



# Salnave Elementary Parent/Student Handbook

2018-2019

Salnave Elementary School  
Home of the Sparrowhawks  
1015 Salnave Road  
Cheney, WA 99004  
509-559-4700  
[www.cheneysd.org/salnave](http://www.cheneysd.org/salnave)

Celina Brennan, Principal  
Sara McKennon, Assistant Principal

*Proudly Serving Our Community*

## **Salnave Elementary School Sparrowhawks**

***Dreaming, Learning, Growing TOGETHER!***

**H**elpful, **A**ttentive, **W**ell-behaved, **K**ind, and **S**afe

HAWKS here,  
HAWKS there,  
HAWKS, HAWKS everywhere!  
HAWKS are helpful,  
and attentive,  
always well-behaved.  
HAWKS are kind,  
HAWKS are safe,  
every single day!

## Principal's Message to Parents

Dear Parents and Students,

Welcome to the 2018-2019 school year! We are dedicated to collaborating with staff, families, and community members to ensure success of our students. As advocates for meeting the needs of the whole child, we will work to ensure the development and sustainability of instructional programs that support the social, emotional, and academic needs of every learner. Our staff strives to provide a safe and nurturing learning environment that fosters the optimal learning potential in each student. We welcome parent input and participation in order to create a solid partnership that empowers student learners.

The staff at Salnave is focused on our mission of “Dreaming, Learning, and Growing TOGETHER!” We aim to establish effective and purposeful goals, discover new knowledge and practices that maintain our intentional work with students, and celebrate the growth of all learners. We value staff, students, families, and community members partnering together to support the learning process. If you have the desire to make a difference at Salnave through volunteering, we invite you to pick up a volunteer packet in our office. Volunteers are needed to provide assistance in the classrooms, prepare materials in the office, offer support with our photo days, facilitate activities on the playground, and assist our school nurse with yearly vision and hearing screenings. PTO welcomes additional volunteer time for providing fun family events. I encourage you to become a volunteer in our school and a member of our PTO and serve based on the time you have to offer.

Please join us in encouraging our Salnave SparrowHAWKS to be Helpful, Attentive, Kind, Well-behaved, and Safe!

Sincerely,  
Celina Brennan



# Salnave Elementary School Sparrowhawks

## Cheney School District

### Mr. Rob Roettger, Superintendent

12414 S. Andrus Rd.

Cheney, WA 99004

509-559-4599 or 1-877-224-3639

### Board of Directors

Mr. Henry Browne, President

Mrs. Stacy Nicol, Vice-President

Mrs. Suzanne Dolle

Mrs. Marcie Estrellado

Mr. Mitch Swenson

<b>Salnave Elementary</b>	559-4700
<b>Salnave Attendance Line</b>	559-4702
<b>Salnave FAX Number</b>	559-4740
<b>District Office</b>	559-4599 Toll-Free 1-877-224-3639
<b>Mr. Rob Roettger</b> Superintendent	559-4502
<b>Mr. Sean Dotson</b> Associate Superintendent	559-4550
<b>Ms. Robin Andrus</b> Director of Student Support Services	559-4525
<b>Cheney School District Transportation</b>	559-4523

### Cheney School District Strategic Initiatives

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

### Salnave Elementary Mission Statement

Dreaming  
Learning  
Growing  
TOGETHER!

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

## Salnave Elementary School Staff Directory

### Teaching Staff

Celina Brennan	Principal	559-4701	cbrennan@cheneysd.org
Sara McKennon	Assistant Principal	559-4703	smckennon@cheneysd.org
Katie Barone	Kindergarten	559-4736	kbarone@cheneysd.org
Julie Carstens	OT	559-4739	jcarstens@cheneysd.org
Bayley Coberly	Grade 3	559-4719	bcoberly@cheneysd.org
Susan Chapman	Resource Room	559-4751	schapman@cheneysd.org
Helen Elam	Title	559-4755	helam@cheneysd.org
Amye Ellsworth	Grade 1	559-4720	aellsworth@cheneysd.org
Emily Ham	Kindergarten	559-4730	eham@cheneysd.org
Peggy Haslebacher	Grade 2	559-4714	phaslebacher@cheneysd.org
Aimee Heider	Grade 3	559-4716	aheider@cheneysd.org
Evi Hill	Grade 1	559-4733	ehil@cheneysd.org
Heidi Hoblin	Instructional Coach	559-4725	hhoblin@cheneysd.org
Alicia Hunt	Grade 4/5 Multiage	559-4709	ahunt@cheneysd.org
Alyssa Hunt	District Nurse	559-4721	amhunt@cheneysd.org
Carly Jackson	Speech/Language	559-4739	cbjackson@cheneysd.org
Sarah Kaiser	Family Therapist	559-4737	skaiser@cheneysd.org
Joni Kent	Resource Room	559-4753	jkent@cheneysd.org
Ashley Krueger	Grade 4/5 Multiage	559-4710	akrueger@cheneysd.org
Aleisha Larsen	Grade 3	559-4715	alarsen@cheneysd.org
Mandy Larson	Grade 2	559-4713	alarson@cheneysd.org
Lisa Lind	Grade 2	559-4714	llind@cheneysd.org
Stephanie Loucks	Psychologist	559-4725	sloucks@cheneysd.org
Leigh-Ann Meade	Speech	559-4750	lmeade@cheneysd.org
Gwynn Moe	Counselor	559-4726	gmoe@cheneysd.org
Chelsea Moore	Kindergarten	559-4726	cmoore@cheneysd.org
Holly Oxford	Preschool	559-4735	hoxford@cheneysd.org
Kyndle Palmer	Grade 4/5 Multiage	559-4708	kpalmer@cheneysd.org
Linda Sams	Intervention	559-4705	lsams@cheneysd.org
Gretchen Saue	World Languages / Library	559-4704	gsaue@cheneysd.org
Jane Smedley	Grade 1	559-4734	jsmedley@cheneysd.org
Misty Smith	Special Education/Resource Room	559-4754	msmith@cheneysd.org
Bryn Swenson	Grade 4	559-4707	bswenson@cheneysd.org
Mark Tatham	Music	559-4706	mtatham@cheneysd.org
Christine Ulbright	PT	559-4739	culbright@cheneysd.org
Ethan Unland	Grade 5	559-4711	eunland@cheneysd.org
Keri Van Horne	Grade 2	559-4712	kvanhorne@cheneysd.org

Rebecca Ward  
Scott Ziemann

Math Intervention  
PE

559-4718

rward@cheneysd.org  
sziemann@cheneysd.org

### CLASSIFIED STAFF

Jen Pohl  
Suzanne DeVleming  
Christian Beal  
Stephanie Fogle  
Susan Ford  
Hailey Garza  
Jessica Hannah  
Cheryl Helsing  
Amie Heuschkel  
Lisa Holtan  
Lukas Iverson  
Saralynn Kerr  
Christine Laird  
Wendy O'Connor  
Sharon Sage  
Tracy Showalter  
Ethan Silvius  
Karen Smith  
Cliff Tiedt  
Crystal Williamson

Elementary Secretary  
Kindergarten Para-Educator  
Custodian  
Preschool Para-Educator  
Resource Para-Educator  
Attendance Secretary  
Title 1 Para-Educator  
Kindergarten Para-Educator  
Kindergarten Para-Educator  
Resource Para-Educator  
Resource Para-Educator  
Resource Para-Educator  
Preschool Para-Educator  
Cook  
Custodian  
Cashier  
Resource Para-Educator  
Behavior Interventionist  
Health Aide  
Resource Para-Educator

559-4700  
559-4736  
559-4700  
559-4735  
559-4751  
559-4702  
559-4755  
559-4736  
559-4730  
559-4753  
559-4753  
559-4751  
559-4735  
559-4724  
559-4700  
559-4729  
559-4753  
559-4700  
559-4727  
559-4751

jpohl@cheneysd.org  
sdevleming@cheneysd.org  
cfirestone@cheneysd.org  
sfogle@cheneysd.org  
sford@cheneysd.org  
hgarza@cheneysd.org  
jhannah@cheneysd.org  
chelsing@cheneysd.org  
aheuschkel@cheneysd.org  
lholtan@cheneysd.org  
liverson@cheneysd.org  
skerr@cheneysd.org  
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woconnor@cheneysd.org  
ssage@cheneysd.org  
tshowalter@cheneysd.org  
esilvius@cheneysd.org  
ksmith@cheneysd.org  
ctiedt@cheneysd.org  
cwilliamson@cheneysd.org

### Salnave PTO Officers

Kayla Chase      President  
Cassandra Moultrie      Vice President  
Tina Sikkemma      Secretary  
Elsy Lusk      Treasurer

**The Salnave PTO meets once monthly – time TBA.**

**Please join our Salnave PTO group and parents!**

### Teacher Qualifications

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

# August/September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		August 28 Elementary Open House 5:30-6:30 p.m.	August 29 First Day of School	August 30	August 31	1
2	3 Labor Day No School	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 PACE World Character Day	27	28	29

# Attendance

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## Arrival and Dismissal

Children should not arrive before 8:00 a.m. Breakfast is served at 8:00 a.m. Classes begin promptly at 8:20 a.m. with the exception of Friday late-start days which begin at 9:20. If a student arrives after this time, he/she must check in at the office and present a pass to his/her teacher. Students are dismissed at 3:00 p.m. except on early release days. **If your child's end-of-day plans change, please notify the office by 1:00 p.m. so your child can be notified of the change.** It is very difficult to insure arrangements can be changed after that time.

## Absences

**Regular attendance is crucial to your child's success in school.** Please plan appointments, vacations, and other activities outside the regular school day whenever possible. If your child is ill or experiences a family emergency, please call the attendance line at 559-4702. When calling, please be **specific regarding the symptoms that are occurring** e.g., high fever, sore throat, vomiting, etc. If you leave a message please be sure to include the student's full legal name. Please complete a pre-arranged absence form and connect with the principal/designee regarding parent-approved activities (i.e. vacations, extracurricular activities) for absence approval. An absence may not be approved if it is likely to cause a serious adverse effect on the student's educational progress.

**A written excuse shall be presented or contact made via telephone by the parent/guardian upon the return of a student following absence. If a student forgets his/her excuse and no phone call is received, that student will receive an *Unexcused Absence* and will have the following school day to provide the appropriate excuse.**

Until a parent/guardian note or phone call is received, the absence will remain unexcused. Please see Board Policy/Procedure No. 3122 (on the Cheney School District website) for further details regarding student absences. A copy can also be made available by the principal. If you plan to take your child out of school before the end of the school day, he/she **must be signed out** at the office by a parent or guardian before leaving the building.

Student absence information concerning school policies and state law is available on the Salnave Elementary School website under "Parent Resources." Ideas for maintaining good attendance are also included.



# October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sept. 30	1	2	3	4	5	6
7	8	9	10	11	12 Professional Learning Day No School	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Visitors

All visitors to the building, including parents, must check in at the office and wear a visitor's badge while visiting. Please ensure if you are visiting your child's classroom before or after school you **check in and out** through the office. We require you make prior arrangements with classroom teachers to ensure learning routines are not interrupted. Visiting family and friends may not attend school with students.

## When to Keep Your Child Home from School

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

Harsh, frequent cough, especially if the cough  
is producing mucous  
Fever of 100 degrees or above within last 24 hours  
Weeping or crusty lesions on the face or body  
Rash that appears to be spreading

Yellow or green drainage from nose  
Diarrhea and/or vomiting  
Red eyes with itching and drainage  
Head lice  
Sore throat accompanied by fever

# November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Veterans' Day Holiday No School	13	14	15	16	17
19	20 Parent-Teacher Conferences No School	21 Parent-Teacher Conferences No School	22 Thanksgiving Holiday No School	23 Thanksgiving Holiday No School	24 Thanksgiving Holiday No School	25
26	27	28	29	30		

# Nutrition Services

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Mr. LJ Klinkenberg, Director      559-4506

## Breakfast/Lunch

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

Elementary Lunch	\$2.70	Reduced	\$.40
Elementary Breakfast	1.65	Reduced	No Fee
Milk or Juice	.65		
Adult Lunch	\$4.00	Breakfast	\$2.50

**Breakfast will be served in the Café from 8:00-8:15. Lunches are served daily from 11:25 – 12:25 for grades K-5.**

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

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

## Safe Celebrations

Traditionally, various celebrations at school have been accompanied by treats provided by families. With food allergies so numerous in our district, we must be careful to determine that foods are safe for all students. The Cheney School District Board of Directors approved additions to District Policy and Procedure

# December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Winter Vacation through January 2 <sup>nd</sup>	21 Winter Vacation	22 Winter Vacation
23 Winter Vacation	24 Winter Vacation	25 Winter Vacation	26 Winter Vacation	27 Winter Vacation	28 Winter Vacation	29 Winter Vacation

No. 6700, which clarifies the procedures that must be followed when food and beverages are brought on campus for group consumption. The new procedure language is as follows:

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

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

### **Classroom Celebration Policy**

Cheney Public Schools has a district policy involving classroom parties and school-wide events. Under this policy, treats that are **high in sugar and calories are not allowed to be offered to students during school hours.** Examples of treats that will no longer be consumed as part of classroom celebrations include candy, cake (including cupcakes), regular fat potato chips, soda and other sugar-based drinks.

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

Our district nutrition policy was made in accordance with our goal of helping to **combat childhood obesity** and improving the health and wellness of our students. Studies show that kids consume up to 50 percent of their daily calories while at school, and those children who eat a regular, balanced diet consisting of lean proteins, whole grains, fruits and vegetables are more successful academically.

For further information on how Cheney School District is combating childhood obesity, please contact LJ Klinkenberg, Nutrition Services Director at (509) 559-4506.

# January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	December 31 Winter Vacation	1 Winter Vacation	2 Winter Vacation	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Martin Luther King Jr. Day No School	22	23	24	25 Mid-Winter Break No School	26
27	28	29	30	31		

## Guidelines for Student Success



## Transportation Services

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**Paul Harris, Director/Ellen Holland, Assistant Director, Cheney School District Transportation, 559-4523**

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

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

### **Riding the Bus**

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



# February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 Happy Valentine's Day!	15 Professional Learning Day No School	16
17	18 Presidents' Day No School	19	20	21	22	23
24	25	26	27	28		

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

### R.I.D.E.

#### R. RESPECT AND SUPPORT

(Driver - Others - Bus)

#### I. IN YOUR SEAT SAFELY

(Facing Forward - Sitting on Your Pockets - Hands to Yourself)

#### D. DEFINITELY KEEP AISLES CLEAR

(Keep Belongings in Your Lap or on the Floor - Aisle is for Entering and Exiting Only - Keep Your Area Clean)

#### E. EXTRA ATTENTION TO SAFETY

(Inside Voices - Voices Off at Railroad Tracks - Wait for Driver's Signal to Cross the Road)

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

### Changing After-School Plans

If it is necessary for a student to take a bus other than his regularly assigned one, or if there is any deviation from the normal routine, or if any person other than a parent or guardian is taking a student off campus, **a note** to that effect must be sent to the teacher and a bus pass obtained by the student from the office. For safety reasons, students without notes will take their regular bus home. **Calls home for confirmation are not possible without serious schedule delays for departing buses. Please notify our office of any change in plans before 1:00 p.m.**

### Walking to School

Obey traffic signals and/or the crossing guard.

Walk your bike through intersections.

Always walk with a buddy whenever possible.

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

### Safe Walking Routes

In the spring of 2011 parents, students, crossing guards, law enforcement, city planners, teachers, and principals from Cheney participated in walking audits for all Cheney elementary schools and the middle school. From the results of these walk audits recommended Safe Routes to School were mapped and are available on the Cheney School district website at [cheneysd.org](http://cheneysd.org) and on the Salnave website.

# March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	0
10	11	12	13	14 Parent-Teacher Conferences No School	15 Parent-Teacher Conferences No School	16
17 Happy St. Patrick's Day!	18	19	20	21	22	23
24	25	26	27	28	29	30

## Walking Recommendations

All students living north of Salnave Road are to cross at the intersection of Presley and Salnave where an adult crossing guard will be present. The crosswalk at Bonnie Way and Salnave will no longer have a crossing guard and parents are asked to let their children know that crossing will not be approved at that location during school hours. Students living West of Presley will continue to have a crossing guard at Gregory Place. Students are asked to leave immediately after school while the crossing guards are available to provide safe crossing. Crossing guards are available in the morning from 8:05 to 8:18 and in the afternoon from 3:00-3:15. Students living south of Salnave and East of Presley are encouraged to take the informal pathway on the south side of the school to the main entrance. If you are bringing your child to school in the morning and/or picking your child up at the end of the day, please use the parking area on the North side of the building only and keep traffic moving to ensure safety. For additional safety, the front of the school is for busses only during student arrival and dismissal.

## Emergency School Closure Information

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

School Holidays	
Labor Day	September 4, 2018
Veterans' Day	November 12, 2018
Thanksgiving Holiday	November 21-23, 2018
Winter Holiday	December 20, 2018 – January 2, 2019
Martin Luther King Jr. Day	January 21, 2019
Mid-Winter Break Day	January 25, 2019
Professional Learning Day	February 15, 2019
Presidents' Day	February 18, 2019
Spring Vacation	April 1-5, 2019
Memorial Day	May 27, 2019

# April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Spring Vacation through April 5	2 Spring Vacation	3 Spring Vacation	4 Spring Vacation	5 Spring Vacation	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				

# Homework and Dress

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## Appropriate Dress Guidelines

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

- Hats/caps are to be worn outdoors or with permission of their teacher. They should be worn as designed (not backwards or sideways).
- Shoes that are safety hazards on the playground at recess and during P.E. classes are not to be worn. This includes flip-flops, wedged heels, clogs or shoes with no backs. Heely's (in-shoe skates) are not allowed. Athletic shoes are required for P.E. classes.
- Clothing should be appropriate for, and not distracting to, the learning atmosphere.
- The final determination of the appropriateness of attire is the responsibility of the Principal.

## Homework at Salnave

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

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

Students are required to read across the curriculum, so the better the reader, the greater probability of understanding the subject areas. We encourage parents to provide good home-study conditions and examine assignments your student is bringing home.

## Make-up Work

If a student is absent, parents or guardians can call the office or teacher's voice mail and request make-up work be sent home. Please call first thing in the morning to give the teacher time to prepare missed assignments and transfer them to the office. Some class activities, discussions and assignments cannot be made up at home. Students may then be given an opportunity in class to make up the assignment or be given an alternate assignment.

Upon returning to school it is the student's responsibility to get missing assignments and turn them into the teacher when they are due.

# May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			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 Memorial Day No School	28	29	30	31	

# Assessment

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

## State Assessments

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

## Measures of Academic Progress (MAP)

MAP is used by our educational staff to determine student strengths and areas of need as well as individual student growth over time in the areas of reading and mathematics. MAP testing takes place up to three times a year and results are shared with parents at Parent-Teacher Conferences.

## Developmental Reading Assessment (DRA)

DRA is used by our educational staff to determine student strengths and areas of need as well as individual student growth over time in the area of reading. DRA testing takes place up to three times a year and results are shared with parents at Parent-Teacher Conferences.

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

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

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



# June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12 Last Day of School 11:30 Dismissal	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## **Electronic Resources and Student Safety**

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### **Computer Use at Salnave**

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

Students will not:

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

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

### **Electronic Resources and Student Safety**

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

## **Media**

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

## **Student Rights and Responsibilities**

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

# Health Services

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## Health Information/Immunizations

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

### REQUIRED IMMUNIZATIONS FOR SCHOOL YEAR 2018-2019

	Hepatitis B	DTaP/Td/ Tdap* (Diphtheria, Tetanus, Pertussis)	Polio*	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)
Kindergarten – 5 <sup>th</sup> Grades	3 Doses	5 Doses	4 Doses	2 Doses	2 Doses OR Healthcare provider verifies child had disease
6 <sup>th</sup> -12 <sup>th</sup> Grade	3 Doses	5 Doses DTaP AND 1 Dose Tdap	4 Doses	2 Doses	2 Doses OR Healthcare provider verifies child had disease

<b>PRESCHOOL</b>	Hepatitis B	DTaP/Td/ Tdap* (Diphtheria, Tetanus, Pertussis)	Hib (Haemophilus Influenzae Type B)	Polio*	PCV (Pneumococcal Conjugate)	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)
By 3 Months	2 Doses	1 Dose	1 Dose	1 Dose	1 Dose	Not given before 12 months of age	Not given before 12 months of age
By 5 Months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	Not given before 12 months of age	Not given before 12 months of age
By 7 Months	2 Doses	3 Doses	3 Doses	2 Doses	3 Doses	Not given before 12 months of age	Not given before 12 months of age

By 16 Months	2 Doses	3 Doses	4 Doses	2 Doses	4 Doses	1 Dose	1 Dose OR Healthcare provider verifies child had disease
By 19 Months	3 Doses	4 Doses	4 Doses	3 Doses	4 Doses	1 Dose	1 Dose OR Healthcare provider verifies child had disease
By 7 Years or Kindergarten	3 Doses	5 Doses	Not given after 5 years of age unless child has medical condition	4 Doses	Not given after 5 years of age unless child has medical condition	2 Doses	2 Doses OR Healthcare provider verifies child had disease

### Immunizations

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

Exemptions from the requirements are medical, religious or personal.

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

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

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

## **Guidelines for Children with Life-Threatening Health Conditions**

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

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

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

## **Change of Address**

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

# Additional Important Information

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## Student Records and Directory Information

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

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

## Cheney School District Weapons Policy

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

- Firearms are defined as weapons or devices from which a projectile or projectiles may be fired by an explosive such as gunpowder, including: **handgun, rifle, any projectile device**
- Weapons include: **slingshots, clubs, any knife, brass knuckles, martial arts weapons**
- Weapons also include: **any toy, dummy or look-alike object**

## Additional Important Information

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

### Cheney School District Nondiscrimination Policy

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

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

Title IX/Chapter 28A.640 Officer/

Civil Rights Compliance Coordinator/ADA Coordinator

Mr. Sean Dotson, Associate Superintendent, Cheney School District,

12414 S. Andrus Rd., Cheney, WA 99004, Phone: (509) 559-4550 Email: [sdotson@cheneyisd.org](mailto:sdotson@cheneyisd.org)

Section 504 Coordinator

Ms. Kristi Thurston, Director, Student Support Services, Cheney School District,

12414 S. Andrus Rd., Cheney, WA 99004, Phone: (509) 559-4507

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



# Additional Important Information

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## Sexual Harassment Prohibited

The District prohibits sexual harassment of students, employees and others involved in school district activities, as defined in School Board Policy and Procedure No. 3205 (students) and Policy and Procedure No. 5011 (staff). These Policies and Procedures, including the informal and formal complaint process, are available on the District website under "Our District," "School Board," "Board Policies and Procedures." They are also available in each District building.

Title IX/Chapter 28A.640 Officer/

Civil Rights Compliance Coordinator/ADA Coordinator

Mr. Sean Dotson, Associate Superintendent, Cheney School District,

12414 S. Andrus Rd., Cheney, WA 99004, Phone: (509) 559-4550 Email: [sdotson@cheneysd.org](mailto:sdotson@cheneysd.org)

## Harassment, Intimidation, and Bullying Prevention

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

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

## **Additional Important Information**

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Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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

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

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

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

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

# Additional Important Information

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## Homeless Assistance

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

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

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

# Additional Important Information

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## Highly Capable Program

Cheney Public Schools welcomes nominations from parents, students, teachers and community members for the Highly Capable Program. Each year students new to the district and students currently enrolled may be nominated for the program. The process for selection is facilitated by a specialist at each of our elementary schools. The specialist for Salnave Elementary School (559-4725) is Heidi Hoblin. As a community member, if you know of a student you consider to be gifted, you are welcome to call one of our elementary schools to nominate the child for consideration. Assessments of students nominated for the Highly Capable Program take place in fall, winter and spring.

## Volunteers

Volunteers are always welcome at Salnave. All volunteers are required to fill out a Cheney Disclosure Form and State Patrol background check. These are updated every two years. Parents who wish to volunteer are encouraged to attend a volunteer training and required to read the volunteer handbook. Contact our office at 559-4700 for information about how to volunteer in our school.

**There are a large number of important notices which are printed in the annual notification pamphlet posted on the District website under “Parent & Student Resources.”**

## Community Involvement

We encourage members of our community to be involved in school staff committees. If you would like to know more about these committees, please call the school principal at 559-4700.

# Additional Important Information

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## Student Conduct

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

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

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

## ASB and PTO Fundraisers at Salnave

Throughout the year, the Parent-Teacher Organization (PTO) and the Associated Student Body (ASB) hold fundraisers to support students and our school community. These may include a fall fundraiser, food/pet food drives, pen/pencil/bookmark sales, and Bingo. You are invited, but not required, to participate in the fundraisers as you wish. In addition, the PTO sponsors family activities that are not necessarily fundraisers but are offered as a service to the Salnave Community. Thank you so much for your support!

# **Additional Important Information**

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## **Opportunities to Share**

At Salnave, families have an opportunity to support others in our community through giving. The ASB will raise money for the Guild School with a penny drive, gather hats and mittens through a hat drive, and collect food through a food drive. Thank you for your support as our students help our community and learn the joy of giving.

## **Pets**

Salnave must follow specific state requirements for animals in school. Please connect directly with the administration team and classroom teacher at least two weeks in advance for approval. After Teacher and Principal approval, animals must be transported to school by parents and then taken home immediately after being shown. They must be vaccinated, and on a leash or in a cage or plastic container.

## **Electronic Devices and Toys**

Students that bring toys, cell phones, game boys or any other type of electronic device to school must turn them in to their classroom teacher before school starts. The student may pick it up after school. Toys are not allowed in the classroom or on the playground unless prior arrangements have been made with the teacher and/or Principal.

## **Student Council/ASB**

The Student Council, under the leadership of Mrs. Haslebacher, plans student activities and promotes community service to develop school pride and give students experience with a representative democracy. ASB officers include a president, vice-president, secretary and treasurer. Each classroom in second through fifth grade elects two classroom representatives to meet with the officers to make decisions.

# Salnave School-wide Learning Environment Plan

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The school-wide learning environment plan is designed to create an environment that is productive, emotionally and physically safe and respectful for all students and school personnel. Our intent is to make Salnave an outstanding place to learn and grow! The staff is proactive, positive, consistent, and instructional while using the principles of the Positive Behavior Intervention Support program and Love and Logic. Students are taught all of the building and recess behavioral expectations and are reinforced for using appropriate behavior. Teachers build positive relationships with students, help them solve problems and learn from their mistakes and to understand the consequences of their choices.

## Procedures to Encourage Responsible Behavior

### Second Step - Social Skills Program

Second Step is a social skills program with emphasis on empathy training, problem solving, and anger management.

- ◆ **Empathy:** Students are trained in ways to "empathize" or understand other people's feelings.
- ◆ **Anger Management:** What to do when you are angry.
- ◆ **How to Solve Problems:** Students learn steps to solving problems

**The Love and Logic Process - *Love allows children to grow through their mistakes.***

***Logic allows children to learn from the consequences of their choices.***

- Shared control: gain control by giving away the control you don't need.
- Shared thinking and decision-making: provide opportunities for the child to do the greatest amount of thinking and decision-making.
- Equal shares of consequences with empathy: an absence of anger causes a child to think and learn from his/her mistakes.
- Maintain the child's self-concept: increased self-concept leads to improved behavior and improved achievement.

## Positive Programs at Salnave

- **Kids will be "caught being good"** following the 'HAWKS' guidelines. All staff members may give a Caught ticket for observing a student demonstrating that they are following the HAWKS guidelines.
- **Classroom Caughts** will be given by staff members to entire classrooms for displaying HAWKS characteristics as a team. A bar graph is displayed near the elevator celebrating classroom behavior. Each month a class is recognized by Hatcher and a photo is published in our Salnave Snippets.
- **Birthdays** On a student's birthday their name is announced on the HAWKS news. Summer birthdays will be celebrated during the school year.
- **Bullying Prevention Month:** Each October staff and students are involved in many activities for Bullying Prevention.
- **Student of the Week:** Individual students will be recognized each week for being a role model for the HAWKS guideline of focus.
- **PACE Awards:** Individual students will be recognized monthly in conjunction with the PACE Character Trait of focus.
- **Student Conflict Managers**  
Student Conflict Managers have been specifically trained in peaceful problem solving and are used on the playground to work with conflict resolution and problem solving.



## **Consequences, Interventions, and Restitution for Inappropriate Behavior**

### **Possible Interventions for Infractions**

- redirection (i.e., play elsewhere, or give a new direction)
- reteach (conference with an adult to review expectations)
- positive practice (have the child do it the right way)
- have the child stay with an adult for a specified amount of time (playground)
- taking a break for one to five minutes in the classroom or at recess
- break in the office with student conference with School Counselor and/or Principal
- apology (i.e. verbal, letter, card)
- peer-peer conversation (with adult support)
- reflection form completed by student reflecting on behavior
- have child make an 'Action Plan'
- individualized training (for serious offenses such as stealing or sexual harassment)
- recess plan
- students may lose bus riding privileges for misbehavior on the bus
- student conference
- parent conference
- in-school intervention
- in-school suspension
- suspension or expulsion

### **Restitution**

Restitution is encouraged to allow the offender to make an effort to compensate a victim or the school for poor choices. This may involve an apology and/or school service. For example, cleaning up a mess that they made in a specific area of the school.

### **Progressive Discipline**

The consequences of inappropriate behavior increase in severity depending on the number of incidents, the frequency and the intensity of their impact. The progression of interventions from the first incident to several is as follows: a reminder/redirection, a refocus or retraining on the appropriate behavior, a staff referral with additional interventions, an office referral with additional interventions, an in-school intervention with action plan, and suspension/expulsion as appropriate.

## Severe Misbehavior






While most behavior problems at school will be dealt with through discussion or with interventions to support a positive change in behavior, there are three types of misbehavior that will result in the student being immediately sent to the Principal. These three problems are:

- Physically dangerous behavior (i.e., assault, fighting, drugs, alcohol, unsafe acts, leaving school grounds)
- Any illegal act
- Overt defiance of a staff member

## Resolving a Concern

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

<b>School Related Concern</b>	<b>District Concern</b>
<p data-bbox="396 850 827 878"><b>Discuss with the teacher involved</b></p>  <p data-bbox="499 1016 724 1044"><b>Principal/Director</b></p>  <p data-bbox="512 1179 711 1206"><b>Superintendent</b></p>  <p data-bbox="527 1341 699 1369"><b>School Board</b></p>	<p data-bbox="1194 850 1776 878"><b>Discuss with appropriate District Administrator</b></p>  <p data-bbox="1388 1016 1587 1044"><b>Superintendent</b></p>  <p data-bbox="1398 1211 1577 1239"><b>School Board</b></p>

# Parent-Teacher Partnership

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

## **Recognize the Commitment the Teacher Has Made**

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

## **Make Early, Positive Contact with the Teacher**

As soon as you know who your child's teacher is going to be, contact him/her to introduce yourself and let the teacher know you want to help your child have the best experience he/she can have this year. To the extent that you can do so, ask if there is any way you can help. By getting to know the teacher early and establishing a positive relationship, it will be much easier to talk with him/her later if a problem arises. Please make sure when communicating with your child's teacher that it is an appropriate time and undistruptive to the classroom learning.

## **Fill the Teacher's Emotional Tank**

When the teacher is doing something you like, let him/her know about it. Teaching is a difficult job, and most teachers only hear from parents/guardians when they want to complain about something. This will help fill the teacher's emotional tank and contribute to him/her doing a better job. It also makes it easier to raise problems later when you have shown support for the good things the teacher is doing.

## **Don't Put the Student in the Middle**

Imagine a situation around the dinner table, in which a child's parents/guardians complain in front of her about how poorly her math teacher is teaching fractions. How would this impact this student's motivation to work hard to learn fractions? How would it affect her love of mathematics? While this may seem far-fetched, it is all too common for parents/guardians to share their disapproval of a teacher with their children. This puts a young child in a bind. Divided loyalties do not make it easy for a child to do his/her best. Conversely, when parents/guardians support a teacher, it is that much easier for the child to put his/her wholehearted effort into learning. If you think your child's teacher is not handling a situation well, do not share that with your child. Rather, seek a meeting with the teacher for a private conversation.

## **Fill Your Child's Emotional Tank**

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

## **Encourage Other Parents/Guardians to Honor the Community**

Don't show disrespect for the other students or their families. More importantly, work together to promote a safe environment for all of our students.

## **After School Plans for Students**

Students varying from their regular after school routine or students going home after school with another student must provide two notes. One from the child's parents and another from the parent of the student he/she is going home with. If a child does not have these notes, he/she will follow their regular after school plans.

## **School Phone Usage**

Students are not allowed to use the school phone to make after school plans. They may use them to contact a parent regarding items left at home or if money is needed for their food account, any other usage will be at the discretion of the administration.

## **After Class Reminders**

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

**Thank you for your commitment to your child's success. Together we can help him or her achieve great things!**