

Pioneer Elementary

Student/Parent Handbook

8213 Eaglefield Drive
Arlington, WA 98223



Family Access www.asd.wednet.edu

Phone 360-618-6234

Attendance line 360-618-6230

Fax 360-618-6234

www.pioneer.asd.wednet.edu

**Pioneer Elementary Staff
2020-2021**

Principal

Brenda Booth
bbooth@asd.wednet.edu

Counselor

Brandi Moore
bmoore@asd.wednet.edu

School Nurse

Nora Parker
Krissa Cramer-District Nurse

KINDERGARTEN

Caroline Donoho
Susanna Kriegh
Samantha Sauter

SECOND GRADE

Jackie Goulet
Michelle Hadley
Becky Jensen
Elisabeth Rosson

FOURTH GRADE

Michelle Forster
D'Andrea Olsen
Janelle Rose
Kate Baenen-Wigren

Assistant Principal

Sarah Durrant
sdurrant@asd.wednet.edu

School Secretaries

Shannon Sanchez
Kathy Wold
Jennifer Ozias-Tone

CUSTODIANS

Greg Brager
Tom Pilch

FIRST GRADE

Annette Braaten
Julie Delaney
Frances Clarke
Michelle Harper

THIRD GRADE

Sarah Cofer-CDL
Lindsay Lopata-CDL
Rebecca Rodriguez
Stacy Masters
Kristin Sutton

FIFTH GRADE

Jennifer Fallquist-CDL
Amy Holt
Stephanie Howe
Ryan McLaughlin

Specialists

Brooke Ford-Health and Fitness
David Lunde-Library
Joe Horsak-Music
Katie Robinson-CDL

*CDL=Continued Distance Learning

SPECIAL PROGRAMS

Michael Pletan- School Psychologist
Becky Hollander - Behavioral support
Kari Bass - LAP/Remedial K-2
Maureen Skomerza - LAP/Remedial 3 -5
Christie Britton - Special Education/Life Skills
Paul Felchlin - Special Education/Life Skills
Carrie Sweem- Special Education/Resource
Allison Bartlett - Speech and Language Pathology
Kim Goode- Speech and Language Pathology
Pam Hundley- Physical Therapy
Christine Sherwood- Occupational Therapy

PARA-EDUCATORS

Kristin Bergstrom
Elizabeth Eddy
Crystelle Fischer
Deidre Fithen
Aubrey Hill
Jasmine Klein
Sheri Lewis
Kalie Murray
Sandy Petit
Gina Richart
Melliam Rodriguez
Annabelle Schertzinger
Marissa Smith
Shelly St. Jean
Kimberly Stevenson
Shelly Wilson

TECHNOLOGY TECHNICIAN

Ian Larue

FOOD SERVICES 618-6213

Christine Botten
Ed Aylesworth, Supervisor

ENGLISH LANGUAGE LEARNERS

Lorencita Muniz

Schedule

K-1 Hybrid Schedule

Arrival: 8:55-9:10

Morning Recess:

K 10:00-10:15

1st 10:20-10:35

Lunch:

K 11:40-12:10

1st 12:15-12:45

Lunch Recess:

K 12:10-12:40

1st 12:45-1:15

Afternoon Recess:

K 1:40-1:55

1st 2:30-2:45

Dismissal 3:00

Continued Distance Learning 3:00-3:40

Attendance

GUIDING PRINCIPLES • The purpose of taking daily attendance is to provide educators with meaningful data that signals when a student is missing instructional time. • Absences should not be used in a punitive manner; they give us an opportunity to respond proactively to support students to re-engage.

QUESTIONS & ANSWERS

1. Are districts required to record daily attendance? Yes, school districts are required to take daily attendance for each student enrolled on any day when there is planned instructional activities. This includes days with in-person, remote, or hybrid instruction.
2. When should a student be marked absent from remote learning? An absence from remote learning is when a student is not participating in planned instructional activities on a scheduled remote learning day. Student presence or participation may be asynchronous or synchronous. For the purposes of taking daily attendance, examples of what student participation could look like include, but are not limited to: • Daily logins to learning management systems; • Daily interactions with educators to acknowledge attendance (including messages, emails, phone calls or video chats); or • Evidence of participation in a task or assignment.
3. Do districts need to determine if a student's absence is a full day absence? Yes. Districts continue to be required under RCW 28A.225.020 to determine when a student misses a majority of their school day. This requirement in statute provides parameters around what counts as an unexcused absence for truancy purposes.
4. How many times per day should districts take attendance for elementary grades? Districts have flexibility to determine how frequently they will track daily attendance or participation in elementary grades. This frequency should be based on their instructional plan and the requirement to determine if the student misses the majority of their school day. At a minimum, attendance must be determined once a day.
5. Yes. Attendance should be taken for each scheduled day and for each class that has planned instructional activities. Planned instructional activities can be synchronous or asynchronous, including participation in a task or assignment.
6. Can a student demonstrate attendance before or after regularly scheduled school hours? Yes. A student participating in planned asynchronous learning before or after regularly scheduled school hours can be considered present and not absent. Daily planned instruction may be synchronous or asynchronous.
7. Can a district count a student as present for a class if they are unable to attend a live scheduled session? Yes, districts can count a student present if they engage in asynchronous activities, in place of a live scheduled session.
8. Does a student have to attend a certain portion of a synchronous class or complete a whole assignment in order to be considered present? No. Districts should adopt policies and practices which allow students to be marked present when a student attempts an assignment, logs on for a part of the class, or asynchronously demonstrates participation. Attendance should not be tied to completion.

9. Do districts need to adopt identical procedures on taking daily attendance for remote, in-person, and hybrid instructional modalities? No. Districts have the flexibility to align attendance taking procedures with different instructional modalities while operating within the daily attendance taking requirement and the definitions of absence for in-person and remote learning. As the school year progresses with a goal of providing in-person instruction using the school reopening decision tree, this flexibility will be important.

10. What are the new reasons that a student can be considered excused? The emergency rule specifies these new reasons that a student's absence may be excused. • Absences related to the student's illness, health condition, or medical appointments due to COVID-19; • Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19; • Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program; • Absences due to the student's parent or guardian's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made; • Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; • Other COVID-19 related circumstances as determined between school and parent/guardian or emancipated youth. See the emergency rule Chapter 392-401A WAC for the complete list of excused reasons.

ATTENDANCE NOTIFICATION

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

360-618-6230

TARDIES (Arriving late or leaving early)

For in person learning only. 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.

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.

In order to continue with developmentally appropriate play opportunities, it is recommended that students choose their “kit” of toys and materials that they will use over a two day period. This can also include a student assigned to a kitchen station.

Students may do parallel play if they are separated by a plexiglass divider and are wearing their masks. Otherwise, students should wear their masks and be at least 6 feet apart.

In terms of cleaning these materials, if they are not used by another student for 7 days, there will be no risk of virus exposure.



WHAT TO DO WITH SUPPLIES, TOYS, BOOKS

- Disinfectants are not effective on porous objects. Remove soft toys and objects that cannot be regularly laundered.
- Choose toys and supplies that can be easily washed with soap and water. Designate a bin for toys and supplies that have been used. Ideally these will be cleaned with soap and water, with no disinfecting needed after.
- Rotate different toys or learning materials to only be used once a week. Materials that have been left undisturbed are low risk.
- Create individual supply kits for each child.
- Books and paper goods do not need to be disinfected, but should not be immediately shared among children.

Breakfast

Breakfast will be provided in each hall as a “sack breakfast” for students to “grab and go” once they have arrived, gone through the screening process, and been checked for current attestation.

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.

There are several guidelines to prevent COVID during school transportation.

- Keep riders as far apart as possible on the bus. Consider how to reduce occupancy and increase space on the bus through scheduling and using additional busses.
- Require assigned seating.
- If possible, seat students with household members or members of their school group/cohort.
- Maximize outside air flow and keep windows open as much as possible.
- Encourage walking or biking where safe.
- Have caregivers drive students to school, if possible.
- Riders and staff members must wear a cloth face coverings or acceptable alternatives.
- Encourage students to wash or sanitize hands when they leave their home or classroom immediately before boarding the bus.
- Clean and disinfect frequently touched surfaces, including the tops and backs of seats. Use an EPA registered product and follow the manufacturer's instructions for use.

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 2:15 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.

While we are still going to perform required drills, including fire, earthquake, intruder, and shelter in place, we do have flexibility in how we perform these drills. Physical distance protocols can be violated as long as this is brief in nature (under a table for less than one minute, for example). Also you can work your students to the location they would line up to show them and practice how to social distance after evacuating the building. Alternatively, drills can be verbal, like conducting a tabletop exercise with students. Either way, we still need to prepare our students for response to emergency events, yet we can do this differently.

STUDENT DROP-OFF

Drop-off location is at the rear of the school, near the undercover area off the playground. Please remain in your car until a staff member has directed your student that it is safe to exit the vehicle.

- Do not go around cars, wait until the line moves
- Pull up as far as you can to the car in front of you (don't leave big gaps between cars)
- When letting a child out on the passenger side of the car, have them walk around the front of your car.
- Students will move directly from their car to the back doors and enter the school.

During hybrid learning and Covid-19 restrictions, outdoor supervisors will oversee physical distancing and masks.

DISMISSAL ROUTINES

At dismissal, riders are picked up at the rear of the school on the playground. This area has comprehensive supervision. If children are picked up in the front, 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 or in your car until your student is out.

Instruction continues to the end of the school day at 3:00. Student pick-up begins then. All students not picked up by 3:15 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.

*Please avoid picking your child up early, as instruction continues until 3:00 each day. In addition, early pickup disrupts the class. Students who are picked up early are counted for attendance similar to when they are tardy. If you must pick up your child early, please ring the doorbell and we will bring the signout sheet to you. Our arrival and dismissal procedures are designed for the safety of your children.

Classrooms or grade levels will release one at a time to minimize student groups exiting the building. Parents walking to pick up children will be directed to physically-distanced intervals for waiting (markers).

SCHOOL CROSSINGS

Crossing guards will be stationed at the crosswalk near Eaglefield Drive/Champions Drive and at the first crosswalk west of the school entrance on Eaglefield Drive at 8:50 a.m. and at 3:00. 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, retaining wall, 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 by other students and parents along the walk route. Finally, if there should be a situation where a child is approached, lured, or threatened by a stranger, we recommend that 911 is called so they can respond.

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.

Preserving a beneficial learning environment and assuring the safety and well being of all students are primary concerns of the Board of Directors. Students' choices in matters of dress should be made in consultation with their parents. Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

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

C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the School District. Prohibited conduct includes the use of profane, lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

During Covid 19 restrictions, masks are required for all students except in very limited circumstances related to medical or special needs.

There are extra student masks available at the building for students as needed. Also, parents are encouraged to provide an extra mask in the student backpack.

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 will most likely not be permitted for the 20-21 school year.

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

Free breakfast and lunch can be provided to each student for free until December of 2020.

K-5 lunch prices for the school year are typically: Lunch: \$3.00; Breakfast: \$1.90; 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.

For the K-1 hybrid learning, students will be eating in their classroom. The requested boxed meals will be delivered to each classroom and the teachers will hand these to students.

During lunch and other eating times when student masks are off, staff are encouraged to open door(s) and windows to keep fresh air moving.

RECESS PLAN

Students will continue to engage in recess activities for all recesses. Students will need to remain in their class cohort, wear their mask, and socially distance when at recess. Extra coverage has been arranged to both train students on recess procedures as well as provide structured, yet fun, activities for the students to engage in. Students will also be able to have a turn on the “big toy” equipment as one of the stations offered. It is key that students wash hands/use hand sanitizer when entering from recess.

VISITING SCHOOLS and VOLUNTEER PROGRAMS

Visitors and volunteers to the school buildings in Arlington School District will not be permitted until further notice.

Weekly After-School and Virtual Days Menu

Learning continues for students on virtual days and after school. Each week, teachers will provide a paper or online menu or checklist for each student for sharing with parents. On this menu/checklist, you will find the after school learning, such as specialist videos, at-home reading, and other practice. Also included are the activities students will complete on their virtual days, including finishing work started on-site, online programs such as IXL or Freckle, independent reading, specialist asynchronous learning, and other items.

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 Eric DeYoung.
edeYoung@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

For the 2020–21 School Year and K–12 Programs Only • In light of the pandemic, if a student cannot meet the immunization requirements by the first day of school and a student is fully participating in remote learning, we are not recommending that the school exclude that student from school. The student should be immediately enrolled and served remotely. • Students should be in compliance when they are back on campus for any reason, including small group learning or extracurricular activities. • If the student's learning program is at school or only partially remote and the student is not in compliance with immunization requirements, they should be enrolled but excluded from physically attending school. • As required by current state and federal law, any student experiencing homelessness or living in foster care must immediately be enrolled and served, regardless of their immunization status or educational setting. • Schools should continue to work with the families to bring students into compliance as soon as possible.

Immunization compliance for other school years is as follows 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.

If a student is going for first aid or scheduled health room visit (meds, glucose check etc) they may go to the health room. If a student is displaying symptoms of COVID, follow the Care Room Process.

PROCESS

From Classroom/Staff/Teacher

- Phone call to health room/**or front desk** notifying nurse of student arrival
- Adult accompanies student to the care room
- Student is sent to the care room with a mask on
- Student to wash hands or apply hand sanitizer prior to leaving classroom
- Student brings personal belongings with them to care room
- If student is in need of para support, para to accompany student to care room
- Health Room Nurse or Health Assistant (para) meets student at care room

At Care Room

- At the entrance of care room, screen student with symptoms and document
- Student sits in 6' distanced chair in the care room
- Student is monitored by Care room staff member
- Staff will call parent/guardian for pick up

Student Exit from Care Room

- Parent/Guardian will receive health information instructions form prior to discharge from care room
- Encourage parent to contact HCP as most HCP are testing for Covid-19 even if pt only has one symptom.

Cleaning

- Care Room Staff will communicate with the janitor
- Areas are sanitized after each student use
 - Care / Isolation area
 - Sanitized by custodial staff after student leaves
 - Restroom (if used)
 - Sanitized by custodial staff
 - Locker/cubby
 - Sanitized by custodial staff
 - Classroom personal area
 - Sanitized by custodial staff

Return to School Process

As you are aware, Arlington Public Schools has implemented new processes and procedures during this outbreak of COVID-19 and we are committed to keeping students and staff safety our top priority.

Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- **Fever or chills (> 100.3)**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

Instructions

- **Please contact your student's medical provider for additional health instructions and/or testing.**
- **If your student is ill for additional days, please notify the attendance office of your student's absence.**

- If your student is **positive** for COVID-19, they may return 10 days after symptom onset **AND** symptoms are resolving **AND** 24 hours after fever resolves.
- If your student is **negative** for COVID-19, they may return to school campus when symptoms are improving **AND** they have not had a fever without the use of fever-reducing medication for > 24 hours.
- If your student is **not tested** for COVID-19, they may return to school 10 days after symptoms began **AND** symptoms are resolving **AND** 24 hours after fever resolves.

Attendance Office Phone Number: 360-618-6201

School Nurse Phone Number: 360-618-6264

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.

Covid-19 Related Health Information

Every day, staff, parents, guardians, and students (grades 6-12) will answer the following questions and stay home if the answer is yes.

1. Do you have any of the following symptoms within the last day that are not caused by another condition? • Fever (100.4°F) or chills • Cough • Shortness of breath or difficulty breathing • Unusual fatigue • Muscle or body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea
2. Have you been in close contact with anyone with confirmed COVID-19? 6
3. Have you had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID19 infection? For those who answer yes, refer to "Returning to school after suspected COVID-19 symptoms" below.

This will be completed by completing the form on-line each morning. Students will not be permitted inside the building until the form is completed.

General Guidance

Students, staff, vendors, parents, guardians, or guests may not be on-site if they:

1. Are showing symptoms of COVID-19.
2. Have been in close contact (within 6 feet for at least 15 minutes) with someone who has confirmed COVID-19 in the last 14 days.
3. Have tested positive for COVID-19 in the past 10 days.

All students age 5 years and older, staff, volunteers, and guests **must wear cloth face coverings** or acceptable alternatives in K-12 settings. Social distancing will be practiced throughout the day. Handwashing will be encouraged throughout the day. Students will be in contact with their classroom cohort throughout the day. Mixing of groups will be limited.

Procedures are in place for students complaining of or exhibiting symptoms while at school.

Students with potential Covid related symptoms will be placed in a separate well ventilated room and parents will be contacted to pick up their child.

Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills (> 100.3)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Instructions

- Please contact your student's medical provider for additional health instructions and/or testing.
- If your student is ill for additional days, please notify the attendance office of your student's absence.
- If your student is positive for COVID-19, they may return 10 days after symptom onset AND symptoms are resolving AND 24 hours after fever resolves.
- If your student is negative for COVID-19, they may return to school campus when symptoms are improving AND they have not had a fever without the use of fever-reducing medication for > 24 hours.
- If your student is not tested for COVID-19, they may return to school 10 days after symptoms began AND symptoms are resolving AND 24 hours after fever resolves.

Student Bathroom Use

Students need to practice both social distancing and proper hygiene when entering and inside the bathrooms. First, there will be marking on the floor to promote areas to wait for students who are in the bathroom to finish. Next, students should wash their hands in the bathroom and then use the hand sanitizer when re-entering the classroom. Certain parts/areas of each bathroom have been “closed off” in order to promote social distancing.

Student Screening Protocols

Each student’s parent/guardian will complete the student health attestation form using Qualtrics prior to the start of the school day.

Designated staff members will print the spreadsheet with names of students who have a completed online attestation form to bring to each student entrance.

All students, upon entering the instructional or support building at the initial entrance, will receive a temperature check by trained staff and checked to make sure an attestation was filled out.

If the student has a temperature above 100.3 degrees Fahrenheit or the parents did not complete the online attestation, the student will not go to class and will either go to the isolation room (100.3 or above temperature) or go to a socially distanced waiting area as we contact parents to complete the attestation.

DISCRIMINATION

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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

CIVIL RIGHTS COMPLIANCE COORDINATOR AND TITLE IX OFFICER

Mr. Eric DeJong
Executive Director, Human Resources
315 N French Ave.
Arlington, WA 98223
360.618.6212

edejong@asd.wednet.edu

SECTION 504 COORDINATOR

Mr. Dave McKellar

Director of Special Education
315 N French Ave,
Arlington, WA 98223
360.618.6209
dmckellar@asd.wednet.edu

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [POLICY 3210](#) & [3210P](#)