

Snowdon Elementary Student/ Parent Handbook and Calendar

2016-2017

Snowdon Elementary School-
Home of the Cougars
6323 S. Holly Rd.
509-559-4300
www.cheneysd.org/snowdon

Shawna Fraser, Principal



“Pride, Excellence, Respect In Everything We Do!”



Welcome To Snowdon!

Dear Families,

Welcome to Snowdon Elementary – Home of the Cougars! With the calendar turning to September it's time once again to open the doors to our beautiful school, and what is sure to be a fantastic school year. Teachers and staff members have been busy preparing for a fun and successful year for each child. As you know, education is a team effort between home and school, and we are grateful for your support and your continued commitment to our work together. **Thank you for working with us to help every child succeed.**

With the hard work and support of staff, students, and families, we have established new traditions and grown a wonderful school community. With the start of a new school year, I am certain that together, we will continue to develop a strong, positive learning community in which all children are able to successfully grow and achieve. We have an exciting year ahead!

Parent and family support and participation are always welcome! We invite you to pick up a volunteer packet from the Snowdon office. Volunteers are needed to provide assistance in classrooms, in the office preparing materials, and at Book Fairs. PTO offers another opportunity to be involved in supporting students and staff, as well as family events and activities. We would like to invite everyone to attend PTO meetings and volunteer with this fine group. Our PTO will meet on the first Tuesday of the month in Snowdon's Library. You'll find a very warm welcome when you attend, and we hope you'll consider being a part of the organization.

If you have any questions, please feel free to contact me at 559-4301 or sfraser@cheneysd.org. **Your involvement and willingness to partner with us is essential and welcomed!**

I'm looking forward to a fantastic year! Thank you for being a part of the "Snowdon Family!"

Sincerely,

Shawna Fraser

Shawna Fraser
Principal

Snowdon Elementary
Cheney School District
Dr. Robert Roettger, Superintendent
Sean Dotson, Associate Superintendent
 12414 S Andrus Rd
 Cheney, WA 99004
 509-559-4559 or 1-877-224-3639

Board of Directors
 Mr. Henry Browne, President
 Mrs. Suzanne Dolle, Vice-President
 Mrs. Marcie Estrellado
 Mrs. Stacy Nicol
 Mr. Mitch Swenson

Snowdon Elementary	559-4300
Mrs. Shawna Fraser, Principal	559-4301
Ms. Cathleen Schlotter, Assistant Principal	559-4305
Snowdon Attendance Line	559-4302
Snowdon FAX	559-4310
Dr. Robert Roettger Superintendent	559-4502
Mr. Sean Dotson Associate Superintendent	559-4550
Ms. Kristi Thurston Director of Student Support Services	559-4525
Cheney School District Transportation	559-4523
Sergeant Kelly Hembach School Resource Sergeant	559-4096

Cheney School District Strategic Initiatives

- High Expectations and Continuous Progress
- Involvement and Engagement with School District Community
- Stewardship and Planning

Snowdon Elementary Mission Statement

“Pride, Excellence, Respect In Everything We Do! “

ECHO (Every Child Has Opportunities) After School Program	559-4243
Cheney Parks and Recreation Office - Kim Best, Director	498-9251

Our Business Partner – Inland Power and Light

Please contact us if you have any questions after reading the information in this handbook. Thank you!

Snowdon Elementary Staff Directory

Shawna Fraser	Principal	559-4301	sfraser@cheneysd.org
Eileen Ayersman	Grade 4	559-4337	eayersman@cheneysd.org
Jena Batibure	Special Education	559-4311	jbatibure@cheneysd.org
Casey Bauman	Grade 3	559-4336	cbauman@cheneysd.org
Patty Burton	Grade 2	559-4319	pburton@cheneysd.org
Sally Canton	Preschool	559-4312	scanton@cheneysd.org
Janet Carney	Cook/Cashier	559-4323	jcarney@cheneysd.org
Jani Carney	Secretary	559-4300	jlcarney@cheneysd.org
Heather Carpenter	Music	559-4325	hcarpenter@cheneysd.org
Arthur Corcoran	Grade 1	559-4340	acorcoran@cheneysd.org
Harvey Curtis	Grade 2	559-4332	hcurtis@cheneysd.org
Candace Cwik	Kindergarten	559-4314	ccwik@cheneysd.org
Kim Dare	Title/LAP	559-4329	kdare@cheneysd.org
Lynda Ford	Attendance	559-4302	lford@cheneysd.org
Chealsey Garneau	Health Room	559-4308	cgameau@cheneysd.org
Cynthia Hagan	Grade 3	559-4333	chagan@cheneysd.org
Rhonda Heal	Library/ World Languages	559-4309	rheal@cheneysd.org
Michelle Hennessy	Grade 2	559-4318	mhennessy@cheneysd.org
Jaime Jahns	Grade 5	559-4339	jjahns@cheneysd.org
CJ Johnson	Grade 1	559-4322	cjohnson@cheneysd.org
Don Johnson	Special Education	559-4305	djohnson@cheneysd.org
Mick Johnson	Night Custodian	559-4300	ejohnson@cheneysd.org
Emily Jones	Kindergarten	559-4316	ejones@cheneysd.org
Cindy Kessler	Grade 1	559-4320	ckessler@cheneysd.org
Dan Kilgore	Grade 5	559-4324	dkilgore@cheneysd.org
Brenda Klohe	PE	559-4342	bklohe@cheneysd.org
Kim Lefler	Counselor	559-4304	klefler@cheneysd.org
Alisha Low	District Nurse	559-4343	alow@cheneysd.org
Julie Magee	Grade 1	559-4340	jmagee@cheneysd.org
Jean Miller	Grade 4	559-4340	jamiller@cheneysd.org
Peggy Montague	Special Education	559-4305	pmontague@cheneysd.org
Kelsey Overhoff	Grade 3	559-4334	kbrown@cheneysd.org
Shannon Proctor	Grade 1	559-4317	sproctor@cheneysd.org
Holly Rasmussen	Secretary	559-4300	hrasmussen@cheneysd.org
Kim Rollins	Head Cook	559-4323	krollins@cheneysd.org
Catheleen Schlotter	Assistant Principal	559-4305	cschlotter@cheneysd.org
Patrick Moore	Day Custodian	559-4300	
Christine Scott	Kindergarten	559-4315	cscott@cheneysd.org
Audra Shaw	Grade 5	559-4338	ashaw@cheneysd.org
Nicole Talkington	Preschool	559-4328	ntalkington@cheneysd.org
Amy Wagner	Occupational Therapist	559-4331	awagner@cheneysd.org
Kathy Walker	Grade 4	559-4335	kwalker@cheneysd.org

TEACHER QUALIFICATIONS

Cheney School District ensures that all teachers meet "Highly Qualified" federal and state certificate requirements. Parents may request the qualifications of their child's teachers by calling Angela Moses, Human Resources Officer, at 559-4509.

August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 Kindergarten Round-up	18	19	20
21	22	23	24	25	26	27
28	29	30 Snowdon Open House 5:30-6:30 p.m.	31 First Day of School			

Attendance

Arrival and Dismissal

School opens at 8:00 a.m. and classes begin at 8:20 a.m. There is no supervision for children before 8:00 a.m. so children should not arrive before that time. Breakfast is served at 8:00 a.m. Classes begin promptly at 8:20 a.m. except on Friday late-start days. If a student arrives after this time, he/she must be checked in at the office and present a pass to his/her teacher. Students are dismissed at 3:00 p.m. except on early release days. **If your child's end-of-day plans change, please notify the office by 2:30 p.m. so your child can be notified of the change.** It is very difficult to ensure arrangements can be changed after that time.

Absences

Regular attendance is crucial to your child's success in school. Please plan appointments, vacations, and other activities outside the regular school day whenever possible. If your child is ill or experiences a family emergency, please call the attendance line at 559-4302. When calling, please be **specific about the symptoms that are occurring** e.g., high fever, sore throat, vomiting, etc. If you leave a message, please be sure to include the student's full legal name.

A written excuse or phone call **is required** each time your child is absent in order to excuse an absence. Parent contact will be made if chronic absences and/or tardiness lead to disruption of your child's educational progress. Please see Board Policy No. 3122 for further details regarding student absences. A copy can be made available from the principal. If you plan to take your child out of school before the end of the school day, he/she must be signed out at the office by a parent or guardian before leaving the building.

Visitors

You are **always welcome** at Snowdon! All visitors to the building, including parents, must check in at the office and wear a visitor's badge while visiting. However, if you are planning to spend time in your child's classroom, it is requested you make prior arrangements with his/her teacher.

When to Keep Your Child Home from School

In the school environment, students have increased physical contact with each other. Germs can spread rapidly under these conditions. Parents are asked to keep students home that have the following conditions:

Harsh, frequent cough, especially if the cough is producing mucous	Weeping or crusty lesions on the face or body
Fever of 100 degrees or above	Yellow or green drainage from the nose
Rash that appears to be spreading	Diarrhea and/or vomiting
Head lice	Red eyes with itching and drainage
Sore throat accompanied by fever	

September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
3	5 Labor Day NO SCHOOL	6 FIRST DAY OF KINDERGARTEN. T/TH PK START DAY Snowdon PTO Meeting 6:30 p.m.	7 M/W PK START DAY	8	9	10
11	12	13	14	15	16	17
18	19 Snowdon Pride Stride Fun Run Kick-Off Assembly	20	21	22 Band & Strings Rental Night 6:30 p.m.	23	24
25	26	27	28	29	30 Snowdon Pride Stride Fun Run	

Nutrition Services

Mr. LJ Klinkenberg, Director 559-4506

Breakfast/Lunch

School breakfast and lunch are available to all students enrolled in school. Meals are served daily, including conference and early release days. Cost is as follows:

	Full Price	Reduced Price	Adult
Breakfast w/milk or juice	\$1.65	No Charge	\$2.15
Lunch w/milk or juice	\$2.50	K-3, No Charge; PreK and 4-5, .40	\$3.75
Milk or juice	\$.65		

Please note: Breakfast will be served from 8:00 a.m. – 8:15 a.m. It is important students finish by 8:15 so they are on time for class.

Students are encouraged to pay ahead for meals. Please make checks payable to Snowdon Elementary School and include your child's name on the check. Reminders are sent home when a student's account is low. As a convenience, parents can now add money to their child's food service account online through the Skyward Family Access parent portal they currently use. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments. Parents can make payments online any time of the day. If their child's food service balance is low, it only takes a few minutes to add money to it using their VISA, Discover or MasterCard credit or debit card. Payments are made through the student's Skyward Family Access account. A link to Family Access can be found on the school district's website at <http://www.cheneysd.org>.

If your child has a food allergy, it must be listed on the child's school health form and a note sent to the district nurse. A physician's note or signature is required for diet modifications.

October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Ready! For Kindergarten Parent Class 9:00-11:30 @ Snowdon
2	3	4 Snowdon PTO Meeting 6:30 p.m. Snowdon Library	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Individual Picture Day	27 Individual Picture Day	28	29
30	31					

Safe Celebrations

Cheney Public Schools has a district policy that changes past practices involving classroom parties and school-wide events. Under this policy, treats that are high in sugar and calories will no longer be offered to students during school hours. Examples of treats that will no longer be consumed as part of classroom celebrations include candy, cake (including cupcakes), regular fat potato chips, soda and other sugar-based drinks.

Your child's classroom teacher has established his/her own classroom policy for recognizing student birthdays and celebrating holidays. Please check with your child's teacher for more specific ideas on how you can contribute to these fun and time-honored celebrations. In addition:

- All food and/or beverage intended for group consumption during the school day will be screened by school personnel in the school office before distribution in the classroom.
- Food designated for group consumption by students during the school day shall be free of nuts, nut products, and shall not be manufactured in a plant that processes nuts.
- All food brought into the school for group consumption by students during the school day will be commercially prepared and clearly labeled with ingredients. **Please read labels carefully before bringing to school.**

Please be assured we are not against celebrations. We simply need to ensure our students remain safe at school. Thank you for your understanding and cooperation.

November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Veterans' Day Holiday NO SCHOOL	1
13	14	15 Individual Picture RETAKES	16	17 Conferences 11:30 Early Dismissal	18 Conferences 11:30 Early Dismissal (No Late Start)	19
20	21 Conferences 11:30 Early Dismissal	22 Conferences 11:30 Early Dismissal	23 Thanksgiving Holiday NO SCHOOL	24 Thanksgiving Holiday NO SCHOOL	25 Thanksgiving Holiday NO SCHOOL	26
27	28	29	30			

Transportation Services

Paul Harris, Director/Debra McGhee-Hill, Assistant Director, Cheney School District Transportation, 559-4523

The Transportation Department of Cheney Public Schools is committed to efficiently and safely transporting students to and from school. In order for us to ensure student safety, we will accommodate **one pick-up and drop-off address per student**. All alternate destinations **will require a bus pass from school which is provided through a written parent request. This must include the alternate address**. Thank you for working closely with our drivers to better communicate changes in your child's usual routine. Please call the Transportation office for answers to all scheduling and bus stop questions.

We want our Snowdon Cougars to arrive and depart school in a safe manner. To insure safety for our students, we ask your assistance and support in the following ways:

Riding the Bus

Please review bus expectations with your child and remind your child he/she is expected to maintain good self-discipline. Students riding the bus are expected to respect and obey the bus driver and follow the safety rules.

School Bus Behavior Expectations (The bus driver's directions are to be followed at all times!)

R.I.D.E.

- R. RESPECT AND SUPPORT** (Driver - Others - Bus)
- I. IN YOUR SEAT SAFELY** (Facing Forward - Sitting on Your Pockets - Hands to Yourself)
- D. DEFINITELY KEEP AISLES CLEAR** (Keep Belongings in Your Lap or on the Floor - Aisle is for Entering and Exiting Only - Keep Your Area Clean)
- E. EXTRA ATTENTION TO SAFETY** (Inside Voices - Voices Off at Railroad Tracks - Wait for Driver's Signal to Cross the Road)

If a student is having **behavioral issues while waiting for the bus**, they will be asked to go to the office and call a family member to come and pick them up.

Changing After-School Plans

If it is necessary for a student to take a bus other than his regularly assigned one, or if there is any deviation from the normal routine, or if any person other than a parent or guardian is taking a student off campus, **a note** to that effect must be sent to the teacher and a bus pass obtained by the student from the office. For safety reasons, students without notes will take their regular bus home. **Calls home for confirmation are not possible without serious schedule delays for departing buses. Please notify our office of any change in plans before 2:30 p.m.**

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 3 rd Grade Music Concert 6:30 p.m.	9	10
11	12	13	14	15	16	17
18	19 Winter Vacation NO SCHOOL	20 Winter Vacation NO SCHOOL	21 Winter Vacation NO SCHOOL	22 Winter Vacation NO SCHOOL	23 Winter Vacation NO SCHOOL	24
25	26 Winter Vacation NO SCHOOL	27 Winter Vacation NO SCHOOL	28 Winter Vacation NO SCHOOL	29 Winter Vacation NO SCHOOL	30 Winter Vacation NO SCHOOL	31

Walking to School

Obey traffic signals and/or the crossing guard.

Always walk with a buddy whenever possible.

Walk your bike through intersections.

Wear reflective material. It makes you more visible to street traffic.

If you are bringing your child to school in the morning and/or picking your child up at the end of the day, **please use the west parking area only**. The bus loop at the south side of the school is for busses only during student arrival and dismissal.

Emergency School Closure Information

If school is delayed or closed due to weather conditions, a school messenger phone message will be sent to the primary contact number you provide to the school. Additionally, local news and radio stations will be informed of closures. If you believe school may start late or be closed, please tune to local television stations or local radio stations.

School Holidays	
Labor Day	September 7, 2015
Veterans' Day	November 11, 2015
Thanksgiving Holiday	November 25-27, 2015
Winter Holiday	December 21, 2015 – January 1, 2016
Martin Luther King Jr. Day	January 18, 2016
Presidents' Day	February 15, 2016
Spring Vacation	April 4-8, 2016
Memorial Day	May 30, 2016

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 New Year's Observed NO SCHOOL	3 Snowdon PTO Meeting 6:30 p.m. Snowdon Library	4	5	6	7
8	9	10	11	12	13	14
15	16 Martin Luther King Jr. Day NO SCHOOL	17	18	19	20	21 Ready! For Kindergarten Parent Class 9:00-11:30 @ Snowdon
22	23	24	25	26 2 nd Grade Music Concert 6:30 p.m.	27 Mid-Winter Break NO SCHOOL	28
29	30	31				

Homework and Dress

Appropriate Dress Guidelines

Snowdon Elementary provides an academic environment that promotes a sense of community and respect for others and self. Our dress expectations are designed to support these ideals and are enforced during the regular school day and at all other school functions. Clothing or appearance that causes a **disruption to the educational process or which presents health or safety problems is not allowed at school.**

- Hats/caps are to be worn outdoors only. They should be worn as designed (not backwards or sideways).
- Shoulders and midriffs must be covered (shoulder straps should be a minimum of two inches).
- Skirts, dresses, and shorts must be as long as the end of your child's fingertips with arms fully extended at his/her sides.
- Shoes that are safety hazards on the playground at recess and during P.E. classes are **not** to be worn. This includes flip-flops, wedged heels, clogs or shoes with no backs. Heely's (in shoe skates) are not allowed. Athletic shoes are required for P.E. classes.
- Clothing should be appropriate for, and not distracting to, the learning atmosphere. Clothing should be free of obscenities and advertisements for alcohol or tobacco products, and should be appropriate for elementary age children.
- The final determination of the appropriateness of attire is the responsibility of the Principal.

Homework at Snowdon

Homework helps your child improve academic achievement and increase interest in learning by providing:

- practice and reinforcement of skills;
- opportunities to complete unfinished class work;
- preparation for upcoming lessons, tests, and projects;
- opportunities for parental involvement in their child's education;
- additional time to read for pleasure.

Make-up Work

If a student is absent, parents or guardians can call the office or teacher's voice mail and request that make-up work be sent home. Please call first thing in the morning to give the teacher time to prepare missed assignments and transfer them to the office.

Upon returning to school, it is the student's responsibility to get missing assignments and turn them into the teacher when they are due. Some assignments done in class cannot be made up. Students may then be given an alternate assignment.

February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Snowdon PTO Meeting 6:30 p.m. Snowdon Library	8	9	10	11
12	13	14	15	16 Jump Rope for Heart	17 Professional Learning Day NO SCHOOL	18
19	20 Presidents' Day Holiday NO SCHOOL	21	22	23 5 th Grade Music Concert 6:30 p.m.	24	25
26	27	28				

Assessment

The Common Core Standards require a practical, real-life application of knowledge that prepares Washington Students for success in college, work and life.

Smarter Balance Assessment

Each spring, all third through eighth grade students in Washington State will take an assessment called the Smarter Balance assessment. This assessment measures a student's progress toward college and career readiness in mathematics and English language arts. In addition, fifth and eighth grade students will take the Measures of Student Progress (MSP) in science. These assessments are important because teachers and administrators use the results to make decisions regarding curriculum and instruction. In addition, these assessments determine whether or not public elementary and middle schools in Washington meet federal requirements.

Measures of Academic Progress (MAP)

MAP is used by our educational staff to determine student strengths and areas of need as well as individual student growth over time. MAP testing takes place three times a year and results are shared with parents at Parent-Teacher Conferences. Schools will publish testing dates in the fall, winter, and spring.

Students and teachers work hard to prepare for success on the state assessments.

Parents and guardians can help their children be successful in the following ways:

- Look for an announcement of testing days for your school and make sure your child attends school on these days.
- Make sure your child gets plenty of sleep the night before testing and that he or she eats a nutritious breakfast on testing days.
- Visit the Cheney School District web site and look under Parent Resources to find information that will help you prepare your child for the state assessments.

March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Conferences 11:30 Early Dismissal	3 Conferences 11:30 Early Dismissal (No Late Start)	4
5	6 Conferences 11:30 Early Dismissal	7 Conferences 11:30 Early Dismissal Snowdon PTO Meeting 6:30 p.m.	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Classroom Picture Day	23 Classroom Picture Day	24	25
26	27	28 Snowdon PTO Meeting 6:30 p.m.	29	30 4 th Grade Music Concert 6:30 p.m.	31	

Learning

Literacy at Snowdon

We know that to become stronger, more fluent readers, children need to spend time reading – every day! To accomplish that, a large portion of the day is devoted to literacy. We know, however, that proficient readers must also read outside of the school setting. Our **“POUNCE into READING”** program was developed to encourage, support, and promote the joy of reading at home for **all students**. As children become stronger, more fluent, and more capable readers, they discover reading is for enjoyment as well as for learning new information.

To accomplish this, we ask each student to develop a monthly reading goal appropriate to his/her age, ability, and family schedule, and record time read on a “POUNCE” calendar. **For young readers, we would suggest at least 20 minutes each evening**, at least five days a week. **For older readers, we would suggest at least 40 minutes of reading each evening**. Of course, depending on your family’s schedule, this may be more or slightly less. The important concept is that children read and be read to! “POUNCE into READING” is a homework activity, and all children are expected to participate by completing and returning the calendar with parent signature. The calendar due date will always be prominently displayed on the calendar.

Join us as we ‘POUNCE’ into READING!

Summer Reading

It’s important to keep literacy skills and strategies sharp over the summer. One way for children to accomplish this is by participating in a summer reading program. Summer reading programs are available at Spokane County Library, Spokane Public Library, and area bookstores. Remember to read this summer with your child!

Spokane County Library

926-7752 or www.sclid.org

Branches near Windsor are located in Airway Heights, Cheney, Medical Lake, and Moran Prairie.

Spokane Public Library

444-5300 or www.spokanelibrary.org

Branches near Windsor are located in Downtown Spokane, and South Hill.

World Languages

In July 2012, Washington State adopted required standards for world language instruction of the “Five C’s” mandatory at all levels. The Five C’s include Communication, Cultures, Connections, Comparisons, and Communities. We are pleased to offer World Languages instruction and opportunities at Snowdon. Children will meet with the Library/World Languages teacher, Mrs. Heal, every other week for World Language instruction.

April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Spring Vacation NO SCHOOL	4 Spring Vacation NO SCHOOL	5 Spring Vacation NO SCHOOL	6 Spring Vacation NO SCHOOL	7 Spring Vacation NO SCHOOL	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 1 st Grade Music Concert 6:30 p.m.	28	29
30						

Electronic Resources and Student Safety

Computer Use at Snowdon

Use of the Internet is an educational opportunity that requires users to act responsibly, ethically, and in accordance with network use guidelines. Students are responsible for their behavior and communications over the Internet. Users are expected to comply with Cheney School District standards outlined in Cheney School District Board Policy 2022 and Procedure 2022. This includes, but is not limited to the following:

Students will not:

- Send or display offensive messages or photos.
- Use obscene language.
- Violate copyright laws.
- Access inappropriate websites that contain objectionable, offensive, or obscene material.

Students are expected to use computers to help with schoolwork and learning and will only use the computers/Internet as instructed by school staff. Students will be guided toward appropriate materials by teachers. Students who use the computer inappropriately, including Internet use, will be restricted from computer use at school. If you have any questions about Internet use or District policies, please contact Mrs. Schmidt, Library/Media Specialist.

Electronic Resources and Student Safety

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Media

Photographs may occasionally be taken of students for use in the news media or school district publications, as well. If you do not want to have your child appear in a photograph, videotape, film or slide, please notify your child's school in writing.

Student Rights and Responsibilities

The Cheney School District No. 360 policies and procedures concerning student rights and responsibilities (behavior, attendance, discipline, etc.) are available from each school principal, and can also be viewed on the district website under "About Us" and the "Board of Directors" tab.

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Snowdon PTO Meeting 6:30 p.m. Snowdon Library	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 Kindergarten Music Concert 6:30 p.m.	19	20
21	22	23	24	25	26	27
28	29 Memorial Day Holiday NO SCHOOL	30	31			

Health Services

Health Information/Immunizations

Updated information regarding required immunizations is available at each school building or by contacting one of our District Registered Nurses. Most health forms are available on the District website under Parent Resources, Health Services.

Required Immunizations for School Year 2016-2017

	Hepatitis B	DTaP/Td/Tdap* (Diphtheria, Tetanus, Pertussis)	Polio*	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)
Kindergarten – 5 th Grades	3 Doses - Dose 3 must be given at min. of 24 wks. age	5 Doses 5	4 Doses	2 Doses	2 Doses OR Healthcare provider verifies child had disease
6 th -8 th Grade	3 Doses	5 Doses DTaP AND 1 Dose Tdap	4 Doses	2 Doses	2 Doses OR Healthcare provider verifies child had disease
9 th -12 th Grade	3 Doses	5 Doses DTaP AND 1 Dose Tdap 5	4 Doses	2 Doses	Recommended, but not required.

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 Field Day	10
11	12	13	14 Last Day of School 11:30 Dismissal	15	16	17
18	19	20	21	22	23	24
25	26	30	31			

Health Services

PRESCHOOL	Hepatitis B	DTaP/Td/ Tdap* (Diphtheria, Tetanus, Pertussis)	Hib (Haemophilus Influenzae Type B)	Polio*	PCV (Pneumococcal Conjugate)	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)
By 3 Months	2 Doses	1 Dose	1 Dose	1 Dose	1 Dose	Not given before 12 months of age	Not given before 12 months of age
By 5 Months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	Not given before 12 months of age	Not given before 12 months of age
By 7 Months	2 Doses	3 Doses	3 Doses	2 Doses	3 Doses	Not given before 12 months of age	Not given before 12 months of age
By 16 Months	2 Doses	3 Doses	4 Doses	2 Doses	4 Doses	1 Dose	1 Dose OR Healthcare provider verifies child had disease
By 19 Months	3 Doses	4 Doses	4 Doses	3 Doses	4 Doses	1 Dose	1 Dose OR Healthcare provider verifies child had disease
By 7 Years or Kindergarten	3 Doses	5 Doses	Not given after 5 years of age unless child has medical condition	4 Doses	Not given after 5 years of age unless child has medical condition	2 Doses	2 Doses OR Healthcare provider verifies child had disease

Immunizations

Each student must have a completed Certificate of Immunization Status form on file at school, or present one prior to admission. The month, day and year of each dose of Diphtheria-Tetanus-Pertussis (DTaP-Td-Tdap), either oral or injected trivalent Polio Vaccine (OPV or IPV), Hepatitis B, MMR (measles, rubella [German measles] and mumps) is required. The Spokane County Health Department offers immunizations and examinations to children for a minimal charge. Kindergarten students enrolling in Cheney Public Schools will be given a 30-day grace period to comply with state immunization requirements.

Exemptions from the requirements are medical, religious or personal.

For information about immunizations, please call the Spokane County Health Department at 324-1600

Medication

Prescription Medication and Doctor-Prescribed Over-the-Counter Medication

If a student is to receive medication of any kind, **the parent/guardian and the medical provider must complete the "Request for Medication" form #955, available from the school health assistant or the secretary.** The form must accompany the medication, and be signed by both the medical provider and the parent. Parents are responsible for providing medication in the original container labeled with the student's name, the physician's name, medication, time and dosage to be given. Please obtain a second bottle for this purpose that can be sent to school. **Medicine sent to school in a baggie or lunch box is unacceptable.**

Guidelines for Children with Life-Threatening Conditions

Prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order addressing the condition. A life-threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan will be developed.

It is vital to your child's safety during the school day that **if your child has a life-threatening health condition that may require medical services to be performed at school, you must immediately notify your school's principal or school nurse.** The necessary forms will be provided and a time will be arranged for you to meet with your child's school nurse.

Students may not attend/begin attending school until a health care plan is in place. Examples of life-threatening conditions are: diabetes, severe bee sting or food allergies, heart conditions, severe asthma, severe seizures, etc. **More information and assistance is available from the building nurse or health assistant.**

Change of Address

We attempt to keep up-to-date school records. Should your child become ill or injured at school, accurate information is essential. Please help us by informing the office of any changes in your address, home/work/cell phone numbers, and emergency numbers.

After School Care / Fundraisers

ECHO (Every Child Has Opportunities) Program

We are fortunate to have a before and after school program sponsored by Cheney Parks and Recreation at Snowdon. The ECHO Program offers before school care from 6:15 - 8:15 a.m. on Monday through Thursday and 6:15-9:15 a.m. on late start Fridays. After school care is offered from 3:00 - 6:00 p.m. Monday through Friday. Sports, Games, Homework/Reading Time, Arts and Crafts, Cooking and other activities take place during ECHO.

Early Registration Fees/Late Registration Fees

Daily Rate – After School	\$14.00/\$16.00	Monthly Rate – Mornings Only	\$79.00/\$89.00
Weekly Rate – Mornings Only	\$29.00/\$34.00	Monthly Rate – Afternoons Only	\$144.00/\$154.00
Weekly Rate – Afternoons Only	\$44.00/\$49.00	Monthly Rate – Morning and Afternoon	\$174.00/\$184.00
Weekly Rate – Morning and Afternoon	\$54.00/\$59.00	Rate – By Morning	\$10.00/\$12.00
		Rate – By Afternoon	\$14.00/\$16.00

Multiple Child Rates are available. For more information, or to register, call 498-9250.

ASB and PTO Fundraisers at Snowdon

Throughout the year, the Parent-Teacher Organization (PTO) and the Associated Student Body (ASB) hold fundraisers to support students and our school community. These include a fall fundraiser, a school carnival, etc. You are invited, but not required, to participate in the fundraisers as you wish. In addition, the PTO occasionally offers sales that are not necessarily fundraisers but are offered as a service to the Snowdon Community. Thank you so much for your support!

Opportunities to Share

At Snowdon, families have an opportunity to support others in our community through giving. In December we will collect socks for our Sock Drive which supports Crosswalk. In February we will have our **Kindness Week**. We will support the Spokane Guilds' School with a Penny Drive, as well. Thank you for your support as our students help our community and learn the joy of giving.

Additional Important Information

Student Records and Directory Information

Pursuant to the Family Educational Rights and Privacy Act, it is the policy of the Cheney School District to annually notify parents, guardians, or adult-age students (18 years of age or older) that they have the right of access to student records, to request corrections of or amendments to such records, and to appeal any refusal of a request to change or amend such records.

Student records will not be released without the consent of the student's parent/guardian or that of the adult-age student, except as provided by law or District policy. Specifically, directory information, as defined in District Policy No. 3231, and requests for records from schools where students have transferred will be released by the District without written consent. An example of a non-profit entity that requests such information is the United States military. Photographs may occasionally be taken of students for use in the news media or school district publications, as well. If you do not want any information released to any and all such non-profit organizations, or if you do not wish to have your child appear in a photograph, videotape, film or slide, please notify your child's school in writing. This written request can be placed on file at any time during the school year. Inquiries regarding compliance with the Family Educational Rights and Privacy Act may be directed to Mr. Sean Dotson, Associate Superintendent, 12414 S. Andrus Rd., Cheney, WA 99004, Phone: 559-4550.

Cheney School District Weapons Policy

It is a violation of Washington State Law for any student to carry onto, or to have possessed any firearm or dangerous weapon on any public elementary or secondary school premise, school buses, school facilities or non-school facilities being used by the school district.

- Firearms are defined as weapons such as: **handgun, rifle, any projectile device**
- Weapons include: **sling shots, clubs, any knife, brass knuckles, martial arts weapons**
- Weapons also include: **any toy, dummy or look-alike object**

Any elementary or secondary student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used by public schools, **shall be expelled from school for not less than one year** pursuant to RCW 28A.600.420, subject to appeal, with notification to parents and law enforcement.

Cheney School District Nondiscrimination Policy

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination.

Title IX/Chapter 28A.640 Officer/
Civil Rights Compliance Coordinator/ADA Coordinator
Mr. Sean Dotson, Associate Superintendent, Cheney School District,
12414 S. Andrus Rd., Cheney, WA 99004
Phone: (509) 559-4550 Email: sdotson@cheneysd.org

Section 504 Coordinator
Ms. Kristi Thurston, Director, Student Support Services, Cheney School District,
12414 S. Andrus Rd., Cheney, WA 99004, Phone: (509) 559-4507

It is the policy of Cheney School District that the working and educational environment for employees, volunteers, parents and students be free from sexual harassment. Such harassment is prohibited.

Sexual Harassment Prohibited

The District prohibits sexual harassment of students, employees and others involved in school district activities. Prohibition of sexual harassment of students is defined in School Board Policy and Procedure No. 3205. This Policy and Procedure, including the informal and formal complaint process are available on the District website under "About Us," "School Board," "Board Policies and Procedures." They are also available in each District building.

Title IX/Chapter 28A.640 Officer/
Civil Rights Compliance Coordinator/ADA Coordinator
Mr. Sean Dotson, Associate Superintendent, Cheney School District,
12414 S. Andrus Rd., Cheney, WA 99004
Phone: (509) 559-4550 Email: sdotson@cheneysd.org

Additional Important Information

Harassment, Intimidation, and Bullying Prevention

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student 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, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

The District will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the District will seek partnerships with families, law enforcement and other community agencies.

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member. School district Form No. 109, Discrimination/HIB Incident Reporting Form, is available at each school site, on which a written report can be submitted.

Inquiries regarding compliance may be directed to the school district's compliance officer, Mr. Sean Dotson, Associate Superintendent, 12414 S. Andrus Rd., Cheney, WA 99004.

Additional Important Information

Homeless Assistance

If you lost your housing and now live in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; doubled-up with family or friends; or in another type of temporary or inadequate housing, your child might be able to receive help through a federal law called the McKinney-Vento Act. District Contact: Rebecca Albrecht, 559-4507. State Coordinator: Melinda Dyer, (360) 725-6050.

Under the McKinney-Vento Act, children and youth in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- Receive transportation to and from the school of origin.
- Enroll in school immediately, even if they are missing records and documents normally required for enrollment, such as a birth certificate, proof of residence, previous school records, or immunization/medical records.
- Enroll, attend classes, and participate fully in all school activities while the school gathers records.
- Have access to the same programs and services that are available to all other students, including transportation and supplemental educational services.
- Attend school with children not experiencing homelessness; a school may not segregate a student because he or she is homeless.

Highly Capable Program

Cheney Public Schools welcomes nominations from parents, students, teachers and community members for the Highly Capable Program. Each year students new to the district and students currently enrolled may be nominated for the program. The process for selection is facilitated by a specialist at each of our elementary schools. As a community member, if you know of a student you consider to be gifted, you are welcome to call one of our elementary schools to nominate the child for consideration. Assessments of students nominated for the Highly Capable Program take place in fall, winter and spring.

Volunteers

Volunteers are always welcome at Snowdon. All volunteers are required to fill out a Cheney Disclosure Form and State Patrol background check. These are updated every two years. Parents who wish to assist on the playground must participate in a training arranged with the principal. Contact our office at 559-4300 for information about how to volunteer in our school.

There are a large number of important notices which are printed in the annual notification pamphlet distributed at the beginning of the school year.

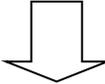
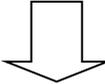
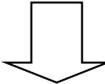
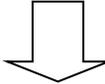
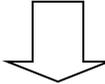
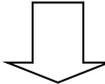
Student Conduct

Policy and Procedure No. 3240 explain the general policy of the district regarding student conduct, general expectations, and examples of unacceptable conduct. Policy No. 3241 describes the disciplinary actions that may be imposed by Cheney Public Schools if a student should violate district policy. Disciplinary action may include restorative practice, suspension, expulsion, or emergency action. It may also include a recommendation for counseling, mediation or other options. Rights of students regarding notice of intended disciplinary action are included in this policy. A student's rights, rights of appeal and the appeal process are also outlined in this policy.

Policies are available online under the "About Us" "School Board" tab, or in school offices.

Resolving a Concern

Cheney Public Schools staff members strive to resolve all concerns. Those closest to the concern can most accurately and efficiently address the problem. You are encouraged to follow the steps detailed below when identifying a concern.

School Related Concern	District Concern
<p data-bbox="443 833 783 854">Discuss with the teacher involved</p> <p data-bbox="562 883 667 967"></p> <p data-bbox="522 989 701 1010">Principal/Director</p> <p data-bbox="562 1044 667 1128"></p> <p data-bbox="533 1146 690 1167">Superintendent</p> <p data-bbox="562 1195 667 1279"></p> <p data-bbox="543 1300 680 1321">School Board</p>	<p data-bbox="1255 833 1717 854">Discuss with appropriate district administrator</p> <p data-bbox="1430 883 1535 967"></p> <p data-bbox="1409 989 1566 1010">Superintendent</p> <p data-bbox="1430 1044 1535 1128"></p> <p data-bbox="1419 1146 1556 1167">School Board</p> <p data-bbox="1430 1195 1535 1279"></p>

Parent-Teacher Partnership

Research is clear that when parents and teachers work together a child tends to perform well in school. The following are some guidelines for how parents can contribute to a Parent/Guardian/Teacher Partnership to help children have the best possible learning experience.

Recognize the Commitment the Teacher Has Made

The teacher has made a commitment that involves many, many hours of preparation beyond the hours spent during classroom instruction and after-school functions. Please recognize that commitment and try to remember it whenever something goes awry during the year.

Make Early, Positive Contact with the Teacher

As soon as you know who your child's teacher is going to be, contact him/her to introduce yourself and let the teacher know you want to help your child have the best experience he/she can have this year. To the extent that you can do so, ask if there is any way you can help. By getting to know the teacher early and establishing a positive relationship, it will be much easier to talk with him/her later if a problem arises. Please make sure when communicating with your child's teacher that it is an appropriate time and not disruptive to the classroom learning.

Fill the Teacher's Emotional Tank

When the teacher is doing something you like, let him/her know about it. Teaching is a difficult job, and most teachers may only hear from parents/guardians when they have a concern. This will help fill the teacher's emotional tank and support a positive working relationship between students, parents, and teachers.

Don't Put the Student in the Middle

Imagine a situation around the dinner table, in which a child's parents/guardians complain in front of her about how poorly her math teacher is teaching fractions. How would this impact this student's motivation to work hard to learn fractions? How would it affect her love of mathematics? This puts a young child in a bind. Divided loyalties do not make it easy for a child to do his/her best.

Conversely, when parents/guardians support a teacher, it is that much easier for the child to put his/her wholehearted effort into learning. If you think your child's teacher is not handling a situation well, do not share that with your child. Rather, seek a meeting with the teacher for a private conversation.

Fill Your Child's Emotional Tank

Most importantly, be there for your child. Be a cheerleader for your child. Focus on the positive things he/she is doing and let him/her know you support him/her without reservation regardless of how well he/she does.

Encourage Other Parents/Guardians to Honor the Community

Show respect for the other students or their families. More importantly, work together with other families and students to promote a safe environment for all of our students.

After Class Reminders

The teacher must safely dismiss all of the students before being able to converse. Please be understanding that the end of the day brings a lot of excitement around the classroom environment, and the teacher must remain focused on the safety and organization of the classroom. If you wish to talk with the teacher after class, please wait until all students are dismissed.