

LIND ELEMENTARY SCHOOL STUDENT HANDBOOK Lind, WA



Updated 8/2023

Lind Elementary School Educational Team

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Lind School District Phone Numbers

Transportation 509-677-3533
L-R High School 509-659-1720
Lind Elementary 509-677-3481

L-R Middle School 509-677-3408
Lind District Office 509-677-3499
Ritzville District Office 509-6591660

Lind Elementary Office

The office will be open daily during the school year
8:00 A.M. – 4:00 P.M.

Student Arrival

Students may arrive at 8:00 A.M. if they are eating breakfast. Students who are not eating breakfast may arrive after 8:10 A.M. Students will be supervised on the playground 8:10 AM-8:25 A.M.

Daily Schedules:**Monday- Thursday:**

8:00 Breakfast
8:30 School Begins
11:35-12:45 Lunch
3:10 Dismissal

Friday:

8:00 Breakfast
8:30 School Begins
11:35-12:45 Lunch
1:45 Dismissal

Dismissal: Staggered release times**Monday- Thursday Release:**

3:05- TK, K
3:07- 1st, 2nd
3:09- 3rd, 4th, 5th

Early Release:

12:20- TK, K
12:22- 1st, 2nd
12:24- 3rd, 4th, 5th

Friday Release:

1:40- TK, K
1:42- 1st, 2nd
1:44- 3rd, 4th, 5th

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 call the office, 509-677-3481, or 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. If the student has a doctor's appointment, please request a note from the attending physician to verify the absence so we can mark it excused.

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.

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.

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 three unexcused absences within any month a conference will be set up to identify barriers and create steps to support the student and family. After seven unexcused absences in any month or ten unexcused absences within the school year, we are required to enter an agreement with the parent, refer the student to a Community Engagement Board, or file a petition under subsection (1) of RCW 28A.225.030.

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 whom the student is legally responsible.
 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.
4. Court, judicial proceeding, or serving on a jury
5. Absence directly related to the student's homeless status.
6. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010.
7. Absence resulting from a disciplinary/corrective action (e.g. short-term or long term suspension, emergency expulsion.
8. Absences due to student's migrant status
9. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent/guardian.

*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 3 or less excused absences 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

Birthdays

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. All treats need to be store bought. 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 – 5th grade students.

If parents are allowed to eat with their child, the cost is Adult: \$3.25 for breakfast and \$5.00 for lunch.

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

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. This allows our students to receive Free meals.

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. Only office staff may open the front door during school hours.

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.

Cell Phones

Operation of cell phones by students during the school day is not allowed. Students who choose to bring cellphones 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

At Lind Elementary school we will schedule two conferences a year. Fall conferences are scheduled to go over students strengths, weaknesses, and goals for the year. In the spring, families are invited in to review student goals and progress.

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 occur 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 and will follow all state discipline laws.

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

Disruptive Items

All toys should 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) should not be at school. Items used by students on the bus need to remain off and in students' backpacks during school hours.

Any items brought to school that are lost or stolen will be the responsibility of the student.

Dress Code

The objective of a dress code policy is to promote an atmosphere for academic success while recognizing significant freedom of student choice and expression.

Clothing containing suggestive or vulgar language, or statements that advertise, encourage or refer to alcohol beverages, drugs, or tobacco is not allowed. This includes the logo or a company's name relating to alcoholic beverages, drugs or tobacco.

Bare midriffs, tube tops, 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.

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

Students may wear hats, however they need to respect the classroom expectations the teacher has in place for hats.

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.

Head Lice

See Appendix

Health Insurance

As a service, we are providing information regarding optional student accident and health insurance coverage administered by Myers-Stevens & Toohey, Inc.

Coverage is available for:

- Accident & Sickness Plan
- Full-Time 24/7 Accident Plan
- Dental Accident Plan
- School-Time Accident Plan

Online Enrollment Link

<http://www.meyers-stevens.com/enrollment-page/>

or call 1-800-827-4695

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, 3rd, and 5th 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

Please keep students at home and contact the office if they are sick. 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 vaccination schedule requirements are available at:

<http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization>

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. 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 TK-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 will be collected in the Lost and Found container in the main lobby. Students can claim lost items by 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 possible, we encourage students and parents to plan ahead with the teacher.

When a student is absent for two days or more, the parent may call the office (677-3481) to request make-up work. The make-up work can be picked up at the end of the day between 3:10 p.m. and 3:45 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. As much as possible, teachers will utilize Google Classroom to help assist in continues student learning.

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 district's policies follow the laws of the state of Washington, provides training for staff, and oversees staff 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

Pets are not allowed at school.

Physical Education (P.E)

1. Water only- Gum, food and beverages are not allowed during PE.
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. There's a place for students to store shoes at school.

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 schoolmates and staff.
- We understand there are consequences if we choose not to follow these expectations.

Preschool Program

The Lind School District provides a Preschool program for 3 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 preschool 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 third (3) trimester. 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 safety 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 safety patrol will be located at the corners of 3rd and E from 7:55- 8:15 AM each morning and N and 3rd and 3rd and E from 3:05 – 3:15 PM Mon-Thu and 1:40-1:50 PM on Fri.

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

AM Stations

KXLY	9.20
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School Pictures

Individual student pictures are taken in the fall. Class pictures are 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. If you are unable to provide supplies please reach out to the office, we have resources available. Supply lists are available in the office and online.

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 School District to amend a record by writing to 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. Our students will continue to use Chromebooks 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-Ritzville Cooperative is a privilege. Misuse of technology will result in appropriate consequences. 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 damage by a student to equipment will result in the student paying all costs for repair or replacement.

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 2:30 PM in order to ensure that the 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.

Transition to Kindergarten (TK)

A child must be four years of age and not yet 5, as of midnight, August 31st, of the year of entry to be entitled to enter transitional kindergarten. A record of birth and complete up to date immunization record is required for registration.

Visitors – Adult

Any parent or visitor **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.

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. 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 the parent to come and pick up the 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.
 - 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.

Signature Required

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

_____	_____
Parent Signature	Date

Student Names:

