



# **Linwood Elementary School Parent and Student Handbook 2023-2024**

906 W Weile Ave.  
Spokane, WA 99208  
(509)354-3400 Main Phone  
(509)354-3361 Attendance  
(509)354-3419 Fax  
Office Hours: 7:30-4:00  
Grades PK-5: 8:30-3:00

Linwood Website:  
<https://www.spokaneschools.org/linwood>

Tricia Gessele, Principal  
Pamela Lindsley, Principal Assistant  
Pamela Albrecht, Principal Assistant

## **Table of Contents**

### **Welcome Letter from Principal**

### **About our School**

### **Mission Statements & Bullying &**

### **Harassment Notification**

### **2022-2023 School Calendar**

### **General Information**

- Bell Schedule
- Arrival
- Departure
- Meal Program
- Safety Patrol
- Bicycle Safety
- Afterschool Activities
- Cell Phone, School Phones
- Deliveries and Messages
- Fees and Fines
- Personal Items
- Lost and Found
- School Supplies
- Linwood Parent Group
- Visitors
- Volunteers

### **Attendance**

- Attendance Hotline
- Attendance Policy
- BECCA Bill
- Prearranged Absences
- Appointments
- Tardies
- Homework Requests

### **Academics**

- Grading, Progress Reports, Report Cards

- Parent Teacher Conferences

- Testing

- Classroom
- District
- State - Smarter  
Balanced Assessment

- Planners

### **Student Expectations**

- Dress Code
- Discipline Policy
- Rewards and Incentives
- Severe Behavior
- Weapons
- Prohibition of Harassment, Intimidation and Bullying

### **Safety**

- Safety Drills
  - Fire
  - Crisis
- Bus Safety
- Loss and Damage of Property

### **Health Information**

- School Nurse
- Health Room
- Medications
- Emergency Contacts
- Immunizations
- School Insurance
- Life Threatening Conditions

### **Miscellaneous Items**

- Linwood School Song

## **Welcome to Linwood Elementary School**

Dear Linwood Community,

Welcome to Linwood Elementary School! It is an honor and privilege to partner with you in your child's education. Our job and responsibility is to provide the very best educational experience possible and we cannot accomplish this job alone. Cooperation between home and school is key to a child's school success.

At Linwood Elementary, we have a highly qualified professional staff that is dedicated to each child and working with you to support their needs both academically, socially, and emotionally. Our goal is to create a warm, safe, and nurturing environment which promotes responsibility, self-esteem, and high academic achievement. We hope that by providing a healthy and engaging environment, your child's school experiences will be both happy and productive. Our purpose is to meet the needs of all our students by providing them with social emotional supports and engaging learning.

At Linwood, we believe in high expectations and maximum support for every student every day! A child's school success is dependent on a positive relationship between home and school. We invite you to visit school often. We welcome you to join in on Parent Teacher Group meetings, attend our Parent/Community evening events, or come and volunteer any time! With your involvement, feedback, and support, we can build a collaborative relationship that will ensure success for all our students!

The Linwood Lions newsletter is published monthly and sent home electronically to the email address on file for each student. Please make a point of reading it for further information and any calendar changes or updates throughout the school year. In addition, our Linwood Elementary School website, Facebook, Instagram and reader board will list upcoming events.

The Parent/Student handbook is another way of communicating policies and procedures, student expectations, and annual notifications for all our Linwood community. Please read the contents of this with your student and keep it in a safe place for future reference.

If you have any questions or concerns, please feel free to call (354-3400) or drop by the school anytime. We look forward to a wonderful school year with you and your children!

Sincerely,

Mrs. Tricia Gessele  
Principal

## **About Our School**

Linwood is a Distinguished Title I School. What does that mean? Title I, Part A, of the Elementary Secondary Education Act provides financial assistance to states and school districts to help meet the needs of educationally at-risk students. This equates to extra instructional services and activities that support students at risk of falling behind their peers in ELA and math. This can include instructional coaches to support staff, reading and math intervention teachers for small groups, professional development for staff, family events, curriculum materials to help accelerate students needing additional support.

Parents can influence the success of your student in school more than a federal program by becoming an active participant in the Title I parent involvement plan. Research shows that how well students do in school depends a great deal upon how much parents get involved in their education. You can be more involved by joining the PTO, support extracurricular activities, volunteering in school, communicating with your child's teacher regularly, talking with your child about school each day, and reading together each day.

## **Linwood Elementary Mission Statement**

As a professional learning community, Linwood School is committed to providing current research-based instruction in order to best meet the academic needs of each student. Our goal is to empower students with skills to be responsible, respectful citizens in a diverse and ever-changing society.

We believe public education is a shared responsibility involving family, school, and community who are partners in educating and supporting students. Linwood Elementary School is dedicated to providing quality and equitable learning opportunities in a safe and nurturing environment. Opportunities include developing respect for oneself and others, a life-long love of learning, personal responsibility, and the pursuit of academic excellence.

## **Spokane Public Schools Mission Statement**

The mission of SPS is to develop the skills and talents of all students through rigorous learning experiences, relevant real-life applications, and supportive relationships.

## **Linwood Elementary is a Title I School**

Title I, Part A is the largest kindergarten to grade 12 federal program designed “to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.” Our Schoolwide Programs focus on addressing the needs of students impacted by poverty and those at risk of not meeting state academic achievement standards. Title I funding is used for supplemental activities and instruction for all students providing them access to an enriched curriculum and educational experience.

## AUGUST

MON	TUE	WED	THUR	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
♦28	♦29	♦30	31	

## SEPTEMBER

MON	TUE	WED	THUR	FRI
				1
4	(5)	(6)	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## OCTOBER

MON	TUE	WED	THUR	FRI
2	3	4	5	6
9	10	11	12	♦13
16	17	18	19	20
23	24	25	26	27
30	31			

## NOVEMBER

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## DECEMBER

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## JANUARY

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## SIGNIFICANT DATES

August 28 - 30..... Teacher Work Day / Prof. Learn. Imp. Day  
 August 31 - September 1..... K-12 Launch Conferences  
 September 4..... Labor Day  
 September 5..... First Day of Classes (1st through 12th)  
 September 6..... First Day of Kindergarten (A/B Rotation)  
 September 12..... First Day of All Kindergarten Together  
 September 25..... First Day for School Day Preschool (PK)  
 September 26..... First Day for AM/PM & CIP PK  
 October 13..... Prof. Learn. Imp. Day / Non Student Day  
 November 10..... Veterans Day  
 November 22-24..... Thanksgiving Break  
 December 25 - January 5..... Winter Break  
 January 15..... MLK Day  
 January 25-26..... Elem. Progress Conf. / Elem. Non Student Day  
 February 2..... Semester Break-Day / Non Student Day  
 February 19..... President's Day  
 February 20..... Prof. Learn. Imp. Day / Non Student Day  
 March 15..... Weather Make Up Day / Non Student Day  
 April 1-5..... Spring Break  
 May 27..... Memorial Day  
 June 7..... Last Day for AM/PM & CIP PK  
 June 11..... Last Day for School Day PK  
 June 14..... Last Day of School  
 June 17, 18..... Weather Make Up Days (if needed)  
 June 19..... Juneteenth

## Elementary Grading Periods

February 1..... End of First Semester  
 June 14..... End of Second Semester

## Elementary Reporting

### First Grading Period

February 16..... Report Cards

### Second Grading Period

June 14..... Report Cards

## Secondary Grading Periods

November 7..... End of First Quarter  
 February 1..... End of First Semester  
 April 12..... End of Third Quarter  
 June 14..... End of Second Semester

## Secondary Reporting

November 15..... First Quarter Report Cards  
 February 9..... First Semester Report Cards  
 April 19..... Third Quarter Report Cards  
 June 17..... Second Semester Report Cards

## FEBRUARY

MON	TUE	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	♦20	21	22	23
26	27	28	29	

## MARCH

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	★15
18	19	20	21	22
25	26	27	28	29

## APRIL

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## MAY

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## JUNE

MON	TUE	WED	THUR	FRI
3	4	5	6	7
10	11	12	13	(14)
★17	★18	19	20	21
24	25	26	27	28

## LEGEND

- First/Last day of School
- Late Start/Collaboration
- Holiday
- No School/School Break Day
- Conferences
- ♦ Teacher Workday/Prof. Learn. Imp. Day
- ★ Weather/Emergency Makeup Day

# 2023-2024 SPS Calendar



Spokane Public Schools  
excellence for everyone



# **General Information**

## **Late Start Monday's**

9:10	Breakfast
9:25	First Bell
9:30	Start of School
9:35	Tardy Bell
11:00	12:40 Lunch Recess/Lunch
3:00-3:05	Dismissal

## **Bell Schedule**

8:10	Breakfast
8:25	First Bell
8:30	School Starts
8:35	Tardy Bell
11:00	12:40 Lunch Recess/Lunch
3:00-3:05	Dismissal

## **Arrivals**

- Arrive at school no earlier than 8:10 for breakfast, 8:15 for morning line-up on the blacktop.
- Crossing guards will be on duty from 7:55-8:30 each morning at Wall Street and Weile Ave., Post Street and Weile Ave, and Monroe and Eastmont Street.
- Drop off students on the front sidewalk along Weile Ave., or along Wall Street to cross with crossing guards.
- Be mindful of students walking across the driveway entrance during the morning and afternoon.

## **Departure**

- All students will be escorted out of the building at the end of the day by their teacher.
- Have a designated pick-up area such as the blacktop, front of building, flagpole, along Weile Ave or Wall Street.
- **All** students crossing the street must cross at designated intersections, walk down sidewalks and obey the safety patrols.
- School crossing guards, adult and student, will be respected at all times.
- Patrols will be at the same intersections to cross students 2:55-3:15 pm.
- Students are to go directly home after school and be off school grounds by 3:15, unless involved in an after-school activity, or accompanied by an adult.
- School Playground is closed to visitors until 4:00 each week day, or until afterschool programs are done using the playground.

## **Meal Programs**

Students can eat both breakfast and lunch for free during the 2023-2024 school year. Parents have the choice of sending a lunch or having students eat school lunch. It is important for each family to complete the Free & Reduced-Price Meal Application, as this does affect funding of programs for Linwood students.

Most classrooms have a snack time in the morning and sometimes the afternoon. We participate in a healthy snack grant where students may choose a healthy fruit or vegetable for snack each day. You may also send a snack with your child. If you pack a cold lunch for your student, please be sure it is a balanced meal; no sugary beverages or foods that are excessively sweet or unhealthy.

If you wish to join your child for breakfast or lunch, please have exact amounts ready for payment.

Adult breakfast	\$2.75 w/milk
Adult lunch	\$5.00 w/milk, \$4.00 w/o milk
Student Super Breakfast	\$1.25
Student Super Lunch	\$2.00
Guest Child	\$3.05
Extras	\$1.00

### **Patrol Information**

Students in 4<sup>th</sup> and 5<sup>th</sup> grade and are 10 years of age will be able to participate in School Safety Patrol. Students interested will need to get parent, teacher, and supervisor permission to participate. Students interested can contact Mrs. Lindsley for an application.

### **Bicycle Safety**

With parent permission, students in grades 3 through 5 may ride their bikes. Younger students may ride their bikes when accompanied by an older sibling or parent. The following rules apply:

- Bikes must be locked on the bike racks in front of the building. One lock per bike is required.
- Bikes are not to be ridden on the school grounds, blacktop, or sidewalks during the hours of 8:00am and 4:00 pm or until afterschool sports have ended, whichever comes first.
- Students who ride bikes to school must walk them across the intersections at each patrolled crosswalk and on school grounds to the bike rack.
- All students must stay away from bike racks, except to park and retrieve their bikes.
- Students must ride in a safe and lawful manner.
- Students must wear a helmet to and from school.

Violation of these rules may result in the loss of bicycle riding privileges.

### **After School Activities**

There will be various afterschool activities available for students to participate in throughout the school year. Some of these include cross country, basketball, volleyball, Lego robotics, and chess club. Students will receive information to bring home and permission to sign-up before activities begin.

### **Cell Phone and School Phone Use**

Once students arrive on school grounds, cell phones must be turned off and stored in student's backpack or teacher pocket chart during the school day. They should not be out or used at any time during the school day. Violation of this will result in parents having to pick-up the phone from the school office.

School phones are available for students to call home when needed. Students will need to have afterschool plans in place before coming to school. Planning ahead limits the need for after school calls and shows that you support and value the instructional time by not interrupting the classroom with messages from home.

### **Deliveries & Messages**

Should you need to get a message to your student, please call the office no later than 2:30 so these can be delivered before the last bell. Special occasion deliveries should be brought



to the office and will only be made during the student's lunch and at the end of the school day in order to preserve the learning environment.

### **Fees and Fines**

Report cards may be withheld if any fees and fines are outstanding.

### **Personal Items**

At no time should students bring valuable items to school. These include iPods, cell phones, CD players, pagers, video games, electronic readers, CDs or jewelry. Arrangements must be made with the classroom teacher prior to bringing any items for sharing. Items found will be held in the office and can be picked up by parents or guardians.

### **Lost and Found**

The lost and found is housed outside the gym doors and in the MPR. All items left in the lost and found will be donated over winter break and at the end of the school year.

### **School Supplies**

Supply lists are on the school website for each grade level. On the first day of school, students should come prepared with the required supplies. Please supply only the items on the list. There may be additional supplies requested by the classroom teacher and some supplies will need replaced throughout the school year.

### **Linwood Parent Group**

The membership is comprised of parents and/or guardians of Linwood students, staff, and residents in the Linwood School attendance area. Community members are also welcome.

Your active participation is welcomed and encouraged. The PTO meets monthly to plan family/school activities, organize fundraising events and review school policies. Officers include a president, two vice presidents, a secretary, and a treasurer. Elections will be held in May for the upcoming year.

Please check the Linwood website, newsletter, and school calendar for meeting dates. Meetings typically take place in the Art Room from 3:30-4:30. Child care may be available at the meetings.

### **Visitors**

Parents are welcome to visit school or the classrooms. For the safety of students and staff, all visitors must sign in at the office, obtain a visitor badge or wear their volunteer badge at all times when in the building. Classroom visits must be scheduled in advance with the teacher(s) and office. We ask that visitors also follow our PAWS expectations to help model for our students.

### **Volunteering**

We have a wonderful school volunteer program. If you have time that you are willing to donate to the school as a volunteer, please contact the school office at 354-3400 for more information. A background check and clearance by WSP must be obtained prior to volunteering in Spokane Public Schools. Please call the school office for further information. Parents wishing to attend field trips must also have WSP clearance first.

# **Attendance**

## **Attendance Hotline (509) 354-3361**

Please call the attendance hotline ASAP when your student will be absent.

When leaving a message, please leave the following information:

- 1) Please spell the first and last name of the student.
- 2) State your name and relationship to the student.
- 3) Give a brief reason for the absence.
- 4) your daytime phone number for verification.

**Students who miss more than 2 days each month are at risk of falling behind their peers as they progress through school. Daily attendance is vital to student success in school.**

## **Attendance Policy**

Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their students in regular attendance, recognizing that classroom attendance and punctuality are essential. In accordance with the state law, parents will be notified either by phone or mail on matters of excessive absences.

Unless previously excused, the absent student's parent or guardian should call the 24-hour Attendance Hotline listed above. If there is an unexcused absence, the computer phone system will attempt to call the home to leave a message. Student absences must be cleared by a parent/guardian note or call within two (2) school days after the absence, or the absence will remain unexcused and considered a truancy.

Truancy can result in numerous interventions including: parent meetings, attendance agreements, progressive discipline, community truancy board, and filing of a truancy petition with juvenile courts (Becca Bill).

## **BECCA Bill—Mandatory Attendance Law (Ch 312, Laws of WA, 1995)**

“Upon a child's seventh unexcused absence in a month, or upon a tenth unexcused absence in a year, the school district shall file a truancy petition in juvenile court (Sec. 68). If the school district fails to file such a petition, the parent may file the petition (Sec. 68). No court filing fees are required for these petitions.

The act sets forth the contents of the petition (Sec. 69). Among other things, the court may schedule a hearing and require attendance of the child and parents at the hearing (Sec. 69 (4)). The court shall grant the petition and enter an order assuming jurisdiction for the remainder of the school year if the allegations in the petition are established by a preponderance of the evidence (Sec. 69 (6)).

Superior court commissioners, family law commissioners, and juvenile court judges have jurisdiction to hear these truancy petitions (Sec. 71-Effective Sept. 1, 1995). In addition to assessing fines, placing children into detention, and other current options, the act authorizes courts to also order the parent to provide community service at the child's school instead of imposing a fine (Sec. 74). Half of the fines shall go to the school district, and 50% shall be given to the county (Sec. 75).”

## **P rearranged Absences**

If you know in advance of an absence, please contact the school ahead of time by calling the main number or the attendance line.

### **Appointments**

Students who must leave school for an appointment need to stay in class until someone arrives at the office to sign them out. If you return the same day or arrive late, you must sign in. Whenever possible, please arrange appointments outside of school hours. No student may leave campus for any reason without first checking out through the office.

### **Tardies**

Students will be considered tardy if they are not in their designated classroom by 8:35 a.m. Students who arrive after 10:00 am are considered a half-day absence. Students who report late will need a valid written excuse and must check in at the office before going to class for an excused tardy.

### **Homework Requests**

Please have your student communicate with their teacher to collect assignments for prearranged absences lasting more than two days.

## **Academics**

### **Grading, Progress Reports, and Report Cards**

First Grading & Conferences	January 25 & 26
Final Grading Period	June 14

### **Parent-Teacher Conferences**

This year we are beginning the year with Launch Conferences that will provide teachers and students an opportunity to meet with the classroom teacher to discuss concerns and expectations for the year. There will be progress conferences at the end of the first semester where students, teachers, and families can discuss progress and goals for the remainder of the year. This is a great time to be able to meet face-to-face and ask any questions, bring up concerns, or to come and celebrate your child together. We hope you will be a part of this process.

Conferences are not the only opportunity to meet with or discuss your child's progress in school. If you have questions or concerns about your child's learning, please feel free to contact your child's teacher via email or phone. If a meeting in person is needed, it can be arranged ahead of time.

### **Testing Information**

#### **Classroom Based Assessments**

Throughout the year, students will take curriculum-based assessments that will show how they are progressing towards meeting grade level standards.

#### **District Assessments**

Students participate in a number of assessments that provided information to teachers as entry points into school curriculum. They also provide valuable data points for showing student growth in reaching grade level standards in all content areas.

### State - Smarter Balanced Assessments (SBA)

State testing window is April-June each school year. This is a required test for all third through fifth grade students at the elementary level in English Language Arts (ELA), Math, and Science for 5<sup>th</sup> grade only. Students will have time throughout the year to practice taking this type of tests in small chunks. This is one snapshot of how students are progressing towards meeting grade level standards. More information will come out to parents as we get closer to the testing window.

### **Planners**

Students in grades 3-5 will be provided AVID planners to record their learning, write down homework and when it is due, stay organized, and keep track of where they are as learners. As parents/guardians, please check your student's planner daily to assure that he/she is staying on track and learning how to be organized and responsible students.

## **Student Expectations**

### **Dress Code**

Students should dress for school as if they were dressing for a job. Children need adult guidance and reminders to dress appropriately for school and not distract from learning environment. Below are listed some guidelines that will help our students maintain a positive learning environment. These guidelines are the same for both boys and girls alike.

- Student's shorts/skirts should reach to the end of their fingertips.
- Wear safe shoes that protect their feet. Flip flops and open toe sandals are not permitted, as it makes it difficult to participate in recess and PE.
- Tennis shoes are required for participation in Fitness and Health class activities.
- Midriffs must be covered.
- Tank top straps should be 2-3 finger widths when worn along.
- Dress and/or appearance which constitutes a clear and present danger to the students' safety or which creates a disruption to the educational process will not be permitted. This includes, but is not limited to: apparel which, by printed word, or symbol, or display promotes alcohol, drugs, tobacco, sex, nudity, profanity, violence, and/or gang behavior.
- Hats and head coverings are not to be worn in the building unless it is a cultural consideration or as part of a special spirit day.
- Pants, shirts, or blouses must not be cut as to be revealing.

If your child is unable to follow these guidelines, families will be called to bring appropriate clothing to school. If someone cannot be reached, loaner clothing will be provided if possible.


### **Discipline Policy**

Linwood Elementary strives to provide a safe, nurturing, and challenging learning environment for all students. This goal is supported through our school-wide discipline plan and framework called PBIS (Positive Behavior Interventions and Supports). PBIS establishes the behavioral supports and social culture needed for all students to achieve social, emotional, and academic success. Students are given a clear set of expectations

based upon behavioral goals chosen by the staff. The behavioral expectations are taught just like an academic subject. Students receive positive feedback for positive behaviors and interventions, supports, or consequences appropriate for their age, developmental level, or individual situation. Data is kept and analyzed to make decisions on which student behaviors are improving and which behaviors require re-teaching.

Successful implementation of PBIS relies on the participation of every staff member. This means that we need participation by teachers, kitchen staff, support staff, secretaries, playground supervisors, custodians, administrators, and the parents and families of students.

### Lion PAWS

	<b>P</b> Positive Attitude	<b>A</b> Act Responsible	<b>W</b> Work Hard	<b>S</b> Show Respect
Office	-Be positive -Use Kind words	-Listen to adults -Ask for help	-Listen & Think -Be a problem solver	-Wait patiently -Quiet voices -Keep area clean
Playground	-Include others -Take turns -Use kind words -Listen to adults	-Play by the rules -Line up at bell	-Play by the rules	-Care for equipment -Listen to adults -Freeze at whistle
Assembly	-Sit quietly -Listen to adults	-Listen to speaker -Applaud appropriately	- Sit on pockets -Hands, feet, and objects to self	-Listen to speakers -Enter and exit quietly
Cafeteria/MPR	-Use manners -Be friendly	-Healthy choices	-Use manners -Quiet voices -Eat what you take	-Voice level 1 -Pick up after yourself. -Hands and feet to self -Walk
Bathroom	-Keep area clean -Be kind	-Go, wash, leave	-Return to line or class promptly	-Voice level 0-1 -Respect personal space -Report issues to staff
Classroom Specialists	-Actively participate -Ask questions when I don't understand -Work cooperatively with others	-Do my best -Set goals -Work towards my goals	-Follow classroom rules -Be prompt -Be prepared	-Treat others as I want to be treated -Voice level 0-1 -Use materials and equipment appropriately -Be kind to guests in the classroom
Hallway	-Smile -Be polite	-Travel promptly to your destination	-Walk -Keep hands, feet, and words to self -Stay in line	-Move quietly -Keep hallways clean -Voice Level 0

## Rewards and Incentives

Linwood Elementary offers several incentives designed to reinforce positive behaviors, including **Red PAWS**, “Caught You! Student of Character”, 100 PAW club, Attendance Awards, Class 1000 PAW Point Popcorn Party, and Linwood PAW store.

Incentives	How they can be used
<b>RED PAWS</b> Positive Attitude Act Responsible Work Hard Show Respect	Staff may award Red PAWS to individuals for demonstrating PAWS.  A student’s Green PAWS may be redeemed in the classroom for rewards, saved for PAW Store, or for saved to reach 100 PAWS.
<b>Student of Character</b>	Teachers select 1-2 students a month to receive the honor of Student of Character. The student is honored at an assembly in front of the entire student body and invited guests. Their picture is placed on a special bulletin board, announced in the newsletter, and the student will receive a certificate.

## Severe Behavior

Linwood’s definition of “serious disruption to the educational process” is when a student:

- Is verbally or physically out of control or endangering the safety of others
- Interferes with the educational process of other students
- Does not correct his/her behavior according to the classroom or school discipline plan
- Fails to comply with any written or oral contract relating to behavior in the classroom or school

In cases where student behavior warrants an emergency removal from class, specialist or activity, the teacher shall have first attempted one or more alternative forms of corrective action as set forth in RCW 28A.58.1011, RCW 28A.58.201. For students who are determined to seriously disrupt the educational process, the parent will be called by the administrator. Student exclusion will take place, and reentry will occur when administrator, parent, student and staff agree on a plan for reentry and subsequent requirements.

## Weapons

It is illegal for any person, adult or child, to bring onto school grounds any dangerous weapons including guns knives, or explosives. Students who violate this law face expulsion from all schools in the state of Washington. Objects that look like guns/weapons are of serious concern. Therefore, please realize that if a student brings any toy gun/weapon to school he/she will be subject to discipline which is appropriate for the offense. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to approval, with notification of parents and law enforcement.

## Prohibition of Harassment, Intimidation, and Bullying (Policy 3207)

Spokane Public Schools is committed to a safe and civil educational environment for all students, free from harassment, intimidation, or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act including, but not limited

to, one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Nothing in this section requires the affected person to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include, but are not limited to, physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms, including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation or bullying occurring on school property during the school day or off school property at a school activity/event is prohibited and may result in discipline. Other types of harassment include:

a) Sexual Harassment: Sexual advancement, request for sexual favor, sexual comment, cartoon, innuendo, and other oral, written, or physical conduct of a sexual nature which is unwelcome or uninvited and is directed by a student toward another student, teacher, or other person is prohibited.

b) Malicious Harassment: Malicious harassment includes malicious and intentional conduct based on a person's perception of another's race, color, religion, ancestry, national origin, gender, sexual orientation, or disability that:

- Causes physical injury; or
- Causes physical damage to or destruction of property; or threatens a person or group of persons and places the person(s) in reasonable fear of harm. Words alone do not constitute malicious harassment unless the context surrounding the words indicates that the words are a threat. Threatening words do not constitute malicious harassment if it is apparent to the victim that the person does not have the ability to carry out the threat.

c) Slurs, Innuendos, Jokes: To engage in making slurs, which is defined as any derogatory action such as remarks, words, jokes, pictures, or gestures referencing or directed to any individual or groups(s) which is of a racial, ethnic, religious, sexual orientation, or physical, mental or sensory disability nature.

d) Other Harassment: Harassing for reason of race, religion, ethnic origin, sexual orientation, or physical/mental/sensory disability.

e) Reprisal, Retaliation, or False Accusations: Reprisal, retaliation, or deliberate false accusations against anyone reporting or thought to have reported discrimination or harassment is prohibited and will be treated as a serious violation of policy, regardless of whether any discrimination or harassment is substantiated. False accusations are prohibited and will be treated as a serious violation of this policy.

f) Harassment may result in one or more of the following: Short-term suspension; expulsion; long-term suspension; criminal charges; or emergency expulsion.

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's officers as follows: \*Civil Rights Coordinator, Affirmative Action Officer, Equal Opportunity Officer & Title IX Officer, Jodi Harmon 509-354-7344; Section 504 Coordinator Melanie Smith, (509) 354-7284; \* 200 N. Bernard Street, Spokane, WA 99201-0206.

## **Safety**

### **Safety Drills**

To ensure the safety and wellbeing of students and staff, we are required by the state to conduct a total of nine (9) safety drills throughout the school year. This relates to approximately one drill per month. The drills include but are not limited to the following.

#### Fire Drills

All students, staff, volunteers, and guests must exit the building following the fire drill exit map. If you are in the building when we experience a fire drill, please follow the procedures of the classroom you are with.

#### Crisis Drills

Crisis drills are done to create an environment of “safe stress”, where students are prepared in the case of an emergency in the area or building and are not always announced ahead of time.

For a crisis drill, an announcement will signal a crisis situation. Students need to go to the nearest classroom and stay away from all doors and window. The all clear will be given over the intercom to signal the end of the drill.

### **Bus Safety**

Students are expected to follow rider rules and expectations both to school and on the way home. Students must be registered with Zum to ride the bus to and from school.

- There is no adult supervision at bus stops, so we recommend parents/guardians wait with their child at the bus stop at the beginning and end of the day.
- Children should use the bus stop closest to their home.
- Students should arrive at the bus stop 5 minutes before the scheduled arrival time for their bus.
- Students who arrive to school late due to the bus will still be able to eat breakfast and will not be marked tardy.
- While on the bus, students are required to:
  - Walk directly to your seat.
  - Sit in your assigned seat.
  - Stay seated for the entire bus ride.
  - Use appropriate language and voice level.
  - Keep hands, feet, objects to yourself.
  - Keep hands, feet, and objects out of the aisle and inside windows.
  - Follow bus driver instructions at all times.
  - No food or drinks on the bus.



**Student behaviors that require a driver to divert his/her attention from the road, thereby placing student safety at risk, will have consequences.**

- There will be four progressive steps for citations written by drivers:
  - Warning, parent contact from school and Durham
  - Loss of riding privileges for 3-5 school days
  - Loss of riding privileges for up to 20 school days.
  - Loss of riding privileges for the remainder of the school year.

Note: Under extreme circumstances, a student may be suspended immediately.

**Loss/Damage of Property**

The school district continually strives to make our schools a safe place, for both students and their personal belongings. Unfortunately, incidents sometimes occur which can result in damage or loss of personal property owned by or in the possession of students.

Accordingly, parents are reminded that Spokane Public Schools cannot be responsible for loss or damage to personal property brought to school by students. Thus, any personal belongings brought to school are at the student's own risk. If the value of an item is such that you cannot afford its loss, please make certain that your child does not bring the item to school. The school does not assume liability for lost or stolen articles.

A student or his/her parent or guardian shall be responsible for the cost of school property that is lost or damaged. A student's grades, transcripts, and diploma may be withheld until restitution is made. The student or his/her parent or guardian may appeal the imposition of a charge of damages to the principal, superintendent, and Board of Directors in accordance with the due process described in Policy 9375.

**Pesticides and Herbicides:** The school district normally sprays pesticides and herbicides twice during the school year at Grant. In accordance with legislation passed in 1992, our school is required to send out a 48 hour pre-notification each time these spray applications take place. These notifications are usually added to our school's weekly or monthly bulletins or can be placed on our school's reader board. The areas sprayed are clearly marked with yellow posting flags placed at all entry areas near where the spray applications were done. All adults in charge of supervising students in these areas, such as coaches and teachers, are given prior notice in order to modify practice schedules and lesson plans. **Asbestos Notification:** Grant School DOES NOT contain asbestos building materials. Regulations require Spokane Schools to provide an asbestos management plan to all staff, students, and community members. The plan is in the custodian's office. If you have any questions, please call the Spokane Public Schools Asbestos Management Planner at 354-7171.

## **Health Information**

### **School Nurse**

The School Nurse can be reached by phone through the school office. If your child has a health problem or if you have questions about your child's health, please contact the school office and they will direct you to the School Nurse.

### **Health Room**

The Health Room is for the purpose of *temporary* treatment for students after a minor injury or ailment. Students with a fever will be sent home. Parents/guardian will always be notified in case of a head injury or any major incident.

### **Medications Administered at School**

State law required that if medication needs to be taken during school hours, the following must occur:

- A medication form must be filled out and signed by the doctor.
- Medication must be in the CURRENTLY DATED ORIGINAL PACKAGE labeled with the child's name and pharmacy label with contents and directions for administration.
- Day use of medication will be allowed *with proper self-carry paperwork from a health care professional* and permission of the nurse.
- School staff are not allowed to dispense any type of cold remedies, aspirin, cough drops, eye drops, etc. without written permission from a doctor.

### **Emergency Contacts**

In order to best be prepared in the case of emergencies, please make sure you always have current emergency contact numbers on file with the office.

### **Immunizations**

All students must have current immunization records on file, as required by the state. Forms are available in the front office, if needed. Students who do not have updated immunizations or waivers can be excluded from school until it is received.

### **School Insurance**

School insurance is made available to students through a commercial agency as a service to parents. Brochures may be obtained in the school office. If you are in need of assistance, the school can also provide information and assistance in pursuing Medicare Healthy Kids health care plans for low income families.

### **Life Threatening Health Conditions**

Washington state law (RCW 28.10 Section 1), requires that all students with life threatening health conditions have the needed medical orders, medication/equipment and a nursing care plan in place before the child may attend school. Forms are available in the Student Office.

## **LINWOOD SCHOOL SONG**

Hey, we're from Linwood, give us a cheer!

Hear all our voices ringing far and near.

For, we are the best, folks. We are the best!

We sing and we shout and without a doubt

We stand out from the rest.

And we will strive for the top in all that we do...

Always and ever loyalty be true.

And we'll all stand up in the gym and yell

For colors Red and White,

**LINWOOD LIONS, YOU'RE ALL RIGHT!**