

Lutacaga Elementary

Family & Student Handbook
2019-2020



Principal – Jenn Perez
Assistant Principal – Amy Wright

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Message From the Principal

Dear Parents and Guardians,

As school starts for the 2019-2020 school year, we would like to welcome our incoming kindergartners and their families; we are excited to have you join our school community. We would also like to welcome back our returning students and families. We are excited to have everyone back in classrooms and learning.

During the summer we have continued our partnership with Dual Language Education of New Mexico to build our knowledge and strengthen our Dual Language Program. We are excited to work with them throughout the year.

We strongly believe in partnering with parents to support all of our students. Some of the ways you can get involved in our school include; participating in the PTA, volunteering in classrooms, or attending school events.

The handbook is designed to provide helpful information about Lutacaga. Reviewing the handbook and reinforcing our rules and procedures with your student helps create a successful year. Once you have finished reading the handbook, you and your student need to sign the pages in the back of the book.

We truly appreciate you, and value your knowledge and input. Please do not hesitate to call, email, or visit us.

We are looking forward to a year full of new learning and growth.

Warmly,

Jenn Perez
Principal

Amy Wright
Assistant Principal

LUTACAGA VISION STATEMENT

We create and cultivate a safe environment of respect and rapport, where instruction is intentional, engaging, challenging, and accessible for all students.

LUTACAGA MISSION STATEMENT

Bilingual, Biliterate, Bicultural, By Choice

LUTACAGA BELIEF STATEMENTS

Parents, teachers, and community share in the responsibility of learning together, in order to teach our kids to be lifelong learners.

Lutacaga staff, community, parents and students have shared responsibility for problem-solving and decision making.

The Lutacaga community fosters the concept that every child can succeed.

Lutacaga will be a welcoming, safe, and nurturing environment for everyone teaching and learning.

LUTACAGA BUILDING GOALS AND EXPECTATIONS



The staff of Lutacaga Elementary School, in conjunction with parents, community members, and students, will create a safe, healthy, learning environment. Our school will work toward meeting diversified needs while fostering the development of responsible, problem solving citizens in an ever-changing society. We will teach positive behaviors and attitudes as a foundation of academic excellence for future success.

Students at Lutacaga will be taught expectations and learn what it means to be safe, respectful and responsible members of our school community.

General Information

Dual Language

Lutacaga Elementary implemented a 50/50 two-way Dual Language Model during the 2004-2005 school year. Students in our program are placed into classes where there is a mix of Spanish and English speaking students. Our students learn to read, write, and speak in Spanish and English starting in Kindergarten. Our students are not only learning Spanish, they are learning in Spanish.

What Parents can Expect from Us

Our staff is committed to providing quality instruction to all students. We believe in a strong partnership with families to insure student success. The following is a description of what parents can expect from us.

- a welcoming and safe environment for all children to learn in
- use of strategies that promote second language development and cultural awareness
- provide quality instruction of basic skills and academic content
- provide an active and academically challenging learning environment
- be available to answer questions, address concerns, and assist families when needed
- committed to the educational success of all students

Parent Opportunities

Parent participation and support for Dual Language students is connected to student success. Parents can become active participants in their child's education by attending meetings, volunteering at school, and attending other school activities. We believe that parents are an important part of their child's success in school. The following is a description of what is expected from parents when their child is enrolled in the program.

- understand and support the program design
- agree to a seven year commitment to the Dual Language program
- attend program information nights and meetings
- read to your child daily and assist them with homework
- encourage your child to practice using their second language
- consistent attendance

Daily Schedule

School hours are 7:50am-2:40pm. Late State Mondays school is from 9:15am-2:40pm.

Students should not be at school before 7:40am. Breakfast will be served in the classroom from 7:50-8:00. Students need to leave school grounds promptly after school. Please make arrangements for child care after school. Supervision is not available for students who are waiting for their older sibling from MMS or OHS to pick them up, as they get out up to 55 minutes after Lutacaga school day ends. All students should be picked up, on the bus, or have walked home or sitter no later than 3:00pm. If there is a pattern of late pick up with your student, the administration and office staff will schedule a meeting with you to create a plan for on time pickup.

Attendance

Students are expected to attend school all day, every day. Your child's daily, on-time attendance is critical to their success in school. While some challenges to your student's attendance are unavoidable, it is important to know the impact of each absence.

If your student will not be at school, families are expected to notify the school office on the morning of the absence and send a signed note of explanation with the student when they return to school. Some absences are excused, while others are not.

Excused and Unexcused Absences Othello School Board Policy No. 3122- Students Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;

6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
2. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

Unexcused Absences

1. 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 above for an excused absence.
2. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
4. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.
5. Not later than the student's fifth unexcused absence in a month the district will 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 RCW 28A.225.010.
6. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

7. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

When Unexcused Absences Occur District Operating Policy 3122P

Each unexcused absence will be followed by a warning letter to the parent of the student. Each notice will be in writing in English or in the primary language of the parent. A student's grade will not be affected if no graded activity is missed during such an absence. After two unexcused absences within any month a conference will be held between the parent, student and principal or designee.

At such a conference they will consider:

- A. adjusting the student's program;
- B. providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
- C. transferring the student to another school;
- D. assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or,
- E. imposing other corrective actions that are deemed to be appropriate.

Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements. If the student continues to have unexcused absences, the student will be referred to the Community Truancy Board or a petition and affidavit may be filed with the juvenile court alleging a violation of RCW 28A.225.010.

No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student.

When a six or seven year old student has unexcused absences, the district shall do the following:

- A. Notify the parent or guardian in writing or by telephone after one unexcused absence in any month.
- B. Request a conference with the parent or guardian and child to analyze the causes of the student's absences after two unexcused absences in any month (a regularly scheduled teacher-parent conference held within thirty days may substitute).
- C. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school, course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.
- D. After seven unexcused absences in a month, or ten in a school year, the district will file a truancy petition.

Cell Phones

Students who find it necessary to bring cellphones to school must check their phone in at the office in the morning and check it out at the end of each school day. Cellphones that are found in backpacks or in the possession of students may be confiscated, families would need to come into school to pick them up. The school is not responsible for lost or stolen cell phones, electronic devices, or other items from home.

Communication

Families are encouraged to stay informed and connected with the happening at Lutacaga.

There are a few methods we use to communicate with families.

Backpacks:

Many teachers have folders they send home weekly with information from school, homework, and school work inside. Breakfast and lunch menus are sent home in addition to other information for all families in the school district. Be sure to check your student's backpack regularly.

Blackboard:

The school used the Blackboard system to send audio or text messages to families to share important information or details about upcoming events. This is something you need to sign up for. Please check with the school secretaries for how to be added.

Website:

Our website has a calendar for Lutacaga events that is maintained and updated for easy reference. You can also find information about Lutacaga and a digital copy of the Student Handbook for reference

Phone Calls:

Individual phone calls are also used by school staff to communicate with families. Please make sure we have an updated, working phone number to reach your family.

Mail:

On occasion we send specific communications to families through the mail. Having an accurate address on file at school is important and helps us keep you informed.

Conferences

Parent & Teacher conferences will be held in October and again in April. These are times specifically set aside for teachers to be able to meet with families. If you would like to schedule a conference with a teacher outside of these times, please do. Students are more successful when school and home are in good communication.

Discipline Policy

Discipline plans have been developed at the elementary schools in order for discipline consistency throughout the district. These plans are frequently updated and modified to fit the changing needs of our students. The discipline policy can best be summarized by saying that high expectations are maintained for student behavior, and that staff members will work closely with students and parents to develop problem solving and behavior management expectations.

When situations happen at school between students, please know that the school is able to share the consequence or disciplinary actions given to your student, but not the consequence or disciplinary actions given to another student.

If your student brings home an Incident Report, please sign the form and send it back to school. By signing the form you let us know that you are aware that your student's behavior led to them receiving an Incident Report.

Disciplinary Referrals

Disciplinary referrals summarize inappropriate behavior and resulting consequences for more serious behavior problems, including those resulting in being placed on the Discipline Matrix. When a student

has an accumulation of incident reports, or displays severe behavior, the principal or vice principal will fill out a Discipline Referral. The student's parents/guardians will be notified and the Discipline Matrix will be utilized.

OTHELLO SCHOOL DISTRICT DISCIPLINE MATRIX - GRADES K-6

	BEHAVIOR	Intervention Ideas	STEP ONE	STEP TWO	STEP THREE	STEP FOUR
Level One	<ul style="list-style-type: none"> Refusal to cooperate Inappropriate Language, gestures, drawings, use of computers, etc. Truancy and Tardies Dangerous Behavior Inappropriate Clothing Creating a Disturbance Electronic Devices Throwing items Refusal to work PDA Teasing 	<ul style="list-style-type: none"> Restitution Reteach skill/lesson with counselor Classroom walks with office staff, teachers, and/or administration Loss of recess/lunch Campus clean-up Parent Conference Mini-Courses Clean the classroom Parent Contact Change Seat Apology Letter 	Intervention and/or Restorative Action: Date: _____ Notes:	Intervention and/or Restorative Action: Date: _____ Notes:	Intervention and/or Restorative Action: Date: _____ Notes:	Intervention and/or Restorative Action: Date: _____ Notes:
Level Two	<ul style="list-style-type: none"> Fighting Gang Related Activities Vandalism Theft Harassment, Intimidation, Bullying Assault, Threat of Bodily Harm Flagrant Defiance Lighters/fire starters Severe misuse of computers & electronic devices (i.e. pornography) Public endangerment Repeated Level 1 Offenses 	<ul style="list-style-type: none"> Restitution, as appropriate Parent Conference Campus clean-up Loss of technology access In School Suspension (½-3 days) Short Term Suspension (1-3 days out of school) Mini Courses 	Intervention and/or Restorative Action: Date: _____ Notes:	Intervention and/or Restorative Action: Date: _____ Notes:	In School Suspension (1-2 days) and assign a-restorative action: Date: _____ Notes:	In School Suspension (2-3 days) and assign a-restorative action: Date: _____ Notes:
Level Three	<ul style="list-style-type: none"> Public Endangerment (pulling a fire alarm) Physical/Verbal Abuse of a staff member Possession/Use of Illegal Substance Sexual Harassment Major Theft/ Possession of stolen property Bullying Indecent Exposure Flagrant Disrespect to staff Fighting/Assault 	<ul style="list-style-type: none"> Meeting w/Guardians In School Suspension (½-3 days) Short Term Suspension (1-5 days) Reflection on the impact of your infraction Problem resolution w/victim Mental Health Eval 	In School Suspension (1-2 days) Restorative Action: Date: _____ Notes:	In School Suspension (2-3 days) Restorative Action: Date: _____ Notes:	Out of School Suspension (1-5 days) Restorative Action: Date: _____ Re-engagement Contract Date: _____ Notes:	Long-Term Suspension (rest of term) Restorative Action: Date: _____ Re-engagement Contract Date: _____ Notes:

	<ul style="list-style-type: none"> • Gang Related Offenses • Repeated/Severe Level 2 Offenses 	<ul style="list-style-type: none"> • Chemical Dependency Eval • ACJC meeting • Behavior Contract • Re-Engagement contract 				
Level Four	<ul style="list-style-type: none"> • Distributing drugs and/or paraphernalia • Any action deemed life threatening • Possession/Use of dangerous weapon w/intent 	<ul style="list-style-type: none"> • 	No Tolerance Emergency Expulsion***	<ul style="list-style-type: none"> • If applicable, implement BECA Process (if missed 5 or more days in a quarter) • Students Suspended for 4 or more days will be assigned to SEEP • Admin has 10 days to conduct an investigation to determine if the student will return to campus, be out for the rest of the semester or the remainder of the school year. 		

- Administrators can use discretion to provide any level or step of discipline, based on individual circumstances.
- Cell phones are not allowed to be in student's possession during the school day. If seen they will be confiscated.
- Cell phones or any other electronic devices confiscated by staff must be retrieved by parents/guardian from office.
- Any serious disruptions of the educational process will be dealt with at the discretion of the building administrator in accordance with district and building policies and procedures.
- Students that have a pattern of being disruptive, defiant, or disrespectful will be placed on a behavior contract at a meeting with teachers, parents, student, and a principal.
- If a student encourages another to fight, it will be considered a level two violation of the discipline policy. Watching a fight as a spectator or encouraging others to fight will not be tolerated at any elementary school. Students are to leave the scene of a fight.
- Proper authorities may be called for any offense at any level. Any Level 3 or 4 offenses will be reported to the School Resource Officer.
- Suspended students may not be on any school property or participate in any school activity or sporting event during the time (day or evening) of the suspension.
- ***Expulsion for a dangerous weapon is mandatory and for at least one academic term. Readmission process required.
Parents/Guardians and Police will be notified.

Special Education Students and Discipline

All students are encouraged and expected to develop responsibility in the Othello School District. Although the school district has a comprehensive discipline policy, there are special cases where state regulations require that adaptations be made in order to serve a child on an Individualized Education Plan (IEP). Consequently, discipline for these students may be individualized and unique.

Special Education students are not to be improperly excluded from school for disciplinary reasons. Prior to a disciplinary action, which constitutes a significant change of placement in a disabled student's educational placement, a Multidisciplinary Team (MDT) will determine whether the misconduct for which the student is being excluded from school is because of the disability or an inappropriate placement. If it is not due to either of these, disciplinary action may be implemented and an IEP meeting will be set up.

Bus Conduct

The goal of Transportation Services is to provide safe and timely bus service for the District's students. To do this, our drivers must be able to concentrate on operating vehicles in a variety of traffic conditions, always being alert and vigilant. Excessive noise or misconduct by bus passengers can distract a driver and endanger all students on the bus. Therefore, the support and cooperation of parents, and students is needed to ensure acceptable behavior by all bus riders.

Students are expected to cooperate with their bus driver to promote bus safety. The driver is in charge and may confer with a student, change bus seating, assign a specific seat and establish consequence for inappropriate behavior. If violations of Bus Riding Rules continue, a written conduct report may be issued. For severe or hazardous conduct, a citation or bus suspension may follow.

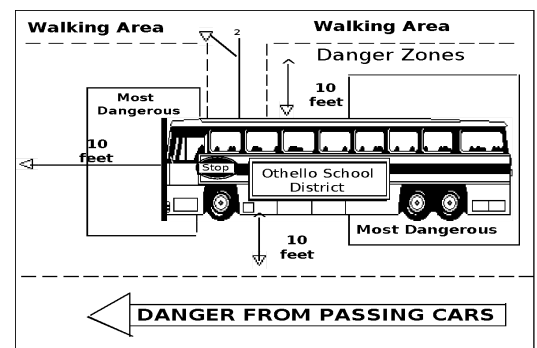
Rules of conduct for students riding buses:

- The Driver is in full charge of the bus and has authority to assign seats. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall cooperate and obey the driver and the teacher, coach or other staff members.
- Noise shall be kept down to avoid distracting the driver. Students shall refrain from profanity, obscene gestures or offensive acts. Throwing, tossing or shooting anything within, from or at the bus is prohibited.
- Fighting, pushing, tripping, spitting, abusive language and violent behavior are prohibited on the bus and will not be tolerated. Harassment of any kind is prohibited.
- Students shall not carry or have in their possession, items that can cause injury to a passenger on the bus. Such items include, but are not limited to, sticks, breakable containers, aerosol containers, straps or pins protruding from clothing. Large instruments and other bulky items (e.g. large bags, backpacks) shall be put in luggage compartment.
- Absolutely no balloons are allowed on the bus. If a student receives balloon bouquets at school, the parents will have to make arrangements for picking up such items at the school.
- Students shall not smoke; possess tobacco, alcohol, drugs or other illegal substances or paraphernalia of any kind.
- Flammable or flaming devices, pepper spray, bombs of any kind, knives, firearms or other weapons are prohibited.
- Students shall not eat, drink or chew gum on the bus.
- No animals allowed, except Seeing Eye dogs.
- Students shall arrive at the bus stop 5 minutes **BEFORE** the bus arrives; wait in a safe place clear of traffic and away from where the bus stops.
- Students shall not sit in the driver's seat.
- Students shall go directly to an available seat, or their assigned seat, upon entering the bus.
- Students shall get permission from the driver before opening a window. Windows are only allowed to be down **3** clicks. Extending any body part or objects of any kind, out of the window is not allowed.
- Students shall cross in front of the bus when the driver gives the signal that it is safe to do so. They shall never cross behind the bus.
- Students shall keep the bus clean by depositing all trash in the garbage can at the front of the bus.
- Students shall follow emergency exit procedures as prescribed by the Driver. They shall not tamper with emergency doors or equipment. Emergency exit doors are not to be used except for an actual emergency!
- Students or parents of students identified in causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
- Students shall ride on assigned bus and leave the bus only at their assigned stop. Bus passes from the students' school or a note from their parents are required to board or depart at a different authorized stop.

PARENTS AND TEACHERS SCHOOL BUS SAFETY ALERT

A child's clothing can be dangerous when getting off the bus. A number of children have been injured or killed when their clothing became caught when exiting the bus. Dangerous clothing that can get caught in handrails, doors, or other areas includes:

- Jackets or sweatshirts with drawstrings
- Backpack straps
- Scarves or other loose clothing



Please talk with your children about these safety rules:

1. Students are encouraged not to bring balloons to school. For safety reasons, balloons are not allowed on the school bus. If balloons are sent in as gifts, students must either walk home or be picked up by parents.
2. Stay away from Danger Zones around the bus.
3. If you drop something near the bus, don't pick it up. The driver may not see you. Tell the driver and follow his/her instructions.
4. Remember that motorists don't always stop for the school bus. Use extreme caution when getting on or off of the bus.

Dress Code Othello School Board Policy No. 3224- Students

In general students should dress in neat, clean, appropriate clothing that does not disrupt the educational process. This specifically includes the following:

- A. No bare midriffs or styles that show one's underwear, sleepwear, spandex, or tank tops. All shirt sleeves should reach the shoulder. Bare midriff is any time skin shows above the pants and below the top while the student is in the normal range of motion.
- B. Shoes must be worn at all times. No "flip-flops" or "heelies" (wheels in bottom of shoes) are allowed.
- C. No clothing advertising alcohol, tobacco, drugs, or insinuating sexual or discriminatory messages.
- D. Shirts and tops must be worn at all times.
- E. Shorts may be worn—but must be at least fingertip length.
- F. Clothing must fit—"baggies," "saggies," "slouchies," or oversized clothing is not to be worn. Pants or shorts are to be worn at the waistline and must be no more than two inches larger than waist size.
- G. Coveralls/overalls must be completely fastened. Chains attached to clothing are forbidden.
- H. Bandannas, headbands, hairnets, sunglasses, and hanging belts are not allowed.
- I. No groups of students—three or more—may wear the same colors or clothing, unless they are associated with school or principal approved activities.
- J. No personalized messages or inappropriate nicknames on clothing and no "In memory of..." or "Smile now, cry later" logos are permitted.
- K. No cellular phones, pagers, beepers, ipods, MP3, PSP, handheld gaming devices or permanent markers unless principal approved.
- L. All tattoos deemed gang-related must be covered.
- M. All jewelry deemed gang-related is prohibited.
- N. Hats are not to be worn in the building.
- O. No pierced jewelry other than earrings may be worn at school.
- P. Laser pointers, lighters, matches, and other devices capable of ignition are not allowed.

Students found to be violating this policy will be asked to immediately conform to the policy and will be subject to disciplinary action according to the Othello School District Discipline Policy.

Games & Toys

Students need to keep games, toys, cards, and special items at home. Students who bring games and toys to school may have them confiscated for parents to pick up in the office.

Balls, jump ropes, and such to be used during recess will be provided by the school. If your student notices the supply getting low, they need to notify their teacher so we may add more. Personal balls and toys need to stay at home.

Grades

Every teacher has a system to track work completion, progress towards mastery, and paperwork for their students.

Skyward is available to families of 6th grade students to access grades at any time. 6th graders should have two grades entered from math, English language arts, science, and social studies. Art, library, PE, technology, and music should have one grade posted each week for 6th graders. We would like to encourage parents to check grades with their child on a weekly basis. Your support with checking on missing assignments and grades with your child can greatly improve his or her success rate.

Harassment, Imitation and Bullying Othello School Board Policy No. 3207- Students Prohibition of Harassment, Intimidation and Bullying

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harming a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- 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, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

Informal Complaint Process:

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements.

Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process:

Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation within 7 days of receiving the complaint.
- D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

- E. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
 - 1. That the district intends to take corrective action; or
 - 2. That the investigation is incomplete to date and will be continuing; or
 - 3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
- G. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

A fixed component of all district orientation sessions for employees, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying.

Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions,
Othello School Board Policy No. 2022- Instruction

Lost and Found

Items that are found at school are put in two places. Items like sweatshirts, hats, coats, gloves, and lunchboxes are put into a large wooden box in the gym. Smaller items like glasses, and keys are placed in a drawer in the front office. Items left at the end of the year will be given to charity.

Meals at School

Students in the Othello School District will receive breakfast and lunch at no charge. There is a monthly menu sent home in your student's backpack.

Medication at School

Othello School District policy requires families to give the school current, written instructions from a physician or dentist, as well as an "Administration of Oral Medications at School" form in order for students to be given medication at school. The Administration of Oral Medications at School form is available in our school health room.

Please remember all Medication must be in the original container; the label must include the student's name, physician's name, and the drug name and dosage. We define medication to mean all medicine, whether prescription or "over-the-counter" items. Examples of medicine include but not limited to aspirin, cough syrup, eye drops, etc.

No Tolerance Weapons Policy

The Othello School District has a no tolerance policy toward students who are in any way involved with a weapon on school property or at a school activity. The recommended penalty for possession or involvement with a weapon on school property or at a school activity is expulsion. Expulsion is a state requirement if the weapon is a firearm.

We have had some instances of students being at school or on school property with toy weapons or with other items that could be construed to be weapons. These include toys that look like guns or other weapons, pellet guns, paintball guns, and variations of knives. These items will be considered weapons and shall result in severe penalties including expulsion.

The Othello School District also has a no tolerance policy towards students who make threats to do severe bodily harm. The types of threats will be taken seriously and may also result in expulsion.

School property related to this policy includes school buildings, play fields, athletic fields, and parking lots

Parent Concerns

When a parent raises a concern with a teacher, the following steps will be taken:

1. Teachers will try within 24 hours to contact the parent and confirm that the concern was received.
2. If applicable, the teacher will speak to the concern and will monitor the situation.
3. If applicable, the teacher will investigate the concern with the child or with the other teachers that serve the child if appropriate.
4. The teacher will contact the parent and either discuss and resolve the issue over the phone or set up a meeting so that it can be discussed in person.
5. The teacher will keep documentation (copies of notes home, emails, meeting notes) of the resolution.
6. If additional teachers that serve the child need to be aware of the resolution, the teacher will make those teachers aware.

When a parent raises a concern with an administrator, the following steps will be taken:

1. The administrator will listen to the concern.
2. The administrator will ask the family how they can support the plan they made with the teacher to address the concern.
3. If needed, the administrator may facilitate a meeting with the teachers and family.
4. Document the concern and the response.

Parent Volunteer Program

If you are interested in volunteering, you must fill out a Washington State Patrol Identification form before you work with students or chaperone a field trip. The Washington State Patrol Identification form can be picked up in our school office. We encourage you to be an active member of our school community and appreciate your interest.

Once you start volunteering, please remember to sign in the office and get your visitor badge before heading into classrooms.

Parking Lot Pick-up and Drop-off

If you need to pick up or drop off your student, you need to use the parking lot in front of the school on 7th Ave. The parking lot to the side of the school by the gym is only for buses and staff parking.

Traffic congestion can be a problem during morning drop off and afternoon pick up times, we strongly encourage families to be patient as they drive in the parking lot. Having students ride the bus or to find a buddy to walk to school with helps reduce the congestion, please consider if these options could work for your family.

If you are getting out of your car to sign-in your student or to pick them up, you will need to park your car in a marked parking spot.

As you drive in our parking lot, please remember to look for students and use common courtesy.

PBIS

Lutacaga is implementing a school-wide system to acknowledge appropriate behavior and teach students expectations. You may hear your student talking about PBIS, which stands for Positive Behavior Interventions and Supports, and expected behaviors. Our goal is that every student and staff member know the expectations for student behavior and that we recognize students who are making great choices.

Picking Students Up or Dropping Them off During the School Day

If your student needs to leave to attend a medical appointment or another event, you need to come into the school building and sign them out in the office. If you are dropping your student off, you will need to come into the school office and sign them in.

Please do not walk to your student's classroom door or out on the playground to pick up your student. Remember, only people listed on the registration form will be allowed to pick up students, unless there is a note giving written permission.

If your end of day plans change and you need to give your student a message, please notify the office no later than 1:30 pm, so we have time to deliver the message.

Student Network Code of Conduct

Use of the network, which includes the local Othello School District computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the District. The numbered technology issues below are a brief summary of the "Student Policy for Acceptable Use of Technology" included in this packet. Internet use is limited to those students who have completed the appropriate agreement form and received approval.

1. Users should not share their account ID's or passwords. Account owners are ultimately responsible for all activity under their account.
2. Use of the system to access, transmit, store, display, distribute, or request obscene, pornographic, erotic, profane, racist, sexist, or other offensive material that violates District policies or creates a hostile work environment is prohibited.

3. Downloading or disk access to games of any type is strictly prohibited. Other games can only be used with prior teacher approval. Violent games are strictly prohibited. Students who use prohibited games will be subject to disciplinary action.
4. Digital content broadcast via the Internet (streaming) including, but not limited to, video, music, stock reports, sports information, unless used in the context of a course curriculum, is strictly prohibited unless used in a curriculum context and approved by the District Technology Coordinator.
5. Writing (burning) of CDs for non-class-related work is prohibited.
6. No use of the system shall serve to disrupt the operation of the network by others.
7. Maintain the integrity of data and the network. Modifying or copying files/data of other users without their consent is not permitted. U-drives need to be organized & cleaned out periodically.
8. Be ethical & courteous. Defamatory, harassing, obscene, or discriminatory remarks in communications are not allowed on the network.
9. Respect copyright laws.
10. Use the network to access only educationally relevant material consistent with the District's mission.

The District reserves the right to remove a user's account or deny access to technology in all classes if it is determined that the user is engaged in unauthorized activity or is violating this Network Code of Conduct or the Student Policy for Acceptable Use of Technology.

Student Opportunities

Marimba

4th, 5th, and 6th grade students can try out to be part of our marimba band.

Math is Cool

4th, 5th, and 6th graders can join our after school math groups that practices and prepares for the Math is Cool competition.

Band

5th and 6th graders have the opportunity to sign up to be part of the Lutacaga band.

Maker Space

All students have an opportunity to interact with technology and materials from our Maker Space.

Specialists

Students have an opportunity to participate in PE, music, art, library, and technology.

Patrol

4th, 5th, and 6th graders can sign up to be a member of the patrol. These students arrive early and stay a little later to help other students safely cross the streets around Lutacaga.

Talent Show

Each Spring we have talent show. Students try out and then perform at a schoolwide assembly.

Reading Competition

Students read books and complete AR reading tests to see who can earn the most AP points throughout the school year.

Award Assemblies

Grades	Time	
Kindergarten & First Grade	8:40-9:10am	We have three award assemblies to acknowledge and celebrate students. The assemblies are scheduled for October 30, January 30, and April 30.
Second, Third, and Fourth Grade	8:00-8:30am	
Fifth & Sixth Grade	9:20-9:50am	

Tobacco at School

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district and all members of the community have an obligation as role models to refrain from tobacco use on school property at all times.

Any other use of tobacco products by staff, students, visitors and community members shall be prohibited on school district property. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds, and district-owned vehicles.

Notices advising students, district employees, and community members of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Technology- Acceptable Use Policy

I. Network

- A. Access to the network and Internet resources is recognized by the user as a privilege, not a right. Users are responsible for the appropriateness and content of material they create, store, transmit, or publish on the network.
- B. Othello School District reserves the right to prioritize use and access to the network.
- C. All computer and telecommunications equipment comprising the network and all information created, sent, or received via this equipment is property of the District (excluding individual copyrighted curriculum material). They are to be used for District purposes in support of education and research and be consistent with the mission of the District.
- D. Any use of the system must be in conformity with state and federal law, K-20 network provider policies (<http://www.dis.wa.gov/k20/topc/aup.htm>) and licenses and District policy. Use of the system for commercial solicitation, financial gain, or any illegal activity is strictly prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
- E. Network components, including hardware or software, shall not be destroyed, modified, or abused in any way. Connecting or installing unauthorized components, i.e., an employee's

personal hardware or software, to the network for any purpose is inconsistent with District policy is prohibited, unless prior approval from the District Technology Coordinator. This would include any removable media, i.e., disks, compact discs, removable media, etc.

- F. Development or use of malicious programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited. No use of the network shall serve to disrupt the operation of the network by others.
- G. Any use that is deemed to adversely affect the District, employees, or students, including, but not limited to, hate mail, harassment, discriminatory remarks, or other antisocial behaviors is expressly prohibited.
- H. Use of the system to access, transmit, store, display, distribute, or request obscene, pornographic, erotic, profane, racist, sexist, or other offensive material (including messages, images, video, or sound) that violates District policies or creates a hostile work environment is prohibited.
- I. Digital content broadcast via the Internet (streaming) including, but not limited to, video, music, news/weather, stock reports, sports information, unless used in the context of a course curriculum, is strictly prohibited.
- J. No software (shareware, freeware, trial-based, utilities, pirated, etc.) shall be downloaded and installed on District computers.

II. Security

- A. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users should not share their account ID's or passwords with another person or leave an open file or session unattended or unsupervised. **Account owners are ultimately responsible for all activity under their account.**
- B. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- C. Attempts to circumvent security by using encryption or any other method is prohibited.
- D. Due to the un-secure nature and threat of security breach, use of Internet chat rooms, chat channels, IRC (Internet Chat Relay) program, or third-party (Microsoft, AIM, Yahoo, etc.) IM (Instant Messaging) systems for communications purposes is strictly prohibited.

III. Personal Security

- A. All users should be aware that any information, software, or graphics on the Internet might be protected by federal copyright laws, regardless of whether a copyright notice appears on the work.
- B. Any reproduction of copyrighted Intellectual Property on District computers is prohibited.
- C. Use of online P2P (Peer-to-Peer), file sharing, MP3, "FastTrack", or related technologies is prohibited. These technologies are mainly/frequently used to distribute copyrighted works illegally, and use of these on District property could result in the District being held liable for copyright infringement. Similarly, access to personal accounts established on these systems, from District property is also prohibited.

IV. General Use

- A. Downloading or disk access to games of any type is strictly prohibited. Other games can only be used with prior teacher approval. Violent games are strictly prohibited. Students who use prohibited games will be subject to disciplinary action.
- B. CD burning must be for classroom use only and must be pre-approved by the teacher.
- C. Diligent effort must be made to conserve system resources. For example, users should frequently organize their u-drives and delete unneeded files.
- D. All computers will have anti-virus software installed. Also, a filtering system will be used on the network. Attempts to circumvent these systems are prohibited. Users should follow District recommendations with regard to the safe keeping of data.
- E. Students are prohibited from retrieving personal email on District computers.
- F. Any non-school related use of District technology must be pre-approved by a teacher or administrator. Students will be fined for printing of a personal nature.
- G. A signed *Othello School District – Student Network System User Agreement* must be on file with the District for all students or access to District technology will be denied.

From time-to-time, the District will make a determination of whether specific uses of the system are consistent with the regulations stated above. For security and administrative purposes, the District reserves the right for authorized personnel to review system use and file content. The District reserves the right to remove a user account on the system to prevent further unauthorized activity.

Violations of any of these policies may subject student to removal from technology use and appropriate discipline steps according to building policies.



Othello School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs, activities and employment; and provides equal access to the Boy Scouts and other designated youth groups.

The following employee has been designated to handle questions and complaints of alleged discrimination for Title IX, Section 504/ADA, Compliance of 28A.640 & 28A.642 RCW:
Assistant Superintendent, Compliance Officer
1025 S. 1st Avenue
Othello WA 99344
509-488-2659

Othello School District- Student Network System User Agreement

In consideration for the privilege of using the network and in consideration for having access to public networks, I hereby release Othello School District, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from use or inability to use, the network – including, without limitation, the type of damages identified in the Othello School District's Student Policy for Acceptable Use of Technology.

Further, I agree to abide by the District's Policy and Procedures for Electronic Information Systems (Policy 2022). I acknowledge that failure to comply with the policy and procedures may result in disciplinary action according to building discipline policies.

I acknowledge and agree that Othello School District has the right to review, edit or remove any materials installed, used, stored, or distributed on or through the network or District's system, and I hereby waive any right of privacy that I may otherwise have into such material

I have read and agree to abide by the Othello School District Student Policy for Acceptable Use of Technology.

School: Lutacaga K-6

Signature of User: _____

Printed Name of User: _____

Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____

Address: _____

Date: _____ Phone Number: _____

World Wide Web Site – Student Permission Form

I give Othello School District permission to publish the following items on the school district Internet site:

☒ Student Name ☒ Student Photographs ☒ Student creation (essay, project, etc.)

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

I do not give Othello School District permission to publish items on the school district Internet site.

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Lutacaga

Parent & Student Acknowledgement Form

2019-2020 School Year

Parent or Legal Guardian:

Please review school handbook with your student. This handbook contains important information to help you and your student be successful at Lutacaga.

Please sign below and have your student return this page to his or her classroom teacher by September 9, 2019.

Date: _____ Grade: _____

Name of Student: _____

I have read and discussed the handbook with my student and I understand the discipline plan and procedures. I will support the school in the execution of these policies.

Signature of Parent or Guardian

Signature of Student