



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

What's Inside

Pioneer Elementary Staff	Page 3-4
Daily Student Schedule	Page 5
Attendance	Page 6
Emergency Procedures	Page 8
General Information	Page 9-13
Student Behavior and Expectations	Page 13 - 14
Policy for Civility	Page 14
Prohibition of Harassment, Intimidation, and Bullying	Page 15 -16
Sexual Harassment	Page 16 - 17
General Health Information	Page 17 -21

Presenting the 2017-2018
Pioneer Elementary Staff

PRINCIPAL

Kerri Helgeson

ASSISTANT PRINCIPAL

Kim Caldwell

KINDERGARTEN

Annette Braaten
Julie Delaney
Michelle Forster
Katie Robinson

FIRST GRADE

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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
Andy Estes
Joe Horsak
Karen Ross

SPECIAL PROGRAMS

Tim Holt
Christie Britton
Paul Felchlin
Kimala Stewart
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Carla Donahue
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Maureen Skomerza

COUNSELOR

Brandi Moore

THIRD GRADE

Maria Mielke
Lindsay Lopata
Kristin Sutton

FOURTH GRADE

Becky Jensen
D'Andrea Olsen
Elizabeth Mekelburg
Kylie Terwilliger

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

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

FOOD SERVICES 618-6213

Ed Aylesworth, Supervisor
Christine Botten

ENGLISH LANGUAGE LEARNERS

Pioneer Elementary
Daily Schedule
 2017-2018

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.

ATTENDANCE

EXCUSED ABSENCE

Regular school attendance is necessary for mastery of the educational program provided to the students of the District. At times, students may be appropriately absent from class. The following are valid excuses for absences: (Board Policy #3122)

- Participation in District or school approved activity.
- Illness, Medical Appointment, Medical/Health Condition
- Family Emergency
- Court
- Religious
- Post secondary appointments
- State recognized search and rescue activities
- Absence related to the student's homeless status
- Absence related to disciplinary/corrective action
- Pre-arranged Absence (Form required- see below)

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 above requirements, however it must be mutually agreed upon and determined that it will not have a serious adverse effect on the students' educational progress. Requests at least one (1) day in advance for each day of absence using the District Pre-Arranged Absence Form is required and includes a plan to ensure the student does not fall behind.

EXCUSED ABSENCE CONFERENCE (ELEMENTARY)

Any absence can be impactful to a child's academic progress. State law requires schools to meet with parents to identify barriers to regular school attendance when a child has accumulated:

5 excused absences in a month.

10 excused absences in a year.

When your child reaches this level of absenteeism, you will receive a letter requesting you to set up a meeting with a school official (Meetings are not required for prearranged absences or those that are accompanied by a doctor's note). The goal of the meeting will be to identify barriers to attendance and create a plan to improve attendance.

ATTENDANCE NOTIFICATION

Parents/Guardians must notify the school as soon as possible when their child will be absent from school via Family Access, phone, or note signed by the parent/guardian. Log in to Family Access and mark the appropriate reason for the absence or call the school attendance line:

Eagle Creek 360-618-6271
Kent Prairie 360-618-6261
Presidents 360-618-6241
Pioneer..... 360-618-6230

UNEXCUSED ABSENCE and TRUANCY- Mandatory School Attendance Law

The mandatory school attendance law (RCW.28A.225.010) requires all juveniles between 8 and 18 years old attend school.

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria outlined in Policy 3122. Failure to attend class without parent/guardian or school authority knowledge is truancy and will result in school intervention and may result in juvenile court proceedings.

Under state law (RCW.28A.225.010):

- After 1 unexcused absence in a month, the school will inform the parent by phone.
- After 3 unexcused absences in a month, the school will initiate a parent conference to improve the student's attendance. If the parent or guardian does not attend the conference, the parent/guardian will be notified of the steps the District will take to reduce the absences.
- After 5 unexcused absences in a month, or 10 unexcused absences in an academic year, the District will enter into an agreement with the student and parents/guardians to improve the student's attendance. The District may refer the student to a Community Truancy Board, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- If the student is not in compliance with a court order resulting from a truancy petition, the school will file a contempt motion.

Please work to make attendance a habit for your child.

TARDIES (Arriving late or leaving early)

Punctuality is important. Parents must come into the office and check their child in when arriving after 9:10, to get a pass to class. Parents will be contacted if the child has excessive tardies to or early dismissals to determine a solution.

EMERGENCY PROCEDURES

When there is an emergency, we realize that it is the natural tendency to go straight to your child, but please help us by following these procedures:

- ◆ **Please park on the street.** Do not park on campus. Emergency vehicles need access to our building.
- ◆ **Bring your picture ID.**

You must go through Step 1 and Step 2 (as described below) in order to pick up your student.

The student reunification station will be set up after all students are accounted for.

No student will be released without going through Step 1 first!

1. STEP 1 – ID CHECK W/ STAFF AT STUDENT RELEASE TABLE

- Fill out a release form
- Show picture ID
- Take completed staff approved form to the Step 2 Gate.
- A runner will bring your student to the Step 2 Gate to reunite with you.

2. STEP 2 – STUDENT PICK UP GATE

- Please wait patiently in line.
- Hand over your release form to staff at gate.
- You will then be reunited with your student.
- Due to the number of students at the school, student reunification may take some time.
Please be patient and remain calm.

OUR FIRST GOAL DURING ANY EMERGENCY IS TO KEEP STUDENTS SAFE!

Lockdown & Shelter In Place Release Procedure:

Doors will be locked, a “Lockdown” OR “Shelter In Place” (SIP) sign will be in the office door window, police may or may not be present. (“Shelter in Place” means people are protected inside from airborne hazards.)

If we are in lockdown or sheltered in place, please return to your vehicle. We cannot break the school “seal” when in a SIP or lockdown situation.

Please do not call the school. Phone lines must remain open for contact with emergency agencies.

Connect-Ed will be used to notify parents of the situation as time permits.

If lockdown or SIP lasts for an extended period of time, parents may need to go through Step 1 and Step 2 procedures to pick up their student.

If a Lockdown Or Shelter In Place occurs during arrival and dismissal times, please follow directions from staff.

GENERAL INFORMATION

BOOKS AND EQUIPMENT

Classroom, library books and equipment should be treated with respect at all times. The student is responsible for replacement costs if an item is damaged or lost and/or not returned. If a lost book is found, refunds can be made by returning the book and the payment receipt.

BUS RULES AND SAFETY

Students are given a copy of the Bus Rules at the beginning of the school year to ensure safe operation of the bus. If you have concerns, please contact Transportation at 360-435-3307.

CHANGE IN ROUTINE

Changes in routine must be communicated from the legal parent/guardian in the following ways:

- Written communication in advance of the school day delivered to the office.
- Call our school office by 3:20 to inform staff.

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.

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.

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.

DRESS CODE

Students are expected to dress appropriately and to avoid extremes in clothing that will cause disruptions to the education process or create a hazard.

- Shorts, skirts, and dresses need to be at least finger-length when your arms are fully extended at your side.
- Tank tops and sleeveless tops must have straps that are two fingers wide and the garment must cover the underarm area.
- Shirts must not expose your stomach, lower back or undergarments.
- Hats, headbands, kerchiefs or bandanas may be worn outside at anytime. They may not be worn inside the building unless there is a special event.
- Clothing should be the appropriate size and not expose undergarments.
- 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.

ELECTRONIC DEVICES

All personal hand-held devices will be turned off and put away upon arrival and kept off until leaving the building. Should one of these items be lost, damaged, or stolen it is the owner's responsibility to replace.

EMERGENCY CLOSURES

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.firstalert.net>.

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 District provides *Family Access* for grades K-12. *Family Access* allows family members to access student information over the Internet. Secure usernames and passwords are available from the office.

FIELD TRIPS

Field trips are an exciting part of the educational program and are an extended learning opportunity outside of 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, younger siblings may not accompany you on bus field trips. No smoking by chaperones is allowed on school field trips and all chaperones are required, by law, to have Washington State Patrol clearance and attend volunteer training. This WSP Identification form is to be submitted 2 weeks prior to chaperoning and must be updated annually.

INTERNET EXPECTATIONS

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

**Consequences for not meeting expectations may include losing Internet privileges.

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.

Please provide the school with any legal documents as needed or as changes occur.

LOST AND FOUND

Clothing and lunch boxes should be name tagged for easy identification. Periodically, items left in the lost and found are donated to a local agency to help people in our community.

LUNCH PROGRAMS

K-5 lunch prices for the 2017-2018 school year are: Lunch: \$3.00; Breakfast: \$1.75; Milk: \$0.50. Students may *not* charge lunches. All school families can access meal accounts by logging on to Family Access. 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. 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.

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.

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.

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.

VISITING SCHOOLS

All school visitors/volunteers must 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 PROGRAMS

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.

All volunteers are required by law to have a Washington State Patrol Identification form and Harassment, Intimidation, and Bullying Training completed two weeks prior to volunteering in the school or chaperoning on field trips. Training needs to be completed annually. Information is available in the office.

STUDENT BEHAVIOR & EXPECTATIONS

The Big 5

Use kind words and actions

Walk in designated areas

Keep hands, feet, and objects to self

Listen to and follow directions from all adults

Use appropriate voice level and tone when speaking

Discipline will be administered with flexibility to meet the needs of individual students and situations. Students will always be encouraged to think of solutions to problems.

MINOR INFRACTIONS: Handled on the spot. Classroom plans will vary by teacher.

MAJOR INFRACTIONS: Referred to an administrator using a **discipline referral form**.

EXCEPTIONAL MISCONDUCT: Incidents are classified as exceptional misconduct when they are frequent or serious in nature and disruptive to the learning environment. Behavior that is defined as exceptional misconduct is listed in **Policy 3240P**. Consequences for Exceptional Misconduct are outlined in **Policy 3241P**.

Parents will be notified by phone or in writing when a student is assessed a disciplinary consequence greater than a warning.

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

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 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. Administrators 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.

POLICY FOR CIVILITY

The Board of Directors supports efforts to bring about a positive learning climate in the schools by promoting mutual respect, civility and orderly conduct among District employees, parents, students, and the public. Staff will treat parents, students, and other members of the public with respect and expect the same in return.

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.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

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 Kathleen Ehman.
kehman@asd.wednet.edu

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.

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 PLANS 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 healthcare 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: Grades K-1, two doses before beginning Kindergarten 2009, the 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). Grades 2-3, one dose on or after the 1st birthday.

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

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.

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.

District Non-Discrimination Notice

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, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The 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. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with hearing, vision, or speech disabilities.

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

TITLE IX OFFICER AND COMPLIANCE COORDINATOR

Mr. Eric DeJong

Executive Director, Human Resources

315 N French Ave.

Arlington, WA 98223

[360.618.6212](tel:360.618.6212)

mjohnson@asd.wednet.edu

SECTION 504 COORDINATOR

Ms. Kathy Ehman

Assistant Superintendent

315 N French Ave,

Arlington, WA 98223

[360.618.6207](tel:360.618.6207)