

Pioneer Elementary

Student/Parent Handbook

2025-2026

8213 Eaglefield Drive
Arlington, WA 98223



Phone 360-618-6234
Attendance line 360-618-6230
Fax 360-618-6234
Website [Pioneer](#)

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Pioneer Elementary Staff 2025-2026

Principal

[Sarah Durrant](#)

Counselor

[Crystal Williams](#)

School Nurse

[Nora Parker](#)
[Krissa Cramer-District Nurse](#)

KINDERGARTEN

[Caroline Donoho](#)
[Dominique Giordano](#)
[Susanna Kriegh](#)
[Sarah Kachele](#)

SECOND GRADE

[Sarah Cofer](#)
[Lindsey Lopata](#)
[Brynn Piklenton](#)
[Michelle Harper](#)

FOURTH GRADE

[Kimberly Stevenson](#)
[Trina Sanford](#)
[Derek Swan](#)
[April Howard](#)

Assistant Principal

[Sue Krause](#)

School Secretaries

[Michelle Kinney](#)
[Amy Lecog](#)
[Sandra Matthews](#)

CUSTODIANS

[Ryan Jordan](#)
[Tom Pilch](#)

FIRST GRADE

[Shannon Bruscas](#)
[Fran Clarke](#)
[Becky Jensen](#)
[Alexis Calhoun](#)

THIRD GRADE

[Greg Brager](#)
[Michelle Hadley](#)
[Rebecca Rodriguez](#)
[Kristin Sutton](#)

FIFTH GRADE

[Michelle Forster](#)
[Amy Holt](#)
[Carrie Sweem](#)

Specialists

[Brooke Ford-Health and Fitness](#)
[Jackie Goulet - Library](#)
[Joe Horsak-Music](#)
[Katie Robinson-Art](#)

SPECIAL PROGRAMS

[Kari Bass - LAP/Remedial K-2](#)

[D'Andrea Olsen- LAP/Remedial 3 -5](#)

[Christie Britton - Special Education/Life Skills](#)

[Elisabeth Johnson- Special Education/Resource](#)

[Alison Bartlett - Speech and Language Pathology](#)

[Ashley Willie-OT](#)

PARA-EDUCATORS

[Kristin Bergstrom](#)

[Kim Burgess](#)

[Megan Draszt](#)

[Beth Eddie](#)

[Deidre Fithen](#)

[Candace Lewis](#)

[Sheri Lewis](#)

[Shelly St. Jean](#)

[Jessica Klise](#)

[Shelly Wilson](#)

[Stacie Wallace](#)

TECHNOLOGY TECHNICIAN

[Ian Larue](#)

FOOD SERVICES 618-6213

[Edith Haas](#)

[Ed Aylesworth, Supervisor](#)

ENGLISH LANGUAGE LEARNERS

[Dorcy Newman](#)

Schedule

Monday-Thursday Bell Schedule

- 8:40 Teacher’s contract day begins
- 8:55 First Bell; students can enter the building
Breakfast
- 9:10 School Starts, Attendance, Flag Salute, Lunch count

	K	1	2	3	4	5
AM Recess	10:25-10:40	10:25-10:40	10:25-10:40	10:40-10:55	10:40-10:55	10:40-10:55

	K	1	2	3	4	5
Recess	11:35-11:50	11:35-11:50	11:35-11:50	12:05-12:20	12:05-12:20	12:05-12:20
Lunch	11:50-12:15	11:50-12:15	11:50-12:15	12:20-12:45	12:20-12:45	12:20-12:45

	K	1	2	3	4	5
PM Recess	1:45-2:00	1:45-2:00	1:45-2:00	2:00-2:15	2:00-2:15	2:00-2:15

- 3:40 Student Dismissal
- 4:10 Teacher’s Contract Day Ends

Friday Bell Schedule

- 8:40 Teacher’s contract day begins
- 8:55 First Bell; students can enter the building
Breakfast
- 9:10 School Starts, Attendance, Flag Salute, Lunch count

	K	1	2	3	4	5
AM Recess	10:20-10:35	10:20-10:35	10:20-10:35	10:35-10:50	10:35-10:50	10:35-10:50

	K	1	2	3	4	5
Recess	11:35-11:50	11:35-11:50	11:35-11:50	12:05-12:20	12:05-12:20	12:05-12:20
Lunch	11:50-12:15	11:50-12:15	11:50-12:15	12:20-12:45	12:20-12:45	12:20-12:45

2:40 Student Dismissal

4:10 Teacher's Contract Day Ends

ENTERING ARLINGTON PUBLIC SCHOOL BUILDINGS

Arlington Public School buildings are equipped with two features to promote safety for students, staff and the community. The features are the Aiphone Entry system and the SafeVisitor Visitor Management System.

Aiphone Entry System

These are call box systems that allow guests to speak with staff inside the school building and request access through the school's locked front doors. The call boxes are located near the front doors of the school. Visitors who find a school's front doors locked during school hours press a button on the call box; an attendant will respond and may ask the visitor questions about their reason to visit the school. That attendant can then unlock the front doors remotely and allow the visitor to enter the main office to register.

SafeVisitor Visitor Management System

Visitors to Arlington Public Schools should be prepared to register when they enter any of the district's school buildings. Arlington Public Schools uses SafeVisitor to register all visitors. Main office staff will ask visitors to show their state issued ID card. The card is scanned and the visitor's name is checked against the National Sex Offender Database. After this check, a visitor badge is printed and provided for the guest to wear on school grounds. The badge allows school staff to visually recognize that visitors have registered at the main office and are allowed inside the school building. Those without a SafeVisitor badge will be asked to return to the main office to receive a badge. If a visitor does not have a state issued ID, they will be asked to provide a first name, last name, and date of birth. Visitors who choose not to follow the requests of staff may not be allowed to enter the instructional areas of the school. Using SafeVisitor allows school buildings to record the presence of visitors; in the event of an emergency, school staff and first responders will use the visitor record to determine the safety status of those inside the building.

Attendance

Regular school attendance is a key factor in academic success. Students who miss less than 9 days of school each year stay engaged, successful, and on track to meet standards and graduation.

What does research say about school attendance?

- Attendance affects achievement.
- Attendance is a habit.
Kids who miss school in the early grades are more likely to be chronically absent in later years.
- Attendance = Graduation
By 6th Grade absenteeism is one of the three signs that a student will drop out of high school.
- Attendance is a team effort!
School staff are here to work with families when students are missing too much school.

WHAT WE NEED FROM YOU	OUR PROMISE TO YOU
<ul style="list-style-type: none"> · Support regular school attendance by sending your child to school everyday! · Establish regular evening routines · Send your child to school unless they show signs of severe illness fever, vomit, diarrhea, severe cough, strep throat or doctor order to stay home. · Schedule appointments and vacations outside of school hours when possible. If this is not possible, complete a pre-arranged absence form with the front office. · Call the school attendance line when your child is absent. 	<ul style="list-style-type: none"> · Track daily attendance and notice when your child is not at school. · Communicate with you to understand why your child is absent. · Work with you to identify barriers and supports available to overcome attendance challenges. · School staff who are here to support: · Classroom Teacher · School Counselor · Administration

EXCUSED ABSENCE

Regular school attendance is necessary for mastery of the educational program provided to the students of the District. At times, students may be appropriately absent from class. The following are valid excuses for absences: (Board Policy #3122)

- *Illness*, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- *Family emergency*, including, but not limited to, a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- *Court*, judicial proceeding, court-ordered activity, or a jury service;
- Absence *directly related to the student's homeless* or foster care/dependency status;

- Absences *related to deployment activities* of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- Absences due to *suspensions, expulsions or emergency expulsions* imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
- Absences due to *student safety concerns*, including absences related to threats, assaults, or bullying;
- Absences *due to a student's migrant status*; and
- An approved activity that is consistent with District policy and is mutually agreed upon by the principal or designee and a parent, guardian.. A school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

PRE-ARRANGED ABSENCE (EXCUSED)

A parent/guardian may request a pre-arranged absence for their student for a reason that does not meet one of the **valid reasons listed** above, however it must be mutually agreed upon and determined that it will not have a serious adverse effect on the students' educational progress. Requests at least one (1) day in advance for each day of absence using the District Pre-Arranged Absence Form is required and includes a plan to ensure the student does not fall behind.

EXCUSED ABSENCE CONFERENCE (ELEMENTARY)

Any absence can be impactful to a child's academic progress. State law requires schools to meet with parents to identify barriers to regular school attendance when a child has accumulated:

- 5 excused absences in a month.
- 10 excused absences in a year.

When your child reaches this level of absenteeism, you will receive a letter requesting you to set up a meeting with a school official (Meetings are not required for prearranged absences or those that are accompanied by a doctor's note). The goal of the meeting will be to identify barriers to attendance and create a plan to improve attendance.

ATTENDANCE NOTIFICATION

Parents/Guardians must notify the school as soon as possible when their child will be absent from school via Family Access, phone, Log in to Family Access and mark the appropriate reason for the absence or call the school attendance line:

360-618-6230

UNEXCUSED ABSENCE and TRUANCY- Mandatory School Attendance Law

The mandatory school attendance law (RCW.28A.225.010) requires all juveniles between 8 and 18 years old attend school.

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria outlined in Policy 3122. Failure to attend class without

parent/guardian or school authority knowledge is truancy and will result in school intervention and may result in juvenile court proceedings.

Under state law (RCW.28A.225.010):

- After 1 unexcused absence in a month, the school will inform the parent by phone.
- After 3 unexcused absences in a month, the school will initiate a parent conference to improve the student's attendance. If the parent or guardian does not attend the conference, the parent/guardian will be notified of the steps the District will take to reduce the absences.
- After 5 unexcused absences in a month, or 10 unexcused absences in an academic year, the District will enter into an agreement with the student and parents/guardians to improve the student's attendance. The District may refer the student to a Community Truancy Board, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- If the student is not in compliance with a court order resulting from a truancy petition, the school will file a contempt motion.

Please work to make attendance a habit for your child.

TARDIES (Arriving late or leaving early)

Punctuality is important. Parents must come into the office and check their child in when arriving after 9:10, to get a pass to class. Parents will be contacted if the child has excessive tardies or too many early dismissals to determine a solution.

Reference: Policy 3122



Pioneer Elementary Emergency Procedures

When there is an emergency, we realize that it is the natural tendency to go straight to your child, but please help us by following these procedures:

Please park on the street. Do not park on campus. Emergency vehicles need access to the building.

Bring your picture ID

You must go through Step 1 and Step 2 (as described below) in order to pick up your student.

The student reunification station will be set up after all students are accounted for.

No student will be released without going through Step 1 first!

1. Step 1~ ID CHECK W/STAFF AT STUDENT RELEASE TABLE (entrance to the field from the upper playground.)
 - ❖ Students will only be released to guardians and individuals on the emergency contact list **only**.
 - ❖ Show Picture ID
 - ❖ Take the student information sheet to the Step 2 Gate (entrance to the field from the playground.)
 - ❖ A runner will bring your student to the Step 2 Gate to reunite with you.
2. STEP 2 STUDENT PICK UP GATE
 - ❖ Please wait patiently in line.
 - ❖ Student information sheet must match the runner's sheet.
 - ❖ You will then be reunited with your student.
 - ❖ Due to the number of students at the school, student reunification may take some time.

Please be patient and remain calm.

OUR FIRST GOAL DURING ANY EMERGENCY IS TO KEEP STUDENTS SAFE!

Lockdown & Shelter In Place Release Procedure:

Doors will be locked, a "Lockdown" or "Shelter In Place (SIP)" sign will be in the office door window, police may or may not be present. ("Shelter in Place" means people are protected inside from airborne hazards.)

If we are in lockdown or sheltered in place, please return to your vehicle. We cannot break the school "seal" when in a SIP or lockdown situation.

Please do not call the school. Phone lines must remain open for contact with emergency agencies.

Connect-Ed will be used to notify parents of the situation as time permits.

If lockdown or SIP lasts for an extended period of time, parents may need to go through Step 1 and Step 2 procedures to pick up their student.

If a Lockdown Or Shelter In Place occurs during arrival and dismissal times, please follow directions from staff.

Welcome to the House System at Pioneer Elementary!

Four Houses, One Family



Our Why

At Pioneer Elementary, we believe that **every** student, staff member, and family deserves to feel like they belong. That's why we've implemented the **House System**, to build stronger connections, encourage character development, and create a supportive school culture where everyone is seen, valued, and celebrated.

Together, we are **Four Houses, One Family**.

What is the House System?

The House System is a fun and meaningful way to unite our school community. Every student and staff member is placed into one of four Houses, each representing a core character value. Houses build identity, encourage teamwork, and offer opportunities for leadership, recognition, and celebration.

What to Expect

- ❖ **House Reveals & Celebrations**
 - Students will be welcomed into their Houses with celebration and spirit!
- ❖ **House Competitions & Spirit Days**
 - Friendly events and challenges where students earn points for their House!
 - Every Friday is House Spirit Day! Students can wear their House colors to show their House pride.
- ❖ **Monthly Character Focus**
 - We will highlight and celebrate the values of each House throughout the year.
- ❖ **Opportunities for Leadership & Connection**
 - Students build relationships across grade levels and learn how to lead by example.

How Families Can Get Involved

- ❖ Wear your child's **House colors** on spirit days!
- ❖ Talk about your child's **House traits** at home.
- ❖ Celebrate House achievements together.

Meet the Houses

House Concordia – Cooperation (*kon-KOR-dee-uh*)



- ❖ **Animal:** Elephant
- ❖ **Symbol:** Laurel Wreath
- ❖ **Color:** Black
- ❖ **What we value:** Working together, helping others, and celebrating success as a team.
- ❖ *"Together, we can do amazing things!"*

House Officium – Responsibility (*Oh-FISS-ee-um*)



- ❖ **Animal:** Lion
- ❖ **Symbol:** Flame
- ❖ **Color:** Red
- ❖ **What we value:** Doing what's right, keeping promises, and being dependable.
- ❖ *"When we're responsible, we help everyone succeed!"*

House Constantia – Perseverance (*kon-STAN-tee-uh*)



- ❖ **Animal:** Wolf
- ❖ **Symbol:** Mountain
- ❖ **Color:** Blue
- ❖ **What we value:** Never giving up, trying our best, and staying strong through challenges.
- ❖ *"Step by step, we can achieve great things together!"*

House Dignitas – Respect (*DIG-nih-tahs*)



- ❖ **Animal:** Owl
- ❖ **Symbol:** Lantern
- ❖ **Color:** Green
- ❖ **What we value:** Kindness, fairness, and treating everyone with dignity.
- ❖ *"We shine our light by being respectful and thoughtful."*

Whether you're in **Concordia**, **Officium**, **Constantia**, or **Dignitas**, know that you're part of something bigger, a family. We are united by shared values, school pride, and a belief that everyone belongs at Pioneer.

Pioneer Essential 50 (Based on the Ron Clark Academy Essential 55)

As part of our House system we have 50 essential expectations that we have for all of our students.

1. Respond to an adult by saying "Yes ma'am" or "No sir." (or Mr. and Mrs./Miss/Ms.)
2. Face the speaker.
3. Congratulate and compliment classmates often. In whole school settings we will congratulate peers with a 2 clap cheer.
4. Respect other students' comments, opinions, and ideas.
5. Embrace the power of yet.
6. If you win, do not brag; if you lose, do not show anger.
7. If you are asked a question in conversation, ask a question in return.
8. Cover your mouth when sneezing or coughing and say "excuse me."
9. Do not show disrespect with gestures.
10. Always say "thank you" when given something. Do not insult the gift or the giver.
11. Surprise others by performing random acts of kindness.
12. Follow along when reading together in class.
13. Answer all questions with complete sentences.
14. Do not ask for a reward.
15. Complete your homework every day.
16. Transitions between subjects should be swift, quiet, and orderly.
17. Be as organized as possible.
18. When work is assigned, do not moan or complain.
19. When a substitute teacher is present, all class expectations still apply.
20. Follow the specific classroom protocols.
21. You may bring a bottle of water to class—but do not leave the room for a drink during class. When filling your water bottle, be respectful of others.
22. Know other teachers' names and greet them in the hall by name.
23. Keep yourself and the bathrooms clean and germ-free.
24. Greet visitors and make them feel welcome.
25. Do not save seats in the lunchroom.
26. Do not stare at a student who is being reprimanded.
27. The ABCs of etiquette.
28. After dining - cafeteria or elsewhere - be responsible for your trash.
29. On a bus, always face forward.
30. When meeting new people, shake hands and repeat their names.
31. When offered food, take only your fair share.
32. If someone drops something and you're near it, pick it up.
33. Hold the door for others.
34. Be a good listener.
35. Enter buildings quietly.
36. Compliment the places you visit on field trips.
37. During assemblies, do not speak or call out to friends.
38. Answer the phone politely and appropriately.
39. After returning from a trip, shake the hands of every chaperone.
40. On stairs and hallways, stay to the right and don't pass.
41. When in line, keep your arms at your sides or in a hug, move quietly and never cut.

42. No talking during movies.
43. Do not bring toys or trading cards into the school building.
44. If you have a big problem, tell an adult.
45. Stand up for what you believe in.
46. Be positive, enjoy life, Carpe Diem (seize the day).
47. Learn from your mistakes, make it right, and move on.
48. No matter the circumstances, always be honest.
49. Be the best person you can be.
50. Stand to speak or share out in class or whole school settings.

The ABCs of Etiquette (Based on Ron Clark Academy)

- A. When you first sit down for a meal, immediately place your napkin in your lap. If your silverware is wrapped in a napkin, unwrap it as soon as you sit down and place the napkin in your lap.
- B. When you are finished eating, place your napkin on the table to the left of your plate. Place it loosely beside the plate. Don't crumple it, because you don't want to seem untidy. Don't fold it too neatly, because you don't want the restaurant to think you assume they are going to use it again. Never leave your napkin on your chair. This implies that the napkin is too dirty to be left on the table. Also, in some cultures, leaving the napkin on the chair is known as a way to say that you don't intend to return to the restaurant again.
- C. Never place your elbows on the table.
- D. Use one hand to eat, unless you are cutting or buttering food. Never have your fork in one hand and a glass in the other.
- E. Do not lick your fingers. There is a napkin provided for the purpose of cleaning your fingers. There is no need to lick yourself clean.
- F. Do not smack your lips or chew noisily.
- G. Do not chew with your mouth open.
- H. Do not talk with your mouth full. Sometimes people will place a hand over their mouth and talk anyway. Don't do that. Wait until you have swallowed your food to speak.
- I. If something is caught in your teeth, don't go in after it; wait until you are in the rest room to remove it.
- J. Do not slurp.
- K. Do not play with your food.
- L. If you drop your fork, napkin, or anything else on the floor, DO NOT pick it up. It is very rude and unsanitary to place something on the table that has been on the floor. If you pick up something that has dropped and hand it to a waiter, then you will need to excuse yourself and wash your hands before continuing with your meal. The best way to handle a situation when something has dropped on the floor is to ask a waiter for a replacement; leave the old one on the floor.
- M. You are to use your utensils for eating almost everything. Here are ten types of food you may use your hands to eat:
 1. Pizza
 2. Bacon
 3. Cookies
 4. Corn on the cob (It is appropriate to eat across instead of eating around.)
 5. Hot dogs, hamburgers, and sandwiches (including breakfast biscuits)
 6. French fries and chips

7. Fried chicken

8. Asparagus (yes, asparagus)

9. Small fruits (like grapes on a stem), apples, oranges, carrots, etc.

N. Never reach over someone's plate to get something. You should say, "Will you please pass the salt?"

O. Never start eating off of your tray until you are at your seat.

P. When we are eating at a restaurant, you are not to begin eating until everyone at the table has received food.

Q. You should never complain if the line is too long, the food isn't good, or if there is a wait. You don't want to be negative to the point where you spoil the enjoyment of the event for others.

R. If you are unsure which silverware to use, simply start with the fork, knife or spoon that is the farthest from your plate. On the left, you will have your salad fork on the outside and your dinner fork on the inside. On the far right, you will have your soup spoon. Beside it you will have the spoon you will use to stir your coffee or tea, then your salad knife, and then your dinner knife. The utensils above your plate are to be used for dessert.

S. When you are finished eating, do not push your plate away from you. Leave it where it is in the setting. If you want to show you have finished eating, you should lay your fork and knife together diagonally across the plate. You should place the fork with the tines down, and you should have the sharp side of the knife facing down. Of the two utensils, the fork should be closest to you.

T. Never place a piece of silverware that you have used back on the table. Leave it on a plate or saucer.

U. If you didn't use a utensil, do not place it on a plate or saucer when you are finished. Just leave it where it is.

V. Always look a waiter in the eyes when you are ordering, asking a question, or saying thank you.

W. Make a point to remember the waiter's name when he introduces himself to you. Use his name as often as possible throughout the course of the meal.

X. If you have to go to the rest room, you should stand up and say, "Excuse me," as you leave the table.

Y. When you are offered desserts or asked a question such as "What sides would you like?" or "What dressing would you like for your salad?" it is best to ask, "What are my options?" That way, you aren't going through a process of naming things the restaurant might not have.

Z. Never talk to waiters or waitresses as if they are servants. Treat them with respect and kindness, and remember, they are the ones who are fixing food and bringing it to you. You do not want to be on the bad side of a waiter."

GENERAL INFORMATION

BOOKS AND EQUIPMENT

Classroom, library books and equipment should be treated with respect at all times. The student is responsible for replacement costs if an item is damaged or lost and/or not returned. If a lost book is found, refunds can be made by returning the book and the payment receipt.

Breakfast

Breakfast is available to all students for free. Doors open at 8:45 for those having breakfast.

BUS RULES AND SAFETY

Students are given a copy of the Bus Rules at the beginning of the school year to ensure safe operation of the bus. [Click here for](#) a link to bus rules. If you have concerns, please contact Transportation at 360-435-3307.

There are several guidelines to prevent COVID during school transportation.

- If possible, seat students with household members or members of their school group/cohort.
- Maximize outside air flow and keep windows open as much as possible.
- Encourage walking or biking where safe.
- Riders and staff members must wear cloth face coverings or acceptable alternatives.
- Encourage students to wash or sanitize hands when they leave their home or classroom immediately before boarding the bus.
- Clean and disinfect frequently touched surfaces, including the tops and backs of seats. Use an EPA registered product and follow the manufacturer's instructions for use.

CHANGE IN ROUTINE

Changes in routine must be communicated from the legal parent/guardian in the following ways:

- **Written communication in advance of the school day delivered to the office.**
- **Call our school office by 3:00 to inform staff.**

CHANGE OF INFORMATION/MOVING

It is extremely important that the school be given any change of pertinent information regarding your children: home telephone number, day care provider, alternate emergency telephone number and/or change of address.

When moving from the district, you are asked to send a note to the office as soon as possible giving the following information: Child's name, new address and last date of attendance. Also, please personally withdraw your student at the school office.

Please note: If you live in the district but want to apply to a school outside of your boundary, you may apply for an intra-district transfer. Intra-district transfer forms are available at each school site. Students living outside of the district may apply to attend in-district by completing the out-of-district transfer process with their current district.

DISASTER PLAN

Regular drills are held at school so that children will know what to do in case of an intruder, fire, earthquake or other emergency situation. In the event of an emergency, such as a snowstorm that closes roads or an earthquake which occurs during school hours, a plan has been designed and is reviewed and practiced periodically throughout the year to ensure the safety of all students, staff and parent volunteers.

Each classroom is equipped with a first aid kit. Water, blankets, batteries and other emergency supplies are stored at each building site. Walkie-talkies are available for communication between personnel should phone lines become inoperable. Areas of responsibility have been designated for all staff. The goal is to ensure the safety and comfort of all students in the event of an emergency or natural disaster.

While we are still going to perform required drills, including fire, earthquake, intruder, and shelter in place, we do have flexibility in how we perform these drills. Physical distance protocols can be violated as long as this is brief in nature (under a table for less than one minute, for example). Also you can work your students to the location they would line up to show them and practice how to social distance after evacuating the building. Alternatively, drills can be verbal, like conducting a tabletop exercise with students. Either way, we still need to prepare our students for response to emergency events, yet we can do this differently.

STUDENT DROP-OFF

Drop-off location is at the rear of the school, near the undercover area off the playground. Please remain in your car until a staff member has directed your student that it is safe to exit the vehicle.

- Do not go around cars, wait until the line moves
- Pull up as far as you can to the car in front of you (don't leave big gaps between cars)
- When letting a child out on the passenger side of the car, have them walk around the front of your car.
- Students will move directly from their car to the back doors and enter the school.

DISMISSAL ROUTINES

At dismissal, riders are picked up at the back of the school on the playground. This area has comprehensive supervision. If children are picked up in the front, parents must meet the student in front of the school. We also ask that parents waiting to pick up their children, please wait outside the front doors or in your car until your student is out.

All students not picked up by 3:50 will be taken to the office. All students are to leave the school area when school is dismissed. Supervision is not provided by the school unless students are part of an organized after school activity.

Students riding the bus will load buses at the northwest side of the building. **Parents may not pick children up in the parking lot near the school buses.** Staff supervising the loading of buses have radios. If you happen to be late, go to the front office and the staff will be radioed. They will remove your child from the bus and send them to the office.

*Please avoid picking your child up early. When students are not in class they miss out on important learning. If you must pick up your child, please ring the door bell and sign your student out in the office. If recess is occurring during the time you are picking your child up, you must go to the office and your child will meet you in the office. Parents who have not signed in at the office, may not be on the playground.

SCHOOL CROSSINGS

Crossing guards will be stationed at the crosswalk near Eaglefield Drive/Champions Drive and at the first crosswalk west of the school entrance on Eaglefield Drive at 8:50 a.m. and at 3:40. Students are asked to walk on the south sidewalk along Eaglefield Drive for their safety. Upon entering school property, students will walk only on the sidewalks, not in the parking lots or on the street. Students who are walking are to use the concrete walkways and refrain from walking on the road, parking lots, grass areas, retaining wall, shortcuts, or neighbors' property. **STUDENTS WALKING SAFELY** Please help your child become familiar with your route by walking it together. Teach your child to cross the street only at safe locations. Also, practice good pedestrian behaviors with your child when walking the route together and following these safety recommendations:

- Wait for crossing guards before crossing where they are usually posted.
- Stop at the curb before crossing the street.
- Walk, don't run, across the street.
- Cross at corners, using traffic signals and crosswalks whenever possible.
- Look left, right, and left again before crossing.
- Walk facing traffic if possible.
- Make sure drivers see you before crossing in front of them.
- Watch out for driveways, alleys, or other places where cars may have trouble seeing you.
- Wear white clothing or reflectors when walking at night.
- Cross at least 10 feet in front of a school bus.

Along with the habits above, it is recommended that children who are walking to school know of safe neighbors they can go to in case of a situation that causes the child to be scared. Ideally, children would walk in a large group with an adult. You can set up a "walking bus route" where a group of students is joined by other students and parents along the walk route. Finally, if there should be a situation where a child is approached, lured, or threatened by a stranger, we recommend that 911 is called so they can respond.

DRESS CODE

Students are expected to dress appropriately and to avoid extremes in clothing that will cause disruptions to the education process or create a hazard.

Preserving a beneficial learning environment and assuring the safety and well being of all students are primary concerns of the Board of Directors. Students' choices in matters of dress should be made in consultation with their parents. Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard shall be presented by the student's dress or appearance;
- B. Damage to school property shall result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the School District. Prohibited conduct includes the use of profane, lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

ELECTRONIC DEVICES

All personal hand-held devices will be turned off and put away upon arrival and kept off until leaving the building. Should one of these items be lost, damaged, or stolen it is the owner's responsibility to replace.

EMERGENCY CLOSURES

On occasions when it becomes necessary to close school due to extreme weather conditions or other unusual circumstances, announcements will be made on local radio and TV stations by 5:15, 5:45, or 6:30 a.m. You can check <http://www.firstalert.net>.

All activities scheduled to be held in the public school buildings affected by changes in the school schedule will be considered canceled when schools are closed for the day. Bus drivers are instructed NOT to try any difficult side roads, if in their opinion they cannot be traveled safely. PLEASE DO NOT CALL THE SCHOOL OFFICE.

FAMILY ACCESS

The District provides *Family Access* for grades K-12. *Family Access* allows family members to access student information over the Internet. Secure usernames and passwords are available from the office.

INTERNET EXPECTATIONS

- I will only use the Internet when I have teacher permission.
- I will only go into the area of the Internet that my teacher gives me permission to.
- I will tell my teacher right away if I find information that makes me feel uncomfortable.
- I will not give out any personal information.

**Consequences for not meeting expectations may include losing Internet privileges.

LEGAL CUSTODY

A legal document is required to support any questions of custody between divorced or separated parents; otherwise, either parent is considered to have the right to have contact with their children on school property.

Please provide the school with any legal documents as needed or as changes occur.

LOST AND FOUND

Clothing and lunch boxes should be name tagged for easy identification. Periodically, items left in the lost and found are donated to a local agency to help people in our community.

LUNCH PROGRAMS

All K-5 students have access to free lunch.

RECESS PLAN

Recess is outdoors and will occur even during inclement weather. Some adjustments may be made due to temperature, smoke, or excessive rain. Students need to have proper clothing for outside and should have a coat. Extra clothes in the backpack are encouraged, especially extra socks.

VISITING SCHOOLS and VOLUNTEER PROGRAMS

All school visitors/volunteers must report to the office to sign in and pick up a visitor ID before entering a classroom or the playground. Arlington Public Schools is using a volunteer and visitor management system called SafeVisitor Solutions. This system is designed to strengthen safety and security in our schools and streamline the visitor registration sign-in process and volunteer approval process.

[SafeVisitor Link](#)

How does SafeVisitor work?

When SafeVisitor Solutions is available at a school building, volunteers and visitors will no longer sign in on paper when visiting the school. Instead, visitors will provide a government issued identification card or be asked to answer questions about their identity. This information is used to build an approved visitor list. All visitors are checked against a national sex offender registry. All volunteers undergo an additional Washington State Patrol background check which is good for one year. The volunteer database is managed and maintained by Arlington Public Schools.

What if I'm just visiting a school building and not volunteering?

Visitors will be asked to show a state issued identification like a driver's license, or be asked to answer a few questions about their name. Visitor names will be checked against the national sex offender registry. Approved visitors will receive a self-expiring name badge that cannot be reused.

What if I'm volunteering at a school?

Volunteers will be asked to complete an application at the district's website

asd.wednet.edu/community/volunteering

The application asks the same questions we have always asked volunteers about their identity and any criminal history. You will need to complete this process, even if you have already filled out the paper background check that we have used up to this point.

Approved volunteers will be sent an email (some email applications may consider it spam so check there for a message too) that includes information about the SafeVisitor mobile application and assigned an electronic badge, which is accessible through the SafeVisitor mobile app (free download on App Store or Google Play). The first time a volunteer signs into the building using SafeVisitor, they will be asked to be photographed and staff will print a self-expiring ID badge for use on campus. Please bring a government issued, valid photo identification with you to the school on your next visit as part of the verification process.

VOLUNTEER PROGRAMS

Participation in the volunteer program is critical to the successful functioning of any elementary school. Parents and teachers working together provide the best instruction for our children. Volunteering is both stimulating and fulfilling.

All volunteers are required by law to have a Washington State Patrol Identification form and Harassment, Intimidation, and Bullying Training completed two weeks prior to volunteering in the school or chaperoning on field trips. Training needs to be completed annually. Information is available in the office.

STUDENT BEHAVIOR & EXPECTATIONS

The Big 5

Use kind words and actions

Walk in designated areas

Keep hands, feet, and objects to self

Listen to and follow directions from all adults

Use appropriate voice level and tone when speaking

Discipline will be administered with flexibility to meet the needs of individual students and situations. Students will always be encouraged to think of solutions to problems.

MINOR INFRACTIONS: Handled on the spot. Classroom plans will vary by teacher.

MAJOR INFRACTIONS: Referred to an administrator.

EXCEPTIONAL MISCONDUCT: Incidents are classified as exceptional misconduct when they are frequent or serious in nature and disruptive to the learning environment. Behavior that is defined as exceptional misconduct is listed in **Policy 3240P**. Consequences for Exceptional Misconduct are outlined in **Policy 3241P**.

Parents will be notified by phone or in writing when a student is assessed a disciplinary consequence greater than a warning.

MEMORANDUM OF UNDERSTANDING

The Arlington Police Department and the Arlington School District have jointly agreed on a procedure that focuses on providing a safe and healthy environment for students and staff. We have mutually agreed that all violations of the law will be promptly reported to the police department and that an investigation will take place. This action is in addition to any administrative action taken by the school.

The Principal or his/her designee is required to report to the Arlington Police Department the following crimes when they occur on school district property or at school district functions within the city limits:

- Physical intimidation
- Violence
- Possession of Weapons or Drugs

STUDENT SEARCHES

A student shall be free from searches of his/her clothing and other personal property unless there is a cause to believe that something is concealed that may be of danger to the student or to other students and/or is in violation of a school rule. School officials shall request the student to remove all items from pockets or other personal effects. If there is reason to believe that the student is in violation of a civil law, the school official may consult with a law enforcement officer. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school

events. Administrators may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

POLICY FOR CIVILITY

The Board of Directors supports efforts to bring about a positive learning climate in the schools by promoting mutual respect, civility and orderly conduct among District employees, parents, students, and the public. Staff will treat parents, students, and other members of the public with respect and expect the same in return.

In the interest of providing positive role models to the children of this District, as well as the community, Arlington Public Schools encourages positive communication and discourages volatile, hostile or aggressive speech and/or actions.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in RCW 28A.600.477(5)(b)(i) as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school"

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Eric DeJong, eric.dejong@asd16.org) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's [HIB webpage](#) or the district's *HIB Policy [3207]* and *Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#), visit https://www.asd.wednet.edu/for_families/for_parents/nondiscrimination_and_inclusive_schools.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing

sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#), visit https://www.asd.wednet.edu/for_families/for_parents/harassment_intimidation_or_bullying_h_i_b_.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator:

Mr. Eric DeJong

Executive Director, Human Resources

315 N French Ave.

Arlington, WA 98223

360.618.6212

eric.dejong@asd16.org

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator:

Mr. Eric DeJong

Executive Director, Human Resources

315 N French Ave.

Arlington, WA 98223

360.618.6212

eric.dejong@asd16.org

Concerns about disability discrimination:

Section 504 Coordinator:

Ms. Brenda Wyman

Director of Special Education

315 N French Ave.
 Arlington, WA 98223
 360.618.6209
 brenda.wyman@asd16.org

Concerns about discrimination based on gender identity:
 Gender-Inclusive Schools Coordinator:
 Ms. Kerri Helgeson
 Director of Equity and Student Well-Being
 315 N French Ave.
 Arlington, WA 98223
 360.618.6228
 kerri.helgeson@asd16.org

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Superintendent or designee and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's [Nondiscrimination Procedure 3210P](#) and [Sexual Harassment Procedure 3205P](#).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the [Nondiscrimination Procedure 3210P](#) and the [HIB Procedure 3207P](#) to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3210](#) and [Procedure 3210P](#), visit https://www.asd.wednet.edu/for_families/for_parents/nondiscrimination_and_inclusive_schools. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Kerri Helgeson, Director of Equity and Student Well-Being, kerri.helgeson@asd16.org, 360-618-6228, 315 N French Ave, Arlington, WA 98223.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

Arlington Public Schools is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" is an intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by race, religion, creed, color, national origin, age, marital status, honorably discharged veteran or military status, sex, sexual orientation, including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or other distinguishing characteristics, that:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- 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, socio-economic status and body mass.

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

BEHAVIORS/EXPRESSIONS

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images. 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.

TRAINING

This policy is a component of the District’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

PREVENTION

The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the District may seek partnerships with families, law enforcement, and other community agencies.

INTERVENTIONS

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies for targeted student(s) and perpetrator(s). Interventions will range from education, counseling, correcting behavior and discipline, to law enforcement referrals.

RETALIATION/FALSE ALLEGATIONS

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, or bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

COMPLIANCE OFFICER

The Superintendent will appoint a Compliance Officer as the primary District contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the Compliance Officer will be communicated throughout the District.

The Superintendent will develop procedures addressing the elements of this policy.

Arlington Public School Compliance Officer is Eric DeYoung.
 edeyoung@asd.wednet.edu

SEXUAL HARASSMENT

This District is committed to a positive and productive education and working environment, free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult-to-student, student-to-adult, student-to-student, adult-to-adult, male-to-female, female-to-male, male-to-male and female-to-female.

The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate School District services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The Superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff members are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate District personnel of the complaint or report for investigation and resolution. All staff members are also responsible for directing complainants to the formal complaint process.

See something, Say something!

Report it on the SafeSchools Tipline!

Easy ways to report

Visit the website: asd.wa.safeschoolsalert.com

Email your Tip to: 1348@alert.us

Call to report your tip: 844-241-1346

Text your Tip to: 844-241-1346

Report on: Bullying, Intimidation, Harassment, Weapons, Drugs, threats

GENERAL HEALTH INFORMATION

ALLERGIES/ILLNESSES

Please notify your child's teacher and your school nurse personally of any allergies, illnesses or health conditions which may affect his or her performance at school. According to state law, children with life-threatening conditions require a **care plan** with physician orders in place before the student begins school each fall.

CARE PLANS FOR LIFE-THREATENING CONDITIONS

Washington State Law, SHB 2834, now requires that the necessary order, medications, equipment and nursing plan must be in place before a student with a life-threatening condition may attend school.

This law means that parents must have health care provider orders completed, fill the prescription, and take all the supplies and paperwork to school *before the first day the child attends*.

The following are some, but not all of the conditions that are termed potentially life threatening:

- Severe bee sting reaction
- Life threatening food allergy
- Allergy requiring Epi-Pen use
- Asthma requiring medication or diagnosed with an allergy
- Diabetes
- Seizures
- Under treatment for cancer
- Students with an organ transplant
- Significant heart conditions
- Students with immune deficiencies (hemophilia)

Each fall the health care provider orders, care plans and medications must be updated. A new care plan must be done each year. The following steps will help you to meet these requirements:

- Contact your child's healthcare provider to discuss whether your child has a life threatening condition requiring a plan to be safe at school.

- Request that the health care provider sign the *Authorization for Medication at School Form* for medications or treatments needed at school. These forms are available at the schools, enrollment offices, Health Services or online at www.asd.wednet.edu/health.
- Make sure that both your signature and the health care provider's signature are on the form with current dates. This legal requirement also applies to over-the-counter (OTC) medications.
- Fill any prescriptions or medications needed at school.
- Fill out a *Health Checklist Form*
- Take all documents, medications, and any necessary equipment to your student's school prior to the start date. Medications must be delivered by adult/guardian.
- Talk with the school nurse to be sure the plan is appropriate for your child.

EMERGENCY CONTACT INFORMATION

The importance of current telephone numbers for parents/guardians cannot be overly emphasized. It is important that the school have an accurate primary phone number, updated work number(s), cell number(s) and reliable alternate phone number(s) of a person who could pick up your child or respond to an emergency on record throughout the school year in case of an emergency. Please notify the school of any change of address and/or telephone number(s) so that we have the most current information available. These are the numbers that will also be used for School Emergency Connect-Ed messages.

IMMUNIZATIONS

Immunization compliance is as follows for all K-5 students. Under the terms of the law, students who are not in compliance may not attend school or be assigned to a class. Although it is not encouraged, a parent may also choose personal or religious exemption (a parent signature required). However in the event of an outbreak, exempted students will not be allowed to attend school. Medical Exemption will require the licensed Health Care Provider's signature. The minimum requirements for school attendance are:

- DPT: five doses (or 4 or 3 depending on age when vaccine was given).
- POLIO: three doses provided the last dose is given on or after the 4th birthday.
- MMR: two doses both given on or after the 1st birthday and at least 28 days apart, or blood test showing immunity.
- HEPATITIS B: three doses, the third dose must be on or after 6 months of age.
- VARICELLA: Grades K-1, two doses before beginning Kindergarten 2009, the two doses given on or after the 1st birthday, Blood test (titer) showing immunity, and/or health care provider report of verification of the illness (chickenpox). Grades 2-3, one dose on or after the 1st birthday.

Kindergarten and any newly enrolled students will not be able to attend school and /or be assigned to a classroom until all immunizations are in compliance. If you have any questions, please call your school nurse.

INJURY OR ILLNESS AT SCHOOL

The principals and school nurse are responsible for planning a program of first aid care for your children. Minor cuts and abrasions will be treated at school. In the event a student is seriously injured

at school or is too ill to remain at school, the child will be sent home. It is the parent's responsibility to provide transportation in this event.

If a student is going for first aid or scheduled health room visit (meds, glucose check etc) they may go to the health room.

MEDICATIONS

In accordance with Arlington District Policy (3416), Procedure 3416 and the requirements of RCW 28A.210.260 and RCW 28A.210.270, designated school personnel will administer **only** prescribed medication to students if the following procedures have been completed. No over-the-counter medication will be given, except in special circumstances, and will require both parent and a Licensed Health Care Provider's authorization to administer to student. The medication procedure is to ensure that students receive only medication at the direction of the student's health care provider and with the knowledge and authorization of the parent/legal guardians.

Administration of Medication

1. An authorization form for administration of prescribed oral medication must be completed for **each** medication. (These forms are available at school and in local health care provider and dentist's office). Forms may also be faxed between the doctor's office and school with a signed consent form for release of information from parent/guardian.
2. The authorization form is for the current school year only. Parent and physician authorization will automatically expire at the end of the school year. Any medication that is not picked up at the end of the school year will be discarded.
3. The authorization form is to be completed and signed by the parent/legal guardian and the student's licensed health care provider prescribing within their scope of practice. Medication must be supplied by parent/guardian in the **original prescription container** and labeled with the child's name, name of medication, dosage, time to be administered, route, and expiration date.
4. Administration time can not be altered from the written instructions and prescription container without a new and updated authorization form, signed by both the parent/legal guardian and licensed health care provider prescribing within their scope of practice.
5. The licensed health care provider's written authorization must state that valid health reasons exist requiring that the medication be administered during school hours or during such time that the student is under supervision of school officials.
6. Medication and completed authorization forms must be brought to and from the school by the parent or legal guardian unless directed to do by licensed health care provider for life threatening condition.
7. The parent/legal guardian is responsible for maintaining the supply of medication to be given. Not to exceed 25 days.
8. A new written order must be presented for any changes in medication.
9. The student is responsible for coming to the Nurses office to take the medication.
10. Failure to follow medication procedures above, including the completion and delivery of forms and medication, could result in exclusion from school until such steps are taken to ensure the safety of the student while at school.

MEDICATION TAKEN INDEPENDENTLY BY STUDENT

Parents/guardians **and** licensed medical practitioners may request the student be allowed to take their medication on their own. This medication may include such items as inhalers, Epi-Pens, short-term antibiotics, Tylenol, cough tablets, etc.

In a situation where parent **and** licensed medical practitioner believe it is in the best interest of the student to carry medication, the student shall have **only one day's dose in the original, labeled container** (*prescriptions must contain students name, name of medication, dosage, time to be administered, route, and expiration date*). Parents are responsible for adequately informing the school personnel of the student's medication program. **A required medication form needs to be completed before medication can be carried independently.** The school district assumes no responsibility for the administration of this medication.

1. Students are **not permitted** to carry more than **one** day's dosage of any medication, whether prescription **or** over-the-counter
2. **All Narcotics/Prescription-Stimulants** must be administered through the health room.
3. In the event an issue regarding safety or compliance with the above policy arises, the school administrator or school nurse has the right to refuse or discontinue the self-medication privilege. In that case, parent/guardian are notified and the medication will be distributed from the health room once the required medication forms are obtained from the parent/guardian and licensed medical practitioner.

Non Discrimination Notice

Arlington Public Schools provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with hearing, vision, or speech disabilities. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

CIVIL RIGHTS COMPLIANCE COORDINATOR AND TITLE IX OFFICER

Mr. Eric DeJong
Executive Director, Human Resources
315 N French Ave.
Arlington, WA 98223
360.618.6212

edejong@asd.wednet.edu

SECTION 504 COORDINATOR

Ms. Kerri Helgeson
Director of Equity and Student Well-Being
315 N French Ave,

Arlington, WA 98223

360.618.6209

kerri.helgeson@asd16.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [POLICY 3210](#) & [3210P](#)