

EAGLE CREEK ELEMENTARY

2019-2020

STUDENT/PARENT HANDBOOK



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This handbook is also available online

Daily Schedule

8:55- First Bell

9:10- School Begins

10:00- K, 1, 4 Recess Begins

10:15- K, 1, 5 Recess Ends

10:45- 2, 3, 5 Recess Begins

11:00- 2, 3, 5 Recess Ends

11:50-12:05- K, 4 Lunch

12:05- K, 4 Recess Begins

12:05-12:20- 1, 5 Lunch

12:25- K, 4 Recess Ends / 1, 5 Recess Begins

12:20-12:40- 2, 3 Lunch

12:40- 1, 4 Recess Ends / 2, 3 Recess Begins

1:05- 2, 3 Recess Ends

2:15- 4-5 PM Recess Begins

2:30- 4-5 Recess Ends / K-3 Recess Begins

2:45- K-3 PM Recess Ends

3:40- End of School Day

ENTERING ARLINGTON PUBLIC SCHOOL BUILDINGS

Arlington Public School buildings are equipped with two features to promote safety for students, staff and the community. The features are the Aiphone Entry system and the SafeVisitor Visitor Management System.

Aiphone Entry System

These are call box systems, that allow guests to speak with staff inside the school building and request access through the school's locked front doors. The call boxes are located near the front doors of the school. Visitors who find a school's front doors locked during school hours press a button on the call box; an attendant will respond and may ask the visitor questions about their reason to visit the school. That attendant can then unlock the front doors remotely and allow the visitor to enter the main office to register.

SafeVisitor Visitor Management System

Visitors to Arlington Public Schools should be prepared to register when they enter any of the district's school buildings. Arlington Public Schools uses SafeVisitor to register all visitors. Main office staff will ask visitors to show their state issued ID card. The card is scanned and the visitor's name is checked against the National Sex Offender Database. After this check, a visitor badge is printed and provided for the guest to wear on school grounds. The badge allows school staff to visually recognize that visitors have registered at the main office and are allowed inside the school building. Those without a SafeVisitor badge will be asked to return to the main office to receive a badge. If a visitor does not have a state issued ID, they will be asked to provide a first name, last name, and date of birth. Visitors who choose not to follow the requests of staff may not be allowed to enter the instructional areas of the school. Using SafeVisitor allows school buildings to record the presence of visitors; in the event of an emergency, school staff and first responders will use the visitor record to determine the safety status of those inside the building.

ATTENDANCE

Regular school attendance is a key factor in academic success. Students who miss less than **nine** days of school each year stay engaged, successful, and on track to meet standards and graduation.

What does research say about school attendance?

- Attendance affects achievement.
- Attendance is a habit.
- Kids who miss school in the early grades are more likely to be chronically absent in later years.
- Attendance = Graduation
- By 6th Grade absenteeism is one of the three signs that a student will drop out of high school.
- Attendance is a team effort!

School staff are here to work with families when students are missing too much school.

| WHAT WE NEED FROM YOU | OUR PROMISE TO YOU |
|---|--|
| <ul style="list-style-type: none">• Support regular school attendance by sending your child to school everyday!• Establish regular evening routines.• Send your child to school unless they show signs of severe illness. fever, vomit, diarrhea, severe cough, strep throat or doctor order to stay home.• Schedule appointments and vacations outside of school hours when possible. If this is not possible, complete a pre-arranged absence form with the front office.• Call the school attendance line when your child is absent. | <ul style="list-style-type: none">• Track daily attendance and notice when your child is not at school.• Communicate with you to understand why your child is absent.• Work with you to identify barriers and supports available to overcome attendance challenges.• School staff who are here to support:<ul style="list-style-type: none">• Classroom Teacher• School Counselor• Administration |

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)

- *Illness*, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- *Family emergency*, including, but not limited to, a death or illness in the family;

- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- *Court*, judicial proceeding, court-ordered activity, or a jury service;
- Absence *directly related to the student's homeless* or foster care/dependency status;
- Absences *related to deployment activities* of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- Absences due to *suspensions, expulsions or emergency expulsions* imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
- Absences due to *student safety concerns*, including absences related to threats, assaults, or bullying;
- Absences *due to a student's migrant status*; and
- An approved activity that is consistent with District policy and is mutually agreed upon by the principal or designee and a parent, guardian.. A school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

PRE-ARRANGED ABSENCE (EXCUSED)

A parent/guardian may request a pre-arranged absence for their student for one of the valid reasons listed, 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:

360-618-6271

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 or early dismissals to determine a solution.

EMERGENCY PROCEDURES



SCHOOL 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 2:30 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 are 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.

STUDENT DRESS

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns. The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
- B. Create a health or other hazard to the student's safety or to the safety of others.
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

The Principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the Principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others.
- B. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the Principal shall request the student to make appropriate corrections. If the student refuses, the Principal shall notify the parent and request that person to make the necessary correction. If both the student and parent refuse, the Principal shall take appropriate disciplinary action. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the Principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken. Students identified as being gang involved, influenced or affiliated shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

Reference: Policy 3224

ELECTRONIC DEVICES

All personal hand-held devices will be turned off and put away upon arrival and kept off until leaving campus. 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 2018-2019 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.

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.

“Discipline” means any action taken by the School District in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. The purposes of this policy and accompanying procedure include

- Engaging with families and the community and striving to understand and be responsive to cultural context
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible
- Providing educational services that students need during suspension and expulsion
- Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion
- Ensuring fairness, equity, and due process in the administration of discipline
- Providing every student with the opportunity to achieve personal and academic success
- Providing a safe environment for all students and for District employees

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

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

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 Will Nelson
wnelson@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.



Parent Pick Up Procedures

Team Information

Below is a summary of the parent pick up procedures:

- Parents will use the attached sheet to register their child for Parent Pick-up that will be implemented on the first day of school
- Registered students will receive a pick-up number (ex. 132).
- Parents will receive a packet that includes a pick-up tag for their child's backpack, a park and pick-up card for the parent, and a parking tag to place on the rearview mirror for drive and pick-up. Each of these items will include the child's number on it. The packet will be available at Open House.
- Staff will verify the number on the student's card with the number on the car or on the parent's card prior to releasing students from school.
- Students waiting for Park and Pick-up will be released at the end of A-pod. Students will wait inside of A-pod while staff are verifying the Parent Pick Up ID Card.
- Students waiting for Drive and Pick-up will continue to be released from the current location (on the playground). Students will be directed to their car by pick-up staff once they have matched the parking tag with the Student Pick Up ID.

Frequently Asked Questions:

- What if I need to make a change to my child's pick-up routine?
 - o Please send a note or call the office by 2:00 PM to make any changes. If you call to make changes, office staff will ask you a question to help ensure that you are authorized to make pick-up changes.
- What if a family member who does not have the pick-up card needs to pick my child up at school (ex. Grandparent)?
 - o Please send your child to school with a note indicating the first and last name of the person who you are authorizing to pick your child up. Pick-up staff will ask the person for their Driver's License and verify the name on their note with the name on their I.D.
- What if I forget my tag? What if my child forgets their tag?
 - o If you or your child forgets the ID tag, we ask that you park and report to the main office where you can pick your child up with a valid photo ID.
- What if the staff member knows me, do I still need my tag?
 - o Yes, we want to be sure that all parents are treated equally.
- Can I just pick up my child at their classroom?
 - o For the safety of our students, we request that all parents picking students up use the park and pick-up or drive and pick-up system.

Parent Pickup packets are located in the office.

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
edejong@asd.wednet.edu

SECTION 504 COORDINATOR

Mr. Will Nelson
Director of Equity and Student Success
315 N French Ave,
Arlington, WA 98223
360.618.6207
wnelson@asd.wednet.edu