

Lutacaga Elementary

Family & Student Handbook 2022-2023

Lutacaga Elementary

Parent & Student Acknowledgement Form

2022-2023 School Year

Parent or Legal Guardian:

Please review the 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 12, 2022.

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



Lutacaga Elementary

K-6 Dual Language School
Family & Student Handbook 2022-2023

795 SOUTH 7th AVENUE
OTHELLO, WA 99344
(509) 488-9669

Message From the Principal

Dear Parents and Guardians,

This 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 page in the front of the book and return only the signature page to school.

We truly appreciate our partnership with you as we support your child. Please do not hesitate to call, email, or visit us.

Principal – Jenn Perez Assistant Principal – Amy Wright

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
- support consistent daily attendance

Daily Schedule

School Day: 8:30am-3:20pm- classroom doors open at 8:25am

Late Start Mondays: 10:00am-3:20pm- classroom doors open at 9:55am

If students arrive at school after the start time, they will be considered tardy.

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. All students should be picked up, on the bus, or have walked home or babysitter no later than 3:30pm. 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

When students don't attend school regularly it impacts their learning. When your student(s) miss school, you need to call the office to let us know why they were not attending. If you need to call before our office opens or after we close, please call and leave a message at 509-488-9669 extension 4005.

Please try to avoid scheduling appointments and trips during school time. Instruction missed during an absence is extremely difficult to make up. Learning occurs best when students attend class regularly and on time. If something comes up and your student(s) needs to be absent for a set number of days, please call the office to arrange to fill out the Othello School District Pre-Arranged Absence Agreement Form.

When students are not at school, their learning suffers. If your student(s) struggle to come to school, we will follow the timelines and steps outlined in the Othello School District Operating Policies 3121, 3122, and 3122P when addressing excused and unexcused absences. This may include: attendance conferences, attendance contracts, the Community Engagement Board, or petitions being filed in Adams County Court.

Cell Phones

If a student chooses to bring a cell phone to school, that phone must remain in his/her backpack and turned off while the student is at school. When the student leaves campus, he/she may turn the phone back on.

If a phone rings or a student is seen with a cell phone, a staff member may confiscate the cell phone and send it to the main office for safe keeping. An administrator will contact the student's parent to come and get the phone.

Lutacaga Elementary and/or the Othello School District will not be responsible for the loss of, or damages to any phone that is brought to school.

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.

Talking Points:

A messaging application that allows both the family and teacher to reach out to ask questions or share information.

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 and Teacher conferences will be held in fall and again in the spring. 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 schools and families work together.

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. Students are expected to make safe decisions, be respectful, and act responsibly.

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 Assistant Principal

will fill out a Discipline Referral. The student's parents/guardians will be notified and the Discipline Matrix will be utilized.

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 consequences 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.

Dress Code Othello School Board Policy No. 3224- Elementary Dress Code

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

1. No bare midriffs or styles that show one's undergarments. All shirt sleeves should reach the shoulder (two student fingers wide). Bare midriff is any time skin shows above the pants and below the top while the student is in the normal range of motion.
2. Footwear, at a minimum, must meet minimum safety requirements in any educational environment or setting. (Playground, PE, Classroom)
3. No clothing advertising alcohol, tobacco, drugs, weapons, or insinuating sexual, discriminatory, or violent messages.
4. Shorts and skirts may be worn-but must be at least fingertip length. Rips and holes in pants/jeans must all be below fingertip length as well.
5. Clothing must fit appropriately. 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. Pants or shorts that have large or revealing holes are not acceptable.
6. Any dress that promotes gang activity in a public school setting is strictly prohibited for any individual student or groups. We understand gang dress, tattoos, and styles evolve through time and this enforcement will be at the discretion/judgment of the school administration. If necessary, we may consult with Adams County Juvenile Court and/or the Othello Police Department.
7. Hats and the hoods on coats and sweatshirts are not to be worn indoors.
8. Accommodations can be made for medical or physical needs with approval from the school administration.

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, other toys, or items 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. Report cards will be sent home twice during the school year. If you have questions about how your students are progressing, please contact their teacher.

Harassment, Intimidation and Bullying Othello School Board Policy No. 3207

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important to us at Lutacaga.

If you believe harassment, intimidation, or bullying are happening, share your concerns with a member of our office staff so we can investigate and address the situation.

House System

During the 2021-2022 school year we started our House System. There are four houses in our school: Isibindi, Reveur, Amistad, and Altruismo. This year we will be adding students to the houses. The goal of having houses is for everyone at Lutacaga to have a place to belong and feel connected. We will have competitions and track house points. Be on the lookout for more information during the school year.

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. Breakfast will be served in classrooms after the school day starts.

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 are not limited to aspirin, cough syrup, eye drops, etc.

Weapons & Threats of Harm

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. Threats of severe bodily harm are also not tolerated. These types of threats will be taken seriously. School property 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. There may be additional steps based on COVID requirements.

Once you start volunteering, you will need to sign in the office and get your visitor badge each time you come.

Parking Lot Pick-up and Drop-off

If you need to pick up or drop off your student, please use the loop by the gym. The parking lot in front of the school on 7th Ave should be used if you will be parking your car and getting out.

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 walk with a buddy to school 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 has 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. All students are expected to be safe, respectful, and responsible when at school.

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 policy was included in the forms you read when registering your student(s) for school. 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.

Tobacco at School

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 includes all district buildings and grounds.