

La Center
Elementary School



Faculty Handbook
2015 – 2016

Our Mission:
To empower students

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

FACULTY HANDBOOK
Table of Contents

School Hours/Phone Numbers/Staff Members	3
Absences for Staff	4
Accident Reports	4
Attendance and Lunch Count Reporting	4
Animals	5
Bulletins/Email	5
Bus Riding Changes/Notes	5
Class parties	5
Classroom Maintenance	5
Communications	5
Copy Machine/Printing	5-6
Custodial Requests	6
Dress Code	6
E-Books/Tablets	
Elementary Staff Calendar	6
Emergency Procedures (Lockdowns, Modified Lockdowns, Bomb Threat, Fire or Explosion, Earthquake, Lightning, Shelter in Place) ...	7-9
Faculty Meetings, Building Council, Team Meetings	9
Field Trip Procedures	9-10
Flag Salute	10
Guest Speakers	10
Hazardous Chemicals	10
Health and Welfare of Students (Health of Child, Child Abuse, Safety)	10
Homework	10-11
Keys	11
Laminator	11
Lesson Plan Books	11
Lunch Duty and Lunch Program	11
Mail	11
Money	11
Multi-Tier System of Supports	12
Ordering of Instructional Materials	12
Parent Conferences	12-13
Purchase Orders	13
Report Cards	13-14
Retention	14
School Closures	14
Security	14
Staff Rooms	14
Student Cumulative Files	14
School-Wide Behavior Plan	14-16
Student Supervision	17
Telephone Calls	17
Textbooks	17
Teacher Work Day	17
Tobacco Free Policy	17
Tutoring	18
Video Tapes/Movies	18
Visitors	18
Volunteers	18
Withdrawals	18
Year-End/Check-out/Supply Ordering	18
12-17 Absences Warning Letter	19
18 or More Absences Letter	20
La Center Elementary School Collaborative Agreement	21
Bobcat Volume Scale	22
Bobcats Show Respect in the Bathroom (sample poster)	23
Building Map with Emergency Routes	Attachment
Calendar of Events for Staff	Attachment
Seating Chart for Bleachers in MS	Attachment

SCHOOL HOURS

Student school hours Monday, Tuesday, Thursday, Friday	8:25 – 2:55
Wednesday	9:25 – 2:55
Certificated staff hours	7:55 – 3:25
Elementary office hours	7:30 – 4:00
District office hours	7:30 – 4:00

SCHOOL PHONE NUMBERS

La Center Elementary	263-2134
Elementary Fax number	263-2133
La Center Middle School	263-2136
La Center High School	263-1700
District office	263-2131
Info line	263-1172
KWRL bus co-op	225-8075

K-5 STAFF MEMBERS

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

ABSENCES FOR STAFF

AESOP www.aesoponline.com or 1-800-942-3767.

Please submit an absence on AESOP as early as possible. Personal leave requests must be submitted and approved 3 days in advance. **Refer to the La Center School District website under Personal Leave Protocol for more information.**

If a specific substitute is requested, the staff member should contact the substitute to see if they are available to sub. The request can then be emailed to the secretary to put onto AESOP. Information to include is the date of the absence, the reason for the absence, the name of the substitute and absence times (full day, a.m. or p.m. only).

A substitute teacher folder will need to be kept on file in the office for each faculty member. The folder is a survival package for the substitute. Keep daily responsibilities, lesson plans, student information (including significant student needs and after school plans) grade book and class schedule information. Please leave detailed plans for your substitute. Good organization and detailed plans make or break a substitute's day. Our substitutes are key people. Let's make sure we do our part to support their efforts. Listed below are some substitute lesson plan suggestions:

- 1) Specify where materials to be used are located.
- 2) Provide alternatives just in case the lesson plan doesn't work or suggest that they can use their own alternatives.
- 3) Keep a file drawer with substitute lesson plans or items that will always fit into your work.
- 4) List your expectations, privileges and restrictions that some students may have (i.e., if they are not to go to the library, recess, etc.)
- 5) Give substitutes assurance that you will support them and follow-up actions they take. Students need to know the substitute has control.
- 6) Make sure student emergency plans are included. Please include in notes that all injuries should be sent to the office for evaluation.

ACCIDENT REPORTS

Whenever a student is injured, the staff member who is responsible for the student at the time the injury should fill out an accident report within 24 hours. Staff accident reports should be filled out by the injured staff member. Forms are available in the office.

ATTENDANCE & LUNCH COUNT REPORTING

The official daily attendance and lunch count needs to be completed accurately by each teacher by 8:45 a.m. (9:45 a.m. Wednesdays) on Skyward. **The office runs the official daily attendance report at this time. If you cannot enter attendance on Skyward, please call the office with your attendance after 8:45 (9:45 on Wednesday) so that each absent student is accounted for.** The office will call the home of each absent child. **If a student arrives at your classroom after the tardy bell rings without a tardy pass, notify the office or send the student to the office for a pass.**

Students with notes requesting early dismissals for appointments or changes in after school plans should take them to the office to be recorded and stamped if necessary. If a parent calls to request an early dismissal during the morning hours, an email will be sent to the teacher with the name of the student and time of the departure.

If a parent sends a note or email notifying you that their student will be absent, please forward the note or email to office staff so they are aware of the absence and do not call home unnecessarily.

If a student becomes seriously ill or injured and his/her extended absence will jeopardize his/her grade, it is the responsibility of the student, acting through his/her parents, to arrange for a home study program. The classroom teacher should advise the office of the need for a home study program.

ANIMALS

It is important that animals, which are brought onto the school campus, be clean and healthy to avoid risk of transmitting diseases to students. Please inform parents that they will need to provide the following proof when they check in at the office: verified rabies vaccination, health certificates for dogs and cats, and proper restraint of animals.

Animals which are UNACCEPTABLE for school are wild animals, poisonous animals, wolf-hybrids, stray animals and aggressive animals. Because of diseases, students should not handle the following: baby chicks and ducks, birds of any kind, ferrets, reptiles and amphibians. To minimize the chances of students being bitten, scratched, etc., all animals must be handled by the person responsible for them.

BULLETINS / EMAIL

Announcements and information for the day will be sent by email. Please check your email before school starts and prior to dismissal at a minimum. Important announcements and messages may be sent throughout each day. School newsletters/information will be put on the elementary website monthly. Hard copies will also be sent home to the youngest family member attending La Center Elementary.

BUS RIDING CHANGES

Children are not to go home with friends or ride on different buses without written parental permission or a note from the office. The note must have the KWRL stamp and be initialed by office personnel.

CLASS PARTIES

There are three official/optional K-5 parties a year: Halloween, Christmas and Valentine's Day.

CLASSROOM MAINTENANCE

It is the responsibility of the teacher to see that the classroom is reasonably clean at the end of the day. Teachers utilize students the last few minutes of the day to see that:

1. Paper, pencils, etc. are picked up off the floor.
2. Student's chairs are placed on top of desks or stacked (depending on arrangements with custodians).

COMMUNICATIONS

If your class leaves the classroom for anything that is unscheduled, please notify the office.

Communication with the office is critical.

COPY MACHINE / PRINTING

Copy machines are available in the main building and the round building for teacher use.

Copyright compliance is as follows: **Please read this regulation**

The LCSD regulation R.6134.1 provides an outline of copyright compliance. Summary points include:

1. A single copy may be made of any of the following:
 - a) Chapter in a book
 - b) Article from a periodical
 - c) Short story, essay or poem
 - d) Charts, graphs, diagrams from books, periodicals, or newspapers.

2. Multiple copies (not to exceed more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use of discussion provided that:
- It is brief and spontaneous
 - Does not have a cumulative effect
 - Each copy includes a notice of copyright
 - Further: "There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching."

The round building machine is primarily for the convenience of those staff members located in the round building. It is not intended for high production.

Due to the extreme sensitivity of the Risograph machine, it should ONLY be used by staff members or trained volunteers. This machine is to be used for 20 or more copies of an individual item.

For all copying, remember the following guidelines:

- DO NOT copy materials with large amounts of black or other dark contrasts (specifically for the Risograph).
- Remove any colored paper or card stock after use.
- Return the machine to standard operating functions (uncollated, unstapled, 1-sided to 1-sided, 100%) when you are done.
- Call office staff for assistance with any copier issue.

CUSTODIAL REQUESTS

Room maintenance needs should be written on a maintenance request form and given to the principal. These forms are kept in the building office. Please do not request maintenance directly from a custodian.

DRESS CODE

Teachers should follow the same dress code as students. The following is the dress code for La Center Elementary School:

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 is 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.

ELEMENTARY STAFF CALENDAR

The elementary school calendar is a shared Google Calendar. On the La Center School District website under staff/staff resources, click on the link that says Elementary School Shared Calendar. It will open a new page that says district calendars. Click on the La Center Elementary School Staff Calendar and follow the prompts to add it to your Google Calendar. It will then be available anytime you log on to your Google account. The elementary school calendar will be updated with meetings, field trips and information for all staff. If you need assistance subscribing to the calendar, contact the secretary at ext. 301.

EMERGENCY PROCEDURES

The following instructions should be followed in case of real or drill situations: We are required to have one emergency drill each month. They may be held at any time during the day so children must be trained to follow instructions wherever they happen to be. For a more detailed breakdown of each procedure, please refer to the La Center K-8 Campus Emergency Response Plan.

Lockdown

In case of a lockdown, an announcement will be heard over the intercom system: “OUR SCHOOL IS IN FULL LOCKDOWN.” In case of a drill, the announcement will also say “THIS IS A DRILL”.

1. MOVE students from outdoor areas to indoors if safe to do so.
 2. SWEEP any students in the hallway into your room.
 3. LOCK all doors (lock exterior doors near your room).
 4. CLOSE windows and blinds, TURN OFF lights.
 5. COVER interior door window with RED/GREEN COVER. No cover-security will assume room is not safe and enter.
 6. FORTIFY AND DEFEND YOUR SPACE (**Barricades, weapons, attack intruder**)
 7. INSTRUCT students to stay calm, quiet, stay low, and out of sight. SILENCE CELL PHONES.
 8. DO NOT OPEN your door for any reason until an “all clear” is received.
 9. COMMUNICATE known threats to the office by email or EXT. 309 (e.g., “intruder north hall”).
 10. ASSESS SITUATION
 11. Take roll; Inventory any injuries or other problems (panic, medical emergencies, intruders).
 12. Email RED/YELLOW/GREEN in subject line to oadmin@lacenterschools.org.
RED = Severely injured person, medical emergency, or intruder present.
YELLOW = Missing students FROM your class, or extra students IN your class. List missing or extra students **in the body** of email.
GREEN = All accounted for, no medical emergencies.
- CHECK EMAIL frequently for updates and instructions from incident command.
13. CARE FOR THE STUDENTS IN YOUR SUPERVISION, **Provide** first aid. **Calm** and re-assure upset students. Use supplies in your emergency kit as needed or necessary.
 14. WAIT FOR “ALL CLEAR” SIGNAL or communications from command post or responders. Do not open doors or look out windows until “All Clear” is communicated.

Modified Lockdown

Response to: “OUR SCHOOL IS IN MODIFIED LOCKDOWN.”

1. RETURN to building from any outside areas if safe to do so.
2. DIRECT all students in hallways to return to their assigned room.
3. LOCK all exterior and interior doors (lock exterior doors near your room).
4. CLOSE windows and blinds, COVER exposed windows.
5. FOLLOW instructions from main office regarding protocols / allowable activities.
6. REASSURE students by keeping calm and continuing allowed activities.
7. SUPERVISE student movements between rooms, limit other hall traffic.

8. DO NOT OPEN exterior doors for any reason until an “all clear” is received.
9. DO NOT USE the telephone system to request information (follow protocols for email).
10. COMMUNICATE known threats to office.
11. EMAIL oadmin@lacenterschools.org Red, Yellow or Green status
 RED = Severely injured person, medical emergency, or intruder present.
 YELLOW = Missing students FROM your class, or extra students IN your class. List missing or extra students **in the body** of email.
 GREEN = All accounted for, no medical emergencies.
12. ASSESS SITUATION Communicate problems (panic, medical emergencies, intruders).
 Report any problems or needs to the main office.
13. CARE FOR THE STUDENTS IN YOUR SUPERVISION, Calm and re-assure upset students.
 Use supplies in your emergency kit as needed or necessary.
14. WAIT FOR “ALL CLEAR” SIGNAL or communications from command post or responders. Do not open exterior doors or look out windows until “All Clear” is communicated.

Bomb Threat

1. Follow the same procedures listed below for Fire or Explosion.
2. Don't move or touch a suspicious object, package or box.
3. Police are trained for bomb searches, follow their direction precisely.

Fire or Explosion

1. Inform office if alarm has not already gone off.
2. Evacuate students immediately in an orderly manner according to plan. Everyone must evacuate the building.
3. Be sure all students are out of your teaching station.
4. Close doors and windows to your teaching station, including gym/cafeteria if you are there.
5. Accompany students to your evacuation meeting place, or farther if safety is in question. There is to be NO talking, pushing, or other confusion during the course of the drill. Students should line up in their designated areas facing away from the building.
6. Take grade book or class list with you and account for all students under your supervision.
7. Take your RED, GREEN and YELLOW CARDS with you. Hold up your GREEN card if all your students are accounted for. Hold up your RED card if you are missing any students. Hold cards up until you get the “all clear” signal.
8. Students in restrooms or in transit, go to regular evacuation meeting place.
9. Students on the playground need to freeze and look to the playground aides for guidance. Playground aides will accompany students on the playground side to the football field. Students on the field side need to look to the playground aides for direction. Students will be taken to the football field.
10. Remain with students until the "all clear" signal.

Earthquake

In the classroom:

1. Get under tables or desks.
2. Seek safety near inner walls if no desks are available.
3. Drop to knees, lower head, protect neck with one arm and hold onto a table leg with the other.
4. Avoid windows.
5. Evacuate the building as soon as you hear the fire alarm or are instructed by staff to evacuate.

Outside:

1. Get as far away as possible from buildings and other elevated objects which could fall and scatter debris.

2. You will be informed as soon as possible what to do after the earthquake is over. A map is to be posted in each classroom to assist the teacher in overseeing the evacuation plan. Please keep your doors and windows uncovered to allow emergency personnel to survey the rooms quickly.

Lightning

Inside:

1. STAY inside. Don't go outside unless absolutely necessary.
2. STAY away from open doors or windows, stoves, metal pipes, sinks, outlets.
3. Do not use the phone system.

Outside:

1. GO inside immediately.
2. IF unable to go inside, avoid the highest object in the area (avoid being the highest object) and seek shelter in a low place.
3. STAY away from any metal objects.
4. STAY with the students and wait for further instructions.

Shelter in place - Volcanic Eruption, Chemical Spill, Severe Weather

1. MOVE students inside to classroom.
2. LOCK all exterior doors and close windows.
3. SEAL windows with plastic and tape if instructed to do so.
4. TURN OFF any classroom heating or ventilation.
5. INSTRUCT students to stay calm, share only appropriate information.
6. EMAIL Red, Yellow or Green to oadmin@lacenterschools.org.
RED = Severely injured person, medical emergency, or intruder present.
YELLOW = Missing students FROM your class, or extra students IN your class. List missing or extra students **in the body** of email.
GREEN = All accounted for, no medical emergencies.
7. CARE for students in your supervision
8. WAIT for instructions.

If a situation should develop and we would not have time to get students home safely, or where authorities would not allow us to transport students, we will keep them at school. In the event of such an emergency, the schools will become evacuation centers for the community. Our building would be a location where special emergency care would be most readily available.

FACULTY MTGS/BUILDING-COUNCIL/TEAM MTGS

Staff meetings are at 3:10 on the first Tuesday of the month. Building Council meetings are scheduled on the second Tuesday. Team meetings will be on the 4th Tuesday of the month. Additional meetings may be scheduled as needed.

FIELD TRIP PROCEDURES

Complete a Field Trip Authorization Form and give to principal. Once approved, complete "Request for Bus Transportation" and turn it in to the building secretary. Contact KWRL at 225-8075 to confirm cost of the bus if it will be included in the field trip fee. If you are taking your students to a facility that charges, be sure to find out if they take PO's. If a separate deposit is required (Sternwheeler, and OMSI), two requisitions will be necessary. Two months prior to the field trip, the deposit requisition should be processed one week before the accounts payable cutoff date. The second requisition for the remaining balance must be in a separate accounts

payable period. To receive a check by the end of the month **prior** to the field trip, you will need to create the requisition by the first week of the month to provide enough time to do the purchase order. The district cut-off is normally the 9th or 10th of each month. Check with the office if you have any questions.

Chaperones need a Volunteer Packet completed at least **two weeks** prior to the field trip. Volunteers will not be cleared to chaperone the day of an event. Please check cleared volunteers on Skyward. Next to the parent name on your student profile is a box labeled CBC. If it says yes, they have completed the volunteer packet for the school year.

Give a copy of letter or newsletter with field trip information to the office along with the official "Parent Permission Form." Be sure to inform parents on the permission form if a facility will **not** give refunds after payment has been made. We will not be able to refund a student or parent that cancels on attending the field trip. Notify the kitchen of field trip date if you will miss lunch in the cafeteria.

Students paying for field trips should be sent to the office with their payment. It will be receipted on the In Touch system. Teachers should not collect the funds from students. The office will have a checklist of who has paid. Teachers should keep the permission slip.

On the day of the field trip, give a list of your students, chaperones and bus number to the office.

FLAG SALUTE

RCW 28A.01.030...the Board of Directors of every school district shall cause appropriate flag exercises to be held in each classroom at the beginning of the day. Individual teachers are responsible for conducting the flag exercise. Students not reciting the pledge shall maintain a respectful silence.

GUEST SPEAKERS

The principal should approve all guest speakers. Please let the secretary know prior to the visitation that you are expecting them. Make sure your guest knows to check in at the office for a visitor badge.

HAZARDOUS CHEMICALS

No hazardous material may be brought to school without written permission by the principal. If at any time you have a concern regarding a chemical, please contact the principal or custodian immediately.

HEALTH & WELFARE OF STUDENTS

Health of Child

Plan to make general observations of your students in regard to health. Be especially aware of any change in a child's physical condition. Children who do not feel well should be taken or sent to the health room. If the child is ill or injured and is not able to go back to the classroom, parents will be contacted. You will be notified if the student is sent home. Check folders carefully to be certain you and any substitutes know of health concerns or physical limitations that might affect participation in PE and supervised play. **Be sure to include in your sub notes that all students with head injuries should be sent to the office for evaluation.**

Child Abuse

We need to be alert for signs and symptoms of child abuse and neglect. Report your suspicions to the principal immediately. Failure to follow through on clear cases of abuse within 48 hours could result in your arrest, fine, and/or discipline by the La Center School District. **If a CPS call/report is deemed necessary, a CPS report form will need to be completed and signed by the principal.**

Safety

Please keep students' safety paramount in your mind. Below are some guidelines that may help you.

1. Safe practices in an activity must be taught at the same time the game or activity is being taught.
2. Routine inspection of equipment used should be made.
3. Teachers should be observant of any obstacle or objects that may cause an accident. Any condition of this nature should be reported to the principal.
4. Students should never use paper cutters.

HOMEWORK

The La Center School District has a policy regarding homework. District policy states:

- 1.) Time is provided within the student's school day for completion of study assignments.
- 2.) Work may be assigned to be completed outside of the student's school day for a number of reasons:
 - a) To make up work missed during absence.
 - b) To reinforce fundamental skills which are taught.
 - c) To provide additional drill on fundamental skills.
 - d) To enrich concepts and lessons taught.
 - e) To complete work for which time was provided during the school day, but which the student did not use wisely.
- 3.) The work assigned shall be of a reasonable amount:
 - a) The amount should not be a burden to the student's taking part in normal student and family activities, such as participation in school holidays, attendance at evening church meetings, etc.
 - b) The amount of work assigned should take into account other teacher's assignments so that the total assigned is not overwhelming for the student.
 - c) The amount of work assigned should take into account the age and maturity of the student. A common practice is 10 min. per grade level. For example, a third grader might have 30 min. of homework.

KEYS

Each staff member will be issued keys by the building secretary as needed. Notify the building principal if you lose your keys. Keys should be checked in with the building secretary at the end of the school year.

LAMINATOR

Please see the office aide for training on using the laminator. The laminator is located in the staff room in the main building. Due to confidentiality, please do not have volunteers use the laminator. Only trained staff may use the laminator.

LESSON PLAN BOOKS

Lesson plans are a basic responsibility of teachers. Some guidelines for lesson books:

1. Daily schedule (should show lunch and recess breaks) and seating chart in the front of the book.
2. Lesson plans should be dated.
3. Lesson plans should show starting and ending times for the day.
4. Show evidence that all subjects in basic education are taught; i.e., Reading, Language Arts, Math, Physical Education, Social Studies, Science, Health, Art, and Music.
5. Early release and late arrival days and times should be indicated; i.e., early release for curriculum planning or parent conferencing, etc.

LUNCH DUTY

Teachers are required to monitor their students in the cafeteria until they are seated. Students are responsible to make sure the eating area is clean for the next group and return lunch boxes to the classroom.

LUNCH PROGRAM

Breakfast is offered from 8:00 – 8:20. Hot lunches can be purchased in the cafeteria during lunch hours. A student wishing to pay for more than one day may give their money to the lunch cashier or the office for receipting. (Prices are subject to change at the beginning of the school year.)

COST:

Milk	\$0.45
Breakfast	\$1.00
Adult Breakfast	\$1.30
K-5 Lunch	\$2.40
Adult Lunch	\$3.75

MAIL

Staff members are provided a mailbox in the office. Please check it regularly.

MONEY

Please do not keep money in your room without locking it up. Book orders are handled in the classroom, otherwise students should have funds receipted in the office.

MULTI-TIER SYSTEM OF SUPPORTS (MTSS)

When you have concerns about student performance; low achievement, under achievement, or behavior disorders, please refer them for services. MTSS forms are available on Google Drive. Complete the forms and turn them in to the school counselor to add to the schedule. Some conditions that necessitate referrals are:

1. Student non-compliance or poor adaptation to school programs.
2. Exceedingly poor academic progress.
3. Little or no effort being applied to assigned school tasks.
4. All attempted remedial strategies have proved ineffective.

ORDERING OF INSTRUCTIONAL MATERIALS/CLASSROOM SUPPLIES.

Ordering of supplies and materials may be done by filling out the gold La Center Requisition Forms. Refer to Purchase Orders portion of the handbook for instructions. The building budget for teachers is \$175.00 per year. The district provides a \$50.00 budget for reimbursements. Please fill out a reimbursement form to be reimbursed from this budget. Classroom supplies may be ordered from KDCA.org or other approved vendors. Please use the following procedure from our district website for purchase orders:

Purchase Order Procedure (No merchandise can be paid for until this procedure is completed)

IN YOUR BUILDING

1. Fill out a requisition form and have it authorized by your principal or supervisor. This means your principal/supervisor must sign and assign an expenditure code. Make sure you have an address, phone number, and FAX number for the vendor.
2. Your building secretary will now prepare the requisition for principal/supervisor approval. Once approved, the requisition is sent electronically to the superintendent.

IN THE DISTRICT OFFICE

1. The requisition goes to the superintendent for fund verification. Once he approves the purchase order, it is sent to accounts payable for purchase order generation. Once generated, the PO is returned to your building secretary (the white vendor copy and the green receiving copy). You should allow 3-5 days for processing to this point.

ACTUAL ORDERING

1. It is the responsibility of your building secretary to order your goods via mail/fax/phone, or she will return the original PO to you for hand delivery. The district office is not responsible for actual ordering except in unusual circumstances. No orders should be placed without a valid purchase order.
2. Once you have received your order, please check it for completeness. Sign and date the packing slip, and return the packing slip to your building secretary. She will attach it to the GREEN PO copy (for open PO's, please make a copy of the PO and attach the copy to the packing slip) and send it to the district office. We must have your signature and date received on the packing slip and/or purchase order.

PAYMENT

1. Invoices will be matched with the PO and Green Receiving copy. It is important to remember that a purchase order by itself does not generate payment. Receiving copies must include one of the following before the payment process may begin: an invoice/bill from the vendor; a signed/dated packing slip; or "partial order/order complete" checked and signed on the green receiving PO. Once all paperwork is complete, payment can be generated. In order to be paid at the end of any given month, all documentation needs to be in the district office by the 10th of that month (or the accounts payable cut-off date.)
2. All generated payments will be mailed on the last working day of the month.

PARENT COMMUNICATIONS/CONFERENCES

Parent communication is essential for development of good home-school relations. The administrator would appreciate a copy of all class letters sent home to parents. Parent conferences are scheduled twice a year. It is important to maintain parent contact if there is a problem. Phone calls to parents often save a lot of time and the response from parents is generally very positive. **Please be sure to include both family 1 and 2 if a student has a split family.**

Scheduling of parent conferences will be completed by the staff during a regularly scheduled staff meeting. Prior to the meeting, each teacher should identify the siblings and respective homeroom teachers of each of their students. Worksheet forms are available in the office.

The administrator would appreciate a copy of all class letters sent home to parents.

REPORT CARDS

Report cards are issued two times a year for grades K-5. Extremely poor report cards should not come as a surprise to parents. If some of your students are not working up to capacity, notify the parent(s) as soon as possible and certainly before the end of the semester arrives and report cards go out. By the same token, if a student is mastering the material or doing very well in a subject that has been difficult for him/her, let parents know how well the student is doing. They will appreciate it. **Please be sure to include both family 1 and 2 if a student has a split family.**

Student Progress Reports are shared at conferences.

Student Learning Plans are written for students not meeting standards as well as Highly Capable students.

RETENTION

The following factors must be considered when evaluating the need for retention or acceleration:

1. Chronological age
2. Mental maturity
3. Emotional maturity
4. Social maturity
5. Physical maturity
6. Academic achievement

- 7. Family support
- 8. Attendance

Timeline for Retention

•Prior to February 28:

- Teacher to consider listed factors for potential retention candidate
- Complete Light's Retention Scale
- Candidate data sheet (teacher responsibility)
- Student will have been discussed at MTSS
- Discussion with admin
- Teacher communicates with parents on possible retention

•By March 15:

Documented conference with parent should be held by teacher and/or principal indicating:

- The possibility of retention
- Reasons why
- Recommendations of the staffing team (what our procedures are from this point.)

•Prior to May 15:

- Teacher and principal to review case and make final recommendation to parents.
- Consult with staffing team if necessary.

•By June 1:

- A final recommendation shall be given to parents.
- Documentation of parent response to the recommendations(s) shall be placed in the student's cumulative file.
- Parents may appeal the decision to the principal.
- Parents of students in K or 1st grade who dissent the decision to retain will be placed into the next grade level with the understanding that a meeting with the principal and teacher will take place within the first 30 days of the next school year to determine if re-placement into the previous grade level is appropriate.

SCHOOL CLOSURES

A phone call to parents and students identifies bad weather and/or other emergency situations affecting the school day. Teachers and parents will be informed of school closure or emergency information as soon as information becomes available. It should be noted that after school activities are also suspended during severe weather or emergency closures. In the event of snow, ice, etc. and the buses are unable to make their runs, staff and parents will be notified by **School Messenger** of a school closure or a 2 hour late start for La Center School District.

SECURITY

Staff should not leave money, purses, or valuables in the classroom or cabinets without locking them up. Notify the principal immediately if there is something missing. Classroom doors should be locked when teachers leave the room at lunch and in the evening.

STAFF ROOMS

A staff room with a phone, refrigerator, and microwave, are located in each building.

STUDENT 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 12-17 absences and 18 or more absences are in the appendix.

STUDENT CUMULATIVE FILES

Student cumulative folders are a valuable aid to the teacher in planning for and understanding the student. They are kept by grade level in locked file cabinets in the office. Teachers are encouraged to review folders of incoming students or students having difficulties. The secretary will inform you when records of incoming students are received. Student files are not to leave the office.

SCHOOL-WIDE BEHAVIOR PLAN BASICS

Positive/Proactive Support

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 appendix. 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 appendix. New students will receive training on the school-wide behavior plan in the FCRC.

Celebrate Student Successes

There will be a monthly Bobcat awards assembly to recognize students that have excelled in the previous month's theme. The assembly will include a skit of the next month's skill. The Bobcat Store will be open to students to purchase special items with Bobcat Bucks. Bobcat Bucks will be earned in the classroom for good behavior. Students in grades K-3 may earn one per day for use in the quarterly Bobcat Store. Students in grades 4-5 may earn one per week for use in the monthly Bobcat Store.

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

Response Support

When students display behaviors that are not respectful, the behavior will be tracked on an Ongoing Behavior Tracking Form (See example in appendix). Recess, cafeteria and specialist behavior issues are to be handled by classroom teachers so that tracking is consistent.

Behavior categories are green, yellow and red. When level one misbehaviors occur, teachers will try using classroom interventions.

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.)

Teachers should attempt all of these interventions if possible.

A. Nonverbal/verbal cues (See Love and Logic Twenty-Three Classroom Interventions sheet, attached in the appendix).

B. Re-grouping/recovery (Teacher cues student that they need to go to recovery area within the classroom, the hallway or a buddy classroom).

ON A LIMITED BASIS: In some instances where the above solutions do not work (teacher has tried 3 or more times), students may be sent to the Resolution Room with a green slip to cool off. Teacher should call the Resolution Room prior to sending student.

C. Conference with student.

If in-class recovery has not been effective or after 5-6 regrouping/recoveries, student and teacher will call their parent/guardian to discuss behavior. If at all possible, student should talk to the parent or leave a message. Teachers will add more information to the conversation (as needed) and alert parents of the “Behavior Follow-up Form” that will be coming home. Parents also need to be alerted that the completed form should be sent back to school the next day.

D. Teacher/staff collaboration

E. Additional teacher chosen action. Teacher can choose to use a problem-solving form or verbal problem-solving in class.

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.

A. Students move to level two interventions if the following occur:

Student does not return the “Behavior Follow-up Form.” Student may miss up to 3 days-worth of recess (1 recess per day). They will write a letter to their family explaining why they missed recess. Teachers will attempt to contact the family 1-2 times to get the forms back. The calls should be documented. If there is no response, the teacher should alert administration that the family needs to be contacted regarding the missing form. If the form is not returned within 3 school days, the student will have recess privileges returned to them.

Incidents on the “Ongoing Behavior Tracking Form” continue to occur. Students will be sent to the Resolution Room with a Yellow Level Two Resolution Room Summary. The Resolution Room Assistant and the student will determine when the student is ready to return to class. If requested, the Resolution Room assistant will contact the classroom teacher. If an additional visit to the Resolution Room is necessary on the same day, the student may be required to spend the rest of the day in the Resolution Room (in school suspension). The student will be sent to the Resolution Room with a new yellow slip and their backpack. The Resolution Room Assistant and an administrator will determine if the student will remain in the Resolution room for the rest of the day or be sent home. The teacher will meet with the administrator to strategize next steps. If appropriate, the teacher will also meet with the parent and student before they may return to class.

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.

A. Students move to level three interventions if the following occur:

Student breaks an absolute: 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. Teacher will send the student to the Resolution Room with a Red Level Three Resolution Room Visit Summary or will contact the Resolution Room Assistant or administrator if student needs assistance leaving the classroom. Students who have gone through levels one and two or directly to level 3 are referred to administrator for disciplinary action, threat assessment or special education.

All behavior forms are available in the elementary office. Students on IEPs may be handled with a different protocol.

STUDENTS LEAVING DURING SCHOOL HOURS

Students are not allowed to be taken out of school by anyone other than parents, legal guardians, or an emergency contact person listed on the student's record. The exception would be by written parent/guardian authorization. Please send any notes to the office so staff are aware. Students must be checked out through the office before leaving the building. They will need to check back in at the office upon returning to school on that same day.

STUDENT SUPERVISION

Students are not to be left unsupervised by an adult staff member. This includes staying in the classroom during recess. If you need help, call the office or send a messenger. Help can be provided from the office or other arrangements can be made should you need to leave your students.

TELEPHONE CALLS

Telephones are located in each classroom.

- To make a long distance call that is school related, use your personal code. If sending a long distance personal fax, the fee is \$1.00 for the first page and \$0.50 per additional page.
- To make a long distance personal call, you must use your cell phone or a calling card.
- Intercom numbers are provided for district staff.
- Students must have teacher permission to use the phone. If students call home from the classroom, inform the student to leave a message with their request if no one answers.

TEXTBOOKS

Assign textbooks to students by number and keep a record. All new books are to be numbered before giving them to your students. New books should also be stamped inside the front and back covers and on the top with "Property of La Center School District." Book fines should be commensurate with current condition of the book. Paperwork for fines is available from the office.

TEACHER WORK DAY

Faculty school hours are 7:55 a.m. - 3:25 p.m. Teachers must be in their rooms at 8:10 a.m. Greeting the students as they arrive is a great way to start the day for the students. Faculty members may leave as soon as all students have left on the day before a holiday and when required to return for evening events. If a faculty member plans to leave the building during the school day, please notify the office.

TOBACCO FREE POLICY

Recognizing the known health effects of tobacco use, the La Center School District provides a tobacco free environment for its students, staff and patrons. The use of tobacco products is prohibited on all district

properties. This policy is applicable to all users of school district property including, but not exclusively, district employees, students, volunteers, outside contractors, visitors and the general public.

TUTORING

It is a conflict of interest for staff to tutor their students for a fee, Per District Policy #5251 Conflicts of Interest, specifically:

C. Encouraging a student who is enrolled in one or more of the teacher's classes to take private lessons or to engage tutoring for a fee from the staff member.

Written permission from the superintendent is necessary when:

A. A certificated staff member wishes to tutor or give private lessons for a fee to any student who is enrolled in one or more of the teacher's classes.

VIDEO TAPES/MOVIES

All movies to be shown in the classroom, other than those obtained through the ESD, must be approved by the principal before being used. Movies rated anything other than "G" are inappropriate for K-5 students. Videos need to support student learning toward standards and may not be used as a reward.

VISITORS

It is the district's practice to discourage class visitations by other school children. Parents are welcome to visit their child's classes as per negotiated agreement. The office must be informed of all visitors and guest speakers before they arrive. Visitors must sign-in before being admitted to other parts of the building. Do not permit students in your classroom to visit with people outside of the school unless specifically requested by the office.

VOLUNTEERS

Parent volunteers are encouraged. If you have regular volunteers, please let the principal and the secretary know, so they can also help them feel welcome. All volunteers need to fill out a district packet two weeks prior to volunteering in the classroom. Volunteers are screened through WSP to check for crimes against children.

WITHDRAWALS

When a parent/guardian has indicated to you that a student will be withdrawing from our school, please notify the office. The parent/guardian will need to complete a Student Withdrawal Form. The withdrawal form will be forwarded to the library to check for outstanding library books. Lunch money refunds will be made by the lunch cashier if applicable. A progress report must be completed by the teacher if the student has been enrolled for 20 days or more of the semester.

WORKROOM EXPECTATIONS

Staff and volunteers are expected to clean up after themselves when using the workroom. Our office assistant needs to train any volunteers to use the copiers and the Risograph. If a mistake is made while copying, please make every effort to use the back of the paper. When using colored paper, please remove the colored paper from the machine and return the unused paper back to the same spot to help avoid copying mistakes for future users.

YEAR END/CHECK-OUT/SUPPLY ORDERING

If student supply lists need to be updated, please turn into the office two weeks prior to the last day of school. To ensure office staff has adequate time to place orders and you have the necessary supplies when you return in the fall, orders should be submitted using the appropriate forms and include all necessary information two

weeks prior to the end of the school year (any orders submitted after this time will be processed after summer break).

Staff must complete the check-off list provided by the office and meet with either the principal or head secretary before leaving for the summer.

12-17 ABSENCE WARNING LETTER EXAMPLE



(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 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 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
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
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



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



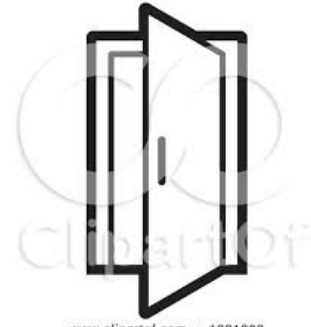
Bobcats Show Respect



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