

Utsalady Elementary



Home of the Eagles Student Handbook 2014-2015

608 Arrowhead Road
Camano Island, WA 98282

Office: 629-1260

Fax: 629-1261

Website: uesweb.stanwood.wednet.edu

Mrs. Colleen E. Keller, Principal

Together we teach, learn and grow.

TABLE OF CONTENTS

Academic Daily Schedule	Food
Allergies	Harassment, Intimidation and Bullying (Policy 3207)
Attendance (Policy 3122)	Health: General Guidelines to go by...
Breakfast and Lunch	Insurance Program
Birthdays	Field Trips
Bus Passes	Intervention Team (IT)
Care of Books & Equipment	Medications
Change of Address	Peer Buddy Program
Child Protective Services (CPS)	Personal Items (Lost & Found)
Communication	Physical Education (PE) / Recess Participation
Computer Usage	Pick Up Procedures
Conferences: Parent / Teacher	Reading & Math Homework
Dangerous Weapons	Snacks
Discipline Policy, Procedure & Framework	Sexual Harassment
Dismissal	Special Events
Dress Code	Staff Contact / Email
Electronic Devices	Testing / Assessments
Emergency Closure Information	Threats
Emergency Info. Phone Number	Visitors / Volunteers
Emergency Plan Emergency Info. Phone Number	Wednesday Late Start NO DAYCARE PROVIDED
Exceptional Misconduct	Teacher, Parent, Student Contract

General Information from A-Z

ACADEMIC DAILY SCHEDULE(S)

Daily Schedule

8:30	Teacher Contracted Day Begins
8:35	Students may enter building
9:00	School Day Begins
9:15-10:45	3-5 Literature Block
9:15-10:15	K-2 Math Core
10:45-11:00	K-5 All School Recreational PE
11:00-12:30	K-2 Literature Block
11:00-11:30	ASSIST & 3 rd Gr Specialists
12:00-12:40	3-5 Lunch Break & Recess
12:30-1:10	K-2 Lunch Break & Recess
12:45-1:30	4 th Gr Specialists
1:30-2:15	5 th Gr Specialists
2:15-2:45	Vardy & 1 st Gr Specialists
2:45-3:00	K-3 Recess
3:00-3:30	Musgrave & 2 nd Gr Specialists
3:30	Student Dismissal
4:00	Teacher Contracted Day Ends/Office Closes

Late Start Wednesday Schedule (Daycare is NOT provided!)

8:30	Teacher Contracted Day Begins
9:55	Students may enter building
10:20	School Day Begins
10:30-11:00	ASSIST & 3 rd Gr Specialists
11:00-11:30	Musgrave & 2 nd Gr Specialists
11:30-12:00	Vardy & 1 st Gr Specialists
12:00-12:40	3-5 Lunch Break & Recess
12:45-2:15	4-5 Literature Block
1:00-2:30	3 rd Gr Literature Block
12:30-1:10	K-2 Lunch Break & Recess
1:15-2:45	K-2 Literature Block
2:35-2:55	4 th Gr Specialists
2:55-3:05	All School Recess
3:05-3:25	5 th Gr Specialists
3:30	Student Dismissal
4:00	Teacher Contracted Day Ends/Office Closes

ALLERGIES

Utsalady has several students with SEVERE and even LIFE THREATENING allergies. For this reason Utsalady has a “no-food and no-utensil trading or sharing” policy. Several students have allergies to nuts ...IF your child is in that student’s class a letter will be going home asking that you refrain from sending lunch items and/or snacks containing nuts. We appreciate your serious consideration of this request.

ATTENDANCE – Board Policy 3122

Attendance at school is required by RCW 28A.27.010 and RCW 28A.27.020. The Becca Bill requires the school to inform parents by phone or written communication after one unexcused absence.

- If your child is going to be absent, please call the office at 360-629-1260. Utsalady's voice mail system is on 24 hours a day.
- Student's absence must be excused by written note, email or phone call within 72 hours of returning to school with the specific reason(s) and date(s) of the absence(s). The school will not excuse an absence after 3 days.
- If the student will be absent for more than two days, please call or send a note to the office to arrange for homework assignments to be picked up.

Guidelines for Attendance:

Absences

- Monitored weekly by Utsalady staff
- Written notice or phone calls **MUST** be turned in within **72 hours** of returning to school after the absence for it to be excused
- Parents/Guardians of students with 2 unexcused absences in a month are required to conference with Utsalady's principal.
- No later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RWC 28A.225.010.
- If a student has five or more unexcused absences within a month or ten unexcused absences for the year, a petition will be filed with the Island County Juvenile Court.

Tardies (Late to school)

- Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student's parent/guardian will be contacted so a plan can be put into place to reduce tardiness.

Early Dismissals

Please remember to send notes in the morning for transportation changes. Only call for emergency changes. Please make calls to the office prior to **3:00 pm** to ensure there is adequate time to inform your child and child's teacher of the change in plans.

- If an early dismissal takes place before 2:30 pm, it's marked as a half day of absence for the afternoon
- If an early dismissal takes place after 2:30 pm, it's marked as a tardy for the second half of the day

BIRTHDAYS

Birthdays may be celebrated in the student's classroom. Birthday treats must be cleared through the teacher before hand. Please save balloons, flowers and gifts for home.

BREAKFAST AND LUNCH

Each student has his or her own account on our lunch system. The cashier will keep a record of your child's account and purchases. Every time a lunch is purchased, the student punches in their individual number and the amount is deducted from their account. Parents may put money into the account at any time. Please send the money in a sealed envelope with your child's name, room number, teacher's name and amount enclosed. Envelops, with lunch money, needs to be taken straight to the cafeteria before your child goes to class. Your student will receive a notice from the cafeteria when he/she needs additional money in their account.

- **Breakfast:** Breakfast is available each morning from 8:35-9:00 at a cost of \$1.50. Milk is 0.60.
- **Lunch:** Students who purchase lunch may select from three meal choices daily. Menus can be found on our district website. Lunches cost \$2.75; Milk 0.60

Free & Reduced: Your child will bring home the guidelines for free or reduced breakfast and lunch. If you feel you qualify, please complete and return to the school office and it will be processed immediately. Each school year you must reapply, even if you were eligible the previous year.

BUS PASSES

Notes are needed for all of the following types of transportation changes:

- A student being picked up by a parent rather than riding the bus
- A student who needs to ride a different bus. Please include bus route number AND address of where your child will be going.
- A student who needs to get off at a different bus stop, when riding their regular bus

In case of emergency changes, please try to call the school office by 3:00 pm.

For consistent changes (Cub Scouts, Girl Scouts, Soccer, Baseball, etc.) one note or phone call to the office before the schedule begins will be sufficient. Any student leaving school by any means other than their normal method must present a note or have a parent call the office.

CARE OF BOOKS & EQUIPMENT

Students are responsible for the care of any books issued or checked out to them during the school year. Lost or severely damaged books will be assessed on their replacement costs.

CHANGE OF ADDRESS/PHONE NUMBER

Please notify the office through written communication whenever there is a change of address, home location or phone numbers (home, work, cell) during the school year.

CHANGE OF EMPLOYMENT

Please notify the office through written communication whenever there is a change employment during the school year. It is imperative that we are able to get a hold of you if there is an emergency.

CHILD PROTECTIVE SERVICES (CPS)

Mandatory Reporters RCW 26.55.030

All professional school personnel are, by law, mandatory reporters of suspected child abuse or neglect.

Professional School Personnel includes:

- Teachers and administrators
- Contracted school employees
- Counselors and psychologists
- School nurses
- Speech language pathologists
- Occupational therapists/assistants

RCW 28.44.030

When any mandated reporter has “*reasonable cause to believe that a child... or developmentally disabled person has suffered abuse or neglect he or she shall report such incident, or cause a report to be made*”. Reports must be made “*at the first opportunity, but in no case longer than 48 hours after there is reasonable cause to believe that the child or adult has suffered abuse or neglect*”.

COMMUNICATION

“Eagle’s View”, a monthly school-wide newsletter from the school, helps to keep parents and students informed about upcoming events, fun activities and general information taking place in the building. In addition, check the school website for upcoming events and news.

Website: uesweb.stanwood.wednet.edu.

COMPUTER USAGE

Students have access to a computer network, including the Internet. Students who wish to use the computer network must have a parent or guardian sign an “Acceptable Use Policy”. A copy of this policy will be distributed to each student and completed agreements will be kept on file throughout your child’s entire educational career at Utsalady.

CONFERENCES: PARENT / TEACHER

Parent/teacher conferences are reflected in the yearly calendar distributed by the district during the summer. Education requires close involvement between school and home. We strongly urge parents to attend conferences. If you have questions, jot them down and bring them to the conference. Specially scheduled conferences may be held at the request of parents or teacher.

DANGEROUS WEAPONS

It is a violation of the district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion.

(Stanwood-Camano School District #401: Board Policy #4210)

DISCRIMINATION

WHAT IS DISCRIMINATION?

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee’s disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

What should I do if I believe my child is being discriminated against?

You should report your concerns to your child’s teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district’s main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

Revised: 8.7.14

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days, **which** will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

What will happen at the hearing?

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the School Board's decision?

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI Phone (360) 725-6133
Administrative Resource Services
P.O. Box 47200
Olympia, WA 98504-7200

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

DISCIPLINE POLICY, PROCEDURE & FRAMEWORK

Please refer to our Discipline Policy and Procedure Booklet. This booklet can be found online at our website: <http://uesweb.stanwood.wednet.edu/> or in hard copy form outside our office.

DISMISSAL

All pick up students are dismissed to the gym at 3:30 pm to be supervised until they are matched up with their appropriate transportation for the day.

All bus-riding students are dismissed at 3:30 pm and will go immediately to their bus.

Students staying after school for sports events, clubs, etc., will be dismissed at 3:30 pm to go to the gym.

Pick up or bus notes should be sent with the student and given to the teacher in the morning.

Please call the office before 3:00 pm for last minute changes.

DRESS CODE

It is expected that students will wear clothing appropriate to a school setting as well as clothing appropriate for our marine climate. We suggest layered clothing for a greater barrier to cold and wet weather. We also suggest that parents **label** outside clothing with child's name so it does not stay in lost and found.

All children will be outside during daily recess and should have warm clothing to wear when they are outside.

Wearing of hats in the classroom is not allowed. Children who wear hats will be asked to remove them. Any type of clothing that promotes alcohol or tobacco will not be allowed. Shoes with wheels and **Flip-Flops and heels higher than one inch are NOT ALLOWED due to safety issues.**

We ask that despite recent fashion trends, that parents and students remember that school is a place for learning and that appropriate clothing is expected. For this reason the below "4-3-2-1-0" dress code is strictly adhered to at Utsalady.

- Necklines should be no lower than 4 fingers below the clavicle notch
- Tops must have a minimum of a 3 finger strap and show no undergarment
- Skirts and shorts should be no shorter than the finger tips of the 2 arms stretched straight down
- "Tummies" and underwear should not show when 1 arm is stretched straight up
- 0 tolerance for jeans, shorts, etc. that are too low and expose the student's back end when sitting, bending over or otherwise engaged in any activities.

ELECTRONIC DEVICES

We strongly discourage students bringing any electronic devices to school. This includes: cell phones, iPods, mp3 players, hand-held video games, etc. If your child chooses to bring any of these to school, they must adhere to the following:

- Electronic devices must stay in the backpack at ALL times while on school grounds.
- Cell phone must be turned completely off.
- If electronic items are taken out during school or on school grounds, they will be confiscated and will require a parent/guardian to pick them up. **NO EXCEPTIONS!**
- **Please remember Stanwood Camano School District is not responsible for lost or stolen items.**

Some bus drivers allow electronics... if so, your child needs to make sure their electronic device is not out of their backpack until they are physically on their bus.

EMERGENCY CLOSURE INFORMATION

In the case of inclement weather or school emergency, local radio and TV stations will carry announcements of delayed opening, emergency closing or early dismissal. Information can also be found by calling the Emergency Number listed in this handbook. Decisions to cancel school,

delay the opening, or have an early dismissal are made by the Superintendent of Schools. Decisions are made based on weather predictions and road conditions through the Stanwood-Camano area.

- It is the parent's responsibility to listen to the radio or TV for up-to-date information. It is not possible for the school to notify all parents, as our phone must remain open for emergency information.
- Whenever possible, the district will use the family's "Primary Contact" phone number to send out a pre-recorded message using "School Messenger" to inform families about emergency closures.
- Parents are requested to make provisions for children in the event that school is closed during the course of the school day. Each child should know where he/she is to go if school is dismissed and you are not at home.

EMERGENCY INFORMATION PHONE NUMBER

Please call this number for school closure and/or emergency information:

360-629-1240 or visit: <http://schoolreport.org>

EMERGENCY PLAN

Regular drills are held at school so that children will know what to do in case of a fire, earthquake, "shelter in place" or lockdown. In the event of an emergency occurring during school hours, a plan is in place to ensure the safety of all students, staff and volunteers.

EXCEPTIONAL MISCONDUCT

Harassment, sexual harassment and possession of weapons and explosives are prohibited during school time, on school premises or the school bus. The following are exceptional misconduct and can be cause for discipline, suspension or expulsion as well as be reported to law enforcement.

- **Harassment:** Harassment is intentionally intimidating or harassing another person because of that person's race, color, sex, religion, ancestry, national origin, or disability. Repeated "teasing" is also considered as harassment.
- **Weapons and Explosives:** Possessing or using weapons, explosives or other items apparently capable of causing bodily harm is a "Weapons" or "Explosives" violation. When determining whether or not something is considered a weapon, it is necessary to look at what is the intended use of the object and how the student was using the weapon. There is a one-year mandatory expulsion for firearms at school, on school grounds, in school provided transportation, or at school events. Chief school officer may modify the one-year expulsion requirement. Law enforcement must be notified. Parent/guardian must be notified. Parents have the right to appeal. Board Policy 4210
- **Sexual Harassment:** Sexual harassment in the educational environment is defined as any unwanted attention experienced in the school or in a school related activity. The range of behavior includes: unwelcomed sexual advances, requests for sexual favors, and/or other verbal or physical contact of a sexual nature. It might include, but not be limited to: leering, pinching, grabbing and suggestive verbal comments, etc. In compliance with new state laws and regulations regarding harassment, intimidation and bullying, the school district has developed a policy and procedures for instances of harassment, intimidation and bullying. The procedures include both informal and formal processes. A complete copy of these procedures is available in the school office for parents. Each year all staff reviews this policy and these procedures.

FIELD TRIPS

All students attending a field trip must have a parent permission slip filled out. Siblings are not allowed on field trips due to insurance reasons.

FOOD

Utsalady has several students with SEVERE and even LIFE THREATENING allergies. For this

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reason Utsalady has a “no-food and no-utensil trading or sharing” policy. Several students have allergies to nuts ...IF your child is in that student’s class a letter will be going home asking that you refrain from sending lunch items and/or snacks containing nuts. We appreciate your serious consideration of this request.

HARASSMENT, INTIMIDATION & BULLYING (POLICY 3207)

Board policy #3207 “Prohibition of Harassment, Intimidation and Bullying” states...

Harassment, intimidation and bullying (HIB) means any intentional electronic, written, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, sensory or physical disability or other distinguishing characteristics, when the intentional electronic, written verbal or physical act:

- *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.*

HEALTH: General guidelines to go by...

- If your child has been ill during the night, (upset stomach, etc.) he/she should be kept home the following day.
- If your child complains of not feeling well in the morning, his/her temperature should be taken. The student should not be sent to school to see if he is well enough to be there.
- If your child has a cold, he/she should be kept home until mucous drainage and excessive coughing has stopped.
- When your child has a fever, he/she should be kept home until the temperature has been normal for 24 hours.
- If your child has been absent due to a communicable disease, (strep throat, head lice, mono, chicken pox, pink eye, etc.) please report the disease to the school as soon as diagnosed. We ask this as a courtesy for your child and others. Your notification of communicable diseases will remain confidential.
- Please call before 9:00 am whenever your student is absent.
- Please have an emergency telephone number on file at the school for the school to use in emergencies of injury and illness when the parent can’t be reached through normal channels.

The following is a list of when we will send the student home from school:

- Oral temperature greater than 100
- Vomiting or diarrhea
- Thick mucous or pus drainage from the eyes or ears
- Conjunctivitis (pink eye) unless the student is currently on antibiotics
- Rash with a fever
- Cough with a fever or excessive coughing
- Head lice
- Impetigo, that is not currently being treated
- Chicken Pox

INSURANCE PROGRAM

Group Accident Insurance is available for students during the school year. This insurance will cover most expenses incurred in an accidental injury to a student on the way to and from school as well as at school. Information regarding this insurance is sent home at the beginning of the school year.

INTERVENTION TEAM (IT)

The purpose of the Intervention Team (IT) is to support students and families with attendance, academic and behavior issues. Parents and staff can make referrals to the Intervention Team. The team meets weekly with a combination of parents, students and staff to problem solve in a positive, pro-active manner.

MEDICATIONS

Washington State requires that any student who needs to take medication (even Advil, Tylenol, cough drops, etc.) during the school day must:

- Have a doctor's signed form on file with the school nurse explaining what is being taken, the dosage and at what times. These forms are available in the health room or main office.
- **Parents** need to bring medications to school in the original bottle, labeled with the student's name, the name of the medication, the time the medication is to be taken, and the medication dosage.
- All medications are locked and stored in the nurse's office. Students cannot have any medication in their backpack or on their person while at school.
- With proper documentation and procedure, some students are allowed to carry their own inhalers and EpiPens.

PEER BUDDY PROGRAM

Utsalady values each and every child entering its doors. The Peer Buddy Program provides a "buddy" to students with special needs. Special needs students become more integrated and involved in their school life and their "peer buddy" learns about special needs, builds compassion and earns a greater understanding of differences. This program is a "win-win" for all students involved. If you would like your child to be a part of this voluntary program, please contact the front office for more details at 360-629-1260.

PERSONAL ITEMS (LOST & FOUND)

- Parents need to mark their child's name on coats, hats, footwear, lunch pails, lunch sacks, musical instruments, or any other item that could be lost by their child.
- Please check our "Lost and Found" regularly for items your child may have misplaced.
- Items not claimed in our "Lost and Found" will be donated to charity at the end of each quarter (November, February, April & June).
- Personal play equipment (toys, trading cards, breakable items, video games and audio equipment) should not be brought to school. If brought to school, the item will be taken to the office and parents will be called to pick it up.
- The school is not responsible for lost or damaged student property.
- According to the Stanwood-Camano School Board Policy, under no circumstances may a student bring a toy or real weapon to school. This may include: water guns, cap guns, nail clippers, knives or any other item that may cause a distraction or harm another person.
- Electronic equipment is **not** allowed out of backpacks while at school. If electronic items are taken out during school or on school grounds, they will be confiscated and will require a parent to sign them out and pick them up. **NO EXCEPTIONS.**

PHYSICAL EDUCATION (PE) / RECESS PARTICIPATION

The state requires all students, in 1st through 5th grade, to have 100 minutes of Physical Education/ Health per week. Students need to wear appropriate clothing for running, jumping, crawling and climbing. Some outside PE activities may require a jacket or sweatshirt. Students should wear good tennis shoes that fit tightly around the foot and ones that stay on during activities and games. Shoes that leave marks on the gym floor, shoes with extended heels, slip-

ons, flip-flops or footwear that does not protect the toes will **not** be allowed in PE. If your child is dressing up for school, please have them bring a pair of shoes and socks for PE or leave a pair in their cubbies.

- All recesses are outdoors. A covered area is provided for students wishing to stay out of the inclement weather. Please provide your child with appropriate clothing required for an outside recess.
- One 15-minute recess every Monday, Tuesday, Thursday and Friday will be designated a “Recreational PE” period where all children are required to participate in activities supervised and directed by Utsalady’s Physical Education Instructor and para educators. The state requires 100 minutes of PE per week and this time (along with weekly specialist PE time) counts towards this requirement.
- If an illness or injury prevents a student from participating in PE and/or going out to recess, a note should be sent. Please be specific as to why and the duration of the restriction. If for more than three (3) days, a note from your doctor must be sent to school.

PICK UP PROCEDURES

Utsalady is continually looking at ways to ensure the safety of our students while they are being dropped off and picked up at school. Please read our procedures carefully, review them with your child, and make sure anyone else picking up your child aware of our procedures.



- 1. Make sure office staff is aware of any changes in your student’s normal transportation home.**
- 2. Changes in transportation home needs to be to the office by 3:00pm to ensure your child gets the notification in time.**
- 3. Students are not allowed to go home with others if we do not have a written note or phone call from the student’s guardian.**
- 4. All students leaving early and/or picked up from school must be signed out.**
- 5. If dropping off or picking up by car against the sidewalk**
 - a. Drop Off or Pick Up students **ONLY** when the car is stopped completely against the sidewalk
 - b. Driver must remain in the car or next to the car at all times. NO cars should be left unattended.**
 - c. Students can be dropped off or picked up anywhere against the sidewalk
 - d. Drivers can pull out of their spots when drop off or pick up is completed
 - e. Use caution when pulling out of a spot or driving in the through traffic lane
 - f. While in the drop off area, the left side of the lane is for through traffic only
 - g. Driver will pull up to the next car when a gap opens up in front of the car
- 6. If families are walking their children to/from the building**
 - a. If driving, car must be parked **IN** a parking space in the main parking lot
 - b. Use only crosswalks to move between the building and the parking lot
 - c. A student must be with an adult when crossing the crosswalk
 - d. No students will be allowed to move between the building and the parking lot without an adult
- 7. No Parking in the bus zone between 8:30AM-9:00AM & 3:00PM-3:45PM**
- 8. If a car arrives early for pick up and waits in the pick up zone, the driver must remain with the car**
- 9. Students need to walk at all times**
- 10. Students should refrain from walking or standing on the flagpole stand or the brick ledges**

Each day after school, various staff will be out to make sure the students leave safely. Please follow their guidance as they help direct traffic and enforce the procedures.

READING and MATH HOMEWORK (Mandatory)

All students are required to read at least twenty minutes and do at least ten minutes of math practice each evening Monday through Thursday.

- Parent / Guardian signatures are **REQUIRED** on this homework.

Each individual teacher may also have an additional homework policy focused on other academic areas.

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Linda Littlefield, 360-629-1213.

SNACKS

Utsalady has several students with SEVERE and even LIFE THREATENING allergies. For this reason Utsalady has a “no-food and no-utensil trading or sharing” policy. Several students have allergies to nuts ...IF your child is in that student’s class a letter will be going home asking that you refrain from sending lunch items and/or snacks containing nuts. We appreciate your serious consideration of this request.

SPECIAL EVENTS

Please save any special gifts such as flowers, balloons, etc for home. If they are given at the event this creates inequity and hurt feelings.

STAFF CONTACT / EMAIL

The Utsalady staff encourages frequent, open communication between families and school.

Email is a great way to communicate without interrupting learning in the classroom. Please feel free to use the district's email system to contact your child's teacher. **List is current as of 8.14.13.**

How To Email A Staff Member:

- Staff member's first initial of first name; entire last name; @stanwood.wednet.edu

Example: Jane Doe; email address: jdoe@stanwood.wednet.edu

Staff Member	Assignment	Staff Member	Assignment
Allen, Pam	4 th Grade Instructor	McKinnon, Cathy	5 th Grade Instructor
Carlson, Merry	Para Educator	Musgrave, Jessica	Kindergarten Instructor
Carpentier, Michelle	Secretary	Oldow, Sarah	5 th Grade Instructor
Dingman, Sherry	Para Educator	Olson, Heidi	Para Educator
Douglas, Segornae	Occupational Therapist	Palmer, Teresa	Kitchen
		Pingree, Cheri	Para Educator
Dunning, Riitta	1st Grade Instructor	Randall, Ginna	Para Educator
Fogerty, Danielle	Psychologist	Ross, Jim	Day Custodian
Greene, Becky	Para Educator	Sather, Janice	Para Educator
Harris, Marcie	Library-Media Specialist & 3 rd Grade Reading Instructor	Simoneschi, Deborah	Resource Room Instructor
Hofbauer, Darlene	3 rd Grade Instructor	Skeels, Kathy	Para Educator
Holley, Jake	Night Custodian	Spores, Julie	1 st Grade Instructor
Johnson, Heather	ASSIST Instructor	Strickland, Heather	Para Educator
Keller, Colleen	Principal	Sundberg, Anna	Para Educator
Knight, Julie	LAP Reading & Math Supervisor	Valtierra, Amanda	2 nd Grade Instructor
Koetje, Susan	Office Manager	Vardy, Holly	Kindergarten Instructor
Leach, Ren	Physical Education Specialist & Reading Intervention Instructor	Varner, Mary	Speech & Language Pathologist
Mailloux, Diana	4 th Grade Instructor	Wheeler, Julie	3 rd Grade Instructor
Malone, Heather	Mediator	Wilfong, Kerri	Kitchen Lead
Mati, Jessica	Island County Mental Health Counselor	Wood, Diane	2 nd Grade Instructor
McAdaragh, Diane	OT Para Educator	TBD	Music Specialist & Reading Intervention Instructor

TESTING / ASSESSMENTS

Several different testing and assessments take place throughout the school year.

- Kindergarten: Screening of basic skills
- Second Grade: State Fluency Test Kindergarten through Second Grade: AIMSweb (Universal Screener & Progress Monitoring)
Special Education Students: AIMS web (Universal Screener & Progress Monitoring)
- Second Grade through Fifth Grade: MAP (Measure of Academic Progress)
- Third, Fourth & Fifth Grade: Smarter Balance Assessment around Common Core State Standards (State Assessment)

- Third Grade: Reading/Writing Smarter Balanced Language Arts (ELA) Test and Smarter Balanced Math Test
- Fourth Grade: Reading/Writing Smarter Balanced Language Arts (ELA) Test and Smarter Balanced Math Test
- Fifth Grade: Reading/Writing Smarter Balanced Language Arts (ELA) Test; Smarter Balanced Math Test and Science using Measurements of Student Progress (MSP) testing
- Fifth Grade: Classroom Based Assessments (CBA): Civics and Art
- All Students: Journey’s Reading Program Diagnostic Testing
- LAP Assessments as necessary

THREATS

All threats, even those made in jest, are taken seriously and investigated immediately upon report. Please speak to your child about the importance of this issue.

VISITORS / VOLUNTEERS

Utsalady Elementary encourages volunteers and visitors in their hallways, classroom and on field trips, HOWEVER, we take the safety of each of our students **very** seriously.

According to the *Stanwood-Camano Education Association Contract*:

- **Visitors:** Visitors are welcome at Utsalady, however, in an effort to minimize interruptions to student learning the following guidelines are in place:
 1. All persons requesting a visitation to any classroom during assigned student-teacher contact time shall obtain prior approval of the principal.
 2. The principal will confer with the teacher involved to arrange a mutually convenient classroom visitation time prior to granting approval.
 3. If deemed necessary, the principal will arrange for the teacher to have an opportunity to confer with the classroom visitor prior to the scheduled visit.

Volunteer/Visitor Guidelines and Expectations

Any adult that interacts with our students (visitor, volunteer, on playground, at lunch, on field trips, attending parties, etc.) **must** have a current Washington State Patrol (WSP) background check. Any adult that does not have a WSP background check will not be allowed to participate in the above events.

Adults without a WSP background check, are allowed to:

1. Attend Assemblies / Choir Concerts
2. Pick up / Drop off child
3. Attend conferences and/or any meeting with the staff

In any activity where an adult volunteer/visitor is interacting with students, the adult will need a completed/processed WSP background check. If an adult is in our hallways at Utsalady and is not wearing a volunteer tag, they will be stopped and asked to sign in at the office. The office staff will sign you in and out and provide you with a tag so each staff member knows you have followed the proper procedures.

These guidelines are in place to protect YOUR child and ALL students at Utsalady Elementary.

If you are wondering whether or not you have had a background check, stop by the office and they will be glad to look it up.

The Stanwood-Camano School District does not discriminate in employment, programs, or activities on the basis of age, creed, religion, race, color, national origin, sex, marital status, sexual orientation including gender expression or identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. The following employees(s) have been designated to handle questions and complaints of alleged discrimination: Your school principal and/or Maurene Stanton, Executive Director of Human Resources, and/or Pam Gentz, Director of Student Services, 26920 Pioneer Hwy, Stanwood, WA 98292, 360-629-1200

We are committed to the vision of the
Stanwood-Camano School District:

“One Community Dedicated To The Success Of Every Student”

As evidence of my commitment, as a **teacher**:

- ✓ I will provide a safe and engaging environment for learning.
- ✓ I will build positive and respectful partnerships with students, parents, and staff.
- ✓ I will provide instruction that meets the needs of the diverse learners in my classroom.
- ✓ I will demonstrate a professional attitude.
- ✓ I will model lifelong learning by staying professionally current.
- ✓ I will share responsibility for consistent communication between home and school.

As evidence of my commitment, as a **parent**:

- ✓ I will assure my child is well rested, fed, and ready to learn.
- ✓ I will be involved in my child's education.
- ✓ I will share responsibility for consistent communication between home and school.
- ✓ I will offer praise and encouragement for effort and achievement.
- ✓ I will set up a time for my child to practice reading and math regularly.

As evidence of my commitment, as a **student**:

- ✓ I will attend school regularly, arrive on time, and be prepared to do my personal best.
- ✓ I will participate in class and share ideas.
- ✓ I will ask for help when I need it.
- ✓ I will bring home important papers and discuss school activities with my family.
- ✓ I will complete and return all of my assigned homework on time.
- ✓ I will actively practice the **Lifelong Guidelines and LIFESKILLS**.

Teacher

Parent

Student