

LA CENTER ELEMENTARY SCHOOL

Parent & Student Handbook
2014 – 2015



Student Hours

Monday, Tuesday, Thursday, Friday: 8:25 – 2:55
Wednesday: 9:25 – 2:55

Kindergarten attends Monday through Thursday

Office Hours: 7:30 – 4:00

Our Mission:

To empower students

*to become life-long learners
in an ever changing world.*

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PHONE NUMBERS

| | |
|--|-------------------|
| District Office | 263-2131 |
| Elementary Office | 263-2134 |
| Elementary Fax Number | 263-2133 |
| Middle School Office | 263-2136 |
| High School Office | 263-1700 |
| District Info Line | 263-1172 |
| Community Education | 263-2015 |
| KWRL Bus Transportation | 225-8075 |
| Parent Teacher Organization (P.T.O.) | 263-2134 Ext. 777 |

K-5 STAFF

| | |
|---|--|
| K-5 Principal | Scott Lincoln |
| K-5 Associate Principal | Jennifer Blechschmidt |
| Elementary Secretary | Tammy Lichliter |
| Assistant Secretary | Joyce Hantho |
| Office Assistant | Kellie Braaten |
| K-5 Counselor | Jessica Bodell |
| FCRC | Mindi Payne |
| Behavior Specialist | New Staff |
| Kindergarten | Shawna Corl, Colleen Johnson, Lynette Lindblom Laura Tomberlin, Amy Webberley |
| First Grade | Nancy Buhrmester, Megan Cooper Lois Englund, Rita Persic, Denise Skufca |
| Second Grade | Joni Hancock, Barbara Harmon, Jennifer Matanich, Amy Wise |
| Second/Third Blend | Ruth Schrock |
| Third Grade | Liz Crandall, Peter Poppert, Kris Sawyer |
| Third/Fourth Blend | Bonnie Lock |
| Fourth Grade | Michelle Collins, Jason Grotte, Kim Hollopeter, Butch Lepak |
| Fifth Grade | Karen Alanko, Kate Denney, Greg Hall, Monica Klump, Pete Sloniker |
| Choral Music | Tonya McCord, Brenda McKay |
| 5 th Grade Choral Music & Band | Rhonda Slinkard, Perry Calabrese |
| P.E. | Rob Bucklin, Treasha Reser |
| K-12 Media Specialist | Rita Peterson |
| Library Technicians | Anita Calnan, Mary Lynn Henderson |
| A.C.E. (Accelerated Club for Education) | Megan Bright, Colleen Wing |
| A.C.E. Paraeducators | Mary Byrne, Christine Matzdorff, Teresa Robinson, Kelly Sullivan |
| ELL | Melissa Flatt |
| School Nurse | Danielle Rivers |
| Speech/Communication Disorder Specialist | Laurie Kerr |
| School Psychologist | Sara Clegg, Lisa Bires |
| ESD Special Ed. District Coordinator | Kristin Lawrence |
| Special Education | Michelle Apahidean, Courtney Larkin |
| Lunch Clerk/Cashier | Dana Hantho |
| Special Ed Instructional Assistants | Casey Marxmiller, Julie Miller, Emily Seastone |
| ESD Preschool | Michelle Anderson, New Staff |
| Para Pro/Playground | Darlene Bechtold, Brenda Edwards, Deena Reed Susan Shufeldt, Tammy Swanson |
| Kitchen | La Dona Brown, Christine Ornelia, Christine Talbott |
| Custodial | Londa Brown, Melissa Hendrix, Tom Murphy, Tom Rice, Nicole Mayfield |

OFFICE PROCEDURES

Attendance

The mission of the La Center School District is to provide a positive, caring environment founded on high standards where all students develop skills necessary to be responsible citizens, active learners and productive members of a modern global community. Consistent attendance has been shown to help students develop this skill set which makes it an important part of our mission at La Center.

According to the national coalition, Attendance Works, chronic absence occurs when a student misses 18 days or more of school whether they are excused absences or not. Absences can effect social adjustment at school and academic success. It will also have an impact on the classroom progress as a whole, when teachers are being asked to take valuable instruction time to help absent students catch up. Examples of letters sent home for 12-19 absences and 20 or more absences are in the appendix.

Court Petitions

State law mandates that schools file a petition with the court when a student accumulates 7 unexcused absences in a month, or ten unexcused absences in a school year. If La Center Elementary School is not notified from a parent via a phone call or signed note excusing the absence, then the absence is determined to be unexcused. To ensure our attendance records are accurate before filing a petition, a letter will be sent after the first, second and seventh unexcused absence in a month and after the tenth unexcused absence in a school year. If you receive such a letter, please send a note of explanation or phone the school to change the status of the unexcused to an excused absence.

Late Arrivals

Being tardy is defined as arriving in class after 8:25 a.m. bell on Monday, Tuesday, Thursday, Friday and 9:25 a.m., on Wednesday. The student is responsible for being punctual. Arriving late to school in the morning is excused by a call or a signed note from a parent. When the bell rings, students are considered tardy if they are not in class and need to check in at the office for a pass before going to class. The school appreciates parents' efforts to help their child develop a habit

of being punctual.

Lost and Found

Clothing is displayed in the main hallway at the west end of the building. Parents, as well as students, are encouraged to check often. We send lost and found items to charities before winter break, spring break and at the end of the year. We encourage you to label your children's outerwear.

Visitors/Volunteers/Chaperones

All visitors entering the school must stop at the office to sign in and receive a pass prior to visiting a classroom. When visiting a classroom, an appointment should be made with the teacher prior to the visit to ensure that any special activities, such as tests, would not be interrupted. The office will call the classroom to confirm your appointment with the teacher. If you are visiting the classroom for a special event such as a party, you will be given a visitor badge.

We welcome volunteers in our building and appreciate any help offered. Our students greatly benefit from this assistance. Volunteers need to fill out a volunteer packet and review school policies every year. Please fill out the packet at least two weeks prior to volunteering. New volunteers that will be helping in a classroom on a regular basis will need to attend a training workshop. You will be given a volunteer badge when you sign in.

Chaperones attending a field trip should fill out a volunteer packet two weeks before attending a field trip. This will give us time to conduct a background check with Washington State Patrol. We will not be able to verify a volunteer the same day a packet is filled out. A chaperone badge will be given when you sign in.

Picking Up Students at School

When picking up your child early from school, please come to the office. The office will call for the student. This allows teachers to operate with the least amount of interruption and disturbance to the classroom. Students will not be released to anyone other than their parents or guardians without special arrangements, such as a signed note from the parents or guardians. Anyone picking up a student must sign them out in the office.

Communication

The School Messenger phone call system will be used to notify parents of school delays and closures, school emergency situations, or simply to provide important information regarding school events or activities. Please contact the school office to update phone numbers or email addresses when changes occur. If you move, please notify the office of your new address.

Voter Registration

Voter registration is a community service provided by our school office. Anyone needing to register to vote or to change registration may pick up the forms in the office.

After School Activities

All arrangements for after school activities are to be made before the student arrives at school. If you need to make a change in how your child is going home, please send a note to school. **If there is an emergency change for after school transportation, please call before 2:00. In certain circumstances, we may not be able to communicate messages after 2:30.**

HEALTH

General Information

For the protection of all children, including your child, the following guidelines should be followed:

- Never send an obviously sick child to school.
- A child with a sore throat, severe cough, ear ache, vomiting, or who has had a fever of 100 or more within the past 24 hours, should not be sent to school.
- A child with a known communicable disease (chicken pox, impetigo, strep, scarletina, scabies, ringworm, pinkeye, etc.) should not be sent to school without the specific approval of your doctor.
- A child with head lice will not be admitted or allowed to attend school until nit-free. If a child has head lice, treatment must be sought.
- If your child has been ill with a cold or flu, please use common sense and your own judgement as to when to send your child back to

school.

If a child becomes ill at school, symptoms are noted but not treated and the parent is notified to pick up the child. In the event of a serious injury, parents are contacted for direction. If it is impossible to contact the parents, medical assistance will be obtained. The school office should be made aware of children with known medical or health problems.

Immunizations

La Center Elementary follows the State of Washington student immunization law, which requires all students to be adequately immunized according to their age and grade level. Proof of immunization must be presented to the school before the registration will be processed. This information must be recorded on a Washington State form signed by the parent/guardian. Exemptions are available for medical, personal or religious reasons. Please keep in mind that if an outbreak of vaccine-preventable disease for which that student is exempted should occur; the student will be excluded from school for the duration of the outbreak.

Medications at School

Prescription and over-the-counter medications which must be given during school hours require a signed authorization form completed by a parent and physician. Authorization forms may be obtained from the school office.

Medications must be supplied in the original container and have a pharmacy label with instructions that match the physician's written authorization. Schools may only accept a 20-day supply. The medication must be transported to school by a parent, where it will be counted and signed for by the parent and school staff.

Only trained school staff may administer medications, which includes inhalers. NO medications may be administered by injection except for an epi-pen injection, which may be administered by a trained staff member in a life-threatening emergency.

The above is in accordance with Washington State

Law and La Center School District policy.

We understand that some students may need to carry and self-administer insulin or asthma inhalers. An elementary student who carries and self-administers these medications must have an EXCEPTION FORM completed in addition to the standard Authorization for Administration of Medication at School form. A backup supply of the same medication provided by the parent/guardian must be stored with school staff.

Life-Threatening Medical Condition

State Law requires a medication/treatment order from a Licensed Health Professional before your child can attend school if they have a life-threatening health condition. Please fill out a Health History Form at the school office.

Insurance

Student accident and sickness insurance is available through the school for a very nominal charge. Call the office for an application or for more information.

Emergency Information

Upon registration and at the beginning of each school year, your child will bring home a Family Emergency Plan to be used in case of an “emergency” early dismissal. Please return the form promptly. Be sure to update the office anytime you have a change of address or new phone numbers. Reliable alternative phone numbers are also needed in case you cannot be reached.

Medical History Form

As per Policy No. 3414 pg. 1, "The District shall require that the parents or guardian complete a medical history form at the beginning of the school year." Upon registration and at the beginning of each school year, your child will bring home a Student Health History form. Please return the form promptly.

SCHOOL PROCEDURES

Assessment of Student Achievement

The State Superintendent of Public Instruction has mandated that the Smarter Balanced Assessment be administered to students in grades 3 through 8 and 10 in May. The La Center School District will also administer a reading assessment to all K-5 students in the fall, winter and spring. These assessments help us determine each individual student’s academic strengths and weaknesses. We then develop curriculum and instruction to meet these individual students’ needs.

Make-up Work

It is the student's responsibility to see his/her teacher concerning make-up work if they are absent. To request missing assignments for more than one day, please call the office by 9:00 a.m. The teachers will have to get the work to the office by 3:00. When it is known in advance that a student will be absent from school, the student should obtain assignments for make-up work from the teacher. As you know, there may be learning experiences that cannot be made up outside of school.

Report Cards

Students in kindergarten through fifth grade will receive report cards on a semester schedule. Progress reports will be given with Parent-Teacher Conferences in October and March.

Newsletter

Our school newsletter is sent home and is published on our website on a monthly basis. Enjoy reading about student awards, activities and upcoming events. Classroom teachers also provide weekly or monthly newsletters.

School Meals

A breakfast and lunch “Bank-A-Meal” account system is provided by the school for your convenience. We suggest that parents deposit a minimum of \$20 into an account for their child (ren). Parents or students can make payments at the school office. Each student has their own pin number. When students buy a meal, the amount is automatically deducted from their balance. Students will receive a reminder notice when their balance gets below \$2.00.

Parents have the option of adding money to their child's lunch account by paying online with a credit/debit card. Go to the district website: www.lacenterschools.org. Click on the box that says **TouchBase On-line Payments**. You will need to get the User Name (student's ID #) from the office. The Password is the last name of the student.

Students may borrow from a sibling's account by letting the lunch clerk know before 10:30 a.m. Students without money will be provided a cheese sandwich and milk.

Breakfast for all K-5 students is \$1.00. Student lunches are \$2.25 for K-5. Adult lunches are \$3.75. Students who bring cold lunch may purchase milk for 40¢.

A free and reduced lunch program is available. Each student will receive an application at the beginning of the school year. You may also request an application from any school office at any time.

Emergency Drills

Throughout the school year, a regular series of fire, earthquake and lockdown drills are scheduled for our elementary students and staff.

Our local police and fire departments will provide feedback on our drills and give us feedback on how we can improve.

School-Wide Behavior Plan Basics

Proactive Support

All in our learning community will learn the school expectations

School expectations:

-As a Bobcat learner, I am respectful of myself, others, and things

Posters in common areas show examples of what expectations look/sound like.

-Common areas include hallways, bathrooms, cafeteria, playground/field, and classrooms (example posters in appendix).

-Each class creates posters/books for their own room at beginning of school year.

-Common area posters will strive to use students in visuals.

-Students, teachers, and parents/guardians sign collaboration agreement at beginning of year and return to school by the due date (example of agreement in appendix).

-New students and families will receive training on school-wide behavior support plan in the FCRC.

All staff will teach and support social skills needed to be successful

-All staff will be trained on and use the Mind Up brain research-based program starting at the beginning of the year.

-Students participate in regular practice of skills using the problem-solving wheel.

-Known area of resources learning community members may access for support.

-Known space available for students to choose to go to process before misbehavior occurs.

-Staff will receive ongoing professional development on Love and Logic and Mind Up.

Celebrate student successes

Monthly Bobcat awards assembly

-Skit(s) to teach important skills

-Personalized certificates for each student excelling at given skills

School store where students can purchase privileges and items with earned Bobcat Bucks

-K-2 & 3-5 stores

-Open quarterly using Bobcats –possibly money store at other times

-Could include raffles

Plastic paw prints/tokens given (by staff other than homeroom teacher) are awarded for special positives.

-Students add all paw prints/tokens to clear tube for the whole school. When the tube is full, students gain a special day, like crazy hair day. Students come up with and vote on special days.

Response Support

Absolutes

-Intentional physical aggression

-Insubordination to an adult

When student exhibits absolute or chronic behaviors:

Steps can be skipped depending on severity

-1st time: Student calls home with teacher, behavior follow up card sent home for family to record their plan to support positive behavior and send back to school

-2nd time: Meeting with administrator, parents, teacher, and student –fill out lagging skills checklist, collaborative problem-solving to develop personal plan for success

-3rd time: Suspended to Resolution Room to de-escalate with behavior specialist, meeting with administrator, in-school or out-of-school suspension with teacher input, re-entry meeting with administrator, teacher, and parents

Serious discipline problems occur very seldom at La Center Elementary School. When problems persist, we seek parent involvement. Often, parents are having the same problems and questions as our staff. We can work together to find the cause of the problems rather than treating the symptoms.

Classroom and school expectations are taught at the beginning of each school year. These expectations are reviewed on a regular basis in the classroom and at school assemblies.

We encourage acceptable behavior by using positive reinforcement such as Bobcat Bucks.

Bobcat Ambassador

The Bobcat Ambassador Program is designed to introduce 4th and 5th grade students to a school and community service process that will encourage them to pursue student government activities and community service in middle school and high school. They will receive training in team building, working collaboratively, respect and diversity. They will be asked to provide valuable service to our school and community by: assisting with new student orientation and tours, assist in fundraising and community service events, assemblies, field day, etc.

Playground

Only approved toys from home will be allowed at recess.

Toys currently approved for the playground that students can bring from home:

- a) Stuffed animals/dolls/action figures
- b) Cars and trucks-up to one ft long
- c) Marbles
- d) Toy phones
- e) Paper airplanes
- f) Bakugan, without cards
- g) Toy cars and trucks are only allowed in the bark chips by the wooden bench – not by the swings or equipment.

Money, Stereos, MP3 Players, Video Games

Please limit the amount of cash students carry to school to the amount needed for the day. It would be helpful if money (preferably checks) were placed in an envelope with the name, amount, and purpose stated on the outside.

No look-alike toy guns of any kind are allowed on campus. Students are not allowed to bring valuable items such as stereos, MP3 players, video games, etc. to school. If students bring cell phones to school, they must be turned off during school hours and stored in their backpack. The school will not accept responsibility for any personal items.

Dress Code

Students and their parents have the primary responsibility for determining student attire within the guidelines established. Dress or appearance that has the potential for causing disruption is not permitted. Clothing or accessories that advertise, promote or depict alcohol, tobacco, or illegal drugs are prohibited. Display of profanity, vulgarity, or sexual innuendo is not appropriate for school.

Students should not wear clothing that is excessively revealing. Any attire, which exposes a student's midriff, is not permitted. "Tube" tops and halter-tops are not permitted, and tank tops with straps narrower than one inch are not allowed. Any clothing with excessive holes or holes in revealing locations are not permitted. Shorts and skirts are permitted, but may be no shorter than the extended reach of the student's fingertips. For safety and health concerns, students must wear appropriate footwear at all times at school. **Flip-flops are not appropriate for school.**

The principal or his/her designee will have the final decision as to the potential for disruption at school, and the requirement that the attire be changed. Students wearing inappropriate attire may be sent home to change.

E-Books

Under the following guidelines, students may bring and utilize E-books (like Kindle, Nook, etc.) in classrooms:

- Only with teacher permission, (just like reading books) otherwise in backpacks.
- Only used for reading, not playing games or using the internet (unless teacher permits and supervises for learning purposes).
- E-book must have the student's name on or in it
- School is not responsible for any damage or loss of equipment

Animals

The purpose of these guidelines is to provide information that will promote health and safety for staff and students when animals are brought into the classroom. Many times inadequate understanding of animal disease and behavior can lead to unnecessary risks for the students, staff, and animals.

Animals that are UNACCEPTABLE for school are wild animals, poisonous animals, wolf-hybrids, stray animals, and aggressive animals.

It is important that animals which are brought onto the school campus be clean and healthy so that the risk of transmitting diseases to students is minimal. Therefore, parents need to provide the following proof: verified rabies vaccination, health certificates for dogs and cats, and proper restraint for animals.

Because of diseases, students should not handle the following: birds of any kind, ferrets, reptiles and amphibians. To minimize the chances of students getting bit, scratched, etc., all animals must be handled by the person responsible for them.

Fees and Fines

An appropriate fee/fine will be assessed for lost or

damaged textbooks. Such fees/fines will take into consideration the cost of replacement and/or repair of the book. Report cards will be held at the end of the school year if students have an outstanding fee or fine.

SCHOOL BOARD POLICIES

Please visit the district website: www.lacenterschools.org for information on School Board Policies as well as the following: district calendar, teacher web pages, school closures and delays, and elementary school information.

INTERNET USE AT SCHOOL

All students in grades K-12 may at times be accessing the internet for academic purposes. If you do not want your student(s) to have access to the internet at school, please notify in writing the office at your student's school.

DIRECTORY INFORMATION

Parents and students 18 years or older, have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. This includes addresses, birth date, birthplace, telephone number, dates of attendance, activities and sports participation, weight and height (if members of a sports team), awards received, and major fields of study. Notify the district in writing within ten (10) days of the publication of this notice. Such written notice shall be addressed to the school in which the named student is registered. **THIS IS WHAT GIVES THE RIGHT TO VARIOUS ORGANIZATIONS (COLLEGE RECRUITERS, MILITARY RECRUITERS, ETC.) TO RECEIVE CONTACT INFORMATION ON A STUDENT.**

BUSES / KWRL TRANSPORTATION

Discipline Procedures

Pre-ticket misbehavior: When misconduct occurs, the bus driver will make every attempt to help a student change their behavior prior to issuing a

referral. In the case of serious misconduct, drivers will make every attempt to resolve problems directly with students and their parents. Calling home, assigned seating, and parent-student-driver conferences are interventions that may be used prior to sending a bus referral to the principal. If the misconduct is not corrected, the following progression of disciplinary action will be imposed, although some infractions may warrant skipping to a more serious consequence.

- **First Referral:** A meeting is held between an administrator and student; discipline is at the discretion of the administrator.
- **Second Referral within a 60-day school period:** A meeting is held between bus driver, student and administrator. Student may receive a one to three day suspension from the bus as determined by an administrator.
- **Third Referral within a 90-day school period:** Student may receive a three to five day suspension from the bus as determined by an administrator.
- **Fourth Referral within a school year:** Student will receive a one to four week suspension from the bus as determined by an administrator.
- **Fifth Referral within a school year:** Student will receive a long-term suspension or expulsion from the bus as determined by an administrator.

* *Students who are suspended from a bus are suspended from all busses for the time of the suspension.*

Emergency Suspensions: There may be unusual circumstances when a driver feels a student's misbehavior is so serious that it jeopardizes the safety of other students, and does not think that student should be allowed to ride the bus the next morning. In those cases, the driver needs the approval of KWRL Dispatcher/Assistant Director of Transportation. The parent must be contacted and a meeting with an administrator should occur the following day.

Use of School Transportation

Students often use the school transportation system to go home with another student, etc. Procedures have been established for these occurrences as follows:

- 1) Students need to bring a note from home

stating where they are to go with a date and signature of the parent or guardian. Notes are to be signed by personnel in the office. The student will then give it to the bus driver.

- 2) Students having parties, who plan to have other students ride the bus to their house, need to make arrangements with the school office at least one day in advance of the party date. Permission will be granted based on availability of space on the bus.
- 3) Once a student gets on the bus, they are not allowed to get off unless a school employee from the office removes them. If parents want to pick up students at the end of the day, please check in at the office.

