Palouse Elementary
2021-2022

Student Handbook

Palouse School District
600 E. Alder
Palouse, WA 99161
(509) 878-1921
www.garpal.net

Mike Jones, Superintendent/Principal
PALOUSE ELEMENTARY STAFF

Mr. Akin .............................................................. HS Dean of Students / English, Spanish

Mrs. Vulliet ................................................................. Special Services

Mr. Bustamante ................................................................ Math

Mrs. Capello................................................................ Para Professional

Mr. Gehring ...................................................................History, Computers / IT

Mrs. Hallan ................................................................... Secretary

Mr. Jahn .................................................................. Transportation Supervisor

Mr. Jones .................................................................. Superintendent / Principal

Mrs. Knauff .............................................................. Para Professional/Office Assistant

Mr. Farrand .............................................................. Science / Math

Mr. Lentz .................................................................. Maintenance Supervisor

Mrs. Love .................................................................. Para Professional

Mrs. Mylett ............................................................... Counselor

Mrs. Mitzimberg................................................................. Kitchen

Mrs. Olesen .............................................................. Title 1, Library

Mr. Parrish ............................................................... Health, PE

Mr. Villa ................................................................. Technology Coordinator

Mr. Sawyer .............................................................. Robotics, Econ, Career, CADD, FFA

Mrs. Sawyer .................................................................. Art

Mr. Thompson .......................................................... Athletic Director, English
PALouse ElemenTary StaFF cont.

Mrs. Wilson ................................................................. AG Science, FFA

Mrs. Woltering................................................................. Para Professional

Mr. Zook ................................................................. Band, Choir

DaILy SChEdule

Preschool: 8:00 am – 11:00 am
K-5th grade: 8:20 am – 3:15 pm

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7:40 Morning Bus Recess K - 5 (Upper Gym & Playground)
7:50 Bus leaves for Garfield with middle school students
8:00 Cafeteria opens for Elementary breakfast
8:00 School doors open; students start arriving
8:00 Preschool starts
8:20 K-5 grades start school
11:15 Preschool students go home
11:20 Lunch rotation starts:
   11:20: K - 2nd Lunch / 3rd -5th Recess
   11:50: 3rd - 5th Lunch / K - 2nd Recess
3:15 School day ends for K-5

** Students are expected to leave the building by 3:15 pm unless they are waiting for the buses or involved in a parent or teacher supervised activity.

PaLOuse elemenTary School COnTact Information:

   Palouse Elementary                      Phone – 878-1921
   600 E Alder                             Fax – 878-1675
   Palouse, WA 99161
PBIS

The Palouse School is participating in an important district initiative referred to as PBIS (Positive Behavior Interventions and Support) with students Kindergarten through 5th Grade. These rules define our expectations for behavior in our school. You will see the rules posted throughout the building and students are taught the rules the first few weeks of school.

PBIS is a process for creating safer and more effective schools. It is a systematic approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support. The process focuses on improving a school’s ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum, it is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

What is PBIS in our school?

We have adopted a unified set of classroom rules. THESE rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during his or her first days at school. Our unified classroom rules, found in every classroom and non-classroom setting in the school, are as follows:

Garfield-Palouse Vikings (PRIDE)

- **P** erseverance – Stay Positive and Don’t Give Up!
- **R** espect – Self, Others, School, and Community
- **I** ntegrity – Do What is Right, Even When it is Hard
- **D** iscipline – Be Accountable and Responsible
- **E** xcellence – Achieve Success

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focusing on the rules in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction. (You will see 4 to 1 all around the school soon. Which means 4 positive comments to 1 corrective comment)
- Talk to students with respect using positive voice tones.
- Actively engage everyone in the class during instruction.
• Use pre-correcting, prompting, and redirecting as we teach.
• Look for positive first and provide positive, immediate, frequent, and explicit feedback.

“CAUGHT YA” BEING GOOD!
This award is to recognize extraordinarily good behavior and/or deeds and may be issued by any staff member! Each “Caught Ya” coupon is separated and entered in all-school drawings.

SCHOOL RULES OVERALL:
1. Show respect for all adults
2. Show respect for other students
3. Keep hands and feet to yourself
4. No swearing, teasing, or obscene gestures
5. Students must wear clothes that are appropriate for school.
6. Students may not bring any dangerous items to school (examples ~ knives, guns).
7. Students are discouraged from bringing toys, MP3 players, Ipods, Nooks, Kindles, Ipad, etc. to school.
8. Skateboards, scooters, and bikes are not to be ridden on school property. They should be walked to the appropriate areas.

RECESS:
A. Outside playground:
   1. Students must stay on the blacktop, the playground equipment, or the field
   2. Students may only throw or kick balls on the field
   3. Students may play tag games, but no rough play
   4. Students must use the playground equipment properly
   5. Sledding:
      a. Students may only use plastic sleds without brake handles
      b. Students must wear snow pants, coat, hat, and gloves

B. Inside Recess
   1. Students may shoot baskets, play four square, jump rope, use the hoppity-hops
   2. Students may play board games, read, color, or visit quietly in a quiet area
   3. Students must wear gym shoes that are clean and kept at school for that purpose
CONSEQUENCES FOR MISBEHAVIOR:

1. Time out during recess or Walking Ticket
2. Loss of recess(es); may be assigned work duty
3. In-house suspension
4. Out-of-school suspension
5. Other consequences may be assigned at the discretion of the disciplinarian

BREAKFAST AND LUNCH

Breakfast (7:50 am) is available to students in grades P-5. (Breakfast is not available on delayed start days.)

Lunch is available to students in grades K-5.

Applications for free or reduced price meals are available at the office. Applications are accepted throughout the school year.

• We encourage all families to complete the applications as some district funding is based on our free/reduced percentages.

Our meal program is based on a credit system. Money is deposited to a student’s account. As meals are purchased, the amount is subtracted from the account. Parents are encouraged to keep a positive balance at all times.

School policy does not allow for charging of meals. If there is a financial problem, please contact the office. An automated phone message will be made to your primary phone when your balance is $10.00.

MEAL PRICES

$ 2.75 – daily lunch
$55.00 – twenty lunch (20) meals
$ 2.00 – daily breakfast
$40.00 – twenty (20) breakfast meals

$0.35 – extra milk/juice
$7.00 – 20 milk/juice

All meals include milk. Checks for meals/milk should be made payable to: Palouse School District
**ADULT LUNCH/BREAKFAST**

Parents are welcome to join their children for meals. Please indicate whether you want the regular lunch or the alternative bar. If you cannot send payment with your child, please notify the office before 8:30 A.M. and pay at the office before you eat.

Adult Lunch - $4.00       Adult Breakfast - $3.00

**BEING HERE IS A BIG PLUS!!**

Being in the classroom every day puts children on the cutting edge of learning. Sit-down with your child and set a goal for perfect attendance and help them reach it!

*Please Call:  878-1921 if your child will be absent!*  

To help us protect your child going to and from school, please call by **9:00 am** if your child will not be at school. We will attempt to contact you if we do not receive a call.

**HOWEVER**

Ill children should stay at home! If your child becomes ill at school, every effort will be made to contact you by phone. If we’re unable to contact you, we’ll call a person you’ve designated on the registration form.

Please do not ask us to keep your child in during recess. If your child is not well enough to go outside, he/she should recuperate at home.

**DROP OFF AND PICK UP INFORMATION**

An adult must sign out all students at the elementary office.

Students who are to be excused from school for a doctor, dentist, or other appointment should bring a note from a parent stating the reason and release time. Also, for your child’s safety, it is very important that we have a record of where your child is and with whom.

When picking up your child after school, you may park in the northwest parking lot and have your child meet you by the red elementary sign.

**SCHEDULE/DESTINATION CHANGES**

All destination changes must be made through the office by **2:30 p.m.** each day.
MEDICATIONS AT SCHOOL

Students may not have medications at school unless prescribed by a doctor. Once your doctor completes a medication authorization form, prescribed or non-prescribed oral medication may be dispensed on a scheduled basis. The medication must be properly labeled, be in the original container, and brought in by an adult. Medication authorization forms may be requested from the school office or your doctor’s office.

EMERGENCY INFORMATION

On late start days, breakfast will not be served and there will be no morning preschool. School closures or delayed openings due to hazardous weather conditions will be announced starting at approximately 6:30 A.M. on area television stations and on the following radio stations:

- KRPL 1400 AM MOSCOW
- KWSU 1250 AM PULLMAN
- KCLX 1450 AM COLFAX
- KXLY 920 AM SPOKANE

** EMERGENCY BUS ROUTES ARE RUN ON PAVED ROADS ONLY **

** NO ANNOUNCEMENT MEANS SCHOOL AS USUAL **

ETIQUETTE

During concerts and special events please turn off cell phones, be on time, stay for the whole program. If you have to take a child out, do so at the end of a song and, if possible, leave quietly.

ASSOCIATED STUDENT BODY COUNCIL

Student input and involvement is an important part of the education process. Our Associated Student Body Council (ASB) consists of representatives from each class - grades 1 through 5. The ASB gives our students a forum to openly share ideas and problem solve ways to improve our school. During the school year we have fundraisers and book fairs to fund student activities. Mr. Iverson, 4th/5th grade teacher, is the advisor.

S.A.C.K. (Support and Caring for Kids)

The S.A.C.K. organization is the Palouse and Garfield parent organization. It was formed to help support such school functions as concerts, potlucks, picnics, room activities, open house, etc. for all grades K-12. In addition, S.A.C.K. provides those little “extras” that the school might need as well as a scholarship for a deserving senior each year. Each family is asked to support the organization by donating a few dollars and volunteering to help as needed. A sign-up form is sent home every fall for activities. Please return it as soon as possible and help support your school.
BICYCLE/SCOOTER/SKATEBOARD SAFETY AND RULES

*Bicycles/scooters may be ridden to school during good weather.
*Bikes/scooters may not be ridden on school grounds.
*Bikes/scooters are to be walked into and out of the bike/scooter parking area.
*Students are not to ride any bikes/scooters but their own.
*All bikes/scooters are to be placed in the space provided outside Mrs. Bassler’s room or Mr. Iverson’s room.
*The bicycle/scooter area is not fenced and the school does not assume responsibility for bicycles that may be damaged or stolen.
*Record the serial number of the bicycle/scooter for identification purposes.
*Riders should know and practice acceptable rules
*Ride on the right side of the street
*Use hand signals.
*Get off and walk across busy streets.
*DON’T FORGET YOUR HELMET - be sure it has your name on it.
*Skateboards may not be ridden on school property.

LOST AND FOUND ~ PLEASE LABEL ALL COATS, SWEATSHIRTS, MITTENS, GYM SHOES, AND ETC. We always have a collection of lost items. Please check the lost and found when you visit school.

FORGOTTEN ITEMS

Parents – if your student(s) forgot an item at home (i.e. homework, lunch, etc.) please bring them to the office. DO NOT TAKE THEM DIRECTLY TO THE CLASSROOM.

DRESS

Student attire should not distract from the educational process. Bare midriffs are not appropriate. Clothing with inappropriate writing on it should not be worn including that which depicts or promotes the use of alcohol, drugs, or tobacco.

All students must wear shoes. For safety reasons, please no Birkenstocks, flip-flops, or backless shoes. Open toed sandals may be worn with socks.

Shorts and tank top shirts may be worn during the hot weather when it would be comfortable. “Short” shorts and spandex are not permitted. Tank top straps should be 3 “fingers” wide.

Hats are not acceptable in the building except on special “hat” days. Weather appropriate hats may be worn for recess (stocking hats, etc.)
VALUABLE ITEMS
Students should not bring large amounts of money, Kindles, iPods, iPads, Nooks, MP3 players, Game Boys, etc. or other valuable items to school. If students wear glasses or watches, they should be careful to keep track of them at all times. Students are responsible for the safekeeping of their personal property. Valuables should not be left unattended (even in desks).

TRANSPORTATION
Each day drivers see that every child is delivered safely to his or her designated bus stop. Children are only allowed to get off the bus at the designated stop, unless parents have made alternate plans through the office.

Parents of kindergarten and preschool students need to have an adult available to meet the bus at their home. The driver must have eye contact with an adult before your child leaves the bus! Preschool and kindergarten children will be returned to the school if there is no one to meet them at home.

BUS SAFETY
* Follow the driver’s directions promptly.
* Treat other students and equipment with respect.
* Be seated as quickly as possible and STAY SEATED.
* Stay well away from the bus except when loading or unloading.
* If you have to cross the road, cross in front of the bus when the driver gives permission, never behind it.
* Stand up to leave only after the bus stops.
* Parents need to make arrangements with the office to make changes in their regular stop. Arrangements should be made before coming to school.
* Students who choose to disregard the rules may lose the privilege of riding the bus.

WALKING STUDENTS
* Choose the safest route for your child.
* Go with them at least once to make sure they cross all the streets carefully.
* Students in grades 1-4 should arrive no earlier than 8:00 A.M. or 7:50 A.M. if eating breakfast.
* Breakfast will not be served to walking students after 8:10 A.M.
* Your child needs to go straight home after school so you know he/she is safe.
PLEASE LEAVE SKATEBOARDS, ROLLERBLADES, SKATES, WHEELIE SHOES, and TOYS AT HOME

PERMISSION FOR PUBLICATION

Student names, pictures, and/or copies of laudable schoolwork will be published in the yearbook, school papers, and perhaps in the regional media when appropriate. Please notify the office in writing if you are opposed to this procedure.

TELEPHONE

Students will be permitted to use the phone in an emergency with prior approval of their teacher. Plans to go home with friends, scout meetings, ball practice, and etc., need to be made at home before school.

CELL PHONES

Parents may choose to allow their children in elementary school to possess cell phones while attending school. Students and parents must be aware that using a cell phone during class time is considered to be disruptive to the educational process for all children. As such, elementary students may use their cell phones only before school, after school, or, with permission, during lunch. They will not be given permission to use their cell phones during any other time throughout the regular school day. If parents must communicate with their children during the school day, they may call the district office. If a teacher or staff member sees a cell phone during class time, it will be immediately confiscated and taken to the central office. Once a phone has been turned in to the office, it will be returned to the student or the parent/ guardian upon the conclusion of the regular school day.

HARASSMENT, BULLYING, AND INTIMIDATION

Harassment, bullying, and intimidation will not be tolerated and there will be consequences for such acts. Garfield and Palouse School Districts are committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, 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 or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

· Physically, emotionally and/or mentally harms a student or damages the student’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. (See Policy No. 3207 and procedures in the District Policy Manual for the complete policy and procedures.)

CONSEQUENCES FOR POSSESSION OF A FIREARM

1. immediate expulsion
2. notification of parents
3. notification of law enforcement
4. subject to appeal

APPEAL PROCESS

For any long or short-term suspension, students shall be afforded due process including an appeal as described in Garfield-Palouse School District Policy #3324.

SPECIAL SERVICES

We provide the following special services: Special Education, Language/Speech and Hearing Services, Physical Therapy, and School Psychological Services. If you have any questions about our services, please contact our Coordinator of Special Education Services, Mr. Bofenkamp, at 878-1921.

PESTICIDES

Schools must establish a notification system that notifies interested parents/guardians, students and employees at least 48 hours before a pesticide application occurs to a school facility. The area that is sprayed will be posted for at least 24 hours prior to the time of application. Schools shall make records of all pesticide applications to school facilities, including an annual summary of the records.

VOLUNTEERS

Volunteers are always welcome in our classrooms. If you are interested in volunteering, please talk to your student’s teacher. Please fill out a Volunteer form with Mrs. Swinney in the Business Office. When you come to volunteer, please remember to sign in at the front office. Thank you!
AFFIRMATIVE ACTION/TITLE IX COMPLIANCE OFFICER

Equal educational opportunity and treatment shall be provided to all students. No student legally enrolled shall, on the basis of age, handicap, national origin, race, religion, sexual orientation, or gender be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the district school board.

Mike Jones - Superintendent/Principal
Palouse School District
600 E. Alder Palouse, WA 99161

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s education records. (Policy 3231P)

HOMELESS LIAISON

Children and youth in many different living situations are considered homeless under federal law: McKinney-Vento Homeless Education Assistance Act.

PALOUSE HOMELESS LIAISON

Mike Jones
Superintendent/Principal of Palouse Schools
600 East Alder Street, Palouse WA 99161
(509) 878-1921