



Welcome to the 2016-2017 School Year!

Dear Parents and Students,

Welcome to another great year at Pioneer Elementary School! This handbook, which contains both school and district information, will answer many of the questions you may have. We will review key parts of the handbook with the students but request that you go through it with your family. Some suggestions are for you to have your child highlight important items and show them to you. An older sibling could teach their younger sibling important information for being successful at Pioneer.

We look forward to working together as a community to promote success, celebrate our learning and meet the needs of all children who walk through the doors of Pioneer Elementary. We invite your help, your comments, and your ideas.

Remember to visit our website at www.asd.wednet.edu/pioneer. Our objective is to maintain a high level of communication with our parents and community, and this website is a great part of that goal.

We look forward to working together on the academic achievement and the social and emotional growth of all the children.

Our doors are always open. Come in anytime!

Kerri Helgeson, Principal

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Arlington Public Schools provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, marital status, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society.

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

COMPLIANCE OFFICER

Mr. Mike Johnson
Executive Director, Human Resources
315 N French Ave
Arlington, WA 98223
(360) 618-6212
mike_johnson@asd.wednet.edu

COMPLIANCE OFFICER (SECTION 504/ADA)

Ms. Diane Kirchner-Scott
Assistant Superintendent
315 N French Ave, Arlington, WA 98223
(360) 618-6217

dkirchner-scott@asd.wednet.edu

**Please keep this document as a reference. We hope you will find it a valuable tool in answering your questions. We also invite your feedback!*

Presenting the 2016-2017
Pioneer Elementary Staff

PRINCIPAL

Kerri Helgeson

ASSISTANT PRINCIPAL

Kim Caldwell

KINDERGARTEN

Annette Braaten
Julie Delaney
Michelle Forster
Katie Robinson

FIRST GRADE

Fran Clarke
Melissa DeWitt
Jackie Goulet
Michelle Harper

SECOND GRADE

Sarah Cofer
Susanna Kreigh
Elizabeth Rosson

CONTINUOUS PROGRESS

Michelle Hadley (2nd)
Rebecca Rodriguez (3rd)

SPECIALISTS

Laurie Swanson
Brooke Ford
David Lunde
Julie Martin
Joe Horsak
Karen Ross

SPECIAL PROGRAMS

Tim Holt
Christie Britton
Paul Felchlin
Kimala Stewart
Allison Bartlett
Carla Donahue
Kari Bass
Maureen Skomerza

COUNSELOR

Brandi Moore

THIRD GRADE

Maria Mielke
Lindsay Lopata
Kristin Sutton

FOURTH GRADE

Becky Jensen
D'Andrea Olsen
Elizabeth Mekelburg
Cindy Striker

FIFTH GRADE

Jennifer Fallquist
Becky Hollander
Ryan McLaughlin
Carrie Sweem

General Music
Health and Fitness
Library Media Specialist
Wellness
Drumming
Art

School Psychologist
Special Education/Life Skills
Special Education/Life Skills
Special Education/Resource Room
Speech and Language Pathology
Occupational Therapy/Physical Therapy
LAP/Remedial
LAP/Remedial

CLASSIFIED SUPPORT STAFF

SECRETARIES

Shannon Sanchez
Kathy Wold

CUSTODIANS

Greg Brager
Tom Pilch

SCHOOL NURSE

Joy Schneider

TECHNOLOGY TECHNICIAN

Anthony Castenada

PARA-EDUCATORS

Judy Phillips
Marissa Smith
Pam Forsman
Sheri Lewis
Deidre Fithen
Shelly St. Jean
Jennifer Cockrell
Crystelle Fischer
Aubrey Hill
Sandra Petit
Annabelle Schertzinger

FOOD SERVICES 618-6213

Ed Aylesworth, Supervisor
Christine Botten

ENGLISH LANGUAGE LEARNERS

Bertha Bejar

Pioneer Elementary
Daily Schedule
 2016-2017

8:55 A.M.	K-5th	Student Arrival Time
9:10 A.M.	K-5th	School Start Time
9:55-10:10	4th, 5th	Morning Recess
10:40-10:55	K, 1st, 2nd, 3rd	Morning Recess
11:45	K	Lunch Service
11:50	4th	Lunch Service
12:00	1st	Lunch Service
12:05	5th	Lunch Service
12:15	2nd	Lunch Service
12:20	3rd	Lunch Service
12:05-12:25	K & 4th	Lunch Recess
12:20-12:40	1st & 5th	Lunch Recess
12:35-12:55	2nd & 3rd	Lunch Recess
1:30-1:45	K	Afternoon Recess
2:25-2:40	1st & 4th	Afternoon Recess
2:40-2:55	2nd, 3rd, 5th	Afternoon Recess
3:35	Walkers	Dismissal
3:40	Busses/Car Pick-up	Dismissal

*Please avoid picking your child up early, as instruction continues until 3:40 each day. Please wait for walkers at the area outside in the front of the school until your child arrives there at 3:35. Riders are picked-up in the rear of the school by the undercover area beginning at 3:40.

General Information

ARRIVAL INFORMATION

The school building is open to students at 8:55 A.M. Crossing guards are available to cross students starting at 8:50. Students who walk to school should not arrive before 8:55. Parents should note that there is no supervision for students until 8:55. After the 8:55 bell, all students should walk to their classrooms or breakfast. If tardy after 9:10, students should report to the office first in order to receive a late pass to class. Further, the playground gate will remain closed until students can be dropped off in the undercover area.

BICYCLES, SCOOTERS, ROLLER BLADES, AND SKATEBOARDS

Bicycles, scooters, roller blades, and skateboards are to be walked on cement walkways on the school grounds in order to avoid injuries, starting at the first crossing guard station on Eaglefield Dr. For bicycles, students are to walk them to and from the bicycle racks and lock them there. Skateboards, scooters and any other item that is ridden are also to be walked. They can be taken to the classroom as long as those items do not disrupt the educational process. It is illegal for anyone under 16 to ride a motorized vehicle. All balls are to be carried (not bounced) from the first crossing guard to school and back. It is recommended that all students riding bicycles, scooters, and skateboards wear a safety helmet. Also, if a student is riding roller blades or shoes with wheels, they need to be taken off when entering school property.

BOOKS and EQUIPMENT

Classroom and library books and equipment should be treated with respect at all times. Books must be returned in good condition except for normal wear. The student is responsible for replacement costs if a book or other item is damaged or lost and/or not returned at the end of the year. Students will not be able to check out books the following year until fines are paid.

CHANGE OF CONTACT INFORMATION

Parents should notify the office of the school of any changes in addresses, phone numbers, e-mail, or other contact information so that we have your current contact information.

DISMISSAL ROUTINES

At dismissal, riders are picked up in the undercover area at the rear of the school. This area has comprehensive supervision. If children are picked up in the front parking lot, they must walk with an adult from the school to the car. We also ask that parents waiting to pick up their children, please wait outside the front doors. **We also ask that all visitors picking up students sign-in and get a visitor badge.**

Instruction continues to the end of the school day at 3:35. Student pick-up begins then. All students not picked up by 3:55 will be taken to the office. All students are to leave the school area when school is dismissed. Supervision is not provided by the school unless students are part of an organized after school activity.

Students riding the bus will load buses at the northwest side of the building. **Parents may not pick children up in the parking lot near the school busses.** Staff supervising the loading of buses have radios. If you happen to be late, go to the front office and the staff will be radioed. They will remove your child from the bus and send them to the office.

Change in Routine:

Unless we have parent/guardian permission, all students will be dismissed from school to their planned after-school care. Changes in routine can be communicated from the parent/guardian in the following ways:

- We prefer written communication from the parent or guardian in advance of the school day delivered to the school office.
- The parent or guardian should call our school office by 3:00 in order to inform office staff of the change in after school routine. This will provide us with the necessary time to send written communication to the classroom teacher.
- Please do not leave change in routine information on the teacher's voice-mail, as they may not check it until after the school day.
- When requesting a bus pass, please include the name and address of the person/place where your child is to be dropped off.

EARLY DISMISSAL OF STUDENTS

Students are dismissed early through the school office in order to ensure student safety. The parent or guardian must come to the school office to sign the child out.

FAMILY ACCESS INFORMATION

Family Access is our new "all in one stop" Internet site for access to student information. From this site, you are able to access student grades, make deposits for their lunches, and view attendance or other family information. Training for using this site will take place during each elementary school's open house, and a handbook is available to download through our school and district web site. Finally, in order to gain access to this site, parents and guardians can obtain usernames and passwords in the school office.

INTERNET RULES

I will only use the Internet when I have permission from the teacher.

I will only go into the area of the Internet that my teacher gives me permission to.

I will tell my teacher right away if I find information that makes me feel uncomfortable.

I will not give out any personal information such as telephone number, address, and school name without permission.

*** Consequences for breaking the rules include losing Internet privileges at the school and subject to discipline. See Exceptional Misconduct Policy 3241P (Electronic Information Systems)

IXL.com

IXL.com is a math web site that each student at Pioneer Elementary has a license for. Your child's teacher will provide each student with a username and password, as well as provide instruction for key activities that will help your child. This program connects with our state standards and is also used at school to both prepare students for new learning as well as reinforce learning taking place in the classroom.

LIBRARY FINES

We are fortunate to have a wide variety of books for students to check out so they can read at home. Upon occasion, a student may lose their book and be required to pay a fine to replace it. If the books are found, they must be returned to the library within 90 days in order to have the money refunded. After 90 days, the book belongs to the student or can be donated to the school.

LOST AND FOUND

Found items are kept along the brick wall near the multi-purpose room entrance. Found items that identified with a child's name will be returned. With this in mind, please remember to label your child's clothing. Parents are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

PETS

Many in our community walk their dogs to school. We want to remind people to keep dogs and pets outside the building due to allergies and fleas. Given that some students are afraid of dogs, please keep them away from the immediate area of the exits so that students feel comfortable exiting the building. The dog waiting area is located on the other side of the crosswalk next to the field. **Also, please clean up after you animal when on the field or on school grounds.**

PLAYGROUND TOYS AND EQUIPMENT

Other than playground equipment, such as basketballs and playground balls, we ask that students not bring toys to school unless there is a special event in the classroom. Students will be able to select from a number of appropriate toys and playground equipment provided for their use at recess time. Recently, a number of students have been bringing smaller glitter balls and other smaller bouncy balls out to recess. Should the student lose these items, we cannot guarantee recovery. These, along with other playground balls brought from home, are brought at the students' risk.

DRESS CODE

In accordance with the Arlington School District Policy, students are expected to dress in a manner that does not create a disruption of the educational process. The administration reserves the right to determine the appropriateness of clothing.

Use the following guidelines for choosing your school clothing:

- Shorts and skirts must reach fingertips when arms are fully extended at your side.
- Tank tops are allowed as long as the straps are two inches wide.
- Muscle shirts and sleeveless tops are allowed if the garment covers the underarm area. Shirts should not reveal undergarments.
- Shirts must not expose your stomach or lower back (when you sit or raise your arms, etc.)
- Hats may be worn outside. They may not be worn inside the building unless there is a special classroom or school-wide event.
- Clothing should be the appropriate size and not larger than two sizes above the normal size. Exposed underwear is not allowed.
- Inappropriate clothing is any article of clothing that is see-through, that displays obscenities, foul language, double meanings/slogans, or symbols, that advertises or promotes illegal substances or activities, such as tobacco, alcohol, drugs, or that degrades the integrity of individuals or groups is not allowed.

Students in violation of the dress code may be referred to the office. Appropriate clothing may be furnished from the school nurse or from the home. The student will be required to make up any time missed from classes.

PTSA (PARENT/TEACHER/STUDENT ASSOCIATION)

To encourage parent participation in our school, Pioneer Elementary has scheduled their night meetings as published in the Arlington Public Schools Calendar. PTSA provides opportunities for parental participation during the school day: room parent, classroom volunteer, make-and take-it volunteer, field trip supervisor, etc. The PTSA also sponsors informational meetings. PTSA encourages direct involvement in our school. It sponsors a variety of community wide projects to help foster citizenship and pride in our students. If you have any questions, please contact the PTSA officers through the school at 618-6230.

REPORTING TO PARENTS

Arlington Public Elementary Schools are on a trimester reporting schedule. Report cards are provided online and as a paper copy to parents at the end of each trimester. Teachers will use Family Access to communicate ongoing student progress. Parent conferences are held in the fall. These conferences are intended to give parents an opportunity to meet with the teacher and set academic goals. Parent conferences will also be held in late March to discuss your child's academic progress.

SCHOOL CROSSINGS

Crossing guards will be stationed at the crosswalk near Eaglefield Drive and Champions Drive and at the first crosswalk west of the school entrance on Eaglefield Drive at 8:50 a.m. and at 3:40. Students are asked to walk on the south sidewalk along Eaglefield Drive for their safety. Upon entering school property, students will walk only on the sidewalks, not in the parking lots or on the street. Students who are walking are to use the concrete walkways and refrain from walking on the road, parking lots, grass areas, shortcuts, or neighbors' property.

SIGNING IN/OUT

It is important for all visitors or volunteers to sign in at the office for both security and safety reasons. At this time, we may ask to check identification, and you will receive a visitors badge

also. We also ask that visitors sign-out when leaving so that we know you are no longer in the building in case of emergency. This will help us to account for you in case of emergency evacuation and also ensure that all inside the building are approved to be at Pioneer.

STUDENTS WALKING SAFELY

Please help your child become familiar with your route by walking it together. Teach your child to cross the street only at safe locations. Also, practice good pedestrian behaviors with your child when walking the route together and following these safety recommendations:

- Wait for crossing guards before crossing where they are usually posted.
- Stop at the curb before crossing the street.
- Walk, don't run, across the street.
- Cross at corners, using traffic signals and crosswalks whenever possible.
- Look left, right, and left again before crossing.
- Walk facing traffic if possible.
- Make sure drivers see you before crossing in front of them.
- Watch out for driveways, alleys, or other places where cars may have trouble seeing you.
- Wear white clothing or reflectors when walking at night.
- Cross at least 10 feet in front of a school bus.

Along with the habits above, it is recommended that children who are walking to school know of safe neighbors they can go to in case of a situation that causes the child to be scared. Ideally, children would walk in a large group with an adult. You can set up a "walking bus route" where a group of students is joined both other students and parents along the walk route. Finally, should there be a situation where a child is approached, lured, or threatened by a stranger, we recommend that 911 is called so they can respond.

WITHDRAWAL FROM SCHOOL

As soon as a parent/guardian knows their child will be moving from the district, they should notify the office to insure that all bills are paid and books returned. In order to make a smooth transition to your new school, parents are invited to come by the school office to complete the withdrawal of their children.

**PIONEER ELEMENTARY
STUDENT BEHAVIOR GUIDELINES**

As a school community, we teach student expectations and responsible behavior, encouraging students to follow the five guidelines below. When minor misbehavior occurs, it is viewed as a teaching opportunity and a chance to respond with calm, consistent corrections or consequences. We work collaboratively to solve problems that are chronic or severe in nature. The establishment of an effective discipline plan is an ongoing process and input from all who are impacted is invited.



The Big Five

- Use kind words, actions, and manners.
- Walk at all times in designated areas.
- Keep hands, feet, and objects to self.
- Listen to and follow directions.
- Use appropriate voice level and tone.

Hallways
Trailblazer Behavior

- Walk in a straight line on the right side of the hallway
- Stop at intersections and wait your turn
- Stay with your class

The Big Five

- Use kind words, actions, and manners (be aware of person in front and behind you)
- Walk at all times in designated areas (always walk)
- Keep hands, feet, objects to self (off of walls and windows)
- Listen to and follow directions
- Appropriate voice level and tone



Playground
Trailblazer Behavior

- Contact an adult if you see a stranger or animal (look for visitors tag)
- Games are to be played by school rules (no tag)
- Respect games already in play (no changing rules, chasing equip. through game, taking equip.)
- Stay within boundaries
- Think before acting
- Use passes to enter the building
- Use school equipment correctly (only provided equipment; no rocks, pinecones, small animals)

The Big Five

- Use kind words, actions, and manners (sportsmanship)
- Walk at all times in designated areas (under covered areas)
- Keep hands, feet, objects to self
- Listen to and follow directions
- Appropriate voice level and tone

Lunch Room
Trailblazer Behavior



- Hold tray correctly (*both hands*)
- Pick up supplies in one trip (milk, utensils, napkins, condiments)
- Eat only your own food
- Sit appropriately at tables (feet on floor, facing table)
- Clean your area (completely and wipe)
- Be seated and raise your hand to be excused (after cleaning your space)



The Big Five

- Use kind words, actions, and manners (let anyone sit next to you)
- Walk at all times in designated areas
- Keep hands, feet, objects to self
- Listen to and follow directions (from all adults)
- Appropriate voice level and tone (quiet voice)



Assemblies
Trailblazer Behavior

- Attention to speaker/performance (eyes focused on performance)
- Clap at appropriate times (no hooting or hollering)
- Enter and exit appropriately (with teacher)
- Stay seated until directed to stand (criss-cross applesauce if an option)

The Big Five

- Use kind words, actions, and manners
- Walk at all times in designated areas
- Keep hands, feet, objects to self
- Listen to and follow directions
- Appropriate voice level and tone



Arrival & Dismissal
Trailblazer Behavior



- Wait in designated areas
- Help others get where they need to be
- Arrive and leave on time (not running in when bell is ringing)
- Appropriate language/topic of discussion in line
- Follow bus and pick-up rules (respect drivers and allow them to do their job)
- Enter and exit through correct doors

The Big Five

- Use kind words, actions, and manners
- Walk at all times in designated areas
- Keep hands, feet, objects to self
- Listen to and follow directions
- Appropriate voice level and tone



Bathroom *Trailblazer Behavior*



- Give people privacy
- Keep feet on floor
- Flush toilet and wash hands (one time)
- Clean up after yourself (keep water in sink, put towels in garbage can, use supplies for intended purposes only)
- Return directly to classroom

The Big Five

- Use kind words, actions, and manners
- Walk at all times in designated areas
- Keep hands, feet, objects to self
- Listen to and follow directions
- Appropriate voice level and tone



TERRIFIC TRAILBLAZER PROGRAM

The TERRIFIC TRAILBLAZER Program is a student recognition program designed to teach and encourage appropriate student behavior. The Pioneer Staff focuses on the Big 5 expectations throughout the year, student's work habits and positive social skills to help children succeed in school, at home and to be responsible citizens. We will focus on a specific Big 5 Expectation as we celebrate what's "right" with students while enabling them to develop knowledge and life skills for enhancing ethical and responsible behavior. This focus will help to promote citizenship and social skills in Pioneer's students. Each month, two or three students from each classroom who practice those positive behaviors are recognized in front of their grade level at the end of the month.

Social Skills/Anti Bullying Education

At Pioneer Elementary, we believe in the importance of students learning social skills and anti-bullying strategies. For the 2015-2016 school year, Kindergarten through 2nd grade students will receive instruction using Second Steps and 3rd through 5th grade students will receive instruction using Steps to Respect. This learning will take place once a week within the classroom and delivered by the classroom teacher and other support staff, such as our counselor, Brandi Moore. In order to further reinforce the key concepts learned through this curriculum, the character traits for this year fit the key vocabulary found within these research-based materials. As a building, we will focus on verbal bullying this year which also fits our Big 5 focus.

Pioneer Elementary
Comprehensive Anti-Bullying Plan

The goal at Pioneer Elementary is to provide a culture where bullying behavior is not tolerated. Students will recognize, refuse, and report bullying.

The Pioneer anti-bullying plan has two components:

Training/Prevention:

- Staff:** Ongoing Training during Staff Meetings
Training of Para-Educators during Meetings
Training Staff on *Second Step*® Curriculum
- Parents:** PTA Presentation
Volunteer Handbook with Information On Reporting and Recognition
Newsletter Information and Website/How to Respond and Report Bullying
- Student:** Star Coyote Presentations during September and January
Second Steps® taught by the staff in grades 3rd – 5th.
***Second Steps*® is taught by the staff in grades K-2.**

Intervention:

- Reporting:** “Problem Report” in Classrooms and Office
Inform Students of Whom to Report to: (tell an adult until you are heard)
Anonymous Way of Reporting – Box in Office
Training for Staff/Para-Educators on How to Respond
- Discipline Model:** First Level – Classroom Intervention or Verbal Warning *with Parent Contact*
Next Levels – Follow District Anti-Bullying Procedures & Parent Contact
Interventions will include Student Plan, Follow-up, Possible Report, and Consequences
- “Target” Support:** Follow- Up on a Sliding Scale with Target
Follow-Up with Parents on a 1-week/1 month Basis
“Target” Education with Counselor, Assistant Principal, or Principal
- Tracking:** Tracked with Referrals and Notes added to Discipline Notebook.

Reporting Bullying Behaviors

Should your child share of student behaviors taking place at school that intimidate or scare them, please notify your child’s teacher or someone in our school office. We have many strategies to promote a safe environment for each student, and the sooner we have the information, the better we are able to address it in a proactive and prompt way. Students can also bring home an incident report to write up, or work on one alongside an adult at school

6. Use school personnel and other parents as resources in finding positive ways to encourage respectful behaviors at school.

- Volunteer time to help supervise on field trips, on the playground, or in the lunchroom.
- Become an advocate for schoolwide bullying prevention programs and policies.

7. Encourage your child to continue to talk with you about all bullying incidents.

- Do not ignore your child's report.
- Do not advise your child to physically fight back. (Bullying lasts longer and becomes more severe when children fight back. Physical injuries often result.)
- Do not confront the child who bullies.
- Do not confront the family of the child who bullies.

PIONEER ELEMENTARY PLAYGROUND EXPECTATIONS

Purpose: To play safely, have no injuries, and create a cooperative and friendly environment on the playground.

- Students are expected to be courteous and considerate, respecting the rights of other students, sharing equipment and space.
- Students are to follow all directions given by playground supervisors.
- Students are to keep their hands and bodies to themselves.

Ask yourself, "Is what I am doing or saying negatively impacting another student or adult?"

Playground safety

- ◆ Walk on the blacktop
- ◆ Stay off the grassy banks.
- ◆ Do not throw rocks or other harmful items
- ◆ Stay on your feet at all times on the field.
- ◆ Kick only soccer balls, kickball or footballs on the field only.
- ◆ Use appropriate balls for each game.
- ◆ Share all playground equipment.
- ◆ Do not to leave the playground without permission.
- ◆ End all games and play when the recess bell rings.
- ◆ Line up and wait for their teacher or adult before entering the building.
- ◆ Report accidents to a playground supervisor.

Equipment safety

- ◆ Do not stand on top of any of the equipment
- ◆ Do not jump off any part of the equipment
- ◆ Do not hang or swing from your knees on the bars
- ◆ Do not touch anyone on the bars
- ◆ Do not climb on fences, backstops, roofs, tetherball poles, in planters or hang on basketball hoops.

Consequences for Inappropriate Behavior at Recess

For *minor* infractions, a student may:

1. Be given a verbal warning.
2. Lose the privilege of using the equipment.
3. Asked to sit on a bench or stand against the wall for a time-out.
4. Lose field or "undercover area" privileges.
5. Be assigned to alternative recess opportunities such as join the "recess club" in the library for a period of time or be assigned to another classroom for recess.

For *major* infractions, the student will be referred to the principal or assistant principal for appropriate consequences.

DISCIPLINARY PROCEDURES

The progressive disciplinary steps will be administered with flexibility to meet the needs of individual students and situations. This is also consistent with the Love and Logic approach given that students need to take responsibility for both the consequences and the behaviors.

Minor Infractions: Minor infractions are handled on the spot, in the classroom, on the playground, or through a Think Time, which is a supervised recess time out. Classroom discipline plans will vary with each individual teacher. Each teacher will send home a copy of the classroom discipline plan. Teachers will have the option of documenting minor infractions on the classroom disciplinary step form.

Examples of minor infractions may include, but are not limited to :

- Name calling
- Not completing assignment
- In the hallway without a pass during class time
- Put downs
- Not following directions
- Littering
- Blurting
- Off task behavior

Chronic Minor Infractions: These shall be referred to an administrator along with any supporting documentation (classroom disciplinary steps form) of interventions and parent contact.

Major Infractions: All major infractions will be referred to an administrator using the **incident referral form**. Depending on the severity of the incident, the administrator may advance the student to a higher step on the disciplinary procedure form. Incidents classified as exceptional misconducts will be handled as outlined by Arlington School District Policy 3241P, Exceptional Misconduct Procedures. Examples of major infractions may include, but are not limited to:

Stealing	Fighting Situation
Physical Assault	Vulgarity/Lewd Conduct
Harassment	Possession of Drugs/Alcohol
Defiance of Authority	Possession of Weapons
Intimidation	Forgery
Bullying	Cheating
Safety Violation	Plagiarism
	Instigating Fight

DISCIPLINARY STEPS

Minor behavior problems will be handled immediately between the teacher and the student, or the staff member and the student, dependent upon where the behavior incident occurs. Teachers and staff will follow building and classroom disciplinary procedures. Dependent on the incident classification, the student will be referred to the administrator using the incident referral form. Depending on the severity of the incident, an administrator may advance the student to a higher step on the disciplinary procedure form. Incidents classified as exceptional misconduct will be handled as outlined by Arlington School District Policy 3241P, Exceptional Misconduct Procedures, which can be found in the Arlington Public Schools portion of this handbook.

- Step 1 Conference with administrator
 Parents notified
 Logical consequences
 30 days probation

- Step 2 Conference with administrator
 Parents notified
 Student Action Plan (Optional)
 Time out (30 minutes - 3 hours)
 30 days probation

- Step 3 Conference with administrator
 Parents notified
 Student Action Plan
 In-School Suspension (1 day)
 30 days probation

- Step 4 Conference with administrator
 Parents notified
 In-School Suspension (1-3 days)
 Parent-Teacher-Student-Administrator conference
 Behavior Management Plan

- Step 5 Exceptional Misconduct/District Policy
 Conference with administrator
 Parent notified/Written notification
 Short Term Suspension
 Parent-Teacher-Student-Administrator conference

PIONEER ELEMENTARY
Behavior Intervention DEFINITIONS

Logical Consequence: A disciplinary action related to the offense.

Problem Report: A written form for students to communicate about classroom/playground conflicts. These reports can help document possible on-going bullying. The report is given to the classroom teacher.

Student Action Plan: A written plan developed by the student with the help of an adult. It is meant to deal with the behavioral incident and provide a way of changing the behavior.

Probation: A period of time (30 days) in which the student has the opportunity to change his/her behavior, regain control, or assume responsibility.

Make It Right: Make It Right times are used for minor infractions and is a supervised lunch recess time out where the student fills out an action plan and sets goals for improved behavior. Students will also work on "making it right" by performing service or assistance that makes up for the infraction they committed.

Time Out: Removal from the classroom or activity for a time not to exceed 3 hours (must be age appropriate). Parents are not legally required to be called if time out is assigned, however, it is recommended that parents are notified if time out is assigned.

In School Suspension: Isolation from other students for one-three days without opportunity to engage in regular classroom activities. Students will be able to complete work during this time.

Short Term Suspension: Suspension out of school for a period of not more than 10 school days.

Long Term Suspension: Suspension from school that exceeds 10 school days.

Expulsion: Denial of attendance for a specific amount of time.

Addendum to Arlington Public Schools Handbook for Eagle Creek, Kent Prairie, Pioneer and Presidents Elementary School

General School Information

Admission to Kindergarten/First Grade

Children who will be five years old on or before August 31st may attend kindergarten. A certified record of birth, proof of residence, and complete up-to-date immunization records are required for registration. Exception: The Superintendent may grant exceptions to this date if, following competent examination of the child, it is determined that it is in the best interest of the child to be enrolled in school. Requirements for early entrance are described in Board Policy 3110P. Applications for Early Entrance are available at the district office.

Kindergarten experience is not required for first grade placement; however, it is recommended for a successful school experience. Children who will be six on or before September 1st may enter the first grade. A record of birth and immunization records are required.

Attendance: EXCUSED ABSENCE

A parent/guardian may excuse a student for the following valid reasons (Board Policy #3122)

REASON	EXPLANATION
Illness	Illness
Medical Appointment	Medical appointment (including but not limited to medical, counseling, dental or optometry)
Family Emergency	Family emergency, including but not limited to a death or illness in the family.
Medical/Health Condition	A severe medical or health condition that prevents a student from attending school.
Court	Court, judicial proceeding
Religious	Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
Prearranged	Principal (or designee) and parent,

Absence	guardian, or emancipated youth mutually agreed upon approved activity.
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PRE-ARRANGED ABSENCE (EXCUSED)

A parent/guardian may request a pre-arranged absence for their student for a reason that does not meet one of the valid reasons listed above. **The parent/guardian and principal (or designee) will mutually agree upon the student's absence, as excused, if the pre-arranged absence will not have a serious adverse effect on the students' educational progress. Parents/Guardians should make a request at least one (1) day in advance for each day of absence. i.e.: Five (5) days in advance for an absence that will cause a student to miss five (5) days of school.**

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period. The school district may excuse a student's absence for the following reasons (Board Policy #3122)

REASON	EXPLANATION
Suspension	Absence resulting from a disciplinary/corrective action.
Expulsion	Absence resulting from a disciplinary /corrective action.
In-School Suspension	Absence resulting from a disciplinary /corrective action.
School Activity	Participation in a district or school approved activity or instructional program.
Office	Absence resulting from student being in the office.
Homeless	Absence directly related to student's

may result in juvenile court proceedings.
RCW 28A.225.010

UNEXCUSED ABSENCE

A parent/guardian may keep a student home for other reasons not listed above, but the absence will be marked unexcused because the absence does not match one of the valid excuses listed in Board Policy #3122. A student whose absence is not excused will experience natural consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent. Teachers are not required to give make-up work for an unexcused absence.

TARDIES (Arriving late or leaving early)

In addition to attendance, punctuality is important too. We expect all students to arrive on time and stay until school is dismissed. When students have accumulated three or more unexcused tardies in one month, they may be required to make up time. Students are encouraged to be prompt. The first several minutes are very important as they set the tone for the day. Many skills are reinforced during this time. Students who are tardy must check in at the office when they arrive with a note excusing the tardy. Students will be given an admit pass to class. Parents will be contacted if the child has excessive tardies in order to discuss a plan to remedy the concern or cause.

TRUANCY

Failure to attend class without parent/guardian or school authority knowledge is truancy. This type of absence will result in school discipline and

Mandatory School Attendance Law

The mandatory school attendance law requires all parents, guardians and Washington State residents having children between the ages of 8 and 18 to cause their child to attend public or private school. Any person violating this requirement "shall be fined not more than \$25.00 for each day of unexcused absence from school" unless the court decides otherwise.

Parents are to be informed when the student has failed to attend school after one unexcused absence. After two unexcused absences a conference will be set up with the parent and student. The purpose of the conference is to take steps to eliminate or reduce the student's absences.

Not later than the fifth unexcused absence in a month, the school shall enter into an agreement with the student/parent/guardian that establishes school attendance requirements; or file a petition with the juvenile court alleging a violation.

The school district must file a petition with the juvenile court alleging a violation of the State Mandatory Attendance Law by the parent, by the child or by the parent and the child not later than the tenth unexcused absence during the current school year.

Please contact your school when your child is absent or if you are having problems getting you child to school. If a translator is needed, please inform the school or have an English speaking person contact them for you.

Excused Absences

If your child will be absent for any reason, we request that you notify the school. Since any absences impact a child's academic progress, you will be notified if your child accumulates fifteen or more excused absences. If health issues are a cause of frequent absences, we will arrange for our district nurse to consult with you. A doctor's note may be required to excuse any further absences.

Please notify the school if your child will be absent for any reason. Log in to Family Access and mark the appropriate reason for the absence. If you are unable to log in, call the attendance line or send a note, the absence is marked "unexcused".

For reporting attendance:

<http://www.asd.wednet.edu>

Choose "Family Access". Contact your school office for log in information.

Attendance lines:

Eagle Creek 360-618-6271

Kent Prairie 360-618-6261

Presidents..... 360-618-6241

Pioneer 360-618-6230

Before and After School Hours

It is important that the students not be on the school grounds prior to 8:55 a.m. unless they are enrolled in a day care program on campus.

Students are to leave school promptly at dismissal time (3:40) and check in at home. If you pick up your child at the end of the day, you are expected to be at school promptly at 3:40. Parents will be contacted by school personnel should their child be required to remain after school.

Buses and the Beginning of the School Year

Here are some reminders to help things go smoothly at the beginning of the school year:

Transportation asks that you have your children ride the bus *both* morning and afternoon runs. There is much less confusion getting home when the child and driver recognize each other. One option is to follow the bus the first time your child rides and meet them at the school.

For the first 2 weeks of school it is normal for the busses to run 5-10 minutes late in the morning and 10-20 minutes late in the afternoon. Please be patient as our bus drivers learn their bus stops.

Change in Routine

Unless we have parent/guardian permission, all students will be dismissed from school to their planned after-school care. Changes in routine can be communicated from the parent/guardian in the following ways:

- We prefer written communication from the parent or guardian in advance of the school day delivered to the school office.
- The parent or guardian can call our school office by 3:00 in order to inform office staff of the change in after school routine. This will provide us with the necessary time to send written communication to the classroom teacher.
- Please do not leave change in routine information on the teacher's voice-mail, as they may not check it until after the school day.
- When requesting a bus pass, please include the name and address of the person/place where your child is to be dropped off and the bus number.

Change of Information/Moving

It is extremely important that the school be given any change of pertinent information regarding your children: home telephone number, day care provider, alternate emergency telephone number and/or change of address.

When moving from the district, you are asked to send a note to the office as soon as possible giving the following information: Child's name, new address and last date of attendance. Also, please personally withdraw your student at the school office.

Please note: If you live in the district but want to apply to a school outside of your boundary, you may apply for an intra-district transfer. Intra-district transfer forms area available at each school site. Students living outside of the district may apply to attend in-district by completing the out-of-district transfer process with their current district.

Check (Money) Requirements

Checks written to the Arlington School District or to each Elementary school must include printed household information with name and address. The phone number must also be included but can be handwritten. The student's first and last name and ID number must also be included. Checks with incomplete information will not be accepted. Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address and telephone number.~ When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment.~ In addition, providing a non-sufficient funds check will result in you being barred from

writing checks to the school or district for the remainder of the school year.

Disaster Plan

Regular drills are held at school so that children will know what to do in case of intruder, fire, earthquake or other emergency situation. In the event of an emergency, such as a snowstorm that closes roads or an earthquake which occurs during school hours, a plan has been designed and is reviewed and practiced periodically throughout the year to ensure the safety of all students, staff and parent volunteers.

Each classroom is equipped with a first aid kit. Water, blankets, batteries and other emergency supplies are stored at each building site. Walkie-talkies are available for communication between personnel should phone lines become inoperable.

Areas of responsibility have been designated for all staff. The goal is to ensure the safety and comfort of all students in the event of an emergency or natural disaster.

Emergency Closure

On occasions when it becomes necessary to close school due to extreme weather conditions or other unusual circumstances, announcements will be made on local radio and TV stations by 5:15, 5:45, or 6:30 a.m. You can check <http://www.schoolreport.org>.

All activities scheduled to be held in the public school buildings affected by changes in the school schedule will be considered canceled when schools are closed for the day. Bus drivers are instructed NOT to try any difficult side roads, if in their opinion they cannot be

traveled safely. **PLEASE DO NOT CALL THE SCHOOL OFFICE.**

Family Access

The Arlington School District provides *Family Access* for grades K-12. *Family Access* is a Web module that allows family members to access student information over the Internet via a secured web connection in real-time. One of the great things about *Family Access* is that it's available from your home, office or anywhere you have access to the Internet. Secure usernames and passwords allow parents and students access to this module and are available from the school office.

FERPA (Family Educational Rights and Privacy Act).

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age "eligible students" certain rights with respect to the student's educational records. They are:

(1) The right to inspect and review the student's records within 45 days of the day the District receives a request for access.* Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Arlington School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want

changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its

annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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

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

Field Trips

Field trips are an exciting part of the educational program and are an extended learning opportunity outside the classroom. Parent chaperones are imperative to help facilitate the intended learning of such field trips. When such trips are planned, permission slips and any information pertaining to the trip will be sent home for the parent's signature. According to Arlington School District Policy 2320P, children must have a signed permission form turned into the teacher/office prior to the field trip. For insurance purposes, when you volunteer to help chaperone a field trip, younger siblings may not accompany you on bus field trips. No smoking by chaperones is allowed on school field trips.

All chaperones are required by law to have Washington State Patrol clearance.

This WSP Identification form is to be submitted 2 weeks prior to chaperoning on field trips. This form needs to be renewed every two years. Forms can be picked up in the school office.

Helping All Students Succeed

Instruction is provided for students who need assistance in basic skill areas, with the goal of enabling students to be successful with the regular curriculum. This support is provided by the classroom teachers and by support staff either in the classroom or in "pullout" groups.

Bilingual Instruction is available in each building for students whose primary language is not English. Language surveys are completed at registration to determine if an assessment for the Bilingual Program is needed. Referral forms are also available through the building principal.

Home/Hospital instruction is provided to students who are unable to attend school for four weeks or more due to a medical situation. A doctor's statement is required for this limited amount of instruction time. Please contact your building principal or the Special Programs Office at 618-6215 if think your child may be eligible for home/hospital instruction.

Displaced Youth: Arlington Public Schools provide support for families in transition as required by the McKinney-Vento Act. Contact the school counselor or principal for more information.

Special Education: Parents of children, ages **birth to school age**, who have concerns about their child's development such as walking and talking can call the Special Programs office at 360-618-6215 for screening and evaluation. Parents of **school age** student with concerns about their progress should contact their child's teacher and /or building principal to learn about the options available. Specially

designed instruction is available for eligible students with disabilities from infants through high school. This instruction is developed to meet individual education needs using a variety of program instruction. This could be special academic instruction, speech and language therapy, behavior support, preschool, and occupational therapy.

Highly Capable program is offered in each school. These programs are designed for very advanced and highly talented students. Referral forms and eligibility requirement for the Highly Capable Program are available at the school office.

Insurance

The Arlington School District does not provide student insurance coverage for injuries arising from accidents during school, in athletic competition, in work-based learning or during school-sponsored activities, such as ASB activities or field trips. *Parents and guardians are responsible for the payment of medical treatment or hospitalization for student injuries incurred during school and outside activities.*

At the beginning of each school year, the District provides parents with information on voluntary insurance programs offered by student accident insurance providers. For students who are not covered by a family health or accident insurance plan, parents/guardians should consider purchasing student accident insurance available through the District.

Internet/Electronic Information Systems

In the Arlington Public Schools we believe that the Internet and World Wide Web is an important educational tool. A filtering system to block access to images that are obscene, pornographic, or harmful to minors. All students shall have access to the district network and Internet

unless their parent/ guardians notify the district to restrict their son/daughter's access. Opt-Out forms are available in the school office and online.

Copies of the procedures are available at the school district website at <http://www.asd.wednet.edu> or you can request a copy from your school.

Legal Custody

A legal document is required to support any questions of custody between divorced or separated parents; otherwise, either parent is considered to have the right to have contact with their children on school property.

All custody documents must be on file in the school office; however it is not the school's responsibility to interpret the judgment regarding the custody of any student enrolled in our school. We will use official court documents to help disseminate educational information to parents. Please provide the school with any legal documents as needed or as changes occur.

Lost and Found

All removable clothing and all lunch boxes should be name tagged or marked for easy identification. Periodically, items left in the lost and found are donated to a local agency to help people in our community. Please be sure to check our lost and found whenever you visit our school, as children tend to forget what they lost.

Lunch Program

Arlington Public Schools' Child Nutrition program takes pride in offering nutritionally balanced hot lunches at all schools. Price

lists are available at school offices and are listed on the monthly menus. **Students may not charge lunches.** All school families can access meal accounts by logging on to Family Access. This service allows families to check balances and add money to lunch accounts at any time. Families will need the login information, available from the school offices. Lunches are also available at a reduced price or at no cost to students whose families meet requirements for federal eligibility. Each school office has applications. K-5 lunch prices for the 2013-2014 school year are: Lunch: \$3.00; Breakfast: \$1.75; Milk: \$0.50.

Free and reduced lunches and breakfasts are available. When there is a need and when family income falls within guidelines set by the State Superintendent of Public Instruction, application for reduced and free lunches may be made. Applications are mailed home to each family before the first day of school. Verification of income may be required to qualify for this program. Students who qualified for free or reduced lunch in the Arlington School District the previous year, have a 30-day grace period to complete the yearly application.

Playground Supervision

Playgrounds are supervised with qualified adult supervisors during all recesses of the school day to ensure safe controlled play sessions. Children are discouraged from bringing toys, radios, or other personal property onto our playground. **No electronic devices are allowed on the playground.** The school does not take responsibility for lost or damaged articles.

Student Searches

A student shall be free from searches of

his/her clothing and other personal property unless there is a cause to believe that something is concealed that may be of danger to the student or to other students and/or is in violation of a school rule. School officials shall request the student to remove all items from pockets or other personal effects. If the student refuses and there is not immediate danger, school officials shall refrain from a search until the parent is available. In the event the parent is not available and there is reason to believe that the student is in violation of a civil law, the school official may consult with a law enforcement officer. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events. Principals may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

Telephone

Staff and students will not be called to the phone during school hours except in the case of an emergency. Children will be given written messages when they are left with our school office staff. It is also possible to leave a voice message on the teacher's phone by calling the school office. However parents should leave "change of routine" messages with the office to ensure that the message is received before dismissal.

Visiting Schools

School district policy requires that all school visitors/volunteers report to the office to sign in and pick up a visitor ID before entering a classroom or the playground. To assure safety in our school,

visitors may be asked for proper visitor identification. If parents would like to observe a classroom during the instructional day, prior arrangements need to be made with the building administrator.

Volunteer Program

Participation in the volunteer program is critical to the successful functioning of any elementary school. Parents and teachers working together provide the best instruction for our children. Volunteering is both stimulating and fulfilling for those involved.

We encourage mothers, fathers, grandparents and community members to share in the special experience. Volunteer your time! It is rewarding! If you are interested in learning more about your schools volunteer program, please call the

office for information.

All volunteers are required by law to have a Washington State Patrol Identification form completed two weeks prior to volunteering in the school or chaperoning on field trips. This form needs to be renewed every two years. Forms can be picked up in the school office.

Voter Registration

Arlington Public Schools cooperates with the city and county election officials in voter registration. Any person who wishes to become a registered voter, or to transfer voter registration to a new address may do so by picking up a "register by mail" card in the school office.

Discipline

Bus Safety

When students are waiting for the bus, they should be orderly and form single lines behind their assigned bus route line. To ensure safety as the buses are loaded, students are expected to stay off playground equipment during bus loading time. When boarding the buses, students are to take their time and be courteous so no one will be hurt. While riding the bus, students are to remain in their seats facing forward keeping their heads and arms inside the bus. If you have concerns you may contact the transportation Department at 360-435-3307.

Bus Safety Rules

1. Students will obey the driver promptly and willingly.
2. Students will be in their assigned seats, and will use the seat belt if so equipped.
3. Students will be seated safely while the bus is in motion; seat on seat, backseat flat to the back, and feet flat on the floor.
4. Voices will be kept at a safe level as directed by the driver. Students will refrain from shouting, whistling or other distracting noises. Students must be silent at railroad crossings.
5. No unnecessary talking to the driver, as this distracts attention from traffic

- and load/unload areas.
6. Students will never be in the driver's seat, tamper with controls, or with emergency equipment on the bus.
 7. Conversation will be appropriate. There will be no harassment, ethnic slurs, obscene language or gestures allowed.
 8. Students will be courteous and refrain from any activities that are dangerous to others. They will keep their hands to themselves and respect the property of others.
 9. Students will keep the bus clean.
 10. Windows will not be opened more than three notches. Body parts and objects will remain inside the bus.
 11. Nothing will be thrown in or at a bus.
 12. All acts of vandalism will be investigated.
 13. Students must have a bus pass issued by the school before riding a bus other than the one regularly as assigned to them, or leaving a bus at other than their regular stop.
 14. Students will be at their stop 5 minutes before scheduled arrival time, and be accountable for their actions; following proper load/unload procedures as directed by the driver.
 15. The following are prohibited on the bus: Weapons and sharp, pointed objects, eating and drinking, glass, balloons, any form of animal life (excluding companion dogs assisting with disabling conditions), alcoholic beverages, drugs and controlled substances, boom boxes, skate boards, articles too large to store within the seat compartment, flammable items, use of tobacco products in any form, use of any spray.

Bus Safety/Consequences

Students demonstrating inappropriate and/or unsafe behavior while riding the school bus shall be subject to the following consequences:

- Step #1: Student warning/Student-Driver conference/ Rules home for parent signature
- Step #2: Conduct report sent home/Assigned seat
- Step #3: Three-day suspension of the bus privileges
- Step #4: Five-day suspension of the bus privileges
- Step #5: Up to 20-day suspension of bus privileges
- Step #6 Suspension of bus privileges for remainder of year.

Students demonstrating unacceptable behavior considered to be severe shall be subject to the following consequences:

Drop Down Ticket-Mandatory loss of bus privileges with the number of days to be determined at the Transportation Department dependent upon the severity of the infraction. The appropriate law enforcement agency may also be contacted for illegal activities.

Students are accountable for their behavior at all times. Cooperation in providing safe and pleasant transportation is expected.

Parents and students who are 18 years and older may appeal disciplinary action through the office of the school administrators.

Cell Phones At School

It is not recommended that elementary students have cell phones at school.

If it is necessary for your child to carry a cell phone, please note that it must be turned off and in his/her backpack during school hours *including field trips*. **Phones are available at each school for emergency use.** Students are not permitted to send or receive cell calls or text messages while on campus. Students who violate these expectations will have their phone confiscated and disciplinary action may be taken. A parent or guardian will be notified if a phone is confiscated and will be required to pick it up in the office. *Parents are asked to remind their students of the dangers of using their cell phones inappropriately, such as to text unwelcome messages or to send or forward explicit pictures.* The Arlington School District cannot be responsible for lost, stolen or damaged cell phones.

Dress Code

The school dress code functions as an important part in creating a positive and non-disruptive learning environment for all. Students are expected to dress appropriately and to avoid extremes in clothing that will cause disruptions to the education process or create a hazard. Use the following guidelines for choosing your school clothing:

- Longer walking shorts (mid thigh or longer) may be worn. Shorts and skirts need to be at least finger-length when your arms are fully extended at your side.
- Tank tops, muscle shirts and sleeveless tops are allowed as long as the straps are two fingers wide and the garment covers the underarm area. Shirts should not reveal undergarments.
- Shirts must not expose your stomach or lower back at any time (when you sit, raise your arms, etc.)
- Hats may be worn outside at anytime. They may not be worn inside the building unless there is a special classroom or school-wide event.
- Clothing should be the appropriate size and not larger than two sizes above the normal size. Exposed underwear is not allowed.
- Inappropriate clothing is any article of clothing that is see-through, that displays obscenities, foul language, double meanings/slogans, or symbols, that advertises or promotes illegal substances or activities, (tobacco, alcohol, drugs), that degrades the integrity of individuals or groups or that displays undergarments while standing or raising your hand.
- *Inappropriate dress will be dealt with under the guidelines of the individual school's discipline procedures. Appropriate clothing may be furnished from the home.*

Exceptional Misconduct Policy #3241P

Exceptional Misconduct is misconduct which is so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school(s) as to

warrant an immediate resort to short-term suspension, long-term suspension, or expulsion. Students who involve themselves in criminal acts on school property, off school property at school supervised events, or off school property and which acts have a detrimental effect upon the maintenance and operation of the schools or the district are subject to disciplinary action by the school and prosecution under law. In the case when the following exceptional misconduct also results in a violation of civil or criminal law, the appropriate law enforcement agencies, as well as the parent or guardian, will be contacted.

The following guidelines are in effect for students to establish a range of corrective actions, which may be imposed as a consequence of exceptional misconduct. An ad hoc committee met to define the areas of misconduct and the range of action to be taken. The appeal process for short and long-term suspensions shall remain in effect for short and long range suspensions imposed as a result of this procedure. (Adopted June 25, 2008)

Arson

Intentionally setting a fire. Considerations include extent of fire, amount of damage, intent, and threat to student and staff safety.

Range of Corrective Actions:

Elementary: Short-term suspension - Expulsion

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Assault (Verbal and Physical):

Any unwanted or intended physical act which causes injury, or reasonable fear of such contact.

Range of Corrective Actions:

Elementary: Short-term suspension - Expulsion

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Bomb Threat:

Threatening damage to persons or property from exploding bombs, whether real or imagined.

Range of Corrective Actions:

Elementary: Short-term suspension/Sanction - Expulsion

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Civility/Profanity, Inappropriate Language and Gestures

Use of profane language/abusive language is not acceptable in the school setting and consequences will be applied appropriately. Included will be inappropriate gestures, swearing, profanity, cursing, spitting, suggestive comments meant to intimidate or embarrass, directed toward other students.

Corrective Actions:

First Incident: Verbal warning, detention, short-term to long-term suspension

Second Incident: Short-term to long-term suspension

Use of profane language/abusive language towards staff members will result in a short-term to long-term suspension.

Defiance of Authority:

Includes the following, but is not limited to the items below:

1. Interference with School District personnel by force or violence or threat of force.
2. Obscenity or profanity directed at a staff member.
3. Willful refusal to follow reasonable requests of a school official.
4. Obstruction by willfully withholding original information and/or misrepresentation of allegations by lying.
5. Interfering seriously with the conduct of any class or activity.
6. Failure to submit to reasonable corrective action imposed by the District or authorized employees.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Disruption or Interference of the Educational Process:

Conduct as determined by District authority which materially and substantially interferes with the educational process. This may include, but is not limited to cheating, gambling, forgery, failure to identify one's self or to give accurate name, and possession of unauthorized items at school.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Electronic Information Systems:

System accounts are to be used by their authorized owner and only for the authorized purposes. Unauthorized use of the system, which causes a disruption to the school or School District educational program is prohibited. Users are responsible for the appropriateness and content of material they store, transmit or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited. Users shall not seek information on, obtain copies of, or modify files, or other data or passwords belonging to other users or misrepresent access to the system. Communications may not be encrypted so as to avoid security review.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Extortion:

Obtaining money or property by threat of violence or forcing someone to do something against their will.

Range of Corrective Actions:

Elementary: Short-term Suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension – Expulsion

False Alarms:

Deliberate or intentional setting off false fire alarms.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Fighting:

A physical altercation between two or more students.

Range of Corrective Actions:

Elementary: Short-term suspension - Expulsion

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Gang Association/Activities:

Gang membership or affiliation implied through behavior, apparel, activities, acts, or other attributes that lead or reasonably could lead to disrupting the educational process. A material disruption to the educational process may be found to exist if:

1. Wearing, carrying, or displaying gang-related apparel that intimidates, causes harassment, or affects attendance of another student.
2. Exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate, cause harassment or affect the attendance of another student.

Range of Corrective Actions:

Elementary: Short-term suspension - Expulsion

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension – Expulsion

Harassment (Malicious, Racial or Sexual):

Pattern of conduct designed to trouble, worry, torment, or degrade an individual. Unwelcome sexual advances, requests for favors, offensive verbal/written comments, touching, threats of violence or of a violent nature, hate literature, graffiti, defacement of personal or public property, degrading a person's race, color, ancestry, national origin, religion, sexual orientation, mental, physical, or sensory handicap is prohibited.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Insubordination/Willful Defiance

Definition: Disobeying a reasonable request of a staff member is not permitted. It is a choice on the part of the student to refuse to do as instructed by the teacher or other adult.

Corrective Actions:

First Offense: Warning or Short-term suspension and parent contract

Second Offense: Up to 10 days short-term suspension and parent conference

Third Offense: Long-term suspension and parent conference

Intimidation:

Hazing, coercion, threatening or like conduct against School District personnel, pupils, and or other authorized school visitors, which compels or induces them to abstain from conduct against their will.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Lewd Conduct:

Any conduct which is an indecent or obscene act or expression by a student. This may include but is not limited to indecent exposure, extreme displays of affection, and use of obscenities/profanity, oral, written or gestured.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Possession, Use or Sale of Explosive Devices:

Explosive devices include, but are not limited to fireworks, ammunition, blasting caps, or any combination of incendiary or explosive items.

Range of Corrective Actions:

Elementary: Short-term suspension - Expulsion

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Possession/Use of Alcohol/Controlled Substances:

Students may not possess or use or be under the influence of alcohol, controlled substances, non-prescription drugs, prescription drugs, inhalants, drug paraphernalia, or look-alike drugs.

Range of Corrective Actions:

Elementary: Short-term suspension - Expulsion

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Range of corrective action may be reduced based on participation in a drug/alcohol assessment program.

Sale, Purchase Trade or Distribution of Alcohol/Controlled Substances:

Students shall not sell, purchase, trade or transfer alcohol, controlled substances, non- prescription drugs, prescription drugs, inhalants, drug paraphernalia, or look-alike drugs.

Range of Corrective Actions:

Elementary: Short-term suspension - Expulsion

Middle Level: Short-term suspension - Expulsion

High School: Long-term suspension - Expulsion

Self-Inflicted Bodily Harm:

Students shall not inflict bodily harm to one's self which includes, but is not limited to overdose, mutilation or by any act or omission that exhibits reckless disregard for one's safety or health.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Long-term suspension

High School: Short-term suspension - Long-term suspension

Referral to mental health agency when appropriate.

Threats:

See Exceptional Misconduct: Harassment or Exceptional Misconduct: Intimidation

Trespass:

Being present in an unauthorized place or refusing to leave when asked to go. Students may not block the entrance or exit of any school building or room in order to deprive others of passing through or occupy a school building or grounds in order to deprive others of its use. Additionally, a student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise is granted. Students may not block normal pedestrian or vehicular traffic on a school campus.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension – Expulsion

Theft/Stealing:

The unauthorized exercise over or control over another including taking property of an individual, the school, or school personnel. Possession of stolen property or known possession of property reported lost or stolen.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Tobacco:

Possessing, using, trading, distributing, purchasing or selling tobacco or tobacco related products.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Vandalism:

The willful or malicious destruction or damaging of school property or private property. Restitution will be expected as well as other school consequences.

Range of Corrective Actions:

Elementary: Short-term suspension - Long-term suspension

Middle Level: Short-term suspension - Expulsion

High School: Short-term suspension - Expulsion

Weapons:

It is a violation of Washington State law for any student to carry on to or to possess weapons on school premises, school provided transportation, school facilities or non-school facilities being used by the School District. A violation constitutes grounds for expulsion from the Arlington School District and the public schools of the State of Washington. School officials shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation (RCW 9.41.250, RCW 9.41.280)

1. Firearms are defined as weapons, such as handguns, rifles, or any device from which projectile may be fired by an explosive such as gunpowder.
2. Dangerous weapons include items known as: a sling shot, sand club, black jack, billy club, metal knuckles, pocket knife, or spring loaded knife (such as a switch-blade), any knife which opens by force of gravity or centrifugal thrust (such as a butterfly knife), any knife with a fixed blade of any length, any saber, sword, dagger, or dirk. Devices known as "nun-cha-ku sticks" or "nun-chuks" consisting of two or more lengths of wood, metal or plastic, or similar substance connected with wire, rope or other means ("throwing stars"), or any metal object designed to embed upon impact. This includes any air gun, air pistol or air rifle designed to propel a BB, pellet or other projectile by the discharge of compressed air, carbon dioxide or other gas.
3. Dangerous weapons also include any disabling or incapacitating items such as electronic stunning or shocking devices or laser beams, or any object used in a threatening manner and/or used as a weapon, which could reasonably be perceived to cause bodily harm. Such items include, but are not limited to, a starter pistol, flare gun, cayenne pepper, ice pick, elongated scissors or straight razor.
4. Dangerous weapons also include any toy, "dummy" or look-alike object, or any object which looks or acts like a weapon such as a firearm, knife, projectile or grenade.

Range of Corrective Actions:

Elementary: Expulsion

B. In-School Suspension

Guidelines for the in-school suspension program are as follows:

1. A student who is afforded the opportunity to be assigned to the in-school suspension program as an option to out-of-school suspension shall agree to the conditions specified by the school Principal. Unless the student is of majority age, concurrence from the parent or guardian is necessary.
2. The in-school suspension program is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.
3. Any act of inappropriate conduct may result in denial of this alternative to other corrective actions.
4. A student shall remain isolated from other students throughout the school day and will be denied the opportunity of participating in any school activities while in the in-school suspension program.
5. The student may develop a behavior contract while in the in-school suspension program. The student, his/her parent or guardian and a staff member shall sign the contract, which defines the expected future behavior of the student.
6. Specific rules and building procedures shall be developed by the building Principal.

C. Short-Term Suspension

Guidelines for the short-term suspension program are as follows:

1. Kindergarten through grade four – No student in grades kindergarten through four shall be subject to short-term suspension for more than a total of ten school days during any single semester or trimester as the case may be, and no loss of academic grades or credits shall be imposed by reason of the suspension of such a student.
2. Grade five and above program – No student in the grade five and above program shall be subjected to short-term suspensions for more than a total of fifteen school days during a single semester or ten school days during any single trimester, as the case may be.

D. Long-Term Suspension or Expulsion

In the event a hearing is requested, the Superintendent shall appoint the Hearing Officer, who may be any certificated staff member who is not involved in the incident giving rise to the hearing. The Hearing Officer shall:

1. Schedule the hearing for a specified date, time, and place and may postpone the date and time and change the place for good cause or upon the mutual agreement of the parties.
2. Give written notice of the date, time, and place of the hearing to the Principal, and the parent and student.

3. Answer any questions that the parent and student or counsel may have about the nature and conduct of the hearing.
4. Conduct the hearing with full authority to control the conduct of all persons present, subject to the general directions of this procedural code, and to limit questioning that is unproductive or irrelevant. (The Hearing Officer may not provide testimony.)
5. Write findings of fact and disposition of the case, and
6. Transmit the written findings and disposition to the Superintendent, the Principal, and the parent and student within 5 school days after the hearing.

The parent and student may request an open or closed hearing. A closed hearing may be attended only by the Hearing Officer, Principal, student, parent, and counsel. Witnesses should be present only when they are giving information. At times when the student's psychological or emotional problems are being discussed, he/she may be excluded at the discretion of the Hearing Officer with the concurrence of the parent and/or counsel. In an open hearing, only those persons designated as witnesses shall have the right to speak.

At least 2 days before the hearing, the Principal shall make available in his/her office, any exhibits, affidavits or the signed statements which are the basis for the alleged misconduct and the penalty suggested by the Principal. These may be examined and copied by the parent and student or counsel. If the Principal later receives any further information that shall be employed at the hearing, he/she shall notify the parties involved and make copies available before the hearing. The Principal may request a similar opportunity to review exhibits or statements to be used by the parent and student or counsel.

Upon the request of the Hearing Officer, the parent and student or counsel, the Principal shall submit to the Hearing Officer the student's cumulative record folder. If the Principal or the Hearing Officer deems it necessary, the information contained in such records shall be explained and interpreted to the Officer by a person trained in their use and interpretation. When the Hearing Officer determines that the alleged act of misconduct has been committed, the Hearing Officer shall reach a disposition of the case. The disposition need not be the action recommended by the Principal but shall not exceed the penalty he/she recommends. The disposition should explain the reason for the particular decision. The decision shall be provided to the parent and student or counsel.

If the student is under an emergency expulsion, the Hearing Officer shall render his/her decision within 1 school business day of the conclusion of the hearing.

When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single

hearing may be conducted for them if the Hearing Officer believes that the following conditions exist:

7. A single hearing shall not likely result in confusion, and
8. No student shall have his/her interest substantially prejudiced by a group hearing.

If the Hearing Officer finds that, during the hearing, a student's interests shall be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.

E. Corporal Punishment

Corporal punishment is prohibited as a means of disciplining students in the Arlington School District. Corporal punishment is any act which willfully inflicts or willfully causes the infliction of physical pain on a student.

Corporal punishment does not include:

9. The use of reasonable physical force by a administrator, teacher or other school employee or volunteer as necessary to maintain order to prevent a student from harming him/herself, other students, school staff and other persons, or property;
10. Physical pain or discomfort resulting from or caused by training for or participation in athletic competition or recreational activity voluntarily engaged in by a student;
11. Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;
12. Physical restraint or the use of aversive therapy as part of a behavior management program in a student's individual education program which has been signed by the parent and is carried out according to district procedures in compliance with WAC 392-172-388-396.

Memorandum of Understanding

The Arlington Police Department and the Arlington School District have jointly agreed on a procedure that focuses on providing a safe and healthy environment for students and staff. We have mutually agreed that all violations of the law will be promptly reported to the police department and that an investigation will take place. This action is in addition to any administrative action taken by the school.

The Principal or his/her designee is required to report to the Arlington Police Department the following crimes when they occur on school district property or at school district functions within the city limits:

- **Physical intimidation**
- **Violence**

- **Possession of Weapons or Drugs**

Prohibition Of Harassment, Intimidation And Bullying (HIB)

Arlington Public Schools 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” is an intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by race, religion, creed, color, national origin, age, marital status, honorably discharged veteran or military status, sex, sexual orientation, including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or other distinguishing characteristics, that:

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

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, socio-economic status and body mass.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other District policies or building, classroom, or program rules.

Training

This policy is a component of the District’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention

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

Interventions

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 for targeted student(s) and perpetrator(s). Interventions will range from education, counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, or bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The Superintendent will appoint a Compliance Officer as the primary District contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the Compliance Officer will be communicated throughout the District.

The Superintendent will develop procedures addressing the elements of this policy.

Arlington Public School Compliance Officer is Diane Kirchner-Scott.
Dkirchner-scott@asd.wednet.edu

Policy for Civility

The Board of Directors supports efforts to bring about a positive learning climate in the schools. It is the policy of Arlington Public Schools to promote mutual respect, civility and orderly conduct among District employees, parents, students, and the public. Arlington Public Schools staff will treat parents, students, and other members of the public with respect and expect the same in return.

The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. The District is committed to maintaining orderly educational and administrative processes to keep schools and administrative offices free from disruption and prevent unauthorized persons from entering school and District grounds. This policy is not intended to deprive any person of his or her right to freedom of expression, but to maintain a safe, harassment-free learning environment for our students and workplace for our staff.

In the interest of providing positive role models to the children of this District, as well as the community, Arlington Public Schools encourages positive communication and discourages volatile, hostile or aggressive speech and/or actions. The District seeks the public's cooperation in this endeavor. The

Procedure for Civility Policy

Arlington Public Schools staff will treat parents, students, and other members of the public with respect and expect the same in return. The District encourages positive communication with the public, and discourages abusive, hostile or obscene speech, actions, e-mail or other forms of communication from the public. In order to implement Policy 4299, the following procedures are adopted:

- A. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school or school district property promptly by the Superintendent or designee.
- B. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
- C. When an individual is directed to leave School District property pursuant to circumstances referenced above and refuses to leave, the school administrator or designee may notify law enforcement officials. Restraining orders may be sought by the District when warranted.
- D. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will notify his/her supervisor of the incident.
- E. When a patron has been asked to leave school premises due to the use of abusive, hostile or obscene speech or disruptive conduct or actions, the school administrator will communicate in writing to that patron regarding Board Policy and Procedure 4299. Sample letters have been provided to school administrators for this purpose.

SEXUAL HARASSMENT

This District is committed to a positive and productive education and working environment, free from discrimination, including sexual

harassment. The District prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;**
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or**
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.**

Sexual harassment can occur adult-to-student, student-to-adult, student-to-student, adult-to-adult, male-to-female, female-to-male, male-to-male and female-to-female.

The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate School District services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The Superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff members are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate District personnel of the complaint or report for investigation and resolution. All staff members are also responsible for directing complainants to the formal complaint process.

School Wide Discipline Programs

Individual elementary schools may offer school wide discipline programs designed specifically for their elementary buildings. Copies of the individual school wide discipline programs will be provided in the Facts and Information section of this handbook. A yearly review of the disciplinary programs provided by the Arlington School District and the individual schools will be in a public forum held annually.

General Health Information

Allergies/Illnesses

Please notify your child's teacher and your school nurse personally of any allergies, illnesses or health conditions which may affect his or her performance at school. According to state law, children with life-threatening conditions require a **care plan** with physician orders in place before the student begins school each fall.

Care Plan for life-threatening conditions:

Washington State Law, SHB 2834, now requires that the necessary order, medications, equipment and nursing plan must be in place before a student with a life-threatening condition may attend school.

This law means that parents must have health care provider orders completed, fill the prescription, and take all the supplies and paperwork to school *before the first day the child attends*.

The following are some, but not all of the conditions that are termed potentially life threatening:

- *Severe bee sting reaction
- *Life threatening food allergy
- *Allergy requiring Epi-Pen use
- *Asthma requiring medication or diagnosed with an allergy
- *Diabetes
- *Seizures

- *Under treatment for cancer
- *Students with an organ transplant
- *Significant heart conditions
- *Students with immune deficiencies (hemophilia)

Each fall the health care provider orders, care plans and medications must be updated. A new care plan must be done each year. The following steps will help you to meet these requirements:

- Contact your child's health care provider to discuss whether your child has a life threatening condition requiring a plan to be safe at school.
- Request that the health care provider sign the *Authorization for Medication at School Form* for medications or treatments needed at school. These forms are available at the schools, enrollment offices, Health Services or online at www.asd.wednet.edu/health.
- Make sure that both your signature and the health care provider's signature are on the form with current dates. This legal requirement also applies to over-the-counter (OTC) medications.
- Fill any prescriptions or medications needed at school.
- Fill out a *Health Checklist Form*.
- Take all documents, medications, and any necessary equipment to your student's school prior to the start date. Medications must be delivered by adult/guardian.
- Talk with the school nurse to be sure the plan is appropriate for your child.

Emergency Contact Information

The importance of current telephone numbers for parents/guardians cannot be overly emphasized. It is important that the school have an accurate primary phone number, updated work number(s), cell number(s) and reliable alternate phone number(s) of a person who could pick up your child or respond to an emergency on record throughout the school year in case of an emergency. Please notify the school of any change of address and/or telephone number(s) so that we have the most current information available. These are the numbers that will also be used for School Emergency Connect-Ed messages.

Immunizations:

Immunization compliance is required by law for all K-5 students. Under the terms of the law, students who are not in compliance may not attend school or be assigned to a class. Although it is not encouraged, a parent may also choose personal or religious exemption (a parent signature required). However in the event of an outbreak, exempted students will not be allowed to attend school. Medical Exemption will require the licensed Health Care Provider's signature. The minimum requirements for school attendance are:

- DPT: five doses (or 4 or 3 depending on age when vaccine was given).
- POLIO: three doses provided the last dose is given on or after the 4th birthday.
- MMR: two doses both given on or after the 1st birthday and at least 28 days apart, or blood test showing immunity.
- HEPATITIS B: three doses, the third dose must be on or after 6 months of age.

- VARICELLA: two doses given on or after the 1st birthday, Blood test (titer) showing immunity, and/or health care provider report of verification of the illness (chickenpox).

If you have any questions, please call your school nurse.

Kindergarten and any newly enrolled students will not be able to attend school and /or be assigned to a classroom until all immunizations are in compliance.

Injury or Illness at School

The principals and school nurse are responsible for planning a program of first aid care for your children. Minor cuts and abrasions will be treated at school. In the event a student is seriously injured at school or is too ill to remain at school, the child will be sent home. It is the parent's responsibility to provide transportation in this event.

Please note: A child with a fever of 100 degrees or more should remain home until the temperature drops to below 99 degrees for 24 hours and the child is well enough to return to school and participate in all activities including recess and PE. If symptoms include vomiting or diarrhea, it is best to keep the child home until he/she is symptom free for 24 hours.

Insurance

The Arlington School District does **not** provide student insurance coverage for injuries arising from accidents during school or during school-sponsored activities, such as field trips. Parents and guardians are responsible for the payment of medical treatment or hospitalization for student injuries incurred during school and outside activities.

At the beginning of each school year, the District provides parents with information on voluntary insurance programs offered by student accident insurance providers. For students who are not covered by a family health or accident insurance plan, parents/guardians should consider purchasing student accident insurance available through the District. Parents may call 1-877-543-7669 for low-cost or free health insurance for Washington's kids and teens.

Vision and Hearing Screening

Vision and hearing screening will be conducted in Grades K-3, and 5. Students in other grades will only be screened at the request of the parent or teacher.

Medications

In accordance with Arlington District Policy (3416), Procedure 3416 and the requirements of RCW 28A.210.260 and RCW 28A.210.270, designated school personnel will administer **only** prescribed medication to students if the following procedures have been completed. No over-the-counter medication will be given, except in special circumstances, and will require both parent and a Licensed Health Care Provider's authorization to administer to student. The medication procedure is to ensure that students receive only medication at the direction of the student's health care provider and with the knowledge and authorization of the parent/legal guardians.

Administration of Medication

1. An authorization form for administration of prescribed oral medication must be completed for **each** medication. (These forms are available at school and in local health care provider and dentist's office). Forms may also be faxed between the doctor's office and school with a signed consent form for release of information from parent/guardian.
2. The authorization form is for the current school year only. Parent and physician authorization will automatically expire at the end of the school year. Any medication that is not picked up at the end of the school year will be discarded.
3. The authorization form is to be completed and signed by the parent/legal guardian and the student's licensed health care provider prescribing within their scope of practice. Medication must be supplied by parent/guardian in the **original prescription container** and labeled with the child's name, name of medication, dosage, time to be administered, route, and expiration date.
4. Administration time can not be altered from the written instructions and prescription container without a new and updated authorization form, signed by both the parent/legal guardian and licensed health care provider prescribing within their scope of practice.
5. The licensed health care provider's written authorization must state that valid health reasons exist requiring that the medication be administered during school hours or during such time that the student is under supervision of school officials.
6. Medication and completed authorization forms must be brought to and from the school by the parent or legal guardian unless directed to do by licensed health care provider for life threatening condition.
7. The parent/legal guardian is responsible for maintaining the supply of medication to be given. Not to exceed 25 days.
8. A new written order must be presented for any changes in medication.
9. The student is responsible for coming to the Nurses office to take the medication.
10. Failure to follow medication procedures above, including the completion and delivery of forms and medication, could result in exclusion from school until such steps are taken to ensure the safety of the student while at school.

Medication taken Independently by Student

Parents/guardians **and** licensed medical practitioners may request the student be allowed to take their medication on their own. This medication may include such items as inhalers, Epi-Pens, short-term antibiotics, Tylenol, cough tablets, etc.

In a situation where parent **and** licensed medical practitioner believe it is in the best interest of the student to carry medication, the student shall have **only one day's dose in the original, labeled container** (*prescriptions must contain students name, name of medication, dosage, time to be administered, route, and expiration date*). Parents are responsible for adequately informing the school personnel of the student's medication program. **A required medication form needs to be completed before medication can be carried independently.** The school district assumes no responsibility for the administration of this medication.

1. Students are **not permitted** to carry more than **one** day's dosage of any medication, whether prescription **or** over-the-counter
2. **All Narcotics/Prescription-Stimulants** must be administered through the health room.
3. In the event an issue regarding safety or compliance with the above policy arises, the school administrator or school nurse has the right to refuse or discontinue the self-medication privilege. In that case, parent/guardian are notified and the medication will be distributed from the health room once the required medication forms are obtained from the parent/guardian and licensed medical practitioner.