

Selah Intermediate School

Parent/Student Handbook

2022-2023



Selah School District Mission: SSD, in partnership with students, parents, and community inspires a culture of lifelong learning for all.

Important SIS Phone Numbers

Main Office: 509-698-8300

Attendance: 509-698-8304

3rd Grade Counselor: 509-698-8308

4th Grade Counselor: 509-698-8299

5th Grade Counselor: 509-698-8307

Health Room: 509-698-8321

Spanish Line: 509-698-8304

SNOW LINE: 509-698-8080

Sarah Hansen
Principal

sarahhansen@selahschools.org

Trina Hovsepien
Assistant Principal

trinahovsepien@selahschools.org

Kendra Korynta
Assistant Principal

kendrakorynta@selahschools.org

Selah School District

2022-2023 Student Calendar

August 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- August**
- 29 **Classes Begin**
- September**
- 2 *Non-School Day*
 - 5 *Labor Day — No School*

- October**
- 14 *Teacher Inservice Day (optional) — No School*

- November**
- 11 *Veterans' Day — No School*
 - 16 *Teacher Inservice Day — No School*
 - 24 *Thanksgiving Break — No School*
 - 25 *Thanksgiving Break — No School*

- December**
- 19 *Winter Break — No School (5 days)*
 - 26 *Winter Break — No School (5 days)*

- January**
- 2 *New Year's Day — No School*
 - 3 **Classes Resume**
 - 16 *Martin Luther King Day — No School*
 - 25 *Teacher Inservice Day — No School*

- February**
- 17 *Non-School/Snow Make-up Day*
 - 20 *Presidents' Day — No School*

- March**
- 15 *Teacher Inservice Day — No School*

- April**
- 3 *Spring Break — No School (5 days)*

- May**
- 29 *Memorial Day — No School*

- June**
- 15 **Last Day of Classes**
 - 16 *Teacher Inservice Day — No School*

February 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
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23	24	25	26	27	28	29
30						

May 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
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21	22	23	24	25	26	27
28	29	30	31			

June 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Selah Intermediate School Schedule

Office hours: 8:25 AM to 4:30 PM, Monday through Friday.

<u>Regular Schedule</u>	<u>Wednesday Schedule</u>
8:25 - Doors open / breakfast served	9:25 - Doors open / breakfast served
8:40 - 1st bell to go to class	9:40 - 1st bell to go to class
8:45 - School begins	9:45 - School begins
3:15 - Bus riders released	3:15 - Bus riders released
3:20 - Walkers and Pick-up released	3:20 - Walkers and Pick-up released

Student Arrival

The regular school day begins at 8:45, and 9:45 on Wednesdays. Students arriving after the start time need to go to the office and check in, as this is considered tardy. For supervision purposes, students should not arrive at school before 8:25.

Late Starts

There will be district-wide late starts on Wednesdays throughout the year. These late starts will be used by the staff to further develop their instructional skills and knowledge of the content that they are teaching. On those days classes will begin at 9:45. Students should not be on campus until 9:25 due to lack of supervision.

Checking Students Out

For safety purposes we require that all visitors and volunteers check in with the office first. At that time, they will be given a visitor's badge. When picking up a child for appointments, etc., stop at the office, identify yourself and sign your child out. Students are not allowed to leave school grounds unless accompanied by an adult. No child will be released to a person other than the parent unless the person's name appears on the child's emergency card, which is on file in the school office.

Volunteers

At Selah Intermediate, we love having parent volunteers. Here are the steps that you will need to follow to be approved with a background check:

- Visit our online Visitor Management System at <https://selahvolunteers.hrmpplus.net/>. You will need to upload your driver's license as well as filling out the other information. Please give us a call if you have any questions on this process.
- Contact the classroom teacher who you would like to visit. By contract, they need at least 24 hours notice and may approve or deny any request.
- On the day of the visit, sign in and put on a name badge in the main office. Name badges must be worn while in our school.
- Once your activity or the class is complete, stop back by the office to sign out of the building.

Please note: If you have made arrangements with one teacher, once the activity or period is over, you will need to return to the main office and check out of the building.

Behavior Guidelines

This portion of the Selah Intermediate School Student Handbook explains our behavior expectations for every student on our campus. Viking PRIDE is the foundation of our behavioral expectations. PRIDE stands for Positive, Respectful, In Control, Dependable, and Engaged. Students need to understand what is expected of them and that they have control over their actions.

All staff members will make every attempt to be fair, courteous, and consistent in their dealings with students. Parental support of this information and the school staff is important in helping children learn that there are clear and definite limits to responsible behavior.

What is PBIS?

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, and desired behavior more functional.

Why is it so important to focus on teaching positive social behaviors?

Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.



Selah Intermediate PRIDE Expectations

Vikings respect the learning, safety, and well-being of others

	Hallways/Stairs	Cafeteria	Playground	Restrooms	Classroom	Bus Line/ Crosswalk
P ositive	* Show friendly behavior	*Include others at your table	*Include others *Take turns *Show good sportsmanship	*Use kind and appropriate words *Keep it clean	*Encourage others *Have a growth mindset *Learn from mistakes	*Use kind words
R espectful	*Voice level 2 *Be kind and pause for others	*Use your manners *Voice level 2	*Respect others playing space *Enter building quietly	*Respect other's privacy *Voice level 2	*Use kind words, actions, and body language *Respect the learning of others	*Maintain your personal space *Follow directions quickly *Stay on sidewalks
I n control	*Walk on the right side *Hands and feet to yourself *Take stairs one step at a time	*Keep hands and feet to yourself in line *Carry tray with two hands *Walk *Face forward in line	*Wait your turn *Use equipment appropriately *Play safely and fairly	*Wait your turn *Correct amount of towels, soap, toilet paper	*Keep hands and feet to yourself *Stay organized *Allow yourself and others think time	*Keep hands, feet, and property to yourself *Walking feet to your bus line or crosswalk *Stand in your correct line
D ependable	*Take a hall pass *Walk with a purpose	*Come prepared *Wait until dismissed *Clean up after yourself	*Come prepared *Follow directions quickly *Walk with purpose when the bell rings *Return playground equipment	*Flush toilet, put towels in garbage cans	*Arrive on time *Come prepared *Be where you're supposed to be *Practice best work and best self *Follow directions quickly	*Go directly to your Bus *Use safe hands and use appropriate language
E ngaged	*Pay attention to the world around you *Keep up with the group	*Fuel your body and mind	*Participate in physical activity *Stay in designated playground areas	*Wash hands with soap *Use time wisely	*Participate in your learning *Give your best effort *Take risks *Stay on task	*Pay attention to your surroundings, watch for traffic and stay away from the edge of the sidewalk.

What might occur if a student doesn't meet the behavioral expectations? Some examples include:

- Communication home from the classroom teacher.
- Student meeting with PBIS Interventionist or school administration
- Parent/student meeting with support team (teachers, counselor, PBIS interventionist, principal)
- Loss of recess/lunch for reteaching of expected behaviors
- Restorative practices (Make it Right)
- Conflict resolution session or restorative circle

School and Classroom Discipline Guidelines

The staff and administration will make every effort to ensure that our students are successful and enjoy learning at Selah Intermediate School. However, there are consequences for students who make poor choices in or out of the classroom. The teachers at Selah Intermediate School do an excellent job of managing student behavior in their classrooms. They each have a behavior plan that outlines the classroom expectations.

Classroom managed behaviors:

1. Non-verbal warnings to correct behavior (proximity, etc.)
2. Verbal warning to correct behavior.
3. Student choice on how they can reset/calm down/self regulate.
4. Classroom teacher contacts the family (call, email, message, notify parents by mail, or have Home Visitor contact parents)

Office managed behaviors: (Major Referral/Make it Right)

Possible Office Referral Consequences:

Student discipline issues are dealt with on a case-by-case basis using developmentally appropriate restorative practices (apology notes, community service, etc.) in partnership with families.

GENERAL PROVISIONS

- The administrators reserve the right to use professional judgment in determining student discipline. Students whose behavior falls in the "Exceptional Misconduct" category as set forth in the Selah School District Policy 3241P will be subject to the corrective actions outlined in the policy.
- Parent meetings with administration may be requested at any time during the referral process by either party.
- Special Education: Students on IEPs will follow the WACs and/or their individual education plan when short term/long term suspension or expulsion is warranted—Selah School District Policy 2161P.

Harassment

Selah Intermediate School is committed to a positive and productive educational environment free from discrimination including race, religion, gender, and sexual harassment. Threatening and bullying behavior is not allowed.

Discrimination

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation (including gender expression or identity), marital status, the presence of any sensory, mental, or physical disability participation in the Boy Scouts of America or the use of a trained dog guide or service animal by a person with a disability, District programs will be free from sexual harassment. <https://www.selahschools.org/Page/1060>

Bullying

Selah Intermediate recognizes the following definition of bullying from the "Steps to Respect" Bullying Prevention Program: "Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose."

Other key elements in defining bullying:

- Bullying involves a power imbalance in which the child doing the bullying has more power due to such factors as age, size, support of the peer group, or higher status.
- Bullying is usually a repeated activity in which a particular child is singled out more than once and often in a chronic manner.
- Bullying is carried out with an intent to harm a targeted child.
- Bullying includes physical aggression, verbal insults, the spreading of malicious rumors or gossip, and threats of exclusion from the peer group.
- There will be no tolerance for bullying on campus, at school functions or at bus stops.
- There also will be no tolerance for any kind of retaliation for having reported bullying to school officials. Students involved in bullying at Selah Intermediate will be subject to school discipline, including suspension or expulsion. (As per Policy #3207P). There will be an investigation carried out, with contact of the parents of the parties involved. SIS follows the Selah School District policy regarding Harassment, Bullying and Intimidation. <https://www.selahschools.org/Page/114>

Student Appearance and Dress

Expectations of Appropriate Dress

Students' appearance, dress, or accessories shall not be disruptive or interfere with the education, general health, and/or safety of other students. Clothing that compromises modesty or depicts violence or other inappropriate content is not in the best interest of maintaining a healthy learning environment for students. If the school administration determines that a student's appearance is inappropriate, the student will be directed to correct the situation. If the situation cannot be corrected, the student will be removed from class until the parent or school is able to provide suitable clothing.

Appropriate Footwear

Students need to wear footwear appropriate for the season and temperature. Please keep in mind that regardless of the weather, students must have appropriate athletic shoes to participate in PE classes. For safety reasons, students cannot wear flip flops at school.



Attendance Procedures

Regular attendance is critical for student learning. Students are expected to be at school on time every day. Selah School District Policy and Washington State Law require students to regularly attend school. Please assist your students in developing good habits such as regular attendance and promptness. In the event that your student must be absent, please refer to the following guidelines:

Excused Absences

Excused absences fall into two categories, medical and personal. Students are only allowed a total of 15 excused absences (combining personal and medical). After 15 excused absences we may require a physician's note to excuse any additional absences. Washington State law requires a conference with parents when a student has 5 or more excused absences in 1 month or 10 or more for the year, except when pre-arranged or a doctor's note has been provided. **Parents must call within 48 hours upon a student's return to school or send a written note to the office for an absence to be considered as Excused.**

Unexcused Absences

An unexcused absence (truancy) is any absence that is not defined by Washington State Law, (WAC 392.400.325). If your student accrues unexcused absences, you will be contacted to conference with Selah Intermediate Administration for a Student Success meeting.

Tardies/Partial Days

Frequent tardiness can be as detrimental to success in school as being absent. It is extremely important that each child be at school the entire day and prepared to learn. Tardies are considered to be arriving at school late as well as leaving school early. According to Washington State Law (RCW 28A.225.020), any student not in attendance for more than half of the school day may be considered absent for the entire day.

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 contact the attendance secretary, at 698-8304. Feel free to send a note with your child, giving the reason for the absence.

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. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence. If your student has two 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 may require an assessment to determine how to best meet the needs of your student and reduce absenteeism. In elementary school, after five excused absences in any month, or fifteen or more excused 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 a 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. If your student has seven 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 5 attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court. At Selah Intermediate, we have established the following rules on attendance that will help you ensure your student is attending regularly.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before and get a good night's sleep.
- 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.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.

Parent Information

Student Messages

Student messages will not be taken after 2:45 pm. Any messages received after 2:45 pm are NOT guaranteed to reach your student before the end of the school day. This is for the safety of your child and to ensure that all messages get delivered.

Student Registration

Student registration will be done at Selah Intermediate. Registration packets can be picked up and turned in to the front office. Questions about registration can be asked to the school counselors or our building administrators.

Items from Home

Students may bring soft equipment to play with at recess. Students are not allowed to bring electronic toys, cards (Pokémon, Yugioh, or trading), iPods, baseballs, softball, bats or other small toys. Students carrying cell phones for safety reasons must leave them off and in their backpacks at all times. Smart watches may be worn, but not used to make calls or send messages during the school day. If this occurs, we will ask for them to be kept in their backpacks until the end of the day. The school is not responsible for any item that is lost, broken, or stolen, including skateboards, scooters and bikes.

Field Trips

Field trips are wonderful opportunities for our students to interact with people and gain experiences outside of school. Most field trips offer some parents an opportunity to participate with their child by chaperoning. Unfortunately, not every parent can chaperone. The number of chaperones for each field trip depends on space available and time. The chaperones will be determined by the classroom teacher. **However, in order to be eligible parents must have completed the district's volunteer form.** Younger siblings are not allowed to accompany parent chaperones on any field trip. Students must accompany their class to the field trip, but parents are permitted to check them out with the teacher and take them at the conclusion of the field trip.

School Closures

Occasionally situations arise that may require us to close school. The most common cause of such a situation is weather. **If severe weather, or any other situation, causes us to close school there will not be anyone available to supervise your child.** It is important to listen to local radio and television stations. Selah School District notifies local stations early in the morning, usually by 5:30 a.m. If for some reason you are unable to find a local station, or are concerned that you may have missed the announcement you can also call 509-698-8080 or look online at www.selahschools.org.

Snacks

Students are permitted to bring nutritional snacks to school to eat under their teacher's direction. Parents wishing to bring snacks for birthdays or parties need to coordinate those with their child's teacher due to possible food allergies, and must be store-bought and prepared with ingredients listed.

Parking Lot Safety

Safety is our paramount concern during morning drop off and afternoon pick up. Please follow the map below and our parking lot personnel's directions while on our campus. Failure to comply with any lawful order or direction of any authorized flagger is a misdemeanor. Please reference RCW 46.61.015. Thank you for helping to keep everyone safe while on campus. Please adhere to the following:

1. If dropping off in the pickup/drop off lane please let your child exit the vehicle on the curb side.
2. Please do not cut in and out of the pickup line. Your child will be waiting for you to pick them up at the front of the line.
3. Please park in an open spot if the pickup line is full. If you cannot find a spot, you can circle around until one becomes available. We need to keep traffic moving.
4. Please keep your speed down and watch for people crossing.

PARENTS, FOR SAFETY REASONS, DO NOT PARK IN THE BUS LOADING ZONE AT THE BEGINNING OR ENDING OF SCHOOL DAY.



Homework Philosophy

The purpose of homework at SIS is to support students' academic growth. We believe homework should consist of reading with and/or to your child on a regular basis for a minimum of 30 minutes per day in your students native language.

Release of Student Information

The District publishes student names and photographs when reporting on student activities, to recognize student achievement, and for public information purposes. If you do not want your child's photo and/or name published please contact your child's school within two weeks after registering your child in the Selah School District, or by September 15th of each school year. There is a non-publish form that must be filled out annually, a copy of which will be on file at your child's school with the original forwarded to the Administration Office. If there is no form on file it will be assumed that permission for release of photos, names, and/or directory information has been granted.

Internet Use Policy

All students will be allowed to use the Internet unless the parent requests otherwise in writing (see form #2022F1A). The Selah School District Internet access is filtered by WebSense Internet filtering software. In addition, permission is granted to allow publication of student work and photos unless written withdrawal is received. Students misusing the Internet will lose Internet privileges.

Selah Intermediate PTO

SIS is fortunate to have such great support from our parents. Our PTO (Parent Teacher Organization) is very actively involved in the success of our students. They have a variety of fundraisers throughout the year to support our students and the efforts of our teachers. Volunteers are always welcome; you do not have to attend the monthly meetings to volunteer at PTO events!! Your involvement and help is always welcomed and appreciated. Please contact the office for more information if you are interested in participating in our PTO.

First Aid and Medication

Selah Intermediate provides basic first aid and opportunities for students who are not feeling well to rest. Our health room has several beds for students to rest and is staffed during the school day by a paraprofessional who is trained to provide basic first aid. Parents may or may not be notified when their child visits our health room depending on the reason for the visit. However, in cases of serious injury or illness (and temperatures of 100.4 degrees or more) parents will immediately be notified. Please do not send students to school who have been vomiting or have had a fever over 100.4 degrees in the last 24 hours.

District Nurse

Selah School District employs a district nurse who supervises our health rooms. She oversees and develops care plans for students who have specific health related concerns. She also provides first aid in conjunction with our health room aide.

Medication

No prescription medication, over-the-counter medication, treatments, or special diets can be given at school unless the Permission to Administer Medication at School forms are signed by the health care provider and parent regardless if the condition is life-threatening. **Medication of any kind cannot be carried by students at any time.** These forms can be picked up in the office. Medication for students may be administered at school as long as the district is provided with the following information:

- Written doctor's instructions and parent's permission for the administration of the medication: Provided on the Permission to Administer Medication at School form on the SSD website.
- The medication must be in its original bottle with the original label from the doctor or pharmacist identifying the student and name and dosage of the medication.

Immunizations

Washington State law (RCW 29A.31.118) specifies that children enrolled in public education must either be immunized against specific pathogens, or the parents/guardians must sign a waiver indicating why the child has not been immunized. If a parent/guardian chooses to not have their child immunized it may be necessary, in the case of an outbreak, for the student to be isolated away from school until it becomes safe for the student to return to school. For more information regarding immunizations, please contact the school at 698-8300.

SIS Student Retention Procedures

Student retention is a seldom used method to provide severely struggling students with more time at one particular grade for the purpose of helping that student come closer to meeting grade level standards. Because of the wide range of issues associated with retention, it is a decision that is not taken lightly and one that requires an exhaustion of other interventions before being considered. If retention is to occur, it is an option that should be used as early as possible in a child's educational career to help minimize any social impact it may have on the child.

In order for retention to be a consideration, the school and parents must work together as a team in making the decision. The Intermediate School in the Selah School District will address the issue of student retention by using a team of people who will gather to discuss student data, social/emotional concerns, behavior, and any other piece of pertinent information that would help in making the decision. This team must include, at the minimum, the following people: a parent/guardian of the child, the child's current teacher, a building administrator, the school counselor, and a teacher from the next grade. If a student is on an Individualized Education Plan (IEP), then the child's IEP team will act as the decision-making body in regards to retention.

The purpose of gathering this group of people is to provide a wide-range of perspectives about the child and to work as a problem-solving team seeking the best possible solution for the child. The team's recommendation for retention will come through a consensus decision and be documented on Form F1. If no consensus can be reached, the final decision regarding retention of a student rests with the school administration. During the first semester, a teacher may begin to see concerns that a child is not progressing towards grade level standards. At the fall conference, the teacher will share this initial concern with parents and work together to discuss intervention ideas to help with the child's progress. During this semester teachers will continue to monitor the student's progress on a regular basis and report this progress to parents. Intervention ideas will be modified or added depending on the child's progress. Also during this semester, the teacher will inform the principal of his/her concern about the child and outline the communication with the parent to that point. At spring conferences, the teacher will inform the parents that their child is a potential candidate for retention and share up-to-date data to support that claim. The teacher will convene the child's decision-making team, usually after spring break, and discuss his/her concerns. At that meeting, or at a later meeting set by the team, a consensus decision will be made regarding the child's retention or promotion for the following school year. This decision

will be documented on Form 2421.F1. If no consensus can be reached, the final decision regarding retention of a student rests with the school administration.

Change of Classroom Policy

It is the job of the Selah Intermediate administration to ensure that each classroom is balanced according to numbers, gender, special needs, and ability. The placement process that happens each spring takes into account all of these factors with additional input provided by parents and the prior year's teacher. Teachers will contact the families on their class lists to introduce themselves as your child's teacher. Because of the number of factors considered into the placement of each child and the make-up of every classroom, the following guidelines will be used when a change of classroom is requested by a parent/guardian:

Request made prior to school starting

- We do not take parent requests for teachers. If you have a concern or would like to talk about placing your child with or without another student for the following year, you can contact your child's teacher and they will make note of that on their placement form.
- Each request will be dealt with on a case-by-case basis by administrators and counselors.

Request made at the beginning of school:

- If a parent/guardian is concerned with their child's classroom placement, they are asked to contact the Principal, Assistant Principal, or counselor. During this contact, they will listen to and document the placement concerns.
- The parent/guardian will be asked to agree to a trial period in the current classroom. The idea behind the trial period is to give the student a chance to acclimate to the teacher and students in the classroom.
- At the conclusion of the period, the parent/guardian will provide the administration/counseling department with input regarding their child's well-being. The wishes of the parent/guardian will then be considered by the principal and the final determination of placement will then be made. Parents will be contacted by either administration or the counseling department when a decision is made.

Request made mid-year:

- If a parent/guardian is concerned with their child's classroom placement of their child after 10 school days, they are asked to contact the Principal, Assistant Principal or counselor. During this contact, they will listen to and document the placement concerns.
- After this initial contact, a conference will be set up with the teacher, parents, administrator and counselor. The administrator will mediate a problem solving discussion with the parties involved. At the conclusion of the meeting, a recommended course of action will be made by the group. The principal will use this input to make the final determination of placement. Parents will be contacted by either the administration or the counseling department when a decision is made.

Special Circumstances:

The principal reserves the right to bypass this process and make classroom changes at any time when there are special circumstances where the child's ability to be successful or to be safe are jeopardized in any way.