

**PRESIDENTS ELEMENTARY**  
**2025-2026**  
**STUDENT/PARENT HANDBOOK**



*Child Centered, Learning Focused*

505 E. Third Street  
Arlington, WA 98223  
Office 360-618-6240  
Attendance line 360-618-6240  
Fax 360-618-6245  
[www.asd16.org/o/presidents/](http://www.asd16.org/o/presidents/)

## Table of Contents

Daily Schedule.....	3
Entering the Building.....	4
Attendance.....	5
General Information.....	8
Student Behavior and Expectations.....	11
Volunteer Programs.....	12
Emergency Procedures.....	13
General Health Information.....	14
Civility Policy.....	17
Harassment, Intimidation, and Bullying.....	18
Non Discrimination Statement.....	27

# Presidents Elementary School

## Daily Schedule

### Monday - Thursday

8:50	Breakfast	
9:10	School Starts	
10:00 - 10:15	K, 4 <sup>th</sup> , and 5 <sup>th</sup> Recess	
10:45 - 11:00	1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Recess	
11:50 - 12:10	K and 2nd Lunch	Recess 12:10 - 12:30
12:10 - 12:30	4 <sup>th</sup> and 5 <sup>th</sup> Lunch	Recess 12:30 - 12:50
12:30 - 12:50	1 <sup>st</sup> and 3rd Lunch	Recess 12:50 - 1:10
2:15 - 2:30	3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Recess	
2:35 - 2:50	K, 1 <sup>st</sup> , and 2 <sup>nd</sup> Recess	
3:40	Dismissal	

### Friday Schedule

8:50	Breakfast	
9:10	School Starts	
10:05 - 10:20	K, 1 <sup>st</sup> , 2 <sup>nd</sup> Recess	
11:10 - 11:30	K and 2nd Lunch	Recess 11:30 - 11:50
11:30 - 11:50	4 <sup>th</sup> and 5 <sup>th</sup> Lunch	Recess 11:50 - 12:10
11:50 - 12:10	1 <sup>st</sup> and 3rd Lunch	Recess 12:10 - 12:30
1:10 - 1:25	3rd, 4 <sup>th</sup> , 5 <sup>th</sup> Recess	
2:40	Dismissal	



# ENTERING ARLINGTON PUBLIC SCHOOL BUILDINGS

## Entering the School Building

Presidents Elementary has a secured entry at the front of the school consisting of two sets of doors, an interior set and exterior set. Between the sets of doors is a vestibule. During the school day, the exterior doors are unlocked and the interior set of doors are locked, barring unauthorized access to the instructional areas of the school. Visitors to the school enter the building through the exterior set and are greeted by an attendant in the vestibule. If there is no attendant available, visitors use a call box in the vestibule to notify school staff of their presence and need for assistance by pressing a button on the call box and then speaking with staff regarding their request for assistance. That attendant can then unlock the interior doors remotely and allow the visitor to enter the main office.

## 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.

## SafeVisitor Application



## 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"><li>● Support regular school attendance by sending your child to school every day!</li><li>● Establish regular evening routines.</li><li>● 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. (<a href="#">Too sick for school?</a>)</li><li>● 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.</li><li>● Call the school attendance line when your child is absent.</li></ul>	<ul style="list-style-type: none"><li>● Track daily attendance and notice when your child is not at school.</li><li>● Communicate with you to understand why your child is absent.</li><li>● Work with you to identify barriers and supports available to overcome attendance challenges.</li><li>● School staff who are here to support:<ul style="list-style-type: none"><li>○ Classroom Teacher</li><li>○ School Counselor</li><li>○ Administration</li></ul></li></ul>

## **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;
- ❖ Absences 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 student's 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.

## **ATTENDANCE NOTIFICATION**

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

**Attendance line: 360-618-6240**

## **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.

#### **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 7 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



## **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.

### **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. <https://go.boarddocs.com/wa/apswa/Board.nsf/goto?open&id=DAZVAB7FC6D4> is a link to bus rules. If you have concerns, please contact Transportation at 360-435-3307.

### **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.

## **DISMISSAL ROUTINES**

### **Bus Riders**

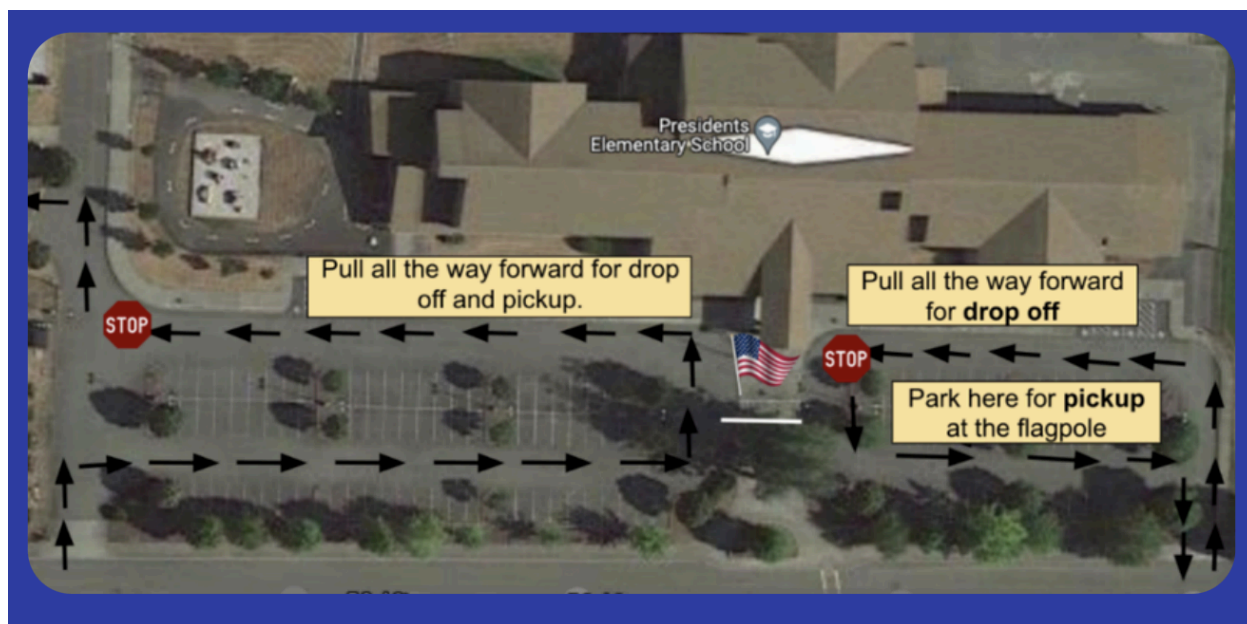
Students riding the bus will load the buses behind the school. Parents may not pick children up in any area near the school buses. Staff members supervising the loading of buses have 2-way radios. If you happen to be late, go to a staff member with a radio in the front of the school and the staff at buses will be radioed. They will remove your child from the bus, if possible, and send them to parent pick-up.

### **STUDENT DROP-OFF (Either Lot)**

Pull up to STOP sign by preschool playground Let students out on passenger side

### **STUDENT PICK-UP Drive-Thru (West Lot)**

Pull forward, wait for student to be released Flagpole: Wait behind white lines, raise hand when you see your student, staff will release Escorted Pick-Up (East Lot): Park, walk to flagpole or sidewalk behind white lines, raise hand when you see your student, staff will release



## **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.

## **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.

### **FIELD TRIPS**

Field trips are an exciting part of the educational program and are an extended learning opportunity outside of the classroom. Parent chaperones are imperative to help facilitate the intended learning of such field trips. When such trips are planned, permission slips and any information pertaining to the trip will be sent home for the parent's signature. According to Arlington School District Policy 2320P, children must have a signed permission form turned into the teacher/office prior to the field trip. For insurance purposes, younger siblings may not accompany you on bus field trips. No smoking by chaperones is allowed on school field trips and all chaperones are required to be cleared through SafeVisitor.

### **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**

K-5 Breakfast and lunch are free for the 2024-2025 school year.

### **STUDENT DRESS**

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 or guardians. Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

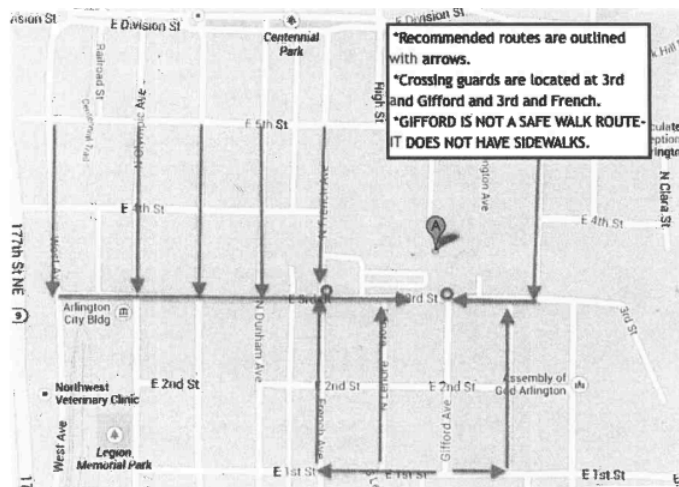
- A. A health or safety hazard shall be presented by the student's dress or appearance;
- B. Damage to school property shall result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

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.

### **SUGGESTED SAFE WALKING ROUTES**

Presidents Elementary provides families with suggested safe walking routes. A crossing guard is stationed

at the crosswalk at 3rd and Gifford as well as 3rd and French before and after school. Students who are walking to school are to use the concrete walkways and refrain from walking on the road, across the parking lots, grass areas, neighbors' property, shortcuts, or remaining outside at 3:50 pm will be brought into the office.



## VIDEO SURVEILLANCE

The district uses video surveillance cameras on all school properties, both inside and outside buildings for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect district equipment and facilities.

# STUDENT BEHAVIOR & EXPECTATIONS

## Panther "Paws"

**Positive**

**Aware of self/others**

**Wise Choices**

**Safe**

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.

### **ELECTRONIC DEVICES**

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

### **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.

### **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 or law. 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. Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched.

Reference: Policy 3230

## **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.

### **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.

#### **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 volunteering at a school?**

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

[www.asd16.org/page/volunteering](http://www.asd16.org/page/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.

#### **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.

# 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
  - ❖ Students will only be released to guardians and individuals on the emergency contact list.
  - ❖ Show Picture ID
  - ❖ Take the student information sheet to the Step 2 Gate
  - ❖ 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.***

## **DISASTER PLAN**

Regular drills are held at school so that children will know what to do in case of 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.

## 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 also available in the office.
- 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.
- 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 required by law 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 4<sup>th</sup> birthday.
- MMR: two doses both given on or after the 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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. If a student is displaying symptoms of COVID, follow the Care Room Process.

### **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 a 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 cannot 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 conditions.
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.

## CIVILITY POLICY

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.

Reference: Policy 4299

## 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](mailto: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](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 [www.asd.wednet.edu/page/sex-based-discrimination](http://www.asd.wednet.edu/page/sex-based-discrimination).*

### **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](mailto: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. Kerri Helgeson  
Director of Special Education 6-12  
315 N French Ave.  
Arlington, WA 98223  
360.618.6209  
kerri.helgeson@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](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto: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](mailto: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](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto: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](mailto: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 [www.asd16.org/page/nondiscrimination-and-inclusive-schools](http://www.asd16.org/page/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](mailto: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 DeJong. [eric.dejong@asd16.org](mailto:eric.dejong@asd16.org)

## **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 means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student, or can be carried out by a group of students or adults. The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” includes:

- acts of sexual violence;
  - unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
  - unwelcome sexual advances;
  - unwelcome requests for sexual favors;
  - sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- and
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual. A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program.

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.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and/or other third parties involved in school district activities. 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 will 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. Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Officer. All staff members are also responsible for directing complainants to the formal complaint process.

Reference: Policy 3205

## See something, Say something!

Report it on the SafeSchools Tipline!

Easy ways to report

Visit the website: [asd.wa.safeschoolsalert.com](http://asd.wa.safeschoolsalert.com)

Email your Tip to: [1348@alert.us](mailto: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**

A vertical poster with a blue border. At the top, it says "See something, Say something!" in large white letters on a dark blue background. Below that, in smaller white letters, it says "Report it on the SafeSchools Tipline!". A green horizontal bar contains the text "EASY WAYS TO REPORT" in white. Below this bar, there are four orange icons in a column: a globe, an envelope, a telephone handset, and a smartphone. To the right of each icon is text: "Visit the website", "Email your Tip to", "Call to report your tip", and "Text your Tip to". The website URL "asd.wa.safeschoolsalert.com", the email "1348@alert1.us", the phone number "844.241.1346", and the text number "844.241.1346" are all in green. Below the icons and text is another green horizontal bar with the text "REPORT ON:" in white. Underneath this bar, on a dark blue background, are two columns of white text: "- Bullying", "- Intimidation", "- Harassment" on the left, and "- Weapons", "- Drugs", "- Threats" on the right. At the bottom of the poster, on the left, is the "ARLINGTON PUBLIC SCHOOLS" logo with the tagline "EDUCATE • PREPARE • INSPIRE" below it. On the right is a QR code.

## **DISTRICT 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 employees have been designated to handle questions and complaints of alleged discrimination:

### **TITLE IX OFFICER AND COMPLIANCE COORDINATOR**

Mr. Eric DeJong  
Executive Director, Human Resources  
315 N French Ave.  
Arlington, WA 98223  
360.618.6212  
eric.dejong@asd16.org

### **SECTION 504 COORDINATOR**

Mrs. Kerri Helgeson  
Director of Special Education 6-12  
315 N French Ave.  
Arlington, WA 98223  
360.618.6209  
kerii.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](#)