

LA CENTER  
ELEMENTARY SCHOOL  
**Parent & Student Handbook**  
2015 – 2016



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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**CONTACT 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
K.W.R.L Bus Transportation .....	225-8075
Parent Teacher Organization (P.T.O.) .....	263-2134 Ext. 777

**K-5 STAFF:**

Principal .....	Scott Lincoln
Associate Principal.....	Jennifer Blechschmidt
Elementary Secretary .....	Tammy Lichliter
Assistant Secretary.....	Joyce Hantho
Office Assistant.....	TBA
Counselor .....	Jessica Bodell
FCRC .....	Mindi Payne
Kindergarten .....	Shawna Corl, Colleen Johnson, Lynette Lindblom, Amy Webberley, TBA
First Grade .....	Nancy Buhrmester, Megan Cooper, Lois Englund, Rita Persic, Denise Skufca
Second Grade .....	Joni Hancock, Barbara Harmon, Jennifer Matanich, Laura Tomberlin, Amy Wise
Third Grade .....	Liz Crandall, Peter Poppert, Kris Sawyer, Ruth Schrock
Third/Fourth Blend .....	Bonnie Lock
Fourth Grade .....	Michelle Collins, Kim Hollopeter, Butch Lepak
Fourth/Fifth Blend .....	Greg Hall
Fifth Grade .....	Karen Alanko, Kate Denney, Monica Klump, Pete Sloniker
Choral Music.....	Tonya McCord, Brenda McKay
Fifth 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
Para Pro/Playground ..	Darlene Bechtold, Alma Denney, Brenda Edwards, Deena Reed, Tammy Swanson, Rachel Zook
Resolution Room Assistant.....	Susan Shufeldt
School Nurse .....	Danielle Rivers
School Psychologist .....	Lisa Bires
Sign Language Interpreters .....	Kyrsten Hansen, Sarah Young
Special Education Director .....	Peter Rosenkranz
Special Education .....	Michelle Apahidean, Courtney Larkin
Special Education Paraeducators .....	TBA
Special Education Preschool.....	Teresa Warnke
Speech/Communication Disorder Specialist.....	Laurie Kerr
Kitchen Staff .....	La Dona Brown, Christine Ornelia, Christine Talbott, Jessica Wirkkala
Lunch Clerk/Cashier .....	Dana Hantho
Custodial .....	Londa Brown, Melissa Hendrix, Nicole Mayfield, Tom Murphy, Tom Rice

## **AFTER SCHOOL ACTIVITIES/CHANGES IN AFTER SCHOOL PLANS**

Please be sure to make all arrangements for after school activities 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 the school office. The note should include an address if the student is to ride the school bus to a different location. If there is an emergency change for after school transportation, please call before 2:00. It can be difficult to ensure messages are communicated after 2:30.**

## **ANIMALS**

This guideline provides information that will promote health and safety for staff and students when animals are brought into the classroom. Inadequate understanding of animal disease and behavior can lead to unnecessary risks for students, staff, and animals. Animals that are UNACCEPTABLE for school are wild animals, poisonous animals, wolf-hybrids, strays, and aggressive animals. Because of diseases, students should not handle any of the following: birds of any kind, ferrets, reptiles and amphibians.

It is important that animals brought onto the school campus be clean and healthy to avoid risk of transmitting diseases. Parents need to provide proof of rabies vaccination, health certificates for dogs and cats, and proper restraint for animals. All animals must be handled by the person responsible for them to minimize the chances of students getting bit, scratched, etc. Parents must have arranged with the classroom teacher before any animals are brought to the classroom.

## **ASSESSMENTS**

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 the spring. The La Center School District will also administer a reading assessment to all K-5 students in the fall, winter and spring. Math assessments are also administered three times per year for grades K-2 and two times per year for third grade. These assessments help us determine individual student's academic strengths and weaknesses. We then develop curriculum and instruction to meet individual students' needs.

Students in kindergarten through fifth grade will receive report cards on a semester schedule. Progress reports will be handed out during parent-teacher conferences in October and March.

## **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 affect social adjustment and academic success at school. It also has 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 12-17 absences and 18 or more absences are in the back of the handbook. State law mandates that schools file a truancy petition with juvenile 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 discuss the status of the unexcused absences.

### **Late arrivals**

Being tardy is defined as arriving in class after the 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. They need to check in at the office for a tardy pass before going to class. The school appreciates parents' efforts to help their child develop a habit of being punctual.

### **Early Departures**

When picking up your child early from school, please come to the office so staff can 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.

### **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 need time to get any 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. There may be learning experiences that cannot be made up outside of school.

### **BOBCAT AMBASSADORS/STUDENT COUNCIL**

The Bobcat Ambassador Program is designed to introduce 4<sup>th</sup> and 5<sup>th</sup> 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, fundraising and community service events, assemblies, and field day.

Student Council provides K-5 students with an opportunity to develop their leadership skills while also creating a systematic method for ensuring the perspective of students is considered when decisions are being made at our school. Student council members work together to collect ideas, plan, and organize changes they feel are needed in our 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.**

### **DRESS CODE**

Students and their parents have the primary responsibility for determining if student attire is 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, illegal drugs, display of profanity, vulgarity, or sexual innuendo are not appropriate for school.

Students should not wear clothing that is excessively revealing. Tube tops, halter tops, tank tops with straps that are narrower than one inch are not allowed. Any attire that exposes a student's midriff or has 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/TABLETS**

Under the following guidelines, students may bring and utilize E-books (like Kindle, Nook, etc.) or tablets in classrooms: only with teacher permission, and only used for reading, not playing games or using the internet (unless teacher permits and supervises for learning purposes). The E-book or tablet must have the student's name on it. The school is not responsible for any damage or loss.

### **EMERGENCY DRILLS**

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

### **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 any time you have a change of address or new phone numbers. Reliable phone numbers for emergency contacts are also needed in case you cannot be reached.

### **FEES AND FINES**

An appropriate fee/fine will be assessed for lost or damaged textbooks or library books. 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.

### **HEALTH**

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

- Please do not send an obviously sick child to school.
- A child with a sore throat, severe cough or earache should not be sent to school. If your child has had vomiting, diarrhea or has had a fever of 100 degrees or more, wait 24 hours after the last symptom to send them to school.
- A child with a known communicable disease; chicken pox, impetigo, strep, scarlet fever, scabies, ringworm, pinkeye, etc., should not be sent to school without the specific approval and a note from your doctor.
- A child with head lice will not be admitted to school until nit-free. If a child has head lice, treatment must be sought.

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 we are unable to contact parents or emergency contacts, medical assistance will be obtained. The school office should be made aware of children with known medical or health problems so that a care plan may be created.

### **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 CIS form signed by the parent/guardian. Exemptions are available for medical, personal or religious reasons. Medical or personal exemptions must be signed by your doctor. Please keep in mind that if an outbreak of vaccine-preventable disease should occur, the student will be excluded from school for the duration of the outbreak if they are exempt from receiving that vaccination.

### **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. Authorized medications must be supplied in the original container and have a pharmacy label with instructions that match the physician's written authorization. Over-the-counter medications must be in an unopened container. Schools may only accept up to a 20-day supply. The medication must be transported to school by a parent or guardian, where it will be counted and signed in 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. 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 a Medication 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. This is in accordance with Washington State Law and La Center School District policy.

### **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.

### **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 fill out and return the form promptly.

### **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 the office in writing.

### **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 charity before winter break, spring break and at the end of the school year. We encourage you to label your children's outerwear. Items of value (eyeglasses, watches, etc.) are kept in a drawer in the office. Please call or come in to the office to check for these items.

### **NEWSLETTER**

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

### **PLAYGROUND/ ALLOWED ITEMS**

Only approved toys from home will be allowed at recess. The toys currently approved are: stuffed animals/dolls/action figures, marbles, toy phones, paper airplanes, Bakugan (without cards), cars and trucks-up to one foot long. Toy cars and trucks are only allowed in the bark chips near the bench, not by the swings or equipment to avoid injuries.

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 student's name, amount, and purpose stated on the outside.



No look-alike toy guns or weapons 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 does not accept responsibility for any personal items that are brought to school.

### **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 their child's account. 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 to replenish the account when their balance gets below the cost of 2 lunches and again at 1 lunch.

Parents or students can make payments at the school office. Parents also have the option to add money to their child's lunch account online with a credit/debit card. To pay online, go to the district website [www.lacenterschools.org](http://www.lacenterschools.org). Under the elementary school menu, click on **TouchBase On-line Payments**. The user name is the student's ID # (available from the office). The password is the student's last name with the first letter capitalized. There is no charge for these transactions.

Students may borrow from a sibling's account if necessary. Students without money will be provided a cheese sandwich and milk. Breakfast for all K-5 students is \$1.00. Student lunches are \$2.40 for K-5 students. Adult lunches are \$3.75. Single serve milk is 45¢. 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. (Prices are subject to change at the beginning of the school year.)

### **SCHOOL MESSENGER**

The School Messenger phone call system will be used to notify parents of school delays and closures, school emergencies, or to provide important information regarding school events or activities. Please contact the school office to update phone numbers or email addresses when changes occur.

### **SCHOOL BOARD AND DISTRICT POLICIES**

Please visit the district website [www.lacenterschools.org](http://www.lacenterschools.org) for information on School Board and district policies. Information is available regarding attendance, bullying, student welfare as well as the district calendar, teacher web pages, school closures and delays, and elementary school information.

### **SCHOOL-WIDE BEHAVIOR PLAN**

#### **Positive/Proactive Support**

At the beginning of the school year, students will be taught our school expectations: As a Bobcat learner, I am respectful of myself, others and things. Posters in all of the common areas will show examples of what the expectations look and sound like. The common areas include hallways, bathrooms, cafeteria, playground/field and classrooms. Examples of posters are included in the back of the handbook. Students, teachers and parents/guardians will sign a collaboration agreement at the beginning of the school-year and return it to school by the due date. An example of the Collaboration Agreement is included in the back of the handbook. New students will receive training on the school wide behavior plan in the FCRC (Family Community Resource Center).

#### **Celebrate Student Successes**

Monthly Bobcat awards assemblies will be held to recognize students that excel in the monthly theme. Assemblies will include skits of the next month's theme. Bobcat Bucks will be earned in the classroom for good behavior. The Bobcat Store will be open to students to purchase special items with Bobcat Bucks on a quarterly basis.

Students will receive Bobcat Coins for special positive behavior. There will be a token container located in the cafeteria for the coins to be deposited into. Once the container is full, the school will celebrate a special day, like crazy hair day. Students will come up with ideas for the special days and will vote on their favorites.

### **Response Support**

When students display behaviors that are not positive, the behavior will be noted. Behavior categories are green, yellow and red.

Green Level One Behaviors may consist of:

- Disrespect of others: blurting out, making faces or rude gestures, lying, defiance, inappropriate language, distracting peers, taking others' property, not keeping hands or feet to yourself, not following teacher/staff directions, minor recess issues.
- Disrespect of self: Lack of participation, refusal to work, self-inflicted harm, irresponsibility.
- Disrespect of things: Destruction/misuse of property, low-level theft (pencils, snacks, books, etc.)

Yellow Level Two Behaviors may consist of:

- Disrespect of others: Continuation of level one behaviors, harassment, bullying or cruel teasing, cheating, major recess issues.
- Disrespect of self: Continuation of level one behaviors.
- Disrespect of things: Continuation of level one behaviors.

Level two behaviors will be documented on a "Behavior Follow-up Form" that will be sent home. Students will miss a recess a day until the form is returned to school (up to 3 days). Students will write a letter to their family explaining why they missed recess. If the form is still not returned to school, administration will contact the family regarding the missing form.

Red Level Three Behaviors may consist of:

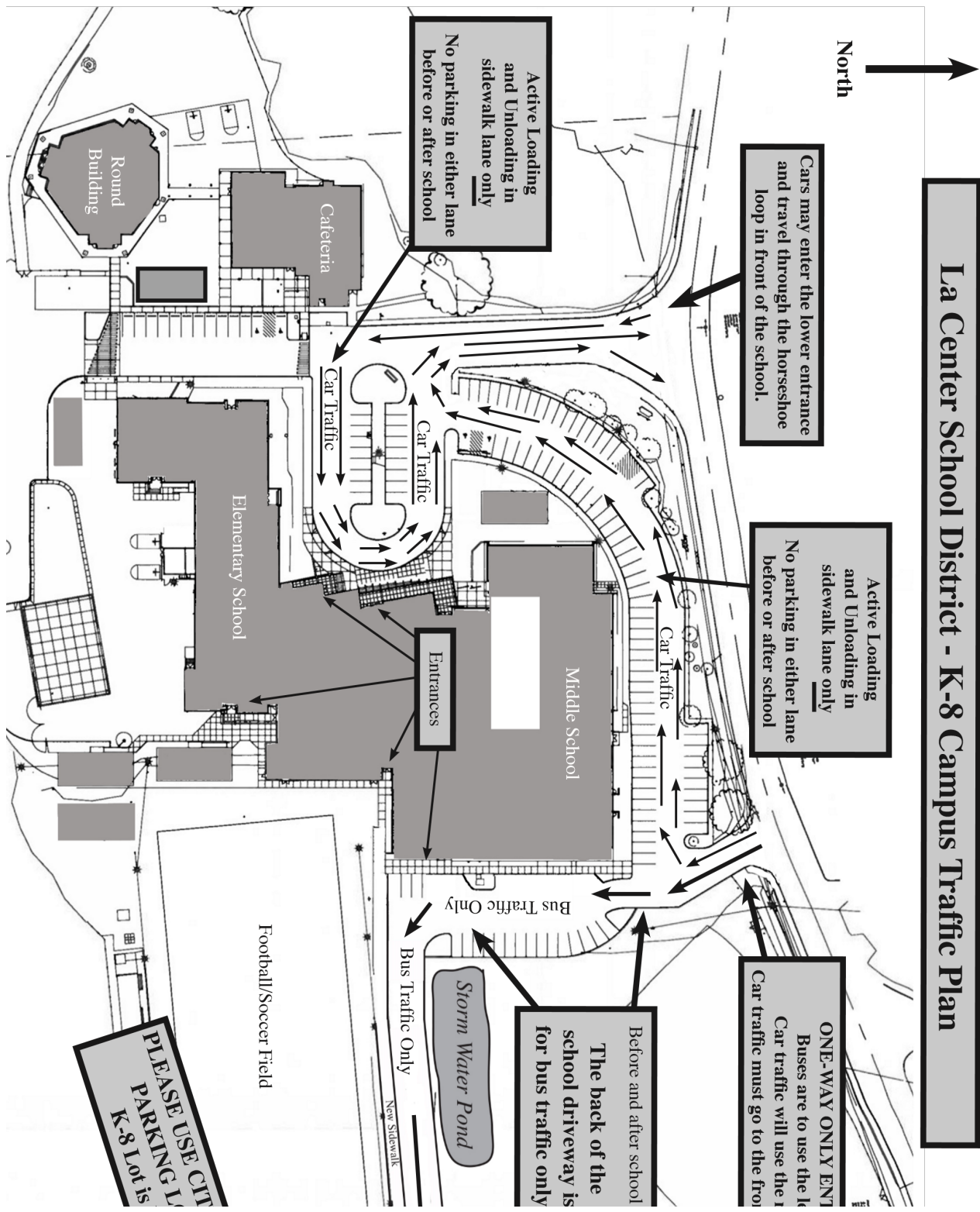
- Disrespect of others: continuation of level one and two behaviors.
- Disrespect of self: continuation of level one and two behaviors.
- Disrespect of things: continuation of level one and two behaviors.

Students move directly to level three interventions if the following occurs: Student displays intentional physical aggression, insubordination to an adult, sexual harassment/inappropriate contact, legal issues such as weapons or high-level theft, student is a danger to themselves or others.

Level three students who have gone through levels one and two are referred to an administrator for disciplinary action.

### **TRAFFIC PLAN**

Parents are encouraged to have their students ride the school bus when possible to relieve traffic congestion before and after school. When that is not possible, please refer to the parking lot traffic guide on the next



**La Center School District - K-8 Campus Traffic Plan**

North →

Cars may enter the lower entrance and travel through the horseshoe loop in front of the school.

Active Loading and Unloading in sidewalk lane only  
No parking in either lane before or after school

**ONE-WAY ONLY ENTRANCE**  
Buses are to use the left lane  
Car traffic will use the right lane  
Car traffic must go to the front of the school

Before and after school  
The back of the school driveway is for bus traffic only

Active Loading and Unloading in sidewalk lane only  
No parking in either lane before or after school

**PLEASE USE CITY PARKING LOT K-8 Lot is**

## TRANSPORTATION/KWRL BUS GUIDELINES

### Use of School Transportation

Students often use the school transportation system to go home with another student. Procedures have been established for the following:

- 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.

### Bus 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. In those cases, the driver needs the approval of KWRL Dispatcher/Assistant Director of Transportation. The parent will be contacted and a meeting with an administrator should occur the following day.

### 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 asked to wear 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 attend a training workshop. You will be asked to wear 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 gives the school time to conduct a background check with Washington State Patrol. We will not be able to verify a volunteer the day of a field trip. We recommend that siblings not attend a field trip with chaperones.

### **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.

## 12-17 ABSENCE WARNING LETTER EXAMPLE



PO Box 1810 • 700 E Fourth Street  
La Center, WA 98629  
Tel 360.263.2134 • Fax 360.263.2133

(Date)

Dear parent/guardian of (student's name),

The Mission of 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.

Attendance is a very important aspect of that mission here at La Center Elementary School.

So far this school year, (student) has missed \_\_\_ days out of \_\_\_ enrollment days or \_\_\_% of the current year. (Student) has also been tardy \_\_\_ out \_\_\_ days or \_\_\_% of the school year. Excessive tardies and absences, whether excused or not, can adversely affect academic achievement and social adjustment. Even at the elementary level, developing good attendance habits is critical to school success. Based on state attendance laws, students with multiple absences due to illness may be required to obtain medical excuses. If your child is ill and stays home for two days or more, please contact their teacher immediately to obtain homework. It is important that the homework not only be done, but also turned in upon return. All teachers email addresses are on the La Center School website at [www.lacenterschools.org](http://www.lacenterschools.org) or you can talk to the teacher directly before or after school hours at 263-2134.

If you are experiencing barriers or resource needs please contact the Family/Community Resource Coordinator, Mindi Payne at [mindi.payne@lacenterschools.org](mailto:mindi.payne@lacenterschools.org) or 263-2136 ext. 231.

We would like to work together to ensure good attendance habits and increase the success of your child. Therefore, if you would like to set up a meeting with me to discuss an action plan moving forward, please contact Tammy Lichliter for a date and time.

Sincerely,

Scott Lincoln  
Principal La Center Elementary School  
[scott.lincoln@lacenterschools.org](mailto:scott.lincoln@lacenterschools.org)  
360-263-2134

## 18 OR MORE ABSENCES LETTER EXAMPLE



PO Box 1810 • 700 E Fourth Street  
La Center, WA 98629  
Tel 360.263.2134 • Fax 360.263.2133

(Date)

Dear parent/guardian of (student's name),

The Mission of 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.

Attendance is a very important aspect of that mission here at La Center Elementary School.

So far this school year, (student) has missed \_\_\_ days out of \_\_\_ enrollment days. Due to the high number of absences, excused or unexcused, it is necessary that we have a doctor's note excusing each absence from now on. Our district nurse, Danielle Rivers or our office secretaries, are available to assess (student) any day you feel he/she is too ill to come to school. If the nurse or office feels (student) needs to return home, his/her absence will be considered excused. If your child receives seven (7) unexcused absences in a calendar month or ten (10) in a school year, the school is required by law to report those absences and file truancy documents with Clark County Juvenile Court. We are very concerned about (students)'s attendance at La Center and we hope to work with you as a team to assist him/her in continued academic success.

If you would like to schedule a meeting with me to discuss an action plan in moving forward, please feel free to contact Tammy Lichliter in the office for a date and time.

Sincerely,

Scott Lincoln  
Principal La Center Elementary School  
[scott.lincoln@lacenterschools.org](mailto:scott.lincoln@lacenterschools.org)  
360-263-2134

# La Center Elementary School Collaborative Agreement



**Bobcat Learners are Respectful of Self, Others and Things.**



**As a student I will:**

- Show respect for myself, others and things.**
- Be on time and ready to learn every day.**
- Bring needed supplies and completed assignments.**
- Obey classroom, bus and school expectations.**
- Always do my best.**



**As a parent/guardian I will:**

- Encourage a positive attitude towards school.**
- Show respect and support for my child, the staff and the school.**
- See that my child is on time and attends school ready to learn.**
- Be available to communicate with my child's teacher.**
- Play an active role in my child's learning at home.**



**As a teacher I will:**

- Show respect, a positive attitude and support for students and families.**
- Be available to communicate with students and families.**
- Provides a safe and comfortable environment that is conducive to learning.**
- Enforce school and classroom expectations fairly and consistently.**
- Help students learn academics and problem solving skills.**

**I have reviewed the La Center Elementary Handbook and Collaborative Agreement.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this completed form to school no later than September \_\_, \_\_\_\_.**

Family Copy- please keep at home





# Bobcat Volume Scale



	<b>Out of Control</b> <b>Emergencies only</b>
	<b>Loud Crowd</b> <b>Presenting voice, everyone can hear you</b>
	<b>Formal Normal</b> <b>Normal conversation voice</b>
	<b>Low Flow</b> <b>Small group work, only the group can hear</b>
	<b>Spy Talk</b> <b>Whispering, only 1 person can hear you</b>
	<b>Silence is Golden</b> <b>Absolute silence, no one is talking</b>



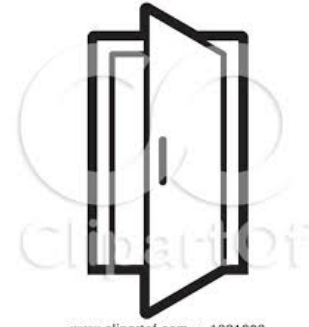
# Bobcats Show Respect



Use walking feet



Use time wisely



www.clipartof.com · 1231802

Mind your

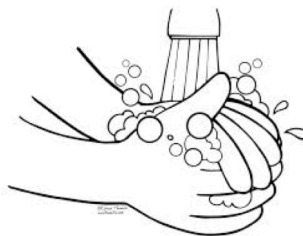
Own business

In The

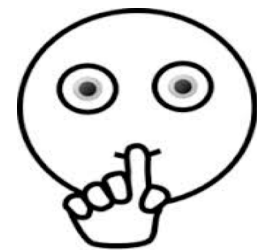
# Bathroom



Keep the  
restrooms  
clean



Keep soap and  
water in the sink



Shhhhh!  
Quiet voices



Wash your hands