or religious.

If any of the above behaviors occur, the principal will be notified. If the activity is illegal, a police officer may be called. If property is abused or destroyed, restitution will be expected. **In all cases of exceptional misconduct parents will be notified.**

Dismissal

At Stratton Elementary the school day ends at 2:50pm. At this time all students who ride a bus will be escorted to their specific bus. Students who walk or are picked up will be escorted to the designated location and supervised until dismissal time is over:

- Kindergarten Pick-up: Kindergarten East Wing Doors
- 1st-2nd Grade Pick-up: West Recess Gates
- 3rd-4th Grade Pick-up: Southwest corner of East lot.

Because the end of the school day is such a busy time, we ask that all parents wait in their cars or outside designated pick up spots until 2:50 p.m. Parents are not allowed to go to the classrooms to retrieve their children.

***If you need to pick your child up for an appointment during the school day, your child will be called down to the office when you ARRIVE to sign them out at the office. This is to maximize student's time in the classroom.**

Dress Code

Please wear appropriate clothing to school.

- Shoes must be worn at all times.
- Beachwear is not acceptable. Tank top and dress straps must be at least two fingers wide.
- No exposed midriffs
- Shorts and dresses must meet mid-thigh.
- No apparel that displays messages or illustrations of a profane or questionable nature (no advertisements for weapons, tobacco, alcohol, etc)
- Make-up is not appropriate for students at the elementary level.

Marking your child's clothing (especially coats) is a precaution that will insure against loss and mistaken identification. We recommend that students keep a change of clothes (socks for older students) in their backpack in case of emergencies.

Drinks

Many students will benefit from having a water bottle to sip from throughout the day. Water bottles must be able to seal tightly and must not be breakable (no glass).

****Only water is allowed in classrooms. Please do not send your child any other form of beverage to be consumed during class time. Please save soda pop, energy drinks, hot chocolate or fancy beverages for times outside of school.**

Electronics

Personal electronic devices, gaming devices or tablets should not be brought to school unless a special award party has been earned. Sometimes parents allow students to have these devices for long bus rides. These items must be stowed away and not used during the school day. ****The school cannot be responsible for lost or stolen items.**

Emergency Phone Numbers/Contacts

An emergency telephone number for your child is a MUST!

Occasionally, a child becomes ill or is injured and we must contact either the parent or someone who can advise us. We need this number regardless of whether parents work outside the home or not. Please keep this number up to date.

Emergency School Closure

Occasionally, severe weather may create unsafe conditions that make it necessary to close school. If it is necessary to close schools or dismiss early for any reason, information will be broadcast on local (including Spokane) radio stations and TV stations - **you will get an automated phone call with the details.**

Facilities Use

The school facility may be available for use when school activities are not in session. Call the school office for details or visit the Newportgriz.com website for more information. Occasionally there are rental fees. District-sponsored activities retain first priority for use of the facility.

Field Trips

All students going on field trips will need a signed consent form. No student will be allowed to go on a trip without written permission from the parent or guardian. The teacher will send home a permission slip with all the details about the field trip.

Homework

Homework gives the student the opportunity to extend school learning, promote independence, and develop a sense of responsibility. If possible, provide a quiet place for the child to work, and reinforce the responsibility and importance of homework.

Homework may be assigned for one or more of the following reasons:

- A. Organizational and Study Skills - to assist students beginning at the elementary level, in learning how to study independently.
- B. Practice - to help students to master specific skills which have been presented in class.
- C. Preparation - to help students gain the maximum benefits from future lessons.
- D. Extension - to provide students with opportunities to transfer specific skills or concepts to new situations; and
- E. Creativity - to require students to integrate many skills and concepts in order to produce original responses.

Honors/Highly Capable Program

Newport School District's highly capable program is intended for children in grades K-12 who show evidence of high-performance capabilities and who require services or activities not ordinarily provided by the school. Please see the Newport School District website for more information about the Highly Capable program.

Immunizations

Washington State law requires a minimum acceptable immunization schedule for continuing school enrollment. Any student who meets these requirements is to be considered "fully immunized." The legally required vaccines are:

NOTE: There are occasions when parents may request medical or religious exemption from the above requirements. Should an outbreak of any of these preventable diseases occur, unvaccinated students will be required to stay home from school according to County Health Department requirements.

Intervention Programs: Learning Assistance Program/Schoolwide Title I

Stratton Elementary strives to provide all students with the support they need in Math, Reading and in Social Emotional Skills. Some students require more support in one or more area in order to make adequate growth and meet grade level requirements.

If a student is deemed in need of additional support in an area, parents will be notified. Students will be given the support needed and their progress will be closely monitored to ensure that instruction is effective.

****Stratton Elementary is a school-wide Title I school. This program provides opportunities and services to students most at risk of meeting the state's challenging performance standards. If you would be interested in serving on the Title I planning committee or know a student who may be in need of services, please contact Bobbie Barranco at 447-0656**

***Our building plan is available in our office. For more information, contact our building principal or visit www.newportgriz.com**

Library

Our library technician and volunteers from the community staff our library. All students have access to the library each week at scheduled times with their class. It is a privilege to use the library. Fines will be assessed for books that are lost or damaged.

Lost and Found

There is a lost and found box in the school. Please encourage your child to check for lost items. Items not claimed by the **end of each trimester** will be given to a charitable organization.

Lunch Schedule 2023/2024 School Year:

Kindergarten	10:55-11:20
1 st Grade	11:20-11:45
2 nd	11:05-11:28
3 rd	12:00-12:20
4 th	11:40-12:03

Meals

Our school is participating in a federal program available to select schools as part of the National School Lunch and School Breakfast Program called Community Eligibility Provision (CEP). This means that all students attending Newport School District are eligible to receive breakfast and lunch at no charge throughout the 2023-24 school year, regardless of family or household income. Students are invited to bring a lunch from home if this is preferred. Breakfasts from home should be eaten **BEFORE** as student arrives. To adhere to health standards and to accommodate allergies, students are **NOT** allowed to share food from home.

Medication

If a child is to receive prescription medication at school a form provided by the school **MUST** be filled out and signed by a physician before medication can be dispensed. Medicine must be sent to school in the original bottle or package.

Parking

Parking is available at Stratton Elementary in the East lot, West lot, or North lot across the street from Stratton. Parking is prohibited in the Bus Loop in front of Stratton.

City Ordinance: Please do not park on 5th Street at any time. The designated drop off/pick up for students is in the East or West parking lots. All visitors must enter the building through the main school doors.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled twice during the year. If you need to talk with your child's teacher at other times, please feel free to contact the school or teacher to set up an appointment. **A report card of each child's achievement will be sent home at the end of each trimester.**

Personal Items/Toys/Collectables

For personal safety and to prevent other problems, students are not to bring, sell, or trade any personal items at school or on the bus.

We teach students **"Toys from home, stay at home"**. Only necessary valuables should be brought to school. **The school will not be responsible** for any personal items (cell phones, toys, money, etc.) that a student may bring.

***Any balloon or gifts that are delivered to school for students will be held at the office until the end of the school day in order to minimize interruptions to instruction.

PTO (PARENT TEACHER ORGANIZATION)

The mission of the PTO is to create and maintain an informed group of individuals concerned about issues and conditions affecting education and general welfare of

children and youth and strengthening of their families. The Stratton PTO will meet every 2nd Tuesday of the month, unless stated otherwise. Everyone is invited and encouraged to become involved. Some of the events the PTO sponsors are; popcorn Fridays, and Book Fairs, used book fairs, school assemblies and Staff Appreciation events.

Safety Drills

Our building safety committee will conduct periodic fire and lock down drills in order to practice appropriate behavior in the event an emergency does occur. Each class is to go to designated areas of the building as quickly and quietly as possible, following the instructions of the teacher. (Such matters as warning signals, proper exits, and evacuation routes are planned and made known to students.) No talking is permitted so that students can hear any necessary directions from the teacher. All drills are to be treated as serious and potentially "the real thing".

School Nurse

A Registered Nurse, Pepi Storro, will be providing nursing services on a full-time basis for the Newport School District. She will be at Stratton Elementary on Thursdays and Fridays. Her main office is at Stratton Elementary 447-3567 ext. 1511.

Snacks/Celebrations/Outside Foods

Students often perform more efficiently when provided nutritional snacks and meals. Your child's teacher will provide you with information about snack time in their classrooms. It is our goal to make sure that students get snack choices that are balanced rather than those with high sugar content.

Each classroom will have several Parties throughout the year. You may consult with your child's teacher in regard to parties that occur throughout the year.

Guardians are welcome to send cupcakes or birthday treats in for their student's birthday. **We require that snacks and treats be brought to school with a nutrition label and not homemade. We have many children with food allergies and this way we know every ingredient in the food.** Thank you so much for your cooperation.

Specialist Classes

All students in grades kindergarten through four receive instruction in music and P.E. each week and STEAM (Science, Technology, Engineering, Art, Math) from our trained specialists. If you have questions regarding these programs, please reach out to:

Mr. Greg Massey, P.E. Specialists : masseygreg@newportgriz.com

Mrs. Elanna Philipoff, STEAM Specialist: philipoffelanna@newportgriz.com

Mr. Bruce Brownell, Music Specialist: brownellbruce@newportgriz.com

Weather Conditions and Outside Play

Please note weather conditions and dress your child appropriately. We will expect children to go outside for their recesses unless the conditions are extreme. Dressing in layers is a good idea as the mornings can be cool even in early fall and spring. We also ask that you do not send your child to school in flip-flops as they are not 'safe' outdoor playground shoes. If there are special circumstances, please talk to your child's teacher.

Volunteers

We welcome and appreciate volunteer participation in our school. In order to ensure the safety of everyone here at Stratton, all volunteers are required to complete a WSP Background Check form. These are available at the Stratton Office and take several

days to be processed. If you are volunteering, **you must sign in at the office and wear a "Volunteer" badge while on campus.** If you have any questions about volunteering or would like to participate, call the office or make arrangements with your child's teacher.

***All volunteers must first complete the appropriate paperwork for a required background check. Please ask for this paperwork at the Stratton Office.**

Specific Procedures for Stratton Elementary Students to learn and practice:

Responsible Behavior in Restrooms:

1. Use restrooms just before recess or get a pass from the recess teacher.
2. If the restroom is used during class, students will follow each class procedure before leaving class.
3. Use the restroom appropriately and leave it clean. Let an adult know if the restroom is dirty or needs attention.
4. Put toilet paper in the toilet. Put all other paper in the garbage can.
5. Properly use and flush the toilet and urinals.
6. Do not play in the stalls and leave unlocked after use.
7. Wash your hands with soap and water and keep the water and soap in the washbasin.
8. Use a quiet voice in the restrooms. Keep hands and feet to self.
9. If teacher/staff feels that there is unsafe behavior, we will announce that we are going in the restroom and then go in.

General Playground Rules

1. Students will take turns on the equipment.
2. Students are taught to use Kelso's Choices to settle differences.
3. Students report problems to *on duty* supervisor if Kelso's Choices do not solve a conflict.
4. Do not climb or go outside of the fences on the perimeter of the play field.
5. **No toys or equipment from home** on the playground (includes big and small toys, sport or trading cards, cell phones, or electronic equipment). Balls and jump ropes from home are permitted but may be shared.
6. Students will stop playing (freeze) and listen for directions when One (1) whistle blow. Students will WALK immediately to their designated line up spot when Three (3) whistles sound and calmly line up.
7. Students will walk on blacktop when recess is over. Students are to silently enter the building in single file.
8. Rough play and chasing are not allowed.
9. Students will refrain from play fighting and violent games (Power Rangers, Karate etc.)
10. Students will stay out of puddles and off snow hills when unsafe and not supervised.
11. Play equipment (& other items) may not be thrown out of playground area.
12. For the safety of **all** students, Stratton Elementary allows the throwing of designated balls on the playground. **No other items** may be thrown (snowballs, bark, rocks).
13. Students must be dressed appropriately for the weather. Snow boots are a necessity for playing in the snow in the field.
14. Return equipment (balls, jump ropes, etc.) to appropriate spot at the end of recess times.



Responsible Behavior in Library:

1. No food
2. Quiet voices
3. Walk
4. If you move a chair, put it back.
5. Return moved books to the desk.
6. Help keep shelves neat. Don't push books in or replace books incorrectly.
7. If a lock-down occurs, go to back workroom and sit on floor.



Responsible Cafeteria Behavior:

1. While in line, students will keep hands, feet and objects to themselves.
2. Students will use inside voice when talking in the cafeteria.
3. Students will walk directly to their assigned table and sit appropriately on their pockets.
4. Students will follow directions of the adult supervisors, use good manners and clean up the area where they sit.
5. Students will remain seated and raise their hand to ask for adult help/permission before leaving their seat.
6. When lights go off, voices go off in the cafeteria.
7. Students will wait for supervisors' dismissal before emptying garbage and moving to exit the cafeteria.



STUDENT POSSESSION OF WEAPONS Board Policy 3202

Any student who is determined to have carried a firearm* onto school property or who had possessed a firearm on school property, on school-provided transportation, in areas of facilities being used exclusively by public schools, or at school-sponsored events or activities shall be expelled from the Newport School District for not less than one calendar year under RCW 28A.500.010. The superintendent of the Newport School District or designee may modify the expulsion on a case-by-case basis.

***Firearm under federal law means:**

Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

The frame or receiver of any such weapon

Any firearm muffler or firearm silencer; or

Any destructive device

Please note: This is only an extract from the Board Policy 3202 procedure. Please call the school if you would like to request a copy of the complete policy and procedure.

POSSESSION OF AN INSTRUMENT OR TOY THAT APPEARS TO BE A FIREARM

If a student possesses an instrument or a toy that appears to be a firearm on school property, on school-provided transportation, in areas or facilities being used exclusively by public schools, or at school-sponsored events or activities, and displays it with malice as defined in RCW 9A.04.110, expulsion from the school, and completion of a District-approved behavior modification program prior to returning to a Newport Public School, is the recommended sanction, and suspension is to be utilized only in those cases in which strong mitigation circumstances are present.

If a student possesses a toy gun that does not appear to be a real gun or possesses a toy gun that appears to be a real gun but does not use or display it with malice, discipline should be imposed, but a lesser sanction is appropriate.

Drugs and Alcohol Board Policy 3323-A

Possession or use of drugs or alcohol on campus or at school related functions is illegal. Newport School Board policy 3323-A states that the school district may impose a long-term suspension of up to ninety (90) days for first and second time offenders. The suspension could be reduced providing the student voluntarily enrolls and participates in a successful counseling program. For a third offense, the school district will impose a long term suspension of ninety (90) days. No reductions in suspension or alternatives may be applied for these offenders.

Tobacco Board Policy 3240-P

According to the Newport School Board policy 3240-P, a student shall not possess, use, transmit, be under the influence of, or show evidence of having alcoholic beverages, weapons, illegal chemical substances or opiates or tobacco products on any School District property or School function. Use of tobacco as above stated would result in an automatic one-day suspension.

Nutrition Board Policy 6700-P

Nutritional Content and Food Service Operations

The following guidelines shall be in effect:

A. Only food or beverages that meet the minimal nutritional values, as defined by the Food and Nutrition Service of the U.S. Department of Agriculture may be sold or served in the school until 30 minutes after the last lunch period. Competitive food services/sales, with the exception of 100% fruit juices, shall not be permitted to operate anywhere on school premises from 7:00 AM to 3:00 PM.

B. Foods that meet the minimum nutrition values include, but are not limited to, corn chips, beef jerky, popcorn, fruit, cheese & crackers, 100% fruit juices, peanuts, sunflower seeds, granola bars, low fat yogurt, pretzels, trail mix, low fat and nonfat milk.

C. Foods sold or served in school should assist students to comply with the dietary guidelines for Americans, by providing a variety of grains, fruits, vegetables, foods low in saturated fat, trans fat, cholesterol, sugars and salt.

D. Apple or other fresh fruit machines are acceptable at all times.

E. Food that is sold must meet the health department's standards in regard to storage, preparation and serving.

F. Students and staff will have access to safe, fresh drinking water throughout the school day. Fluoridated or bottled water should be made available for purchase by staff and students.

G. School staff should encourage non-food alternatives as student rewards.

School Cafeterias

A. Any student may eat in the school cafeteria or other designated place.

B. Meal prices will be established by the superintendent and food service supervisor, with the approval of the board at the beginning of each year.

C. Healthy option foods should be competitively priced.

D. Meal prices will be conspicuously posted in each cafeteria or designated meal area.

Nutrition Education

Nutrition education at all levels of the district's integrated curriculum should include, but not be limited to, the following essential components designed to help students learn:

Age-appropriate nutritional knowledge, including understanding the relationship of nutrition and food nutrients to physical performance and body composition; recognizing patterns of growth and development; understanding the concept of control and prevention of disease; acquiring skills to live safely and reduce health risks; understanding how environmental factors affect health; learn the benefits of healthy eating; understand essential nutrients; learn about nutritional deficiencies; understand the principles of healthy weight management; understand the use and misuse of dietary supplements; learn safe food preparation, handling, and storage; and appreciate cultural diversity related to food and eating;

B. Age-appropriate nutrition-related skills, including gathering and analyzing health information; using social skills to promote health and safety; understand how emotions influence decision making; analyze health and safety information and develop a health and fitness plan and a monitoring system, to plan and prepare a healthy meal, understand and use food labels, and to critically evaluate nutrition information, misinformation, and commercial food and advertising; and

C. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.

Nutrition and Food Services Operation

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the superintendent is responsible for:

A. Encouraging all students to participate in the school's child nutrition meal program.

B. Providing varied and nutritious food choices consistent with the applicable federal

government Dietary Guidelines for Americans.

C. Providing adequate time and space to eat meals in a pleasant and safe environment. Schools shall ensure:

1. Seating is not overcrowded;
2. Rules for safe behavior are consistently enforced;
3. Appropriate supervision is provided; and
4. For recess held in conjunction with the lunch period, recess should be scheduled prior to the lunch period for elementary students.

Nutrition

The District shall provide school lunches which meet the nutritional standards required by State and Federal school lunch programs. Foods that do not meet the standard of at least 5% of the U.S. recommended dietary allowance shall not be served in the schools until after the end of the last lunch period.

The Superintendent shall establish rules for the sale of foods during the school day. To encourage the eating of nutritious lunches, competitive food services shall not be permitted to operate anywhere on school premises during or for the period of one hour before and after the lunch period.

Any food sales of an occasional nature must have prior approval of the principal.



Newport School District is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. September is Attendance Awareness Month and each school in our district will be focused on helping students develop consistent attendance habits that will carry through to their adult lives.

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please call the campus attendance message line at **509 447-2481 press #1**.

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time.

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that requires an assessment to determine how to best

meet the needs of your student and reduce absenteeism. The assessment and other attendance information may be viewed on the district website.

In elementary school after two unexcused absences in any month, or ten or more unexcused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

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

The conference must include a school district employee such as a nurse, counselor, social worker, teacher, or community human services provider at a time reasonably convenient for all persons for the purpose of identifying the barriers to attendance and supports and resources so that the child may regularly attend school. If the child has an IEP or a 504 plan, the team that created the plan is required to attend the conference.

A conference is not required if there was prior notice or a doctor's note was provided to the school *and* there is an academic plan put into place to ensure the student does not fall behind.

If your student has five unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family will be referred to the Community Truancy Board, or you and your student may need to appear in Juvenile Court. The goal of the CTB is to improve student attendance through positive interventions and partnerships between home and school. The board is comprised of community professionals dedicated to serving the families of our area. Board members work together with the student, parents, and school to devise a plan for consistent attendance and graduation. The purpose of the board is restorative, not punitive in nature. If your student continues to be truant, you may need to go to court.

At **Newport School District**, we have established the following rules on attendance that will help you ensure your student is attending regularly.

Attendance Hotline

Please call your school and leave a message regarding your student's absence. When leaving your message please include the following information:

1. Spell the first and last name of the student.
2. State your name and relationship to the student.
3. Leave your daytime phone number for verification purposes.
4. Give a brief reason for the absence.

Excused Absences

The following are valid excuses for absences from school:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for whom the student is legally responsible;
3. Family emergency including, but not limited to, a death or illness in the family;

4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding, or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW [28A.225.055](#);
8. Absence directly related to the student's homeless status;
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW [28A.705.010](#);
10. Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

A written note or phone call from a parent or guardian must be received by the school within 48 hours of the absence in order for an absence to be considered excused, other than for school sponsored activities.

Unexcused Absences

An absence will be considered unexcused if the school does not receive a written note or phone call from a parent or guardian within 48 hours of the absence.

- The school is required to notify the parents via phone or in writing upon the first unexcused absence.
- After three unexcused absences in a month, the school is required to send out a letter of concern and initiate a conference to improve the student's attendance.
- After four unexcused absences in a month, the Community Truancy Board (CTB) Secretary will initiate a parent phone conference to improve the student's attendance.
- After five unexcused absences in a month or ten unexcused absences in an academic year, the school is required to refer the case to the Community Truancy Board. The CTB will meet with the student and parent(s) to form an attendance agreement plan.
- If the student is not in compliance with the attendance agreement plan, the school is required to file a contempt motion.

Tardies

Being on time to class is an expectation for all students in our district. Tardies disrupt both the learning of the late student and the other students already in the classroom. Tardies are excused using the same parameters as absences. Waking late or sleeping through an alarm will not be considered excused tardies. Three unexcused tardies will equal one unexcused absence and will trigger the steps outlined in the unexcused absence section above.

15 Percent Rule

Once a student's absences, regardless of whether they are excused or unexcused, reach 15% of cumulative days of attendance, the school may require a doctor's note for any subsequent absences to be excused.

School-Sponsored Absence

Sometimes, students are absent from class for the purpose of participating in a recognized school activity such as a classroom trip, athletic competition, music program, extracurricular field trip or student government activity. The most common reason for these absences is an "away game" with a leave time scheduled before the end of the school day. All school-sponsored absences are excused.

Illness During School Day

If a student becomes ill while at school and wishes to go home, he or she must:

1. Report to the office.
2. Call parents from the office to see if anyone is at home. If not, the student must stay in school. Office personnel must speak with the parent before releasing the student to go home.
3. Parents, please provide emergency contact information to the office listing alternative people that you give authority to pick up your child in the event that you cannot be reached.

Check-Out Procedure

Students who leave anytime during the school day must tell the teacher and report to the office prior to leaving the premises. Students must sign out and have school *and* parent/guardian permission, given via note or phone call, for legitimate purposes such as illness, doctor's appointment, or family emergency.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine. Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your student's teachers if you notice sudden changes in behavior. These could be tied to something going on at school. Encourage meaningful after school activities, including sports and clubs.

Network Use Agreement
FOR INTERNET ACCESS AND COMPUTER USE

The purpose of this policy is to ensure student-level compliance with policies and guidelines concerning the Internet and the District Network which will be generated by Local, State, National and International entities and to help assure the district's opportunity to access the Internet.

1. All use of the network must support education and research and be consistent with the mission of the District.
2. Any use of the Network for personal gain, commercial solicitation and compensation of any kind is prohibited.
3. Extensive use of the Network for non-work related communication is prohibited. Spamming is strictly prohibited. Chat groups, Instant Messenger, web-based emails and unsecured communications are prohibited.
4. Any use of the Network for product advertisement or political lobbying is prohibited.
5. Network accounts (logon IDs) are to be used only by the authorized owner of the account for authorized purposes only.
6. Users shall not intentionally seek information on, or obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Network.
7. All communications and information accessible via the Network should be assumed to be private property in regards to accessing, downloading or transferring of other people's data and information.
8. No use of the Network shall serve to disrupt the use of the Network by others; hardware or software shall not be destroyed, modified, or abused in any way. Absolutely no software is to be installed other than that provided by Newport School District on any computer, device or server. Furthermore, I recognize that copyright laws that protect software; therefore, no student will make unauthorized copies of software found on school computers or devices. Any programs, files, or music not authorized will be deleted without notice.
9. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computing system, network and/or damage the software components of a computer, computing system or network is prohibited.
10. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks are prohibited.
11. The illegal installation of copyrighted software for use on District computers or devices is prohibited.
12. Use of the Network to transmit material likely to be offensive or objectionable to recipients is prohibited.
13. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing, Cyberbullying) is prohibited.
14. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material is prohibited.
15. Attaching unauthorized devices to the District network is prohibited.
16. Subscriptions to ListSrvs must be pre-approved in writing by the District's Technology Director.
17. No student will be allowed to give out any personal information such as his/her address, telephone number, parent's address/telephone number, the name and location of their school or their picture.
18. Students should discuss with parents and teachers the appropriate areas to visit while online before ever using the Internet.

From time to time, Newport School District, ESD 101 and WedNet will make determinations on whether specific uses of the Network are consistent with the Acceptable Use Policy. Newport School District and ESD 101 reserve the right to log Internet use and to monitor file server space utilization by users. Newport School District and ESD 101 reserve the right to remove a user account on the Network to prevent further unauthorized

activity. WedNet and ESD 101 reserve the right to disconnect an Affiliate (school district) to prevent further unauthorized activity.

Computers, Workstations and other Devices

1. Computer or Devices abuse or unauthorized experimentation will not be tolerated and may be subject to disciplinary action, including civil and criminal actions.
2. Students, and their parents or guardians will be held financially responsible (full replacement cost) for any damage to hardware and/or software including but not limited to; monitors, mouse, mouse pad, keyboard, speakers, systems box, devices and other peripheral equipment
3. Any disk, computer or device suspected of having a virus must be reported immediately to the District Technology Director, extension 5000.
4. Misuse of equipment or programs may result in immediate suspension of computer and Network use.
5. Computer and device users may not make any changes to the environment on the computers in any way. This includes, but is not limited to, altering or deleting any system files.
6. Students are not allowed to open or make physical changes to computers or devices. This includes, but is not limited to; swapping a mouse or keyboard with another computer.
7. The District reserves the right to confiscate and search any electronic device (including but not limited to cell phones, cameras, iPod's and tablets) used on school district property for any material deemed inappropriate by the Districts Cyberbullying Policy No. 3207 or the Electronic Resource Policy No. 2022.

No Expectation of Privacy

The district provides the network system, email and Internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of: the network; user file and disk space utilization; user applications and bandwidth; user document files, folders and electronic communications; email; internet access; and any and all information transmitted or received in connection with network and email use. No user should have any expectation of privacy when using the District's network or other electronic media on school district property. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Individual User Access Release Form

I declare that I have read the NETWORK USE AGREEMENT FOR INTERNET ACCESS AND COMPUTER USE Policy and I agree to abide by all rules and regulations.

In consideration for the privilege of using the Network, WedNet and in consideration for having access to public Networks, I hereby release Newport School District Number 56-415 and/or Washington School Information Processing Cooperative, their operators, and any institutions with which they are affiliated, from any and all claims and damages of any nature arising from my, or my child's use, or inability to use the Network, WedNet including without limitation the type of damages identified in the Newport School District and/or ESD 101 Acceptable Use Policies. Further, I and/or my child agree to abide by the Acceptable Use Policies.

I also understand the Network is considered to be Public and, therefore, student information/files/emails are subject to review at any time for content and use by district staff or their agents. Furthermore, the district uses real-time monitoring of technology without prior notification.

Chromebook Checkout

Email: GrizIT@newportgriz.com Website: www.newportgriz.com

Students will receive a Chromebook to use at home as a means to promote achievement and provide for flexible learning opportunities. Students are expected to use District technology responsibly and they must understand the appropriate and responsible use of the technology and District network resources. The District also expects that students will keep their devices safe, secure, and in good working order. This agreement includes the following specific expectations.

Care of the device, software, and confidential data:

- ☐ Do not leave unattended in a car, an unlocked home, or in a public place.
- ☐ Do not use or store food and drink near the Chromebook
- ☐ Protect from extreme temperatures (i.e. do not leave in the trunk of a car for long periods of time).
- ☐ Do not mark or deface your NSD issued Chromebook, defacing includes the use of stickers or tape.
- ☐ Do not remove or alter district-placed stickers and tags.
- ☐ You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another individual.
- ☐ Students will log on to the network only as themselves.
- ☐ Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures.
- ☐ Students will notify their classroom teacher or the technology department immediately if the mobile device needs repair, is lost, or stolen.
- ☐ Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means

Responsibilities and Restrictions:

- ☐ Students are expected to abide by the Responsible Use Agreement (Board Procedure 2022P)
- ☐ Student use of District equipment is filtered on and off District property in compliance with CIPA and district policies. No filter is perfect and the District cannot guarantee students will not intentionally or unintentionally access content that is inappropriate.
- ☐ Students are responsible for all content on their Chromebook. Any inappropriate content, in any form (pictures, text, animation, video, sound, etc.) will be grounds for disciplinary action.
- ☐ Use technology for school-related purposes only. Use for commercial or political purposes is prohibited.
- ☐ I will use technology in accordance with the laws of the United States and the State of Washington as they relate to libel, copyright, and criminal acts. Only download/save music, videos, or other content related to specific assignments. I will not use the Chromebook to store personal digital content. ☐ Cyberbullying, including personal attacks or threats toward anyone using online resources, is strictly prohibited and may lead to criminal charges. If you are aware of cyberbullying, please report it to responsible school personnel!
- ☐ All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.
- ☐ Routine maintenance and monitoring of The NSD Computer Network may lead to the discovery that you have violated this Policy, the Student Handbook, or the law.

I understand that if loss or damage occurs while the Chromebook is in my possession, I am responsible for any damage, and in case of theft, for filing an official police report and informing my school immediately. The District may request the Chromebook device and software be returned at any time. Upon request by the District

or termination of the Agreement, I must return the Chromebook to the District, in the same condition it was received, reasonable wear and tear excepted. I understand that the District may ask to examine the device at any time.

Approximate Replacement Costs, these costs can vary depending on the prices provided by our vendors:

Case: \$25	Keyboard:		Device Exterior: \$40
Charger: \$25	\$75	Individual	Hinge: \$25
Screen: \$120	Keys :\$15	Touchpad:	Full Replacement: \$205
	\$30		

By signing this handbook, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of NSD district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in their respective Student Handbook.

Prevention & Education: In each one of our schools, we take a proactive approach to educate our students on the definitions, processes, and reporting methods regarding harassment, intimidation, and bullying. Annually, and preferably at the beginning of each school year, our schools teach students how to prevent and respond to harassment, intimidation, and bullying. All schools have a bulletin board with reporting forms, copies of policy and procedures, and methods to report anonymously. Specific policies and procedures are available at these bulletin boards, as well as on our school district websites. Methods for reporting include:

1. **Online anonymously** -- <https://newport-wa.safeschoolsalert.com/>
2. **Paper (with an anonymous option)** – complete the reporting form located outside school offices and submit to the “bully box” at the bulletin board
3. **Call or talk to the school office** – Each school's office staff can forward any reports to the appropriate administrator to intervene

Intervention:

For an action to be considered harassment, intimidation or bullying, it needs to meet the following definition found in [RCW 28A.300.285](#):

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

Please note that harassment, intimidation and bullying are closely related, but they are not identical. Also remember that not every mean, unfriendly, inappropriate or otherwise unwanted action is harassment, intimidation or **bullying**.

If you believe a child is being **bullied**, contact the school – the child's teacher, the school principal, counselor, another trusted adult – to let them know of the situation.

Obtain a copy of the district's anti-bullying policy and procedures and follow the procedures for filing a written complaint. All districts are required to publish their anti-bullying policies and procedures. Schools usually have those policies and procedures available as well in their student handbooks. A [model policy and procedure](#) document is located on OSPI's website, and your school's policies should look similar to the model policy.

If the act was committed because of perception around a person's race, color, religion, ancestry, gender, sexual orientation or handicapping condition, it might be considered **discriminatory harassment**. If it was particularly vicious, causing significant physical harm to your child or his/her property, the aggressor *may be* guilty of [malicious harassment](#). Contact the police if your child has been the victim of malicious harassment.

Once a complaint is submitted, the school is required to conduct an investigation. Parents/families will be notified of the investigation and the results of that investigation.