

Chewelah School District #36 – *Where Dreams Begin*

Board of Director's Regular Meeting August 25, 2021 at 6:30 PM at District Office

1. Call meeting to order
2. Flag salute
3. Modifications to the agenda
4. Approval of the agenda
5. Approval of the minutes
 - July 21, 2021 board meeting
 - August 5, 2021 work session

6. Public Comments: Individuals interested in speaking are asked to sign the public comment sign-in form. Speaking time for public comments is limited to three minutes. Please recognize the Board has the option to decline verbal public comments and only allow written public comments to be submitted.
Please know that concerns related to personnel are not heard in a regular open meeting but may be heard in an executive session with the Superintendent and Board of Directors. Disagreements with staff decisions need to be submitted through the district's grievance policy #4312 or other pertinent grievance procedures.

7. School Community Presentations
 - A. Student ASB Director Kailee Parrott
 - B. Jenkins Accreditation Presentation - Mick Miller, ESD 101
 - C. Maintenance and facilities update - Jason Tapia
 - D. Quartzite Learning summer school report - Erin Dell
 - E. Bridges math training report - Julie Price
 - F. Business Manager – Mara Schneider
 - ✓Financial report
 - ✓Contract services (purple)

8. Consent agenda:
 - A. Approve financial reports
 - B. Approve general fund voucher numbers 120100—120129 for a total of \$27,557.40; and vouchers 120133—120168 for a total of \$39,413.96
 - C. Approve ASB voucher numbers 120130—120131 for a total of \$473.99
 - D. Approve payroll in the amount of \$782,335.75
 - E. Approve donation in the amount of \$5,000.00 from University of KS Center for Research Inc. for MTSS training (tan)
 - F. Personnel:
 1. Approve resignation of Mike McMillin as junior high boys basketball coach
 2. Approval to post for Jr. High boys basketball coach
 3. Approve 1 day per week family leave for Toni Lundquist
 4. Approve resignation of Cameron Gump as an assistant high school football coach
 5. Approval to post for an assistant high school football coach
 6. Approval to post for two summer maintenance laborers
 7. Approve resignation of Dennis Reilly as high school CTE teacher
 8. Approval to post for high school CTE teacher
 9. Approval to hire Kindra Tapia as junior/senior high school cross country assistant coach
 10. Approval to hire Andrea Trudeau as high school volleyball assistant coach
 11. Approval to hire Scott Hoberg as a high school football assistant coach
 12. Approval to hire Don Teeguarden as high school girls basketball head coach
 13. Approval to hire Paige Campbell as junior high volleyball assistant coach
 14. Approval to hire Paige Campbell as junior high girls basketball assistant coach
 15. Approval to hire Tom Skok as junior high girls basketball head coach

16. Approve resignation of paraeducator Cassandra Trampush
 17. Approval to post for a paraeducator
 18. Approval to post for an elementary/secondary assistant principal
 19. Approve 2021-22 out of endorsement assignment for Kristin French for dance
 20. Approve 2021-22 out of endorsement assignment for Kurt Hanson for math, science, history, economics, psychology, sociology, PE/health, digital media/computers, social studies, business, vocational, music, art, foreign language, and electives
 21. Approve 2021-22 out of endorsement assignment for Laura Watson for science, history, economics, psychology, sociology, PE/health, digital media/computers, social studies, business, vocational, music, art, foreign language, and electives
 22. Approve 2021-22 out of endorsement assignment for Lonnie Hoxie for math, science, and language arts
 23. Approve 2021-22 out of endorsement assignment for Ross Greenfield for health
 24. Approve 2021-22 out of endorsement assignment for Tom Skok for photojournalism/yearbook
 25. Approval to hire James Adlesperger as a custodian
9. Superintendent Report
- A. Vision Statement
 - B. NSBA Goals
10. Old Business:
- A. Second reading of Policy 2410 High School Graduation Requirements (yellow)
 - B. Second reading of Policy 3210 Nondiscrimination (blue)
 - C. Second reading of Policy 5010 Nondiscrimination and Affirmative Action (green)
11. New Business:
- A. Approve payment of United Schools Insurance Program premium of \$111,589.29 (salmon)
 - B. Approve collective bargaining agreement with Chewelah Education Association
 - C. Approve the Quartzite Learning staff to student ratio of 1 to 35 students with no more than 1 to 32 FTE
 - D. Approve Jenkins Jr./Sr. High student handbook (pink)
 - E. Approve Gess Elementary student handbook (goldenrod)
 - F. Approve Jenkins Jr./Sr. High staff handbook (tan)
 - G. Approve Gess Elementary staff handbook (pumpkin)
 - H. Risk Management Training Date Selection
 - I. WSSDA Annual Conference Attendance Discussion
12. Board Reports
- A. Director Kyra Rolstad
 - B. Director Bryan Tidwell
 - C. Director Dan Krouse
 - D. Director Theolene Bakken
 - E. Chairperson Judy Bean
13. Future Meeting Agenda Topics
14. Potential executive session
15. Adjourn

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office, at 685-6800, ext. 1002, no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

CHEWELAH SCHOOL DISTRICT #36
BOARD MEETING
July 21, 2021

Chairperson Judy Bean called the meeting to order at 6:30 PM, July 21, 2021, at the District Office at 210 N. Park St. Directors present were Kyra Rolstad, Theolene Bakken, and Bryan Tidwell. Dan Krouse was excused. Superintendent Jason Perrins and Business Manager Mara Schneider were present. There were six audience members present at the meeting and two people via internet connection. Following the flag-salute, the first item of business was:

MODIFICATION TO THE AGENDA: Chairperson Judy Bean requested a Facilities Report be added after the Superintendent Report.

APPROVAL OF THE AGENDA: Director Bakken moved to approve the agenda as amended. MC

APPROVAL OF THE MINUTES

- Director Tidwell moved to approve the July 16, 2021 board meeting minutes as written. MC
- Director Bakken moved to approve the July 1, 2021 board work session meeting minutes as written. MC
- Director Bakken moved to approve the July 7 and 8, 2021 board special meeting for board retreat minutes with modification of the July 7 end time from 5:00 p.m. to 4:00 p.m. MC

PUBLIC COMMENTS: There were no public comments.

SCHOOL COMMUNITY PRESENTATIONS

- A. Business Manager Mara Schneider presented the current financial report.
- B. Student ASB Director Kailee Parrott was absent.

CONSENT AGENDA: Chairperson Bean submitted for approval of those expense reimbursement claims certified as required by RCW 42.24.090 that have been made available to the board. After a brief discussion of the consent agenda items, Director Bakken moved to approve the consent agenda. MC

- A. Approve financial reports
- B. Approve general fund voucher numbers 119908—119955 for a total of \$95,175.12; voucher numbers 119965—119968 for a total of \$39,247.59; voucher numbers 119992—120027 for a total of \$67,827.80; ACH voucher for a total of \$1,204.69; and vouchers 120031—120075 for a total of \$114,616.04
- C. Approve ASB voucher numbers 119956—119963 for a total of \$5,673.83; vouchers 120028—120030 for a total of \$857.43; ACH voucher for a total of \$76.41; and voucher numbers 120076—120079 for a total of \$10,112.46
- D. Approve payroll in the amount of \$794,362.90
- E. Approve revised transportation supervisor job description
- F. Approve revised bus mechanic job description
- G. Personnel:
 - 1. Approval to post for a 4.0 hr. custodian for Quartzite Learning and District Office
 - 2. Approval to post for a long-term substitute cook
 - 3. Approval to hire Tyler Dahl as temporary technology assistant
 - 4. Approval to hire Natalie Rose-Sheppard as temporary custodial laborer
 - 5. Approval to hire Wade Hanley as transportation supervisor effective July 22, 2021
 - 6. Approval to post for a bus mechanic
 - 7. Approval to hire Bailey Sobosky as temporary custodial laborer
 - 8. Approve extra-curricular contracts for 2021-22
 - 9. Approve extra-curricular salary schedule

SUPERINTENDENT REPORT:

- Superintendent Perrins presented the annual sexual harassment incident report required by Policy 5011. There were no sexual harassment incidents to report this year.

FACILITIES REPORT:

Facilities Committee members Kevin Herda, Ruthanna Frizzell and Maegan George and Maintenance Supervisor Jason Tapia presented an update on the facility improvements suggested for inclusion in the proposed November 2021 replacement capital levy.

OLD BUSINESS:

- Director Tidwell moved to approve Resolution 2020/2021-12 Replacement Capital Levy for Health, Safety and Educational

Improvements. The vote was by roll call:

- Kyra Rolstad: Aye
- Bryan Tidwell: Aye
- Theolene Bakken: Aye
- Judy Bean: Aye
- MC

NEW BUSINESS:

- Director Bakken moved to approve fuel bid from JMT Petroleum for the 2021-22 school year. MC
- Director Rolstad moved to approve food service bid from Terry’s Dairy for the 2021-22 school year. MC
- Director Tidwell moved to approve citizens committee of Kevin Herda, Ruthanna Frizzell, and Maegan George for writing the for statement for the ballot pamphlet for the capital levy. MC
- First reading of Policy 2410 High School Graduation Requirements.
- First reading of Policy 3210 Nondiscrimination.
- First reading of Policy 5010 Nondiscrimination and Affirmative Action.

BOARD REPORTS

- Director Kyra Rolstad enjoyed the board retreat and appreciated the opportunity to discuss many items and set goals. She thanked Superintendent Perrins for organizing the retreat.
- Director Bryan Tidwell attended the recent political candidates’ forum. He feels the forums provide opportunities to create dialogue with the community and engage with those running for school board positions.
- Director Theolene Bakken felt the retreat was valuable and provided forward motion for the Board. She likes that the Board will seek community engagement for planning and vision creation. She appreciated Superintendent Perrin’s work in organizing the retreat.
- Chairperson Judy Bean expressed excitement about the leadership of the Board and Superintendent Perrins and said that the retreat provided a basis for many things moving forward. She requested that Superintendent Perrins speak about the upcoming strategic plan creation process.
- Superintendent Perrins explained that the strategic planning committee will include community, business, administration, staff, student, and board representatives. The committee will meet October 14 and 26 to create the bones of the district strategic plan, which is a three-to-five-year plan that creates a vision and plan that guides district decision making.

FUTURE MEETING AGENDA TOPICS

- The Board requested the following future meeting agenda topics:
 - Chairperson Bean: Education about purchase services on the budget report, Transitional Kindergarten report, progress of facilities projects
 - Director Bakken: Outcome of summer school, explanation of how Hi Cap funds are being spent
 - Director Rolstad: Summer school report that includes all schools
 - Director Tidwell: School presentations on a regular basis
- Superintendent Perrins provided copies of the Board self-assessment results to each director.
- At Director Bakken’s recommendation, the Board will review the Governance section of the self-assessment at the August 5 work session.

EXECUTIVE SESSION

At 7:37 PM the Board adjourned to an executive session to review the performance of a public employee in accordance with RCW 42.30.110. Estimated time up to five minutes. At 7:42 PM the Board reconvened the regular meeting.

With there being no other business, the meeting was adjourned at 7:42 PM. The next regular board meeting will be Wednesday, August 25, 2021, at 6:30 PM at the district office.

Chairperson

Clerk

**CHEWELAH SCHOOL DISTRICT #36
WORK SESSION MEETING
210 North Park Street
August 5, 2021**

Chairperson Judy Bean called the work session to order at 6:30 PM, August 5, 2021. Directors present were Kyra Rolstad, Bryan Tidwell, and Theolene Bakken. Dan Krouse was excused. There were no audience members attending the meeting and one member attended remotely. Following the flag salute, the first item of business was:

No modifications to the agenda were requested.

Director Bakken moved to approve the agenda as written. MC

Superintendent Perrins presented a budget in-service regarding purchase services.

Julie Price presented the Gess Elementary summer school report.

Jason Tapia presented the maintenance and capital outlay work progress update.

The Board reviewed the National School Board Association (NSBA) board self-assessment Governance standard. The Board assigned a collective final rating and set goals and created plans to improve Board Governance performance.

The Board discussed risk management training and WSSDA Annual Conference attendance.

The Board discussed a district vision statement. Discussion will continue during the September 2, 2021 work session.

The Board and Superintendent Perrins discussed board and superintendent goals for 2021-22. Additional discussion will occur during the August 25, 2021 regular meeting.

With there being no other business, the meeting was adjourned at 8:05 PM. The next regular board meeting will be Wednesday, August 25, 2021 at 6:30 PM at the District Office.

Chairperson

Clerk

**CHEWELAH SCHOOL DISTRICT NO. 36
FINANCIAL REPORT
2020/2021**

Beginning Cash and Investment Balance:	
240 Treasurer's Balance - September 1, 2020	\$556,662.67
450 Investment Balance - September 1, 2020	\$1,286,854.78
241 Warrants Outstanding - September 1, 2020	(\$538,284.01)
TOTAL CASH AND INVESTMENT BALANCE - September 1, 2020	<u><u>\$1,305,233.44</u></u>

July 31, 2021

CASH RECEIPTS FOR THE MONTH:

State Apportionment	\$1,180,915.23
District Deposits	\$11,629.29
Investments Earnings	\$179.50
Timber Excise Tax	\$0.00
Federal Forests	\$0.00
Federal In-Lieu-Of Taxes	\$0.00
Local Property Tax	\$3,460.06
Other:	<u>\$0.00</u>
TOTAL RECEIPTS	\$1,196,184.08

EXPENDITURES FOR MONTH:

Accounts Payable	\$142,173.44
Payroll	\$782,335.75
Transfer to Debt Service	\$0.00
Other: Canceled Warrants	\$0.00
Other: ACH Return	<u>\$0.00</u>
TOTAL EXPENDITURES	<u>\$924,509.19</u>
MONTHLY INCREASE/(DECREASE)	<u><u>\$271,674.89</u></u>

Ending Cash and Investment Balance	
240 Treasurer's Balance	\$294,881.50
450 Investment Balance	\$1,547,429.28
241 Warrants Outstanding	(\$293,223.18)
CASH AND INVESTMENT BALANCE AS PER STEVENS COUNTY TREASURER'S	<u><u>\$1,549,087.60</u></u>

CAPITAL PROJECTS FUND CASH & INVESTMENT BALANCE:	<u><u>\$385,968.49</u></u>
DEBT SERVICE FUND CASH & INVESTMENT BALANCE:	<u><u>\$22,798.05</u></u>
A.S.B. FUND CASH & INVESTMENT BALANCE:	<u><u>\$65,289.73</u></u>
TRANSPORTATION VEHICLE FUND CASH & INVESTMENT BALANCE:	<u><u>\$46,337.42</u></u>

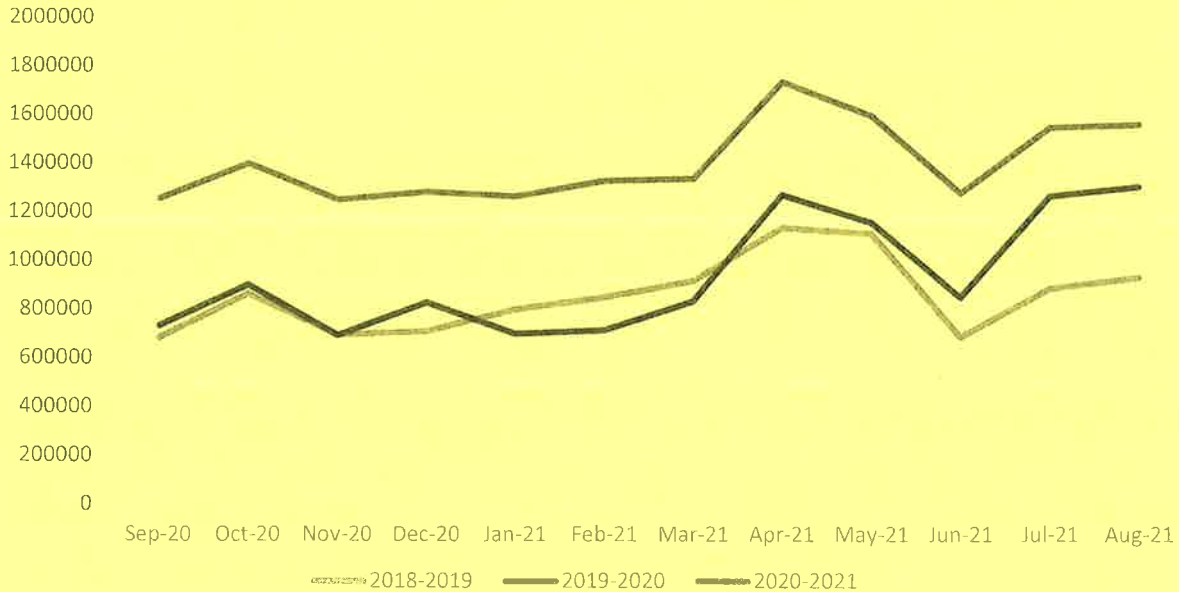
2020-2021 Financial Report

STEVENS COUNTY TREASURER'S ENDING BALANCE

Sep-18	\$680,414.19	Sep-19	\$729,621.47	Sep-20	\$1,253,770.69
Oct-18	\$860,825.08	Oct-19	\$897,701.70	Oct-20	\$1,397,150.63
Nov-18	\$691,678.42	Nov-19	\$690,564.88	Nov-20	\$1,247,908.17
Dec-18	\$705,965.84	Dec-19	\$825,477.61	Dec-20	\$1,280,897.48
Jan-19	\$796,837.46	Jan-20	\$696,923.14	Jan-21	\$1,262,436.43
Feb-19	\$846,010.08	Feb-20	\$711,933.16	Feb-21	\$1,327,993.02
Mar-19	\$913,671.08	Mar-20	\$830,200.17	Mar-21	\$1,335,511.99
Apr-19	\$1,134,166.21	Apr-20	\$1,271,000.43	Apr-21	\$1,737,993.21
May-19	\$1,110,470.36	May-20	\$1,156,011.59	May-21	\$1,596,745.55
Jun-19	\$683,435.77	Jun-20	\$847,502.15	Jun-21	\$1,277,412.71
Jul-19	\$883,439.17	Jul-20	\$1,265,319.49	Jul-21	\$1,549,087.60
Aug-19	\$930,540.70	Aug-20	\$1,305,233.44	Aug-21	\$1,560,000.00

ESTIMATED

Treasurer's Ending Balance

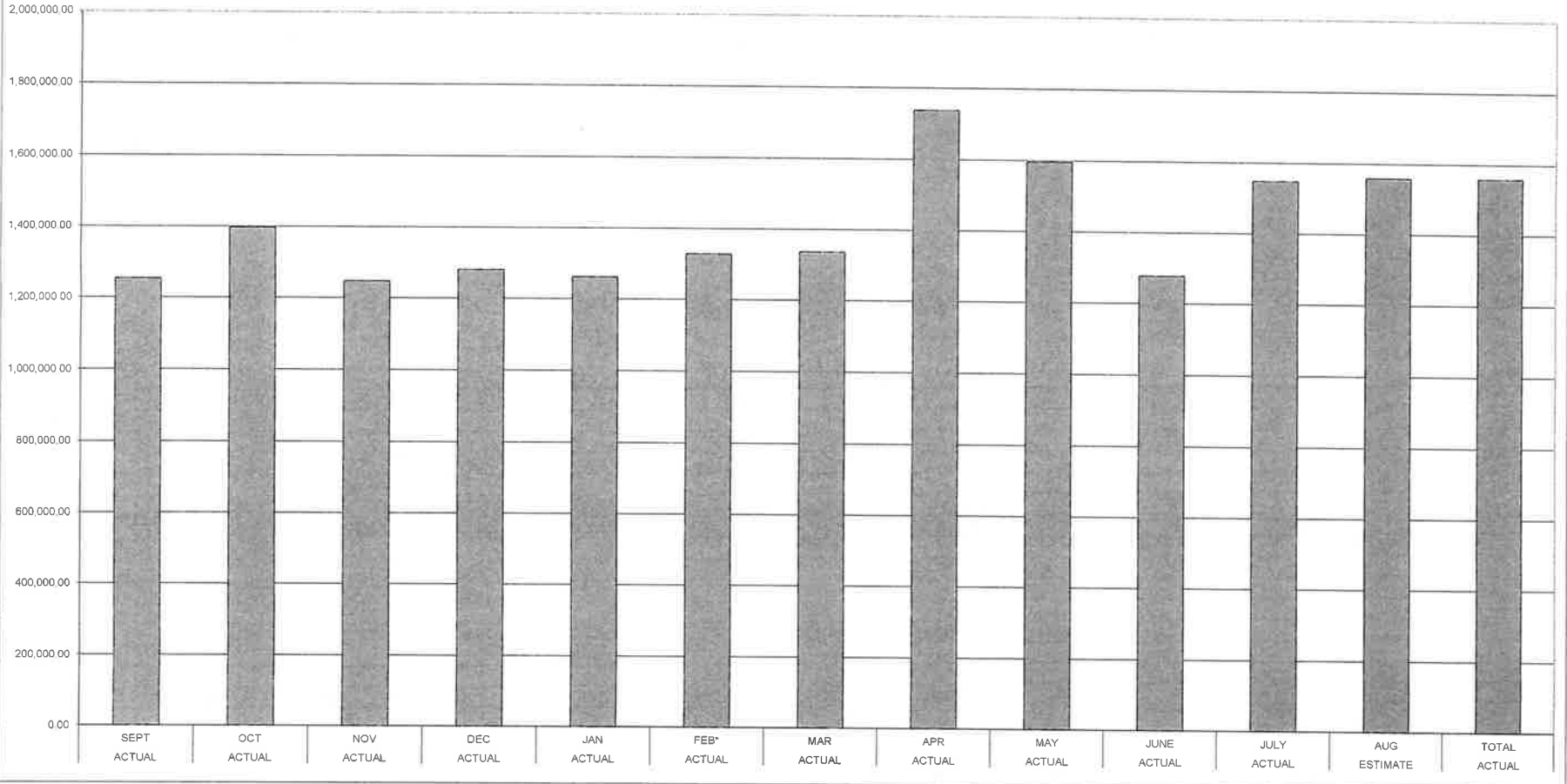


CHEWELAH SCHOOL DISTRICT

CASH FLOW 2020-2021

	ACTUAL SEPT	ACTUAL OCT	ACTUAL NOV	ACTUAL DEC	ACTUAL JAN	ACTUAL FEB*	ACTUAL MAR	ACTUAL APR	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ESTIMATE AUG	ACTUAL TOTAL
						*Transp Adj							
BEGINNING FUND BALANCE	1,305,233.44	1,253,770.69	1,397,150.63	1,247,908.17	1,280,897.48	1,262,436.43	1,327,993.02	1,335,511.99	1,737,993.21	1,596,745.55	1,277,412.71	1,549,087.60	1,305,233.44
REVENUE													
	9%	8%	5%	9%	8.5%	9%	9%	9%	5%	6%	12.5%	10%	100%
APPORTIONMENT	788,322.07	770,657.62	567,406.30	815,571.93	937,753.13	845,079.84	742,382.42	870,925.20	645,815.91	651,192.14	1,180,915.23	1,000,000.00	9,816,021.79
PROPERTY TAXES	55,363.93	246,123.81	58,212.60	4,737.30	2,255.54	4,889.49	171,508.42	371,347.37	61,357.72	12,074.27	3,460.06	5,000.00	996,330.51
LOCAL RECEIPTS	19,960.88	4,188.32	534.64	4,120.65	17,699.71	2,694.67	1,284.16	2,534.33	7,720.69	15,129.52	11,629.29	1,000.00	88,496.86
OTHER	254.56	201.95	335.14	151.53	133.63	13,767.36	115.95	17,463.57	96.49	89.33	179.50	15,000.00	47,789.01
	863,901.44	1,021,171.70	626,488.68	824,581.41	957,842.01	866,431.36	915,290.95	1,262,270.47	714,990.81	678,485.26	1,196,184.08	1,021,000.00	10,948,638.17
EXPENDITURES													
A/P	140,479.27	134,196.81	87,306.10	91,955.56	269,975.96	86,537.03	187,475.59	111,966.95	93,966.78	203,455.20	142,173.44	250,000.00	1,799,488.69
PR	774,884.92	743,594.95	688,425.04	699,636.54	706,327.10	714,337.74	720,296.39	747,822.30	762,271.69	794,362.90	782,335.75	760,000.00	8,894,295.32
TRANSFER													0.00
ENDING FUND BALANCE	1,253,770.69	1,397,150.63	1,247,908.17	1,280,897.48	1,262,436.43	1,327,993.02	1,335,511.99	1,737,993.21	1,596,745.55	1,277,412.71	1,549,087.60	1,560,087.60	1,560,087.60

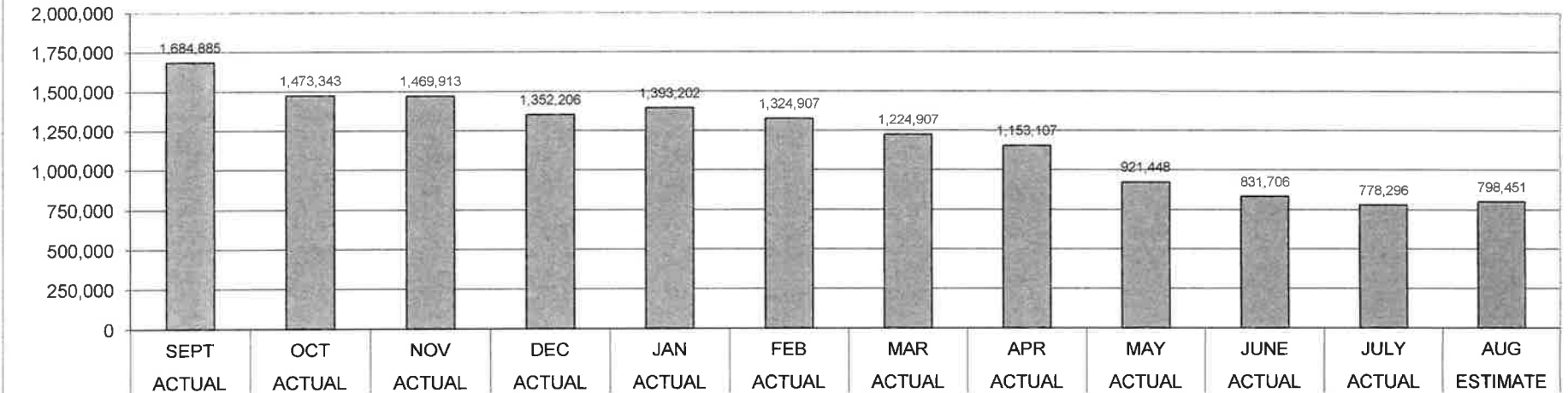
MONTHLY FUND BALANCE



**CHEWELAH SCHOOL DISTRICT
BUDGET STATUS 2020-2021**

	ACTUAL SEPT	ACTUAL OCT	ACTUAL NOV	ACTUAL DEC	ACTUAL JAN	ACTUAL FEB	ACTUAL MAR	ACTUAL APR	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ESTIMATE AUG
BUDGET	11,618,451	11,618,451	11,618,451	11,618,451	11,618,451	11,618,451	11,618,451	11,618,451	11,618,451	11,618,451	11,618,451	11,618,451
YTD EXPENDITURES	1,070,262	1,925,471	2,727,509	3,517,734	4,489,284	5,297,534	6,206,968	7,066,990	7,924,731	8,883,881	9,806,539	10,820,000
ENCUMBRANCES	8,863,303	8,219,637	7,421,029	6,748,511	5,735,965	4,996,010	4,186,575	3,398,354	2,772,272	1,902,864	1,033,617	0
BUDGET STATUS	1,684,885	1,473,343	1,469,913	1,352,206	1,393,202	1,324,907	1,224,907	1,153,107	921,448	831,706	778,296	798,451
PERCENTAGE OF BUDGET REMIANING	15%	13%	13%	12%	12%	11%	11%	10%	8%	7%	7%	7%

ESTIMATED BUDGET STATUS REPORT



**CHEWELAH SCHOOL DISTRICT #36
FINANCIAL REPORT**

MONTHLY REVENUES OVER OR (UNDER) EXPENDITURES FOR LAST THREE YEARS

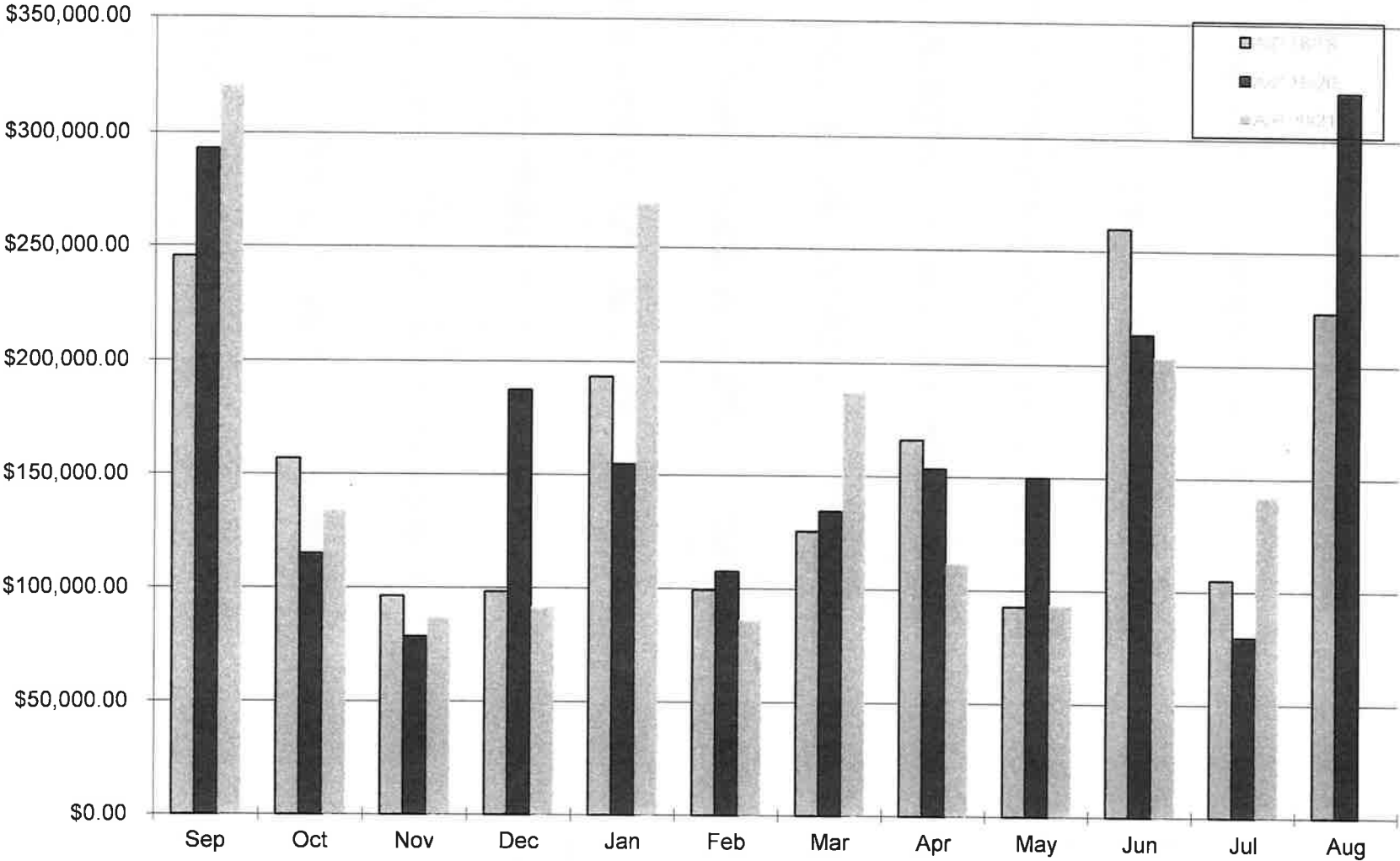
MONTH	2018-2019	2019-2020	2020-2021		
	MONTHLY +/-	MONTHLY +/-	REVENUES	EXPENDITURES	MONTHLY +/-
SEPTEMBER	\$ (192,335)	\$ (200,919)	\$863,901	\$915,364	(\$51,463)
OCTOBER	\$ 180,411	\$ 168,080	\$1,021,172	\$877,792	\$143,380
NOVEMBER	\$ (169,147)	\$ (207,137)	\$626,489	\$775,731	(\$149,242)
DECEMBER	\$ 14,287	\$ 134,913	\$824,581	\$791,592	\$32,989
JANUARY	\$ 90,872	\$ (128,554)	\$957,842	\$976,303	(\$18,461)
FEBRUARY	\$ 49,173	\$ 15,010	\$866,431	\$800,875	\$65,557
MARCH	\$ 67,661	\$ 118,267	\$915,291	\$907,772	\$7,519
APRIL	\$ 220,495	\$ 440,800	\$1,262,270	\$859,789	\$402,481
MAY	\$ (23,695)	\$ (114,989)	\$714,991	\$856,238	(\$141,248)
JUNE	\$ (427,034)	\$ (308,509)	\$678,485	\$997,818	(\$319,333)
JULY	\$ 200,003	\$ 417,817	\$1,196,184	\$924,509	\$271,675
AUGUST	\$ 47,102	\$ 39,914			\$0

**CHEWELAH SCHOOL DISTRICT #36
FINANCIAL REPORT**

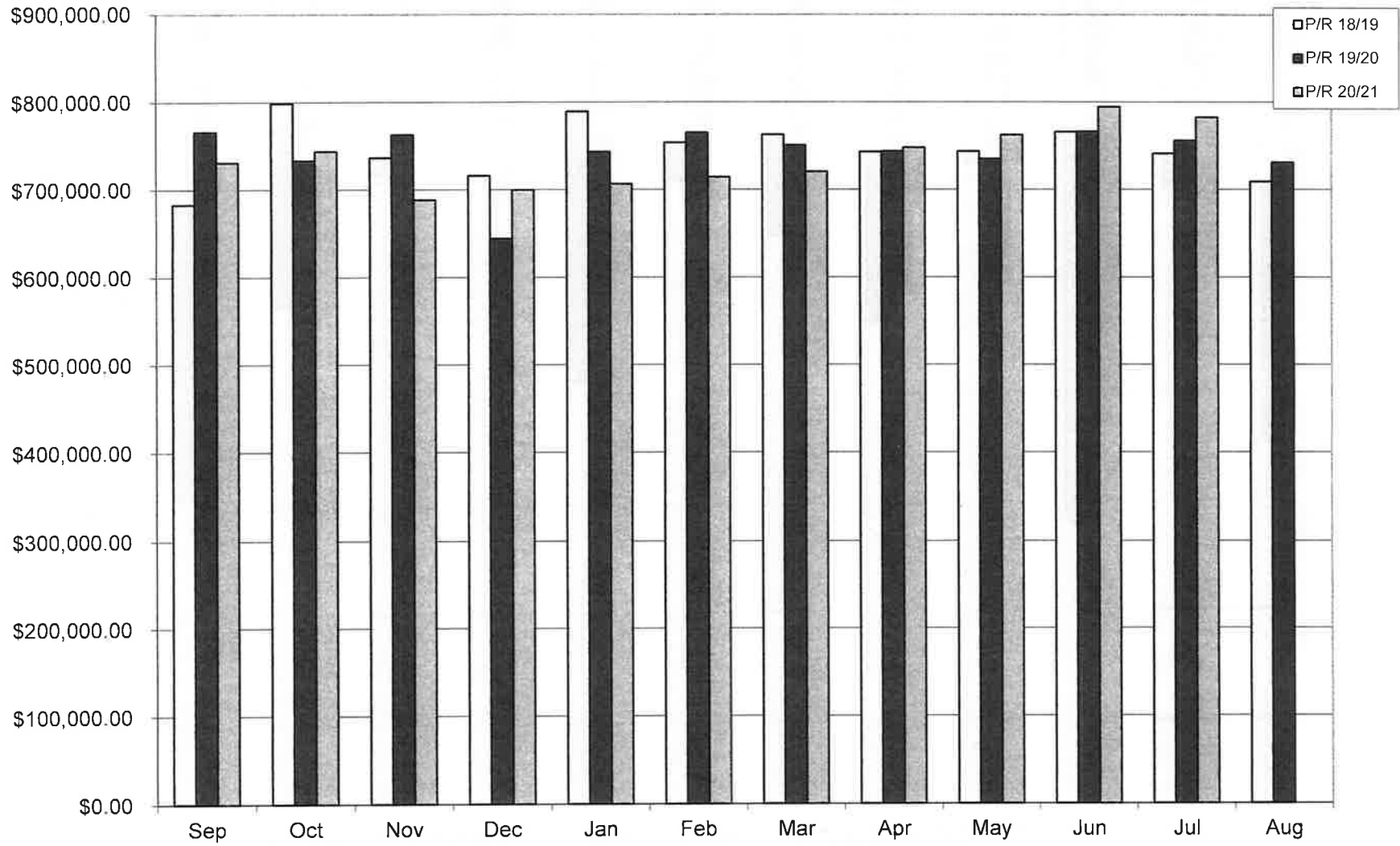
MONTHLY ACCOUNTS PAYABLE AND PAYROLL AMOUNTS FOR THREE YEARS

MONTH/YR	A/P 18/19	P/R 18/19	MONTH/YR	A/P 19/20	P/R 19/20	MONTH/YR	A/P 20/21	P/R 20/21
SEPT	\$245,513.49	\$683,075.78	SEPT	\$293,016.35	\$765,848.80	SEPT	\$320,943.66	\$730,841.26
OCT	\$156,987.80	\$798,777.74	OCT	\$114,812.95	\$732,874.54	OCT	\$134,196.81	\$743,594.95
NOV	\$96,363.06	\$736,380.75	NOV	\$78,601.39	\$762,509.47	NOV	\$87,306.10	\$688,425.04
DEC	\$98,432.20	\$715,981.04	DEC	\$187,560.31	\$644,412.71	DEC	\$91,955.56	\$699,636.54
JAN	\$193,374.15	\$789,184.43	JAN	\$154,814.32	\$742,961.22	JAN	\$269,975.96	\$706,445.88
FEB	\$99,311.85	\$753,617.85	FEB	\$107,557.53	\$764,946.65	FEB	\$86,537.03	\$714,337.74
MAR	\$125,292.34	\$762,456.45	MAR	\$134,285.19	\$750,446.00	MAR	\$187,475.59	\$720,296.39
APR	\$166,536.07	\$743,142.49	APR	\$153,673.34	\$743,588.27	APR	\$111,966.95	\$747,822.30
MAY	\$93,000.79	\$743,564.69	MAY	\$149,870.79	\$734,914.65	MAY	\$93,966.78	\$762,271.69
JUNE	\$259,767.25	\$765,652.08	JUNE	\$213,271.98	\$766,136.85	JUNE	\$203,455.20	\$794,362.90
JULY	\$104,966.63	\$740,888.00	JULY	\$79,853.83	\$755,548.19	JULY	\$142,173.44	\$782,335.75
AUG	\$223,413.08	\$708,928.75	AUG	\$320,943.66	\$730,841.26	AUG		
TOTAL	\$1,862,958.71	\$8,941,650.05	TOTAL	\$1,988,261.64	\$8,895,028.61	TOTAL	\$1,729,953.08	\$8,090,370.44

CHEWELAH SCHOOL DISTRICT NO. 36 - ACCOUNT PAYABLE EXPENDITURES



CHEWELAH SCHOOL DISTRICT NO.36 - PAYROLL EXPENDITURES



10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the CHEWELAH SCHOOL DISTRICT School District for the Month of July, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	979,058	3,460.06	1,004,976.18		25,918.18-	102.65
2000 LOCAL SUPPORT NONTAX	143,240	7,850.11	37,316.06		105,923.94	26.05
3000 STATE, GENERAL PURPOSE	6,977,708	787,415.11	5,899,791.02		1,077,916.98	84.55
4000 STATE, SPECIAL PURPOSE	2,047,574	270,290.54	1,631,123.84		416,450.16	79.66
5000 FEDERAL, GENERAL PURPOSE	22,792	.00	17,363.28		5,428.72	76.18
6000 FEDERAL, SPECIAL PURPOSE	1,103,875	127,125.68	1,196,963.31		93,088.31-	108.43
7000 REVENUES FR OTH SCH DIST	29,500	.00	27,440.67		2,059.33	93.02
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	29,200	.00	.00		29,200.00	0.00
Total REVENUES/OTHER FIN. SOURCES	11,332,947	1,196,141.50	9,814,974.36		1,517,972.64	86.61
B. EXPENDITURES						
00 Regular Instruction	5,962,544	463,816.11	5,045,368.49	486,001.00	431,174.51	92.77
10 Federal Stimulus	0	28,633.01	264,946.73	17,268.32	282,215.05-	0.00
20 Special Ed Instruction	1,370,548	92,702.61	1,169,929.37	114,288.61	86,330.02	93.70
30 Voc. Ed Instruction	436,170	33,425.52	388,552.92	32,759.51	14,857.57	96.59
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,053,361	107,205.62	890,232.39	76,318.77	86,809.84	91.76
70 Other Instructional Pgms	22,209	2,244.49	33,701.26	3,046.01	14,538.27-	165.46
80 Community Services	14,000	.00	3,426.77	0.00	10,573.23	24.48
90 Support Services	2,759,619	194,630.63	2,010,380.84	303,934.41	445,303.75	83.86
Total EXPENDITURES	11,618,451	922,657.99	9,806,538.77	1,033,616.63	778,295.60	93.30
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	285,504-	273,483.51	8,435.59		293,939.59	102.95-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	865,000		1,588,183.32			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	579,496		1,596,618.91			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restricted for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	45,000	.00
G/L 872 Committd to Econmc Stabilizatr	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	534,496	1,596,618.91
G/L 891 Unassigned Min Fnd Bal Policy	0	.00
<u>TOTAL</u>	579,496	1,596,618.91

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the CHEWELAH SCHOOL DISTRICT School District for the Month of July, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	382,542	1,339.80	386,628.52		4,086.52-	101.07
2000 Local Support Nontax	2,500	55.61	283.63		2,216.37	11.35
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	8,750	.00	5,488.40		3,261.60	62.72
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	12,000	.00	.00		12,000.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	405,792	1,395.41	392,400.55		13,391.45	96.70
B. EXPENDITURES						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	0	.00	.00	0.00	.00	0.00
30 Equipment	466,592	.00	120,006.36	255,361.24	91,224.40	80.45
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	7,532.00	7,532.00-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	466,592	.00	120,006.36	262,893.24	83,692.40	82.06
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	29,200	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)						
	90,000-	1,395.41	272,394.19		362,394.19	402.66-
F. TOTAL BEGINNING FUND BALANCE						
	90,000		105,533.04			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE						
	0		377,927.23			
(E+F + OR - G)						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restricted For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	2,761-	359,227.92
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	0	.00
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	2,761	18,699.31
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	0	377,927.23

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the CHEWELAH SCHOOL DISTRICT School District for the Month of July, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	250	3.30	31.71		218.29	12.68
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	250	3.30	31.71		218.29	12.68
B. EXPENDITURES						
Matured Bond Expenditures	0	.00	.00	0.00	.00	0.00
Interest On Bonds	0	.00	.00	0.00	.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	0	.00	.00	0.00	.00	0.00
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	12,000	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN. SOURCES</u> <u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	11,750-	3.30	31.71		11,781.71	100.27-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	12,000		22,766.34			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	250		22,798.05			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	250		22,798.05			
G/L 835 Restricted For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	250		22,798.05			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the CHEWELAH SCHOOL DISTRICT School District for the Month of July, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	65,000	19.35-	9,670.19		55,329.81	14.88
2000 Athletics	134,000	1,413.00	9,084.00		124,916.00	6.78
3000 Classes	11,500	.00	.00		11,500.00	0.00
4000 Clubs	44,100	.00	11,059.76		33,040.24	25.08
6000 Private Moneys	10,500	.00	9,203.00		1,297.00	87.65
<u>Total REVENUES</u>	265,100	1,393.65	39,016.95		226,083.05	14.72
B. EXPENDITURES						
1000 General Student Body	52,750	440.97	9,768.45	1,654.40	41,327.15	21.65
2000 Athletics	114,000	3,817.68	17,023.94	1,570.88	95,405.18	16.31
3000 Classes	11,500	114.74	114.74	0.00	11,385.26	1.00
4000 Clubs	42,650	44.03	9,954.10	0.00	32,695.90	23.34
6000 Private Moneys	10,500	6,169.03	9,851.17	0.00	648.83	93.82
<u>Total EXPENDITURES</u>	231,400	10,586.45	46,712.40	3,225.28	181,462.32	21.58
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)						
	33,700	9,192.80-	7,695.45-		41,395.45-	122.84-
D. TOTAL BEGINNING FUND BALANCE						
	90,000		82,586.12			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)						
	123,700		74,890.67			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	123,700		74,890.67			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	123,700		74,890.67			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the CHEWELAH SCHOOL DISTRICT School District for the Month of July, 2021

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,500	6.53	104.70		1,395.30	6.98
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	110,000	.00	.00		110,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	2,750.00	4,750.00		4,750.00-	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	111,500	2,756.53	4,854.70		106,645.30	4.35
<u>B. 9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
<u>C. Total REV./OTHER FIN. SOURCES</u>	111,500	2,756.53	4,854.70		106,645.30	4.35
<u>D. EXPENDITURES</u>						
Type 30 Equipment	265,000	.00	113,817.48	117,961.88	33,220.64	87.46
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	265,000	.00	113,817.48	117,961.88	33,220.64	87.46
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>F. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	153,500-	2,756.53	108,962.78-		44,537.22	29.01-
<u>H. TOTAL BEGINNING FUND BALANCE</u>	153,500		155,300.20			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
<u>J. TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	0		46,337.42			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	0		46,337.42			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	0		46,337.42			

**Chewelah School District
Fund Balance Projection (Apportionment Based-Actual Expenditures)**

		Original Budget	APPORTIONMENT	September	October	November	December	January	February	March	April	May	June	July	August
		758	697	678.29	704.06	706.24	701.24	700.94	710.74	703.6	705.88	700.88	700.54	0	0
		Original Budget	APPORTIONMENT	September 9.5%	October 8.5%	November 6.5%	December 9.5%	January 8.5%	February 9.5%	March 9.5%	April 9.5%	May 5.0%	June 6%	July 12.5%	August 10%
		Annual Amt.	Current	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	estimate
3100	Regular Apportionment	6,423,161.00	6,032,177.86	507,035.24	479,739.78	290,227.95	522,410.30	583,278.87	545,599.27	540,827.36	544,673.88	302,209.40	358,935.79	754,022.23	603,217.79
3100-06	College in the High School	-	21,840.00	0.00	0.00	0.00	0.00	0.00	13,975.00	0.00	0.00	0.00	0.00	7,865.00	0.00
3121	Apport Spec Ed	206,450.00	204,223.02	17,794.26	16,908.27	10,206.62	18,371.93	14,501.61	18,393.32	18,558.48	19,414.19	11,230.98	12,893.18	25,527.88	20,422.30
3300	LEA (Sept through Dec)	88,526.23	88,526.23	0.00	28,452.33	53,753.13	6,320.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3300	LEA (Jan through Aug)	234,775.20	198,806.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82,842.75	63,498.85	5,526.83	0.00	46,938.26
3300-01	LEA Hold Harmless	24,795.57	24,795.57	0.00	7,969.30	15,055.87	1,770.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
4121	Special Ed	959,017.00	864,947.43	75,604.71	71,950.71	43,369.24	78,064.63	72,123.72	78,522.85	78,069.80	78,436.57	43,178.66	51,113.37	108,118.43	86,494.74
4155	Learning Assists	360,978.00	361,114.14	32,500.27	28,889.13	18,055.71	32,500.27	30,694.71	32,500.27	32,500.27	32,500.27	18,055.71	21,666.85	45,139.27	36,111.41
4158-01	Academic Acceleration	-	244.24	0.00	0.00	244.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4158-04	Grant	125,856.00	89,362.31	0.00	0.00	9,217.25	7,252.67	0.00	0.00	0.00	674.10	7,222.50	4,293.79	44,936.43	15,765.57
4174	Highly Capable	21,242.00	19,682.97	0.00	3,263.28	959.79	1,727.62	1,824.08	1,818.72	1,780.24	1,780.24	989.02	1,111.31	2,460.37	1,968.30
4198-05	State Summer Food	-	5,004.15	0.00	0.00	0.00	0.00	2,681.25	0.00	0.00	0.00	0.00	2,322.90	0.00	0.00
4199	Transportation	547,581.00	457,395.21	49,282.25	43,806.45	27,379.03	49,282.26	46,544.35	0.00	0.00	14,473.44	105,384.41	20,821.16	65,719.94	34,701.92
6124	Fed Special ED-24	182,143.00	182,143.00	0.00	16,312.86	15,831.18	16,051.72	13,089.64	14,339.59	13,839.38	12,516.24	12,756.16	27,817.64	14,359.33	25,229.26
6138	Fed Vocational-38	14,500.00	13,307.00	0.00	0.00	0.00	2,535.63	0.00	841.20	0.00	480.44	1,046.98	481.53	2,320.42	3,225.64
6151	Fed Title I-51	374,837.00	396,879.00	0.00	57,940.43	32,982.31	41,347.71	23,314.33	31,012.33	25,050.08	29,602.69	29,329.79	29,734.21	32,515.34	64,049.78
6152	Fed Title II -52	127,395.00	147,255.25	0.00	0.00	0.00	14,489.56	6,278.13	3,006.96	2,230.82	14,077.88	18,550.71	3,327.26	3,960.98	81,352.95
6176	Targeted Assistance ESSER I	150,000.00	134,622.79	0.00	0.00	19,259.53	3,915.63	20,503.88	78,078.80	1,442.87	11,422.07	0.00	0.00	0.00	0.00
6176	K12 Internet Access	-	9,536.00	0.00	0.00	0.00	797.57	0.00	1,109.67	329.43	312.09	728.22	0.00	381.44	5,877.58
6176	ESSER II	-	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,692.34	82,930.23	56,627.55	2,749.88
6111	CARES Phase 2 Relief Funds GEER	-	104,932.70	0.00	0.00	0.00	0.00	104,932.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6189	Other Community Services	10,000.00	235,000.00	0.00	14,615.08	30,864.45	18,753.26	17,985.85	25,881.86	25,358.53	27,718.35	23,942.18	28,236.09	16,960.62	4,683.73
			(75,000.00)												(75,000.00)
Apportionment Totals- Balance to Apportionment report		10,082,257.00	9,666,795.56	682,216.73	769,747.62	567,406.30	815,571.93	937,763.13	845,079.84	742,382.42	870,925.20	645,815.91	651,192.14	1,180,915.23	957,789.11
1100	Taxes collected Line 020 F-197	948,639	980,000	55,363.93	246,123.81	58,212.60	4,737.30	2,255.54	4,889.49	171,508.42	371,347.37	61,357.72	12,074.27	3,460.06	(11,330.51)
1500	Timber Excise Line 035 F-197	30,419	30,419	0.00	0.00	0.00	0.00	0.00	13,645.67	0.00	0.00	0.00	0.00	0.00	16,773.33
2300	Interest Line 002 F-197	15,000	2,500	254.66	201.95	335.14	151.53	133.63	121.69	115.95	100.29	96.49	89.33	179.50	719.94
2000	Local Deposits Line 001 F-197	128,240	30,000	18,896.82	3,004.00	-1,042.34	1,850.00	664.60	550.00	1,289.25	449.75	446.95	1,756.36	7,670.61	(5,536.00)
5500	Federal Forests	22,792	22,792	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,363.28	0.00	0.00	5,428.72	0.00
6321	Medicaid	20,000	10,000	502.52	-502.52	224.40	0.00	1,028.60	1,761.80	0.00	1,412.60	1,071.80	0.00	0.00	4,500.80
6998	Commodities	25,000	25,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00
7000	Other SD	29,500	28,000	0.00	0.00	0.00	2,290.84	12,516.33	0.00	0.00	0.00	0.00	12,633.50	0.00	559.33
9000	Transfers	29,200	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other deposits: Federal, State, Non SPI FEMA		-	9,957	0.00	0.00	0.00	0.00	3,717.89	0.00	0.00	0.00	1,239.30	0.00	0.00	2,500.00
Cancelled warrants Adjustments		-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4100 & 4300	Grant Revenue IP Pilot, Best, School Nurse Corps	1,900	18,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,999.23	500.00	3,916.10	9,584.67
Total Revenues Balance to Budget Status Report		11,332,947	10,823,464	757,234.56	1,018,574.86	625,136.10	824,601.60	958,069.72	866,048.49	915,296.04	1,261,598.49	714,027.40	678,245.60	1,196,141.50	1,005,989.39
Expenditures															
		Annual Amt.	Current Estimate	September	October	November	December	January	February	March	April	May	June	July	August
			ACTUALS ANNUALIZ	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	estimate
Payroll - Certificated	Object 2	4,485,575	4,314,983	391,691.93	353,201.58	342,950.32	338,942.34	338,597.21	354,116.73	347,002.39	345,461.27	352,410.14	396,431.66	400,673.96	353,503.72
Payroll - Classified	Object 3	2,133,826	1,869,890	139,757.31	150,975.22	152,876.35	144,309.76	141,920.22	150,958.01	160,982.48	181,929.32	185,461.16	171,476.34	155,930.98	133,312.82
Benefits	Object 4	2,900,960	2,638,678	219,360.57	225,240.49	218,642.87	217,234.47	221,004.79	216,897.90	214,334.30	220,417.05	226,477.43	227,257.94	223,757.15	208,052.81
Substitute & Timesheet Estimate		-	30,000												10,000.00
Approved Employee Change Estimate		-	-												0.00
Cashout Estimate		-	45,000												45,000.00
Coaching/Extracurricular Estimate		-	-												0.00
Accounts Payable Additional Estimates		-	(100,000)												(100,000.00)
Accounts Payable Objects 5 through 9		2,098,081	2,016,604	311,951.20	133,292.49	87,568.80	89,738.62	270,027.17	86,277.41	187,115.50	112,213.53	93,393.04	163,983.47	142,295.90	338,747.28
Other cash decreases per county		-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures Balance to Budget Status Report		11,618,442	10,815,155	1,062,761.01	862,709.78	802,038.34	790,225.19	971,549.39	808,250.05	909,434.67	880,021.17	857,741.77	959,149.41	922,657.99	988,616.63
Beginning Fund Balance															
Balance		1,588,183	1,588,183	1,588,183.32	1,282,656.87	1,438,521.95	1,261,619.71	1,295,996.12	1,282,516.45	1,340,314.89	1,346,176.26	1,747,753.58	1,604,039.21	1,323,135.40	1,596,619
Plus Revenue		11,332,947	10,823,464	757,235	1,018,575	625,136	824,802	958,070	866,048	915,296	1,261,598	714,027	678,246	1,196,142	1,005,989
Minus Expenditures		(11,618,442)	(10,815,155)	(1,062,761)	(862,710)	(802,038)	(790,225)	(971,549)	(808,250)	(909,435)	(860,021)	(857,742)	(959,149)	(922,658)	(988,617)
Transfers or Plus or Minus		-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Redirection of Apportionment Adjustments		-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending/Projected Fund Balance Balance to Budget Status Report		1,302,688	1,596,491	1,282,657	1,438,522	1,261,620	1,295,996	1,282,516	1,340,315	1,346,176	1,747,754	1,604,039	1,323,135	1,596,619	1,613,992

Before you begin entering your monthly data, remove all the coding in the column and hard code your values. Leaving a code in place would result in the code recalculating each time you Current column number changes.

Vendor	Description	
H&H	Copier Usage Charges	
Cannon Financial	Copier Lease Contract	
Cognia	Membership for annual accreditation	1200
Occupational Health Solutions	Respirator Questionnaire review and fit testing	1157.5
Away With Words	Interpreter services	
Central Washington University	College in the High School	
Spokane Falls Community College	College in the High School	
Eastern Washington University	College in the High School	
Spokane Falls Community College	Running Start	
WIAA	Officials	
Denise Smith	First Aid Classes	
Microsoft	Microsoft Licenses	
NEWESD 101	Support	
Verizon Wireless	Wireless hotspots	
AT&T Mobility	Hotspots &	
Edgenuity		
Pearson	Pearson Aimsweb Plus	
Inland Northwest Therapy	OT Services	
Rob Mildes	PT Services	
Inland Northwest Therapy	Speech Services	
Leader Services	Medicare services	
Houghton Mifflin	Technology renewal for Read 180	
Educational Testing Service	Parapro assessments	
NEWESD 101	Social Emotional Learning Training	1500
Kristin Souers	Book study meetings and training	7100
AWSL	Association of Washington Student Leaders	1500
Character Strong	Professional Development	1074.92
State Board for Community	Bridge to College training	900
Kenneth Derby	Trauma & Equity Informed Practices Trainings	1625
Erika Larson	Trauma & Equity Informed Practices Trainings	750
NEWESD 101	Lobbyist & legislative consultant	
Rockie Hanson	Legal services	
Washington State Auditors	State Audit	20000
WSSDA	Annual dues, policy & legal dues	5837.74
ERNN	Membership	350
SIRS	Membership	405
WASA	Membership	1073.5
Pitney Bowes	Mailing Machine Lease	890.16
NEWESD 101	Erate Services	1248.12
John Deere Financial	Mower Lease	
Patriot Fire Protection	Fire & Sprinkler systems inspections	823.14
WA Dept of Labor & Industries	Elevator operating certificates	150
Fire Protection Specialists	Test Fire alarm systems	985
Johnson Controls	Fire alarm detection & monitoring	1300
Mobility Concepts	Elevator inspections	400
General Fire Extinguisher Service	Fire extinguisher services	750

City of Chewelah	Utilities	
Century Link	Phone Services	
Verizon Wireless	Cell phone services	
AT&T Mobility	Backup internet connection	
Intrigue Communications	Phone services	
Avista Utilities	Utilities	
United Schools Insurance	Insurance permiums	100000
Jenne's Mini Storage	Storage unit for float truck	360
NE WA Tri County Health	Food Service Permits	600
QCL	Transportation services drug testing	
Chewelah Associated Physicians	Drivers physicals	
Alsco	Transportation coveralls and rags	
WA State DOL	Driver Abstracts	
Also:		
Dues, Trainings, fees, advertising		

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 25, 2021, the board, by a _____ vote, approves payments, totaling \$28,031.39. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 120100 through 120131, totaling \$28,031.39

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120100	AMAZON	07/30/2021	GESS-061521	curriculum/supplie s	1100007628	110.32	5,717.64
10 E 530 0100 23 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		11.72	
10 E 530 0100 33 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		98.60	
			GESS-061521B	library books	1100007634	133.30	
10 E 530 0100 22 5640 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		133.30	
			GESS-061621	3 case racquet balls; 4 12 pk bean bags-IPP Grant	1100007623	264.63	
10 E 530 5835 31 5610 0000 0000 0000 0				General Fund/EXPENDITURES/IPP PILOT GRANT		264.63	
			GESS-061721	books - THE ENERGY BUS	1100007635	785.23	
10 E 530 0100 27 5640 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		785.23	
			GESS-062521	library books	1100007636	179.19	
10 E 530 0100 22 5640 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		179.19	
			GESS-062621	supplies for classrooms	1100007639	375.52	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		375.52	
			JJSHS-061421	Counseling materials-GENERAL FUND	1300007475	265.29	
10 E 530 0100 24 5610 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		265.29	
			JJSHS-070121	TABLE AND CHAIRS, WALL FILE HOLDER, PANEL- QL PER	1300007479	1,333.53	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0200 24 5610 5400 0000 0000 0				ERIN General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		1,333.53	
			MAINT-060921	Toilet Gasket / Water filter JHS	2300006298	290.89	
10 E 530 9700 64 5610 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		290.89	
			MAINT-061421	Printer Ink (Maintenance Shop)	2300006297	292.43	
10 E 530 9700 64 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		292.43	
			QL-061521	27-5610 5 shelve bookcase 139.00 -4 3 shelve Bookcase -1 221.31 Misc. Bookcase 90.83 - 2 Conference table 231.84- 1 1190.81 33-5650 I-pad case 14.98 x 15 224.70 33-5640 Building thinking skills Beginning 29.99 -2 180 days of writing for forth grade 10.29 - 1 180 days of spelling and word study 11.99 1 Daily 6 trait writing grade 4 21.43 - 1 103.69	1400007600	548.83	
10 E 530 0200 27 5610 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		484.29	
10 E 530 0200 33 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		64.54	
			QL-061721	27 - 5640 - Learning Without Tears \$13.75 - What Do You Do With an Idea? \$6.94 - Papa's Mechanical Fish \$15.39 - The Brooklyn Bridge \$14.95 - The Tarantula in My Purse and 172	1400007602	338.81	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Other Wild Pets \$6.99 - The Three Little Javelinas \$7.95 - Barnum's Bones \$14.49 - Mr. Ferris and His Wheel \$12.90 - Annie Jump Cannon, Astronomer \$16.99 - 33-5640 - Ancient History-Based Writing Lessons [Teacher's Manual only] \$14.33 - Ancient History-Based Writing Lessons [Student Book only] \$29.65 - All Things Fun & Fascinating [Teacher's Manual] (3) \$22.00 - All Things Fun and Fascinating (3) \$31.49			
10 E 530 0200 27 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		118.83	
10 E 530 0200 33 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		219.98	
			QL-061821	33-5640 To fill curriculum orders for students My math, Handwriting without tears, Explode the code, Skill Sharpener Science, Skill sharpener	1400007605	713.61	
10 E 530 0200 33 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		713.61	
			TECH-061121	Wireless mouse and keyboard	2600001525	86.06	
10 E 530 0100 32 5650 0000 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		86.06	
120101	APPLE INC	07/30/2021	AF22122400	ESSER FUNDING Additional iPads/Laptops are	1400007595	3,217.24	3,217.24

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				needed so that technology is available for onsite student use as well as able to be checked out to students for use at home in a hybrid or remote learning setting. 22-5610 Personalized 10.2 inch ipad WiFi 32 GB silver Qty 10			
10 E 530 1200 32 5650 5400 0000 0000 0				General Fund/EXPENDITURES/Fed Stim - School Improve		3,217.24	
120102	AUCA WESTERN FIRST AID LBX	07/30/2021	GEG1-000504	FIRST AID SUPPLIES FOR BUS GARAGE	1000010181	422.03	422.03
10 E 530 9900 52 5610 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIIL TRANSPORTATION		422.03	
120103	AWSP	07/30/2021	000010261	Leading and Learning Together for Shawn and Renee Creating your team culture to successfully navigate the year. Uniting around a shared vision for your school community. Building and sustaining trust. Developing a strong team to create efficient system	1300007489	225.00	225.00
10 E 530 0100 31 7330 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		225.00	
120104	BYU INDEPENDENT STUDY	07/30/2021	DCE-00008726	27-5650 Online course	1400007612	50.00	50.00
10 E 530 0200 27 5650 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		50.00	
120105	CANON FINANCIAL SERVICES	07/30/2021	27049098	Copier Lease Contract 05214/3091	1000010021	713.48	755.85
10 E 530 0100 23 7442 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		296.24	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0100 23 7442 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		266.88	
10 E 530 0200 23 7442 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		41.92	
10 E 530 9700 13 7442 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		108.44	
			27049099	Copier Lease Contract 05214/3091	1000010021	42.37	
10 E 530 0200 23 7442 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		42.37	
120106 CENTURYLINK		07/30/2021	234777076	PHONE SERVICE ACCT #84728321	1000010022	57.41	57.41
10 E 530 9700 65 7530 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		57.41	
120107 CHEWELAH AUTO PARTS		07/30/2021	68-072521	TRANSPORTATION SUPPLIES ACCT #68	1000010025	164.72	164.72
10 E 530 9900 53 5610 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		164.72	
120108 CHEWELAH SCHOOL DISTRICT #36 I		07/30/2021	070921	REPLENISH IMPREST ACCOUNT	0	364.66	364.66
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		71.89	
10 E 530 9700 11 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		180.77	
10 E 530 9700 12 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		64.00	
10 E 530 9700 13 7810 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		3.00	
10 E 530 9700 63 7420 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		45.00	
120109 CHEWELAH SCHOOL DISTRICT #36		07/30/2021	060121	REPLENISH FOR PAPER STATEMENT FEE	0	3.00	3.00
10 E 530 9700 13 7810 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		3.00	
120110 CRYSTAL SPRINGS		07/30/2021	15901662 071721	WATER AND COOLER RENTAL	1400007414	41.36	82.72
10 E 530 0200 23 5610 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		41.36	
			15902043 071721	WATER AND COOLER RENTAL	1000010026	41.36	
10 E 530 9700 13 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		41.36	
120111 DW LANDSCAPE		07/30/2021	962	Backflow preventer tests (DW Landscaping)	2300006314	511.14	511.14
10 E 530 9700 64 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		511.14	
120112 ERNN		07/30/2021	14733-071421	ERNN 2021-2022 MEMBERSHIP	1000010176	330.00	330.00
10 E 530 9700 12 7810 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		330.00	
120113 FOLLET SCHOOL SOLUTIONS		07/30/2021	2566808A	curriculum 21-22	1100007624	3,232.31	3,232.31
10 E 530 0100 33 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		3,232.31	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120114	GESS ELEMENTARY ASB IMPREST	07/30/2021	060121	REPLENISH FOR PAPER STATEMENT FEE	0	3.00	3.00
10 E 530 0100 23 7810 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		3.00	
120115	HORIZON - SPOKANE	07/30/2021	2S15386	Irrigation Valve (Barbour complex)	2300006313	390.46	2,216.67
10 E 530 9700 62 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		390.46	
			3P263866	Sprinkler Control box (All Locations)	2300006300	1,826.21	
10 E 530 9700 62 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,826.21	
120116	JOHNSTONE SUPPLY	07/30/2021	1313002	Vacuum gauge	2300006312	239.65	239.65
10 E 530 9700 64 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		239.65	
120117	NORTHERN HARDWOOD INC	07/30/2021	2021 0163	REFINISH JJSHS GYM FLOOR	1000010157	5,229.36	5,229.36
10 E 530 9700 64 9720 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		5,229.36	
120118	NW BAVX GROUP LLC HIGHBRIDGE L	07/30/2021	161	Training, Leah Oman, July 13 & 14 in Spokane-IPP Grant	2100006146	325.00	325.00
10 E 530 5835 31 7330 1100 0000 0000 0				General Fund/EXPENDITURES/IPP PILOT GRANT		325.00	
120119	FERRINS, JASON	07/30/2021	072021	REIMBURSE FOR STRATEGIC PLANNING WORKING LUNCH WITH GENE SEMENTI 7-20-21	0	36.52	89.72
10 E 530 9700 12 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		36.52	
			072221	REIMBURSE FOR MILEAGE ON PERSONAL CAR-7-20 STRATEGIC PLANNING, 7-1 ESD 101 BUDGET MEETING AND 6-18 ESD LEADERSHIP MEETING	0	53.20	
10 E 530 9700 12 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		53.20	
120120	PRO ED.COM	07/30/2021	2884398	Carlson - Fluharty 2 EXAM RECORD FORMS	2100006125	52.90	52.90
10 L 630 0000 00 0000 0000 0000 0000 0				General Fund/DUE TO OTHER GOVERNMENT UNITS		-4.02	
10 E 530 2100 27 5610 0000 0000 0000 0				General Fund/EXPENDITURES/SPED STATE		56.92	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120121	PURE FILTRATION PRODUCTS	07/30/2021	68346	District wide HVAC Filters (PPF)	2300006250	115.43	115.43
10 E 530 9700 64 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		115.43	
120122	READING WAREHOUSE INC	07/30/2021	210774	Ipp grant-70 various books; Out of my mind, Jabari Tries, The paper bag princess; jabari jumps, mighty michah the marthoner, might micah the marathoner and his friends, fish in a tree; the alphabet ware, spaghetti is not a finger food, thank you Mr Falker, the girl who thought in pictures, uniquely wired	2100006135	568.16	568.16
10 L 630 0000 00 0000 0000 0000 0000				General Fund/DUE TO OTHER GOVERNMENT UNITS		-43.18	
10 E 530 5835 31 5640 0000 0000 0000 0				General Fund/EXPENDITURES/IPP PILOT GRANT		611.34	
120123	SIRS	07/30/2021	14733-071421	2021-2022 SIRS MEMBERSHIP RENEWAL	1000010178	405.00	405.00
10 E 530 9700 12 7810 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		405.00	
120124	THOUGHTFUL LEARNING	07/30/2021	8962	Write one skills book (2) 25.90 Write on track Skills book (4) 51.80 All Write (2) 39.90 All Write skills book teacher (1) 12.95 Total 130.55 + shipping 31.02 = 161.57	1400007556	161.57	161.57
10 L 630 0000 00 0000 0000 0000 0000				General Fund/DUE TO OTHER GOVERNMENT UNITS		-12.28	
10 E 530 0200 33 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		173.85	
120125	VERIZON WIRELESS	07/30/2021	9883460357	CELL PHONE SERVICES ACCT	1000010035	590.64	608.64

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				#365401170-00001			
10 E 530 9700 65 7530 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		590.64	
			9884137856	CELL PHONE SERVICES ACCT	1000010035	18.00	
				#264213436-00001			
10 E 530 9700 65 7530 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		18.00	
120126	WASA	07/30/2021	177845-071421	WASA 2021-2022 MEMBERSHIP DUES FOR JASON FERRINS	1000010177	1,072.50	1,072.50
10 E 530 9700 12 7810 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,072.50	
120127	WASBO	07/30/2021	300005143	WASBO ANNUAL MEMBERSHIP FOR CARRIE SHEPPARD	1000010180	175.00	175.00
10 E 530 0100 28 7810 4300 0000 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		175.00	
120128	WEX BANK	07/30/2021	72947303	MOTOR POOL FUEL ACCT	1000010036	35.15	35.15
				#0496-00-526538-4			
10 E 530 9700 75 5626 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		35.15	
120129	ZANER BLOSER INC	07/30/2021	10294642	curriculum 21-22	1100007625	1,125.93	1,125.93
10 E 530 0100 33 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		1,125.93	
120130	HARROW, LINDSAY M	07/30/2021	071421	REIMBURSE FOR SAFEWAY & COSTCO PURCHASES FOR CROSS COUNTRY FUND RAISER	0	148.68	148.68
40 E 530 2140 00 0000 4300 0000 0000 0				Associated Student Body Fund/EXPENDITURES/CROSS COUNTRY		148.68	
120131	PATTISON'S NORTH SKATING	07/30/2021	00392	AR reward trip	8100006116	325.31	325.31
40 E 530 1060 00 0000 1100 0000 0000 0				Associated Student Body Fund/EXPENDITURES/FIELD TRIP		325.31	
			32	Computer	Check(s) For a Total of		28,031.39

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	32	Computer	Checks For a Total of	28,031.39
Total For	32	Manual, Wire Tran, ACH & Computer	Checks	28,031.39
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	28,031.39

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-59.48	0.00	27,616.88	27,557.40
40	Associated Student Body Fund	0.00	0.00	473.99	473.99

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 25, 2021, the board, by a _____ vote, approves payments, totaling \$39,413.96. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 120133 through 120168, totaling \$39,413.96

Secretary _____ Board Member _____
Board Member _____ Board Member _____
Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120133	A-L COMPRESSED GASES INC	08/13/2021	332193	OPEN PO FOR SUPPLIES	1000010019	68.86	68.86
10 E 530 3100 27 5610 4300 2400 0000 0				General Fund/EXPENDITURES/VOCATIONAL		68.86	
120134	AT&T MOBILITY	08/13/2021	287301239699x0728202	BACKUP INTERNET CONNECTION FOR NEW PHONE SYSTEM	1000010078	50.09	50.09
10 E 530 9700 65 7530 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		50.09	
120135	AVISTA UTILITIES	08/13/2021	080521	UTILITIES	1000010020	601.03	601.03
10 E 530 9700 65 7621 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		20.16	
10 E 530 9700 65 7621 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		116.24	
10 E 530 9700 65 7621 2200 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		114.01	
10 E 530 9700 65 7621 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		298.50	
10 E 530 9700 65 7621 5400 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		52.12	
120136	BYU INDEPENDENT STUDY	08/13/2021	DCE-00008933	BYU Summer classes	1400007613	150.00	150.00
10 E 530 0200 27 5650 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		150.00	
120137	CENTRAL WASHINGTON UNIVERSITY	08/13/2021	T-2021-June-02	Accuplacer tests @ \$15 per test	1000010192	360.00	360.00
10 E 530 0100 24 5610 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		360.00	
120138	CENTURYLINK	08/13/2021	071521	PHONE CHARGES ACCT #300738678	1000010023	403.59	403.59
10 E 530 9700 65 7530 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		403.59	
120139	CHEWELAH INDEPENDENT	08/13/2021	2604&2605	AD FOR FOOD, GAS AND DIESEL BIDS	1000010164	176.00	260.00
10 E 530 9700 13 7540 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		176.00	
			2629	ADVERTISING FOR	1000010187	84.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
FISCAL BUDGET 2021-2022							
10 E 530 9700 13 7540 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		84.00	
120140	CITY OF CHEWELAH	08/13/2021	073121	UTILITIES	1000010018	12,383.04	12,383.04
10 E 530 9700 65 7410 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,748.98	
10 E 530 9700 65 7420 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		93.85	
10 E 530 9700 65 7622 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		577.01	
10 E 530 9700 65 7410 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,129.69	
10 E 530 9700 65 7420 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		296.05	
10 E 530 9700 65 7622 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		2,600.28	
10 E 530 9700 65 7410 2200 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		63.12	
10 E 530 9700 65 7622 2200 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		708.63	
10 E 530 9700 65 7410 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		666.27	
10 E 530 9700 65 7420 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		267.00	
10 E 530 9700 65 7622 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		3,634.97	
10 E 530 9700 65 7410 5400 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		191.27	
10 E 530 9700 65 7420 5400 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		181.95	
10 E 530 9700 65 7622 5400 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		223.97	
120141	CONSOLIDATED ELECTRICAL DISTRI	08/13/2021	8190-1024234	CED Battery, Bus garage lights, Irrigation wire nuts	2300006316	284.90	395.43
10 E 530 9700 64 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		284.90	
			8190-1024309	CED Battery, Bus garage lights, Irrigation wire nuts	2300006316	110.53	
10 E 530 9700 64 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		110.53	
120142	DEFRE CREDIT INC	08/13/2021	2528110	LEASE 1600 COMMERCIAL WIDE AREA LAWN MOWER	1000010027	647.17	647.17
10 E 530 9700 84 7831 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		647.17	
120143	ELAN CARDMEMBER SERVICE	08/13/2021	JP-062921	ACROBAT ADOBE subscription	1100007621	16.13	1,814.98
10 E 530 0100 23 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		16.13	
			JP-072221	Rusty Putter-District office retreat lunch 7-22-21 with J Perrins, M Schneider, R Durham and K Gaffney	1000010179	71.26	
10 E 530 9700 12 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		71.26	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			JT-070721	John Deere Lawn Mower Blades 1600	2300006307	298.17	
10 L 630 0000 00 0000 0000 0000 0000				General Fund/DUE TO OTHER GOVERNMENT UNITS		-22.66	
10 E 530 9700 62 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		320.83	
			MS-062921	NATIONAL SCHOOL BOARDS ASSOCIATION-SCHOOL BOARD WORKBOOKS FOR RETREAT	1000010171	550.00	
10 L 630 0000 00 0000 0000 0000 0000				General Fund/DUE TO OTHER GOVERNMENT UNITS		-41.80	
10 E 530 9700 11 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		591.80	
			MS-070721	DOL report of sale on surplus bus #14	1000010174	13.65	
10 E 530 9900 51 7340 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		13.65	
			MS-072521	FOUR POINTS BY SHERATON-HOTEL FOR NEW SUPERINTENDENT CONFERENCE FOR JASON PERRINS JULY 25-26, 2021	1000010153	294.25	
10 E 530 9700 12 8580 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		294.25	
			ZL-070621	CleanBrowsing Internet Filtering CIPA	2600001528	550.00	
10 L 630 0000 00 0000 0000 0000 0000				General Fund/DUE TO OTHER GOVERNMENT UNITS		-41.80	
10 E 530 0100 32 5650 0000 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		591.80	
			ZL-072121	MICROSOFT LICENSE	1000010050	21.52	
10 L 630 0000 00 0000 0000 0000 0000				General Fund/DUE TO OTHER GOVERNMENT UNITS		-1.64	
10 E 530 0100 32 7350 0000 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		23.16	
120144	FERGUSON ENTERPRISES, INC.	08/13/2021	9536535	Ferguson, sensor faucets	2300006310	1,503.60	1,717.09
10 E 530 9700 64 5610 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		1,503.60	
			9578556	Gess Toilet seats (Ferguson) Capital project	2300006317	213.49	
10 E 530 9700 64 9720 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		213.49	
120145	H & H INC	08/13/2021	SP0168-080621	COPIER MONTHLY USAGE CHARGES	1000010028	117.73	117.73
10 E 530 0100 23 7340 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		7.58	
10 E 530 0100 23 7340 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		5.52	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 13 7340 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		104.61	
10 E 530 0200 23 7340 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		0.02	
120146	HARTILL SAW SHOP	08/13/2021	31359	Hartill's Weed eater string	2300006311	65.62	65.62
10 E 530 9700 62 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		65.62	
120147	HERFF JONES	08/13/2021	001069609	Diplomas, diploma covers, blank diplomas for Quartzite and Jenkins district codes	1300007462	369.72	749.02
10 E 530 0100 24 5610 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		184.86	
10 E 530 0200 24 5610 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		184.86	
			001070236	Diplomas, diploma covers, blank diplomas for Quartzite and Jenkins district codes	1300007462	40.10	
10 E 530 0100 24 5610 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		20.05	
10 E 530 0200 24 5610 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		20.05	
			001071776	Diplomas, diploma covers, blank diplomas for Quartzite and Jenkins district codes	1300007462	339.20	
10 E 530 0100 24 5610 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		169.60	
10 E 530 0200 24 5610 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		169.60	
120148	JMT PETROLEUM	08/13/2021	073121	FUEL ACCT	1000010011	1,158.07	1,158.07
10 E 530 9700 62 5626 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		343.62	
10 E 530 9700 75 5626 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		217.02	
10 E 530 9900 52 5626 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		597.43	
120149	KCDA PURCHASING COOPERATIVE	08/13/2021	300561528	supplies for school year, classrooms	1100007638	362.57	4,314.87
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		362.57	
			300561529	supplies for school year, classrooms	1100007638	150.11	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		150.11	
			300561530	supplies for	1100007638	165.17	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0100 27 5610 1100 0000 0000 0				school year, classrooms General Fund/EXPENDITURES/BASIC EDUCATION		165.17	
			300561531	supplies for school year, classrooms	1100007638	320.41	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		320.41	
			300561532	supplies for school year, classrooms	1100007638	308.60	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		308.60	
			300561533	supplies for school year, classrooms	1100007638	241.99	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		241.99	
			300561534	supplies for school year, classrooms	1100007638	89.18	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		89.18	
			300561535	supplies for school year, classrooms	1100007638	308.70	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		308.70	
			300561536	supplies for school year, classrooms	1100007638	376.78	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		376.78	
			300561537	general supplies	1100007640	1,991.36	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		1,991.36	
120150	KEYPLACE SAFE & LOCK	08/13/2021	25297	(Keyplace) Cylinders	2300006319	296.98	296.98
10 E 530 9700 64 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		296.98	
120151	MILDES, ROB	08/13/2021	06012021	PT SERVICES-MAY AND JUNE 2021	1000010052	2,500.00	2,500.00
10 E 530 2100 26 7322 0000 0000 0000 0				General Fund/EXPENDITURES/SPED STATE		2,500.00	
120152	NAPA AUTO PARTS	08/13/2021	073121	TRANSPORTATION SUPPLIES ACCT #16420840	1000010041	161.42	161.42
10 E 530 9900 53 5610 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		161.42	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120153	NUPP II, BRUCE E	08/13/2021	081121	REIMBURSE FOR DOT PHYSICAL AT PROVIDENCE 8-11-21	0	110.00	110.00
10 E 530 9900 52 7340 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		110.00	
120154	OFFICE DEPOT	08/13/2021	185446984001	ENGRAVED NAMEPLATES FOR DISTRICT OFFICE STAFF	1000010184	81.72	81.72
10 E 530 9700 12 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		40.86	
10 E 530 9700 13 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		40.86	
120155	OXARC INC	08/13/2021	60962861	Argon and Stargon gas	1300007322	13.18	13.18
10 E 530 3100 27 5610 4300 2400 0000 0				General Fund/EXPENDITURES/VOCATIONAL		13.18	
120156	PEARSON SAVVAS LEARNING COMPAN	08/13/2021	7027585649	27.5640 9780134683584 ANNOTATED INSTRUCTOR'S EDITION FOR ELEMENTARY STATISTICS: PICTURING THE WORLD, 7/e \$129.97 Net In Print Indianapolis, IN 1 \$129.97 2 9780134683614 STUDENT'S SOLUTIONS MANUAL FOR ELEMENTARY STATISTICS: PICTURING THE WOR D, 7/e \$21.97 Net In Print Indianapolis, IN 1 \$21.97 3 9780134761428 ELEMENTARY STATISTICS (NASTA EDITION), 7/e \$129.97	1400007603	151.04	151.04

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Net In Print Indianapolis, IN 5 \$649.85 * Estimated Tax: \$65.81 * Estimated Shipping and Handling: \$64.15			
10 E 530 0200 33 5640 5400 0000 0000 0				General Fund/EXPENDITURES/ALTERNATIVE BASIC ED		151.04	
120157	PERRINS, JASON	08/13/2021	080321	REIMBURSE FOR MILEAGE TO SEATTLE FOR WASA CONFERENCE 7-24 TO 7-26	0	184.80	184.80
10 E 530 9700 12 8580 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		184.80	
120158	RWC GROUP	08/13/2021	XA106009655:01	2020-2021 BUS PURCHASES	1000010033	926.41	1,079.15
10 E 530 9900 53 5610 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		926.41	
			XA106009687:01	2020-2021 BUS PURCHASES	1000010033	298.29	
10 E 530 9900 53 5610 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		298.29	
			XA106009687:02	2020-2021 BUS PURCHASES	1000010033	72.34	
10 E 530 9900 53 5610 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		72.34	
			XA106013499:01	2020-2021 BUS PURCHASES	1000010033	-217.89	
10 E 530 9900 53 5610 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		-217.89	
120159	SAFEWAY ALBERTSON COMPANIES	08/13/2021	070621	DISTRICT OFFICE SUPPLIES ACCT #60821	1000010045	60.92	60.92
10 E 530 9700 11 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		41.62	
10 E 530 1200 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/Fed Stim - School Improve		19.30	
120160	SCHOOL MATE	08/13/2021	IN000558230	planners 5 and 6th grade	1100007642	489.75	489.75
10 L 630 0000 00 0000 0000 0000 0000 0				General Fund/DUE TO OTHER GOVERNMENT UNITS		-37.22	
10 E 530 0100 27 5610 1100 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		526.97	
120161	SETYS ACE HARDWARE	08/13/2021	073121	PURCHASES OPEN PO ACCT #101365	1000010034	1,785.51	1,785.51
10 E 530 9700 62 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		72.83	
10 E 530 9700 63 5610 1100 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		191.86	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 63 5610 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		183.50	
10 E 530 9700 64 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		678.69	
10 E 530 9900 53 5610 0000 0000 0000 0				General Fund/EXPENDITURES/PUPIL TRANSPORTATION		658.63	
120162	STUMPF SEED AND FERTILIZER	08/13/2021	792121	Stumpf seed and fertilizer (Spray)	2300006322	182.65	182.65
10 E 530 9700 62 5610 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		182.65	
120163	TERRYS DAIRY	08/13/2021	072921	DAIRY FOR CUST #1513	1000010013	307.66	307.66
10 E 530 9801 42 5630 0000 0000 0000 0				General Fund/EXPENDITURES/SUMMER FOOD		307.66	
120164	USPS	08/13/2021	080121	ANNUAL PO BOX FEE FOR BOX 47 DO	1000010185	122.00	122.00
10 E 530 9700 13 7810 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		122.00	
120165	WALTER E NELSON CO	08/13/2021	448203	CUSTODIAL SUPPLIES	1300007491	3,697.03	4,382.24
10 E 530 9700 63 5610 4300 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		3,697.03	
			448212	15 Mats for classroom teacher chairs	1300007486	685.21	
10 E 530 0100 23 5610 4300 0000 0000 0				General Fund/EXPENDITURES/BASIC EDUCATION		685.21	
120166	WAMOA	08/13/2021	14630	Asbestos Worker refresher Class (ESD101 Spokane)	2300006294	180.00	180.00
10 E 530 9700 64 7330 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		180.00	
120167	WASHINGTON OFFICIALS ASSOCIATI	08/13/2021	1421	Game officials fees for Football and Volleyball for 2020-2021 school year	1000010191	1,587.50	1,793.35
10 E 530 0100 28 7340 4300 0000 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		1,587.50	
			2065	Game officials fees for Baseball, Softball for 2020-2021 school year	1000010191	205.85	
10 E 530 0100 28 7340 4300 0000 0000 1				General Fund/EXPENDITURES/BASIC EDUCATION		205.85	
120168	WSIPC DBA WASWUG ANNUAL CONFER	08/13/2021	WF2021-062021-0601	WASWUG REGISTRATION FOR REANNA DURHAM OCT 11-13, 2021	1000010169	275.00	275.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 13 7330 0000 0000 0000 0				General Fund/EXPENDITURES/GENERAL SUPPORTIVE SERV		275.00	
				36 Computer	Check(s) For a Total of		39,413.96

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	36	Computer	Checks For a Total of	39,413.96
Total For	36	Manual, Wire Tran, ACH & Computer	Checks	39,413.96
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	39,413.96

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-145.12	0.00	39,559.08	39,413.96

Univ of KS Center for Research Inc
2385 Irving Hill Road
Lawrence, KS 66045-7563

SUMMARY

PAGE: 1 OF 1
DATE: 07/15/2021
CHECK NUMBER: 467077
CHECK AMOUNT: \$5,000.00



25873910 - 01147

CHEWELAH SCHOOL DISTRICT 36
PO BOX 47
CHEWELAH, WA 99109-0047



Voucher	Date	Invoice Number	Description	Amount
	07/15/21	CR_04012021_GESS ELEMENTARY	ATTENTION: JULIE PRICE, PRINCIPAL GESS ELEMENTARY	\$5,000.00
<i>GESS Donation Revenue</i>		<i>Multi Tier Systems of Support Training</i>	<i>Felt Sarah G Renee J Sheila K Julie P</i>	\$5,000.00

LPD101 - 25873910-001147-1/1-000

HIGH SCHOOL GRADUATION REQUIREMENTS

The bBoard will establish graduation requirements, which at a minimum satisfy those established by the State Board of Education. The bBoard will approve additional graduation requirements as recommended by the superintendent or designee. Graduation requirements in effect when a student first enrolls in high school will remain in effect until that student graduates. The bBoard will award a regular high school diploma to every student enrolled in the dDistrict who meets the requirements established by the dDistrict. Only one diploma will be awarded with no distinctions being made between the various programs of instruction that may be pursued.

I. REQUIREMENTS FOR GRADUATING

Each student must meet the following requirements to graduate from high school: (1) complete the credit requirements specified in the procedure accompanying this policy; (2) demonstrate career and college readiness by completing a high school and beyond plan~~pass the necessary state assessments or a state-approved alternative assessment~~; and (3) meet the requirements of at least one graduation pathway option described in the procedure accompanying this policy~~complete a high school and beyond plan~~.

II. IMPLEMENTATION

The superintendent or designee will develop procedures for implementing this policy according to applicable state law.

Cross References: 2418 - Waiver of High School Graduation Credits
 3520 - Student Fees, Fines, or Charges
 3241 - Classroom Management, Discipline and Corrective
 Action
 3110 - Qualification of Attendance and Placement

Legal References: RCW 28A.230.090 High school graduation requirements or
 equivalencies — Reevaluation of graduation requirements —
 Review and authorization of proposed changes — Credit for
 courses taken before attending high school — Postsecondary
 credit equivalencies
 RCW 28A.230.093 Social studies course credits – Civics
 coursework
 RCW 28A.230.097 Career and technical high school course
 equivalencies
 RCW 28A.230.120 High school diplomas — Issuance —
 Option to receive final transcripts — Notice
 RCW 28A.230.122 International baccalaureate diplomas
 RCW 28A.600.300-400 Running start program - Definition
 RCW 28A.635.060 Defacing or injuring school property —
 Liability of pupil, parent or guardian — Withholding grades,

diploma, or transcripts — Suspension and restitution —
Voluntary work program as alternative — Rights protected
WAC 180-51 High school graduation requirements
WAC 392-121-182 Alternative learning experience requirements
WAC 392-169 Special service programs - Running start program
WAC 392-348 Secondary education
WAC 392-410 Courses of study and equivalencies
WAC 392-410-350 Seal of Biliteracy
WAC 392-415-070 Mandatory high school transcript contents

Management Resources: 2017 - October Policy Issue
2015 - October Policy Issue
2014 - December Issue
2013 - September Issue
2012 - April Issue
2011 - October Issue
2010 - June Issue
2009 - April Issue
2009 - February Issue
Policy News, August 2007 Graduation Requirements Modified
by Legislature
Policy News, October 2004 Graduation Requirements: High
School and Beyond Plans
Policy News, February 2004 High School Graduation
Requirements
Policy News, December 2000 2004 High School Graduation
Requirements Adopted
Policy News, April 1999 Variations Complicate College Credit
Equivalencies

Adoption Date: 9.18.00

Chewelah School District #36

Revised: 7.16.08, 5.20.09, 7.18.12, 12.18.13, 10.15.14, 8.24.16, 5.16.18

Classification: Essential

GENERAL HIGH SCHOOL GRADUATION REQUIREMENTS

I. Publication of Graduation Requirements

Prior to registering in high school, and each year thereafter, each student and his/her parents or guardians will be provided with a copy of the graduation requirements in effect for that student (those in effect when the student enrolled in ninth grade). Graduation requirements shall also be included in the student handbook.

II. Credit Requirements

Period of Eligibility to Earn Credits

Generally, credit towards high school graduation will be earned in grades nine through twelve. However, unless requested otherwise by the student and the student's family, the dDistrict will award high school credit towards fulfilling graduation requirements to a student who has completed high school courses while in seventh or eighth grade if one of the following applies:

- A. The course was taken with high school students, and the student successfully passed the same course requirements and examinations as the high school students enrolled in the class; or
- B. The course taught at the middle school level has been determined by the dDistrict to be similar or equivalent to a course taught at the high school level.

Students who have taken and successfully completed high school courses under the above circumstances shall not be required to take an additional mastery/competency examination or perform any other additional assignment to receive credit.

At the request of the student and the student's parent or guardian, high school credit earned before high school may be transcribed with a nonnumerical grade, such as "pass" or "credit." A nonnumerical grade will not be included in the student's high school grade point average calculations. High school credit earned prior to high school and transcribed with a nonnumerical grade will apply to fulfilling high school graduation requirements.

Before the end of eleventh grade, a student and the student's parent or guardian must inform the school if they do not want credit for the course or courses taken before attending high school or if they want the credit to be transcribed with a nonnumerical grade.

Awarding of High School Credit

The dDistrict will award high school credit for successful completion of a specified unit of study. A student successfully completes a specified unit of study by doing one of the following:

- A. Earning a passing grade according to the dDistrict's grading policy;
- B. Demonstrating proficiency or mastery of content standards as determined by the dDistrict (the dDistrict will establish a process for determining proficiency or mastery for credit bearing courses of study); or

Successfully completing an established number of hours of planned instructional activities to be determined by the dDistrict.

High School Completion

Each student is to develop, update as necessary, and initially have on file a high school and beyond plan. Counselors will provide assistance to incoming ninth graders and their families in developing educational plans. Changes in plans should normally reflect parent consent and should be submitted to the appropriate counselor. Annually, the school will provide the student and his/her parents or guardians with a report, which reflects the progress that has been made toward satisfying the graduation requirements. If progress is not adequate, the school will identify alternative courses that can be taken to correct the deficiencies.

Credits from Other Programs

The principal or designee is responsible for determining which credits will be recognized by the dDistrict for students enrolling from another state approved learning program (public school, approved private school or home school), or from out-of-state, or out-of-country. Credits from another Washington public school or accredited state private school or accredited out-of-state public or private school will be accepted to the extent the credit matches a district graduation requirement, or may be counted as an elective credit. Credits from unaccredited programs or home schools will be evaluated as described below for home school students. Decisions of the principal or designee may be appealed to the superintendent within fifteen school days of the initial decision.

Subject and Credit Requirements for Graduation

The following are the subject and credit requirements that a student must meet to graduate:

<u>SUBJECT AREA</u>	<u>CLASS OF 2022 +</u>
ENGLISH	4.0
MATH *	3.0
SCIENCE	3.0 (2.0 must be lab science)
SOCIAL STUDIES **	3.0
CAREER & TECHNICAL EDUCATION	1.0
HEALTH & FITNESS ***	2.0
ARTS/PPR	2.0 (1.0 credit may be PPR)
LANGUAGE/PPR	2.0
ELECTIVES	4.0
TOTAL	24.0

*Math – Must include 1.0 credit Algebra, 1.0 credit Geometry, 1.0 credit Additional High School Level Math that aligns with the student’s High School and Beyond Plan.

**Social Studies – Must include 1 credit of US History, .5 credit of Contemporary World History, Geography and Problems, .5 credit of Civics, 1.0 credit World History, Economics, or other Social Studies Elective, and successful completion of Washington State History, which meets the requirements in WAC 180-51-067. The completion of WA State History may be waived if a student has completed a state history and government class in another state or is in eleventh or twelfth grade but has not completed WA State History due to living in another state or because of an emergency circumstance.

***Health/Fitness – Must include 0.5 credit in Health which meets the requirements in RCW 28A.230. Physical education, pursuant to RCW 28A.230.050, may be waived upon written request of a parent or guardian on account of physical disability, employment or religious belief, or because of participation in directed athletics or military science and tactics. This shall not alter the credit requirements established by the Board.

PPR: Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, which may include CTE, and are intended to provide a focus for the student's learning.

Waiver of Graduation Requirements

~~All state requirements must be satisfied except that Washington history and government may be waived for students who have completed and passed a state history and government course in another state during grades seven through twelve and who have fulfilled study of the Washington state constitution through an alternative learning experience approved by the principal. Additionally, physical education, pursuant to RCW 28A.230.050, may be waived upon written request of a parent or guardian on account of physical disability, employment or religious belief, or because of participation in directed athletics or military science and tactics. This shall not alter the credit requirements established by the board.~~

~~The following procedure shall be followed in graduation waiver requests:~~

~~A. — The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the superintendent when requirements have not been met.~~

~~— An individual student may be granted an exemption from any requirement in this policy if such requirement impedes the progress toward graduation provided there is a direct relationship between the failure to meet the requirement and the student's ability. When a 12th grade student transfers from another high school, the student may be permitted to graduate with a lesser number of credits provided that minimum state course and credit requirements are satisfied and the student successfully passes a full schedule of classes during his/her 12th year of school.~~

~~B. — Waiver of graduation requirements is determined by the principal. The procedure for processing requests for waiver shall be as follows:~~

~~1. — Request shall be initiated in writing by the parent or the eligible student.~~

~~2. — The principal shall investigate the request for waiver of graduation requirements.~~

~~3. — The principal shall make a determination in writing based upon appropriate data and upon conclusions of the investigation.~~

~~4. — The principal shall develop appropriate record keeping procedures for storage of all pertinent data relating to each waiver request.~~

~~5. — The parent or eligible student shall be notified that an appeal to the decision on waiver requests may be made in writing to the superintendent no later than 30 days prior to the anticipated graduation date.~~

Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences primarily conducted away from the facilities owned, operated or supervised by the District. A proposal for approval of out-of-school learning activities shall be submitted prior to the experience, shall be at no

additional cost to the ~~d~~District, and shall include at least the following information:

- A. The name of the program or planned learning experience;
- B. The length of time for which approval is desired;
- ~~A.C. The objective(s) of the program or planned learning experience;~~
- ~~B.D. The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staffstate learning goals and related state learning standards that are part of the program or planned learning experience;~~
- ~~C.E. A schedule of the duration of the program, including beginning and ending dates within the school yearA description of how credit will be determined in accord with WAC 180-51-050(1);~~
- ~~D.F. A description of how student performance will be supervised, evaluated, and recorded by the certificated staff or by qualified school district employees under the direct supervision of the certificated staffThe content outline of the program and/or major learning activities and instructional materials to be used;~~
- ~~E. A description of intervention techniques and criteria for their use;~~
- F.G. Description of how student performance will be assessed;
- G.H. Qualifications of instructional personnel; and
- I. The Pplans for evaluation of program; and
- H.J. How and by whom the student will be supervised.-

A list of approved programs shall be kept on file in the superintendent's office. The superintendent or designee will communicate reasons for approval or disapproval shall be communicated to the students and parents or guardianthose making the request.

Running Start

The Running Start program allows high school juniors and seniors to attend community college classes (100 level or above) for part or all of their schedule. Students must be of junior standing or above to be eligible for the program. Students earn college credit, which is also converted and applied to their high school transcript.

In order to enroll in the Running Start program, students need to do the following:

- A. Contact the college they are interested in attending and arrange to take the ASSET or COMPASS placement test. The test is offered at various times and results are often available the following day. Minimum scores in reading and writing are required. Check with their high school counselor and/or determine the options for demonstrating college-level placement via assessments or courses taken. At a minimum, college-level skills in reading and writing are required.
- B. Speak with their counselor to assess credits needed for graduation, then decide which courses they would like to take at the college. Note that part-time Running Start students will need to coordinate college classes so that they do not interfere with their high school classes. Full-time Running Start students will generally not be enrolled in courses at the high school, even when the community college they attend is not in session. A student enrolled full-time at a college may use .2 FTE to enroll at the high school for the purpose of accessing college courses online. Students are permitted to enroll in a combined annual average of 1.2 FTE between the high school and the college.

- C. Obtain a Running Start authorization form from the college or their high school counselor. The counselor will sign the form after the student completes his or her portion. Work with high school counselor and/or college to verify course decisions and coverage of tuition via state funding for selected courses. A parent signature Parent consent is required if the student is under 18 years old.
- D. Take the authorization form to the college and r Register for classes via the college's online registration system... Once the classes are completed, the college will notify the high school and credits will be added to the student's transcript. First time Running Start students will need to enroll in the college before completing the registration process. The verification process in "C" needs to occur to ensure state funding for college courses
- E. Work with school counselor to ensure transmission of the authorization form to the college prior to established deadlines to ensure continued enrollment.

Credit for Digital and On-Line Curricula

Credit may be granted for the district's digital and on-line curricula, if the program satisfied the requirements of WAC 392-121-182.

Credit for Career and Technical Work-Based Learning

The use of work experience as part of the educational program of student's should be regarded as part of the secondary school curriculum rather than just a device to relieve a manpower shortage. The following are the bases upon which credit may be granted for work experience:

- A. The work program shall be supervised by the school.
- B. The work experience shall be specifically related to the school program of the student.
- C. ~~Credit given for~~ The work experience shall will represent growth in the student, and the type of work done should will have definite educational value.
- D. The job in which experience is gained shall provide varied experience.
- E. A work experience program shall be supplemented by an adequate program of guidance, placement, follow-up and coordination between job and school by the career placement counselor or teacher.
- F. Work experiece as a planned part of a school subject may be included in the credit given for that subject (e.g., sales training class).
- G. One credit may be granted for not less than 180 hours for instructional work based learning experience, and not less than 360 hours of cooperative work based learning experience related to a student's school program. Alternatively, the dDistrict may grant one credit on a mastery/competency basis as provided under WAC 180-51-050 (1)(b).
- H. A student participating shall be legally employed and must have passed his/her sixteenth birthday.
- I. An employer's report of the student's work record, indicating satisfactory progress on the job, shall be filed with the school.
- J. The regular state apprenticeship program, where the training is worked out cooperatively with the school and meets the standards for graduation requirements, is acceptable.
- J.K. The program standards and procedures aling with the state career and technical work-based learning standards.

National Guard High School Career Training

Credit may be granted for National Guard high school career training in lieu of either required or elective

high school credits. Approval by the ~~d~~District shall be obtained prior to a student's participation in a National Guard training program as follows:

- A. MIL Form 115 or an equivalent form provided by the National Guard shall be completed and filed with the ~~s~~School ~~d~~District, ~~;~~ and
- B. The number of credits toward high school graduation to be granted shall be calculated, ~~and~~ agreed upon by the student and an authorized representative of the ~~s~~School ~~d~~District, ~~;~~ and ~~s~~Such agreement will be noted on MIL Form 115 or such equivalent form.
- C. Credit toward high school graduation may be granted by the ~~s~~School ~~d~~District upon certification by a National Guard training unit commander that the student has met all program requirements.

Home School Credit

Guidelines for granting high school credit for home schooling are as follows:

- A. To gain credit for a course of study, a student shall provide:
 1. A journal that reflects the actual work completed during a home-study course of study;
 2. Exhibit(s) of any specific projects completed (e.g., themes, research papers, art and/or shop projects); and/or
 3. Any such other performance-based exhibits of specific course-related accomplishments.
- B. To gain credit for a course of study, a student shall demonstrate proficiency at a minimum of 80% of the objectives of the course. Such testing shall be available as an ancillary service of the ~~d~~istrict if it is regularly available to all students. If not, the parent may engage district-approved personnel to conduct such an assessment at a cost to be determined by such personnel.
- C. Credit is granted for the following approved schools:
 1. Community colleges, vocational-technical institutes, four-year colleges and universities and approved private schools in the state of Washington, and
 2. Other schools or institutions which are approved by the ~~d~~District after evaluation for a particular course offering.

III. HIGH SCHOOL AND BEYOND PLAN REQUIREMENT

Each student must have a high school and beyond plan to guide the student's high school experience and inform course taking that is aligned with the student's goals for education or training and career after high school.

High school and beyond plans must be initiated for students during the seventh or eighth grade to guide their high school experience and prepare them for postsecondary education or training and their careers. In preparation for initiating a high school and beyond plan, each student must first be administered a career interest and skills inventory that will help inform the student's ninth grade course taking and initial identification of his or her education and career goals.

The ~~d~~District encourages parents and guardians to be involved in the process of developing and updating students' high school and beyond plans. Students' plans will be provided to students' parents or guardians in their native language if that language is one of the two most frequently spoken non-English languages of students in the ~~d~~District.

The high school and beyond plan will be updated periodically to address the following:

- A. High school assessment results and junior year course-taking;

- B. A student's changing interests, goals, and needs, including identifications of the graduation pathway options the student intends to complete to meet his or her educational and career goals; and
- C. Available interventions, academic supports, and courses that will enable the student to meet high school graduation requirements and graduation pathway requirements.

For students with an individualized education program (IEP), the high school and beyond plan must be developed and updated in alignment with their IEP, but in a similar manner and with similar school personnel as for all other students.

All high school and beyond plans will, at a minimum, include the following:

- A. Identification of career goals, aided by a skills and interest assessment;
- B. Identification of educational goals;
- C. Identification of dual credit programs and the opportunities they create for students, including eligibility for automatic enrollment in advanced classes under RCW 28A.320.195, career and technical education programs, running start programs, AP courses, international baccalaureate programs, and college in the high school programs;
- D. Information about the college bound scholarship program established in chapter 28B.118 RCW;
- E. A four-year plan for course taking that does the following:
 - 1. Includes information about options for satisfying state and local graduation requirements;
 - 2. Satisfies state and local graduation requirements;
 - 3. Aligns with the student's secondary and postsecondary goals, which can include education, training, and career;
 - 4. Identifies course sequences to inform academic acceleration, as described in RCW 28A.320.195, that include dual credit courses or programs and are aligned with the student's goals; and
 - 5. Includes information about the college bound scholarship program;
- F. Evidence that the student has received the following information on federal and state financial aid programs that help pay for the costs of a postsecondary program:
 - 1. Documentation necessary for completing financial aid applications, including at minimum the free application for federal student aid (FAFSA) or the Washington application for state financial aid (WASFA);
 - 2. Application timelines and submission deadlines;
 - 3. The importance of submitting applications early;
 - 4. Information specific to students who have been in foster care;
 - 5. Information specific to students who are, or are at risk of being, homeless;
 - 6. Information specific to students whose family member or guardians will be required to provide financial and tax information necessary to complete the application;
 - 7. Opportunities to participate in sessions that assist students—and when necessary, their family members or guardians—fill out financial aid applications;
 - 8. Information provided on the Washington student achievement council website concerning each of the state and federal financial aid applications in this subsection; and
 - 9. Information on college bound scholarship application and eligibility; and
- G. By the end of the twelfth grade, a current resume or activity log that provides a written compilation of the student's education, any work experience, and any community service and how the sSchool dDistrict has recognized the community service.

Students who have not earned a score of level three or four on the middle school math state assessment must include in their plan taking math courses in ninth and tenth grade.

For students who have not earned a level three or four on their middle school English language arts exam or their middle school science exam, the dDistrict will inform them of supports and courses that will address their learning needs and be considered in their course-taking plans.

For students meeting graduation requirements, their high school and beyond plans should be used to guide their choices of what their third credit of high school math and science will be.

IV. GRADUATION PATHWAY OPTIONS

A student may choose to pursue one or more of the pathway options described below to demonstrate career and college readiness as long as the option chosen is in alignment with the student's high school and beyond plan.

Statewide High School Assessment

A student may demonstrate career and college readiness by meeting or exceeding the graduation standard established by the State Board of Education on the statewide high school assessments in English language arts and mathematics.

Dual Credit Courses

A student may demonstrate career and college readiness by completing and qualifying for college credit in dual credit courses in English language arts and mathematics.

"Dual credit course" means a course in which a student is eligible for both high school credit and college credit at the level of 100 or higher upon successfully completing the course. Examples of such courses include running starts, college in the high school courses, and career and technical education dual credit courses.

High School Transition Courses

A student may demonstrate career and college readiness by earning high school credit in a high school transition course in English language arts and mathematics. A high school transition course is a course offered in high school where successful completion by a high school student ensures the student college-level placement at participating institutions of higher education as defined in RCW 28B.10.016. High school transition courses must satisfy core or elective credit graduation requirements established by the State Board of Education.

AP Courses and International Baccalaureate Programs

A student may demonstrate career and college readiness by doing either A or B below:

- A. Earning high school credit with a grade of C+ or higher in each term in the following advanced placement, international baccalaureate, or Cambridge international courses in English language arts and mathematics.
 1. English language arts courses:
 - i. AP courses: English literature and composition, macroeconomics, microeconomics, psychology, United States history, world history, United States government and politics, or comparative government and politics.
 - ii. International baccalaureate courses: individuals and societies courses or English

- iii. language and literature courses.
 - iii. Cambridge advanced or advanced subsidiary courses: English language, literature and English, English general paper, psychology, history, sociology global perspectives and research, or law.
 - 2. Mathematics courses:
 - i. AP courses: statistics, computer science A, computer science principles, or calculus.
 - ii. International baccalaureate courses: any international baccalaureate mathematics course.
 - iii. Cambridge advanced or advanced subsidiary courses: any Cambridge advanced or advanced subsidiary mathematics course.
- B. Achieving the following scores on the following exams:
- 1. Score a three or higher on AP exams in one of the English language arts and one of the mathematics courses identified above.
 - 2. Score a four or higher on international baccalaureate exams in one of the English language arts and one of the mathematics courses identified above.
 - 3. Score an E or higher on Cambridge international exams in one of the English language arts and one of the mathematics courses identified above.

SAT or ACT Scores

A student may demonstrate career and college readiness by meeting or exceeding the scores established by the sState bBoard of eEducation for the mathematics portion and the reading, English, or writing portion of the SAT or ACT.

Combination of Options

A student may demonstrate career and college readiness by meeting any combination of at least one English language arts option and at least one mathematics option described above.

Armed Services Vocational Aptitude Battery

A student may demonstrate career and college readiness by meeting standard in the armed services vocational aptitude battery by scoring at least the minimum established by the military for eligibility to serve in a branch of the armed services at the time the student takes the assessment. The sState bBoard of eEducation will post eligibility scores on its website at least annually by September 1st.

Career and Technical Education Courses

A student may demonstrate career and college readiness by completing a sequence of career and technical education courses that are relevant to a student's postsecondary pathway that meet either the curriculum requirements of core plus programs for aerospace, maritime, health care, information technology, or construction and manufacturing; or that meet the minimum criteria identified in WAC 180-51-230(h) and RCW 28A.700.030.

Expedited Appeal Process for Waiving Student Assessment Requirements

For the graduating classes of 2014, 2015, 2016, 2017, 2018, 2019, and 2020, an expedited appeal process for waiving specific requirements in RCW 28A.655.061 pertaining to the certificate of academic achievement and the certificate of individual achievement is available for eligible students who have not met the state standard on the English language arts statewide student assessment, the mathematics high school statewide student assessment, or both. The student or the student's parent, guardian, or principal may initiate an appeal with the dDistrict and the dDistrict has the authority to determine which appeals to submit to the superintendent of public instruction for review and approval.

A student in the class of 2014, 2015, 2016, or 2017 is eligible for the expedited appeal process if he or she has met all other graduation requirements established by the state and dDistrict.

A student in the class of 2018 is eligible for the expedited appeal process if he or she has met all other graduation requirements established by the state and dDistrict and has attempted at least one alternative assessment option as established in RCW 28A.655.065.

This expedited appeal process will no longer be available after August 31, 2022.

V. INTERNATIONAL BACCALAUREATE PROGRAMME DIPLOMA

A student who fulfills the requirements for an International Baccalaureate Programme diploma is considered to have satisfied at least one of the graduation pathway options and the minimum state requirements for graduation from high school, but the dDistrict may require the student to complete additional local graduation requirements.

To receive an iInternational bBaccalaureate diploma, a student must complete and pass all required diploma program courses, as scored at the local level; pass all internal assessments, as scored at the local level; successfully complete all required projects and products, as scored at the local level; and complete the final exams administered by the iInternational bBaccalaureate organization in each of the required subjects.

VI. STUDENT'S WITH AN INDIVIDUALIZED EDUCATION PROGRAM (IEP)

A student's IEP team must determine whether the graduation pathway options described above are appropriate for the student. Expiring with the class of 2021, if the IEP team determines that those options are not appropriate, then the student must earn a certificate of individual achievement to graduate. A certificate of individual achievement may be earned by using multiple measures to demonstrate skills and abilities commensurate with the student's IEP.

The following process will be followed to help a student with an IEP graduate:

- A. By the age of 14, the student will participate with the IEP Team (including a special education teacher, general education teacher, parents, student, and other school personnel and agency representatives who will assist the student in achieving the goals of the IEP) in a discussion of transition service needs that focuses on the student's course of study.
- B. As an outcome of the discussion, the IEP will include appropriate graduation requirements based on the student's individual needs and abilities consistent with the student's transition plan. Modifications to the dDistrict's standard graduation requirements may include the following:
 1. Attainable alternate classwork or individualized activities substituted for standard requirements;
 2. An extension of time for the student to remain in school to complete graduation requirements. The student may remain in school up to and including the school year in which the student reaches twenty-one years of age.
- C. The student will, in cooperation with his or her parent or guardian and the IEP team, determine the following:
 1. The projected date by which all graduation requirements will be met; and
 2. The projected date and conditions under which the student will participate in the graduation ceremony.
- D. The student will have an IEP that incorporates all issues and decisions from the above procedures. Any decision that modifies the dDistrict's standard graduation requirements will be made through the IEP process. Annually or as needed, the IEP will be reviewed or revised to accommodate the student's progress and development.

VII. SEAL OF BILITERACY

To be awarded the Washington Seal of Biliteracy, graduating high school students must meet the following criteria:

- A. Demonstrate proficiency in English by (1) meeting statewide minimum graduation requirements in English as established by the Washington State Board of Education and (2) meeting state standards on the reading and writing or English language arts assessment; and
- B. Demonstrate proficiency in one or more world languages. For purposes of this section, "world language" is defined as a language other than English, including American Sign Language, Latin, and Native American or other indigenous languages or dialects. The fact that a language is not written is not a barrier to receive the Seal of Biliteracy. Proficiency may be demonstrated by one of the following methods:
 - 1. Passing a foreign language Advanced Placement exam with a score of three or higher;
 - 2. Passing an International Baccalaureate exam with a score of four or higher;
 - 3. Demonstrating intermediate-mid level or higher proficiency on the American Council on Teaching of Foreign Languages (ACTFL) guidelines using assessments approved by OSPI for mastery/competency-based credits; and demonstrating proficiency using reading assessments approved by OSPI (when developed);
 - 4. Qualifying for four mastery/competency-based credits by demonstrating proficiency in speaking, writing, and reading the world language at intermediate-mid level or higher on the ACTFL proficiency guidelines according to Policy 2409, Credit for Competency-Proficiency; or
 - 5. Demonstrating proficiency in speaking, writing, and reading the world language through other national or international assessments approved by OSPI. OSPI and the federally recognized Tribes in Washington have a language proficiency system in place to determine tribal language proficiency with students for the Seal of Biliteracy."

Graduation Ceremonies

~~If students fulfill graduation requirements by the end of the last term of their senior year, they may participate in the dDistrict graduation ceremonies held at Jenkins Jr./Sr. High School. Students who fulfill all requirements except the state testing requirements, having made all attempts possible to meet those standards, shall be allowed to participate in the ceremony, except those students shall not receive a diploma. Each student shall be awarded a diploma after satisfactorily completing local and state requirements. Upon request, each graduating student shall receive a final transcript. Each student shall be notified of this opportunity at least one month prior to the close of the school term.~~

Any student receiving services under an IEP who will continue to receive such services between the ages of 18 and 21 will be allowed to participate in the graduation ceremonies and activities after four years of high school attendance with his or her age-appropriate peers and receive a certificate of attendance.

The dDistrict will allow students who are members of a federally recognized tribe to wear traditional tribal regalia or objects of Native American cultural significance along with or attached to a gown at the graduation ceremony or related school event. Additionally, the dDistrict will not require such students to wear a cap if it is incompatible with the regalia or significant object they have chosen to wear. Otherwise, the dDistrict has discretion to determine the conduct for graduation ceremonies as described below.

Graduation ceremonies will be conducted in the following manner:

- A. Each participating student must participate in the graduation ceremony rehearsal. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration.
- B. With the exception of allowing tribal regalia as stated above, caps and gowns will be worn in the proper manner, as designated by the school administration. Students are not allowed to wear additional attire over, or attached to, their cap and gown. Students who do will not be allowed into ceremonies until the additions have been removed.
- C. Each student who participates will be expected to cooperate and participate in all parts of the graduation ceremonies.
- D. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.
- E. Students will not receive the actual diploma until after graduation ceremonies are complete, and they have exited the room or area where ceremonies are being held. Students who violate graduation ceremonies with unplanned activities may be required to do a minimum of ten hours of school service before they receive their diploma.

IX. WITHHOLDING OF A DIPLOMA

The dDistrict may withhold a student's diploma or transcript until the student pays for any school property the student has lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the dDistrict will release the diploma or transcript. When the damages or fines do not exceed \$100, the student or his or her parents will have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, Student Discipline. When damages are in excess of \$100, the appeal process for long-term suspension as defined in Policy 3241, Student Discipline, will apply.

If the dDistrict has imposed other forms of corrective action for violations of school rules, the dDistrict may deny the student's participation in graduation ceremonies. Such exclusion from graduation ceremonies is regarded as a school suspension. In such instances, the dDistrict will grant the diploma.

Chewelah School District Graduation Requirements (Determined when a student enters ninth grade)

~~Students need to complete a High School and Beyond Plan as well as demonstrate their readiness for post-secondary career or college via one or more pathways. Students in the Class of 2020 will also have access to a waiver. The pathways available to the Class of 2020 are:~~

- ~~• Graduation standard on Smarter Balanced or WA AIM (ELA and math)~~
- ~~• Dual credit~~
- ~~• Bridge to College~~
- ~~• C+ in AP, IB, or Cambridge class or achieving certain score on AP, IB, or Cambridge tests~~
- ~~• ACT or SAT score~~
- ~~• Also, if completed during the 2018-19 school year: Locally Administered Assessment (COE Local)
(This option will not be available in 2019-20.)~~

Students must demonstrate skills via a pathway for ELA and math. The above options can be used interchangeably to meet both requirements. Alternatively, the following two pathways are considered to meet both ELA and math.

- ASVAB
- CTE Sequence

In addition, some students with disabilities may demonstrate:

- CIA cut score on Smarter Balanced (“L2 Basic”) (for some students with disabilities)
- Locally Developed Assessment (LDA) (for some students with disabilities)
- Off grade assessment (for some students with disabilities)

Jenkins High School Credit Graduation Option—Minimum Credit Requirements

Required Subject Areas and Credits

The following credits and subject areas of study shall be required of each candidate for graduation seeking a Jenkins High School Diploma:

Credit Requirements:

SUBJECT AREA	CO-2017	CO-2018	CO-2019	CO-2020+
<i>ENGLISH</i>	4.0	4.0	4.0	4.0
<i>MATH *</i>	3.0	3.0	3.0	3.0
<i>SCIENCE</i>	3.0	3.0	3.0	3.0
<i>SOCIAL STUDIES **</i>	3.0	3.0	3.0	3.0
<i>CTE</i>	1.5	1.5	1.0	1.0
<i>HLTH & FIT ***</i>	2.0	2.0	2.0	2.0
<i>ARTS/PPR</i>	2.0	2.0	2.0	2.0
<i>LANGUAGE/PPR</i>	2.0	2.0	2.0	2.0
<i>ELECTIVES</i>	5.0	4.5	6.0	7.0
<i>TOTAL</i>	25.5	25.0	26.0	27.0

*Math— Must include 1.0 credit Algebra, 1.0 Credit Geometry, 1.0 Credit Algebra II, or state approved alternatives

**Social Studies— Must include 1 credit of US History, 1 credit of Contemporary World History, Geography and Problems, .5 credit of Civics, and successful completion of Washington State History which meets the requirements in WAC 180-51-067.

***Health/Fitness— Must include 0.5 credit in Health which meets the requirements in RCW 28A.230

PPR: Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student’s interests and High School and Beyond Plan, which may include CTE, and are intended to provide a focus for the student’s learning.

In the event a student earns a failing grade in Algebra or English, the parent may submit a written request that he or she be awarded 0.5 credit in each equivalent content area based on competence by

meeting the college readiness standard (Level 3) on the Washington State Assessment System (statewide assessment) in ELA or Math. The request will be investigated by the principal and credit may be awarded if determined appropriate.

Chewelah Homelink / Alternative School – Minimum Credit Requirements

<i>SUBJECT AREA</i>	<i>CLASS OF 2018</i>	<i>CLASS OF 2019 +</i>
<i>ENGLISH</i>	<i>4.0</i>	<i>4.0</i>
<i>MATH *</i>	<i>3.0</i>	<i>3.0</i>
<i>SCIENCE</i>	<i>2.0</i>	<i>3.0</i>
<i>SOCIAL STUDIES **</i>	<i>3.0</i>	<i>3.0</i>
<i>CTE</i>	<i>1.0</i>	<i>1.0</i>
<i>HLTH & FIT ***</i>	<i>2.0</i>	<i>2.0</i>
<i>ARTS/PPR</i>	<i>1.0</i>	<i>2.0</i>
<i>LANGUAGE/PPR</i>	<i>0.0</i>	<i>2.0</i>
<i>ELECTIVES</i>	<i>4.0</i>	<i>4.0</i>
<i>TOTAL</i>	<i>20.0</i>	<i>24.0</i>

A High School and Beyond Plan is also required. Students must also demonstrate their readiness for post-secondary career or college via one or more pathways as listed above.

Revised: 12.00, 10.04, 12.04, 08.07, 02.09, 04.12, 09.13, 10.14, 8.16, 4.18, 08.19

NONDISCRIMINATION

The dDistrict will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, 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. The dDistrict will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the dDistrict's course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the dDistrict will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

-The dDistrict's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the dDistrict will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the dDistrict's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the dDistrict's Section 504 and Title IX compliance officers.

-The dDistrict will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the dDistrict's discrimination complaint procedure.

-The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the dDistrict.

-The dDistrict will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

Cross References:

2020 - Course Design, Selection and Adoption of Instructional Materials

2030 - Service Animals in Schools

- 2140 - Guidance and Counseling
- 2150 - Co-Curricular Program
- 2151 - Interscholastic Activities
- 3211 - Gender-Inclusive Schools
- 4217 - Effective Communication
- 4260 - Use of School Facilities

Legal References:

- Chapter 28A.640 RCW Sexual equality
- Chapter 28A.642 RCW Discrimination prohibition
- Chapter 49.60 RCW Discrimination — Human rights commission
- WAC 392-190-020 Training—Staff responsibilities—Bias awareness
- WAC 392-190-060 Compliance – School district designation of responsible employee - Notification
- WAC 392-400-215 Student rights
- 20 U.S.C. § 7905 Boy Scouts of American Equal Access Act
- 42 U.S.C. §§ 12101-12213 Americans with Disabilities Act

Management Resources:

- 2016 - March Issue
- 2014 - December Issue
- 2013 - April Issue
- 2012 - December Issue
- 2011 - June Issue
- Policy News, August 2007 Washington’s Law Against Discrimination

Legal References

<u>Chapter 28A.640 RCW</u>	<u>Sexual equality</u>
<u>Chapter 28A.642 RCW</u>	<u>Discrimination prohibition</u>
<u>Chapter 49.60 RCW</u>	<u>Discrimination — Human rights commission</u>
<u>WAC 392-190-020</u>	<u>Training — Staff responsibilities — Bias awareness</u>
<u>WAC 392-190-060</u>	<u>Compliance — School district designation of responsible employee — Notification</u>
<u>WAC 392-400-215</u>	<u>Student rights</u>
<u>20 U.S.C. § 7905</u>	<u>Boy Scouts of American Equal Access Act</u>
<u>42 U.S.C. §§ 12101-12213</u>	<u>Americans with Disabilities Act</u>

Adoption Date:

02.17.16

Chewelah School District 36

Revised:

Classification: Essential

NONDISCRIMINATION AND AFFIRMATIVE ACTION

The ~~d~~District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity ~~will~~shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The ~~b~~Board will designate a staff member to serve as ~~the affirmative action/~~Title IX Compliance officer.

Affirmative Action

The District, as a recipient of public funds, is committed to undertake Affirmative Action which ~~will~~shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women, and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the ~~d~~District and will ensure that no such procedures discriminate against any individual. Reasonable steps ~~will~~shall be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities ~~and~~, women and Vietnam veterans, although under state law, racial minorities, and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the ~~b~~Board.

Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions ~~will~~shall prevail:

- A. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination; and the ~~the~~the District ~~will~~shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation.
- B. The ~~the~~the District will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the ~~the~~the District, factors to be considered include the nature and cost of the ~~accommodations~~accommodations.

- ~~C.~~ The ~~the~~the District will not ~~make use of~~use any employment ~~tests~~test or criteria that ~~screen~~screens out persons with disabilities unless :
- ~~1.~~ The test or criteria is clearly and specifically job-related. Also, the District will not use such; and
 - ~~1.~~ Alternative tests or criteria if alternative tests or criteria (that do not screen out persons with disabilities) are available.

~~D.C.~~ While the ~~the~~the District may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.

~~E.D.~~ Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The ~~d~~District will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The ~~d~~District will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References: 2030 - Service Animals in Schools
 5270 - Resolution of Staff Complaints
 5407 - Military Leave

Legal References: RCW 28A.400.310 Law against discrimination
 applicable to districts' employment practices
 RCW 28A.640.020 Regulations, guidelines to eliminate
 discrimination — Scope — Sexual harassment policies
 RCW 28A.642 Discrimination prohibition
 RCW 49.60 Discrimination — Human rights
 commission
 RCW 49.60.030 Freedom from discrimination —
 Declaration of civil rights
 ~~Vietnam Era Veterans Readjustment Act of 1974~~
 (VetVRAA)
 RCW 49.60.180 Unfair practices of employers
 RCW 49.60.400 Discrimination, preferential treatment
 prohibited
 RCW 73.16 Employment and Reemployment
 WAC 392-190 Equal Education Opportunity – Unlawful
 Discrimination Prohibited
 WAC 392-190-0592 Public school employment —
 Affirmative action program
 42 USC §§2000e1 – 2000e10 Title VII of the Civil
 Rights Act of 1964
 20 USC §§1681 - 1688 Title IX Educational
 Amendments of 1972
 42 USC 12101 – 12213 Americans with Disabilities Act
 8 USC §1324 (IRCA) Immigration Reform and Control
 Act of 1986
 38 USC §§ 4301-4333 Uniformed Services Employment
 and Reemployment Rights Act

29 USC§ 794 Vocational Rehabilitation Act of 1973
34 CFR § 104 Nondiscrimination on the basis of
handicap in Programs or activities receiving federal
financial assistance

38 USC §4212 Vietnam Era Veterans Readjustment
Assistance Act of 1974 (VEVRAA)

Management Resources:

2018 - May Policy~~2014 - December Issue~~

2017 - April Issue

2014 - December Issue

2013 - June Issue

2011 - June Issue

2011 - February Issue

Policy News, August 2007 Washington's Law Against
Discrimination

Policy News, June 2001 State Updates Military Leave
Rights

Adoption Date: 07.19.00
Chewelah School District #36
Revised Date: 06.17.15
Classification: Encouraged



For Washington Schools, By Washington Schools

United Schools Insurance Program
 451 Diamond Drive
 Ephrata, WA 98823

Invoice Number: 2021-34909-0291-2
 Invoice Date: 7/30/2021

Chewelah School District #36
 PO Box 47
 Chewelah, Washington 99109

Coverage Information	
Covered Member:	Chewelah School District #36
Coverage Number:	USIP212234909
Coverage Period:	09/01/2021 - 09/01/2022
Transaction Description:	2021-2022 USIP Renewal
Transaction Effective Date:	7/30/2021
Premium Information	
Line of Coverage	Premium
Property	\$37,843.58
Auto Physical Damage	\$5,860.79
Equipment Breakdown	\$2,645.20
General Liability	\$24,508.82
Wrongful Acts	\$10,179.87
Auto Liability	\$24,000.98
Underinsured Motorist	\$2,539.16
Privacy, Security & Technology	\$2,385.59
Crime	\$807.24
Cat Med	\$818.06
Total Premium:	\$111,589.29

Transportation Costs

Bus Auto Liability	\$15,111.73
Bus APD	\$4,150.79
Bus UIM	\$1,900.48
Total Bus Costs	\$21,163.00
Non Bus Auto Liability	\$8,889.25
Non Bus APD	\$1,710.00
Non Bus UIM	\$638.68
Total Non Bus Costs	\$11,237.93

Total Full-time Equivalent (FTE) Students = 535.00
 *(4 Part-time students = 1 FTE)

Premium is due and payable 30 days from receipt. Please note that if payment is not received, USIP shall have the right to cancel coverage. Notice of cancellation shall be no less than 60 days. Overdue invoices are subject to a 2% late charge. USIP is direct bill.

USIP Program Underwriter:
 Rob Hill
 800.407.2027 ext. 4071
rhill@chooseclear.com

Jenkins

Jr/Sr High School



2021-2022

Parent/Student Handbook

Principal
Assistant Principal
Athletic Director
CTE Director
Counselor
Jr/Sr High School Web Site
Jr/Sr High School Office Phone
Office Fax number

Shawn Anderson, ext. 2001
Erin Dell, ext. 2003
Shirley Baker, ext. 3107
Shawn Anderson, ext. 2001
Sue Fisk, ext. 2010
<http://www.chewelah.k12.wa.us>
(509) 685-6800, ext. 2025
(509) 935-9206

Table of Contents

SCHOOL CALENDAR.....	5
PRINCIPAL WELCOME LETTER.....	6
BOARD OF DIRECTORS.....	7
JENKINS JR/SR/ HIGH STAFF.....	7
<i>ADMINISTRATION</i>	7
<i>FACULTY AND STAFF</i>	7
2020-2021 STUDENT ASB OFFICERS.....	8
STUDENT HANDBOOK REVIEW COMMITTEE.....	8
NONDISCRIMINATION FOR SCHOOL PUBLICATIONS.....	9
AND PUBLIC ANNOUNCEMENTS.....	9
CHEWELAH SCHOOL DISTRICT #36 MISSION STATEMENT.....	9
HISTORY OF JENKINS JR/SR HIGH SCHOOL.....	10
STUDENT INFORMATION.....	10
<i>ABSENCES</i>	10
<i>ACCIDENTS</i>	11
<i>ADMINISTRATIVE OFFICE/BUSINESS HOURS</i>	11
<i>ANIMALS AT SCHOOL</i>	11
<i>ASSOCIATED STUDENT BODY (ASB)</i>	12
<i>ASB CARDS</i>	12
<i>ATHLETIC PARTICIPATION WAIVERS</i>	12
<i>BACKPACKS</i>	12
<i>BUS REGULATIONS</i>	12
<i>CAMERAS</i>	12
<i>CAMPUS POLICY</i>	12
<i>CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM</i>	12
<i>CELL PHONES/ELECTRONIC DEVICES</i>	13
<i>CHANGE OF ADDRESS PROCEDURES</i>	13
<i>DANCES/SOCIAL EVENTS</i>	13
<i>DRESS CODE/APPAREL</i>	13
<i>EMERGENCY DRILLS</i>	14
<i>EMERGENCY SCHOOL CLOSURES</i>	14

FEES	14
FIELD TRIPS (Due to COVID-19, field trips may be reduced, eliminated or modified.)	15
FOOD AND DRINK.....	15
GUIDANCE & COUNSELING	15
GYM USE.....	15
HALL PASSES.....	15
HOMEWORK MAKEUP.....	16
ILLNESS AT SCHOOL.....	16
LEAVING DURING SCHOOL HOURS/CAMPUS POLICY	16
LIBRARY/MEDIA CENTER.....	16
LOCK DOWN.....	16
LOCKERS (Will NOT be used to start school in the 2020/21 school year.).....	16
LOST & FOUND.....	17
LUNCH AND CAFETERIA GUIDELINES	17
THE MCKINNEY VENTO ACT (TMVA)	17
MOMENT OF SILENCE.....	17
PARENTAL ACCESS TO STUDENT RECORDS (FERPA)	18
PARKING LOT.....	18
PERSONAL PROPERTY/VALUABLES (Lockers will not be used this year.)	19
PUBLIC DISPLAY OF AFFECTION (PDA)	19
SKATEBOARD OR ROLLERBLADES, BIKES AND SCOOTERS.....	19
STUDENT COUNCIL.....	19
TARDINESS.....	19
VISITORS/GUESTS	20
WEAPONS AND DANGEROUS INSTRUMENTS	20
ACADEMIC INFORMATION	20
COURSE SELECTION/SCHEDULE CHANGES.....	20
DROPPING COURSES	20
FINAL EXAMS.....	20
GRADES: (Grading scale and GPA).....	20
GRADES: (Progress Reports).....	20
GRADES: (Report Cards).....	21

<i>HONORS AT COMMENCEMENT FOR THE GRADUATING SENIORS</i>	21
<i>RUNNING START</i>	21
<i>TECHNOLOGY/INTERNET</i>	21
<i>TEXTBOOKS</i>	21
<i>TESTING</i>	21
<i>PSAT</i>	21
<i>AP (Advanced Placement)</i>	Error! Bookmark not defined.
<i>SAT</i>	21
<i>ACT</i>	21
<i>EXTRA-CURRICULAR ACTIVITIES AND CLUBS</i>	22
<i>FFA</i>	22
<i>NATIONAL HONOR SOCIETY</i>	22
<i>FEES, STUDENT BODY</i>	23
<i>SPORTS</i>	23
<i>SPORTSMANSHIP</i>	23
<i>DISCIPLINE PHILOSOPHY AND PLAN</i>	24

SCHOOL CALENDAR

PRINCIPAL WELCOME LETTER

Sincerely,

Shawn Anderson, Principal

BOARD OF DIRECTORS

Kyra Rolstad, Bryan Tidwell, TO Bakken, Judy Bean, Dan Krouse

SUPERINTENDENT

Jason Perrins

JENKINS JR/SR/ HIGH STAFF

ADMINISTRATION

Anderson, Shawn	Principal	2001	sanderson@chewelahk12.us
Dell, Erin	Assistant Principal	2003	edell@chewelahk12.us
Baker, Shirley	Athletic Director	3107	sbaker@chewelahk12.us

FACULTY AND STAFF

	Position	Phone Ext.	-Mail
Anegon, Ed	Social Studies	2107	eanegon@chewelahk12.us
Baker, Shirley	Language Arts	3110	sbaker@chewelahk12.us
Bennetch, Bethany	Speech	4012	bbennetch@chewelahk12.us
Bigler, Vanessa	Counseling Secretary	2011	vbigler@chewelahk12.us
Boswell, Chelsi	Math	2114	cboswell@chewelahk12.us
Breiter, Kassi	Nurse	4015	kbreiter@chewelahk12.us
Burnell, Lisa	Custodian		lburnell@chewelahk12.us
Campbell, Paige	History	2104	pcampbell@chewelahk12.us
Christian, Rhonda	Librarian	2200	rchristian@chewelahk12.us
Fisk, Sue	Counselor	2010	sfisk@chewelahk12.us
Forsberg, Ryan	Science	3103	rforsberg@chewelahk12.us
French, Kirsten	Language Arts	2108	kfrench@chewelahk12.us
Gilreath, Ann	Para-Educator		agilreath@chewelahk12.us
Goetz, Betty	Para-Educator		bgoetz@chewelahk12.us
Greenfield, Ross	Science	2118	rgreenfield@chewelahk12.us
Gump, Cameron	Weights	2123	cgump@chewelahk12.us
Johnstone, David	Math	3106	djohnstone@chewelahk12.us
Kernan, Maddie	Language Arts	3128	mkernan@chewelahk12.us
King, Kevin	Custodian	3020 VM	kking@chewelahk12.us
Lehman, Alan	Para-Educator		alehman@chewelahk12.us
Lehrbas, Rosa	Special Education	3125	rlehrbas@chewelahk12.us
Levchenko, Zachary	Technology-Director	1010	zlevchenko@chewelahk12.us
Lilley, Kia	Fine Arts	2111	klilley@chewelahk12.us
Markel, Aubrey	Agriculture/FFA	2102	amarkel@chewelahk12.us
Monasmith, Brien	Spanish/Language Arts	2130	bmonasmith@chewelahk12.us
Nelson, Jeannie	Para-Educator		jnelson@chewelahk12.us
Oltman, Ryan	Special Education	2101	roltman@chewelahk12.us
Pettigrew, Lindsey	Cook		lpettigrew@chewelahk12.us
Reilly, Dennis	CTE	2121	dreilly@chewelahk12.us
Sawyer, Cheryl	Registrar	2009	csawyer@chewelahk12.us
Sheppard, Carrie	ASB Bookkeeper	2006	csheppard@chewelahk12.us
Skok, Tom	Support Services	2113	tskok@chewelahk12.us
Slater, Tim	CTE	2115	tslater@chewelahk12.us
Gregory, Sarah	Title	4121	sgregory@chewelahk12.us
Thome, Tim	Para-Educator		tthome@chewelahk12.us
Trudeau, Geri	Para-Educator		gtrudeau@chewelahk12.us
Trudeau, Joe	Band/History		jtrudeau@chewelahk12.us
Watts, Jennifer	Math	2117	jwatts@chewelahk12.us
Whitley, Renee	Office Secretary	2002	rwhitley@chewelahk12.us
Wulczynski, Heidi	Para-Educator		hwulczynski@chewelahk12.us
Youngblood, Jenny	Science	2103	jyoungblood@chewelahk12.us

2021-2022 STUDENT ASB OFFICERS

Senior High School:

President: Maili Musuda

Vice President: Becca Bennett

Treasurer: Gabriele Gould

Secretary: Lily Kent/Avenet Sahota

Sergeant at Arms: Keona Ross

School Board Representative: Kailee Parrott

ASB Advisor: Sue Fisk

Junior High School:

President: Bridger Johnson

Vice President: Emily Chalmers

Secretary: Trinity Wang

Treasurer: Chris Gilden

STUDENT HANDBOOK REVIEW COMMITTEE

Parents: JSHS Parent Advisory Committee

Staff: Shawn Anderson, Erin Dell, Shirley Baker, Tom Skok, Sue Fisk, Maddie Kernan, Carrie Sheppard

Chewelah School District #36 Board Members: Judy Bean, TO Bakken, Kyra Rolstad, Dan Krouse, Brian Tidwell

**NONDISCRIMINATION FOR SCHOOL PUBLICATIONS
AND PUBLIC ANNOUNCEMENTS**

The Chewelah School District 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 identify, disability, or the use of a trained dog guide or service animal 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 Coordinator

Shirley Baker
PO Box 47
Chewelah, WA 99109
509-685-6800, Ext. 8-3107
sbaker@chewelahk12.us

Section 504/ADA Coordinator

Sarah Gregory
PO Box 47
Chewelah, WA 99109
509-685-6800, Ext. 8-4121
sgregory@chewelahk12.us

Compliance Coordinator for State Law (RCW 28A.640/28A.642)

Jason Perrins
PO Box 47
Chewelah, WA 99109
509-685-6800, Ext. 8-2001
sanderson@chewelahk12.us

The Chewelah School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Renee Jungblom 685-6800

**CHEWELAH SCHOOL DISTRICT #36 MISSION STATEMENT
Ensuring Learning for All Students**

In partnership with parents and community, the Chewelah School District provides a well-rounded education in a safe and secure environment, through focused quality programs and collaborative teaching and learning experiences for all learners, to maximize personal achievement as productive members of society.

HISTORY OF JENKINS JR/SR HIGH SCHOOL

Before the year 1879, a school was not known to the settlers of what is now, Chewelah (derived from a Native American word). A small log building served the residents of the area until growth demanded a larger building in 1885. By 1910 a high school stood where the old middle school gym now stands. A newer high school was constructed in the 1930s with additions in the 1950s. This school served high school students until the current high school housed its first classes in 1977. Photographs of past graduating classes from 1939 to present line the halls of our school.

JENKINS JR/SR HIGH SCHOOL MISSION STATEMENT

“Create a safe, positive learning community to prepare productive, responsible citizens.”

STUDENT INFORMATION

ABSENCES

Good attendance is essential for the maximum education benefit and mastery of the programs provided for students. Continuity of instruction and student participation are principles which underlie and give purpose to the requirement of compulsory school attendance.

Students and parents are responsible for complying with District policy and the compulsory attendance laws of Washington State (Board Policy 3121 and Procedure 3122). To that end, students are required to be in attendance and on time for their assigned classes when school is in session. In addition, students must check out with the office if they are leaving campus with parent permission prior to the end of the school day. Students will not be granted permission to leave early without approval of parent/guardian by phone or verifiable note. Failure to follow proper checkout procedures will result in disciplinary action.

Attendance Expectations

Attendance will be taken daily for all students each period. Students are expected to remain in their scheduled class for the duration of the class period. Attendance is extremely important. Our district is planning to be in a full-year of in-person learning.

If the Chewelah School District or Jenkins is participating in remote learning, due to state or local requirements, a remote learning absence is defined as a student not participating in planned instructional activities on a scheduled remote learning day. Student participation, to be counted as present, may include, but not be limited to:

- Daily logins to Canvas
- Daily interactions with teacher to acknowledge attendance (including messages, emails, phone calls, or Zoom meetings)
- Evidence of participation in a task or assignment.

If a student does not engage or demonstrate participation in required work, the student would be marked absent. For our non-internet connected students, if assignments are not turned in as outlined in the individual remote learning plan, their attendance for the week would be marked as unexcused.

Parents or guardians will still need to notify the school office if their student is sick, has an appointment, etc.

If your student is sick, or shows symptoms of Covid-19, please do not send your student to school.

1. Do they have any of the following symptoms that are not caused by another condition?
 - Fever (100.4 F) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Unusual fatigue
 - Muscle or body aches
 - Headache
 - Unusual fatigue
 - Muscle or body aches
 - Headache
 - Recent loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nauseas or vomiting
 - Diarrhea
2. Have they been in close contact with anyone with confirmed Covid-19?
3. Have they had a positive Covid -19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about Covid infection?
5. If you answered yes to any of the above questions in 1-4 your student will need to stay home for student and staff health and safety, this includes attending partial school or any entry to the buildings. Please contact the office attendance secretary Renee Whitley if this situation arises.

EXCESSIVE EXCUSED ABSENCES

In certain circumstances a student's excessive absences will have a negative impact on their grades and possible failure of courses. Students with chronic excused absences may be required to attend a Community Engagement Board hearing and abide by the board's recommendations for improved attendance.

TRUANCY/UNEXCUSED ABSENCES

Truancy/unexcused absence is a violation of law and district rules and will result in disciplinary action and possible court actions. Some examples of truancy are skipping class, being absent without parental and school permission, and failure to attend required scheduled assemblies.

Along with disciplinary action that will be imposed as a result of truancy, students will not be allowed credit for any work missed during the period of truancy. Unexcused absences are those not defined by law or policy or those without an excuse statement provided by the parent.

ACCIDENTS

When an accident occurs, it must be reported at once to the teacher or staff member in charge, who will then report it to the office and any other necessary authorities within 24 hours. Proper medical referrals are made when necessary. First-Aid kits are in the office, physical education department, and vocational building.

ADMINISTRATIVE OFFICE/BUSINESS HOURS

The office at JSHS is open from 7:45 a.m. – 4:00 p.m. every day school is in session. It is important that students and visitors use the window provided for matters needed in the office. The Principal, Assistant Principal and Athletic Director offices are in the main office. The main part of the school is closed at 4:00 p.m. daily and is not accessible to students unless under the direct supervision of a teacher or advisor.

ANIMALS AT SCHOOL

Students are not allowed to bring pets or other animals to school without permission from the principal. This includes leaving pets in vehicles during the day.

ASSOCIATED STUDENT BODY (ASB)

The Associated Student Body (ASB) is comprised of all Jenkins Jr/Sr High School students. Student Council includes all elected officers of classes, clubs, activities and the ASB officers. High School (9-12) and Junior High (7-8) have separate student council officers and separate student council meetings.

ASB CARDS

Students may purchase an ASB card for \$35.00 for high school and \$30.00 for junior high. The ASB card is required to participate in all sports, band, theater, and clubs. The ASB card allows students to attend all varsity home events (except playoffs) for free and attend dances at a reduced cost. Pictures for cards will be taken shortly after the start of the school year. All students must have their picture taken. If you are a Free or Reduced Meal participant there is no charge for your ASB Card this year. Jenkins received a state grant which will pay for the fee.

ATHLETIC PARTICIPATION WAIVERS

Waivers for Physical Education graduation requirements will be granted for each student athlete who completes a sport season in good standing.

BACKPACKS

Students cannot bring backpacks into their classrooms during the 2021/22 school year in an effort to effectively social distance.

BUS REGULATIONS

Riding the school bus is a privilege. Improper conduct on the bus is addressed in CSD Policy and Procedure 3241. Only students who are regularly assigned to a bus may ride that bus. Others must have a note of permission signed by a JSHS office staff member. Students are to go immediately to their bus as soon as they are dismissed from school in the afternoon. JSHS bus riders may not leave campus after arriving at school.

CAMERAS

Jenkins Jr/Sr High School is equipped with video only security cameras throughout the school. These cameras are intended to help provide a safe environment for students and staff at our school.

CAMPUS POLICY

Students who have all their classes in the junior/senior high school building are to remain on campus for the entire school day. Students must stay on campus once they arrive in the morning. ~~Students are not allowed to retrieve materials from their cars after arriving on campus, except during lunch.~~ Exceptions to this policy are for pre-arranged appointments, using the proper checkout procedure, and during lunchtime when the campus is open **to students in grades 10-12**. This lunch privilege is afforded to students as a measure of trust and responsibility. Individual students may lose open campus privileges or campus may be closed to all students if there are concerns from staff or community members regarding student safety or behavior. Sophomores will need to have written permission from parents in order to have open campus.

It is the policy of Jenkins Jr/Sr High School to offer equal access to Running Start and Chewelah Quartzite Learning students in all areas. ~~Students who are not attending a scheduled class must check in at the office. Students who violate this procedure will be referred to the administration.~~ Students who are scheduled for less than six (6) periods per day must avoid loitering on campus during non-scheduled time. This includes the halls, gym, shop, or other areas. If a student is enrolled in a class and has teacher permission, he or she may stay in that class to work on a school project under the supervision of that teacher. Violators will be subject to discipline and/or be placed in a full schedule of classes. Students who are dependent on bus transportation to and from school should be enrolled full time. Running Start students with one period in between two class at Jenkins will be allowed to stay on campus with arrangements from the principal.

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM

CTE courses are required for graduation. These classes include areas where safety is of prime concern. Due to liability and safety concerns, facilities are only available for use by students who are enrolled in specific CTE classes. Work in these shop areas is for the purpose of educational use only. Work can be done for others by an enrolled student, during their scheduled class time, and only with the CTE instructor's approval.

CELL PHONES/ELECTRONIC DEVICES

- Cell phones will be silenced and out of sight during class periods unless specifically allowed by the classroom teacher for educational purposes. Educational purposes may include but not be limited to using the phone to upload or download assignments, etc.
- If a student's cell phone becomes a disruption to the learning environment the teacher will hold a conference with the student and parent/guardian. If the behavior continues, the second step will be a disciplinary referral. If a student is using an electronic device or cell phone to disrupt the learning environment or to harm others their cell phone privileges may be revoked by the administration. There will be a behavior plan developed which will be signed by the offending student and parent/guardian.
- Students may use their cell phones before and after school, during passing time (for grades 9-12) and during lunch.
- A telephone is available in the office for students with permission from office staff.

CHANGE OF ADDRESS PROCEDURES

Parents/students must contact the registration secretary as soon as possible if an address or telephone number change occurs during the school year. Parents may make changes on their Family Access Skyward account.

DANCES/SOCIAL EVENTS

High School Dances: (Due to COVID-19 restrictions, dances may not be available in the 2021/22 school year.)

- Jenkins High School students (grades 9-12) may attend dances with a guest of high school age who attends another school after completion of the Guest Approval Form.
- 7th and 8th grade school students are not admitted to high school dances.
- If a student briefly leaves the dance, he/she must be accompanied by staff or he/she will not be allowed to return to the dance.
- Student dance styles will avoid lewd, sexually suggestive or potentially dangerous movements.
- Tickets are pre-sold and will also be available for purchase at the door.
- No one will be admitted over the age of 20; ID is required for admittance.
- A Breathalyzer test may be given if there is reasonable suspicion.
- Dances will be from 8:00 PM – 11:00 PM.

Junior High Dances:

- To attend a school dance, a student must have attended all day at school on that day of the dance/activity, unless special arrangements have been made.
- Dances are for Jenkins Jr. High School students only unless another Jr. High School has been invited by the student council.
- When a student briefly leaves the dance, he/she must be accompanied by staff or he/she will not be allowed to return to the dance.
- High school students and other guests are not allowed on campus in the Jenkins Jr. High School areas while the activity is taking place.
- Parents/guardians are always encouraged to volunteer as chaperones after a background check.

DRESS CODE/APPAREL – See Discipline Policy 3241, pg. 5, In-school and short-term suspension.

Students have a responsibility to dress and appear on school campuses according to standards of propriety, safety, and health.

Dress/Apparel. A student's dress and appearance may be regulated when, in the judgment of school administrators, there are reasonable expectations that:

- A health or safety hazard shall be presented by the student's dress or appearance.
- Damage to school property shall result from student's dress; or
- A disruption to the learning environment may occur.

The following guidelines will uniformly be applied to dress and grooming for all students.

- Shorts and skirts are to be longer than the student's fingertips when arms are at sides and fully extended. Holes and frayed material in pants/shorts/skirts should not be above the fingertips.
- Footwear with soles must be worn in school facilities and on school grounds.
- Reference to tobacco, marijuana, weapons, violence, drug and/or alcohol on clothing is not allowed. Colors or clothing with the purpose of gang identification, and inappropriate pictures and /or words on clothing of an obscene and/or sexual nature are also prohibited.
- Clothing should adequately cover the body. See-through apparel, clothing with holes in the seat or crotch, bare stomachs or midribs, bareback shirts (halter/tank tops/racerback), low cut shirts or dresses, and strapless dresses are prohibited. Shirts should cover the midriff to the beltline. All undergarments should be covered.
- Proper personal hygiene is encouraged of all students and will reduce problems with peers. Wearing clean clothes and regular bathing is essential.
- Sunglasses are not to be worn in school unless prescribed by a physician and cleared through the office.
- Junior high students may not wear hats in class or assemblies.
- Non-distracting hats are allowed in the high school setting; however, hoodies should remain off heads during class and all assemblies for safety purposes.

Where such violations or disruptions occur, the student shall be subject to disciplinary action.

EMERGENCY DRILLS: EVACUATIONS (FIRE DRILL – BOMB THREAT – EARTHQUAKE)

Drills at regular intervals are required by law and are an important safety precaution. Fire drills are one of the evacuation drills at JJSHS. It is essential that when the first signal is given for a fire drill, everyone obeys the verbal orders for evacuation by the building administrator or designee. If directed to exit the building, students will promptly clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Students/teachers shall stand at least 50 feet away from the building until signaled to reenter.

Intentional pulling of a false fire alarm will result in police notification and criminal charges will be pursued by the school district.

During an earthquake, students should move under desks or tables and away from unsecured objects.

EMERGENCY SCHOOL CLOSURES

Since it is possible for Chewelah Schools to start late or remain closed from time to time, it is important to listen to local radio or TV stations for this information. Local TV stations are: Channel 6-KHQ, Channel 2-KREM, and Channel 4-KXLY. Local radio stations are 98.1 FM KISC, 92.1 FM KCVL, 1240 AM and 920 AM and Chewelah KCHW 102.7 FM. Chewelah School District also uses a mass telephone, text message, and e-mail system to notify families. It is important for families to keep contact information up to date in Skyward.

FEES

Some elective classes at JJSHS include fees. A fee may be collected for any program in which the resultant product is in excess of minimum requirements and, at the student's options, becomes the personal property of the student. These fees shall be described in class registration literature and are school board approved. A waiver or reduction may be requested through qualification for free and reduced lunches. The USDA Child Nutrition Program guidelines shall be used to determine qualification for a fee waiver or reduction.

FEES A STUDENT MAY BE LIABLE FOR:

Fees are by term and are not refundable after the first two weeks of the term. Courses such as art, pottery, CTE, and band may have fees associated with them. These fees can vary by year and term. Please see the individual course syllabus to determine any necessary fees.

District charges/fines

- Lost or damaged textbooks or library book(s) (replacement cost), P.E. locks, etc. \$5.00 - \$120.00 per item.
- Destructive writing or damaging desks - \$5.00 - \$125.00
- Damage to equipment or school facilities – repair or replacement costs possibly including labor.

FIELD TRIPS (Due to COVID-19, field trips may be reduced, eliminated or modified.)

Field trips are used to enhance the educational process and recognize positive behavior. A signed permission form must be turned in prior to participating. Consistent failure to respond to classroom/school discipline may result in losing the field trip privilege or may make it necessary for a parent to attend.

8th GRADE TRIP

This will be determined annually. Each class will need to raise money for their trip by doing fundraisers, throughout the year. Fundraisers need to be voted by the class, approved by the principal and ASB.

Parents may sponsor fundraisers and donate proceeds to 8th grade trip fund. Students may attend the 9th grade trip if they have earned less than three office referrals throughout the course of the year, and no F's during 3rd/4th quarter.

JUNIOR HIGH 100% CLUB

Students in good standing (no missing assignments with a passing grade and no office referrals/detentions) may attend the 100% club field trip. There will be one activity per semester.

FOOD AND DRINK

To keep our school clean, safe, and well maintained, food and drink are only allowed with teacher permission. Lunch food may be allowed in carpeted areas of hallways or classrooms ~~this year~~. Water is acceptable in class at any time and is the only drink allowed in the junior high carpeted hallway.

GUIDANCE & COUNSELING

The purpose of the guidance counseling service is to help students with their social, educational, career, and personal development. Conferences with students are scheduled whenever necessary. Students wishing to see their counselor should make an appointment. The counselor will assist the student:

- In making curriculum selections as aligned to their High School and Beyond Plans.
- In providing standardized test interpretation.
- In offering occupational and career information.
- In providing confidential assistance with personal conflicts and challenges, including referral for drug/alcohol assessment and intervention services.

GYM USE

The gym is used for classes, athletics, assemblies, recreation, and other activities. Keeping the gym both clean and safe is very important.

Gym rules:

- An adult must supervise activities.
- Shoes shall be clean of dirt and rocks that can damage the gym floor. Rubber-soled athletic shoes are expected of all PE students and athletic participants.
- Reckless and dangerous behavior is prohibited.
- Drinking water containers should have a lid.
- Often the gym is used as a classroom, therefore, respect the space if in use.

HALL PASSES

Students who need to leave class must carry with them a JJSHS DESIGNATED HALL PASS that must be authorized by the teacher. Students are to remain in class the first 10 and last 10 minutes of class. Junior high students are not allowed to linger in the halls during high school lunch. High school students are not allowed to linger in the junior high hallway during lunch.

HOMEWORK MAKEUP

If a student is absent for an extended time the office will make an effort to get homework assignments upon parental request. Students are encouraged to contact their teacher directly through e-mail or other established procedures in the syllabi. The office will try to get homework assignments; however, we cannot guarantee success in only one day. Teachers allow reasonable time for makeup work for excused absences. The general rule is one day for each day of excused absence.

ILLNESS AT SCHOOL

If a student becomes ill at school the student will be directed to go to the Health Room on the stage. Parents and or guardians will be immediately contacted and will receive information regarding the safe return of students to the school. If the student is having any COVID-19 related symptoms they will remain in the Health Room until parents or guardians can pick them up from school. The parent or guardian will receive a letter with information about COVID-19 testing locations and explaining how the student will be encouraged to have a COVID-19 test or a letter from their physician stating that the symptoms are not COVID-19 related. The letter will state the conditions for the student's return to school.

School staff members are not permitted to issue non-prescription medication unless as specified by a medical professional as part of a student's Emergency Care Plan. An ill student must call his/her parent/guardian for permission to leave school, checking out through the office before leaving, and will not **be** allowed to remain in bathrooms or other unsupervised areas. Students who need to take any medication at school must have a completed medical form signed by the parents and physician (forms available at the office). **This includes all prescribed and over-the-counter medications.** Prescribed medication must be checked into the office and will be dispensed per doctor orders. A student is permitted to carry a one-day supply of over-the-counter analgesics such as (Tylenol, Ibuprofen, Aspirin) once the form has been completed and submitted to the office. All medications must be in the original containers and for his/her consumption. Students are prohibited from dispensing these medications to other students.

LEAVING DURING SCHOOL HOURS/CAMPUS POLICY

Students are not allowed to leave the school grounds at any time during the school day without following checkout procedures, except during lunch when campus is open to students in grades 10-12. In the event of an emergency or illness, the student shall notify their teacher and report to the office. Parent or guardian notification will be required for the student to leave the school grounds. Failure to follow this procedure when leaving school is a campus policy violation and will result in an unexcused absence or truancy.

LIBRARY/MEDIA CENTER

The building library will remain open from 7:45 AM to 4:00 PM for the general population of students. The JJSHS Library is considered a classroom space, used for a variety of purposes by students and teachers throughout the school year. Please be respectful of others in this environment.

LOCK DOWN

In case of an armed intruder, JJSHS will implement a lock down procedure. Staff and students will be instructed on lockdown procedures, when possible, over the intercom and be given specific directions and information. It is essential that procedures are followed promptly to ensure the safety of everyone. There are times when it is not the best choice for a classroom or individual to remain in a lockdown but to flee. Again, it is necessary to follow the directions of the adults in the classroom or setting. If you find yourself alone, you must make a choice as how to react as an individual to keep yourself safe while listening to information from the administrator or adult on the intercom.

LOCKERS

Hallway and gym lockers are school property assigned to the student for use during the school year. Students may not switch lockers without the permission of the Principal or Assistant Principal. Lockers are the possession of the

school and may be inspected without notice. Students are not to jam their lockers in a manner that the lock will not function. Tampering or modifying the lock or lock mechanism holds the student responsible for items lost or stolen. Students should avoid placing stickers or other adhesive backed papers on the lockers. Students are responsible to leave lockers in the condition in which they were issued. All PE, Weight Training students and athletic participants will be issued a lock and a locker. Students are required to use the locker and should not leave personal items unsecured.

LOST & FOUND

Lost & found will be in the Jock City hallway. Some small and/or valuable personal items will be kept in the office. The box will be emptied periodically, and all unclaimed items will be donated to charity. If you find something that does not belong to you, turn it into the office.

LUNCH AND CAFETERIA GUIDELINES

- ~~Lunches may be purchased in the office prior to school,~~ Breakfast and lunch is provided free of charge to all Chewelah School District students for the 2021-22 school year. Students may also bring their own lunch to school.
- No food or open drink containers are to be taken into the carpeted areas of the school unless permitted by the principal.
- There will be designated areas that students will be assigned to eat in the high school. The designated areas are the cafeteria, the library and on the gym bleachers. If more space is needed for safety, additional classrooms will be opened. Junior high will all eat in the cafeteria during the hybrid model. Both JH and HS will have assigned seating and will use social distancing.
- Charging of breakfast, lunches and/or ala carte can create a debt that is hard to pay. It is best to try to pay for your meals in advance of eating to avoid charging a lunch.
- Students may sit in their own car on school property during lunch time.
- Students are allowed outside at lunch in designated, supervised areas, such as the front of the school outside the main office and gym entrances.

THE MCKINNEY VENTO ACT (TMVA)

TMVA addresses the issue of homeless children and youth and defines them as those who lack a fixed, regular, and adequate nighttime residence. This includes children and youth living in:

- Emergency or transitional shelters
- Motels, hotels, trailer parks, or camping grounds
- Shared housing due to loss of housing or economic hardship (doubled-up)
- Hospitals secondary to abandonment or awaiting foster care placement
- Cars, parks, public spaces, abandoned buildings, substandard housing, or similar situations
- Public or private places not ordinarily used as sleeping accommodations for human beings

The intent of this act is to ensure that homeless children and youth have equal access to the same free and appropriate public education as housed children. Those who are in any of the above situations should contact Vanessa Bigler in the ~~the Chewelah School District~~ Jenkins Junior/Senior High School Counselling Office at 685-6800, extension 2011.

MOMENT OF SILENCE

A moment of silence shall be prior to the Pledge of Allegiance on September 11, or the school day prior to this date. This moment of silence is in recognition of the loss of life that occurred in 2001 on that day in New York City due to a hostile attack on the World Trade Centers, The Pentagon in Washington, D.C., and a commercial airliner that was intentionally destroyed in Pennsylvania. In an effort to encourage students to reflect on our heritage as a country and community, a second moment of silence shall be prior to the Pledge of Allegiance on the school day before the Veteran's Day Holiday in recognition of efforts to support human rights around the world. A third moment of silence shall be prior to the Pledge of Allegiance on the school day before Martin Luther King Holiday in recognition of efforts to support human rights within the United States of America.

PARENTAL ACCESS TO STUDENT RECORDS (FERPA)

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. They are:

- The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.
- The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605

State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320

NOTE: In addition, a school may want to include its directory information public notice, as required by section 99.37 of the regulations, with its annual notification or rights under FERPA.

PARKING LOT

Use of the school parking lot is a privilege. Students are expected to enter and leave school property in a safe and orderly fashion. Students must have a valid driver’s license and proof of insurance. It is required that all students register any vehicle they may drive to school. There are three parking lots at JSHS. Students may park in the two lots in front of the school during the school day. Parking in the rear of the school is prohibited until after 3:00 PM or school is dismissed. When using the paved lot, students must park within the lines in designated spaces. Students may not park in staff, visitor, or handicapped parking spaces (without a valid handicapped permit). Driving in excess of 10-mph is subject to discipline for reckless or dangerous driving. Students may not sit in cars during school except at their lunch time. ~~The Chewelah Police Department has jurisdiction in all parking lots.~~

PERSONAL PROPERTY/VALUABLES

Students are advised not to bring large amounts of money or valuables to school. Students are also advised to secure their belongings in their locked school or gym lockers. The office will occasionally hold money or items of value upon request. The Chewelah School District is not responsible for items lost or stolen at school or at school activities. If valuables are taken from a secured locker, contact the office to make a written report. The school is not obligated to investigate theft when students leave belongings unsecured. If students bring personal items to school, they do so at their own risk. The school is not responsible for reimbursement of any kind to students or their families.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students shall refrain from inappropriate behaviors on campus and at school related events. Inappropriate public display of affection, such as: lewd or inappropriate touching, fondling, lap sitting, etc., are not allowed and will result in discipline being applied.

SKATEBOARD OR ROLLERBLADES, BIKES AND SCOOTERS

Students shall not rollerblade, roller-skate, skateboard or ride bikes or scooters on school grounds for recreational purposes, including all outdoor and indoor non-instructional periods. For purposes of this policy, school grounds shall include all school buildings, parking lots, paths, playgrounds, and stairwells leading to school entrances. Students may ride skateboards, rollerblades and bikes or scooters to school. This is considered non-recreational and will be allowed. Students on skateboards and scooters shall dismount before entering school grounds. Students choosing to carry rollerblades, roller skates, skateboards or scooters onto school grounds shall promptly store such equipment in lockers or other approved storage areas like the office.

STUDENT COUNCIL

The Student Council has a highly active role. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration, where the students can assume much of the responsibility of organizing their high school activities. It is the place where the problems or questions arising from either the students or the administration can be presented for discussion and consideration.

The Student Council's main purposes are as follows:

- To unify student activities under one control and promote the general activities of the school;
- To promote the safety and positive climate of the school;
- To aid in the internal administration of the school;
- To teach students the values of working in a democracy.

Officers of the Student Council (ASB) are elected in school-wide balloting in the spring of each school year. Each class, club, and activity, elects representatives to the council. The council holds regular meetings. Council members are encouraged to take the JH or HS leadership class.

For Junior High students: The Associated Student Body (ASB) is comprised of 7th and 8th grade students enrolled full-time at Jenkins Junior/Senior High School ~~all Jenkins Jr. High School students~~. Officers are elected in the spring from the current 7th grade class. Student Council representatives are elected from 1st period classes and may change each semester. Participation in Student Council provides opportunities for student leadership and management of activities and finances.

TARDINESS

Students are expected to be on time to class for both live and distance learning courses. Students who have excessive tardiness are subject to discipline. Students who arrive 10 or more minutes after start of class are considered absent. Teachers should send tardy students directly to the office for a tardy slip.

VISITORS/GUESTS

Visitors must check in at the office. If a visitor is not a parent, guardian or listed on Skyward as an emergency contact ~~relative of a student who has permission to visit the student in Skyward~~ they may not visit a student ~~while in school~~. ~~Student guests are not allowed this year.~~

WEAPONS AND DANGEROUS INSTRUMENTS

A student may not possess or transmit any object that can be reasonably considered to be a firearm, air gun or dangerous weapon on school property or in vehicles. Violation of this rule with a firearm will result in a minimum one-year expulsion unless modified by the Superintendent. Any violation of this policy by secondary students constitutes grounds for expulsion from the state's public schools. School officials will promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation.

Examples of dangerous weapons are throwing stars, nun-chu-ka sticks, and BB or pellet guns. Other dangerous weapons are defined in chapter RCW 9.41 including 9.41.280.

ACADEMIC INFORMATION

COURSE SELECTION/SCHEDULE CHANGES

- If the classes requested cannot be assigned to a student's class schedule, alternates will be assigned in the order of preference and availability to fill the student's schedule.
- Students may only initiate schedule changes during the first week of the term. No changes will be considered without a compelling educational reason.
- Students are required to attend their assigned class until their schedule change is approved and completed.

DROPPING COURSES

Students have seven (7) school days to change courses at the semesters. After seven days the students who drops a course will receive an F or an incomplete on their transcripts.

FINAL EXAMS

Comprehensive final exams or projects may be given each term to students at JJSHS. Exams will be scheduled toward the end of the semester.

GRADES: (Grading scale and GPA)

The numerical values assigned for grade point averages are in parenthesis. All JJSHS teachers follow this scale.

93-100	A (4.0)	83-86	B (3.0)	73-76	C (2.0)	60-66	D (1.0)
90-92	A- (3.7)	80-82	B- (2.7)	70-72	C- (1.7)	0-59	F (0.0)
87-89	B+ (3.3)	77-79	C+ (2.3)	67-69	D+ (1.3)		

- Note: A Pass (P) does not figure in the student GPA.

GRADES: (Progress Reports)

Progress reports are issued at approximately the nine-week mark of each semester. Progress reports show the student's grades to the midpoint of the semester and are also used to determine eligibility for participation in extracurricular activities. A total of two mid-term reports are completed per school year. Students or parents who would like more frequent reports should initiate these reports. Parent access via Skyward data management is available through the Chewelah School District website (www.chewelak.k12.wa.us). Passwords are available through the JJSHS Counselling Office ~~district office~~. Junior high students with a D or F at mid-quarter will receive a printed progress report sent home via the student.

GRADES: (Report Cards)

Report cards are issued at the end of each 18-week grading term. Letter grades are used to designate a student's achievement. Semester II assignments and assessments must be complete on the last day of school. If there are extenuating circumstances, the student should contact their teacher and/or counselor immediately. Students receiving an incomplete at the end of a semester will have two weeks from the last day of the term to complete work unless the state allows for changes in the procedure.

HONORS AT COMMENCEMENT FOR THE GRADUATING SENIORS

The following system will be used to determine class rank including Valedictorian and Salutatorian. In addition to the current GPA system, at the culmination of the first semester of the senior year, the following formula will be applied. An internal GPA will be figured in a weighted system. Advanced courses will be given one additional GPA point per course. The student with the highest weighted GPA is top ranked student and is named Valedictorian. The student with the second highest weighted GPA is the #2 ranked student and is named Salutatorian. The student's internal GPA will be determined by an internal weighting system:

Advanced Courses: A=5, B=4, C=3, D=2, and F=0

Regular Courses: A=4, B=3, C=2, D=1, and F=0

Each year the administrative team, counselor, and with feedback from teachers, will determine which courses will be considered advanced courses. This information will be communicated to students and parents on or before the second day of the school year.

RUNNING START

This is a program designed to allow students to earn College and High School credit simultaneously. For information see the Counselor. Seniors in Running Start must finish High School graduation requirements by the second college quarter in order to be eligible for a JJSHS diploma at graduation.

TECHNOLOGY/INTERNET

Chewelah School District continues to strive to provide technical tools that enhance skills and opportunities for student learning. The use of computer workstation and laptop tools is a privilege that can be lost if not appropriately used. The uses of games, posting or viewing inappropriate materials, or hardware sabotage are some of the actions that could result in disciplinary action. Students will be permitted access to the internet unless a form is on file that states it is the wish of the parent or guardian that the student not access the internet at school (See Policy 2022 & 2022P) Electronic Information System (Networks). Students shall keep passwords confidential from other students. Students who share passwords, or use another person's computer password, shall be subject to disciplinary action and possible loss of computer/network privileges.

TEXTBOOKS

Textbooks are issued to students in some classes. Textbooks, workbooks, and all other materials issued for student use will be examined at the completion of the course. Students will be charged fees for loss or negligent damage to these materials.

TESTING

PSAT

All Juniors should take this test. There are fees associated with the PSAT. Please contact the counseling office for fee and schedule information. PSAT is given in October.

SAT: On-site twice yearly. Go to Collegeboard.org for more information.

ACT: Go to actstudent.org for more information.

Testing information will be presented to you by our Counseling Department; however, don't hesitate to contact the office for any assessment information you might need.

EXTRA-CURRICULAR ACTIVITIES AND CLUBS

Each student is encouraged to participate in extra-curricular activities. Club descriptions are available from the club advisors. Commonly offered activities are listed below, however, they are subject to change:

HIGH SCHOOL (9 th -12 th)	JUNIOR HIGH SCHOOL (6 th -8 th)
FALL:	FALL:
-Football (boys/girls)	-Football (7 th & 8 th boys)
-Volleyball (girls)	-Volleyball (girls)
-Cross Country (boys/girls)	-Cross Country (boys/girls)
-Marching Band/Pep Band	
	EARLY WINTER:
WINTER:	-Wrestling (boys/girls)
-Wrestling (boys/girls)	-Girls Basketball
-Basketball (boys/girls)	
	WINTER:
SPRING:	-Science Olympiad
-Baseball (boys - including 8th)	
-Track (boys/girls)	LATE WINTER:
-Tennis (boys/girls - including 8th)	-Boys Basketball
-Golf (boys/girls - including 8th)	
-Softball (girls)	SPRING:
	-Track (boys/girls)
	-Softball (girls)

YEAR-AROUND ACTIVITIES

Color Guard, National Honor Society, FFA, Cheerleading, Student Council (ASB), CCREW Club, Drama, Unified Sports, Knowledge Bowl, Pep Band and possibly Esports Club are offered at Jenkins on a yearly basis.

FFA

The FFA Organization is a national youth organization that makes a positive difference in the lives of young people by developing their potential for leadership, personal growth and career success through agriculture education. FFA functions within the three-circle model of agricultural education as a student leadership organization that complements a student's classroom/laboratory instruction and Supervised Agricultural Experience program. FFA members can compete in Career Development Events (CDEs) that cover job skills in everything from communications to mechanics. Some events allow students to compete as individuals, while other allow them to compete in teams. Check out www.ffa.org for more info! FFA Dues for High School per year are \$25.00 and \$5 for Junior High.

NATIONAL HONOR SOCIETY

To be eligible for election to membership in this chapter, you must be a full-time student at the Chewelah School District (grades 9-12) for a minimum of three semesters and maintain a minimum cumulative GPA of 3.5. After returning the membership form, your eligibility shall then be considered on your service, leadership, scholarship, and character by the Jenkins High School faculty. Service is defined by voluntary contributions made by you to your school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Leadership is demonstrated by students who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. A student of good character upholds principles of

morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others and generally maintains a good clean lifestyle.

NHS is a national service organization designed to recognize students who have excelled in the four areas: of service, leadership, scholarship and character. This membership is recognized by College and Universities, scholarship committees, and prospective employers. Membership in NHS is something to be proud of and respected. A \$15 one-time induction fee is required.

FEES, STUDENT BODY

- ASB Card \$35.00 for high school and \$30.00 for junior high school (Required for all sports, clubs, Pep Band Members, Class Officers, Science Olympiad Members, Knowledge Bowl Members, National Honor Society, ASB Officers, and Cheerleaders). Students who qualify for free/reduced lunch may have the ASB card waived.
- **SPORT(S) ADMISSION FEES:**
Admission charge for students attending sporting events are:
 - ~~Home games with ASB card – free. (Exception – league tie playoffs, district and state playoffs).~~
 - ~~Home games with ASB card – \$6.00 per game.~~
 - ~~Away games with ASB card – \$4.00.~~
 - ~~Away games without ASB card – \$6.00~~
 - ~~Adult tickets – \$6.00, Senior Citizens (62 and older) – \$4.00.~~
 - ~~Children K-8 – \$4.00.~~
 - ~~All seasons Sports pass: Family: 2 Adults + children (18 & under in the same household) \$130; Senior Citizens \$45; Adults \$65; children (K-8) \$40; Preschool free.~~
 - ~~Passes are good for all home games, except for league playoffs in the event of a tie, district and state playoffs and tournaments.~~

SPORTS

Any student involved in extracurricular activities must have a signed extracurricular code, accident insurance, medical release form, sport safety guidelines submitted to the Athletic Director via the athletic eligibility website, FamilyID.com. and other paperwork on file with the Athletic Director. Students involved in these activities must also abide by specific academic standards to be eligible. Athletes and Cheerleaders are expected to follow dress guidelines outlined by their coach or advisor. These may be stricter than the regular school dress code expectations. See the Athletic Director or Head Coach for more information.

SPORTSMANSHIP

JJSHS has always had the reputation of displaying excellent sportsmanship at interscholastic contests. Our goal is to ensure that this continues. Our student body and our fans need to be aware of our rules of good conduct and sportsmanship. Our athletic league and JJSHS promote fair play and good sportsmanship by all. Some areas of focus are:

- Be positive examples of good sportsmanship for others.
- All yelling, screaming, or cheering should be FOR our own team – not AGAINST the opposition or officials.
- No taunting of opponents or opposing fans is allowed.
- Only authorized school personnel should be on the playing field/floor.
- Refrain from throwing objects of any kind onto the playing surface or field.

- Refrain from booing or making vulgar or suggestive gestures.

We urge everyone to go to the games and cheer our teams to victory and abide by the sportsmanship rules listed above. Any spectator ~~Students~~ in violation of these rules may be advised to leave the sporting event. Continuous and/or serious violation may result in suspension from participating in or attendance at extra-curricular activities.

DISCIPLINE PHILOSOPHY AND PLAN

“A safe orderly school only happens when everyone is involved in discipline”

At JJSHS there are six general behaviors all students and staff should adhere to:

COURTESY – All students and staff at JJSHS will be courteous to all others.

RESPECT – All students and staff at JJSHS will respect self, others, individual differences, and property.

COOPERATION – All students and staff at JJSHS will actively work to cooperate with others.

HONESTY – All students and staff at JJSHS will observe the belief that honesty is the best policy.

RESPONSIBILITY - All students and staff at JJSHS will accept the responsibility for their actions and know the school rules and expectations.

SELF-DISCIPLINE/WORK ETHIC - All students and staff at JJSHS will strive toward self-discipline and a strong work ethic.

STATEMENT REGARDING JENKINS JR/SR HIGH SCHOOL DISCIPLINE POLICY

It is the policy of Chewelah School District No. 36 to encourage student conduct that shall promote good health, reasonable standards of behavior, effective citizenship, and a positive environment for learning. Students on school grounds or in places under school jurisdiction are expected to abide by the rules, which are established to achieve these objectives.

Admission to the schools of Chewelah carries with it the presumption that the student shall conduct him/herself as a responsible member of the school community. This includes the expectation that the student shall obey the law, adhere to the policies of the School District, and comply with rules and regulations implementing these policies. In addition, the student is expected to safeguard the property of the school and to respect the rights and privileges of others in the school community.

In accordance with his/her level of maturity, each student is expected to accept responsibility for his/her own conduct. In order to accomplish the educational purposes of the Chewelah School District in an effective school environment, the Board of Directors has approved a standardized student discipline model developed with input by parents/guardians/custodians, students, and staff. When violations of these rules occur, the school is authorized to take appropriate action designed to ensure more responsible behavior on the part of the student. When considering the level of disciplinary action, staff shall consider several factors including, but not limited to, the student’s attitude, the severity of conduct, the student’s intent, the effect on other students and/or staff, mitigating circumstances, and the student’s discipline history. When violations of the laws of the United States, the State of Washington, and/or its subdivisions are also involved, the school should refer such matters to parents, legal guardians, or appropriate authorities.

Students are reminded that they should adhere to a code of good behavior, not only for their benefit, but for the benefit of others as well. Students are responsible for their actions and will be held accountable for the rules and regulations concerning student behavior.

STUDENT DISCIPLINE

Student Conduct Rules

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity should not be retaliated against for making the report.

Reporting Student Law Violations:

(1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

(2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse: in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

(3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Chewelah Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

(a) Knowingly possessing illegal drugs or alcohol.

(b) Aggravated or felonious assault.

(c) Vandalism resulting in significant property damage.

(d) Theft of school or personal property of a significant nature.

(e) Automobile accident.

(f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

Police Questioning of Student

It is the philosophy and belief of the administration at Chewelah Public Schools that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or city ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or where security of persons or property appears to be in jeopardy, the district will not hesitate to call the police and initiate arrest and prosecution proceedings. In the event the police desire to talk to a student during school time, the school shall make reasonable efforts to contact the student's parent/guardian before the interview, in order that one of such persons can be present if he/she desires. In certain situations, parents may not

~~be contacted prior to questioning by law enforcement.~~ the administration will follow new state law in coordination with our local police department.

Corrective and Disciplinary Techniques

These discipline guidelines will be followed for the 2021-2022 school year. If the School Board adopts new Discipline Policy/Procedures the Disciplinary Procedures in the Student Handbook will be subject to change and an Addendum will be sent to parents and communicated with students.

Level 1:

Teacher and student resolve the problem. Teachers will use a variety of strategies to resolve minor issues when managing their classrooms, including brief exclusions from the classroom. Students will not be excluded from their classroom unless they are causing a substantial disruption to the learning environment. Teachers will use three corrective teaching techniques before a staff-supervised detention is assigned. Though a staff-supervised detention may be issued any time a teacher deems it appropriate, teachers are encouraged to require the student to serve a classroom detention before issuing a staff-supervised detention. Staff-supervised detention(s)/consequences. Only 3 behavior related detentions will be allowed before moving to the next level.

Level 2: 30-minute detention

Level 3: One-hour detention

Level 4: Two-hour detention

Level 5: Suspensions are a reasonable consequence as per Policy 3241P-Refusal to cease prohibited behavior.

Level 2, 3 & 4 referrals are the accumulation of all teachers, not just one individual teacher. The severity of the incident or the accumulations of several incidents may cause several steps to be bypassed. This decision is left to the discretion of the Principal or designee.

The following is representative of the types of corrective disciplinary measures available but is not all inclusive:

Detention

Detention period is a time when the student is assigned to stay after school for school rule violations or an infraction of acceptable behavior. Detention periods are scheduled on Monday-Thursday from 3:15-3:45 PM. If a student misses an assigned detention due to absence from school, it will automatically be moved to the next available night. It is the student's responsibility to attend the next evening unless other arrangements are made with the principal. Students should understand that any certified or support staff member in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that any staff member may assign a detention to a student who is violating school rules. Before assigning after-school detention, the staff member will inform the student of the specific behavior prompting the detention and provide the student with an opportunity to explain or justify the behavior. Students and parents may challenge the administration of other forms of discipline, including the imposition of after-school detention using the grievance process outlined below and in Policy 3241(P).

Once a student has been assigned three behavior-based detentions, they will automatically move to a one-hour detention.

Detention Period Rules:

1. Detentions will be held in the classroom of the assigned teacher for the assigned time or with the detention supervisor in the designated detention room.
2. If a student shows up after 3:15 PM without approval, he/she may be requested to stay for the entire assigned time and may be assigned additional detention day(s).
3. Detention time should be used to work on academic work or reading.
4. Students will ~~be silent the entire time~~ work independently and quietly.
5. Students will not be allowed to leave the room without the permission of the monitor.
6. Failure to attend an assigned detention without prior approval of the Principal will generally result in the assignment of an additional detention according to the detention schedule.
7. Failure to report for a doubled detention will result in assignment of additional time.
8. Bus riders shall not be exempt from detention periods. They shall, however, be allowed sufficient time to make arrangements for a ride home before they serve their detention periods.

CONDUCT AND DISCIPLINE

The infractions of school discipline listed below and on the following pages are grouped in categories according to the seriousness of the offense. The list has been drawn from past records and from known situations. It is not intended to cover all situations, and therefore, all types of infractions may not be included. Modifications will be made, if necessary, at the discretion of the building Principals. In all instances, interpretation is left to the individual Principal to modify penalties suggested whenever extenuating circumstances seem to be present in order that both the student and the educational interests are dealt with in a fair manner. Any student placed on out-of-school suspension or any student who is expelled, will not be allowed to attend any school activities on or off campus during the time of his/her suspension or expulsion.

A) Acts of Misconduct: Group I - Misbehavior

Group I include those student behaviors which interfere with the orderly educational process in the classroom. These include, but are not limited to such behavior as:

- being in restricted areas of building or grounds without permission
- littering school grounds or building
- improper care or deliberate damage to books or school property
- traffic or parking violations related to school rules
- violation of dress code
- inappropriate display of affection
- eating or drinking outside of the cafeteria
- failure to cooperate with teachers and school officials
- out of classroom without a pass

Penalties: Disciplinary actions consistent with Group I infractions include but are not limited to:

- teacher-student conference
- in-class disciplinary action
- counselor/student conference
- administrator/student conference
- detention(s)
- task assignments
- loss of privileges

B) Acts of Misconduct: Group II Discipline Infractions

Group II include those student discipline infractions, which interfere with the orderly educational process in the school. These include, but are not limited to such behaviors as:

- any repeated or chronic misbehavior as defined in Group I
- defacing school property
- tampering with and/or misusing computer programs, equipment and/or student report cards, passes or any other school records
- verbal assault or verbal/written threats
- disturbance of class, study hall, cafeteria, or any other school function
- Inappropriate language or gestures, not directed at specific individuals
- defiance and/or display of disrespect of staff/personnel authority
- failure to abide by rules and regulations regarding field trips
- inciting conflict between others

Penalties: Disciplinary actions consistent with Group II infractions include, but are not limited to:

- administrator/teacher/student conference
- detention
- task assignment
- loss of privileges
- parent conference
- disciplinary reassignment (short term)
- modification of schedule and/or privileges
- suspension
- home-based instruction

C) Acts of Misconduct: Group III - Disruptive Behavior

Group III include those student behaviors which seriously disrupt the orderly educational process in the classroom and/or the school. These include, but are not limited to, such behaviors as:

- any chronic disciplinary infraction as defined in Group II
- fighting which is defined as a physical conflict between two or more students
- gambling which is defined as participating in games of chance for money and/or other things of value
- display of nude or obscene pictures or being in possession of adult literature or magazines.
- stealing which is defined as the act of taking and carrying away the personal property of another without the consent of the owner, including school property

- slander and/or defamation of character
- use of profane, obscene, immoral or offensive language and/or gestures directed at other individuals and especially school personnel
- persisting in serious acts of disobedience or disorderly behavior which may prove detrimental to the school, harmful to health and safety, and inhibiting the rights of others
- possession of fireworks
- harassment/intimidation/bullying of students or school employees
- any type of interference with the educational process and/or the operation of school or interference with any school personnel's responsibilities and duties.

Penalties: Disciplinary actions consistent with Group III infractions include, but are not limited to:

- administrator/teacher/parent conference
- administrator/student/parent conference (Possible restorative justice parent mtg.)
- disciplinary reassignment (short term)
- restitution or restoration, as applicable
- detention(s)
- home-based instruction (six days or less)
- modification of schedule and/or privileges
- suspension
- referral to legal authorities/law enforcement agencies
- disciplinary reassignment (long term)
- expulsion

D) Acts of Misconduct: Group IV - Serious Discipline Infraction

Group IV acts of misconduct include those serious misbehaviors which threaten to impair the educational efficiency of the school, seriously disrupt the orderly educational process in the classroom and/or the school, and for which there are no reasonable alternative discipline management techniques other than those specified. Included, but not limited to, are such behaviors as:

- arson which is defined as the willful or malicious burning of a building or its contents and/or the personal property of others
- assault which is defined as an offer or attempt to do bodily harm to another without physical contact. This includes threats and verbal assaults.
- assault and battery which is defined as a physical contact with another without that person's consent
- aggravated assault which is defined as assault with a deadly weapon
- robbery which is defined as the taking of personal property in the possession of another against his/her will, accomplished by means of force or fear
- burglary of a District facility
- sex violations that are defined to include offenses against chastity, common decency, morals, sexual harassment and the like, indecent exposure is included here
- extortion which is defined as obtaining money or information from another by coercion or intimidation
- vandalism, which is defined as the willful or malicious destruction of school property or the property of others
- any assault or battery on school district personnel (expulsion)

- possession, use, and/or concealment of a weapon. A weapon is any instrument, which may produce bodily harm or death. Weapons include, but are not limited to, any knife, firearm, air gun, screwdriver, home-made weapon, fireworks, throwing instrument, firearm ammunition, or any other device which may produce bodily harm or death.
- possession, and/or use of narcotics, dangerous drugs, or alcohol as outlined in Board Policy.
- prohibited items are not allowed on school premises including vehicles in parking lots, city streets, private parking lots, or other areas not so designated while in attendance at school or school sponsored functions.

Penalties: Disciplinary actions consistent with Group IV infractions include, but are not limited to:

- referral to the legal authorities for legal action as appropriate
- modification of schedule and/or privileges
- disciplinary reassignment (short term)
- disciplinary reassignment (long term)
- suspension
- home-based instruction
- expulsion
- restitution or restoration, as applicable

The following policy will be used to administer student discipline.

Please refer to Chewelah School District Policies for the following:

Sexual Harassment – Policy 5011

Prohibition of Harassment, Intimidation and Bullying – Policy 3207

Prohibition of Harassment, Intimidation and Bullying procedure – Policy 3207P

Student Discipline – Policy 3241P

Excused and Unexcused Absences Procedure – Policy 3122P

Policies are found on the Chewelah School District Web Site:

- <http://www.Chewelah.k12.wa.us>
- Our District drop down
- CSD Policies and Procedures

Please sign below and return to the school.

I have read and discussed the Student Handbook information with my student.

Signed _____ Date _____
Parent/Guardian

I understand I am responsible to follow the rules and policies listed in this handbook.

Signed _____ Date _____
Student

DRAFT COPY

Due to changing DOH & CDC expectations, more and/or updated information may be added to this handbook prior to giving out to families

**Gess Elementary School
Student Handbook
2021-22**



Gess Elementary
Home of the Gators
E. 405 Lincoln Street
Chewelah, WA 99109
509-685-6800

Julie Price, Principal
jprice@chewelak12.us

Chewelah School District Website
www.chewelak.k12.wa.us

Follow us on Facebook

**Gess Elementary School
District Phone Number– 509-685-6800**

Gess Office extension	8-4002
Gess Attendance	8-4002
Gess Nurse	8-4015
Transportation Department	8-1701

GESS MISSION Together, the Gess Community fosters a joyful growth experience for all by modeling high expectations in a purposeful, secure environment.

GESS WORK ETHIC

Gess staff believes that developing a strong work ethic is important to a student's success. As a result, students are taught to be attentive, prepared, and punctual. In addition, the staff strives to teach students to plan, prioritize, follow through, and meet responsibilities with a no-excuse attitude.

GESS GOALS

Gess Elementary will provide students and staff a clean and safe environment for learning and working.

Students will achieve at, or above, the state average on required assessments.

Gess Elementary will be a student and parent-oriented organization.

Gess Elementary will strive to provide parents options and choices in the education

Gess Elementary School

General Information	1
Mission Statement	1
Work Ethic	1
Goals	1
Index	2
Superintendent/Board	3
Principal Price message	3
Staff Directory	3
Staff Belief	4
Schedule Information	4
Office Hours	
Bell Schedule	
Lunch Schedule	
Late Start Mondays	
Early Dismissal Days	
General Information	4
o Attendance	4
o Check In/Out	5
o Computers/Internet	5
o Counselor	5
o Dress Code	5
▪ Dress for the Weather	6
o Emergency Procedures	6
o Field Trip	
o Food Service	6
▪ School Lunch Program	
▪ Paying for Food	
▪ Lunchroom Expectations	
▪ Special Dietary Needs	
▪ Energy Drinks	
▪ Food/Snacks in Classroom	
o Fundraiser	7
o Injuries and Insurance	7
o Lost and Found	8
o Personal Property	8
o Problems and Concerns	8
o Skyward Information	9
o Snow Closure	9
o Telephone Use	9
o Update Student Records	9
Health Information	9
o When to Stay Home – Communication from Tri County Health regarding health and common symptoms & conditions	
o Health Issues	11
o Life Threatening Health Conditions	11
o Emergency Care Plans	

o Medications	12
o "Self Carry" medication	12
o Hearing/Vision screening	12
o Immunization Info & Compliance	
Discipline and Rules for Behavior	16
Transportation	16
o Bicycles and Wheeled Devices	
o Bus	
o Passes	
o Bus Rules	16
o Crosswalk	17
Academic Information	17
o Homework	17
o Academic Programs/Choices	17
o Academic Services	18
o Instruction and Curriculum	
o Library	
o Physical Education	
o Performances	18
o Report Cards	18
o Retention	18
o Testing	18
o Title Compact Information	19
Child Safety Information	20
o General Information	
o Firearms	
o Harassment	
o Vandalism	
o Community Resources	
Parent Information	21
o The McKinney Vento Act	
o FERPA	
o Disclosures	22

Gess Addendum for Reopening Information

Staff Directory

Gess Phone Number 509.685.6800

Main office extension .84002

Principal

Julie Price ext. 4001

Paraeducators – Alicia Adlesperger, Brianne Chartrey, Diane Cobb, Gloria Coppock, Lynette Crise, Kim Hartill, Clover Joyce, Cara McCanna, Jennifer Mott, Hans Offerdahl, Diane Ostrom, Mary Petrini, Kim Stricker, Suzie Timm, Rosa Turner,

Custodial Team – Darrel Proszek, Phillip Miller

Kitchen Team – Pam Hergesheimer, Lindsey Pettigrew,

Office – Brenda Gregerson ext. 4002

Preschool – Mary Kersey ext. 4129

Transitional Kindergarten – Sarah Riley ext

Kindergarten – Lori Paluck ext. 4117

Jeff Kersey ext 4110

First Grade – Josie Ledbetter ext. 4113

Alysa Carlson ext

Second Grade – Aimee' Bergman ext. 4128

Christine Chalmers ext. 4109

Jennifer Drake

Third Grade – Sophia Larson ext. 4122,

Margo Sety ext. 4120

Fourth Grade – Brian Harting ext. 4107

Patty Boyd ext

Fifth Grade –Stephanie Hulin ext. 4106

Kristin Paulson

Julie Sautter ext. 4111

Sixth Grade – LeAnn Jones ext. 4119

Kallie Tilla ext. 4108

Special Education – Sarah Gregory ext. 4121

Karen McKinnis ext. 4112

Chenea Foster

Specialists

Emily Smith Music/Beyond

Leah Oman-Health & Fitness

Certificated Support Staff

Bethany Bennetch ext. 4012

Sheila Krouse ext. 4011

Daphne Scranton ext. 4101

Sherry Tilla ext. 4116

Library – Brianne Chartrey ext. 4130

Nurse - Kassi Breiter ext. 4015 & 2015

Counselor – Rene' Jungblom ext. 4010

Jason Perrins, Superintendent

Board of Directors

Judy Bean-Chair

T. O. Bakken

Dan Krouse

Kyra Rolstad

Bryan Tidwell

Julie Price, Principal

jprice@chewelahk12.us

Chewelah School District Website

www.chewelah.k12.wa.us

Follow us on Facebook

Welcome to
Gess
Elementary!

STAFF BELIEFS

- Every student can learn.
- Each student should have a foundation on which to build his or her learning in reading, writing, math, science, and social studies.
- Students will learn to make appropriate decisions and take responsibility for their own actions.
- Students will learn to apply skills to real world situations, making learning meaningful.

Schedule Information

Daily Office Hours
8:00 AM – 3:30 PM

Daily Bell Schedule

Monday 9:30-2:45
Tuesday through Friday - 8:30 to 2:45

Late Start Mondays School begins 1 hour late on Mondays throughout the school year. This allows staff to work together to ensure that curriculum and assessments are aligned to the state standards.

Early Dismissal Days 8:30 – 12 p.m. Early dismissal days are scheduled for parent conferences (November and April) and report card preparation days. (See calendar for specific dates).

General Information

Attendance Matters At Gess Elementary

Regular, on-time attendance at school is a necessary ingredient for your child's success as a learner. Good attendance and punctuality at school improves learning. State law (RCW 28A.225.010) requires regular and punctual attendance in school. **Your son or daughter should arrive at school no earlier than 8:00 AM and must be in class at 8:30 AM.** Students are tardy when they arrive after 8:30 and must check in at the office before going to class.

Please make every effort to schedule appointments outside of the school day. Should you need to take your student out of class early, you (or someone you have authorized in writing) must request the early release from the office, present valid identification, and sign out your student. Early releases are documented daily and will appear as a tardy/early dismissal on your student's attendance history.

Absences due to illness or a health condition, a religious observance (when requested by a student's parent or guardian), school-approved activities, family emergencies, and, as required by law, disciplinary actions or short-term suspensions shall be excused. A doctor's note may be required if your child accumulates excessive absences.

ATTENDANCE & CHECK IN/OUT Children are required to check-in at the blue desk if they are late and must be signed out by a parent or guardian if they leave early. If a relative or friend will be picking up your child, please send a note or notify our office.

If absent for an extended period of time, please contact your student's teacher and work together to complete missing assignments.

Attendance is monitored daily and calls are made to absent students. Please contact the office at 685-6800 ext 4002 when your child is absent, or send a note stating the date of absence and the reason.

Parents of chronically tardy students may be asked to meet with school staff in an effort to solve this problem. Unexcused absences are processed according to state law. Notification letters may be sent home after 3 or more unexcused absences. If necessary, a juvenile court petition will be submitted.

COMPUTERS AND THE INTERNET Technology is an important part of today's society. Using technology during school is a critical component of your student's learning. Computers and the Internet are tools your student will use while attending Gess.

Students must not:

- Use any computer, network, control center or teacher workstation without permission.
- Modify or alter the network operating system.
- Bring up inappropriate or unauthorized websites.
- Vandalize equipment.
- Use software or passwords illegally.
- Install or store illegal hardware or software on any network, server or workstation.

COUNSELOR A school counselor is available to work with students individually or in groups as well as in the classroom to address concerns. Brief individual counseling at school may be provided. For students interested in ongoing individual counseling outside of school, referrals, assistance and support are provided through the counseling process

At Gess Elementary the counselor teaches social emotional learning through the Second Step program to Grades Pre-K to 5th grade. The sixth-grade class focus is on bullying, harassment, career and substance abuse education.

Every attempt will be made to get permission from parent/guardian before seeing a child individually, however, it is not always possible. In certain instances, the counselor may make counseling decisions on the student's behalf. If you feel your child would benefit by seeing the school counselor or you have questions about the Gess counseling program, please call the counselor at 509.685.6800 ext 4010.

DRESS CODE Children are expected to dress in an appropriate manner that does not interfere with the educational process. Typically, the major clothing problem is children not dressing warmly during cold weather and wearing clothing that is too revealing.

The specific Gess dress and grooming code:

1. Proper personal hygiene is required of all students and will reduce problems with peers. Wearing clean clothes and regular bathing is essential. Marks, drawings, and letters on the skin are not allowed.
2. Hats or other head coverings are not to be worn in the school building.
3. See-through apparel, bare back tops, strapless dresses, spaghetti strap clothing, low, revealing necklines and "muscle shirts" with large armholes are prohibited.
4. Undergarments should be worn at all times but may not be visible at any time.
5. Shorts and skirts are to be longer than the student's fingertips when arms are at sides and fully extended.
6. Bare skin must not be visible between shirt bottom and pants/skirt top at any time.
7. The waist of pants, shorts, and skirts may be no lower than the top of the hipbone. (boys & girls)
8. Footwear with soles must be worn in school facilities and on school grounds.
9. Reference to tobacco, weapons, drug and/or alcohol on clothing is not allowed. Inappropriate pictures and/or words on clothing of an obscene and /or sexual nature are also prohibited.

10. Clothing that promotes gang involvement or wannabe gang association is prohibited. This includes but is not limited to "showing colors" and wearing chains.
11. Sunglasses are not to be worn in school unless prescribed by a physician and cleared through the office.

Dress code violations will be handled through school discipline, including but not limited to: 1) immediate correction of problem, which may mean a call home for a change of clothing; 2) immediate correction of problem with parent conference required; 3) immediate correction of problem, disciplinary action & parent notification.

DRESS FOR THE WEATHER Recess is rarely cancelled. Please be sure your child's clothing is appropriate for the weather conditions each day. A note from a parent will allow a student to stay in for up to three days. Beyond this, a note from a physician is required.

Please ensure your contact information is current. In the event of an emergency, this will ensure that you receive the most up-to-date information possible.

EMERGENCY PROCEDURES In order to be prepared in the event of an emergency or crisis situation, students and staff members regularly practice fire, evacuation, and lock-down drills. All crises, whether major or minor, require a common sense of purpose and cooperation. Our primary responsibility during any crisis or emergency situation is to keep students safe. In the event of an emergency or crisis situation at school, information will be communicated through the Global Connect system that will call your home.

FIELD TRIPS Children are given the opportunity to go on walking and bus field trips throughout the year. Parents will be asked to sign a permission slip for their child to participate when transportation by bus is required. If space permits, parents are welcome as chaperones on field trips to help with supervision. Chaperones are asked not to bring other children.

FOOD SERVICE

Information for September – June 2022

Chewelah School District is able to offer free meals to all children 0-18 through June 2021. Please continue to fill out the free/reduced lunch applications as this waiver may change. The application also provides information for school grant opportunities as well as additional resources for students that qualify for the program.

During the 2021 school year the free and reduced applications were used for eligibility for the Pandemic EBT card. This card provides additional food benefits to eligible students. The Chewelah School District believes this program may be extended into the 2022 school year.

National School Lunch program

The National School Lunch Act makes free or reduced breakfast and lunches available to children of families who qualify. An application for free or reduced priced meals is available at

the office and online through Skyward Family Access registration. Please complete one application per household, listing all Chewelah School District students.

A new application can be filled out at any time if there is a change in household income or a change in household size.

If you have questions regarding completion of your application, please call 509-685-6800.

LUNCHROOM PROCEDURES & EXPECTATIONS:

1. The lunch line should be orderly with no crowding in front of others.
2. No money will be taken in the lunch line. Please pay for food or milk at the office.
3. All food is to remain in the cafeteria.
4. Food is not to be thrown.
5. Students receiving free or reduced lunches are not to give their food away.
6. No student is allowed to give his or her tray to a non-paying student to try to get seconds.
7. Students who cannot follow rules and regulations relative to the cafeteria may be denied the privilege of eating in the cafeteria.

SPECIAL DIETARY NEEDS If your child has a special dietary need, please inform the School Nurse. She will provide you with a Health History Form identifying a food allergy or any other impairment that may affect their child's diet. In order to facilitate the special dietary need, the school must receive a completed Special Dietary Needs Form signed by a recognized medical authority.

When a family returns the Special Dietary Request Form, the child's dietary need will be accommodated immediately. If the family does not return the form, the school will not accommodate the special dietary need

ENERGY DRINKS In effort to maintain student wellness, energy drinks are not allowed on school campus during the school instructional day. Energy drinks contain high amounts of caffeine along with other stimulants which have serious health consequences such as increased heart rate, sleep disturbances, increased blood pressure, seizures, stroke, increased anxiety and increased risk for arrhythmias (irregular heart).

FOOD/SNACKS IN CLASSROOM Due to the increased number of students with food allergies, only store-bought food items are accepted for classroom parties. These items need to have the nutritional information and ingredients listed.

FUNDRAISER Gess Elementary has a spring fundraiser. Student may sell to friends and family to help raise money for the Associated Student Body to help pay for student activities, special programs and awards. A prize may be earned by students depending on the number of sales made. Students are not to go door to door to make sales.

INJURIES AND INSURANCE Our school district does everything in its power to keep your student safe and secure while attending school. We are unable to guarantee your student will not be hurt or injured while attending school. Our district's insurance **does not** provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your student gets hurt during the school day or at school activities.

Student accident insurance is available for you to purchase. Contact the school office or visit the school website for more information.

LOST AND FOUND Please mark all clothing, lunchbox and other belongings with your child's name. properly identified items can be returned to students

Unclaimed lost and found items are donated to local charities prior to Winter Break, Spring Break, and Summer Break.

Please check the lost and found area when you come to Gess and claim your child's clothing.

PERSONAL PROPERTY Personal electronic devices such as music players, gaming systems, and cameras **are not allowed at school**. Such items disrupt the learning environment and also are at risk of being lost or stolen. The school will not be responsible for replacing items that become missing or stolen.

Toys, cell phones, mp3 players, skateboards, etc., are best left at home, and the district assumes no responsibility if they are brought to school. Play equipment is provided for recess. Too often, toys become lost, damaged, or stolen.

PROBLEMS/CONCERNS Should you experience or hear of something that doesn't make sense, please visit immediately with your child's teacher. If, after talking to the teacher, you have unanswered questions, then visit with the principal. Our goal is to find solutions to problems that are in the best interest of all children.

SKYWARD FAMILY ACCESS Skyward family access allows parents and guardians to play a more involved role in the child's educational progress and improved communication with the school. Parents and guardians use the Family Access via the internet using a secure login that the school district assigns. Annual verification of student enrollment information is done at the beginning of each school year through family access. This area also allows parents and guardians to update phone numbers and address changes throughout the school year.

Skyward gradebook is available for grades 3-6. This module allows parents/guardians to view class assignments and grades. Other information available through skyward includes attendance, and food service.

Contact the school office if you do not have a Family Access login and password.

SNOW CLOSURE Occasionally, bad weather requires that school be closed or delayed. This decision is made with children's safety in mind. Announcements are given on several Spokane radio stations, televisions stations, and the Global Connect system will call your home. This information is usually available by 6 A.M.

TELEPHONE USE Parents are encouraged to call Gess whenever they have a question or concern. However, please realize that there are over 300 students and adults working in our school every day and many phone calls are received. You are encouraged to decide with your children before school rather than calling during the day to have the school relay information.

Emergency situations do arise, and the office will do everything possible to assist parents. Children are not allowed to make phone calls except with the permission of their teacher. Children are not allowed to use their cell phones during the school day except at the office.

Cell phones may be taken from the student if they are out in the classroom, in the halls or on the playground. Phones may either be returned to the student at the end of the day or a parent will be called to pick the phone up.

UPDATE STUDENT RECORDS

Please help us keep our student records up to date. If information about your child has changed, please contact the office for a Change of Information Form (this cannot be done over the phone). Such information might include a change in employment, phone number, a different person to contact in case of an emergency, or a new baby-sitter.

STUDENT HEALTH INFORMATION

Where should parents draw the line when it is time to decide how sick is too sick to go to school or day care?

Northeast Tri County Health advise keeping children home if they show any of these symptoms:

- **Appearance, behavior:** Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is enough reason to keep a student home.
- **COVID-19:** If symptoms are consistent with COVID-19, call your healthcare provider. Possible symptoms include: Fever, cough, sore throat, congestion, headache, shortness of breath, nausea, vomiting, diarrhea, and alteration in smell and/or taste. Students' will need to remain at home for 10 days from symptom onset or receive a negative confirmatory test for COVID-19; AND be fever free for 24 hours without the use of medication.
- **Eyes:** Red, thick mucus or pus draining from the eye or pink eye. Itching with a crust on the eyelids after sleep -- this condition may be "pink eye" and needs medical evaluation.
- **Fever:** Temperature of 100 degrees or higher. Keep students' home until they are fever free for 24 hours without use of medication and follow your school's policy for return to school.
- **Persistent nasal drainage or chronic cough:** Should be seen by a health care provider. These conditions may be contagious and require treatment.
- **Sore throat:** Especially with fever or swollen glands in the neck. A student with a confirmed diagnosis of strep throat can return to school after 24 hours of appropriate treatment.
- **Cold like symptoms and trouble breathing:** See your health care provider.
- **Diarrhea:** Three or more liquid stools in a 24-hour period, especially if the student acts or looks ill.
- **Vomiting:** Vomiting two or more times within the past 24 hours.
- **Rash:** Body rash, especially with fever or itching.
- **Chicken pox:** Students are infectious one to two days before the rash appears until the last blisters (sores) are dry and crusted. This is usually five to six days after the rash appears. Students are to remain home while infectious.
- **Ear pain with fever:** This should be evaluated by a health care provider. Untreated ear infections can cause permanent hearing loss.
- **Lice:** Students with suspected infestations will be screened. Parents will be notified of treatment needs. Please notify the school if you find head lice on your student.
- **Scabies:** Students with scabies can return to school 24 hours after treatment has begun.

Please remember that we are now approaching flu season and all school age and childcare students need an influenza vaccination to reduce their risk of getting and spreading influenza in the classroom.

Students, please practice the following to reduce your risk of any infection:

- Cover your nose and mouth with a tissue when sneezing, coughing or blowing your nose.
- Wash your hands after sneezing, blowing your nose, coughing, or after touching used tissues or handkerchiefs.
- Wash your hands after touching anyone else who is sneezing, coughing, blowing their nose, or whose nose is running.
- Throw used tissues into the trash as soon as possible.
- Wash your hands often when sick.
- Use warm water and soap or alcohol-based hand sanitizers to wash hands.
- Social distance whenever possible.
- Wear a face covering in public places or when around others from outside your household.
- Stay home when you are sick

Prepare for Your Student's Health at School

Health issues: Please report any health issue your child has that could impact safety and learning at school to the school nurse. It is important you update your student's health registration form once a year, so the school nurse is aware of any new or ongoing health concerns.

Life Threatening Health Conditions

Emergency Care Plans for School: Washington state law (RCW 28A.210, Section 1) requires that school staff and parents/ guardians plan together for the safe care of their child throughout the school day. When there is a student with a known life-threatening health condition, schools must be prepared for a life-threatening event on the day the student starts school. Please complete the appropriate Emergency Care Plan (ECP) forms and take needed medication(s) to the school before your child's first day of attendance. If you have questions, please call the school nurse. These documents need to be completed EVERY year prior to the start of school. ECP's contain the most current information and need to be submitted along with needed medication(s) and supplies before the first day of school. Examples of ECP's include: Anaphylactic allergies, asthma, diabetes, seizure disorders, blood disorders, and heart disorders.

Medications: Prescription and Over the Counter If a student needs to take any type of medication during the school day, even if it's temporary, a "Medication Authorization For School" form must be completed by the child's health care provider and signed by the parent/ guardian. Examples include: Over the counter medications such as Ibuprofen, Tylenol, cough drops, vitamins, topical ointments, OR prescription medications like rescue inhalers, antibiotics, ear drops, eye drops, Epi-pens, ADHD medications, tube feedings, etc. This form is available at your child's school, from the School Nurse, or on the school website. A new medication authorization is required each school year. It does not carry over to the next school year. The completed form must accompany the medication and will be kept in the school office. Parent/ guardians are responsible for providing the medication. Prescription medication must be in the original container labeled by a pharmacist or physician with the correct name of the medication, dosage, route given, and time for school administration. Please obtain a second bottle to be

kept at school for this purpose. Over-the-counter medication must be in its original container, labeled with your student's name. Medication sent to school in a baggie or lunch box will not be accepted.

Self-Carry Students: Students who have been approved to "self-carry" by their health provider and parent must also demonstrate ability to properly manage self-administration to the School Nurse. The following requirements must be met if medication is to be carried by a student:

- Only one day's dose may be carried unless as in the case of, inhalers, such a request is impossible.
- A student must be able to self-administer without any assistance or reminders.
- The student is not to share their medication with anyone else.

It is always recommended to keep a "back up" supply of the ordered medication in the health office in case your self-carrying student forgets their needed medication(s). Students must have their medication accessible for ALL field trips, and school activities. If they do not, the student will not be allowed to participate. Parent/ guardian will be notified of need to provide medication.

Hearing and Vision Screening State required visual and hearing screenings are coordinated by the district nurse each year. Parents are informed if screening information shows their child should receive further examination.

Immunization Information and Compliance All Chewelah School District students must be up to date on their childhood immunizations, in accordance with Washington State Law **on or before their first day of attendance**. In addition, starting on August 1, 2020, the revised rule requires medically verified immunization records for school and preschool entry as well as any new immunizations given. Medically verified records include one or more of the following:

- A Certificate of Immunization Status (CIS) filled out by the parent or guardian and signed by a health care practitioner
- A CIS filled out by a parent or guardian WITH medical records attached. Examples include:
 - Lifetime immunization record completed by a health provider
 - Immunization record printed from another state's immunization registry
 - Immunization record printed from a health provider's office
- A CIS printed from the Washington State Immunization System by a health care provider or school
- Official immigration immunization record
- A CIS printed from MyIR.net. You can obtain a copy of your own or your child's (under age 18) immunization record located in the Washington Information System (WAIS).
- Health provider documentation of a blood titer showing immunity for a disease for which full immunization is required
- A Completed Certificate of Exemption (COE) signed by a health care practitioner in the state of Washington

Meningococcal and HPV Information

As a parent, there is nothing more important than safeguarding your child's health. The Washington State Legislature requires us to make information available to you about meningococcal disease and human papillomavirus (HPV). Know the facts about these diseases and the vaccines available to protect your child. For more information see the Chewelah School District web page, Services tab, Health services.

DISCIPLINE AND RULES FOR STUDENT BEHAVIOR

Setting rules for children's behavior and disciplining is done as an act of care for all children's academic and social development. Children are expected to be safe and not disruptive to the learning process. The BI Program is under the direction of the principal. It provides students instruction in school rules, appropriate play activities, and how to respond to disagreements and conflict. Students involved in especially disruptive and unsafe behavior, or those whose actions do not change, are referred directly to the principal.

TRANSPORTATION

One of our primary concerns is your child's safety. Please be very cautious going to and from school. Children who ride the bus need to be at designated bus stops and follow their bus driver's instructions for loading and unloading. Children who walk need to cross busy streets at crossings and not arrive until 8:00 A.M. The first bell for school rings at 8:25 with classes beginning at 8:30. If children who walk eat breakfast at school, they should be at the school by 8:00 A.M.

If you are transporting your children to and from school, please go slowly and use caution. Our crossing guards are on duty from 7:50 - 8:15 AM and again from 2:45 -3 PM.

BICYCLES AND WHEELED DEVICES Students are welcome to ride bicycles to school. They may be secured at the bike rack, located near the bus loop area. Storage is not available for any other wheeled items – such as skateboards and scooters. The school is not responsible for lost, stolen, or damaged items.

Wheeled items are not to be ridden on school grounds.

BUS PASSES If students need to ride a bus they usually do not ride, or if they are to get off at a different bus stop, a note of explanation signed by a parent **must** be received in the office. A bus pass will be issued that allows the child to board. For the safety of our students, drivers are directed not to let children on or off at stops other than the one assigned.

BUS RULES

1. Pupils being transported are under the authority of the bus driver. All students shall follow the driver's instruction the first time they are given.
2. Students shall maintain order at all times; no fighting, wrestling, pushing, yelling, throwing things, or any boisterous activity will be permitted. Student expectations are the same for behavior on the bus as well as in the regular classroom.
3. Students will remain seated with feet on the floor while the bus is in motion and will not move from seat to seat once aboard the bus. The driver may assign students to seats.
4. Students shall converse in normal tones; loud or vulgar language (includes all swearing) is prohibited.
5. Students shall keep their hands, legs, arms and other objects to themselves and in no case, will anything be extended through the windows of the bus.
6. Windows will be opened or closed with the permission of the driver.
7. Students will not litter, write on, or damage the bus in anyway and will do what is reasonable to keep the bus clean.
8. Students shall not bring animals, firearms, weapons or other potentially dangerous or hazardous material on the bus.
9. Students shall use the emergency door only in case of an emergency.
10. Students will be on time for the bus both morning and afternoon. All students shall maintain a safe distance (at least 6 ft.) from the bus when awaiting loading. They shall enter and leave the bus in an orderly fashion.

11. When it is necessary to cross the road, students shall cross only in front of the bus as directed by the driver.
12. Students shall at all times be courteous to the driver, fellow students, and others.
13. Students shall have written permission to leave the bus other than at the regular stop or at school.
14. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit the privilege to ride on the buses.
15. Eating and drinking only with the permission of the bus driver.
16. Use and possession of tobacco, alcohol, or drugs are prohibited.
17. Skis, ski poles, and snowboards are not allowed in the bus passenger area.
18. Skateboards and scooters must be in a backpack, or attached to a backpack, held on the student's lap or the driver may safely secure the items in the bus.

Academic Information

HOMEWORK The purpose of homework is to practice and develop skills and independent study habits. Completing homework assignments on time is expected. The teachers at Gess Elementary appreciate any assistance parents provide their children with homework assignments.

1. Schedule a time to do homework every day.
2. Provide a quiet area for your child to work.
3. Make sure good lighting and materials (pencils, paper) are available.
4. Let your child work on his/her own but be available to help.
5. Check to see that all assignments are complete and done well.
6. Be encouraging and supportive.

ACADEMIC SERVICES - Special Education, Title I, Learning Assistance Programs and Highly Capable services are available for children who possess exceptional needs. If you feel your child has special needs and may benefit from these services, please talk to your child's teacher.

Gess also provides special education services for pre-school children aged three to five. Any child, through age 21, who resides within the school district boundaries and who is suspected of having a disability, may be referred for possible screening and/or evaluation to determine the need for special education services. Anyone wishing to make a referral may contact the building principal at 658-6800 ext 4002. If you need information about special education services presented in your native language, or require accommodations to access this information, please contact the district office at 685-6800 ext 1002.

INSTRUCTION & CURRICULUM Instructional techniques vary at Gess depending on the teacher and grade level. However, all instruction focuses on the areas of reading, writing, math, science, social studies, health, and the arts.

LIBRARY - All children are given the opportunity to check out library books each week. Please assist us by ensuring that books are properly taken care of and returned in a timely manner. Damaged and lost books must be paid for before your child receives their last report card. Students who do not return books or pay for loss and damages will lose library checkout privileges.

PHYSICAL EDUCATION - All students attend PE and are required to wear athletic shoes. If a student does not wear appropriate clothing and shoes, they may not be allowed to participate and may not receive credit for that day.

REPORT CARDS A report on each child's progress is sent home at the end of each quarter. Parents should call their child's teacher immediately any time they have concerns or questions about general progress or grades.

RESOURCES The following links to platforms, learning apps and other resources may be found on the Chewelah School District website.

- Loaner Laptops Offsite Login and Wi-Fi connection Reference
- Learning Platforms
 - Seesaw Login
 - Canvas Login - First login to Office365, then either use the Canvas app shortcut in the waffle or the following link
- Microsoft Office365 - Use for access to student email, Office365 apps, etc.
- Skyward Family Access
- Accelerated Reading List: Elementary School
 - Renaissance Reading quiz list
 - Renaissance for Accelerated Reader
 - Stemsscopes
- COVID19 Guidance
- Application for Free and Reduced-Price meals
- Choice application
- Threat Assessment webpage
- Chewelah School Districts Prohibition of Harassment, intimidation
- Smithsonian Museums
- Microsoft Office365 Information | Students
- Safeschools alert
- Digital History
- NetzSmartzKids

Chewelah School District is not responsible for the contents, information or services which may appear on any off-site pages, web sites or links referenced. The presence of a hyper-link from a District webpage is for convenience only and does not imply any kind of endorsement by the District of those pages or links, or any endorsement of the contents or material on them.

RETENTION There are important things you can do if your child is having trouble in school and you fear that he/she may be asked to repeat a grade.

- Make an appointment to talk with your child's teacher. Find out exactly what the problems are.
- Ask for suggestions of things you can do at home that will help.
- Have the child's eyesight and hearing checked.
- See that your child attends school regularly.

TESTING State required tests are taken by third, fourth, fifth and sixth graders each year. Additional testing occurs in classrooms through the year as teachers constantly assess children's progress. Please visit with your child's teacher if you have any questions regarding testing or test results.

CHEWELAH SCHOOL DISTRICT

Parent-Student-Teacher Compact

The Gess Elementary School Mission: Together, the Gess Community fosters a joyful growth experience for all by modeling high expectations in a purposeful, secure environment.

Chewelah School District and Gess Elementary are committed to:

- Providing high quality curriculum and instruction in a supportive and effective learning environment.
- Ensuring regular two-way communication between family members and school staff, in a family's primary language, when possible.
- Offering Parent-Teacher Conferences at least annually
- Providing reasonable access to staff,
- Providing opportunities for parents to volunteer and participate in their child's class, and observe classroom activities (advance arrangement is appreciated);
- Focusing equally on providing developmental responsiveness and academic excellence for students, because each child is unique.

As a Gess Student, I will:

- *Always try to complete my assigned work and do my best in my behavior;*
- *Believe that I can and will learn.*
- *Work cooperatively with my classmates.*
- *Show respect for myself, my classmates, my teacher, my school, and other people;*
- *Obey school and classroom rules.*
- *Take pride in my school.*
- *Come to school regularly and on time with my homework and my supplies*
- *Engage in school by participating in clubs or extracurricular activities, when possible.*

As my Child's Parent/Guardian I will:

- *Show respect and support for my child, the staff, and the school.*
- *See that my child attends school regularly and arrives on time.*
- *Establish a time for homework and review homework regularly.*
- *Encourage my child by giving attention, showing interest, and participating in his/her learning process.*
- *Talk and read with my child and let him/her read to me.*
- *Communicate regularly with my child's teacher.*
- *Attend Parent-Teacher conferences when possible.*
- *Support the school in developing positive behaviors.*
- *Volunteer time at my child's school or school activities.*
- *Be involved and support my child in events such as Parent-Family Engagement Nights and the Science Fair.*

As a Gess teacher, I will:

- *Believe that each student can learn.*
- *Provide instructional supports for individual learning needs*
- *Provide an environment that is conducive to learning.*
- *Identify a student's strengths and build on his/her successes.*
- *Provide meaningful and appropriate homework activities.*
- *Enforce school and classroom rules and expectations fairly and consistently.*
- *Show respect for each child and his/her family.*
- *Seek ways to involve parents in the school program.*
- *Communicate regularly with parents/guardians*

Child Safety - General Information

Please take time to review the following safety guidelines with your child:

- Go directly to and from school.
- Cross at crosswalks with the crossing guards.
- Walk on the side of the road facing on-coming traffic or use the sidewalk.
- Do not accept rides, candy, or anything from strangers.
- Do not talk to or provide directions to a stranger.
- Make sure the way to school is the safest way.
- Look up and down the street to check for cars before crossing.
- Never walk between cars parked on the street.
- Always line up at your designated bus stop.
- Notify the office if you're being bothered on the way to school.

FIREARMS It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school any firearm or weapon. The law defines weapons as, but not limited to, guns of any type, knives, box cutters, any sharpened objects, shocking and laser devices. Law enforcement may intervene if such items are brought on school property. Students who violate the firearm policy will be expelled from school in accordance with RCW 28A.600.420.

HARASSMENT Harassment, including intimidation, sexual innuendoes, and other attacking words and actions are those most common in a school setting. If you believe your child is being harassed in any way, please visit immediately with the principal.

VANDALISM

HELP PROTECT OUR SCHOOL. If you see individuals in the act of committing vandalism at school, please call 911 and do not attempt to confront the individual(s) on your own. If you suspect someone of having committed vandalism at the school or have any information about a vandalism incident, please call the office at 509-685-6800.

COMMUNITY RESOURCES The Chewelah School District cooperates with county and state agencies in meeting student and family needs. Some of the agencies in our area include:

Alcohol & Drug Help	800-572-0947
Child & Family Services	800-544-0543
Stevens County Counseling	935-4808
Poison Control	800-222-1222
Domestic Violence	800-562-6025
County Health Department	684-5048
Chewelah Food Bank	935-5204

THE MCKINNEY VENTO ACT

Addresses the issue of homeless children and youth and defines them as those who lack a fixed, regular, and adequate nighttime residence. This includes children and youth living in:

- Emergency or transitional shelters
- Motels, hotels, trailer parks, or camping grounds
- Shared housing due to loss of housing or economic hardship

- Hospitals secondary to abandonment or waiting foster care placement
 - Cars, parks, public spaces, abandoned buildings, substandard housing, or similar situations
 - Public or private places not ordinarily used as sleeping accommodations for human beings
- The intent of this act is to ensure that homeless children and youth have equal access to the same free and appropriate public education as housed children. Those who are in any of the above situations should contact the Chewelah School District at 685-6800

FERPA – Family Educational Rights & Privacy act

Gess complies with the 1974 Family Educational Rights and Privacy Act. This act states that parents and eligible students have the right to: inspect and review their student’s education records; request the review of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Family Education Rights and Privacy Act and regulations authorize disclosure without consent; file with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of the act and this part; and obtain a copy of the district’s policy regarding implementation of the Family Education Rights and Privacy Act of 1974 at the Chewelah School District Administration.

The following student directory information may be released by the district unless a student’s parent requests in writing that such information not be released: student’s name, address and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the students; and photographs and other similar information.

NONDISCRIMINATION FOR SCHOOL PUBLICATIONS AND PUBLIC ANNOUNCEMENTS

The Chewelah School District 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, disability, or the use of a trained dog guide or service animal 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 Coordinator

Section

Shirley Baker
 PO Box 47
 Chewelah WA 99109
 509-685-6800 ext 1007
 sbaker@chewelahk12.us

504/ADA Coordinator

Sarah Gregory
 PO Box 47
 Chewelah, WA 99109
 509-685-6800, Ext.4121
 sgregory@chewelahk12.us

Compliance Coordinator for State Law (RCW 28A.640/28A.642)

Shawn Anderson
 PO Box 47
 Chewelah, WA 99109
 509-685-6800, Ext. 1002
 sanderson@chewelahk12.us

Chewelah School District

2021-2022 School Calendar

August 2021

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10		12	13
14	15	16	17	18	19	20
21	22	23	24			27
28	29	30				

December 2021

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January 2022

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

-  School Closed
-  Early Release Day
-  Parent Teacher Conferences
-  Monday - 1 hour late start
-  End of Term
-  First and Last Day of School

8/24 and 8/25	Staff Professional Development	1/17	MLK - no school
8/25/2021	Open House	1/28	Early Release - Teacher grading
8/31	First Day of School for students	2/18, 2/21	Presidents' Day - no school
9/6	Labor Day - no school	3/11	Snow Makeup day
11/5	Early Release - Teacher grading	4/1	Early Release - Teacher grading
11/9, 11/10, 11/12	Early Release - Parent Teacher Conferences	4/4-4/8	Spring Break - no school
11/11	Veterans Day - no school	4/21-4/22	Early Release - Parent Teacher Conferences
11/24	Early Release for Thanksgiving	5/30	Memorial Day - no school
11/25-11/26	Thanksgiving Break - no school	6/4	Graduation - 11:00 AM
12/20-1/2	Winter Break - no school	6/10	Last Day of School - (2 hour day)

JENKINS

JUNIOR/SENIOR HIGH SCHOOL

"STANDING ON COMMON GROUND"



2021-2022

STAFF HANDBOOK

JENKINS JR/SR HIGH SCHOOL
STAFF HANDBOOK
 "Standing on Common Ground"

Table of Contents

JENKINS JR/SR HIGH SCHOOL	1
ACCIDENTS	3
ACTIVITIES	3
ADVISOR RESPONSIBILITIES	3
ANNOUNCEMENTS	4
ATTENDANCE POLICY	4
Excused Absence Procedures:	4
Excused absences:.....	5
Preapproved Absences:.....	5
Truancy/Unexcused Absence:	5
TARDINESS (UNEXCUSED).....	5
ATTENDANCE (procedure for students).....	6
CLASSROOM POSTINGS.....	6
COMMUNICATION	6
COMPUTER TECHNOLOGY	6
DISCIPLINE.....	7
Removal From Class	7
Disruptive Situations.....	7
Discipline Plan – School Wide	7
Discipline Tips.....	8
DRESS CODE	8
EMERGENCY DRILLS.....	8
Evacuation.....	8
Lock Down Drills.....	8
EVALUATIONS.....	9
EXCUSING STUDENTS FROM CLASS	9
FIELD TRIPS (Appendix A and Appendix B) (overnight).....	9
FILM/VIDEO POLICY <i>See Appendix E</i>	10
FLAG SALUTE	10
GRADE AND PLAN BOOKS.....	10
Grading Scale	11
IDENTIFICATION	11
THE MCKINNEY VENTO ACT	11
POSITIVE PARENT CONTACTS	11
PROGRESS REPORTS.....	12
PURCHASES	12
REPORT CARDS.....	12
REQUESTING USE OF PERSONAL DAY	12
HARASSMENT PROCEDURES SEXUAL–Chewelah School District Policy #5013 (Appendix D).....	13
SUB FOLDER – List of Contents	13
SUPERVISION OF STUDENTS	13

TELEPHONE INFORMATION	13
USE OF SCHOOL FACILITIES AND EQUIPMENT	14
WORK DAY	14

ACCIDENTS

When an accident occurs to a student or staff member, it must be reported to the office and other necessary authorities immediately. *See Appendix H for detailed procedure.*

STUDENT ACCIDENTS – the staff member in charge of the student at the time of the accident should assess the situation and notify the office immediately. If the staff member is not comfortable administering first aid at the scene, then office staff must be sent for to administer first aid. Students able to ambulate to the office may report there for first aid. **ALL STUDENT ACCIDENTS** require that the staff member in charge complete an accident report as soon as possible after the accident, but before 24 hours have passed. Accident reports are available in the office.

STAFF ACCIDENTS – the accident must be reported to the principal or his designee immediately. Emergency treatment will be administered as necessary. An employee incident report must be completed and submitted to the principal.

If a staff member does not require medical treatment at the time of the accident, he/she must still complete the accident form. Staff members requiring medical treatment at a later date must first contact the JJSHS office for instructions and procedures required by ESD 101. Staff members not following instructions and procedures may be individually responsible for all medical costs related to the accident.

ACTIVITIES

All staff members are encouraged to be involved in some activity outside the classroom. This helps increase and enhance student activities and helps improve student – teacher rapport. The success or failure of an activity rests largely with the enthusiasm of the individual Advisor. If you have a special activity you would like to try, please let the Principal know.

Club and class advisors are to be sure that the secretary of their organization keeps an accurate set of minutes of each meeting. These minutes are to be copied and submitted to the ASB Vice President. They also are to be posted in the appropriate display in the hall. There must be a quorum for each meeting. All expenditures of money require a motion, a second, and a majority approval prior to the expenditure.

All meetings, performances, evening rehearsals, social activities, etc...are to be scheduled through the building secretary and require staff supervision. All gym facility requests are to be scheduled through the Athletic Director.

ADVISOR RESPONSIBILITIES

Teachers, as well as parents, are encouraged to participate in school activities. To clarify the responsibilities of advisors/chaperones the following must be done:

- ❖ Staff members who are club or class advisors are expected to coordinate or supervise the activities in which their club or activity is involved.
- ❖ Advisors are in charge of club activities.
- ❖ Follow instruction in the Jenkins Junior Senior High School ASB Procedures & Information for Advisors and Coaches.

- ❖ Any student who is suspected to be under the influence of alcohol or drugs should be reported to the administration immediately. If no administrator is present, contact local police and notify the administrator as soon as possible.
- ❖ Any person misbehaving or being disrespectful may be removed from any activity. Advisors should report the names of the students to the administrator as soon as possible.
- ❖ Advisors are to see that all students leave the school grounds after an event and no one is left in the building. Secure all doors and windows before leaving.
- ❖ Students will not be allowed to leave a dance and return. Advisors/chaperones may escort students to their vehicle to get money, or personal items.

ANNOUNCEMENTS

All teachers shall post the bulletin on their bulletin board or another appropriate display area in the classroom. Please make sure students know where this is and that they have access to it.

Approved announcements are made in the morning and throughout the day via the intercom by authorized personnel. Please have your students quiet during regular announcements. Regular announcements are typed in the office and must be turned in by 12:00 p.m. to be run in the following morning's daily bulletin.

ATTENDANCE POLICY

Good attendance is essential for the maximum educational benefit and mastery of the programs provided for students. Continuity of instruction and student participation are principles which underlie and give purpose to the requirement of compulsory school attendance.

Students and their parents are responsible for complying with District policy and the compulsory attendance laws of Washington State. To that end, students are required to be in attendance and on time for their assigned classes when school is in session. In addition, students must check out with the office if they are leaving campus prior to the end of the school day. Students will not be granted permission to leave early without approval of parent/guardian by phone or verifiable note. Failure to follow proper checkout procedures will result in disciplinary action as associated with truancy/unexcused absences. Faculty and staff may not dismiss a student from school and shall direct students to the office to check out.

Excused Absence Procedures:

When a student has been absent from class, he/she is required to bring a note to the office or a phone call from his/her parent/guardian verifying the absence. It is the student's responsibility to fulfill this requirement. The note from the parent should include the date(s) of the absence and the signature of the parent/guardian with the date the note was written. The note should also include the specific reason the student was absent. Notes with no reason for absence will be accepted as "parent note" (PN) and is considered unexcused. However, the student will avoid discipline if a parent note is provided. Teachers must review student absences and record excused or unexcused in their records. Teachers will not allow credit for unexcused absences.

Students who are eighteen and wish to write their own notes are required to bring a note from their parent/guardian giving the student the authority to excuse his or her absences.

Students have two (2) school days upon their return to school to bring a note or have a parent call and avoid administrative discipline. After two (2) days, the absence will be considered unexcused.

Students who use or attempt to use forged or invalid notes for what would be truancy or unexcused absence will be subject to disciplinary action for truancy and forgery.

Excused absences:

Personal illness (more than three consecutive days may require a doctor's note), medical appointments that cannot be made at any other time, court appearances, religious observances, a death in the immediate family, or an emergent family situation which requires the student to be absent for a reasonable period of time, are considered excused absences. (The definition of "emergency" and "reasonable period of time" will be determined by the Principal/Assistant Principal in discussion with the student's parents.) Parents are strongly encouraged to schedule appointments outside of school hours when at all possible.

Preapproved Absences: This should go in the student handbook as well!!

When possible, the student should preapprove absences by submitting a written note from a parent or guardian describing the nature of the activity. Parents and students are strongly encouraged to review the school calendar and when at all possible, schedule activities such as family vacations, etc. on days that would not require missing school. When it is not possible to plan a family vacation or similar activity during these times, a one-week advance preapproved absence must be completed. The student must have the work completed when he/she returns or may make it up when he/she returns with teacher approval.

Truancy/Unexcused Absence:

Truancy/unexcused absence is a violation of law and District rules and will result in disciplinary action and possible court actions. Some examples of truancy are:

1. Skipping class (this includes attending a class you are not registered for or staying in the library without teacher approval).
2. Being absent without parental and school permission.
3. Failure to attend school assemblies.

Students will not be allowed credit for work missed on the day of truancy. Students may complete assignments or any other work to maintain progress in a given class. This work will not be counted toward the quarter or semester grade.

TARDINESS (UNEXCUSED)

Tardiness will be part of classroom discipline procedures. Tardiness occurs when a student is up to 10 minutes late without an excuse. After 10 minutes, it is considered an absence for the purpose of discipline and absence accrual.

ATTENDANCE (procedure for students)

Please check your attendance on the computer for your students who were absent and allow a minimum day from the date of the absence for the make-up work to be completed.

Teachers should take roll within the first 10 minutes of class and post this in the computer. Please do not have students take attendance. When you have a substitute, please have a hard copy of your attendance sheet ready for them in your sub folder. The sub should take attendance on the provided hard copy and send it to the office that period. The office will then input the absences from the class into the computer.

CAMPUS VIOLATIONS FOR QUARTZITE LEARNING CENTER

Students from Quartzite Learning Center are welcome at Jenkins when they have blended classes between the two programs. They may, at times, use the library. It is important for their safety that they check in/out of the front office.

CLASSROOM POSTINGS

The following items should be posted in all classrooms.

- Evacuation Map (above classroom door)
- Emergency and Crisis Management Flipchart
- School District Calendar
- Bell Schedule
- Other fliers distributed for posting by the principal

COMMUNICATION

Teachers are required to have access to communication with the office when taking a class on a walking field trip away from the campus. This includes groups going to Snyder Field.

COMPUTER TECHNOLOGY

All activities on school computers, school Internet lines, and school software are considered school property. This includes all e-mail. School property may be requested for review at any time and should never be considered private. Unethical, illegal, unprofessional, commercial (money making), or political use of school technology may result in disciplinary action. Teachers are expected to read and respond to all e-mail communications as soon as possible. Personal cell phones used for educational purposes may be subject to public records requests. Teachers should use discretion and not have students as friends on social media. Teachers should also be very careful communicating with parents, students or groups on social media.

Each classroom has a computer for teachers to use for attendance and grade entry. Teachers must not share system or program passwords with students. Students should not have access to attendance or grading systems. Allowing students access to these records violates federal law.

DISCIPLINE

Removal From Class

Students removed from a class by the teacher must be given specific "DIRECTIONS" to go directly to the office. If possible, have another student escort the student to the office and call the secretary so she knows to expect the student. The teacher will complete a Skyward Disciplinary Referral. In addition, the teacher will be expected to contact the parent of any student removed from class within 24 hours.

Disruptive Situations

There are certain situations that are so disruptive that you will want to refer the student to the school administration. In most cases other classroom management strategies will have been attempted before the student is removed. **IT IS IMPORTANT TO REMEMBER TO CONTROL YOUR TEMPER AND PATIENCE.** Don't give the student the satisfaction of having created a big scene. Blowing up will only add to the problem. Send the student to the office and complete the Skyward Disciplinary Referral explaining the problem. Call the office to inform office staff that a student is on the way. Teachers can request a meeting with student and parent before the student is allowed back into the classroom.

Discipline Plan – School Wide

As a staff, we are now using Skyward to document classroom and office disciplinary referrals. The Skyward system will allow us to document all levels of interventions within the system. The following steps are guidelines for progressive discipline based on the severity of the incident.

Step 1: Verbal Warning/conference with student. **Classroom referral** in Skyward for record keeping.

Step 2: Discipline level will be based on the severity of the incident per student handbook. Possible verbal warning, classroom referral in Skyward and documented parent contact for low-level disruptions. Possible **Skyward Office Referral** for other, more serious, disciplinary issues.

Step 3: Students who are continuing with disruptive behavior in the classroom will be referred to the office using a **Skyward Disciplinary Referral**. Discipline will be based on severity of offense and history in Skyward. When possible restorative justice practices in disciplinary actions will be strongly considered.

Students are expected to be in the classes that they are assigned. If a student is truant and the teacher is aware that the student was present earlier and not attending their class, or the student skipped class after attendance, a Skyward Disciplinary Referral should immediately be completed by teacher.

Discipline Tips

1. **Know your students.** Try to find out as much as possible about them as soon as possible. Try to show genuine understanding of them as individuals striving toward maturity. Show concern about their problems.
2. As a teacher, learn not to take things personally when a teenager misbehaves. Instead concentrate on identifying the reason(s) behind the behavior.
3. Remember to individualize your communication with a misbehaving student. Avoid public discipline. This leads to a win/lose situation that is undesirable for positive student/teacher relationships.
4. Discipline needs to be fair. Consider how serious the offense is in relation to the specific standard.
5. Make sure the student understands you accept them but you cannot accept the behavior. Separate the person from the action.
6. Good discipline comes slowly. Patience is the key in working for good discipline. Remember to restate expectations.

DRESS CODE

Chewelah School District 36 policy #5347 states: "In dress, conduct, and interpersonal relationships, teachers and other staff members should recognize that students are continuously observing them. Their actions and demeanor will be reflected in the conduct of the students. It is of paramount importance that the members of the staff set good examples in conduct, manners, dress and grooming. Friday is recognized as casual or school spirit dress casual day when many staff wear school logo or district shirts. The building administrator may designate other days as casual days."

EMERGENCY DRILLS

Evacuation

(FIRE DRILLS – BOMB THREATS – AFTER EARTHQUAKE)

A continuous ringing of the fire bells denotes a fire drill or other evacuation drill. DIRECTIONS FOR LEAVING THE BUILDING ARE TO BE POSTED ABOVE THE DOOR IN YOUR ROOM. Teachers should be the last one out of the room. Make sure the windows and doors are closed and the lights are out. Leave the building in the proper procedure for the fire. **Students are to be kept 50 feet away from the building.** All occupants of the building are required to exit. Alarms off will signal when it is appropriate to reenter the building. Please take your attendance, grade books and emergency folder with you. Check for all students and notify status with a "Red" or "Green" sign.

Lock Down Drills

In case of an armed intruder, JJSHS will implement a lock down drill. Three (3) short blasts signal an **ALL QUIET**. This will be followed by instructions for the emergency. Staff and Students will be instructed on lockdown procedures. It is essential that procedures are followed to ensure the safety of everyone in the school.

EVALUATIONS

The format for teacher evaluations is as negotiated by the CEA and outlined in the agreement. Teachers should expect the principal or contributing evaluators to come into the classroom for purposes of monitoring instruction (observations). Please note the difference between an observation and evaluation. The evaluation is the final assessment of two or more observations. Observations are the periodic visits to observe teachers. Written reports will be completed on all formal observations and some informal observations. Grade and plan books should be available for evaluation at all times.

- The general philosophy is that there will be no surprises on a teacher's annual performance evaluation. As the evaluator identifies a concern, a collaborative effort toward improvement will be attempted.
- Each employee shall have the opportunity for a minimum of two confidential conferences during each school year. One of these should be at the beginning of the year with the purpose of goal setting for the year.

EXCUSING STUDENTS FROM CLASS

Students are not to be released from class for things that are unrelated to class instruction. Teachers need to remember they are legally liable for the student and must provide for proper supervision. **In no case will a teacher be allowed to excuse a student to leave the school grounds.** Violation of this may result in staff discipline. Arrangements of this nature must be made with the principal or vice-principal. Any student leaving the school grounds must checkout through the office. Please do not allow students to miss another teacher's class for any reason. Do not allow students to make "deals" so they can complete work for another class or teacher – use of shop, PE area and computer lab.

Teachers are not allowed to accept students as "drop-ins" in any class. The teacher should direct the student to the office or to their assigned class.

Teachers are to keep all students in the classroom during the first 10 minutes of class and the last 10 minutes of class.

FIELD TRIPS (Appendix A and Appendix B) (overnight)

Field trips and group appearances away from school have a place in the educational system and should be carefully planned in advance. Whenever possible, field trip requests should be given to the principal as far in advance as possible. As a general policy, groups will travel by bus. If your group is small, special arrangements must be made in advance to use the school car or van. We do not allow students representing the school to go to or from any event without supervision. Participating students should ride the bus both ways. Each bus is to have a faculty chaperone. The teacher in charge will make arrangements for the chaperones. See policy 2320 for more information.

Due to insurance restrictions faculty members will not transport students in their own vehicles unless they have permission from the principal. Group sponsors are to request bus transportation through a written request submitted to the Transportation Director. Requests must be made **at least 10 days in advance** or they may not be approved.

A list of students attending the field trip must be given to the school nurse and kitchen supervisor **at least 10 days in advance** so they can prepare for medications, care plans, and food allergies.

Permission slips must be signed by the parent and are to be filled out prior to leaving. Teachers should fill out information on these forms prior to distributing them to students. Permission forms and medical forms should be completed at the beginning of the year in band or other classes that travel a lot. A copy of the student's medical release form and permission slip will be with the faculty advisor on the field trip. Medical release forms and permission slips must be turned in to the office after the trip is completed – unless they are duplicates.

Performance of school groups for community affairs or to other schools is encouraged but must be cleared through the principal. Please do not tell your group they are going somewhere before you get approval from the principal. All students representing the school must present a neat, clean appearance and behave like ladies and gentlemen at all times. A field trip is an extension of the school day and, therefore, classroom conduct and school rules will be followed. The advisor in charge is responsible for explaining expectations. Required trips outside the school day must be part of classroom objectives given in writing to students at the start of the year.

Teachers need to pre-excuse students by list, in advance, so other teachers have notification. Students may be pulled from the list or required to do work before leaving.

FILM/VIDEO POLICY See *Appendix E*
Review Policy listed as Appendix E.

FLAG SALUTE

Pursuant to RCW 28A.230.140 United States flag – Procurement, display, exercises – National anthem: "The board of directors of every school district shall cause a United States flag being in good condition to be displayed during school hours upon or near every public school plant, excepting during inclement weather. They shall cause appropriate flag exercises to be held in each classroom at the beginning of the school day, and/or in every school at the opening of all school assemblies, at which exercises those pupils so desiring shall recited the salute to the flag..... Students not reciting the pledge shall maintain a respectful silence."

The RCW does not direct nor demand that students stand during the salute. Therefore, at JJSHS students are not to be directed to stand.

The flag salute will be given each day. We will start the school day with a flag salute. Our prime interest is to make the flag salute a meaningful activity that will develop a sense of patriotism and appreciation for our country in our students. Monitor that students are respectful to this activity. If the student chooses not to participate, they should be quiet and still during the flag salute.

GRADE AND PLAN BOOKS

Teachers are expected to use the Skyward for recording and tracking of student grading. Teachers are responsible for keeping the data current and up to date. Parent access is open and teachers should take no more than two weeks to score and post assignments. Hardcopies of the electronic data need to be printed and submitted to the office for archival records at semester and year-end. A teacher may also keep a manual grade book.

All teachers are responsible for organizing their work and keeping this record in their plan book in such a manner that a substitute teacher may carry on the education program by reading the plan book. Plan books are to be used and will be kept up to date. A lesson plan will be written for each class. The plan will include the learning objective,

method of instruction, pages included in the lesson (if applicable), assignments to be made and checks for student understanding and materials needed. Lesson plan and grade books should be placed on the teacher's desk where they may be examined when an administrator visits your classroom. Keeping a usable lesson plan and grade book will be considered one of the elements of satisfactory teaching performance. Teachers who are planning to be absent are asked to leave their lesson plan book, as well as the lessons for the purposed days of absence in their Subfolder in their mailbox, located in the staff room.

Grading Scale

93-100 A	87-89 B+	77-79 C+	67-69 D+
90-92 A-	83-86 B	73-76 C	60-66 D
	80-82 B-	70-72 C-	0-59 F

The following is from CSD Policy 3122P:

Each teacher will publish their grading scale with categories and percentages including their late work policy.

IDENTIFICATION

All district full-time, part-time, and substitute employees are required to wear district issued photo identification. Identification may be worn on a district provided lanyard around a person's neck or clipped to an individual's shirt or jacket so that is easily visible.

THE MCKINNEY VENTO ACT

Addresses the issue of homeless children and youth and defines them as those who lack a fixed, regular, and adequate nighttime residence. This includes children and youth living in:

- Emergency or transitional shelters
- Motels, hotels, trailer parks, or camping grounds
- Shared housing due to loss of housing or economic hardship (doubled-up)
- Hospitals secondary to abandonment or awaiting foster care placement
- Cars, parks, public spaces, abandoned buildings, substandard housing, or similar situations
- Public or private places not ordinarily used as sleeping accommodations for human beings

The intent of this act is to ensure that homeless children and youth have equal access to the same free and appropriate public education as housed children. Those who are in any of the above situations should contact the Chewelah School District at 685-6800.

POSITIVE PARENT CONTACTS

It is the goal of the district for each teacher to generate written positive parent contacts each week. JJSHS makes this part of our regular teacher and staff meetings. Check with the office for notecards.

PROGRESS REPORTS

It is important to keep open lines of communication with the parents regarding student progress. Progress Reports are completed at quarter, which equates to forty-five days into the term. Posting due dates will be the week before these dates. These reports help to determine athletic eligibility as well as academic progress to parents. The progress notices should indicate as much information as possible.

Teachers will submit data via Skyward. The counseling office will then print and mail the notices.

It is mandatory that teachers meet the time lines and due dates for progress notices. The counseling office staff will distribute reports to parents. The teacher will process any progress notices issued after these dates.

PURCHASES

All purchases are to follow the district policy or A.S.B. Policy. A request for a purchase can be obtained from the office. Requests should be submitted to the office. Requests must be approved by the principal for district orders or by the athletic director for ASB sports equipment. The white copy will be returned to the originator so they can place the order, while all other copies will be retained in the office.

(Please do not expect purchase orders to be issued the same day you submit a request.)

ASB follow procedures in orange "JSHS ASB Procedures & Information for Advisors & Coaches" booklet.

In light of our need for community support, and the communities need for business, please consider these guidelines when making all purchases:

1. Is the product available through a local vendor – either in stock or can it be ordered?
2. Is the price within 10% or less of the price from an out of area vendor?
3. Did you factor in additional and hidden costs such as travel, shipping, and shopping time?
4. What are the costs and hassles of returning extra or defective items?

When district orders are received, you will receive a copy of the packing list and you are to check off the items received. Sign, date, and return the packing list to the office immediately so a correction of merchandise received can be made. Any merchandise purchased without approval is the personal liability of the person who placed the order.

REPORT CARDS

Grades must be entered into the computer based grade program (Skyward) by the teacher. Grades should be complete and accurate for each grading period. Each student earns a half-credit each term for a full-time one-period course. Teachers, be sure each student is accounted for when processing grades. Ensure the accuracy of your grades.

REQUESTING USE OF PERSONAL DAY

Each CEA employee shall have at least 3 days of personal leave per year. No reason must be given to the employee's supervisor, however, at least one workday's

written notice in an e-mail must be given the employees supervisor prior to the effective day of the leave.

HARASSMENT PROCEDURES SEXUAL–Chewelah School District Policy #5013 (Appendix D)

The district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, and others involved in school district activities. Sexual harassment should be reported to the office immediately. The policy and procedures are posted in the school and are available in the office. (See attachment for policy.)

SUB FOLDER – List of Contents

The following is a list of contents required in each “sub folder”. Original forms are available in the office, examples of all forms are attached to this handbook. Please keep your sub folder **in your mailbox** in the staff room.

- Substitute Teacher’s Report to the Regular Teacher
- Detailed Lesson Plan or plans for the week (include timings of each activity for a substitute teacher).
- Location of Emergency information posted in your teaching area?
- Current Rosters for manual attendance, to be turned into attendance secretary each period
- Pictured Seating Chart – REQUIRED so sub can take attendance.
- Discipline Forms
- Special Instructions

SUPERVISION OF STUDENTS

The school has designated zones for strategic supervision. Please use a positive proactive approach in your supervision. Being visible outside your classroom during passing time is essential in helping with hall problems and is identified as a practice of effective teachers. When you see a student misbehaving, correct their behavior. Report serious infractions to the office. Teachers should avoid leaving students unattended during class and should know where their students are at all times.

TELEPHONE INFORMATION

Each classroom has a telephone with an identifying extension number. Each teacher has a voicemail box for their use. Staff members are responsible for managing the voicemail by recording the appropriate name announcement and greeting. Voicemail messages should be retrieved at the beginning of each day, during the teacher’s prep time, and prior to leaving for the day. Teachers are expected to respond to all messages within 24 hours.

Additional hints are:

- Change your voicemail greeting to let the caller know you are not in school.
- Leave pertinent assignment information in your greeting, for parent retrieval.

USE OF SCHOOL FACILITIES AND EQUIPMENT

- **CLASSROOMS:** Each teacher is responsible for the appearance of their room. Be sure the bulletin boards are attractive and up to date. Check your student desks and do not allow them to mark desktops, etc. Teachers should implement procedures so students assist in keeping the room neat and orderly. When you leave for the day, adjust the shades, have loose paper picked up, turn off the lights and lock your windows and door. **Food and beverages (except water bottles) are not allowed during class unless special occasions upon principal approval. P.E. / Weights teachers must keep the locker room locked during class and also locked after class.**
- **STAFF ROOM:** The staff room is to be used during preparation periods or lunch. This room is for your convenience. Please keep it clean by cleaning up after yourself. **Remember that this is not an area to be discussing confidential information about students and your dealings with them. Please remember to keep a professional demeanor in the staff room at all times. In addition, please be out of the staff room and in your teaching area by 8:00 a.m.**
- **LIBRARY:** If you have a large group to take to the library, make proper arrangements with the librarian in advance. If you need to use library books in your class, ask the librarian to reserve these books. Library passes should be sent with students showing why they are being sent to the library.
- **VISUAL AIDS:** The librarian is responsible for the care, use and scheduling of many visual aid materials. Films are not to be shown by students at noon or after school. In addition, films should not be loaned to outside groups for use away from school without approval by the principal.
- **SCHEDULING OF BUILDING:** It is the philosophy of this district to give first priority for facilities use to the activities that involve our students. However, the facilities need to be scheduled through the coordinator. The building secretary will schedule all building use, EXCEPT THE GYMNASIUM. The Athletic Director will schedule all gym use. A "Building Use Application" needs to be completed for all community use of the facilities.
- **CHECKOUT OF SCHOOL EQUIPMENT:** Per CSD Policy #2022, Staff members wishing to personally checkout school equipment must fill out and turn in the form to the JJSHS office. If a student wishes to checkout equipment, they must complete the form and it must be signed by a parent before equipment is release to the student. *See Appendix G.*

WORK DAY

The regular building hours for teachers shall be one-half hour before school starts and one-half hour after school ends including a 30-minute duty-free lunch period. Teachers shall spend time outside building hours for the following professional responsibilities:

- A. Preparing for instruction of classes
- B. Managing classroom inventory, record and storage of materials
- C. Consulting with students when necessary

- D. Consulting with parents when it is not possible for the parent to meet with the teacher during building hours
- E. Participating on curriculum development committees leading towards the improvement of the educational program
- F. Attending staff meetings including in-service training provided by the district in the area of teaching skills needing improvement



CESS STAFF HANDBOOK 2021-22

DRAFT Copy – Due to changing DOH & CDC expectations, more and/or updated information may be added to this handbook prior to giving out to staff

Gess Office Personnel

Julie Price, Principal
Brenda Gregerson, Secretary

DISTRICT PERSONNEL

District Office	685-6800
Superintendent	Jason Perrins
District Secretary	Katy Gaffney
Business Manager	Mara Schneider
Payroll Specialist	Reanna Durham
Maintenance & Repair	Jason Tapia
Transportation Supervisor	Wade Hanley

Board of Director Information

Board Meetings are held on the 3rd Wednesday of every month and are open to the public. Board members are elected to four year terms. Current Chewelah School District Board members are:

Board Documents The Annual Board Calendar contains a meeting schedule with the date, location, and major agenda items for each meeting in the current year. Minutes from prior meetings are also available. These documents are in Adobe Acrobat PDF format; click on the title to open or download the document.

Chewelah School District Policies and Procedures may be found on the CSD website/District/SchoolBoard/Board Policies

Board members

- Judy Bean Board Member - Position 1 jbean@chewelahk12.us
- Kyra Rolstad Board Member - Position 2 krolstad@chewelahk12.us
- Bryan Tidwell Board Member - Position 3 btidwell@chewelahk12.us
- Dan Krouse Board Member - At Large dkrouse@chewelahk12.us
- Theolene Bakken Board Member - At Large tbakken@chewelahk12.us

CHEWELAH SCHOOL DISTRICT

Parent-Student-Teacher Compact

The Gess Elementary School Mission: Together, the Gess Community fosters a joyful growth experience for all by modeling high expectations in a purposeful, secure environment.

Chewelah School District and Gess Elementary are committed to:

- Providing high quality curriculum and instruction in a supportive and effective learning environment;
- Ensuring regular two-way communication between family members and school staff, in a family's primary language, when possible;
- Offering Parent-Teacher Conferences at least annually
- Providing reasonable access to staff,
- Providing opportunities for parents to volunteer and participate in their child's class, and observe classroom activities (advance arrangement is appreciated);
- Focusing equally on providing developmental responsiveness and academic excellence for students, because each child is unique.

As a Gess Student, I will:

- *Always try to complete my assigned work and do my best in my behavior.*
- *Believe that I can and will learn.*
- *Work cooperatively with my classmates.*
- *Show respect for myself, my classmates, my teacher, my school, and other people.*
- *Obey school and classroom rules.*
- *Take pride in my school.*
- *Come to school regularly and on time with my homework and my supplies.*
- *Engage in school by participating in clubs or extracurricular activities, when possible.*

As my Child's Parent/Guardian I will:

- *Show respect and support for my child, the staff, and the school.*
- *See that my child attends school regularly and arrives on time.*
- *Establish a time for homework and review homework regularly.*
- *Encourage my child by giving attention, showing interest, and participating in his/her learning process.*
- *Talk and read with my child and let him/her read to me.*
- *Communicate regularly with my child's teacher.*
- *Attend Parent-Teacher conferences when possible.*
- *Support the school in developing positive behaviors.*
- *Volunteer time at my child's school or school activities.*
- *Be involved and support my child in events such as Parent-Family Engagement Nights and the Science Fair.*

As a Gess teacher, I will:

- *Believe that each student can learn.*
- *Provide instructional supports for individual learning needs.*
- *Provide an environment that is conducive to learning.*
- *Identify a student's strengths and build on his/her successes.*
- *Provide meaningful and appropriate homework activities.*
- *Enforce school and classroom rules and expectations fairly and consistently.*
- *Show respect for each child and his/her family.*
- *Seek ways to involve parents in the school program.*

Assemblies Everyone is expected to attend assemblies and help with seating and supervision unless prior arrangement is made. If a student can't behave in an assembly, send them to the office. Seating during assemblies will vary, typically the youngest students sit in front with an open aisle down the center of the gym. Keeping rows well-spaced will also help reduce talking and touching among students.

Attendance Keeping daily attendance, tardies, and knowing where students are during school hours is a required part of the job. Please have the morning attendance to the office before 9 A.M. If a student doesn't have a tardy slip from the office, have them go back and get one. Please keep tardy slips and enter tardy information on the report cards. Upon the 3rd tardy in a semester, please contact the parents. At #5, we will schedule a conference with teacher, principal, student and parent.

State law requires that we work ½ hour before students arrive and after they leave. If you need to arrive late or leave early, please let the principal and secretary know in case you receive a phone call or have a visitor.

Building Security The building will be unlocked at 7 A.M. and closed at 4:00 P.M. If you are in the building at other times, please lock the doors and make sure any windows you opened are closed when you leave. You are responsible for your school key, so please do not loan it out. Please do not leave valuables (candy, money, anything important to you) unattended.

A video security system has been installed in the building. This system records activity in each of the 4 hallways on video tape simultaneously, 24 hours a day. This will help us monitor and document questionable hallway activity.

Appropriate Instructional Materials If there are any questions concerning the appropriateness of curriculum materials, please review them with the principal. School district policy (2350) allows the use of materials consistent with a G rating in regard to content.

Buses Many students ride buses. Teachers of kindergarten, first grade, and new students need to escort them to the correct bus until these students know where to go. **It is critical that students are dismissed on time so they do not miss the bus.** Dismissal time is 2:45. If students are kept after school, their parents must be notified and arrangements made to get the student home. Students are not allowed to ride a different bus unless they have written permission from a parent or the school. Please have students get a bus pass from the office so that the student may hand it to the bus driver.

Child Abuse As employees of the school district, each of us are required by law to refer possible incidents of student neglect and/or physical and sexual abuse to the proper authorities. Legally, staff is required to make these referrals or cause them to be made. However, please make the principal aware of the situation. It may be difficult as a teacher to work with the

support you in this area. To reduce legal liability, you should not have students lift clothing or display body parts that may show evidence of abuse. Avoid asking leading questions.

Computers All activities on school computers, school internet lines, and school software are considered school property. They may be reviewed at any time and should never be considered private. Unethical, illegal, unprofessional, or commercial use of school technology may result in disciplinary action.

Curriculum Curriculum guides are reviewed and revised by both building and district committees.

Discipline Disciplining and supervising students can be a great teaching opportunity. It can also cause extreme grief and end our career if we don't do it right. As employees of the school district, we are required by law to supervise students during school hours and to exercise initiative when confronted with a situation that is potentially dangerous.

Each teacher is expected to develop classroom rules and to teach these rules to their students. General guidelines to follow include clearly stating acceptable and unacceptable behavior, informing students what happens if they do not follow these rules, and working closely with the parents of those children who are not behaving appropriately. Having rewards posted for good behavior is also worth the effort and allows the "behaving" students to be recognized for positive behavior.

The BI Room staff and I are always willing to assist you with students who are unsafe or disruptive. However, teachers are asked to contact parents before the problem becomes extreme or excessive. This establishes the teacher as the primary disciplinarian. If a student is involved in any serious misbehavior, the principal should be involved immediately.

A new discipline matrix will be coming soon

Evaluation All staff members will be formally observed and evaluated each year according to applicable association negotiated agreements.

Field Trips The value of educational field trips is well recognized and they should be encouraged within the limitations set forth:

- 1) Each trip should be carefully planned in advance and relate to current curriculum subjects. A written request to the principal is required which states how the trip will enhance student learning.
- 2) Students and parents should be informed about the field trip once it has been approved. Students are required to have written permission from their parent or guardian (see appendix).
- 3) Students are to be supervised at all times, so plan on taking an adequate number of chaperones. All chaperones must complete a Washington State Patrol background check each year. This typically takes at least 2 school days to complete. Chaperones may not bring other siblings.
- 4) If an emergency arises while on the trip, please inform the district as soon as possible.

Gum, Candy, Drinks These items have the potential to make a mess of our building, and are only allowed with the teacher's permission. Please do not allow candy, gum, or soda in the halls or on the playground. Water bottles are allowed in the classroom, but they may not have juice or other liquids that cause stains. Even water, if spilled and left unattended, will spot the carpet. If a spill occurs, please notify the custodian as soon as possible so that the liquid can be extracted. I would encourage you to keep water bottles near the sink since there is linoleum in this area.

HAZARDOUS MATERIALS The Material Safety Data manual is a white and yellow binder located in the office. It contains information on all hazardous materials on the Gess campus.

Health/Nurse Information

Accidents, Illness,

Students will get hurt, be sick, and have other serious and imaginary illnesses and injuries. Should you have such a patient, please send or escort the student to the office for treatment and complete an accident report form. Students should not be sent home unless parents or the legal guardian have been informed. For emergency assistance, Kassi Breiter, the school nurse, is usually in her office or available in the district. Please contact the office for assistance.

Guide for sending students to the School Nurse/ Main Office

Please send students to the School Nurse with a Nurse/ Office Pass (or handwritten note) that includes the following:

- Last name and first name
- Date/Time
- Teacher
- Brief description of reason for visit

The "10 Minute Rule"

Students with non-urgent symptoms should not see the School Nurse during the first 10 minutes after any passing time. The only exception is if the School Nurse specifically requests a student.

<u>Minor symptoms requiring NO Nurse Visit</u>	<u>Minor Illness</u> <u>Send to Health Room</u>	<u>Call Nurse to Student</u> <u>(via main office on 401 or 4015)</u>
Reports vague symptoms of illness	Asthma symptoms, breathing difficulties (Send with a buddy)	Fainting (lay on floor and elevate feet 10 inches if no head or neck injury suspected)
Abdominal discomfort (cramps, nausea, vague pain)	Prescribed medication needed; scheduled visit to the health room; or sent by staff for nurse to evaluate	Injuries that may be a sprain or fracture or involve the head/neck
Mild headache	Known health concern may be cause of symptoms (e.g. diabetic, migraines)	Seizures

Cold/flu symptoms and student requested to go home. (The School Nurse has no meds to give out unless written orders are on file and meds have been brought in by family)	Possible allergic reaction or exposure to allergen; insect bite, human bite, animal bite (send with buddy)	Emergency first aid needs OR if moving student may do more harm
	Emotional crisis, abuse, suicidal thoughts (adult escort)	
Minor cuts (if unable to bandage in class) (Ask whenever you need more band-aids for your classroom!)	Any serious illness, injury, or bleeding; Burns, Dirty wound Vomiting, Nose bleeds.	Breathing Emergencies/Chest pain
Skin problems	Injury to head, limbs or body sustained on campus (send with buddy)	Unconscious or altered level of consciousness
Old injuries To request ICE	Injury to eyes, ears, mouth, or any object wedged in a body part (send with buddy/ adult escort)	Uncontrolled Bleeding / Shock

* Please continue to encourage students with non-urgent concerns to see the School Nurse/ Main Office during breaks and/or lunch. Thanks! - Nurse Kassi

Harassment Harassment may be, among other things, intimidation, discrimination, sexual innuendoes, or ethnic humor. These are the most common in the workplace. If you believe you are being harassed in any way, please visit immediately with the principal. Please recall the yearly training at the first district meeting held at the high school. If you have questions or concerns, please see the principal.

Homework Homework refers to tasks that students are assigned to do on their own time, after school hours, and as an extension of classroom work. Types of homework include:

Practice: the most common and simple type of assignment that is given to help student master specific skills. Practice exercises should be limited to material previously presented in class.

Preview: prepares students to gain maximum benefit from subsequent lessons.

Extension: assignments are given to determine if the student can transfer a skill or concept to a new situation.

Creative: assignments require students to integrate many new skills and concepts in the process of producing a response. They usually take more time to complete, and include things like book reports, research, and art projects.

Research shows that quality homework can significantly improve students learning and help develop initiative, self-discipline, responsibility, and independence. It is also an excellent way for educators to involve parents in the school and its curriculum

Teachers are encouraged to give homework three nights out of five according to the following times:

Kindergarten 5-10 minutes

First Grade – 10-15 minutes

Second Grade – 15-20 minutes

Third Grade – 20-30 minutes

Fourth Grade – 30-40 minutes

Fifth & Sixth Grades – 40-50 minutes

Library Teachers may use the library from 8 A.M. until 3:30 P.M. Library is a preparation period for teachers after the librarian has taken responsibility for their students. At the conclusion of the library time, the classroom teacher will need to meet their class at the library and escort them back to the classroom.

Lounge and Workroom. The staff lounge is available for all school employees including substitutes. However, Gess, junior and high school students, as well as children of volunteers are not to be in the lounge. This area is intended as a place for adults to relax and not be responsible for students and children. Students and volunteer's children are welcome in the workroom; however, please ensure that young children are supervised. Please do your part to keep these areas organized.

Lunchroom Procedures

Due to DOH & CDC requirements this section is being revised.

Notes Home Most notes home will be sent on Friday. Exceptions may occur, however they should help both students and parents get used to looking for notes on this day. Teachers are encouraged to have the office or a colleague proof notes for spelling and grammar errors before they are sent home.

PTSA Gess Elementary is currently helping the PTSA to reorganize and reactivate. More information will be forthcoming. Staff are invited to attend meetings and join the organization.

Outside Duty All staff members will have the opportunity to observe students in a fresh-air setting during assigned duties. Every effort will be made to keep duty to a minimum, and still provide adequate supervision for students. It is critical that staff members are at their assigned duty area at their scheduled time and are actively supervising.

Principal When I am in the building the secretary will generally know where I am. If I am out of the district and an emergency occurs, contact the office. The superintendent or another district administrator should be contacted if the situation warrants.

Programs Dramatic learning activities are an excellent means of developing student academic and social skills. Teachers are encouraged to use this method of instruction. Please avoid dram

Practice times will need to be scheduled with the PE teacher and the principal if the gym is going to be used.

Purchasing Budget allocations to classrooms may be accessed using a district purchase order or, if you are buying from a vendor that will not accept a purchase order, you may purchase the item and submit a receipt for reimbursement. To purchase at Safeway, you must check out a charge card from the Gess Office. Amounts charged will be deducted from your budget allocation. In order to meet accounting and auditing requirements, please follow these procedures:

1) Receipts for charges or reimbursement must be itemized. That is, they must have the date, vendor's name, a list of items purchased, and a per item cost. Handwritten or non-itemized receipts are not accepted.

2) Teachers going over their budgeted amount are responsible for those amounts and will not be reimbursed.

3) Receipts must be turned in within 1 month of the purchase for reimbursement.

4) A requisition form for PO's is available at the Gess office. The staff member is responsible to complete the form to include the vendor, date, who requested the order, quantity item description, unit price, and total price information. The requisition form must then be given to the principal to be signed and coded BEFORE any items are purchased.

5) Once items have been received the contents must be checked against the packing slip and any discrepancies noted. The packing slip should then be returned to the Gess office.

6) Classroom budgets are available until May 1, after that the amount not used will be returned to the general budget.

Recesses Yellow flags will be put up to indicate an inside recess. These days can be difficult and everyone needs to work together to make them as painless as possible. All available instructional assistants are to help supervise students so that teachers get a chance to have a break. Once teachers are back in their rooms, other staff members may take their break or eat lunch. Please do not allow students to play in the halls during inside days.

We will use green flags to designate that we will be playing in the parking area. Please do not park in the lot on these days.

Report Cards Gess Report Cards will be sent home at the end of each quarter on the Wednesday following the early release day for teacher grading. Conferences will be held for all students in the fall, and for selected students in the spring.

Safety Drills Gess will have both scheduled and unscheduled drills throughout the year. Please post an Emergency Information envelope near your door that includes a current list of your students and their phone numbers. In an emergency that requires us to leave the building please take this packet with you. Following are some of the scenarios you need to be aware of:

1) **Directed Response** – specific instructions will be given by the office using the intercom.

children should you need to clear your room. This might be necessary in the case of an angry parent or out-of-control student. If another teacher's students come to your classroom, please notify the office immediately so that we can provide assistance.

3) Working Lockdown - Secure the Room – used to isolate students and staff inside the school from potential dangers outside the school.

- Proceed to door, sweep hallway for students and secure door/pull shades.
- Lori P, Brian H, and Diane C will check that outside door is locked. Janitor will do a final sweep of outside doors.
- Staff will email special URL: Gess911@chewelahk12.us
 - Initial information - Green/Red (refers to students- green all students in room, red student missing) - i.e. Room # Green & list adults in room or Room # red, list missing students as well as adults in room
 - Additional information will be relayed through email to/from staff
- Continue with normal activity inside the classroom until notified, please stay off the classroom phone
- Please remain calm, cool, and collected as you inform students of the situation (this will come from email)
- Protocol will be adjusted due to level of perceived threat
- Wait for official information or notification of ALL CLEAR

4) Lockdown - The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in the rooms away from immediate danger.

- Proceed to door, sweep hallway for students and secure door/pull shades, turn off lights
- Lori P, Brian H, and Diane C will check that outside door is locked. Janitor will do a final sweep of outside doors.
- Move students out of sight -- away from doors & windows, instruct students to sit/lie down on the floor, be very still & quiet
- Staff will email special URL: Gess911@chewelahk12.us
 - Initial information - Green/Red (refers to students- green all students in room, red student missing) - i.e. Room # Green & list adults in room or Room # red, list missing students as well as adults in room
 - Additional information will be relayed through email to/from staff
- Do not let anyone leave the room, please stay off classroom phone
- Please remain calm, cool, and collected as you inform students of the situation (this will come from email)
- No one should confront a trespasser during an emergency
- Protocol will be adjusted due to level of threat
- Wait for official information or notification of ALL CLEAR

5) Direct Evacuation – Please take your emergency folder with students names and phone numbers if we evacuate the building for any reason. Occasionally, a door or area of the building may be blocked. You will be directed to take an alternate route if this should occur. You will be given instructions concerning the release of students. Rumor control will be a high concern, so please refrain from discussing any incident.

cover, and hold. They should be instructed to get under a desk or sturdy table, and away from windows, bookcases, file cabinets, or other objects that could fall. If they can't get under cover, instruct them to protect their head with their arms. Face away from windows. If a child is in a wheelchair, have them stay in it and move the chair to cover and lock the wheels.

7) Fire drill Gess will need to evacuate students in a quick, quiet, and orderly manner. Instruct your students not to yell or talk while exiting the classroom or building. They will need to be able to hear instructions. Never allow students to precede you outside. The students should line up and follow the teacher. This allows the teacher to make critical decision concerning the route taken. If time permits, close all windows and doors as you exit. The lights may be left on. Generally, we will not take time to get coats, packs or other clothing. However, the student may have keys that they will need, so be flexible. Evacuate using the nearest exit unless it is blocked. Once outside, escort your students well away from the building. If you are working with another teacher's students, please escort them outside and then to their respective teachers. Teachers should do a student count as soon as possible to ensure everyone is out of the building. Inform the office or other emergency personnel of any missing students. Remain outside until instructed to re-enter the building or go to another building.

School Equipment and Facilities Equipment purchased by the district should remain at the school and not be taken off the premises without the approval of the principal. School facilities are available to staff members and the community according to current district policy. Please note that after hour use of Gess for classroom activities requires pre-approval and the staff member to be present.

Room Conditions – It is each teacher's responsibility to maintain their classroom in a clean and orderly condition. Please DO NOT place tape on the carpet. It is very difficult to remove the adhesive. Students should be taught to pick papers up off the floor, put up their chairs at the end of the day, and assist the teacher in keeping the room neat.

Property Damage – If school property is damaged, either accidentally or maliciously, every effort should be made to determine the person responsible and to bring that person to the attention of the principal.

Decorations and Publicity Material – No public posters are to be displayed on school property without permission of the principal or designee.

Special Services Gess offers a comprehensive program for meeting special needs. Physical and occupational therapy, speech and hearing, Title I, LAP, resource room, and summer school are currently available

Student Records Gess complies with the 1974 Family Educational Rights and Privacy Act. This act states that parents and eligible students have the right to: "inspect and review their student's education records; request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Family Education Rights and Privacy Act and regulations authorize disclosure without consent; file with the U.S. Department of Education a complaint concerning alleged failures by the school district to comply with the

implementation of the Family Education Rights and Privacy Act of 1974 at the Administration Office."

The following student information may be released by the district unless restricted in writing by the parent: name, address, telephone number, date and place of birth, participation in activities date of attendance, the most recent school attended by the student, and photographs or similar information.

Staff Meetings It is the responsibility of all staff members to attend staff meetings unless prior arrangements have been made with the principal. General staff meetings will be held as needed on the second and fourth Wednesdays of each month at 2:55 PM. Other meetings will be called as necessary. Staff members who wish to suggest items for the agenda are asked to discuss them with the principal or submit them in writing before the meeting.

Substitutes Please use the AESOP system to schedule your substitute. Brenda and I will check the system each morning. If you are unable to schedule a substitute on your own please contact Brenda. Have lesson plans and materials available in the classroom for the substitute. When you return from an absence, you need to sign paperwork at the office.

Telephone Use Students are not allowed to use the phone except in an emergency or with the permission of their teacher. Since each classroom now has a phone, we would prefer that students not use the phone in the office.

Staff members will be given a long distance code for telephone use.

Volunteers Volunteers are always welcome at Gess. Chewelah School District policy requires that volunteers who work without the direct supervision of a school employee must undergo a Washington State Criminal check every year. This requires the individual to go through a background check with the Washington State Patrol. You may get these forms from the office.

Volunteers will need to be in compliance with DOH and CDC guidelines.

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The School District board of directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

Interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between staff and students in and outside of the educational setting, and consistency with the educational mission of the schools.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be sensitive to the appearance of their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor if they are unsure or suspect whether conduct is inappropriate or constitutes a violation of this policy.

The School District board of directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from using technology for online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.

The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

100	Crimes against children
105.470	Crimes against children - Mandatory termination of certificated employees - Appeal - Recovery of salary or compensation by district.
105.475	Termination of certificated employee based on guilty plea or conviction of certain felonies - Notice to superintendent of public instruction - Record of notices.
110.090	Revocation or suspension of certificate or permit to teach - Criminal basis - Complaints - Investigator - Process.
110.095	Violation or noncompliance - Investigatory powers of superintendent of public instruction - Requirements for investigation of alleged sexual misconduct towards a child - Court orders - Contempt - Written findings required.
110.100	Revocation of authority to teach - Hearings.
17	Professional Certification - Acts of Unprofessional Conduct
18	Sexual Misconduct, Verbal and Physical Abuse - Mandatory Disclosure - Prohibited Agreements

NONDISCRIMINATION FOR SCHOOL PUBLICATIONS AND PUBLIC ANNOUNCEMENTS

Chewelah School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, marital status, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated

Chewelah School District offers classes in many career and technical education program areas under its open admissions policy. For more information about course offerings, contact the admissions office at (509) 685-6800, extension 2011. Lack of English language proficiency will not be a barrier to enrollment and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the district's non-discrimination policies:

Section 504 Coordinator
Person

WA 99109
509, Ext. 2003
chewelahk12.us

Section 504/ADA Coordinator

Sarah Gregory
PO Box 47
Chewelah, WA 99109
509-685-6800, Ext. 4002
sgregory

Section 504/ADA Coordinator
Person

WA 99109
509, Ext. 2002
chewelahk12.us

Chewelah School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, activities, and extracurricular activities. For information regarding translation services or transitional bilingual education programs, contact Richard Linehan.

<p>Pool</p> <p>Teacher supervision begins at 8 am Student will walk clockwise from the building to classroom backpacks will be hung in designated location Students will gel in</p>	<p>Recess</p> <ul style="list-style-type: none"> Scheduled 15 minutes Walking clockwise- social distanced Teacher take class outside Para will meet class Teacher (specialist) will pick them up from outside Classes will release as we have in the past so that students will enter building in social distancing manner 	<p>Student Lunch Time</p> <ul style="list-style-type: none"> Information coming 	<p>Cleaning Desk - Students</p> <p>Teacher - Fill bucket with warm water to start the day and a squirt of soap</p> <ul style="list-style-type: none"> Using soapy water, student cleans desk
<p>Handwashing</p> <p>Student socially distanced Student takes a pump of soap rubs soap into hands, goes to end of the line to wait, social distanced Washes hands off at sink</p>		<p>Bathroom</p> <ul style="list-style-type: none"> Student signs out, using own pencil, puts pencil back on their desk Takes sticky note to the bathroom Only 3 allowed in bathroom at a time, sticky note is put on the sign as going in If 3 notes on sign, wait socially distanced outside When leaving bathroom, take sticky note off sign <p>Throw note away in classroom</p>	<p>New Students</p> <ul style="list-style-type: none"> Registration is accepted into the office Student assigned to teacher Appointment scheduled for teacher to meet with student and family for onboarding, typically 3 pm the day following registration <p>Office will advise teacher of new student and scheduled appointment</p>

Chewelah School District

2021-2022 School Calendar

August 2021

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 2022

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2022

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School Closed

Early Release Day



Parent Teacher Conferences

Monday - 1 hour late start



End of Term



First and Last Day of School

8/24 and 8/25	Staff Professional Development
8/25/2021	Open House
8/31	First Day of School for students
9/6	Labor Day - no school
11/5	Early Release - Teacher grading
11/9, 11/10, 11/12	Early Release - Parent Teacher Conferences

1/17	MLK - no school
1/28	Early Release - Teacher grading
2/18, 2/21	Presidents' Day - no school
3/11	Snow Makeup day
4/1	Early Release - Teacher grading
4/4-4/8	Spring Break - no school

1/17	MLK - no school
1/28	Early Release - Teacher grading
2/18, 2/21	Presidents' Day - no school
3/11	Snow Makeup day
4/1	Early Release - Teacher grading
4/4-4/8	Spring Break - no school