

Lopez Island Community School Elementary Handbook



Reviewed: August 2019

Elementary School Information

Welcome to Lopez Island School

OUR MISSION

Education is our mission and your child's success is our goal. We believe parents are educators and essential to their child's academic success. We value our partnership with parents as we strive to offer endless educational opportunities for students. Please help us make each child's experience in the school a safe and positive one. Take time to review school rules and general safety tips with your child. Set aside homework and reading time each evening and be sure to communicate with your child's teacher if you have any questions. As Partners in learning, we will make a difference!

ACCIDENTS

If your child is injured at school, s/he will be cared for in the health room. If the injury is serious, a parent or the designated emergency contact person(s) will be contacted and/or emergency personnel. (Please keep all your contact information current with the office).

ATTENDANCE

Washington State law requires children ages eight through 18 to attend school daily and students six and seven years old to attend school daily once registered in school. Illness and family emergencies are considered excused absences. Students will be allowed to make up missed assignments due to excused absences. Parents are expected to call the school secretary by 9 a.m. to inform staff members of a child's absence or send a note. A pre-arranged absence form is available online or in the office when you know of a future absence. Please submit a pre-arranged absence form two days before the absence. Students who are tardy or who are returning from an appointment should check in with the school office prior to attending class.

CHANGE OF ADDRESS/PHONE NUMBER

Please notify the school office if your address or telephone number changes during the school year. Current information is vital.

CONFERENCES

Parent/teacher conferences are scheduled each fall and spring, with select conferences in the spring for grades 4th and 5th grades. Parent/teacher conferences present an opportunity for parents and teachers to meet and discuss a student's progress. Conferences are also an opportunity to share ideas about activities, habits, experiences, and achievements. Parents will also receive student progress reports throughout the school year and are encouraged to discuss specific concerns at any time with their child's teacher.

DRESS STANDARDS

Clothing must not be distracting to the learning environment and/or hazardous. Students' dress should reflect a basic standard of health, decency, and safety. Any apparel advocating drug use, violence, swear words, reference to swear words or disruptive behavior is prohibited.

HIGHLY CAPABLE

The Lopez Island School District's Highly Capable Program is for kindergarten through twelfth grade students with exceptional academic ability and a high degree of drive and motivation to learn. The selection process is initiated at the building level following winter break and testing is done in the spring. Parents, teachers, and other staff members may make nominations for the Highly Capable Program. Enrollment is based on state-mandated and district-approved selection criteria.

HOMework

Homework is assigned to provide practice and reinforcement for skills already taught in the classroom. It provides extra drills for those students who require practice, establishes a sense of responsibility, allows for make-up assignments due to absences, and helps the teachers communicate with parents.

IMMUNIZATION

Washington State law requires all children attending schools to have immunization records for certain vaccine-preventable diseases. Skipping vaccinations or missing vaccine doses makes it more likely that your child can get sick or give an illness to another child. Also, if your child has had the required vaccines although the school has not been informed, we assume your child has not been vaccinated. It is the responsibility of the parent/guardian to ensure that the school has the necessary updated vaccine information. Clinics do not inform schools of updated vaccines.

According to state law (246-105 WAC), students attending school the first day that do not have a complete Immunization record will be classified as a "conditional" immunization status. Your child may attend school temporarily for 30 days to allow time for you to contact your primary provider to assist you in your making your decision regarding immunization status. The law requires schools to have on record one of the following for your child to attend after the 30 day conditional time frame.

1. Information to update the Certificate of Immunization Status showing that your child has received the missing vaccine(s)

or

2. A Certificate of Exemption showing you have medical, religious, or personal reasons for not vaccinating your child signed by a medical provider with prescriptive authority in Washington State.

LOST AND FOUND

A child's clothing and school supplies should be labeled. Contact the school secretary to inquire about lost items. Items not claimed after a reasonable amount of time (two months) will be boxed up and donated to charity.

LUNCH/BREAKFAST PRICING

School meals may be purchased in the cafeteria before school each day. Meal prices, menus, Free & Reduced forms are all posted on the district's website.

Charging is only permitted in emergency situations. Balances must be paid as soon as possible. Free and Reduced-price meal application forms are available in the school office. Adults are always welcome to have lunch at school. Please make a reservation with the school's Office Coordinator prior to the visit.

MEDICATION

State law requires that a **medication request form must be completed by a medical provider and be on file in the school's Health Room** before prescription and any over the counter medication may be administered. All prescription and over the counter medications must be in its original container and labeled appropriately. Any changes in medication type, time, or dosage must be accompanied by a medication request form from the student's professional provider and with a parent's signature. Tylenol or aspirin are not supplied in the clinic unless ordered by a medical provider. The Medication request Form can be obtained at the school office or on the Health Services Resource Page: www.wwps.org/departments/health-services/healthresources #Medication information on the district website, (self-carry requirements included on this form).

PARTIES

Please contact your child's teacher for information regarding classroom parties and treats. A list of all ingredients are required, with special attention to nuts and dairy ingredients.

PRE–ABSENCE

Parents must complete a pre-absence request form to assure an excuse for a family trip. Approved pre-absences requests do not exempt the absences from being counted as excessive absences, should your child reach 10 or more excused absences throughout the school year they may be referred to the Truancy Team. Parents should make arrangements in advance for their child to complete work assignments for extended absences.

PARENT VOLUNTEERS

We encourage our parents and family members to volunteer in the school. Please contact your child’s teacher or secretary and let them know when you are available. Regular volunteer schedules work the best, yet drop-ins are welcome too. If you or a family member are interested in volunteering, we request that you fill a WSP Background Check form before volunteering in the school. Thank you!

PROGRESS REPORTS

Report cards are issued during fall and spring conference periods and at the end of the school year. A description of the curriculum offered during the school year is detailed on the back of your child’s report card.

RECESS

Children will be expected to go outside for recess. Please dress your child appropriately for daily weather conditions. The Lopez Island Elementary School operates under two fundamental recess rules:

1. Be Kind -to yourself, the equipment, and others.
2. Play Safe.

STUDENT FOCUS TEAM

Student Focus Team meets regularly to support student learning and health, as well as to serve as a resource to teachers. Teachers are encouraged to bring up a student as a “focus of concern” to the team when they have questions about a student’s progress. The team then works with the child’s teacher to explore strategies for supporting the child’s success at school.

STUDENT RECORDS

Parents have the right to review all official records maintained by the school concerning their children. These records may include identifying information, attendance, academic, or health records, achievement test scores, interest inventory results, and psychological and personality test scores. Parents have a right to due process and a hearing to challenge the contents of any information in the records. The contents of the records may be challenged on the grounds that the information is inaccurate, misleading, in violation of the privacy of students, or is inappropriate. Please see Family Education rights & Privacy act (Policy #3231-Student records). Special written requests from a parent are not included in a student’s file, nor are kept on record. A report card shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment.

STUDENT WITHDRAWALS

Parents are encouraged to provide the district at least two days’ notice before their child’s last day once a decision to leave the district has been made. This allows time to prepare records, and if timely a report card, prior to transferring to another school district.

SUPPLY LISTS

A supply list for each grade level is available on the school’s website. Lists are posted near the school main office area at the end of each school year.

TOYS/GAMES

Toys, games, noise makers and electronic equipment are not allowed in school. These items get broken, traded, or lost and cause a disruption to the learning environment. Toys/games which include guns or weapons are prohibited at school. Students who bring these items to school may face disciplinary action and loss of the item. We are not responsible for lost or stolen items.

TELEPHONE/CELL USE

Student use of the school telephone is restricted in order to properly conduct the business of the school. Permission to use the phone is granted in cases of emergency or legitimate school business. After school arrangements should be made outside of school. The

district prohibits the use of all personal electronic devices (including cell phones) during the school day.

If a parent/guardian wishes his/her child to have a cell phone, it must remain in the student's backpack or in the office, and be turned off during school hours. We are not responsible for lost or stolen electronic devices. All communication between parents and students during the school day must go through school personnel.

SCHOOL VISITORS

(Policy 4200 Safe and Orderly Learning Environment): the district welcomes and encourages visitors at school from parents and community members. All visitors must immediately register at the office upon their arrival at a school. Visitors will be asked the reason for their visit so that they may be appropriately accommodated. The district has adopted procedures for visitors requesting classroom observations, solicitations, meetings with staff members and deliveries to students. Visitations will be approved according to these procedures and depending on the scheduled activities taking place at the time of the visit.

CLASSROOM/SCHOOL VOLUNTEERS

Volunteers are appreciated and welcomed. Please contact the school secretary to inquire about volunteer opportunities. Volunteers regularly share their time and talent to enhance our school programs through classroom assistance, clerical work, or activities. Washington State law has established the following volunteer requirements: 1) all volunteers must successfully clear a Washington State Patrol background check; 2) a volunteer disclosure Statement must be completed by the volunteer each year s/he will work in the school.

These forms are available at the school office or online.

WEAPONS

(Policy #4210 - Regulation of Dangerous Weapons on School Premises): Students who are found in possession of weapons on school property are subject to a one-year mandatory expulsion, subject to appeal and notification of law officials and parents.

ELEMENTARY CURRICULUM

The Lopez Island Elementary School curriculum is a comprehensive program, including reading, math, writing, science, and social studies. In addition, students in the Lopez Island Elementary School receive library, music, art, STEM, Garden, and physical education classes from kindergarten through fifth grade.

Your student has specific learning standards in every subject area. The main school curriculum is the Common Core Standards. These standards include key grade level learning standards for each grade level. The Lopez Island School district supports the differentiation model for instruct and the flexibility for teachers to add supplemental materials to further enrichment each student's learning experience.

TOBACCO FREE SCHOOLS AND GROUNDS - Policy 4215

(use of tobacco on School Property): the Board of directors of the Lopez Island School district recognizes that the use of tobacco may create a health hazard for tobacco users as well as non-users. In order to protect the health of students, staff, and the general public, and to provide a healthy working and learning environment, the Lopez Island School district prohibits the use of tobacco products on school district property or in school district buildings.

Smoking or use of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment, material, or smokeless tobacco products shall be prohibited on all district property, other properties leased or rented to the Lopez Island School district for any educationally related purpose, and in district-owned vehicles. This policy includes public attendance at all extracurricular and athletic events.

CHILD CUSTODY

Policy 3126 - the person who enrolls a student in school is the residential parent/legal guardian of the student. The residential parent/ guardian is responsible for decisions regarding the day-to-day care and control of the student. Parents or legal guardians have rights to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others, subject to the authority granted to the residential parent' guardian. The district, unless informed otherwise, assumes that there are no restrictions regarding the nonresidential parents/guardians right to be kept informed of the student's school progress and activities. If restrictions are made relative to the above rights, the residential parent/guardian will be requested to submit a certified copy of the court order which curtails these rights. If these rights are questioned by the nonresidential parent/guardian, the issue will be referred to law enforcement authorities for resolution. Unless there are court-imposed restrictions, the nonresidential parent/guardian, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries. If there is a court order on file with the district that restricts and/or prohibits any parent or other person from contact with a student at school or picking up a student from school, then the district will not permit the student to visit with or be released to that parent, or other person. The residential parents/ guardians will have access to their children and their classrooms pursuant to RCW 28a.605.

THE DO NOT PHOTO OR DISCLOSE FORM

To prevent release of this information, you must inform the school by using the "Do Not..." form sent out at the beginning of the school year. The form can also be printed off from the district webpage.

The request to prevent disclosure of directory information will be honored for the current school year unless specifically revoked in writing. Continuing students must complete a new non-disclosure form each school year. Submission of this form will not affect directory information already published or released.

INTERNET ACCESS BY STUDENTS - Policy 2022

(Electronic Resources – Internet Safety): Each student attending Lopez Island School District has the privilege of internet access. This access is meant to serve as an extension of instructional materials to help meet curriculum goals. Teachers will provide appropriate supervision and will instruct students about their role as "digital citizens" and the etiquette and conduct expected in this global community. Students and staff will receive appropriate grade level training on internet and social media safety, as well as appropriate use of electronic devices.

Students will also receive instruction on appropriate use of electronic devices. Student pictures or names can be published on any public class, school or district website unless parents/ guardians of students less than 18 years of age "opt out" in writing on the "Do Not.." form.

SPECIAL EDUCATION - Policy 2161

(Special Education and related Services for Eligible Students): if your child has a mental, physical, or developmental impairment or disability that has a major impact on learning, seeing, hearing, breathing, speaking, working, and caring for oneself or performing manual tasks, s/he may be eligible for special education, related services and/or specialized educational accommodations. For more information, to refer your child for screening, or to make your child a focus of concern, please contact the Special Programs department at extension 2128. The eligible age range is from birth to 21 years.

RESPONSE TO INTERVENTION (RTI)

Response To Intervention (**RTI**) is a way of organizing instruction and assessment that has two purposes:

1. To identify children needing help in reading, math, writing, and prevent the development of serious learning problems; and
2. To identify children who, even when given extra help, make very limited progress. Research has shown that these children sometimes have a learning disability.

Services and strategies Lopez Elementary provides to ensure all children are learning:

Tier I:

The student receives core instruction from their general education teacher at a particular age or grade level.

Tier II A:

The student receives research based interventions used with students whose progress places them at some risk for not meeting instructional goals and whose skill needs are easily grouped with other students of similar needs.

Tier II B:

The student receives individualized research based interventions used with students whose progress places them at high risk for not meeting instructional goals and whose skill needs are so unique as to require individualized instructional approaches. Progress monitoring will be conducted on all students to identify the effectiveness of the intervention and make adjustments accordingly.

When Children Continue to Have Difficulty:

The school will keep you informed of your child's progress. If you and the school have tried several interventions and progress continues to be limited, you may be asked to give consent for an academic evaluation. The purpose of such an evaluation is to determine what your child's educational needs are and to consider whether your child may have a learning disability. A parent may request an evaluation for special education services at any time. To request a special education evaluation, contact your building learning specialist.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - Policy 3231 (Student records):

The district shall maintain those records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. the parent or eligible student has a right to: 1) inspect and review the student's education records; 2) request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other right; 3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the act and regulations in this part authorize disclosure without consent; 4) File with the U.S. department of Education a complaint under Section 99.64 concerning alleged failures by the agency to comply with the requirements of the act.

DRUG FREE SCHOOLS - Policy 5201

(Drug Free Schools, Community and Workplace): The Federal Drug Free Schools and Communities act requires all school districts to communicate to their employees, students, and parents the necessity of maintaining a drug-free working and learning environment. This requirement places emphasis on conveying to students, employees, and parents the standards of conduct that are applicable to students and employees regarding illicit drugs and alcohol. Compliance with the following standards of conduct is mandatory.

1. The unlawful possession, use, sale or distribution of alcohol or illicit drugs by students and/or employees on school district property or as part of any school district activity is wrong and harmful. It is strictly prohibited and will not be tolerated under any circumstances.
2. Violation of this policy or any other district policy prohibiting drug or alcohol activity will subject students to disciplinary action (consistent with district discipline policies and local, state, and federal laws). Disciplinary action may include expulsion, completion of an appropriate rehabilitation program or referral for prosecution.

3. Violation of this policy or any other district policy prohibiting drug or alcohol activity by employees, consistent with any applicable Collective Bargaining agreement, will subject employees to disciplinary action (consistent with local, state, and federal laws). Disciplinary action may include termination of employment, completion of an appropriate rehabilitation program or referral for prosecution.
4. The district will provide information about any available drug and alcohol counseling and rehabilitation and re-entry programs that are available to students and/or employees.

NONDISCRIMINATION AND AFFIRMATIVE ACTION Policy 5010 (nondiscrimination and Affirmative Action):

The Lopez Island School District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including 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 Lopez Island School district complies with all title IX/RCW 28a.640 and Section 504 requirements and does not discriminate against any protected class as defined by state and federal regulations.

This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Lopez Island Public Schools should contact the district's Human Resource, Ms. Koplan, 24 hours in advance of the event to arrange accommodation

Inquiries regarding accommodation, compliance and/or grievance procedures may be directed to the Human

Resources department or Superintendent, 86 School Rd, Lopez Island, WA 98261 (360) 468-2202.

SEXUAL HARASSMENT OF STUDENTS PROHIBITED – Policy 3205

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere. For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

The Superintendent – Mr. Auckland, 86 School Rd, Lopez Island, WA 98261, (360) 468-2202 ext. 2303, has been designated to handle questions and complaints of alleged harassment.

DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING PROHIBITED - Policy 3207

(unlawful discrimination, Harassment intimidation, and Bullying — including cyber-bullying — Prohibited) the district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentionally written message or image - including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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; Has the effect of substantially disrupting the orderly operation of the school. Reporting procedures are available on the district web site and by contacting the building administrators or the District Office.

HOMELESS STUDENTS - Policy 3115

(Enrollment Rights and Services) to the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

STUDENTS' RIGHTS AND RESPONSIBILITIES - Policy 3200:

In order to maintain and advance the district's mission, it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of the district which are adopted pursuant to and in compliance with WAC 392-400, RCW 28a.04.132, RCW 28a.305.160, RCW 28a.600.010, RCW 28a.600.200 and submit to reasonable corrective action or punishment imposed by the district (i.e. Administrators) and its agents for violation(s) of such rules.

No student shall be deprived of the right to an equal educational opportunity without due process of the law and no parent can interfere with the district's investigation of an incident. Detailed information concerning students' rights, responsibilities, discipline, disciplinary action and due process may be found in Lopez Island School Board Policy and Procedures 3200 and WAC 392-400. The Procedures that contain WAC

392-400 and information regarding student due process may be obtained upon request during business hours at the principal's office in each school building or by contacting the Human resources department at the Lopez Island School District. The parent has the right to disagree with the district's discipline action in writing to the principal with in five work days, yet cannot interfere with the administrator's investigation in any way. Nor can the administrator share the names and outcomes of other students involved in the investigation with another parent. The Lopez Island School District take confidentiality very seriously and respects the rights of others. It is up to each family to help with corrective actions with their child outside of school and support a learning opportunity for their child, thus helping all children transition into society after school.

IN CLOSING:

Your child's educational experience is a learning journey that creates successes and challenges. Your child takes your lead in their views and opinions of school and learning. We promise to create a rich learning experience for your child and partner with you on your child's learning journey. Together, your child will have a healthy and positive learning experience in the Lopez Island School.

