



## **Custer Elementary School - Building Lifelong Learners**

Kellie Larrabee, Principal

Mary Bannerman, Administrative Assistant

September 2009

Dear Custer Families,

Welcome back to all Custer Elementary students and their families! If you are new to Custer, you have chosen to live in a wonderful community that provides strong support for its schools.

Research has shown that children benefit most from their educational programs when their families are actively involved in their schooling. Children feel a sense of pride when their families support their school activities. We love your ideas, insights, and inspiration as you join with us in working with your children...our students. We encourage you to be actively involved with our P.T.O. by attending monthly evening meetings. We also hope you will help with P.T.O. special activities and events throughout the year. You are always welcome at Custer during the school day and we hope you will find ways to help in the classrooms, office, library, and other places. Between the activities of the P.T.O. and classrooms, there is an array of opportunities for involvement in our school. We recognize that not all families have the same amount of time to give, and that people have different interests, skills and talents. We have such a wide variety of options, that there is something that fits almost every family's situation. Your child's teacher and the P.T.O. officers will soon acquaint you with ways that you can help or participate. We look forward to your partnership!

We encourage you and your child to familiarize yourselves with the contents of this Family Handbook. It contains information regarding school procedures, practices, guidelines, and behavior expectations that are a part of our daily school life here at Custer Elementary. If you have questions or concerns about anything in the handbook, please feel free to call or come in to discuss them with us.

We are anticipating a truly magnificent new school year at Custer Elementary School and are happy that you and your child (ren) will be a part of it!

Sincerely,

Kellie Larrabee  
Principal

**PTO MEETINGS**  
**CUSTER LIBRARY AT 7:00 PM**

September 8, October 6, November 3, December 1, January 5, February 2, March 2, April 13,  
May 4 and June 1

**HELLO CUSTER PARENTS, STUDENTS AND STAFF!**

The Custer PTO would like to take this opportunity to welcome you all back to school and invite everyone to participate and have fun with our PTO. We have a lot planned this year with the emphasis on family fun, education and community involvement.

By definition, the PTO consists of all students at Custer, their families, and all of the staff. The PTO is here to support and enhance the educational experiences with funds and volunteers.

The PTO is a place for not only students and staff, but for the whole family to interact and be informed as to available enrichment classes, activities, and programs.

These are tender years for our elementary children and we try to enhance them every way we can. We would appreciate your attendance at our monthly meetings to help them flourish. The PTO meets every 1st Tuesday in the Custer library. Childcare is provided and will include movies and snacks. The meetings are from 7:00-8:00 PM. We look forward to seeing you at our meetings.

**2009-2010 PTO Officers**

President: Janel Black  
Vice President: Carmen Weir and Theresa Greenwood  
Secretary: Teresa Finn  
Co-Treasurers: Mary Ebe  
Enrichment: Laura Kudsk

**CUSTER ELEMENTARY SCHOOL AND THE FERNDAL SCHOOL DISTRICT WORKING TOGETHER FOR STUDENTS**

Custer Elementary School is a part of the larger Ferndale School District. We are provided invaluable support and leadership for the students' educational programs from a variety of district staff and programs. Our district belief is that students come first. Working together, Custer and our district work to:

- ◆ achieve success in the basics—a key for the future;
- ◆ insure safe and orderly schools; and
- ◆ teach and value hard work and effort.

## **FERNDALE SCHOOL DISTRICT MISSION STATEMENT**

Ferndale School District, in partnership with families and the larger community, will educate each student to develop the knowledge, skills and character necessary to lead a self-reliant, socially responsible life.

### **OUR CORE BELIEFS**

- All students can learn.
- Instruction and curriculum will be consistent with the Washington Essential Learning requirements.
- Clearly communicated high expectations are essential for students to learn.
- Our methods of instruction will strive to recognize and respond to individual styles.
- Both children and adults need an environment that is safe, physically and emotionally, to be able to learn and work.
- We provide an environment for all staff that encourages growth and professional responsibility.
- Education is also about knowing truth, beauty, and goodness.
- The values that we live and teach include caring for others, honesty, fairness, responsibility, value of work and respect for self and others.
- We value our diverse community as we work toward common goals.

## **CUSTER ELEMENTARY: Building Life-long Learners**

### **OUR VISION**

Custer Elementary, in partnership with families and the larger community, will educate each student to develop the knowledge, skills, and character necessary to become a self-reliant, socially responsible, life-long learner.

### **SHARED COMMITMENTS OF THE CUSTER STAFF:**

- ★ We will model and encourage the self-discipline, self-motivation and commitment to high quality work that we hope to develop in our students.
- ★ We will provide students with the opportunity to step beyond their comfort zones by creating a challenging and accepting environment.
- ★ We will involve parents and the community in the learning process by creating shared expectations and learning experiences.

- ★ We will work collaboratively in developing instructional strategies, designing methods of assessment and advancing the vision of the school.
- ★ We will create an orderly atmosphere conducive to learning, treating all members of the school community with dignity and respect.
- ★ We will share the responsibility for all Custer students as we support and encourage our colleagues.
- ★ We will provide a school environment safe from physical and emotional harm by modeling, teaching, and recognizing responsible, kind and safe behaviors.
- ★ We will identify and respond to all unkind and harmful behaviors.
- ★ We will teach students the appropriate problem solving skills to keep themselves physically and emotionally safe.

## CUSTER ELEMENTARY SCHOOL STAFF

<b>Principal</b>	Ms. Kellie Larrabee	383-9500
<b>Administrative Assistant</b>	Ms. Mary Bannerman	383-9504
<b>Administrative Assistant II</b>	Ms. Jessica Smith	383-9501
<b>Kindergarten</b>	Ms. Claire Williams	383-9516
<b>First Grade</b>	Ms. Stephanie Welch	383-9517
<b>First Grade</b>	Ms. Lynn Kelling	383-9515
<b>Second Grade</b>	Ms. Megan Mitchell	383-9514
<b>Second/Third Grade</b>	Ms. Janet Stephan	383-9513
<b>Third Grade</b>	Mr. Scott Morrow	383-9527
<b>Third Grade</b>	Ms. Brooke Sherry	383-9522
<b>Fourth</b>	Ms. Brandi Caffrey	383-9518
<b>Fourth</b>	Mr. Ryan Mitchell	383-9519
<b>Fifth/Sixth Grade</b>	Mr. Bill Tipton	383-9536
<b>Fifth Grade</b>	Ms. Diane Dodd	383-9520
<b>Fifth Grade</b>	Ms. Karen Pankratz	383-9521
<b>Sixth Grade</b>	Ms. Karen Finkbonner	383-9537
<b>Sixth Grade</b>	Mr. Eric Adams	383-9538
<b>Librarian</b>	Ms. Sue McCaslin	383-9523
<b>Counselor</b>	Mr. Dave Berger	383-9528
<b>Reading</b>	Ms. Marcie Loudon	383-9531
<b>Reading</b>	<b>Ms. Kerri Mensing</b>	383-9512
<b>Reading</b>	Ms. Kersten Fairbairn	383-9531
<b>Special Education</b>	Ms. Linda Petrasek	383-9509
<b>Psych</b>	<b>Ms. Mychel Hunt</b>	<b>383-9528</b>
<b>PE</b>	Ms. Heather Longwell	383-9526
<b>Speech</b>	Ms. Joanne Boyd	383-9535
<b>Music</b>		383-9511
<b>6<sup>th</sup> Grade Strings</b>	<b>Ms. Kristina Snyder</b>	383-9312
<b>6<sup>th</sup> Grade Band</b>	Mr. Steve Menefee	383-9311
<b>Nurse</b>	Ms. Angie Jeffrey	383-9530
<b>Instructional Assistants/Aides</b>		
Ms. Liz Brown	Ms. Cara Stuit	
Ms. Diane Franz	Ms. Connie Moreau	Ms. Brenda Sims
Ms. Saundra Holt	Ms. Sally Petree	Ms. Leslie Ward
<b>Custodians</b>	Mr. Brian DeVries	383-9525
	Mr. Don Roosma	
<b>Food Service</b>	Ms. Vicki Lee	383-9532
	Ms. Galina Shevchenko	

## CUSTER ELEMENTARY SCHOOL DAILY SCHEDULE

<b>8:00</b>	<b>Main Office Opens</b>
<b>9:10</b>	<b>Students eating breakfast may enter</b>
<b>9:15</b>	<b>First Bell Rings (Students enter building)</b>
<b>9:20</b>	<b>Second Bells Rings (5 min. warning bell)</b>
<b>9:25</b>	<b>School begins (Students tardy if not in classroom)</b>
<b>12:00-12:40</b>	<b>Primary Lunch</b>
<b>12:30-1:10</b>	<b>Intermediate Lunch</b>
<b>2:00-2:15</b>	<b>Intermediate Afternoon Recess</b>
<b>2:15-2:30</b>	<b>Primary Afternoon Recess</b>
<b>3:30</b>	<b>Dismissal Bell</b>

### ATTENDANCE

Regular attendance is required. **Please call the school office to report your child's absence.**

Washington state law, (E2SSB 54339 Runaway/Truancy Bill, popularly known as the "Becca Bill"), changes the way that all Washington schools must deal with unexcused absences. After one (1) unexcused absence, the school will contact parents. After two (2) unexcused absences, a parent/guardian conference will be set up to find ways to reduce absences. After five (5) unexcused absences in a month or ten (10) unexcused absences during the school year, the school is mandated to file a petition for legal action with the Juvenile Court. It is not the school's desire to go through any of these activities with families. We do, however, believe that children need to be in school every day except for legitimate excuses (illness, death in the family, a pre-arranged absence, important school activities, or unanticipated emergencies). Students who miss school for reasons other than illness, death in family or emergencies will result in an unexcused absence. For example, soccer camp, piano or riding lessons would not be an excused absence.

## A MESSAGE FROM OUR SCHOOL NURSE

A reminder from your School Nurse of what to look for when your child is not feeling well:

- ★ **Fever** – No child with a fever should be sent to school. (If no thermometer is available feel the child’s forehead with the back of your hand. If it is hot keep the child home.) A child should be free of fever for 24 hours before coming back to school.
- ★ **Cold** – A child with a “heavy” cold and a deep or hacking cough belongs at home in bed even without a fever. A greenish discharge from the nose is a sign of a bacterial infection. Please have your doctor check this. If your child has a sore throat, with fever and/or white spots on the back of the throat—call your doctor.
- ★ **Rash** – Do not send a child with a rash to school until your doctor has said that it is safe to do so.
- ★ **Diarrhea** – A child with diarrhea should be kept home. It may be a symptom of an infection.
- ★ **Headaches** – A child, who has a headache, stiff neck and chills along with a high fever should be seen by a doctor.
- ★ **Vomiting** – A child who has vomited in the afternoon or evening should remain at home the following day especially if they have not been able to eat or drink more than clear liquids.

**Good, frequent hand washing can eliminate the spread of these symptoms.** Please remember that a sick child is not only unhappy at school, but exposes other children to infection as well. Help us all stay healthy! Thank you.

## MEDICATIONS AT SCHOOL

Please observe the following guidelines for students requiring medication while at school:

- 1) Have the prescribing doctor fill out the Ferndale School District medication form (available at any school office)
- 2) Bring the medication to school in the original container.
- 3) Container label must have the student’s name, the dosage amount, how often the dosage should be given, the name of the drug and the name of the doctor.

Law prohibits school staff from dispensing *any* medications unless all of the requirements listed above are met.

## ILLNESS AT SCHOOL

If a child becomes ill at school, the office will notify you to arrange for your child to go home. We need an emergency contact for all students in the event that no one is at your home during the day. As a general rule, children who have a fever, or have thrown up in the morning before school, should not be sent to school that day. A child with an illness or condition that is contagious should not be sent to school.

## **RIDING THE BUS**

Most Custer students ride the school bus to and from school. We want the ride to be safe and pleasant for them.

Bus Drivers and teachers review the bus rules with children. It is important that parents follow this up by also reviewing them at home. Bus rules are sent home with all children at the beginning of every year. If there are behavioral problems on the bus, the drivers will first give the child or children a verbal reminder, then a verbal warning about the rule. If the problem persists, the driver will issue a written warning and finally a written conduct report indicating a suspension from the bus for a specified number of days. The principal becomes involved in the disciplinary process after a written warning is given.

Food and drink, glass items, pets, and band instruments larger than lap size are not allowed on school buses for safety reasons.

Safety at the bus stops is also an important concern. Children must not engage in pushing, shoving or other kinds of physical contact. They must take extreme care when crossing streets and roads.

## **RIDING A DIFFERENT BUS**

If you want your child to ride a different bus on special occasions, it can be arranged. We will need a note requesting this, dated and signed by you for *each* day the bus will be changed. **The note should contain first and last name of the child or adult's home to which your child will be going and their address and the bus number.** The student needs to bring the note to their teacher who will then send it up to the office. A pass will be handed out before the end of the day. Please call before 3:00 if you have last minute changes. We can not guarantee that your child will receive his/her message if received after 3:00. A flurry of last minute calls for bus pass requests at the end of the school day causes confusion and diverts attention of staff from important day-end routines.

## **BUS SCHEDULES/SEVERE WEATHER**

### **Operation of buses during severe weather or power failure conditions:**

Parents should listen to the following local radio stations on snowy, icy, other severe weather or power failure days to determine if school buses will operate on a regular or delayed schedule. The school district will inform these stations by 6:15 a.m. of any delay in bus schedules, cancellations of transportation for the day, or cancellation of school. You may also call 383-9888 for school closures.

Radio stations carrying emergency information are: KGMI, KPUG, KBFW, DARI, AND KLYN.

### **Operation of buses during a thaw and county-imposed road restrictions:**

Buses will run only on all-weather roads during a thaw following a long and/or severe freeze. The school district will be notified by the county commissioners, usually a day in advance, so notices can be sent home with students.

Parents are expected to get their student(s) to all-weather roads and home again in the afternoon from the all-weather road drop-off points.

## **PICKING UP YOUR CHILD**

When picking up your child during the school day, before the regular school day ends, please come to the office and sign him/her out. We will call your child to the office to meet you. Please make every effort to arrange appointments outside of school hours.

**For school safety reasons, we ask that any person picking up a child at school, first check in at the office.**

When picking up your child after school, please arrange to meet at the flagpole. For safety sake, we ask that children not cross the street or the parking lot to a waiting parent and vehicle until the buses have departed.

## **GETTING MESSAGES TO STUDENTS**

We are happy to assist in any family emergency situation. However, we do ask that parents make every reasonable effort to avoid calling the school to leave messages for children. Delivering a message to the classroom is an interruption that disrupts the learning environment. Last minute messages at the end of the school day place undue stress on secretarial staff, diverting attention from necessary school routines. Unless an emergency, messages received are delivered to students at the end of the school day.

## **STUDENT PHONE USE**

Phones are available in all classrooms and in the office. Students may, with prior permission, use the phone for situations that are deemed to be emergencies. School staff reserves the right to determine whether or not the situation is an emergency.

## **IF YOU MOVE or CHANGE PHONE NUMBERS....**

**For safety and emergency situations, remember to let us know immediately if your phone number, address, or emergency information changes.** You may send a note with the new information or call us at 383-9500.

## **VISITORS TO SCHOOL**

Parents are always welcome to visit or volunteer at Custer. We make two requests prior to your classroom visit: 1) Please contact the teacher before you come and 2) When you arrive at school, please stop by the office to pick up a Visitor or Volunteer pass.

**STUDENT VISITORS** are discouraged at Custer Elementary. We have found these visits often prove disruptive to the classroom environment because the visiting student has not been involved in the ongoing work of the classroom and therefore has no class work to do. Thank you for your understanding.

## **ABUSING OR INSULTING TEACHERS/STAFF**

According to RCW 28A.635.010, any person who shall insult or abuse a teacher/staff anywhere on the school premises while such teacher is carrying out his or her official duties shall be guilty of a misdemeanor.

## **LOST AND FOUND**

Please *clearly label* any clothing, lunch containers, or other items your child wears or brings to school. Custer's Lost and Found box is located in the hall outside the main office. Unlabeled, found items will be placed in this box. The box is emptied during winter and spring vacations and unclaimed items are donated to charity. The school cannot accept responsibility for lost or stolen property.

## **TOYS/MONEY FROM HOME**

Students are not to bring cell phones, radios, tape players, electronic games, toys, etc., from home. Toys, money and electronic items are easily lost, broken, stolen or used inappropriately during instructional times. The school cannot accept responsibility for lost or stolen property. These items will be confiscated by a staff member and left in the office.

- 1) **First Time:** Student may pick up item after school.
- 2) **Second Time:** A parent must pick up item in the office.
- 3) **Third Time:** Item confiscated until the end of school year.

Money for breakfast, lunches, milk, or book orders should be sent in a sealed envelope. Students should not bring other money to school.

## **ANIMALS ON CAMPUS**

No animals are allowed on campus per Board Policy #9322. Policy reads as follows:

Unless specific permission is given by the principal of the school building, animals are not permitted either in the school buildings or on the school grounds.

If an unauthorized animal is on the school premises the principal shall endeavor to locate the owner and request that the animal be removed. If the owner cannot be located or the owner refuses to cooperate, the principal is authorized to secure assistance from other public authorities to have the animal removed.

All costs of animal removal and all damages caused by animals on the grounds shall be paid by the owner.

## **BICYCLES**

Please review the following with your student on bicycle riding rules:

- ◆ Safety helmets are required equipment for students riding bicycles to school
- ◆ Bicycles are to be walked on the sidewalks
- ◆ Students must fill out a bicycle safety form signed by their parents before they can ride to school
- ◆ Students park their bicycles in the bike rack immediately upon arriving at school. They may not ride on school grounds during the regular school day – 8:30 a.m. to 4 p.m.
  
- ◆ For protection of property, bicycles should have chains or locks and be locked during school hours.
- ◆ Bicycle riders are to wait until the buses have left the campus before leaving the campus.

Students in violation of bicycle guidelines will lose the privilege of riding a bicycle to school.

## **INVITATIONS AND GIFTS**

In the interest of sensitivity to the feelings and needs of all children, we ask parents not to send invitations or gifts to school for parties or activities to which all students in a class are not invited.

## **LUNCH AND MILK TICKETS**

Please make every effort to buy multiple lunch and/or milk tickets. We strongly encourage you to buy the 20-day tickets. This will save us much clerical time and it will allow your child to be in the classroom instead of the lunch ticket line. We are also asking that students bring their money in an envelope. On the envelope include the teacher's name, the amount of money, what the money is for, and your child's name. **Remind your students that they are not allowed to share or exchange lunch tickets with other students.**

<b>Breakfast</b>	Full Price	\$ 1.10	Reduced Price	Free	<b>Milk</b>	1 day	\$ 0.50
<b>Lunch</b>	Full Price	2.50	Reduced Price	.40		5 days	2.50
	5 days	12.50				10 days	5.00
	10 days	25.00				20 days	10.00
	20 days	50.00					

## **SCHOOL SUPPLIES**

The school supplies all textbooks and workbooks.

At times you will be asked to send items that are used for student special projects.

Different grade levels have different needs. Grade level supply lists are available in the office.

Custer P.T.O. parents operate a student store at the school that sells all items listed on grade level supply lists at competitive prices. Please consult newsletters or call the office for student store dates and hours during the school year.

## **REPORT CARDS AND CONFERENCING WITH TEACHERS**

Report cards are sent home three times a year, in mid-November, late March and at the end of the year.

We have two opportunities each year, in November and March, for formal parent/teacher conferences. This year conferences will take place Nov. 16, 19, 20 and 21 and on Mar. 20, 21, and 22. Conferences are extremely important as a time for parents and teachers to exchange information and concerns, and form effective partnerships that support each child's learning needs. If you have difficulties with transportation for your child's conference, please call the school so that we may assist you.

We are also happy to conference informally, by phone or in person, at the request of the parent. Please be aware that in the morning, before classes begin, our teachers are preparing for their day. This is not the best time to receive the teacher's undivided attention. The office is happy to assist you in scheduling an informal conference with your child's teacher at any time. Progress reports are available upon request and may be obtained by contacting the office, the counselor, or your child's teacher.

## **PLAYGROUND SUPERVISION**

Two adults are on duty during morning and afternoon recesses. We have one additional staff member on duty during the longer noon recess. In addition, older students work as Playground helpers during the noon recess.

Since there is no adult supervision before 9:10 a.m. we ask that students who walk or come to school by car arrive no earlier than 9:10 a.m.

After school, students who walk or go home by car may wait at the flag pole benches until the buses exit the parking lot unless accompanied by an adult.

## **DRESS CODE**

Clothing worn at school should be clean, neat, in good taste, and not disruptive to the educational environment. Beach wear, halter tops, tank tops, half T-shirts, hats, bare feet, shorts (including cutoffs and gym shorts) and skirts shorter than mid-thigh length, are not acceptable. Make-up and hair products are not to be applied during school hours. By school board policy, clothing/accessories, & hair that suggest gang affiliation or advertise tobacco, drugs and/or alcohol products are not allowed at Custer.

Makeup and unnatural hair coloring should not be worn to school. Makeup and hair products should not be applied or used at school. If a student is in violation, they will be requested to report to the office to call home for more appropriate attire.

## Custer Cougar Code

**Custer Cougars are responsible for:**

- ◆ **Learning**
- ◆ **Safety**
- ◆ **Respect**

### **Custer Conduct Pledge**

- ◆ **I will act in a safe and healthy way.**
- ◆ **I will treat all people and property with respect.**
- ◆ **I will take responsibility for learning.**
- ◆ **I will follow directions of all adult staff.**

### **DISCIPLINE**

At Custer Elementary discipline is viewed as an opportunity to learn new ways of behaving and interacting with others. Our conduct expectations and rules are communicated to our children in the classroom, in the lunchroom, on the playground, during assemblies, over the intercom, and in this handbook. They are the basic rules for behaving in a safe way and treating other people and property with respect. They are designed to be easily understood and followed by school age children.

As a part of the natural growth and maturation process, a child may break a rule from time to time. When this happens, we make every effort to ensure that the consequences for breaking the rules are logical, consistent and instructive. Consequences for infractions of rules are progressive in nature, i.e. usually begin with a verbal reminder of the rule, then a verbal warning, a written warning, lost privileges, school service, detention time, etc. We talk with the child to ensure that he/she completely understands the rule that was broken, what the consequence is for breaking that rule, and what s/he could do next time, instead of breaking the rule, to improve the outcome.

Following is a list of examples of behavior that are considered “general misconduct” as well as a list of examples of infractions that are considered “severe misconduct.” We have also provided a list of progressive disciplinary actions. In general, a parent can expect that this disciplinary sequence will be followed. However, in the event of severe misconduct, more restrictive consequences will be invoked.

In general, a “Rule Reminder” will be issued for behaviors that fall in the “General Misconduct” category. A “Principal Referral” will be issued for behaviors that fall in the “Severe Misconduct” category. After receiving 5 or more “Rule Reminders” in a given school year, a student will then receive “Principal Referrals” for any conduct deemed serious enough for a written conduct report.

## **ORDER OF DISCIPLINE FOR ACCUMULATIVE RULE REMINDERS:**

Warning: This may be verbal or visual and will be repeated as long as improvement in behavior is demonstrated. Redirecting a child's behavior is considered a warning.

*Rule Reminder #1* - Will be recorded in the office and sent home for parent signature.

*Rule Reminder #2* -15 minutes of time "on the wall" will be served at lunch recess. Rule Reminder recorded in the office and sent home for parent signature.

*Rule Reminder #3* - 30 cumulative minutes of time "on the wall" will be served during recesses. Rule Reminder recorded in the office and sent home for parent signature.

*Rule Reminder #4* - Parent will be notified that the student will serve "Cougar Service" during lunch recess. Rule Reminder will be recorded in the office and sent home for parent signature.

*Rule Reminder #5* - Parent will be notified that student will serve Cougar Service during lunch recesses, before school or after school. Rule Reminder will be recorded in the office and sent home for parent signature. Principal may request a conference with the parent and the student.

For the safety of all children and staff at Custer Elementary, we have a zero tolerance policy for the following types of conduct:

- ◆ Bullying
- ◆ Harassment (repeated, unwelcome teasing)
- ◆ Sexual Harassment (harassment using sexual terminology, signs, gestures or physical contact)
- ◆ Fighting and physical assaults
- ◆ Use of weapons or using any implement as a weapon

Children who engage in these types of conduct can expect to see the counselor and/or the principal. The counselor or principal will work with the student to assure that the student understands the meaning and consequences of the conduct specified above. The child and the child's parents may be asked to sign a "Contract of Responsibility" which specifies conduct from which the child is expected to refrain and potential consequences if the child does not refrain from the specified conduct.

## **SPECIAL SERVICES**

Custer has many services available to assist students who have special learning needs.

**AIMING HIGH** is a district-wide program serving third-to-sixth grade students who qualify as “highly capable.” Students may be recommended for testing for this program by parents or by their teachers. Some eligible students will attend a self-contained five-day-per-week program for 5<sup>th</sup> and 6<sup>th</sup> graders, while others will attend a one-day-per-week program for 3<sup>rd</sup> – 6<sup>th</sup> graders. Both programs are located at Skyline, with the district providing transportation from Custer Elementary.

**ENRICHMENT CLUBS** are offered to students after school several times throughout the year by the school and by parent volunteers through the Parent Teacher Organization. Club topics are selected based on student interest, staff and volunteer availability. Please let us know if you have an interest, talent, or skill that you would like to share with students by teaching an after school club.

**SPEECH AND LANGUAGE SERVICES** are available for students who qualify.

**LEARNING ASSISTANCE PROGRAM (LAP)** is a remedial program available to students in grades 1 – 3 who qualify. Students are pulled out of the regular classroom for intensive reading instruction with a reading specialist.

**THE LEARNING RESOURCE CENTER** serves students K – 6 who have special learning needs. Students who are eligible for this program spend the majority of their day in a regular classroom and receive learning assistance either in that classroom or in an alternate small group setting, as appropriate. Students experiencing learning difficulties may be referred by teachers, parents or guardians for assessment by the Special Services Multi-Disciplinary Team.

**ENGLISH AS A SECOND LANGUAGE (ESL)** is a program for students whose first language is not English. Custer provides on-site assistance for students who already speak some English though may not be proficient. For students who have not yet learned English, specialized instruction is available in ESL classrooms located at Mt. View and Central Elementary Schools. The district provides transportation to and from these schools.

## **PUBLIC NOTICE**

The Ferndale School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, nationality, religion, age, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX/RCW 28A.640 Officer, Mr. Elvis Dellinger at the District Administrative Offices, 383-9200 and or Section 504 ADA Coordinator, Mr. Michael Berres, 383-9212.

## **VOLUNTEERING AND FAMILY INVOLVEMENT PROGRAMS**

We are building a school community in which every person feels that they can have impact on the education of their child (ren). We seek ways for each parent or guardian to increase their own level of involvement in the programs and activities of the school. We know that by working together we can accomplish great things for our students.

We recruit volunteers in two different ways at Custer. The first is through our Parent Teacher Organization. The P.T.O. will seek volunteers at P.T.O. meetings, at our school Open House, and through the Monday newsletter. The second recruitment effort is through teachers. Each classroom teacher will survey parents as to interests, talents, and available time to work in the classroom, assist with field trips, help with bulletin boards, or other special projects.

We urge you to think about the ways you can best support Custer Elementary. Last year, volunteers provided thousands of hours of wonderful energy to our school helping us deliver an excellent academic and extra-curricular program to our students. There is strong research to indicate that children do better in school when they know their parents/guardians are interested and actively involved in their schooling. Please join us; we can't do it without you! If you would like to help at school but aren't exactly sure how, please call our P.T.O. Volunteer Coordinator Joanne Van Zanten at 366-5677 or our Principal Susan Holmes at 383-9500.

## **PARENTS' RIGHT TO ACCESS STUDENT RECORDS**

Parents have the right to inspect and review the educational records of their child (ren). Adult students (18 years of age and older) also have the right to inspect school records. Parents or adult students who wish to review student records should contact the building principal or designee for an appointment. School personnel will assist parents and/or adult students in the record review. Copies of records are available for the cost of photocopying.

If parents or adult students believe information in the record is inaccurate or misleading, they may request that the information is corrected or comments be added to or deleted from the records. If the principal and the parent or adult student cannot agree on the content, correction, deletions, and/or additions to the student's records, the complainant may contact the superintendent or designee for an informal hearing which shall be held within ten (10) school days of the request. The superintendent or designee shall send his or her written decision to the parent or adult student within ten (10) school days of the hearing. Upon denial or corrections, deletions, or additions to the student's records by the superintendent or designee, the parent or adult student may request in writing a closed hearing before the Ferndale School Board of Directors. The board shall render its written decision within ten (10) school days of the hearing.

**IMPORTANT DATES**  
**2009/2010 SCHOOL YEAR**

September 17	Custer PTO Skate Night, 6:00pm-8:00pm, Lynden Skateway
September 24	Custer Open House, 7pm
September 25	Custer BBQ-12:00pm
October 8	Jog-A-Thon
October 13	Jog-A-Thon make up run
October 15	Individual Picture Day
October 30	Harvest Festival, 7:00pm
November 13	Individual Picture Retake Day
December 10	Winter Program, Grades 3-6, 2:00pm & 7:00pm
January 28	Custer PTO Skate night, 6:00pm
March 11	Dental Van at Custer
April 3	Donette Class photos
May 7	Custer BBQ, 12:00pm
June 4	Custer Carnival, 5:30-8:30

**EARLY RELEASE DAYS**

November 6	Teacher Conference Prep-1:00 PM Release
November 19-25	Conferences— 1:00 pm Release
March 5	Teacher Conference Prep-1:00 PM Release
March 17-19	Conferences— 1:00 PM Release
June 4	Report Card Prep— 1:00 PM Release
June 15	Last Day of School— 1:00 PM Release

**“NO SCHOOL” DAYS**

September 18	Learning Improvement Day
November 11	Veterans’ Day
November 26-27	Thanksgiving Break
December 20-January 1	Winter Break (school resumes January 3)
January 18	Martin Luther King Day
January 29	Semester Work Day
February 12	No School
February 15	President's Day
April 5-9	Spring Break
May 31	Memorial Day, No School

### **TOBACCO PRODUCTS ILLEGAL**

Under current state law, it is illegal for any person under 18 years of age to possess tobacco products. If students possess or use tobacco at school, school activities or on school transportation the student will face disciplinary sanctions and law enforcement officials may be notified.

Ferndale School District is a Tobacco Free Zone. This means parents and visitors to our school must refrain from smoking or using other tobacco products on our campus.

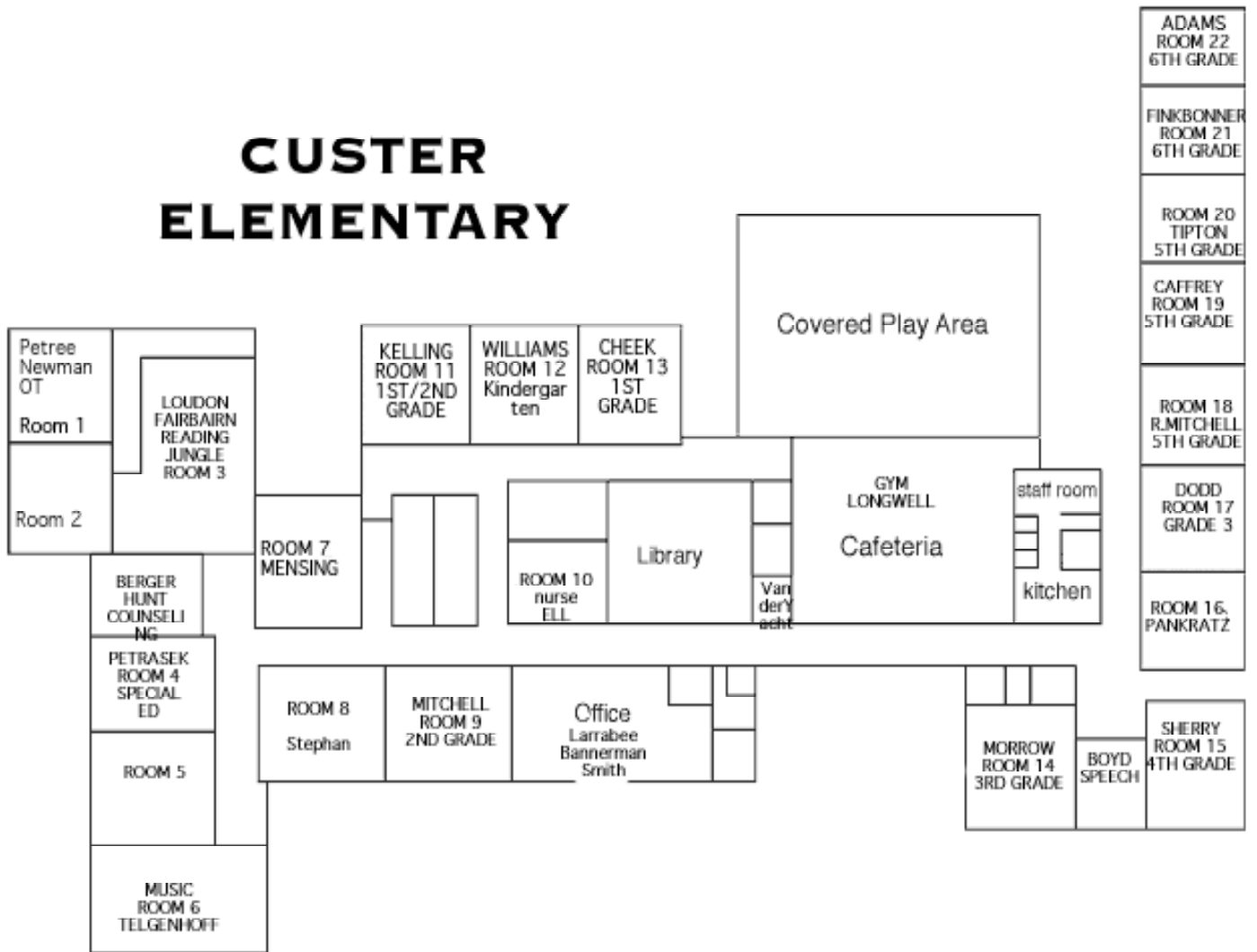
### **Dangerous Weapons at School**

It is a violation of district policy and state law for any person to carry (be in possession of) a firearm or dangerous weapon or object on school premises, school-provided transportation or other facilities being used for school activities. Students who violate this policy are subject to district discipline policies and procedures, including the due process provisions regarding notification of parents.

Students who violate the firearms provisions are subject to a minimum one calendar year mandatory expulsion, subject to appeal with notification to parents and law enforcement. (RCW 28A.600.420)

The district shall comply with protections for disabled students in the application of this policy.

# CUSTER ELEMENTARY



## **Custody Issues**

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only expectation is when signed restraining orders or proper divorce papers, specifically stating visitation illustrations, are on file in the school office. Any student release situation, which leaves the student's welfare in question, will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, the Ferndale Police Department will be contacted and an officer will be requested to intervene.

**PARENTS ARE ASKED TO MAKE EVERY ATTEMPT  
NOT TO INVOLVE SCHOOL SITES IN CUSTODY MATTERS.**

The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

I have read and discussed the Custer Family Handbook with my son/daughter

\_\_\_\_\_ Parent Signature \_\_\_\_\_ Date

