



Student  
&  
Parent  
Handbook  
2018-2019

Island View Elementary  
*"Partners in Lifelong Learning"*

2501 J Avenue, Anacortes, WA 98221  
Phone 360-403-1400 • Website: [isv.asd103.org](http://isv.asd103.org)



**ISLAND VIEW  
STUDENT / PARENT HANDBOOK  
2018 - 2019**

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# *Island View Elementary*

## **Pledge**

I am an Island View Eagle.

I have hopes and dreams for my future.

I am talented, hardworking, and capable of success.

I will fly toward my goals and dreams every day.

All of us at Island View will succeed.

# STAFF ROSTER

Kim Dotzauer .....	Kindergarten
Melissa Goforth .....	Kindergarten
Susan Anderson .....	Grade 1
Angie Hawkins .....	Grade 1
Kirsten Holmes .....	Grade 1
Emily Mansfield .....	Grade 1
Aurora Everhart .....	Grade 2
Monica Frost .....	Grade 2
Samantha Ng .....	Grade 2
Kim Wedul .....	Grade 2
Sharon Dale .....	Grade 3
Mary Nyland .....	Grade 3
Chad Sage .....	Grade 3
Sarah Robinson Slagle .....	Grade 4
Pat Tonnemaker .....	Grade 4
Andy Fountain .....	Grade 5
Gabrielle Glim .....	Grade 5
Abigail Ross .....	Challenge 1 <sup>st</sup> /2 <sup>nd</sup>
Peter Lincoln .....	Challenge 3 <sup>rd</sup> /4 <sup>th</sup>
Heather Shainin .....	Challenge 4 <sup>th</sup> /5 <sup>th</sup>
Kimberly Garcia .....	Life Skills
Michael Moore .....	Life Skills
Octavia Schultz .....	Music
Bob Johnson .....	PE
Scott Butterworth .....	Science
Alexsis Nelson .....	Special Ed
Eryn Hanes .....	SPED Specialist
Susan Barton .....	Title 1/LAP Reading
Caitlin Follstad .....	Title 1 Math
Lynn Abrahamson .....	Para-ed, Life Skills
Jackie Bornemann .....	Para-ed, Literacy
Jean Crookes .....	Para-ed, Life Skills
Sally Davis .....	Para-ed, Library
Debbie Evans .....	Para-ed, Resource
Cindy Geibig .....	Para/Admin. Asst.
Doreen Gillette .....	Para-ed, Life Skills
Sara Gill .....	Para-ed, Health Room

## STAFF ROSTER CONTINUED

Sharon LaRue .....	Para-ed, Aide
Glynis Loser .....	Para-ed, Life Skills
Eileen Putnam .....	Para-ed, Reading
Melissa Sievers .....	Para-ed, Math
Susan VanDeusen .....	Para-ed, ELL
Darlene Vander Schuur .....	Para-ed, Literacy
Erin Wolfswinkel.....	Para-ed, Reading
Diane Zurcher .....	Para-ed, Literacy
Heidi Parker .....	Administrative Asst.
Kiersten Mara .....	AmeriCorps
Tony Vecchione .....	Counselor
Chelsea Krueger-Bowden .....	Custodian, Head
Dave Nelson .....	Custodian
Amanda Patricco .....	Mental Health
Annie Monroe.....	Nurse
Emily Wade .....	Nurse
Kasey Swanson.....	O.T.
<b>Brian Hanrahan .....</b>	<b>Principal</b>
<b>Shannon Gilbert .....</b>	<b>Principal, Asst.</b>
Nancy Hulbert .....	Psychologist
Libby Ang .....	P.T.
Nancy Schafer .....	Speech
Karan Hannah .....	Speech
Ryan Simonis .....	VISTA

## Contact

### **Staff Email**

To email an Island View staff member, use the first letter of their first name followed by their last name and @asd103.org. For example, you can email Principal Brian Hanrahan at [bhanrahan@asd103.org](mailto:bhanrahan@asd103.org).

### **Telephone: 360-360-1400 (office)**

Teachers are available before and after school. Scheduled Teacher Day is 8:25 am to 3:55pm. If you need to get a message to your child, please contact the office for a note to be delivered to your child.

# ISLAND VIEW ELEMENTARY SCHOOL

## DAILY SCHEDULE 2018-2019

OFFICE HOURS: 8am-4pm

8:05 AM	Eagle's Nest (M-F) and Early Morning Programs
8:15 - 8:55 AM	Breakfast open for all students (Mon., Tues., Thur., Fri.) <i>Late Start Wednesdays - 8:45 AM Breakfast open for all students.</i> (All students are welcome. Students on free or reduced lunch receive free breakfast)
8:35 - 9:00 AM	AM Playground Supervision <i>Late Start Wednesdays - 9:10 AM Playground Supervision</i>
9:00 AM	First bell
9:05 AM	<b>School begins</b>  <i>Late Start Wednesday - 9:40 AM First bell</i>  <i>Late Start Wednesday - 9:45 AM School begins</i>
10:45 - 10:55 AM	Recess (Monday, Tuesday, Thursday, Friday)
11:50 - 12:30 PM	Lunch & recess: KG - 1 <sup>st</sup> & Ms. Ross' class
12:05 -12:45 PM	Lunch & recess: Grades 4 <sup>th</sup> - 5 <sup>th</sup> , Ms. Garcia, Mr. Lincoln, & Mr. Moore's class
12:20 -1:00 PM	Lunch & recess: Grades 2 <sup>nd</sup> - 3 <sup>rd</sup>
2:40 -2:50 PM	Recess
3:35 PM	<b>School ends</b>
3:55 PM	Teacher Day Ends
4:00 PM	Office Closes

## **SEMESTER SYSTEM**

Island View, with the other Anacortes elementary schools, is using a semester system of reporting student achievement. This system allows us to better align our parent-teacher conferences, student report cards, and the natural breaks in the year.

### **The report dates for 2018-2019 will be:**

<b>First Semester</b>	<b>September 6 - January 29</b>
<b>Second Semester</b>	<b>January 30 - June 21</b>

*Please note these dates on your calendar.*

## **REPORTING OF STUDENT PROGRESS**

The elementary schools in the Anacortes School District report student progress to parents through parent/teacher conferences and report cards. "Goal-setting" conferences will be held in October to review student assessments and discuss growth areas and areas of strengths. A second conference is scheduled in February to review progress made towards those goals. Parents/guardians concerned about their student's progress may schedule an appointment to meet with their child's teacher or the principal at any time during the school year.



## **ASSESSMENT TOOLS**

Throughout the year we use a number of assessment tools to monitor student progress including ongoing classroom-based assessments to ensure that each student is making satisfactory progress and receiving the appropriate support to be successful. Students in grades K-5 take an assessment in reading and math called the MAP (Measurement of Academic Progress) test. This computer-based test provides teachers with information about student strengths and areas for growth. In the spring, students in grades 3-5<sup>th</sup> join students across the state in taking the "Smarter Balanced" assessment.



## **STUDENT ATTENDANCE**

Prompt, regular student attendance is expected and necessary for student success. Lifelong habits of responsibility and punctuality are best learned during the elementary school years.

### **Attendance Procedure**

The Island View staff is dedicated to providing your child(ren) with the best educational opportunities possible; for that reason, it is essential that students attend school regularly and arrive punctually. The first bell rings at 9:00am daily (9:40am on late start Wednesdays) and classes begin promptly at 9:05am (9:45am on late start Wednesdays).

**If your child will be absent, please notify the office before 9:30 am using the following procedure:**

- 1. Call 360-503-1400**
- 2. Please leave the following information:**
  - **Child's name and teacher**
  - **Reason for absence**
  - **Anticipated length of absence**
  - **If necessary, you can also request homework and indicate a homework pick-up time.**

If no parent call is received by the school, an automated attendance dialer will call your primary number with notification of your child's absence. If there is an email on file, you will also receive an absence notification via email. **A parent or guardian must notify the school within 48-hours with the reason for the absence, otherwise the absence will remain unexcused.**

Unless we have a note from your physician specifying otherwise, your child will be expected to participate in all school activities, including P.E. and recess.

# Attendance Policy

## 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.

Island View Elementary School is required to take daily attendance and notify you when your student has an unexcused absence.

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.

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, 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 you have 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 team that created the plan needs to reconvene.

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 absent for longer than a period of 20 consecutive school days, with the exception of extended illness or serious injury, will be automatically withdrawn in accordance with Washington State Law.*

Since school is in session 36 weeks during the year, 16 weeks are open for scheduling family vacations and activities. Pulling children out of school at other times often has a negative impact on academic achievement and disrupts ongoing development of skills and concepts. As a parent you model and teach good work and life habits that relate to the outside world. Please show your child that attendance at school is important. As much as possible, schedule appointments outside of the school day and ensure that your child gets to school on time. We believe that each day of school is important, right up until the last day of the school year, and that children learn best when their attendance is consistent. Thank you for your support with this matter.



## **Tardiness**

**On Mondays, Tuesday, Thursdays, and Fridays, students enter classrooms after the first bell at 9:00am. Any child arriving to class after 9:05am in the morning is considered tardy. On late start Wednesdays the first bell rings at 9:40am and students are to be in their classrooms by 9:45am. A student who is consistently tardy misses important instruction. Parents of students who are frequently tardy may be contacted by the principal to develop a plan to address the problem.**

For a more comprehensive and detailed explanation of attendance policies, please reference Anacortes School Board Policies #3121 and #3122, available on the district website.

*Adopted by the School Board 10/28/1999*

## **CLOSED CAMPUS**

**For the safety of our children, students leaving the building or arriving late for any reason during the school day must be checked in or out through the school office by a parent or guardian.**

Once a child arrives at school in the morning, he/she will not be permitted to leave the school grounds without written permission from the parents. In addition, the office requires notification from the parent or guardian if a child is altering his/her after school instructions for the day. Students riding a different bus than normal will need to have a bus pass issued by the school office. Please note that the school is unable to allow out-of-town friends, or other students who are not enrolled at Island View to visit the school for the day.

Anacortes School District uses the *Raptor System* for visitors and volunteers entering schools. Any school visitor or volunteer must check-in at the school office using the *Raptor System* prior to entering the hallways and/or classrooms. Initial check-in requires the scanning of a driver's license or military ID. Once checked in, visitors and volunteers will be given a badge to wear while in the building. This badge is good for the date of visiting and/or volunteering only and must be worn at all times while in the building.

Volunteers are asked to fill out a Volunteer Application form, available online at [www.asd103.org](http://www.asd103.org) under the Community > Volunteer tab. These measures help us increase building security for your children. Additional information regarding the Raptor System is available in the school office.



## **HOMEWORK POLICY**

Research shows that homework has the potential to strengthen skills taught during the day reinforcing knowledge and by providing independent practice. In addition, it can teach lifelong skills of responsibility and dedication to a task.

Normally, K-3 students will be required to complete short tasks. Intermediate students (4<sup>th</sup> -5<sup>th</sup>) should expect 10 minutes per grade level (e.g.: Grade 4, 20-40 minutes; Grade 5, 25-50 minutes).

All students in grades 2<sup>nd</sup> -5<sup>th</sup> will receive a student planner. Please check it daily for completion. If your child consistently comes home saying he/she has no homework, you should contact the teacher.

On Thursdays the Island View Parent Pack (or other classroom communication system) is sent home with your child. Please check your child's backpack to stay up to date on important information sent home with your child.

## **STUDENT RIGHTS**

All students have specific rights described in School District Policy #3200. In part, these include:

1. No student shall be denied equal educational opportunity because of race, religion or handicap.
2. All students possess freedom of expression subject to reasonable limits.
3. All students have the right to be secure in their persons and possessions.
4. All students have the right to be free from interference in their pursuit of an education.
5. No student shall be deprived of the right to an education without due process.

## **STUDENT, STAFF AND PARENT RESPONSIBILITIES**

At Island View School, we desire a school with an optimum learning environment, built on positive relationships between students, staff and parents. Being a responsible person is the key.

### **STUDENT RESPONSIBILITIES**

1. Respect yourself
  - Be the best you can be
  - Take advantage of learning opportunities
  - Demonstrate self control
  - Take care of your body
  - Use common sense
2. Respect others
  - Keep your hands and feet to yourself
  - Follow directions given by all adults in the school
  - Follow school, classroom, playground, cafeteria and bus rules
  - Be kind
  - Use respectful language
3. Respect learning
  - Be quiet and attentive in class
  - Treat all learning materials with care
  - Leave distracting toys at home
4. Respect the school building and environment
  - Keep your area neat and clean
  - When you see litter, dispose of it
  - Think safety

If you are bothering someone else, it is your responsibility to show respect for others and STOP when asked.

### **STAFF RESPONSIBILITIES**

1. Identify and teach expectations and rules for student behavior and citizenship
2. Identify and implement consequences for misconduct
3. Communicate expectations, rules and consequences to students and parents
4. Be fair, consistent and firm with student discipline, keeping the responsibility with the child
5. Keep parents informed when problems occur
6. Take responsibility for correcting misconduct on the part of any student, any place at school, whenever that student isn't under the direct supervision of another staff member.

## **PARENT RESPONSIBILITIES**

1. Show interest and support for your child's school work and positive conduct
2. Be responsible for your child's physical, emotional and social well-being
3. Assure your child's regular and prompt school attendance
4. Review, discuss, and support school expectations with your child, keeping the responsibility with the child
5. Work cooperatively with the school staff in problem-solving.
6. Accept financial responsibility for your child's actions.

## **MISCONDUCT AND CONSEQUENCES**

These are some of the problem behaviors we wish to minimize or extinguish:

1. Defiance - refusal to do what is asked; refusal to follow rules
2. Unacceptable language - swearing, name-calling, using 'put downs'
3. Destruction or Defacing of property - damaging school or personal property
4. Fighting - attempting to physically harm another person
5. Not working - doing little or no academic work
6. Theft - taking another's property without permission

Consequences will:

1. Be logical and appropriate to the misconduct
2. Be consistent within the school
3. Focus on changing unacceptable behavior, rather than punishment
4. Be as immediate as possible
5. Enable a new beginning, when completed
6. Escalate when misconduct persists

## **HARASSMENT**

In accordance with state and federal law, verbal and physical intimidation and sexual harassment will NOT be tolerated.

## **GENERAL STEPS FOR HANDLING MISCONDUCT**

Each teacher is required to submit to the principal his/her classroom behavior management plan. The plan will be consistent with all laws and district policy regarding student rules, rights and responsibilities.

Para-educators will manage student conduct according to an established classroom and/or playground supervision plan.

Island View adheres to the Anacortes School District's policies related to student discipline and regularly reviews school discipline throughout the year. Island View uses the Positive Behavior Intervention System (PBIS). Key components of this proactive approach to school behavior are:

- Developing a continuum of scientifically based behavior and academic interventions and supports
- Using data to make decisions and solve problems
- Arranging the environment to prevent the development and occurrence of problem behavior
- Teaching and encouraging prosocial skills and behaviors
- Implementing evidence-based behavioral practices with fidelity and accountability
- Monitoring student performance and progress continuously
- Students who consistently fail to abide by classroom rules may be referred to the principal where appropriate disciplinary measures will be taken. Parents will be notified of any formal discipline actions taken with their child.

Disciplinary measures may include, but are not limited to:

- Discussion with the child that results in a plan for appropriate behavior
- Loss of free time activities for a designated period of time. This may include temporary removal from recess play.
- Time out (away from classroom or activities)
- Parent notification about the behavior
- Parent conference
- Suspension (short term, long term or expulsion)

**CONFIDENTIALITY NOTICE:** In order to protect the confidentiality of all students, information regarding the discipline of a student will not be released to anyone outside of the district staff involved and that child's parent or guardian.



## SCHOOL RULES

### GENERAL SCHOOL RULES

Island View Eagle Traits - Responsible, Respectful, Productive and Kind

Students will:

1. Walk quietly at all times in the halls.
2. Fighting, stealing, profanity, and vulgarity are serious offenses and may lead to suspension.
3. Cell phones at school must be turned off during school hours and left in the student's backpack. Before school (on the playground), and after school (in the bus line) they may be used, **with permission** to contact parents. Any cell phone in use during school hours or without permission will be confiscated and a parent will need to pick it up.
4. Please do not bring toys, electronics or other personal articles to school. The school is not responsible for loss or damage of these items if brought to school.
5. No chewing of gum
6. Gambling, lending/borrowing money or trading items, is prohibited
7. We are a Drug and Weapon Free School  
To ensure the safety, health, well-being and academic performance of all the students, the Anacortes School District is committed to providing schools that are drug, alcohol and weapon-free. The possession, use or distribution of illicit drugs and alcohol is forbidden on school premises or as a part of any District sponsored student activity. The possession of a gun or other weapons is prohibited on school premises (toy weapons are also prohibited).

### PLAYGROUND RULES:

Students will:

1. Play in designated areas only and remain within the playground boundaries at all times during recess.
2. Immediately and completely follow the directions of the playground supervisors.
3. Play safely and cooperatively.
4. Follow the established rules of the game.
5. Use equipment in a safe manner and in the proper area.

### Kelso's Choices

- |  |                              |
|--|------------------------------|
| > Go to another game or activity             | > Walk away from the problem |
| > Tell the person to stop                    | > Make a deal or compromise  |
| > Respectfully talk it over with one another | > Share and take turns       |
| > Apologize                                  | > Wait and cool off          |
| > Ignore the problem behavior                |                              |

## **BUS LINE-UP RULES:**

Students will:

1. Walk to and from buses
2. Be orderly and quiet while waiting for buses in loading zones
3. Wait behind painted lines and not push
4. Follow the directions of the bus line supervisors

## **Anacortes School District Transportation Department**

**Please review the following bus rules. All bus riders are expected to follow the rules when riding the bus.**

### **BASIC BUS RULES**

1. Obey the driver
2. Stay seated, facing forward
3. Respect others rights
4. Inside voices only
5. Act in a safe manner

### **SEVERE VIOLATIONS**

1. Disrespect of driver authority
2. Fighting
3. Abusing other passengers
4. Use of tobacco, alcohol or drugs

### **SPECIFIC BUS RULES**

1. All passengers shall follow the directions given by the driver.
2. Permission must be granted for a student to ride a bus other than their own.
3. Students are to sit properly in their seats, no excess noise and no throwing of objects on the bus. Students are responsible for keeping the bus clean.
4. The bus driver may assign seats. Student may not sit elsewhere without permission.
5. All passengers shall remain seated while the bus is in motion.
6. Smoking or use of any flame or sparking device shall be prohibited on the bus.
7. No head, arms, or any body parts may be extended out windows or throwing objects out windows.
8. No vulgar or obscene language or gestures on the bus.
9. Personal belonging must be kept out of the aisle. Large bulky items may not be transported. (All Skateboards must be completely enclosed in a back pack or attached securely to a back pack or they will not be allowed on the bus. Long boards are discouraged on the bus. Please do not try to board the bus with an unsecured skateboard or a long board.)
10. Passengers should talk to the driver only if necessary when bus is in motion.
11. No animals, except those required to aid the handicapped, may be transported on the bus.
12. No injury causing items may be transported on the bus. This includes but is not limited to guns, knives and other weapons. In addition, toy guns, knives or weapons are not allowed on the bus.
13. Students must board and leave the bus in a safe, orderly manner. They must wait for the safe signal and cross in front of the bus only.
14. Students should arrive at bus stop at least 5 minutes prior to the estimated stop time.
15. Where practicable, students who must walk some distance along the highway must walk on the left side facing the traffic.
16. Students shall be familiar with the emergency evacuation procedures.
17. Misconduct on the bus shall be sufficient reason to discontinue bus riding privileges.
18. No Laser pens/pointers allowed on the bus.
19. No glass items may be carried on the bus. This includes art and science projects.

## **BICYCLE SAFETY**

Students riding bicycles to school need to be aware of a few simple safety rules:

Bicycles are to be parked in the bike rack in front of the school. **LOCK YOUR BIKE!**  
The school is not responsible for stolen or damaged bicycles.

Wear a helmet for your own protection. Your helmet and your bike should be clearly marked with your name or another identifying mark. Your helmet may be stored in your classroom during school hours.

Bicycles are to be parked in the bike rack when the child arrives at school and ridden directly home after school. Riding bikes on the school walkways is **NOT** permitted before OR after school hours when student traffic is present.

## **NON-BUS RIDERS**

Students are expected to leave school grounds immediately following dismissal after school unless they are participating in extra-curricular activities or working with a teacher. Any student who normally rides a bus and wants to walk home must have written permission from his/her parent or guardian.



## **Change in After School Instructions**

Please make arrangements **BEFORE** school and send a note with your child. Students should turn in their written notification to the office prior to the first bell. If it is unavoidable, please make any phone calls before 2:30pm so the office has time to process the change. Changes require the office to hand deliver the after school instruction slip to the student. Often classes are out of their room at activities, consequently last minute change requests cannot be guaranteed. We appreciate your understanding and cooperation. We understand emergencies happen and will do whatever we can to assist in such circumstances.

## DRESS CODE

Parents and children are faced with a wide range of fashions and styles from which to choose. That variety can lead to confusion about appropriate choices for school attire. Parents play an important role in helping students recognize and understand that different standards apply in different social settings. Talking with your student about dress standards and helping them understand the impact of dress decisions develops an important social skill.

Reasonable and appropriate dress standards help students understand that school is an important place with different expectations than in more private and casual settings. It is our strong belief that appropriate dress standards have an overall positive impact on student learning, behavior and school climate. Both School Board policy (#3224-P) and all school student handbooks address the importance of appropriate dress.

Here are guidelines that will help support the learning climate at school. Use the guidelines to open a discussion with your son or daughter that will help them define appropriate attire and make good decisions about what they wear to school and to other more formal settings.

- Hats may not be worn in the school building.
- Athletic clothing worn during the school day/hours must comply with school dress code standards.
- T-Shirts may not display images or messages which promote violence, lewdness, sex, drugs, tobacco or alcohol.
- Gang-related attire contributes to misunderstanding and safety concerns and is prohibited.
- Pants should be worn securely without compromising modesty.
- Low-cut blouses, shirts, sweaters and see-through clothing can be disruptive and thus prohibited.
- Tops and shirts should be long enough to stay tucked into pants or skirts.
- Tops with ultra-thin or “spaghetti” straps or revealing muscle shirts will not be allowed. Shoulder straps must not be less than two inches in width.
- Shorts and skirts shall be not shorter than the child’s fingertips when they stand straight with their hands at their sides.
- Beach wear, swim wear, halter-tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable.
- Shoes must be worn by all students. For safety reasons, no flip-flops, sandals or shoes without a heel-strap may be worn.

Parent support is necessary. When students comply with our dress standards building staff and administrators spend much less time dealing with inappropriate dress and can then dedicate that time to student learning. It is our goal to promote an orderly learning and safe environment in our schools while preparing all students for later success in the world of work. Your support is appreciated.

## LOST AND FOUND

All articles of clothing found in the school or on the school grounds are brought to the designated Lost and Found. Marked articles make it easier to get back to the proper owner. Unidentified articles are kept in the Lost and Found located in the school foyer. Parents/Guardians are encouraged to check the Lost and Found regularly. Lost and Found is put out during parent-teacher conferences for added exposure. ALL Lost and Found is donated to a charitable organization at the end of the school year.

## PERSONAL PROPERTY

Please do not allow your child to bring toys, sports equipment, computer games, electronic devices, trading cards or fidget spinners to school. Such items can be a distraction to both the student and teacher during class time. From time to time a teacher may reward a class with an 'electronic day.' If a student brings such items to school, Island View cannot be responsible for damage to or theft of personal property (including 'approved electronic days').

**Cell phones are allowed however they must be turned off during school hours and kept in the student's backpack.** Cell phones that cause disruption may be taken away by school staff and held in the office.

Cell phones may NOT be used in the classrooms, hallways, lunchroom, restrooms, in bus lines, or on the playgrounds at any time. All authorized cell phone calls need to be made in the area of the school office or foyer. Individual permission may be given by a teacher or supervisor to use a cell phone in a specifically designated area. Note: each classroom has a telephone that may be used by students to contact parents during school hours.



## BOOKS, MATERIALS AND SUPPLIES

Textbooks, library books, calculators and some school equipment are loaned to students free of charge with the understanding that school property must be paid for if lost or damaged. Students are asked to furnish certain supplies from a list provided per grade. Donated school supplies are available to those in need due to financial difficulties. Please contact the school office for assistance.

**Student who damage or lose a textbook, library book or school provided equipment must pay for the cost of repair or replacement prior to receiving a second copy and/or by the end of school.** Textbook replacement costs range from \$10-\$45. Library books are expensive and must be replaced if lost or damaged. The exact cost will vary with the title. The range is from \$6 for a paperback to \$40 for a hardbound edition.

## BIRTHDAYS

### Island View Birthday Celebrations:

1. Student birthdays will be announced over the intercom each morning.
2. Students will be given a birthday button to wear during the school day so everyone knows it is the student's special day.
3. Non-food classroom celebrations are recommended. Some ideas the committee discussed include:
  - Singing the birthday song
  - Enjoying a special birthday chair or hat
  - Giving students birthday coupons to gain a preferred activity
  - Giving students a compliment from all classmates
4. Once a month each classroom may host a celebration for all birthdays that month. This activity will depend on teacher discretion and choice.

**Important new policy: Parents can no longer bring treats to school on their student's birthday.**

## HEALTH

### HEALTH AND SAFETY:

Island View has a school nurse on site Monday thru Friday each afternoon. In the morning, the Health Room is staffed by a Health Room Para-educator. Each winter, health screenings are conducted for KG-3<sup>rd</sup>, and 5<sup>th</sup> grade with individual follow-up throughout the school year, as needed.



### EMERGENCIES AND FIRST AID:

State law limits the first aid we can give your child here at school. In case your child becomes ill or receives an injury, you will be notified immediately. If a child becomes ill at school, the school nurse or another staff member will attend to your child's immediate care. Parents may be called to come and get their child if the school nurse or staff member feel this is necessary. If the parents cannot be reached, the emergency contact(s) listed on the Student Information Sheet will be called to come and get the child.

In the event that a child is injured at school, the school nurse or other staff member will give the child emergency first aid. In the event of a serious injury, the school nurse and/or principal will use their judgement as to whether to call 911. The parents will be contacted as soon as possible after the emergency call.

**IT IS EXTREMELY IMPORTANT TO KEEP CURRENT TELEPHONE AND EMERGENCY CONTACTS ON FILE FOR EACH CHILD WITH THE SCHOOL OFFICE.**

**MEDICATION:**

State law allows the school district to dispense oral medication only under very specific conditions. No medication or treatment can be given at school without proper authorization. An "Authorization to Give Medication at School" form must be filled out by your physician and signed by the parent. This physician's authorization is required for both prescription AND over-the-counter medications. Medications must be properly labeled from the pharmacy containing the following information and brought to school by the parent in its original container.

- NAME OF STUDENT AND NAME OF MEDICATION AND DOSAGE
- DIRECTIONS FOR GIVING MEDICATION
- NAME OF PHYSICIAN PRESCRIBING MEDICATION
- DATE MEDICATION WAS PRESCRIBED

Medication can be given to the student when these requirements have been met. The parent is to bring the medication to the school office where it will be kept in a locked cabinet by the school secretary and/or nurse. Students are not allowed to have any medication on their person, including over-the-counter medication.

**IMMUNIZATION:**

All students must have, by law, a complete and up-to-date immunization record to enroll.

Per WSSDA 3413 Procedure, "The parent or guardian has no longer than 30 days from the student's first day of attendance to get any missing immunization(s) and/or provide documentation needed to complete the CIS.

Exemptions from one or more vaccines will be granted for medical reason upon certification by a physician that there is a medical reason for not administering the vaccine. Exemptions for personal or religious reasons will be granted upon request of the parent or legal guardian. To request an exemption, a parent or guardian must submit a signed COE that the parent/guardian has either a philosophical, personal, or religious objection to the immunization of the child. Forms must include a statement to be signed by a health care practitioner stating that he or she provided the parent/guardian with information about the benefits and risks of immunization to the child." Unimmunized students will be excluded from school in the event of an outbreak of any disease they are not fully vaccinated against.

Please note: failure to submit documentation within these timelines will be sufficient cause to exclude your child from school. If you have questions regarding immunizations, please contact our district nurse, Emily Wade at: 360-503-4191.

## BREAKFAST AND LUNCH

### FREE/REDUCED PRICE LUNCH PROGRAM:

Applications are available in the school office. Please take advantage of this program if you qualify. You may request an application at any time during the school year.

### STUDENT LUNCH AND MILK:

Breakfast, lunch and milk purchases may be made before school in the office. Make checks payable to Island View School.

	<u>One day</u>	<u>5 Meals</u>	<u>20 Meals</u>
Regular price lunch	\$ 2.75	\$13.75	\$55.00
Reduced price lunch, KG-3 <sup>rd</sup> Gr.	FREE	FREE	FREE
Reduced price lunch, 4 <sup>th</sup> -5 <sup>th</sup> Gr.	.40	2.00	8.00
Adult lunch	4.50		
Milk	.60	3.00	12.00

**PLEASE NOTE: Students in grade KG through 3<sup>rd</sup> grade who qualify for reduced price meals, will receive free breakfast and lunch.**

Parents are welcome to eat lunch at school anytime. Please call or send a note before school to order lunch and be sure to sign in at the school office. Adult lunch is \$4.50.



### STUDENT BREAKFAST:

Breakfast is served before school, beginning at 8:05am (8:40am on late start Wednesdays), in the cafeteria (gym).

	<u>One day</u>	<u>5 Meals</u>	<u>20 Meals</u>
Regular price breakfast	\$ 1.50	\$ 7.50	\$30.00
Reduced price breakfast	FREE	FREE	FREE
Adult breakfast	\$ 2.50		

**PLEASE NOTE: All students K-3<sup>rd</sup> on reduced price lunch receive FREE breakfast, in an effort to encourage a healthy breakfast for all students.**

**\* Island View has a computerized meal program. You may send any amount of money to be applied to your student's meal account. Students are notified when the money in their account is low.**

School District lunch menus and information about MealTime online are available at [www.asd103.org](http://www.asd103.org) (under the *Departments* Link and then *Food and Nutrition Services*).

## SCHOOL CLOSURE BECAUSE OF WEATHER

The district's transportation supervisor and the superintendent decide in the early morning hours whether students can safely reach school in cases of snow or ice. If they decide to close schools for the day, their announcements will be posted to the district's website: [www.asd103.org](http://www.asd103.org) and given on radio and television stations.

**School Adverse Weather notifications:** Families are encouraged to sign up for Flash Alert Flash Alert <http://www.flashalert.net/> for timely up-to-date notifications. (Local media outlets use this information.)

## EMERGENCY DISMISSALS

In the event of catastrophic emergencies, such as severe earthquakes, students will be held at school, under staff supervision, until such time as it is safe to transport students home or release them to their parents.

## FAMILY LEGAL PAPERS

If you have legal papers for your child (may include guardianship, custody, parenting plan, restraining order or others) please supply the most recent copy to the school office so that we have the specific court instructions to assure compliance with any limiting court orders. We cannot honor legal papers without a copy on file. **In the absence of a court order, Island View will respect the rights of both parents and defer conflicts to the local police department.**

### CHILD CUSTODY:

Anacortes School Board Policy No. 3126: The Anacortes School District presumes that the person who enrolls a student in school is the custodial parent/guardian of the student. The custodial parent/guardian is responsible for decisions regarding the day-to-day care and control of the student. Parents, guardians or de facto parents have the twofold right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others, subject to the authority granted to the resident parent/guardian.

The district, unless informed otherwise, assumes that there are no restrictions regarding the noncustodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to the above rights, the custodial parent/guardian will be requested to submit a certified copy of the court order, which curtails these rights. If these rights are questioned by the noncustodial parents, the issue will be referred to law enforcement authorities for resolution.

Unless there are court-imposed restrictions, the noncustodial parent, upon request, will be given grade reports, notices of major school activities, reports of formal disciplinary actions, or notices of teacher or principal conferences or summaries.

The student is not permitted to visit with or be released to anyone, including the noncustodial parent, during school hours without the approval of the custodial parent/guardian, or an appropriate public authority.

## **Child Abuse**

Unfortunately, school personnel do come in contact with children who have been victims of child abuse. By state law (RCW 26.44.040), when school personnel have 'reasonable cause to believe that a child has suffered child abuse or neglect, he/she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the Department of Social and Health Services.' The law continues, "Any other person who has reasonable cause to believe that a child has suffered child abuse or neglect may report such incident to the proper law enforcement agency or to the Department of Social and Health Services." The local telephone number for Child Protective Services: 360-416-7546.

## **WITHDRAWALS**

Please notify the school office as soon as possible if you plan to move or relocate. Both the child's teacher and the office need to know the last day a student will be attending Island View Elementary. All classroom text books and library books should be turned in prior to withdrawing from the school.

Once enrolled in the new school, a records request will be sent to Island View Elementary. The school secretary will send the records request along with your child's records to the district office. The transfer of school records is handled by the District Office and will be forwarded to the new school.



NOTIFICATION OF RIGHTS UNDER  
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

- 1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.\* Parents or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202-4605

State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy law requires an appropriate response to a 'public records' request within five business days. RCW 42.17.320

## **Non-discrimination**

The Anacortes School District is committed to providing a quality education for all students regardless of learning differences. Anacortes School District #103 complies with all state and federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal. The Anacortes School District provides equal access to the Boy Scouts of America and other designated youth groups.

## **Title IX/ Affirmative Action**

Anacortes School District #103 complies with all applicable State and Federal laws, including but not limited to, Title VI, Title VII, Title IX of the Civil Rights Act, the Americans with Disabilities Act (ADA), RCW 49.60, Law Against Discrimination, Section 504 of the Rehabilitation Act, and RCW 28A.640, "Sexual Equality", and does not discriminate on the basis of race, creed, color, national origin, sex or handicap/ disability. This holds true for all district employment and educational opportunities, as well as all extracurricular school activities.

Inquiries regarding compliance and/or grievance procedures may be directed to:

*K.C. Knudson, RCW Officer .....(360) 503-1214*  
*Connie Sheridan, Title IX Coordinator .....(360) 503-1221*  
*Fran McCarthy, Section 504 Coordinator .....(360) 503-1216*

## **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature

- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here at [www.asd103.org](http://www.asd103.org).

If you believe that you have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator. This is often the fastest way to revolve your concerns.

*K.C. Knudson, RCW Officer .....(360) 503-1214*

*Connie Sheridan, Title IX Coordinator .....(360) 503-1221*

*Fran McCarthy, Section 504 Coordinator .....(360) 503-1216*

## **Complaint to the School District**

### ***Step 1. Write Out Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint – by mail, fax, email, or hand delivery – to the district superintendent or civil rights compliance coordinator.

### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days – unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response – unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

*Email:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | *Fax:* 360-664-2967

*Mail or hand deliver:* PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)