

Stanwood Elementary

Student Handbook

2019 - 2020



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STANWOOD ELEMENTARY SCHOOL

DAILY SCHEDULE

2019 - 2020

Monday, Tuesday, Thursday, Friday

8:35	Bus Arrival
8:35 - 8:55	Breakfast Served in Cafeteria
8:45	Students can go to classrooms
9:00	School Begins
10:20 - 10:35	K, G2 Recess
10:40 - 10:55	G4, G5 Recess
10:55 - 11:10	G1, G3 Recess
11:50 - 12:30	G2, G3 Lunch (11:50 - 12:10), Recess (12:10 - 12:30)
12:10 - 12:50	G4, G5 Lunch (12:10 - 12:30), Recess (12:30 - 12:50)
12:35 - 1:15	K, G1 Lunch (12:35 - 12:55), Recess (12:55 - 1:15)
1:50 - 2:05	G2, G3 Recess
2:10 - 2:25	K, G1 Recess
2:30 - 2:45	G4 Recess
3:25	Walking, Parent Pick-up Students Dismissed
3:30	Bus Students Dismissed

Wednesday Late Start

9:55	Bus Arrival
9:55-10:15	Breakfast Served in Cafeteria
10:05	Students can go to classrooms
10:20	School Begins
11:50 - 12:30	G2, G3 Lunch (11:50 - 12:10), Recess (12:10 - 12:30)
12:10 - 12:50	G4, G5 Lunch (12:10 - 12:30), Recess (12:30 - 12:50)
12:35 - 1:15	K, G1 Lunch (12:35 - 12:55), Recess (12:55 - 1:15)
1:55 - 2:10	G4, G5 Recess
2:20 - 2:35	G2, G3 Recess
2:35 - 2:50	K, G1 Recess
3:25	Walking and Parent Pick-up Students Dismissed
3:30	Bus Students Dismissed

STANWOOD ELEMENTARY SCHOOL MISSION STATEMENT

Vision

The purpose of our school is to provide a positive learning environment where instruction focuses on respecting and developing all individuals, empowering them to reach their fullest potential.

Motto

Together, we give our best, helping others become their best!

--- Adopted by the SES staff, 5/01

GENERAL INFORMATION

ARRIVAL & DEPARTURE TIME

- School begins promptly at 9:00 on Mondays, Tuesdays, Thursdays, and Fridays.
- Busses will unload at 8:35 (9:55 on Wednesdays). Students having breakfast must report to the cafeteria directly off the bus. Students not eating breakfast will be supervised in the gym until 8:45.
- Students should arrive at their classroom no later than 8:55 (10:15 on Wednesdays).
- Students arriving after the 9:00 (10:20 on Wednesdays) bell must check in at the office in order to be issued a tardy slip.
- Students are expected to be off school property by 3:45 because after this time students will be unsupervised. If an emergency occurs and your child has to remain at school after 3:45, please make arrangements with the office.

ASSESSMENT

All students participate in benchmark testing to help determine what types of support or programs your child may need in order to be successful.

- Kindergarten - 5th grades participate in reading and math AIMSweb assessments three times per year.
- 2nd grade students also take the reading and math MAP assessments three times per year.
- Students in 3rd, 4th, and 5th grades will take the Smarter Balanced Assessment required by Washington State in the spring of the school year.

ATTENDANCE POLICY

Attending school regularly helps children feel better about school and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work. Attendance at school is required by RCW 28A.225.010 and RCW 28A.225.020 for children over the age of eight. It is very important that you excuse your child's absence(s) within 48 hours of returning to school. Absence and Tardy guidelines are as follows:

- If your child is going to be absent, please call the office (629-1250).
- If you know they will be absent in advance, please send the office a note.
- If the school office does not receive notification of a student's absence, parents will be called to confirm the absence.
- Upon the student's return to school, please send a signed note explaining the reason for the student's absence.
- If the student will be absent for more than 2 days, please call the school to arrange for homework assignments to be picked up.
- If arrival takes place between 9:00-10:30, it is an AM tardy (Wednesday between 10:20-11:00).
- If arrival takes place after 10:30, it is an AM absence (Wednesday after 11:00).
- If early dismissal takes place before 2:00, it is marked as a PM absence.
- If early dismissal takes place after 2:00, it is marked as a PM tardy.

BICYCLES, SKATEBOARDS and HEELYS

- Students in third grade and above are permitted to ride bicycles to school.
- Bikes are to be locked up and placed in the bike racks east of the bus drop off zone.
- Helmets must be worn or students will lose the privilege.
- Students abusing this privilege will not be allowed to ride their bike to school.
- Heelys (shoes with built in wheels) are not allowed at school.
- **Because of safety and theft issues, skateboards and scooters are not allowed at school.**

BUS DISCIPLINE

Lower levels of misbehavior can usually be handled at Levels 1 and 2. Repeat offenses of lower level misbehavior and higher levels of misbehavior move to Level 3 immediately.

- Level 1: Short form write up, parent contact, interventions with a positive conclusion and/or discipline administered by driver or transportation supervisors.
- Level 2: Short form write up, parent contact, documentation, with discipline administered by transportation supervisors. If suspension is a potential consequence, it should be noted in writing on the form at this level.
- Level 3: Long form write up, student conference with school administrator. That conference may include transportation staff and/or parents. The driver should not make recommendations for disciplinary actions on write up form.

BUS PASSES

- Any student leaving school by any means other than their documented method must present a note to the office prior to the beginning of that school day.

Notes are required for all of the following types of student transportation changes:

- A student being picked up by parents or another person who has been given permission rather than taking their bus.
- A student riding the bus who normally walks.
- A student who needs to ride a different bus.
- A student who needs to get off at a different stop when riding their regular bus.

In case of emergency changes, you must call the school office no later than 2:30.

- For consistent irregularities (e.g. Cub Scouts, Girl Scouts, music lessons), a single note delivered before the meeting schedule begins will be sufficient.

CARE OF BOOKS AND EQUIPMENT

- An important part of education is to develop an appreciation of books and a respect for property.
- Students are responsible for the care and use of books issued to them during the school year.
- Lost or severely damaged books will require payment of a fine.

CHANGE OF ADDRESS

Please notify the school whenever there is a change of address, home location, or phone number (including cell phones) during the school year.

COMMUNICATION

- Voice mail: Every staff member has a voice mailbox. To prevent interruptions during instructional time, office staff may forward you to the teacher's Voice Mailbox.
- Note: Send a note with your child's name and the homeroom teacher's name clearly on the envelope so we can make sure it gets to its intended destination.
- Email: The pattern for staff email addresses in our district is: (first initial) (last name)@stanwood.wednet.edu. (i.e. Staci Lauinger: slauinger@stanwood.wednet.edu)
- District and Stanwood Elementary Website: <http://districtweb.stanwood.wednet.edu>
<http://sesweb.stanwood.wednet.edu>

CURRICULUM

The curriculum of Stanwood Elementary is guided by the Common Core State Standards (CCSS) and brought to life by the Stanwood-Camano School District Strategic Plan, the Stanwood Elementary School Improvement Plan, and the district adopted materials. To view a complete listing of the CCSS and the specific framework for all content areas, log onto [www.k12.wa.us/family resources](http://www.k12.wa.us/family_resources) menu tab.

DAMAGE TO SCHOOL PROPERTY/STEALING SCHOOL PROPERTY

Students are to show respect for school property. Any damages or loss will result in fines and/or restitution.

DISASTER PLAN

Regular drills are held at school so that children will know what to do in case of fire, earthquake, 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. Our school is equipped with an electronic door access system that allows the building to remain locked during school hours for added safety.

DISCIPLINE

Staff will maintain a safe and supportive learning environment for all students. A student's refusal to comply with written or verbal rules or requests will result in discipline or corrective action in accordance with Board Policy 3241. We focus on a positive discipline model with the goal of helping students learn from their mistakes and consequences will be applied based on a progressive discipline framework. [School Board Discipline Policy 3241](#)

DISMISSAL

- All students not walking or riding a bus are dismissed through the gymnasium at the end of the day. By doing this we are able to continue supervising them until they are matched up with their appropriate transportation for that day.
- If you have a permanent pick up pass, or your child has a blue PERMIT TO LEAVE BUILDING daily pass indicating that you called earlier in the day with a change, you need

only be checked off in the gymnasium to retrieve your child. Actual sign-outs occur in the office for all other pick up situations.

- If you are picking up after school you have two choices: park and walk into the gym or join the car pick up line. An adult will ask for your child's name and your child will be released from the gym to meet you in front of the school on the sidewalk.
- Early dismissal for such things as dancing lessons and sports practices is discouraged. Not only do they impact your child when they would be receiving the day's final instructions, but it also disrupts that time for every other student in the class.
- The parent must personally sign out a student in the office before leaving for the day. The teachers do not allow children to leave the grounds before school dismissal unless the office has notified them. This is for your child's protection.

DRESS CODE

Please remember that school is a place for learning and that appropriate clothing is expected. All children will be outside during daily recess and should have weather appropriate clothing. Dressing in layers can be helpful when going between a warm classroom and cool, windy playground. Students not following the dress code will be asked to change and/or call home for a change of clothing. Short shorts, halter-tops, spaghetti strap or loose tank tops, and any tops exposing a child's midriff **are not considered appropriate dress** and are not acceptable for school. For this reason the below "4-3-2-1-0" dress code is strictly adhered to at Stanwood Elementary.

- 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 undergarments.
- Skirts and shorts should be no shorter than the fingertips of 2 arms stretched down.
- Tummies and underwear should not show when 1 arm is stretched straight up.
- Zero 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.
- Caps may be worn outside but need to be removed when inside the building.
- Flip-flops pose a significant safety issue at recess and noise problem in the hallway. Students are not allowed to wear them at school.
- Gang related insignia items are not allowed on campus.
- Clothing showing drugs, alcohol, inappropriate language or pictures will not be allowed in school.

ELECTRONIC DEVICES

In an effort to sustain a positive learning environment, we strongly discourage students bringing any electronic items to school. If there is a need for students to bring any type of electronic items, including cell phones or smart watches, please review with your child the following rules:

- Phones will be available to students only in case of emergency.
- Cell phone use by students is not permitted at Stanwood Elementary during school hours, 8:00 am – 4:30 pm. This includes time spent on the school bus.
- Students accept full responsibility for managing the usage of cell phones/electronic devices. If devices "ring" during school hours, students will be reminded to turn them

off and store them properly. If device “rings” again, it will be confiscated and returned at the end of the day. Parents will be notified.

- Students may not use their devices to take photos at school or on the school busses.
- The school assumes no responsibility for lost or stolen cell phones, cameras, electronic devices, (I-Pod, DS, etc.).

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 (360) 629-1250 or go to www.schoolreport.org. Decisions to cancel school, delay the opening, or have an early dismissal are made by the Superintendent. Decisions are made based on weather predictions and road conditions throughout the Stanwood-Camano area.

GUM AND ENERGY DRINKS

- Gum is not allowed at school.
- “Energy” drinks high in caffeine and/or sugar are not allowed at school.

HARASSMENT, INTIMIDATION, AND BULLYING

Our school is dedicated to maintaining a safe and secure learning environment for all students. In accordance with the Washington State RCW 28A.300.285 harassment, intimidation or bullying of students by other students, by teachers, by staff members, by parents, or by volunteers is prohibited according to Board Policy 3207. To report unresolved or persistent harassment you may contact an administrator, staff member or counselor at the school site. You may also contact the Stanwood-Camano School District's Harassment/Intimidation/Bullying Officer Dr. Lloy Schaaf, 360-629-1237 or email at lschaaf@stanwood.wednet.edu.

HEALTH AND WELLNESS

The Stanwood-Camano School District is committed to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day in accordance to Board Policy 6700. Our school will prioritize daily physical activity through recess and P.E. and encourage students to consume snacks and treats that follow the USDA Smart Snack nutrition standards. Birthday treats must be commercially produced and take into consideration student allergies.

- Vision and hearing screening is conducted in the fall.
- Our school nurse is in the building at least two afternoons per week.
- If you have any specific questions for the nurse, please call our office and we will help you make contact.

HOMEWORK

Homework is up to the discretion of the teacher. Homework will be used to reinforce or practice concepts with students as new material is learned. Homework should be able to be completed by your child independently or with little assistance. If you feel that your child is

struggling to complete homework or it is taking an extra long time, please let their teacher know.

- Research shows that quality homework time builds important life habits.
- The best situation is to have a **regular time and place** for your child to work.
- Try not to allow disruptions.
- Parent participation in the student's learning is encouraged.
- **Reading each evening is expected.** Having students listen to stories read to them and/or providing opportunities for students to read to others greatly increases the student's academic performance.

ILLNESS GUIDELINES

Your child must be symptom free for 24 hour without medication before returning to school from an illness. Please have an emergency telephone number on file at the school for the school to use in case of injury or illness when the parent cannot be reached.

IMMUNIZATION

By law, any student in attendance at school who fails to provide documentary proof of full immunization, or proof of initiation or continuation of a schedule of immunization, or proof of either medical, religious, philosophical, or personal objections prior to the student's first day of attendance shall be excluded from school until documentation is submitted to the school.

INSURANCE PROGRAM

Group Accident Insurance is available for students during the school year. This insurance will cover most of the expenses incurred in an accidental injury to a pupil. Information is sent home at the beginning of each school year.

MEDICATION

Washington State requires that any student who needs to take medication during the school day to:

- Have a doctor signed form on file with the school nurse explaining what is being taken and at what times;
- Send the medication 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.

PAX

PAX is the Latin word for peace and the PAX program focuses on peace, productivity, health and happiness for all students. The goal of PAX is for students to be able to self-monitor and self-regulate their behavior in different settings. Behavior management is done in positive ways that provide immediate feedback to students. All adults have the same expectations and are using the same vocabulary with students. Students celebrate good decisions and appropriate behavior frequently. These vocabulary words are unique to PAX:

- Spleem - undesired behavior or action

- Tootle - opposite of tattle; written feedback for positive actions of others
- Granny's Wacky Prize - 10-60 second activity that is a reward for meeting behavior expectations

PERSONAL ITEMS

- Parents should mark their child's name on coats, hats, boots, lunch pails, lunch sacks, backpack, musical instruments, and any other item that could be lost by their child.
- **Lost and Found** items are located in the west hall. Please check regularly for items your child may have misplaced.
- Items not claimed (and they are many) are donated to local charities.
- Personal items such as toys, trading cards, breakable items, or any battery operated handheld devices should not be brought to school.
- The school is not responsible for replacement of lost or damaged student property.

PICTURES

- Pictures are regarded as a service to parents and students.
- The school does not require purchase of pictures. Picture sales are organized to allow the parent and photographer to deal with each other as directly as possible. This allows the school to keep to a minimum the amount of school time and effort used.
- Brochures are sent home with each student announcing when the pictures will be taken, and giving the costs involved.
- This year **Firefly Images** will be taking all school pictures on Tuesday, October 8th, and November 15th for those needing retakes.

A Memory Book with pictures of students and activities throughout the year will be available to purchase beginning in early March.

REPORT CARDS & PARENT / TEACHER CONFERENCES

Evaluations of student progress will be completed two times during the year at the end of each semester. Parent/Teacher conferences are held in November and April. Education requires close involvement between the school and home, so we strongly urge parents to attend each conference. 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.

SAFE SCHOOLS ALERT

Our District's Tip Reporting Service Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. App: Search for "SafeSchools Alert" in the App Store to download for free
2. Phone: 425.366.7201
3. Text: Text your tip 425.366.7201
4. Email: 1621@alert1.us
5. Web: <http://1621.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

Nuestro Servicio de Reporte de Avisos del Distrito La seguridad es uno de nuestras prioridades más importantes, por eso es que ahora estamos usando las Alertas de SafeSchools, un sistema de reporte de avisos que permite presentar precauciones de seguridad concernientes a nuestra administración a los estudiantes, a los padres y al personal, de maneras diferentes:

1. Teléfono: 425.366.7201
2. Mensajes de Texto: Text tu consejo para 425.366.7201
3. Correo electrónico: 1621@alert1.us
4. Página web: <http://1621.alert1.us>

Reporte de una manera más fácil los avisos de amenaza, acoso, drogas, vandalismo o cualquier tema de seguridad que le pueda preocupar. Los avisos también se pueden presentar de manera anónima. De antemano gracias por ayudar a que nuestra comunidad escolar sea un lugar seguro para trabajar y aprender! Agradecemos su apoyo.

SALES NOT ALLOWED

- Students may not sell personal items to students and staff at Stanwood Elementary.

SCHOOL BREAKFAST & LUNCH PROGRAMS

We utilize our cafeteria for both serving and eating breakfasts and lunches. There is a very short window during which we serve our breakfast in the morning:

- 8:35 Breakfast begins for students. Students wishing to have breakfast must report directly to the cafeteria when arriving at school.
- 8:55 Breakfast is no longer served.
- 9:00 Students will be told to go directly to class.

- Students who purchase (or receive free) lunch may select from three main meal choices each day. All selections are designed to be well balanced and satisfy the government requirements for a "Type A" lunch.
- Lunch menus are posted online each month so that you and your student can plan accordingly. Menus are available in the school office upon request.
- Breakfasts are \$1.50 for K - 5th. Lunches are \$3.00 per day for K - 5th. Milk is included with all lunches. Milk may also be purchased separately for \$0.50 a day.
- Families are encouraged to add money into their child's lunch account in advance. If sending money to school with your child, please place the money in an envelope with your student's name and lunch number written on the outside. The student must turn it into the cafeteria before school begins.

SCHOOL NEWS

The Stanwood Elementary website is a fantastic way to access information about current and future happenings at Stanwood Elementary. In addition to an electronic calendar for major events a great deal of other information is available. Check it out at: ses.stanwood.wednet.edu

- Stanwood Elementary School will provide *The Stanwood Shield*, a newsletter for parents and students three times a year.
- The PTO sends home a monthly newsletter with news and information about PTO sponsored activities and events.

SPECIAL SERVICES

Programs for students needing special instructional services are available. Before children are placed in these programs, parents and teachers work together to identify students needing assistance. Parents needing more information should call our office.

STAFF QUALIFICATION

We are extremely proud of our staff and feel certain that we are prepared to give your child a high-quality education. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or paraprofessional(s). This includes: if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction; if state licensing requirements have been waived for the teacher on a temporary basis; the type of college degree of the teacher and the field of discipline for any graduate degree or certificate; and if your child is receiving Title I/LAP services from teachers and/or paraprofessionals and their qualifications as well.

STUDENT SUCCESS TEAM

A Student Success Team (SST) is in place at Stanwood Elementary. This is a team specifically designed to address educational, behavioral, and emotional concerns of individual students. The Student Success Team is comprised of the parents, administrator, teacher, psychologist, and any other staff deemed necessary for progress toward goals. Parents or school staff may initiate this process.

VISITORS

- Pupils may not bring visitors or younger brothers and sisters to school or on field trips.
- **ALL VISITORS MUST SIGN IN AT THE OFFICE AND WEAR AN IDENTIFICATION BADGE.** If you forget to wear your badge, staff will approach you if you are wandering in our hallways or standing outside a classroom.

VOLUNTEERS

Stanwood Elementary encourages volunteers and visitors in their hallways, classrooms and on field trips. However, we take the safety of each of our students very seriously.

- We encourage parents to make care arrangements for younger siblings in order to enhance their volunteer experience.
- There are school & PTO volunteer sign up forms sent home at the beginning of the school year and then available throughout the year in the office. Volunteer Applications must be approved by the district office before parents/family members can begin volunteering. Volunteers must also complete HIB (Harassment, Intimidation, and Bullying) training each year prior to volunteering.

- If you are a male volunteer and would like to be a part of our Watch Dog program, please inquire in the office.
- ***When volunteering at school, you must sign in with the office and wear your identification badge.***

STUDENT EXPECTATIONS AND GUIDELINES

It is our highest priority to make Stanwood Elementary School a place where every child and adult feels physically and emotionally safe. To support that goal, we have set into place several guidelines that will help make our school conducive to the learning of every child.

We ask that each student spend some time with their parent or guardian reviewing these expectations.

PRIORITY RULES

1. Show respect for all other people.
2. Follow directions given to you by school staff.
3. Show respect for school property.
4. Communicate positively and appropriately.

Hallways	Voice level 0 PAX Quiet PAX Hands and Feet Spacing
Transitions w/o Adult	Voice level 0 PAX Quiet PAX Hands and Feet
Bathroom	PAX Quiet Quick Clean - self and bathroom area
Lunchroom	Enter in PAX Line Voice level 2 Raise hand to use bathroom Wait to be excused by table to recycle and throw garbage away Clean up table and floor area Remain seated until teacher lines the class up
Recess/Playground	Enter in PAX lines No toys from home (sports equipment is ok) PAX Hands and Feet Safe spacing in lines Take turns on toys, especially swings
Waiting in the Gym (Before/After School)	Seated on floor by grade level Voice Level 1 PAX Hands and Feet Backpacks and lunchboxes stay zipped up and on back

	Must stand and be dismissed by staff when parent picks up
Bus Loading Area	Students are waiting in lines Walking from building to bus area Voice Level 1 PAX Hands and Feet Backpacks stay zipped up

HARASSMENT, INTIMIDATION, BULLYING

1. Stanwood-Camano School District Policy #3207 guides the handling of situations that include harassment, intimidation, and/or bullying.
2. Harassment is any recurring verbal or physical interaction that is unwelcome by the recipient and causes them to feel unsafe at school, including those that may be sent or electronically transmitted.
3. Harassment will not be tolerated at Stanwood Elementary School.
4. Students experiencing this type of incident are encouraged to inform their teacher or Mrs. Lauinger.

GENERAL HEALTH RULES

1. If your child has been ill during the night, (upset stomach, etc.), he/she should be kept home the following day.
2. 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/she is well enough to be there.
3. If your child has a cold, he/she should be kept home until mucous drainage and coughing has stopped.
4. When your child has a fever, he/she should be kept home until the temperature has been normal for 24 hours.
5. If your child has been absent due to a communicable disease, please indicate the disease on the written excuse when he/she returns to school.
6. Please call before 9:00 A.M. whenever your student is absent.
7. 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 cannot be reached through documented contacts. The following is a list of when we will send the student home from school.
 - Oral temperature greater than 100.5 (99.5 axillary)
 - Vomiting or diarrhea
 - Thick mucus 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
 - Head lice
 - Impetigo, that is not currently being treated
 - Chicken pox

ACCIDENT AND HEALTH REGULATIONS

Medical Treatment: Because situations of illness or injury arise while students are in attendance at school, we have adopted the following rules regarding such cases:

1. When the pupil becomes ill or is injured to the point where further attention is necessary, the parent will be called on the telephone and asked for instructions.
2. If the parent has no telephone, cannot be contacted by telephone, or has not given the school any further instructions on emergency contacts, and the student appears to need further medical attention, the pupil will be taken to one of the local doctors in residence for care in the name of the parent. Following this, the school will continue efforts to contact the parent informing them of the situation.
3. Any parent who wishes their student handled differently in case of sudden illness or severe injury as outlined in paragraph 2, above, will be required to furnish the school with precise instructions, in writing, covering emergency directions.
4. The school, through its health room, will be able to give minor and emergency first aid only. The school does not have any kind of internal medicine or perform surgery, however minor.
5. Students who need to take medication during the school day are required by the state:
 - a. To have a form signed by the doctor on file with the school nurse explaining what is being taken and at what times.
 - b. Send the medication to school in the original bottle, labeled with the student's name, the name of the medication, time it is to be taken, and the dosage.

NONDISCRIMINATION STATEMENT

The Stanwood-Camano School District does not discriminate in employment, programs, or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Affirmative Action Officer and Civil Rights Compliance Coordinator, Maurene Stanton (mstanton@stanwood.wednet.edu), or the Section 504/American Disabilities Act Coordinator, Robert Hascall (rhascall@stanwood.wednet.edu) Stanwood-Camano School District, 26920 Pioneer Hwy, Stanwood, WA 98292. Telephone: (360) 629-1200.

El Distrito Escolar de Stanwood-Camano School District no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Título IX / Oficial de Acción Afirmativa y Coordinador de Cumplimiento de Derechos Civiles, Maurene Stanton (mstanton@stanwood.wednet.edu), o la Sección 504 / Coordinador de la Ley de Discapacidades Estadounidenses, Robert Hascall (rhascall@stanwood.wednet.edu), Distrito Escolar Stanwood-Camano, 26920 Pioneer Hwy, Stanwood, WA 98292. Teléfono: (360) 629-1200.

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: [Stanwood-Camano School District Discrimination Procedure](#).

SEXUAL HARASSMENT

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

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

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

Examples of sexual harassment:

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

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Stanwood-Camano School District Sexual Harassment Procedures](#).

COMPLAIN OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Right Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1: Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District Board of Directors

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us

Fax: 360-664-2967

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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

Under state law, information about every school district's sexual harassment policy and complaint procedure must be included in staff and student handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school or district (WAC [392-190-058](#)). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC [392-190-060](#)).

The Equity and Civil Rights Office at the Office of Superintendent of Public Instruction (OSPI) has developed the following sample language that districts can include in student and staff handbooks to meet these requirements.

[English](#)

[Arabic](#)

[Chinese](#)

[Korean](#)

[Punjabi](#)

[Russian](#)

[Somali](#)

[Spanish](#)

[Tagalog](#)

[Ukrainian](#)

[Vietnamese](#)