

# ***STUDENT/FAMILY HANDBOOK***



*My heart is happy you have entered into our school house.*

*Les agradecemos de corazón que hayan venido a nuestra escuela.*

*K'walání nam áshanísha skulítpámapa ínít.*

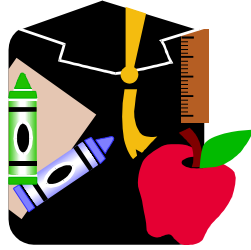


***KIRKWOOD ELEMENTARY***

*403 South Juniper  
Toppenish, Washington  
509-865-4750*

## Kirkwood's Vision

Kirkwood Elementary students rise to high expectations in order to achieve academic success and social independence.



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## Kirkwood's Mission

The mission of Kirkwood Elementary is to build a partnership with families and the community to provide a quality education that empowers our students to achieve academic excellence in order to be responsible and productive citizens.

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### TOPPENISH SCHOOL DISTRICT CUSTOMER SERVICE CREED

Family and Community Members, who entrust their children to our care, are the most important people to enter this office in person, by mail, or by telephone.

*People coming into the school office should be greeted or acknowledged immediately with a smile and respect.*

**Family and Community Members are not dependent upon us; the contrary we are dependent upon them.**

*This school belongs to our families and community members – they are our first priority and our benefactors. They should be treated courteously and respectfully.*

**Family and Community Members are not an interruption of our work; they are the purpose of it.**

*All families will be responded to within 24 hours. Office personnel will let families know if a staff member is going to be unavailable for several days or they will refer them to someone else that may be able to help.*

**Family and Community Members are not cold statistics: they are concerned human beings with feelings and emotions like our own.**

*Confidentiality will be maintained in the office. Student issues will not be discussed publicly. Treat all children, as you would want your own child to be treated.*

**Family and Community Members are persons who bring us their concerns, their needs and their ideas. Our job is to handle these concerns with understanding, fairness, enthusiasm and professional skill.**

*Provide parents non-threatening ways to give their input. Establish communication early in the school year. Take time to listen. Use your professional skills – negative messages don't work. Provide information in a fair manner that not only addresses the concerns but also helps to solve them.*



**WELCOME!**

## **KIRKWOOD ELEMENTARY SCHOOL FAMILY INVOLVEMENT POLICY**

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### **FAMILY INVOLVEMENT**

The Kirkwood Elementary School and Parent Teacher Organization (PTO) believe that the education of children is a joint responsibility. To ensure that the best interests of the child are served in this process, strong communication and/or collaboration between home and school must be maintained. Kirkwood Elementary School and the PTO recognize that parents and families are a child's first and most important teachers. When children enter school, the responsibility for their learning is shared by the schools, families, communities, and the children themselves.

Kirkwood Elementary School and the PTO also believes that:

- Families of all cultures, languages, and incomes care deeply about their children's success;
- Family-school-community collaboration and partnerships benefit all children; and
- Each school employee will strive to create a welcoming and family friendly atmosphere for all children.

**Communication**

- Conduct family-student-teacher conferences, meetings at a variety of times or conduct in-home conferences and communicate by email to PTO;
- Hold Meet Your Teacher Nights, Family Nights and communicate with families by telephone and e-mail;
- Produce Building and Classroom Newsletters with information on programs, meetings and other activities will be sent to families and posted on the Kirkwood website in Spanish/English;

**Planning and Decision Making**

- Kirkwood Elementary School and the PTO will actively enlist family participation in planning and developing School Improvement and Title 1 Schoolwide plans;
- Kirkwood Elementary School and the PTO will seek out parent input on all matters related to family involvement policy as well as the adoption and implementation of model approaches and training programs directed toward increasing family involvement.

**Collaboration**

- Kirkwood Elementary School and the PTO, and families will collaborate to evaluate the effectiveness of family involvement policies in improving the academic achievement of students;
- Families, educators and community members will work together to promote and increase educational opportunities for children;

**Supporting Student Learning**

- Kirkwood Elementary School and the PTO will provide opportunities for parents to learn effective ways to support their students' educational needs at home;
- Kirkwood Elementary School and the PTO will ensure that families receive information on state assessment system;
- Offer educational programs including literacy activities that are responsive to the needs of families.

**Opportunities for Involvement**

- Families are welcomed as volunteers at Kirkwood Elementary School;
- Volunteer opportunities will capitalize on the expertise, interests and skills of the parents and have a direct connection to school and Kirkwood goals;
- Families will assist in identifying and addressing barriers to parent involvement;
- Families will be invited and encouraged to have a role on PTO and Committees;
- Kirkwood Elementary School and the PTO will support opportunities for involvement by supporting regional parent conferences and other local family events as well as provide child care and transportation when appropriate;
- Kirkwood Elementary School and the PTO will work with families in finding strategies to enhance and encourage the involvement of other parents.

**Reviewing the Policy**

- Kirkwood Elementary School and the PTO will convene a group made up of parents, students, community and staff every two years to evaluate, review and revise this policy.

**SCHOOL HOURS**

<b>Building Opens/Breakfast Served.....</b>	<b>8:00</b>
<b>First Bell.....</b>	<b>8:40</b>
<b>Instruction Begins.....</b>	<b>8:45</b>
<b>Reading Begins.....</b>	<b>9:00</b>

First Lunch/First Recess.....11:25

Second Lunch/Second Recess..... 11:55

School Dismissal..... 3:15

## BE ON TIME!

**Students will not be allowed to enter the building before 8:40 a.m.** Breakfast is served from 8:00 until 8:40. If you are planning on eating breakfast at school, be on time! It is also important to be to class on time. During the first few minutes of class many important announcements and assignments are made. It is also an opportunity to ask questions or get extra help from your teacher. You can also sharpen your pencils and organize your materials and assignments for the day. **Most successful students come to school on time!**



## ATTENDANCE

Washington State law requires all families, guardians and Washington State residents having children between the ages of 6 and 18 to cause the child to attend a public or private school. **Any person violating this requirement “shall be fined not more than \$25.00 for each day of unexcused absence from school” unless the court decides otherwise.**

Families are to be informed when the student has failed to attend school after one unexcused absence. After two unexcused absences, a conference will be set up with

the families and student. The purpose of the conference is to take steps to eliminate or reduce a student's absences. After five unexcused absences in a month the school shall enter into an agreement with the student and families/guardian that establishes school attendance requirements; or the school can file a petition with the juvenile court alleging a violation. The school district must file a petition with the juvenile court alleging a violation of the State Compulsory Attendance Law by the families, by the child or by the families and the child not later than the seventh unexcused absence within any month and not later than the tenth unexcused absence during the current school year.

If your child has been absent, you must send an explanatory note to school when he/she returns or you can call the Kirkwood Office (865-4750) to report the absence. **Because regular attendance is so important to academic success**, we are continually working to improve daily attendance at Kirkwood School. Our home/school liaison will contact families when students miss school. Students who are absent for several days must bring a note from the doctor explaining the long absence.

## PICKING UP STUDENTS EARLY



If your child must be excused during the school day, please send a note of explanation to the office. When you come to pick your child up early from school, please arrive about five minutes before the child needs to leave. You will need to report to the office and sign your child out. The office staff will call your child to the office. **Do not go directly to the classroom.** Children can **only** be released to a families/legal guardian or person whose name appears on the student's registration card.

Please try to avoid taking your child from school early. At the end of the school day, as well as the beginning of the day, many important announcements and assignments are given. Taking your child "just a few minutes early" can cause them to miss out on necessary information.

## CUSTODY OF CHILDREN

If you are the legal guardian of a child and other adults are not to see or have contact with your child, the school must have a copy of the Court Order. If you have the original, we will make a copy of it for you at school. We want to avoid situations where people put the school or the child in the middle of custody conflicts.

## ENROLLMENT FORMS

Each student must have an enrollment form filled out. This form needs to have two emergency people listed with current phone numbers that the school can contact. **WE WILL NOT**

**RELEASE A CHILD TO ANYONE WHOSE NAME DOES NOT APPEAR ON THIS FORM.** The form also needs to have directions to the student's home in detail so a student can be taken home in case of illness and the family cannot be notified by phone. Country addresses should include the closest cross road and brief description of the house. It is also very important to note any special medical conditions the student may have so that staff can be properly prepared.



## RECESS

All children are expected to go outside for recess and must dress appropriately for the weather. Please check your child before he/she leaves home for appropriate clothing.

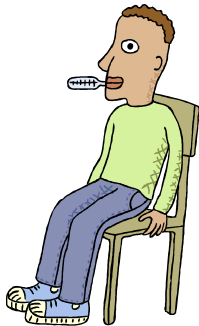


## MEALS AT SCHOOL

Kirkwood School serves free breakfast and lunch. For students bringing their lunch from home, milk will be available for free. **Families please remember to pack a nutritious lunch for your child.**

## STUDENT HEALTH

The school nurse assists the teacher in the health evaluation of each pupil. Periodic vision and hearing screenings are routine in the health appraisal. Families are notified of test results only when there are recommendations to be made. If you have questions or concern regarding your child's health, you can call the Kirkwood Office and leave a message for the school nurse. If you suspect your child is ill and you do not know if he/she should come to school, please take your child's temperature. If it is above normal, please allow your child to stay home until their temperature is back to normal and they are feeling well enough to participate in regular school activities. Good food, proper clothing and **enough sleep** are important to keeping your child healthy and able to do their best at school.



Families are responsible for the care of pupils who become ill. It is therefore, important that the school be able to contact you or another adult who will assume responsibility in

case of illness or emergency. Children are not allowed to go to their homes unless a family member or legal guardian is there. The school should be notified immediately of changes of address or telephone.

## **MEDICINE IN SCHOOL**

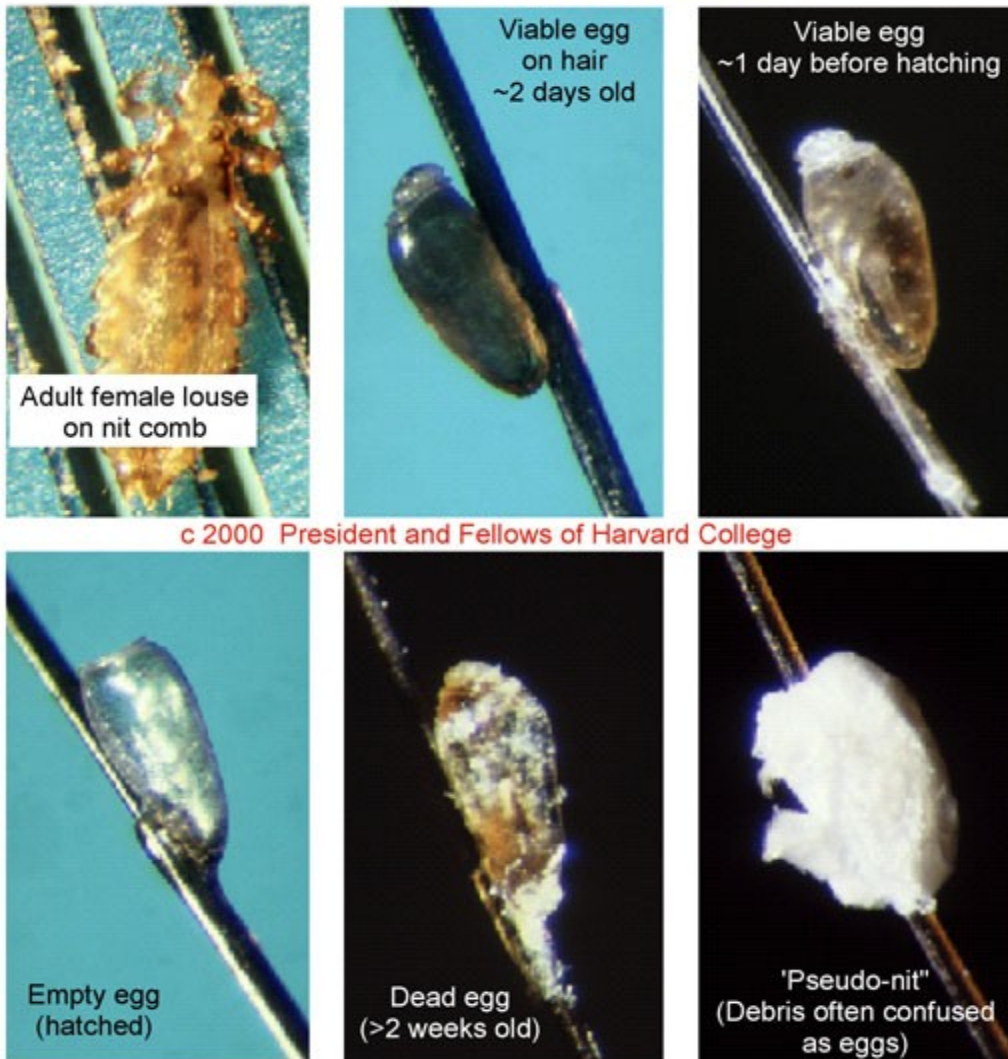
THE WASHINGTON STATE LAW STATES:

“The public school district or the private school must be receipt of (a) a written, current and unexpired request from a licensed physician or dentist for administration of the medications, as there exists a valid health reason which makes administration of such medication advisable during the hours when school is in session or the hours in which the student is under the supervision of school officials, and (b) written, current and unexpired instructions from such physician or dentists regarding the administration of prescribed medication to students who require medication for more than fifteen consecutive work days,” (RCW 28A.210.260) **Cough drops are considered medication and should not be sent to school with your child**

Families who have children currently taking a medication regularly at school, must have a current doctors statement for this school year. All medicines are kept in the nurses' office and given out by the school nurse or designated school personnel. Medication must be brought to school by the family and a medication form completed. Please ask the pharmacist for container labeled for school.

Images to assist in the identification of head lice and their eggs.

<http://www.hsph.harvard.edu/headlice.html>



[Return to text](#)

## Head Lice

**Students with head lice will be sent home and may not return to school until adequately treated.** Head lice are small, parasitic insects. They live mainly on head and neck hair. Children mainly get lice from head to head contact or sharing hats, combs or hair accessories. Nits (eggs) must be eliminated to prevent re-infestation. Please contact the school nurse for help in dealing with head lice.



## MONEY AND PERSONAL ITEMS AT SCHOOL

Students are not allowed to bring money to school. If they bring money to pay a bill in the office or buy a pencil, they should do so as soon as school opens. Children are not to keep money in their desks. If your child needs to keep money at school, please send a note and instruct him/her to give that note and the money to his/her teacher. Marbles are allowed at school with the exception of boulders and steelies. All marbles must be kept in a marble bag not in students' pockets.

**The school cannot be responsible for students' personal items. No games, toys, CDs, CD players, Radios, or kind of electronics, Cellular Phones, Lasers, Pagers Game Boys, Heelys, Roller Skates, Make-up or trading cards at school.** These items often cause a significant disruption to the learning and teaching process when they are lost, stolen, broken or used during class time. Personal items will be held by the teacher or the principal until the end of the school day and then sent home with the student. If a student continues to bring personal items to school, the principal will hold these items until a family conference can be arranged. The items will be returned to the family at the time of the conference. **If the items return to school after the family conference they will not be returned until the end of the school year.**

## FOOD AT SCHOOL

Students are not allowed to bring food to school. This includes gum, candy, chile powder, lemon salt, Hot Cheetos and any other junk food.

## LOST AND FOUND

All valuable articles found at school are taken to the office. Other personal articles such as clothing are placed in our Lost and Found Box outside the office. Please encourage your child to check the Lost and Found Box before reporting missing items. It is a good idea to clearly label your child's clothing.

## BUS CONDUCT




Students riding on buses are expected to follow the bus rules and conduct themselves with the best standards of classroom behavior so that the bus driver is not distracted from driving the bus. If students do not comply with the bus riding rules, the student may be suspended from riding the bus; this includes fieldtrips. Students may need a families-principal-transportation director conference before being allowed to resume riding the bus.

**Washington State Law does not require that students be brought to school on a bus. It is, and should be, considered a privilege to ride to school on the bus.**

## **BUS RULES**

1. The bus driver is in full charge of the bus and students.
2. Keep heads, hands and feet inside the bus.
3. Observe classroom conduct. Unnecessary conversation with the bus driver is prohibited.
4. Keep the bus clean.
5. Be courteous-no profane language, teasing or name calling.
6. Students crossing roads must do so under the direction of the bus driver and cross only in the front of the bus.
7. Stay in a seat while the bus is in motion.
8. Respect other's property.
9. If monitors or patrols are on duty, students must obey and respect their orders.
10. Drivers may assign seats as needed.
11. No hazardous objects or weapons allowed on the bus.

## **BUS REFERRAL PROCEDURE**

- |               |  |   |
|---------------|--|---|
| <b>Step 1</b> | First Written Conduct Report<br>Student warned and families notified   |  |
| <b>Step 2</b> | Second Written Conduct Report<br>Student removed from riding the bus for 1 to 3 days   |   |
| <b>Step 3</b> | Third Written Conduct Report<br>Conference with families and student may be removed from riding the bus for the remainder of the school year |   |

## **CHANGE OF ROUTINE**

Changes in your child's routine interfere with your child's learning. If at all possible students need to maintain a normal routine. Should an emergency arrive please notify the office before **2:30 p.m.** of any changes in transportation home. **This will ensure your child will be placed on the appropriate bus.** This notification must be in the form of a phone call or written note by the family or guardian. If notification is not given, the student will be sent home according to their regular routine.

## **FIELD TRIPS**

As a part of our school's program, children are sometimes taken on field trips requiring bus transportation. A family member/legal guardian signature is required on the field

trip permission slip in order for students to participate. Families also need to sign a walking field trip permission form to cover nearby trips on foot. Such trips are encouraged and you may be asked to help supervise if you have completed the necessary volunteer clearance procedures. **Family volunteers may not bring other children along on field trips.** Students who have a history of volatile behavior are to be escorted individually. Students who have not met the requirements set by grade levels will not be allowed to go on field trips. Students who are suspended from the school bus at the time of the field trip will not be allowed to attend.

## **FAMILIES AND FAMILY INVOLVEMENT**

All families and guardians are encouraged to actively participate in their child's education at Kirkwood School. Volunteers are welcome and needed in the classroom to assist in a variety of activities (to read or listen to students read, correct papers, to help on field trips, assist with special projects or in planning and putting on assemblies and celebrations and organize and supervise games at recess). We also encourage all families, grandparents, aunts/uncles, etc. to share their culture and language with the students of Kirkwood School.

**All visitors/volunteers must check into the office for a visitors' pass upon arriving at the school.**

## **CLEARANCE PROCEDURE FOR VOLUNTEERS**

In order to volunteer on a regular basis in our classrooms and school, a WATCH background check must be completed. This form can be obtained from the school secretary and completed in a matter of minutes. When this clearance has been completed, the adult can volunteer in the school under the supervision of a certified teacher. There is no cost to the adult for this clearance. **The watch procedure needs to be completed one week in advance of scheduled event.**

For families and guardians that would like to be involved and participate in extended field trips where they may not be under the supervision of a certificated staff person, another type of clearance is necessary. A completed Request for Criminal History Form and a card for fingerprinting need to be taken to the Toppensish Police Department. The forms are available from the Kirkwood Office. We recommend you call the Police Department and set up an appointment to have your fingerprints taken. It can take from two to six months to have the clearance returned to the school district.

The clearance policy is not meant to discourage volunteering. It is an important safety precaution to ensure the safety and well being of the students of Kirkwood School.

## CONFERENCES WITH TEACHERS

Family teacher conferences are held twice a year, once in the fall and again in the spring. This is an opportunity for the teacher to sit down with you and share information regarding your child's progress. You will also have the opportunity to ask questions and share concerns.



Between conferences, the teacher may need to ask you questions or solicit your help with your child's education. It is important that we have a current and correct phone number on file. If you would like to meet with your child's teacher or the building principal, please call the Kirkwood Office to make an appointment. It is important that the teacher be able to meet with you without disrupting the daily educational routine of the students. Planning meetings before or after class hours or during a teacher's planning time allows the teacher to give his/her full attention to you and your concerns. It is also possible to leave "voice mail" messages for the teacher. The teacher can then return your call at a time that is convenient, such as recess or lunchtime.

**Meeting with your child's teacher will help build strong family-teacher partnerships. These partnerships are needed if you and your child's teacher are to reach our common goal: helping your child get the best education possible.**

## LIBRARY

The school library is open during school hours. We have a full time librarian who teaches library skills and helps student select reading materials. Families are strongly encouraged to check out books for their children. We also have a Family and Professional section for adults in our district.



Students and families may use Kirkwood's Library without charge. However, families and students are expected to pay for any lost or damaged books. Students may not check out new books until they have returned or paid for overdue or damaged books. Kindergarten student may check out books when families sign a permission slip.

## HOMework POLICY



We believe that homework should be a positive experience that promotes educational interaction between family and child. Homework will reinforce classroom skills, encourage responsibility and develop study habits. In order for all of our students to read at grade level and acquire the necessary

vocabulary to meet the Washington State Essential Learning Requirements, practice reading must be a part of their daily routine.

All students in Kindergarten through 5<sup>th</sup> grade will be assigned homework daily. **All students have math homework and 20 minutes of reading every night.** Homework should be turned in to the teacher daily. Students that do not complete and turn in their homework may be required to finish the work during recesses or stay after school for additional help. Families will be notified if the student is required to stay after school. It will be the families' responsibility to provide transportation home for those students not living within walking distance.

### **Homework Hints**

- Remind students to start homework early in the evening so they aren't rushed at bedtime to finish.
- Break the homework up into smaller times. Do a part as soon as they get home, a part before dinner and finish the rest before bedtime.
- Encourage students to remember to do their homework on their own.
- Set aside an area for the student to work without distractions; turn off the TV or radio or provide homework space in another room.
- Make sure the student always has the supplies they will need such as paper, pencils, scissors and crayons.
- When homework is finished and signed, please have your child put the homework in their backpack and set it next to the door so that it won't be forgotten in the morning.
- **Remember to always do your part and ask your child to see their homework. Check the work when finished and sign off.**

## **REQUESTING A TEACHER**

The Kirkwood Staff believes that all our teachers are qualified to teach all students. However, if you do request a teacher, it MUST be done by the first school day in May for the following school year. Please see the school secretary for the request forms.

## **RETENTION OF A STUDENT PROCEDURES**

The following procedures will be followed for students that are being recommended for retention:

**During the fall conference the teacher must share with the family the potential possibility for retention if the student does not make adequate improvement by the spring conference.**

1. Student must be referred to the Family Support Team (FST) so that a plan can be developed for the child.
2. A mid-term report must be sent to the family to inform them on the progress the student is or isn't making.

**During the spring conference the teacher must share with the parent the reason why he/she believes their child would benefit from retention. The teacher will inform the family member that there will be a FST meeting in May if their child does not make the needed growth to progress to the next grade.**

3. A FST meeting must be held to determine the need for retention. This will be held the last week of May after DIBELS testing. The **Principal must be present** for the meeting and/or the school counselor; coaches, psychologist, and classroom teacher will be present at the meeting. When a **Special Education** student is being considered for retention the **Special Education Director** and **Principal** must be in attendance.



## **PICKING UP STUDENTS AND PARKING**

For student safety, Kirkwood's parking lot is divided into two main areas. These are: 1- **family** drop-off/pickup area and 2-**bus** drop-off/pickup area. Families dropping off students in the morning are asked to follow signs for the designated drop-off area. Families picking up students after school should park in one of the 10 reserved spaces at the end of the lot nearest Juniper Avenue. At the end of each school day students are walked either directly to their bus, awaiting families or across the street (if they walk home).

## **DRESS CODE**

The Toppenish School District wants to provide a safe and non-disruptive setting for its children so all students can learn. We also want to begin preparing children for success in the secondary education and work settings. We want students to be dressed appropriately for the weather and their activities of the day. The following outlines the Kirkwood School policy:



1. Clothing that represents any kind of violence, promotes or advertises the use of alcohol, drugs or tobacco products, is representative of gang affiliations or displays obscene symbols, signs, slogans or words that may be suggestive or of questionable interpretation is prohibited
2. Hats or hoods are not to be worn in the building
3. Dangling suspenders or any fasteners holding up trousers must be fastened
4. No baggy or oversized clothing, clothing may not be more than one size too large

5. No clothing that compromises modesty shall be worn at school or at school related functions, this would include, but not be limited to, anything that allows bare midriff or underwear to be exposed, such as crop tops and thin strap tank tops. Shorts and skirts must be at least fingertip length
6. Wallet chains, dog chains, chain belts or dangling belts are not allowed
7. No temporary tattoos or body jewels
8. No writing on body
9. No make-up
10. Any other clothing which may be considered disruptive by the building principal or clothing/jewelry which may be dangerous in class, on the playground, or may cause danger to the student, will not be allowed

Students who wear prohibited clothing will be asked to make changes in their clothing or will be sent home to change into more appropriate attire.



Remember that students at this age do not change for physical education classes. Please make sure your child is wearing clothing that is appropriate for the scheduled PE activities. This includes safe and appropriate shoes. **No strapless shoes.**

Younger children also need to dress appropriately for recess play. ***Flip-flops and sandals often cause falls***, as do pants and skirts that are too long.

**As you buy clothes for your son or daughter, we hope you will consider what is appropriate and safe for school.**

## DISCIPLINE

The Toppenish School District requires that students accept the responsibility of conducting themselves in a manner that is considered acceptable by the community and the school. The District believes that no one has the right to interfere with another person's learning; therefore, emphasis will be placed on respect, responsibility and the rights of others.

Our emphasis, in partnership with families or guardians, is to provide positive models for students and helping them learn the necessary behaviors to be successful in the school and community. Kirkwood School encourages and rewards positive behavior. However, **any student who willfully performs any act which interferes with or is detrimental to the orderly operation of the school, a school-sponsored activity or any other aspect of the educational process within the Toppenish School District, shall be subject to discipline, suspension or expulsion.**

## **MAKE YOUR DAY CITIZENSHIP PROGRAM**

Kirkwood follows the Make Your Day Citizenship program. The procedures outlined in the following pages explain our new citizenship program “Make Your Day”.

**MINOR INFRACTIONS** will result in a conference with a staff member.

- Disrespect to others
- Name Calling and put downs
- Pushing, shoving or hurting others
- Bothering others
- Not respectful of the property of others
- Not completing assignments during class time
- Not following playground rules
- Loudness
- Disruptive behavior
- Teasing
- Not sharing
- Not following directions (but eventually complies)

**EXCEPTIONAL MISCONDUCT** will result in short term suspension, long term suspension or expulsion. Examples of serious infractions include, but are not limited to,

- Destruction of School property**
- Leaving school grounds during school hours**
- Insubordination/disrespect to school personnel**
- Disregard for the Safety of others or self**
- Forgery, cheating and lying**
- Fighting, Battery or Assault**
- False Alarm (includes pulling the Fire Alarm)**
- Possession of a Controlled Substance or Pornography**
- Computer or Electronic Equipment Misuse**
  
- Profanity/Bad language**
- Intimidation, Bullying, Harassment, Threats or inappropriate Touching**
- Carrying/Possessing a Weapon or “Look-alike” Weapon (this includes toy weapons and knives)**
- Stealing**

In accordance with Toppenish School Board Policy 3244, the district will maintain a **no tolerance policy toward weapon use, transmission or possession on school property and at school related activities**. Based on RCW 9.41, the district is authorized to **expel**, for one year subject to appeal, any elementary or secondary student who has violated the weapons policy. For purposes of this policy, the term “firearm” has the meaning defined in RCW 9.42.010 (short firearm or pistol) and “dangerous weapon” defined in RCW 9.41.250 and RCW 9.41.280 (slingshot, sand club, metal knuckles, spring blade knife, or any knife, the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens or is ejected into position by force, nunchucks, throwing stars, air guns, or any air pistol or air rifle designed to propel a BB or pellet).

## **GUEST/SUBSTITUTE TEACHERS**

The staff at Kirkwood School is dedicated to providing your child with the best possible educational experience. Providing this often requires extensive training for our teachers. Since much of this training occurs during the school year your child will have a guest teacher from time to time. It is critical that our guest teachers be treated with respect at all times. **Disrespect to a guest/substitute teacher is considered EXCEPTIONAL MISCONDUCT (STEP FIVE) and will be dealt with accordingly. This may result in the suspension of the student.**

## **DRUG FREE SCHOOL POLICY**

It is a violation of Toppenish School Board Policy (#3240) to possess, manufacture, sell, use, deliver or be under the influence of any controlled substance. This would include, but not be limited to, alcohol, tobacco or tobacco products, marijuana, barbiturates, amphetamines, anabolic steroids, opiates or any other illegal chemical substance and prescription drugs

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is defined as being disturbed persistently by somebody because of your sex. It must be uninvited, unwanted and non-reciprocal. Sexual harassment is against the law. Incidents should be reported immediately to a teacher, supervisor or any school employee.

## **ANTI-BULLYING POLICY**

The Toppenish School District declares that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Therefore, harassment, intimidation, or bullying is prohibited.

Harassment, intimidation, or bullying means any gesture or written, verbal, or physical act taking place on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop that:

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

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

**Short-term suspension** is an exclusion from school for more than one, but not more than ten consecutive days.

**Long-term suspension** is an exclusion from school that exceeds ten consecutive days.

**Expulsion** is an exclusion from school until rescinded by the superintendent through the appeal or hearing process or for the duration assigned by the school administrator.

### **Appeal Process**

Any student and families/guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal for the purpose of resolving the grievance.

If this process does not prove satisfactory, the student, families/guardian shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the Superintendent.

For complete procedures, refer to Toppenish School District Policies 3310 through 3331 and State Board Regulations WAC 180-40.

**Kirkwood teachers and staff appreciate and encourage your help and support in the total educational process. We want to work closely with families in order to help our students learn behaviors they will needed to be successful.**

# **TOPPENISH SCHOOLS INTRAMURALS**

## **Staff Training Handbook**

### **Overview of the Program**

The Toppenish Schools Intramural Program is an athletic development program for students in grades kindergarten through sixth. The program began after the Toppenish School Board of Directors decided the students needed the program. Based on the information provided by the School Board, the following goals for the program were developed.

1. To provide a program that is safe.
2. To provide a high quality program for the students in the community.
3. To create a program that is accessible to the students in the community.
4. To incorporate a character education component into the program.
5. To create an opportunity for the students to spend time with positive role models.
6. To create a program that will encourage the students to become more physically active.
7. To provide the students with an opportunity to participate in organized athletics.
8. To provide instruction to the students so they will learn fundamental athletic skills.
9. To introduce the students to friendly competition.
10. To provide a program that is FUN!

This intramural program varies from traditional intramural programs because of the instructional component. This program is designed to teach students rules, fundamental skills and strategies. We are dedicated to ensuring each student has the training to be successful in that activity while having fun. The first 30 minutes of each session, the students participate in a study table that allows time for homework and other additional academic activities.

To make these opportunities accessible to students, activities are held at various sites. Activities are held after school. When activities are held away from the school a student attends, transportation will be provided free of charge to and from the activity. Activities are usually held for approximately two hours twice a week. Sport seasons last approximately four weeks with a tournament following the sport season.

The sites that will be used for intramural activities include but are not limited to:

- The Toppenish High School (fields and gym)
- The Toppenish Middle School (fields and gym)
- Garfield Elementary (field and gym)
- Kirkwood Elementary (fields and gyms)
- Lincoln Elementary (field and gym)
- Valley View Elementary (fields and gym)

**Please keep Student/Families Handbook and return this page to your child's teacher.**

**I HAVE REVIEWED THE KIRKWOOD SCHOOL HANDBOOK WITH MY CHILD.**

Family/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**I HAVE REVIEWED THE KIRKWOOD SCHOOL HANDBOOK WITH MY FAMILIES/GUARDIAN.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**I HAVE REVIEWED THE KIRKWOOD SCHOOL HANDBOOK WITH MY STUDENTS.**

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

