

# LIND ELEMENTARY SCHOOL STUDENT HANDBOOK



# Lind Elementary School Educational Team

## Lind School District Board of Directors

Mrs. Jani Melcher – Chairperson

Mr. Jim

Mr. Adam Labes

### Administration

Don Vanderholm	Superintendent	<a href="mailto:dvanderholm@lrschools.org">dvanderholm@lrschools.org</a>
Sarah Dinkins	Principal	<a href="mailto:sdinkins@lrschools.org">sdinkins@lrschools.org</a>

### Teaching Staff

	Grade	E-mail Address
Laurinda Ritz	Preschool	<a href="mailto:lritz@lrschools.org">lritz@lrschools.org</a>
Tammy Steinberger	Kindergarten	<a href="mailto:tsteinberger@lrschools.org">tsteinberger@lrschools.org</a>
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Shauna Sanger	2 <sup>nd</sup> Grade	<a href="mailto:ssanger@lrschools.org">ssanger@lrschools.org</a>
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Sarah Dinkins	5 <sup>th</sup> /6 <sup>th</sup> ELA/SS	<a href="mailto:sdinkins@lrschools.org">sdinkins@lrschools.org</a>
Christina Heater	5 <sup>th</sup> /6 <sup>th</sup> Math/Science	<a href="mailto:cheater@lrschools.org">cheater@lrschools.org</a>
Heidi Nygren	PE/Music	<a href="mailto:hnygren@lrschools.org">hnygren@lrschools.org</a>
Connie Field	Title 1/Lap	<a href="mailto:cfield@lrschools.org">cfield@lrschools.org</a>
Ann-Marie Saetre	Special Ed.	<a href="mailto:amsaetre@lrschools.org">amsaetre@lrschools.org</a>

### Paraeducator Staff

Christy Saetre,	Migrant/ESL	<a href="mailto:csaetre@lrschools.org">csaetre@lrschools.org</a>
Alicia Miller	LAP/Title	<a href="mailto:amiller@lrschools.org">amiller@lrschools.org</a>
Tina Shields	Sped/Title	<a href="mailto:tshields@lrschools.org">tshields@lrschools.org</a>
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Joneel Russell	Pre-School	<a href="mailto:joneel@lrschools.org">joneel@lrschools.org</a>

### Secretary

Tammy Doyle [tdoyle@lrschools.org](mailto:tdoyle@lrschools.org)

### Nurse

Aimee Schell [aschell@lrschools.org](mailto:aschell@lrschools.org)

### Food Services Staff

Tina Conner [tconner@lrschools.org](mailto:tconner@lrschools.org)

### Custodial Staff

Brad O'Neill [boneill@lrschools.org](mailto:boneill@lrschools.org)

### Lind School District Phone Numbers

Transportation	509-677-3533
District Office	509-677-3481
Lind Elementary School	509-677-3481
Lind-Ritzville Middle School	509-677-3408
Lind-Ritzville High School	509-659-1720

The Lind School District No. 158 complies with all federal rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in the educational and vocational programs and/or extracurricular school activities. Inquiries regarding compliance procedures may be directed to the school district's Title IX/RCW 28A.85 officer and/or Section 504 Coordinator, Mr. Chris Lupo, Principal, Lind School District #158, PO Box 340, Lind, WA 99341 or 509-677-3481.

## **Lind Elementary Office**

The office will be open daily during the school year from 8:00 – 3:30.

## **Student Arrival**

Students may arrive at 8:00 AM if they are eating breakfast. Students who are not eating breakfast may arrive after 8:15. Students will be supervised on the playground prior to school.

## **Daily Schedule**

### **Monday- Thursday**

8:00	Breakfast
8:30	School Begins
10:00 – 10:15	PK – 3 <sup>rd</sup> Recess
11:00 - 11:45	PK Lunch/Recess
11:05 - 11:50	Kinder Lunch/Recess
11:10 – 11:50	1 <sup>st</sup> Grade Lunch/Recess
11:15 – 11:50	2 <sup>ND</sup> Grade Lunch/Recess
11:20 – 12:00	3 <sup>rd</sup> Grade Lunch/Recess
11:25 – 12:10	4 <sup>th</sup> Grade Lunch/Recess
11:30 – 12:10	5 <sup>th</sup> Grade Lunch/Recess
11:35 – 12:10	6 <sup>th</sup> Grade Lunch/Recess
2:00 – 2:15	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Recess
3:15	Dismissal

## **Accidents**

Emergency treatment will be given at school by the school nurse, secretary, principal, or other adult with first aid training when determined necessary. Parents may be contacted if their student is injured at school and needs further medical attention. Please note that parents are responsible for a child's medical attention. The Lind School District is not liable for a child's medical expenses or property damage that may occur in an accident while at school.

If parents cannot be contacted, the emergency number listed on Skyward will be called.  
**Please notify the office if there are changes to this information.**

## **Allergies or Illnesses**

Please notify the office and your child's teacher personally of any allergies, illnesses, or health conditions that may affect his or her performance at school. The office and school nurse should be notified of any possible life threatening health conditions.

## **Attendance**

Regular attendance is extremely important in order for a student to be successful at school. Attendance patterns are established during the elementary school years and these will determine future attendance patterns. Our attendance policies meet the compulsory education requirements for the State of Washington.

If a student is absent, please send a written note from his/her parent or guardian explaining the absence. The note will need to contain the following: Student Name, Date of Absences(s), Reason for Absence, Parent or Guardian Signature.

This note must be brought to the office before a student reports to class. The office will record the note as excused or unexcused, initial the note, and then the student may take the note to his/her teacher. The office is open at 8:00 a.m. each morning for students to bring in absence notes.

Parents are encouraged to call the office, 509-677-3481, and report that a student will be absent for a portion or entire school day. Our school secretary, will make calls home daily when a child is absent from school.

Students arriving late to school will also need to bring a note or have their parents call and "sign-in" at the office. Students "checking out" of school early will need to bring a note or have their parents call and "sign-out" in the office before leaving. Parents: Please stop by the office before checking your child out of school early.

Attendance will be taken and recorded each day for every student at all grade levels. A well planned class provides a learning opportunity for the students every day. If a student is absent, he/she is losing educational benefits. It is impossible to make up the "missed" experience and to gain from the learning experience to the same degree if a student is absent.

Absences will be classified as school related, non-school related, or truant.

- School related—Field trips, scheduled activities, school business
- Non-school related—All absences not scheduled by the school but with parent permission
- Truancy—Absence during a period or school day that is not requested by the parent or does not follow school or classroom checkout procedures.

In elementary school after five excused absences in any month, or ten or more excused

absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made a plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court.

The following are considered valid excuses for absences from school:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry for the student or person for who the student is legally responsible.
  - After 10 absences during a semester, a doctor's note must be presented to the school.
  - If at absence threshold, start over at semester
  - If absenteeism occurs past 10 absences in the first semester, the absences carry over to the next semester.
2. Family emergency, including but not limited to, a death or illness in the family.
  - After three family emergencies in the same year, documentation will be required by the school.
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction. **This excused absence must be pre-approved.**
  - Five days per school year.
4. Court, judicial proceeding, or serving on a jury
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.
6. State-recognized search and rescue activities consistent with RCW 28A.225.055.
7. Absence directly related to the student's homeless status.
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010.
9. Absence resulting from a disciplinary/corrective action (e.g. short-term or long term suspension, emergency expulsion.
10. Principal (or designee) and parent, guardian or emancipated youth mutually agreed upon activity.
  - \*The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

### **Attendance – Perfect**

At the end of the school year, we recognize students who have perfect attendance. Perfect attendance is defined as missing ½ of a day or less (excused or unexcused) during the entire school year. A student that serves an In School Suspension (I.S.S.) or Out of School Suspension (O.S.S.) for discipline purposes is considered absent. A school related activity will not count against a student's perfect attendance (Example: Early dismissal at 1:00 p.m. to

participate in Bi-County Spelling Bee).

The following are definitions of absences:

- Absent for less than 1 hour during the day = not absent
- Absent for 1-4 hours during the day = ½ day
- Absent for 4 hours or more during the day = 1 full day

### **Birthday Treats**

It is important to contact the teacher ahead of time if you are planning to bring a birthday treat for your child. They may request that you bring it at a certain time and will share any allergy information. In consideration for other children, party invitations can be passed out at school if there is one for all students or all boys/all girls.

### **Breakfast/Lunch Program**

The School District offers FREE breakfast and lunch to all PK – 5<sup>th</sup> grade students..

If you come to eat with your child the cost is Adult \$3.25, Milk \$.40

A calendar with monthly breakfast and lunch menus is available on the school district website.

### **Free Breakfast/Lunch Program / Community Eligibility Provision**

The Lind Elementary School will be implementing the option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision for the 2021-2022 school year.

However, we still need you to complete a “Family Economic Survey” to help your student’s school become eligible for funding for many important academic programs. Please fill out the survey provided and return it to the Lind Elementary School office.

### **Building Safety**

For student safety purposes, all doors will remain locked during the school day. All students are to enter the building in the morning through the main door. **All visitors, including parents, must check into the office before visiting any part of the building.**

### **Bullying, Harassment and Intimidation**

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written verbal, or physical act:

1. Physically harms a student or damages the student’s property; or
2. Has the effective of substantially interfering with a student’s education; or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional

acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

### **Bus Information**

The Lind School District provides bus transportation for all K-12 students that live one (1) radius mile or farther from school. **The criteria for busing students is determined by state regulations and standards.**

### **Bus Conduct Report**

When a student chooses to misbehave, the bus driver may fill out a BUS CONDUCT REPORT, explain it to the student, and send it to the principal for consequences. Consequences for Bus Conduct Reports:

For the first (1) Bus Conduct Report: The student will see the principal and receive consequences for his/her behavior. Parents will be notified.

For the second (2) Bus Conduct Report: The student may lose his/her bus privileges for up to five (5) consecutive school days. Parents will be notified.

For the third (3) Bus Conduct Report: The student may lose his/her bus privileges for up to ten (10) consecutive school days. Parents will be notified.

For the fourth (4) Bus Conduct Report: The student may lose his/her bus privileges for the remainder of the year. Parents will be notified.

Depending upon the nature and severity of the infraction, the principal may bypass any of the steps above, and students may be suspended from school.

### **Cafeteria Expectations**

Our cafeteria serves breakfast and lunch to students in grades PK - 5. In order for the cafeteria to run smoothly, we ask that students follow these cafeteria expectations:

1. Students need to walk to the cafeteria and enter through the cafeteria door located by the office.
2. Students need to line up, single file and wait to be served. Cutting in line is not acceptable.
3. Students need to sit at a table when eating and talk using their “inside voice”.
4. When finished eating, students need to take their lunch tray to the garbage cans and
5. Dump excess food and trash, put silverware in the metal trays, and stack their tray on the counter.

All students in the school utilize our cafeteria in less than one hour. Again, it is important that the students take responsibility for picking up after themselves before leaving to go outside. This will help make our lunch break run smoothly.

### **Cell Phones**

Operation of cell phones by students during the school day is not allowed. Students who choose to bring cell phones to school for use before or after school must take responsibility for them and make sure that they are off and secure in their backpacks. The school will not be responsible for lost, damaged or stolen cell phones. Cell phones that ring or disrupt class will be picked up by the teacher and turned into the office.

### **Closed Campus**

Lind Elementary School has a closed campus policy. This means that students are not to leave the school grounds during the regular school day without parent permission. Students leaving school during the regular school day must bring a note from home to the office and “sign-out” when leaving and “sign-in” when returning to school.

### **Communication SEE ALSO Skyward Family Access**

In addition to the avenues for getting general information to patrons and parents, anyone with questions about curriculum or their child’s progress is encouraged to contact the teacher who works with their child. Phone calling or emailing is a very effective way to stay in touch. Email addresses for all teachers and support staff can be found at the beginning of this handbook.

Please follow the proper chain of command (example-teacher before the principal) when dealing with questions and concerns. The child’s teacher can give parents details about assignments, grades, and tests that will help them to make informed decisions about their child’s progress. Likewise, questions about disciplinary actions that are taken in the classroom will automatically be referred back to the adult present at the time of the incident.

### **Conferences**

This year’s Fall Conferences are scheduled for November 8<sup>th</sup> and November 9<sup>th</sup>.

Spring conferences are scheduled for March 28<sup>th</sup> and 29<sup>th</sup>. There will be NO SCHOOL on conference days.

### **Disaster Plan**

Regular drills are held at school so that our students will know what to do in case of fire or an emergency. Evacuation routes are posted by the door of each classroom. In the event of an emergency, such as a snow storm or a dust storm which closes roads, or any other emergency which occurs during school hours, the contact person listed on the child’s emergency card will be contacted.

Each classroom is equipped with a first aid kit and a supply of clean water. Blankets, sheets and batteries are stored in each of our buildings.

Areas of responsibility have been designated for our staff. We want to ensure the safety and comfort of all our youngsters in the event of an emergency or natural disaster.

### **Discipline**

In a preschool through fifth grade school setting, the types of misbehavior which occurs and the consequences for dealing with that behavior varies. In general, a student's misbehavior, which causes physical or emotional harm to another, is disrespectful to adults or other students, or causes unsafe learning conditions will be reprimanded and suffer a consequence.

Parents will be contacted either through a phone call, email or written correspondence when their child is involved in a formal disciplinary action.

Preschool through fifth grade students are dealt with in an individualized manner. Administration will do everything possible to treat discipline among students consistently yet always taking into account each student's own circumstances.

We utilize PBIS (Positive Behavioral Interventions and Supports) to focus appropriate behavior at school. Classroom and building procedures are setup within each class and supported throughout the school.

### **Disruptive Items**

All toys must be left at home. All items that are disruptive to the educational process, including electronic equipment (examples: audio equipment, radios/CD players, laser pen lights) will not be allowed at school.

If students do not follow this rule, any items brought to school that are lost or stolen will be the responsibility of the student.

### **Dress Code**

Student clothing at school should be neat, clean, and in good taste. Clothing containing suggestive or vulgar language, or statements that advertise, encourage or refer to alcohol beverages, drugs, or tobacco is not allowed. This includes logo or a company's name relating to alcoholic beverages, drugs or tobacco.

Tank tops, spaghetti strap tops, bare midriffs, tube tops, clothing made of see-through material, tops or shorts that are revealing, or disruptive to the educational process or clothing that creates a safety hazard because of its loose fit are examples of clothing that are inappropriate at school. "Sagging" is not allowed. "Sagging" is defined as wearing your pants below your hip. Any dress that is deemed "gang" dress will not be allowed at school. Attire that is too tight, or too short is inappropriate as well.

Students need to wear tennis/athletic shoes on days that they have P.E.

Students may wear hats before school, during recess, and after school. Hats are not to be worn in any school building at any time. Hats need to be put away in the classroom closets during the school day.

Those students who choose to wear their hat inside will lose their hat for two (2) weeks. The hood on a hooded sweatshirt is considered a hat.

### **Field Trips**

Field trips are an exciting part of the educational program. When field trips are planned,

permission slips will be sent home. Students are representing the Lind School District while on field trips. If the teacher has concerns for a student's behavior, a parent or guardian may be asked to go along on the field trip. If there have been excessive behavior issues prior to the trip, administration may hold the student back from the field trip. **Every volunteer in our school or on a field trip must successfully pass a Washington State Patrol Background Check to insure the safety of our children.**

### **Fines/Fee Collection Procedure**

We issue student textbooks and school property during the year. Students are responsible for these items that are lent to them. Students who have textbooks with excessive wear will be fined at the end of the school year. Students will be assessed fines and fees for lost or damaged books during the last week of the school year.

If a fine is assessed and goes unpaid, grades and files for a student will be withheld. If the fine/fee is not paid before the beginning of the new school year, the student will not be assigned a classroom or class schedule until the fine is cleared in the office.

### **Gum Free**

The Lind Elementary School is a gum free school. We want to keep our school clean and gum free!

### **Head Lice**

See Appendix

### **Health Insurance**

There are several different options for student insurance available in the office. Students eligible for free or reduced price meals may also be eligible for free or low cost medical assistance. Medicaid, the Basic Health Plan Plus, and/or Healthy Options, offer health coverage for students who qualify for this program. There is more information available by calling 1-800-204-6429.

### **Health Materials Preview**

The Lind School District has adopted an appropriate program for AIDS Prevention Education with the advice of educators, parents, and community members. Each year, as required by law, a meeting will be held to provide parents the opportunity to preview the AIDS Prevention Education program and the Health Curriculum for grades 5-8. Parents who do not want their students involved in AIDS Prevention Education must preview materials before withdrawing their students from the class. Parents will receive a letter inviting them to this meeting two weeks in advance. All parents are encouraged to attend this presentation.

### **Health Screening**

Every year, basic health screening is done by the school nurse with some assistance from parent volunteers. In the fall, all students in grades K, 3<sup>rd</sup>, and 5<sup>th</sup> undergo vision and hearing screening and have their height and weight recorded. Any student not passing the initial screen will be re-screened by the school nurse. Parents will be contacted by the school nurse if their child fails the second hearing screen.

### **Illnesses or Injury at school**

When a student becomes ill at school, the office will notify parents and arrange for the student to go home.

### **Immunizations**

Immunizations protecting children from a number of childhood diseases are required by Washington State Law. For attendance at a public school, the law requires that children be:

1. Fully immunized as required, or
2. In the process of receiving immunizations, or
3. Exempt from immunizations. (Requires a physician's signature)

The 2017-18 vaccination schedule requirements are in the appendix.

<http://www.doh.wa.gov/cfh/Immunize/schools/vaccine.htm>

### **Informational Flyers**

Any organization that would like to provide informational flyers to Grade School students, or post them on the bulletin boards may do so with prior approval. Flyers must be brought to the office for the principal's approval. At the principal's discretion, some flyers may be passed out to all students in a particular class or grade level.

### **Kindergarten Registration**

A child must be five years of age as of midnight, August 31st, of the year of entry to be entitled to enter kindergarten. A record of birth and complete up to date immunization record is required for registration.

### **Legal Custody**

Parents are asked to provide legal custody information to the school in writing to the school. If there are parental visitation restrictions, the parents need to meet with the principal. Parents are asked to check into the office before picking up a student during school hours.

### **Library**

Students in grades K-5 go to the library to check out books on a weekly basis. When a student checks out a library book, it is the student's responsibility to take care of the book and return it on time. If a library book is lost, the full replacement cost is charged and must be paid for before a student can check more books out. Students may also be fined if books are overdue.

### **Life Threatening Illness or Condition**

In accordance with legislation, parents must inform the school of any potentially life threatening illness or condition of their child. Every returning student will bring home a health form that must be completed by parents. Please state any life threatening illness or condition of your child. The school nurse will develop a written medical treatment plan and emergency medical information will be shared with district employees. It is the responsibility of the parents to inform the office immediately, if conditions should develop during the school year.

### **Lost and Found**

Articles of clothing or other items that are found on the school grounds need to be taken to the gym. Students can claim lost items looking in the "lost and found". Lunch pails, hats, gloves, coats, books, etc. should be clearly marked with the student's name. Students are not encouraged to bring money or other valuable items to school.

### **Make Up Work Policy**

When a student is excused from school, missed assignments should be made up. After returning to school, they will have the same number of days to turn in make-up work as they were excused. Most often make-up work will include the need for receiving instructional help

from the teacher. Upon returning to school it is their responsibility to contact the teacher, and arrange a time to receive the make-up assignments and other instruction that they may need in order to complete the assignment. Students who have been working on projects that have due dates and deadlines in the days following their return may not always have deadlines extended.

**When a student is absent for two days or more**, the parent may call the office (677-3481) to request make-up work. Please call early enough in the day so that teachers have enough time to fill out homework request sheets. The make-up work can be picked up at the end of the day between 3:10 p.m. and 3:30 p.m. in the office. Please understand that missed work includes lab experiences, films, teacher lecture, etc., therefore, textbook/workbook type assignments may be minimal.

### **Medication**

If a student must take ANY (prescription or over the counter) medication during school hours, and this includes an inhaler, parents **MUST** provide the following:

1. Properly labeled original container.
2. Signed Medication Request Form from the doctor stating what the medication is, how much is to be taken, and when it is to be taken.
3. Written authorization from a parent or guardian.
4. For student safety, all medication (including over the counter medication) **MUST** be kept and taken in the office. **Medications must be transported to the school by a parent or other designated adult and not by the student.**

### **Nurse Services**

The Lind School District employs a licensed Registered Nurse who writes Emergency Care Plans for students, ensures that the districts policies follow the laws of the state of Washington, provides training for staff, and oversee staffs who administer medication to students during the school day.

### **Pesticide Notification**

In compliance with the Children's Pesticide Right to Know Act that went into effect on July 1, 2002, the Lind School District will provide annual notices that describe the school's pest-control policies and methods, post notices when pesticides are used, and notify parents, and staff before applications.

### **Pets**

Animals are not allowed on the school buses. If a student wants to bring an animal to school, prior arrangements must be made with your child's teacher.

### **Physical Education (P.E)**

1. Gum, food and beverages are not allowed in the gym.
2. Students should refrain from screaming, horseplay or other inappropriate behavior.
3. Students are not to touch or move any physical education equipment unless told to do so by a teacher.
4. Students are to wear non-marking shoes in the gym.

### **Playground Expectations**

Playground expectations will be taught to students within the first week of school.

- We will follow directions the first time given.
- We will keep our hands, feet, and objects to ourselves.
- We will let everybody play.

- We will use appropriate & respectful language with our school-mates and staff.
- We understand there are consequences if we choose not to follow these expectations.

**Pre-School Program**

The Lind School District provides a Pre-School program for 3-5 year old students. The goal of this program is to ensure that students are academically and socially ready to enter Kindergarten, thus ensuring future school success. The curriculum is academically focused, yet developmentally appropriate. Skills taught include emergent reading practices, cultural literacy, fine and gross motor skill development, beginning numeration, and math foundations. This program runs in conjunction with the Developmentally Delayed Special Needs Pre-School and ECEAP which is a state funded pre-school program. For enrollment information please contact the office.

**Retention Policy**

Lind Grade School’s Retention Policy is set up so that parents will be notified by the principal if their child is being considered for retention at the beginning of the fourth (4) quarter. A conference will be scheduled with the teacher, principal, and parents and information will be presented to explain the student’s progress and how parents can assist their child through the remainder of the school year. During the conference the teacher, principal, and parents will determine if the student’s needs would be best served by promotion or retention.

**Safety Patrol**

School patrol is sent out to designated crossings near the school to help children cross the street during the hours when they are going to or from school. This year, the school crossing patrol will be located at the corners of N street and 3<sup>rd</sup> Street and 3<sup>rd</sup> Street and I Street from 3:05 – 3:20 PM.

**School Closure/Delays**

During extreme weather conditions the school will alert you through our automated phone message service. In addition, please tune to the following radio stations for announcements concerning emergency school closures. School delay or closure announcements should be made between 6:00 – 6:30a.m. A phone message will be sent to all parents regarding late starts and closures. A 2 hour late start means that buses will pick up students 2 hours after their normal pick up time.

Television Stations

KREM 2 News	Channel 2
KXLY News 4	Channel 4
KHQ Nightly	Channel 6

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**School Pictures**

Individual student pictures will be taken in the fall, on October 18, 2018 with retakes on November 14, 2018. Class pictures will be taken in the spring. These will be available for purchase and all students will have their pictures taken for school records, etc. Information about pictures will be sent home with students prior to picture day.

**School Supplies**

Each student is responsible for bringing his or her own school supplies. In June, we will have

the upcoming school year's needed supplies listed by grade level. Supply lists are available in the office.

Students may want to have a tote bag, backpack, or duffle bag to help them with the task of packing items to and from school. Individual classes may require specific school supplies. Students are expected to bring the necessary materials for each class, every day.

### **Skyward Family Access**

The Lind School District uses a student records management system called Skyward. This system has a component that allows parents to view their students' grades, lunch account and personal information over the internet. Each family will be assigned a user name and password at the beginning of the year. Please contact the office if you do not know your login information.

### **Statement of Student Rights, Responsibilities and Conduct**

As authorized by Washington State law, the Lind School Board, and Lind Administration, a statement of student rights and responsibilities is available at the school office. This abbreviated statement of student rights and responsibilities is intended to assist in the accomplishment of the educational purposes of the district. Most of the information is already in this student handbook. An expanded statement of district policies and procedures is available in each school office. Contact the principal if you would like to request these materials.

### **Student Records – Rights and Privacy**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

-The right to inspect and review the student's education records within 45 days when the district receives a request for access. A written request for records must be submitted, identifying the record(s) wanting to be inspected. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

-The right to request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the Ritzville School District to amend a record by writing the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent and advise them of their right to a hearing.

-The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The full document of notification of rights under the Family Educational Rights and Privacy Act (FERPA) is available from the Grade School Principal.

### **Student Registration**

When a new student enrolls at school, they may be tested in order to determine the best placement for the child. Basic skills and competencies in Reading, Writing and Math are tested so that a student can be placed in the appropriate grade level. Students that are part-time, home-based, or off-campus are required to follow the guidelines outlined in Board Policy.

## **Tardy Policy and Procedures (SEE Attendance)**

### **Technology**

The district's goal is to expose our students to a variety of computer experiences in the classrooms, the computer labs, and in the library.

Our students will continue to use the computer room with Internet access, as teachers continue to infuse technology into the existing curriculum. Students will increasingly use both the computers and the Internet to gather, as well as create, information. Use of technology in the Lind School District is a privilege. Misuse of technology will result in suspension from computer use for a minimum of two weeks. This includes use in class. If assignments require computer use for completion, students must make other plans and communicate those to the teacher.

Each student must have an Electronic Information System (Networks) Internet User Agreement on file before having access to the school computers. Students are expected to treat any and all technology equipment with care. Intentional misuse of the software programs or Internet will result in students being suspended from further use of the computer facilities throughout the district.

Intentional damage by a student to equipment will result in the student paying all costs for repair or replacement, and being suspended from further use of the computer facilities.

### **Telephone Messages**

We ask that if parents must leave a telephone message for their child, do so in the office, and the office will get the message to the child. Please try to limit messages by planning ahead with your child and using the office for unexpected situations only, not as a message service for your child. Parents must call in telephone messages by 2:15 PM in order to assure that message will reach the student before the end of the school day. Please do not call and expect to speak with your child during class.

### **Telephone Use (student)**

Due to regular school business use, it is necessary to limit student use of the telephone. Before coming to the office, a student needs permission from the teacher to use the phone. At that time, the office staff will determine if a student is to be allowed to use the phone in an "emergency" situation. Students will not be allowed to use the phone if it is determined by the principal to be disruptive to the educational process.

### **Textbooks and School Materials**

Textbooks and school materials are issued to students as their personal responsibility for the school year. Students are liable for all damage beyond what would be considered normal one-year wear. If a textbook is lost or badly damaged, the full replacement cost is charged. Please keep in mind that textbooks cost approximately \$50.00 each. If a student loses a textbook, another textbook will not be issued until the student has paid the full price to replace the missing one. If the student finds the textbook at a later date, the student will receive a refund. Students are reminded that they are responsible for their textbooks.

We issue student textbooks and school property during the year. Students are responsible for the items that are lent to them. Students who have textbooks with excessive wear will be fined at the end of the school year. Students will be assessed fines and fees for lost or damaged books during the last week of the school year. If a parent feels that there are classroom materials, textbooks, or library books that are not appropriate for their child, they need to contact the principal.

## **Title 1 Parent Involvement Policies**

Lind School District and Lind Elementary School have Parent Involvement Policies to encourage parents to be involved in their child's education. These are available from the Title 1 teacher.

### **Visitors – Adult**

Any parents or visitors **must sign in and out at the office** when coming into the school. Parents and visitors will be given identification badges while in the school. When you visit the building, please enter through the front doors and sign in at the office.

If a parent would like to observe a specific teacher or classroom, they must make arrangements, prior to the visit, with the principal. As a parent, if you would like to meet individually with a teacher, please call in advance and schedule a time to meet with the teacher.

### **Visitor – Student**

Students from other schools may be allowed to visit during lunch **not during instructional time**. They must make prior arrangements with the building principal. The principal will not approve student visits that are arranged less than 24 hours in advance of coming to school. Visiting students are expected to act appropriately at school. Visiting students are only allowed to visit a maximum of one day at school.

### **Volunteer Program**

The Lind School District is always looking for additional adults to work with our students and staff. Our volunteer program is designed to increase the effectiveness of our classroom instruction. Every volunteer in our school must successfully pass a Washington State Patrol Background Check to insure the safety of our children.

Most of us would agree that teaching and education does not begin and end at the classroom door. Learning occurs everywhere in our community. Our community has a wealth of talent and resources in the form of parents and citizens from whom our students can learn. See your child's teacher or the office for more information about being a volunteer.

### **Walking Routes**

It is imperative that all students walking to and from school use extreme caution at all railroad crossings, street intersections (whether protected by a "STOP" sign or not), and when walking on, or along a roadway where there are no sidewalks. Students shall always walk on a sidewalk when available.

Student crossing guards are on duty from 3:10 – 3:25 PM

Corner of N Street and 3<sup>rd</sup> Street

Corner of I Street and 3<sup>rd</sup> Street

### **Weapons Policy**

Possession of firearms, explosive devices or other weapons is strictly prohibited on the school grounds. There is a one year mandatory expulsion for a firearm at school, on school grounds, school provided transportation or at a school event. The parents or guardian of any student who violates the weapons policy will be notified. The superintendent may modify expulsion on a case-by-case basis. Law enforcement will be notified of any weapons violation.

This policy is applied to toy like weapons as well, however, the suspension will be modified depending on the intent for bringing the weapon, the degree of danger that the weapon holds and the age of the student.

**Withdrawal or Moving from the District**

Parents are asked to give written notice to the school office prior to moving from the district. Each student will be given a student checkout sheet to be completed before moving. Copies of immunization records can be sent with students when requested by parents, but permanent records must be mailed to the new district.

# Appendix:

## Head Lice

### Lind Elementary Procedures for Head Lice

Student is suspected of head lice:

- o Send to office to be checked:
  - If lice (live lice) are found the nurse will be contacted and the secretary or designee will call parent to come and pick up child and provide information on how to treat.
    - Student must receive treatment and be free of live lice before returning to school.
    - Upon returning to school, student will be checked in the office prior to returning to class. A note will be sent with the student from the office that they can return to class.
    - Students may return to class with nits. Parents must agree to combing the students hair with nit comb 2x daily.
    - Student will be checked daily by the office for 2 weeks or until the student is nit free.
    - Other students in the class and siblings will be checked at the onset.
    - The “classmate” letter will be sent home to students in the class.
  - If nits are found (no live lice) the nurse or secretary or designee will call and a letter will be sent to the parent to notify them that their child has nits, which will hatch without treatment. Students will not be sent home with nits, unless it is determined by the nurse or principal to be a severe outbreak in a classroom.
    - Students with nits will be checked randomly within the next 2 weeks to determine if they have become live lice.

## Attendance

Dear Parent/Guardian,

This year, **Lind Elementary** is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

#### **DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

#### **WHAT WE NEED FROM YOU**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact Tammy Doyle at 509-677-3481.

#### **OUR PROMISE TO YOU**

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

#### **SCHOOL POLICIES AND STATE LAWS**

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. Students attending schools in the Lind-Ritzville Cooperative will go before our newly formed Community Truancy Board. If your student continues to be truant you may need to go to court.

At **Lind Elementary School**, we have established the following rules on attendance that will help you ensure your student is attending regularly. The following are valid excuses for absences from school:

1.. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry for the student or person for who the student is legally responsible

After 10 absences during a semester, a doctor's note must be presented to the school.

If at absence threshold, start over at semester.

If absenteeism occurs past 10 absences in the first semester, the absences carry over to the next semester.

2. Family emergency, including but not limited to, a death or illness in the family.

After three family emergencies in the same year, documentation will be required by the school.

3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction. This absence must be pre-approved by the Principal.

Five days per school year.

4. Court, judicial proceeding, or serving on a jury

5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview

6. State-recognized search and rescue activities consistent with RCW 28A.225.055

7. Absence directly related to the student's homeless status

8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010.

9. Absence resulting from a disciplinary/corrective action (e.g. short-term or long-term suspension, emergency expulsion).

10. Principal (or designee) and parent, guardian or emancipated youth mutually agreed upon activity.

\*The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

#### **WHAT YOU CAN DO**

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Sincerely,

Cindy Deska, Principal

## Signature Required

Your signature below indicates that you have read and understand the attendance policies and procedures discussed in the **Lind Elementary School Parent Handbook**.

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**Parent Signature**

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**Date**

Student Names:

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