

Shaw Island School District

Student/Family Handbook 2020-21

Shaw School Mission Statement

The mission of the Shaw Island School District is to work in partnership with families and community to:

- ❖ Promote integrity, responsibility, and civility*
- ❖ Foster life-long learning*
- ❖ Nurture respect for others and the environment*

SCHOOL DISTRICT DIRECTORY

Shaw Island School District 10
44 Hoffman Cove Road, PO 426
Shaw Island, WA 98286
www.shawislandschool.org

District Office

Phone: 360-468-2570
Fax: 360-468-2585
E-Mail: dshannon@shaw.k12.wa.us

Classroom:

Phone: 360-468-4582 *Please use this number to call in absences as Diane does not check the office phone*

SCHOOL PERSONNEL

Deanna Shannon, Office Administrator	dshannon@shaw.k12.wa.us
Diane Clifton, Teacher	dclifton@shaw.k12.wa.us
Jody Schmidt, Classroom Aide	hschmidtexc@rockisland.com
Anita Orne, Special Program Aide-Music	anita@rockisland.com

SCHOOL BOARD MEMBERS (term end date in parentheses)

Director #1: Shirley Lange (2019) 360-468-2618 slange@shaw.k12.wa.us
Director #2: Cari Miller (2021) 360-468-3374 cimiller@shaw.k12.wa.us
Director #3: John Bogert (2019) 360-468-4642 jbogert@shaw.k12.wa.us
Director #4: Jon Shannon (2019) 360-317-6755 jshannon@shaw.k12.wa.us
Director #5 and acting superintendent: Jennifer Swanson (2019) 360-468-4139 jswanson@shaw.k12.wa.us

The District's adopted policies and procedures can be found on the District's website: www.shawislandschool.org. Under "About Us" click on "District Policies". You can then click on the appropriate series (1000 through 6000) to find individual policies. You may also view a hard copy of the policies in the District Office. Some of the policies and procedures are referenced in "General Procedures and Information" below. (Please note that as of September 2020 the District is still working on getting all of the policies on to the web site. They will be there soon. Thanks for your patience!)

GENERAL PROCEDURES AND INFORMATION

Absences and Tardies: Students should be in their seats ready to learn by 8:30 AM. Tardy arrivals are disruptive to the classroom and have an adverse effect on your child's educational progress. Please keep in mind that it takes time to take care of all the little things like taking off shoes and hanging up backpacks and jackets. It also takes time for students to mentally transition from a morning at home to a busy morning at school and to greet their classmates. ***Therefore, though we do not have an actual "first bell" like other elementary and middle schools, we request that students arrive at school between 8:15 and 8:25. Thank you for your cooperation in this matter.***

Student absences also have an adverse effect on your child's educational progress. When your child misses school, he or she misses out. In the event of illness or family emergency, please notify the school by 8:15 AM if your child will be absent or late. ***Please call the classroom phone 360-468-4582 or email the teacher.*** If your child has been ill, please wait until they have been fever and/or vomiting free for 24 hours before returning to school. Absences are recorded on report cards and are reported to OSPI (Office of Superintendent of Public Instruction).

Attendance guidelines follow state laws (RCW 28A.225.020). Attendance is being carefully monitored. Students should be in school 95% of the time. We will schedule an attendance improvement conference with a parent, the student, teacher, and the superintendent after two unexcused absences. ***Please review EXCUSED absences below.***

Absences are excused or unexcused.

EXCUSED absences include:

- school sponsored activities
- illness and off island medical appointments
- family emergency
- religious holiday
- parental-approved *planned* absence: **Please note that these must be prearranged with school staff. District Policy (3122) requires that for a parental-approved activity to be EXCUSED, it must be agreed to by the Superintendent. This requires at least a three-day notice so that an educational plan can be written. *Please make arrangements with Diane, and she will submit the request to the superintendent.***

UNEXCUSED absences are any absences that are:

- unverified or not approved by parent or guardian
- not defined as an excused absence
- any attempt by a student to forge a verification of an absence

State law requires a school district to notify county judicial personnel when a student has 10 unexcused school absences.

Request to leave school early: A request to leave school early should be given to the classroom teacher no later than the morning of the dismissal. The time and reason for leaving should be included in the request. **Please communicate with your child's classroom teacher upon your earliest knowledge of an upcoming absence or request to leave early.**

After School Plan: Please be aware that students should not be unsupervised on the school grounds after dismissal at 3:00 PM. As a courtesy to the teachers who are still busy with classroom duties and to ensure the safety of your child, please make sure that your student follows the after school plan submitted by your family to the school. Please send a note or email for any change in the after school plan.

Alternative Learning Programs: The Board authorizes the creation of Alternative Learning Experience (ALE) courses (Policy 2255). Students who attend Shaw School from other islands or Shaw students who participate in off island activities and sports must have a teacher and parent approved alternative learning plan.

Athletic Equipment- Bicycles, scooters, skates, and skateboards may be used on the playground as a part of Physical Education under supervision of the teacher. Helmets are required. Pads and other safety gear are required.

Classroom visitation- Parents and legal guardians of Shaw School students are encouraged to visit the school for classroom observation and to review instructional materials and samples of their child's work. Visits should be scheduled in advance by consultation with the teacher(s), so that they can occur at a time that is reasonably convenient for both the teacher(s) and parent or guardian. Student guest visitations must be pre-arranged.

Conferences- Parent/teacher conferences will be scheduled twice a year in the fall and spring; however, additional conferences may be scheduled at any time initiated by either the teachers or parent/guardian.

Dress code- Student's attire needs to be safe and non-disruptive to the learning environment. Clothing and accessories should contain NO inappropriate pictures, liquor advertisements, sexually-suggestive messages, or smoking, vaping, drug-related, or weapon related messages. NO exposed undergarments. Tummies need to be covered. Shoes need to be safe for running and play. Students whose clothing is deemed inappropriate by school staff will be asked to call home for a change of clothing.

Drug, alcohol, tobacco education- Shaw School is a drug, alcohol, e-cigarette and vapor-free, and tobacco free school.

Electronic information system- Parents and students are required to sign the Use of Electronic Devices and Electronic Information System Access form in order for a student to be permitted access to the internet and e-mail. The district has a filter on the system but there is always some risk that a student may encounter offensive advertisements or access an inappropriate web page. It is the responsibility of the student to report any incident to the teacher. (Policy 2022). *Please see Guidelines for Technology Usage included in the Handbook Packet.*

Electronic devices- Students are only allowed to bring personal technology devices (e.g. laptops, E-readers, tablets, cell phones, iPads, iPods, etc.) to school with a teacher's permission.

Emergency closure- In the event of an emergency school closure, parents in the Shaw Island School District will be notified by telephone. If telephone contact is not possible, information will be available over KGMI Radio 790 AM. Any school days missed will be made up on a date

determined by the staff and Board of Directors. Additional emergency information may be available at KWLE Radio 1340 AM in Anacortes.

Field trips- In the interest of providing a broad based education, the school board encourages school staff to include field trips as part of the educational process. Because field trips are an integral part of the curriculum, it is expected that all students will participate unless arrangements are made in advance with school staff for alternate work to be completed by the student. Parents are needed as chaperones and some field trips require parent assistance for transportation. Field trips guidelines are outlined in Policy/Procedure 2320/2320P.

Grading and report cards- Report cards will be issued following a trimester system. Report cards are aligned with Common Core Standards. (Policy 2420/2420-P).

HIB—Harassment, Intimidation, and Bullying- The Shaw Island School District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons that is free from harassment, intimidation, and bullying. “Harassment, Intimidation and Bullying” means any intentional written, verbal, physical act or image—including those that are electronically transmitted—including but not limited to one shown to be motivated by any characteristics in RCW 9A.36.080(3), (race color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability), or other distinguishing characteristics when the intentional written, verbal, or physical act including those acts that are electronically transmitted:

- physically harms 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, and weight. 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, physical or electronically transmitted messages or images.

“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.

Highly Capable Program- Students may be nominated for the Shaw School District Highly Capable Program. Please see the flyer in the Handbook Packet. More information is also available on the school website.

Homeschool Enrichment Program- Homeschool families may participate in enrichment programs at Shaw Island School. All participation must be prearranged with school staff.

Illnesses- Out of respect for others, please keep sick children at home. Please keep children home until fever free and/or vomiting free for 24 hours.

Medication at school: Students may not possess prescription or over the counter medications, including such things as cough drops. Parents are responsible for caring for students who are ill or on medication. *School personnel are not allowed to dispense medicine except within an approved 504/Health Care Plan, which requires parents to submit a written authorization accompanied by written instructions from a licensed physician or dentist.* Please contact the office if your child needs medication at school.

Messages and phone calls: If a message must be conveyed to a teacher or student, please use the classroom phone at 360-468-4582 and not the office phone as the office is staffed on a part-time basis and your message may not be received in a timely manner. Please use discretion when calling in order to avoid unnecessary disruption of class time; if possible, send a note or email to limit classroom disruption. After school arrangements should be made outside of school; students will not be allowed to use the school phone to make social plans.

Non-discrimination- Shaw Island School District does not discriminate in any 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. Please see the brochure included in your Handbook Packet. (Policy 3210/3210-P).

Playground safety- Student safety is a priority and playground supervisors may use their discretion in enforcing safe and appropriate playground behavior. It is expected that students will follow the guidance of the supervising adult. A list of general safety guidelines is posted on the outdoor bulletin board located near the office door and is included in the Handbook Packet for family review. During parent-supervised afterschool play, school playground rules should be followed.

Snacks- Students are encouraged to bring nutritional/healthy snacks for their morning snack.

Student records- Parents have the right to review their child's school cumulative records (Policy 3231/3231-P). Please contact the school office if interested in reviewing the complete file. Parents are advised that student records will be release to another school where the student has enrolled or intends to enroll. Other districts shall be provided with records upon official request from the district. The enrolling school shall be provided with the student's academic record, immunization record, and disciplinary record.

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

Handbook Packet detailing sexual harassment and complaint procedures. (Policy 3205/3205-P).

State Testing: Each spring, students in grades 3 through 8 will participate in the **Smarter Balanced** testing which is mandated by OSPI (Office of the Superintendent of Public Instruction). Families will receive the results of the tests. Parents are welcome to speak with the teacher(s) for more information on the testing.

STUDENT RIGHTS AND RESPONSIBILITIES

The mission of the Shaw Island School District is to assure to all students the learning experiences needed to develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens: opportunity to acquire basic skills essential to a fulfilling life; safe and satisfactory classroom conditions to enable learning to take place; and support in developing habits that are physically, mentally, and morally healthful. These rules and regulations are established to protect and insure the rights of students to an optimum educational opportunity. Each pupil shall be encouraged to grow as a person and to properly express himself/herself as an individual.

The District shall respect the substantive and procedural due process guarantees of school children as provided by federal and state rules, regulations and statutes.

Because the district is an elementary school, its policies reflect the premise that students are minor-aged children.

All students who attend Shaw School shall comply with the policies, rules, and regulations of the District, shall pursue the required course of studies, and shall submit to the authority of the Superintendent and teacher(s), subject to such corrective action or punishment as the school officials shall determine. (Policy 3200).

Rules of Student Conduct

Be Safe

Be Kind

Be Responsible

1. A student shall comply with the directions of the superintendent, the teacher, the substitute teacher, or any other designated special teacher or teacher aide during any time the student is properly under the authority of school personnel.
2. The possession or use of tobacco products, electronic nicotine devices, alcoholic beverages, illegal drugs, or controlled substances on school property is prohibited.
3. There shall be no fighting on the school grounds or at any school related event.
4. No unexcused absences shall be permitted.
5. No littering shall be permitted on the school grounds.
6. The use of language or gestures generally regarded as profane or obscene is unacceptable. Students are expected to use appropriate language.
7. No motor vehicles will be allowed on the school grounds.

8. Prior approval of the teacher and/or superintendent needs to be given to bring pets into the classroom.
9. Students shall remain in school or on the school grounds from time of arrival until the close of school unless officially excused. Classrooms are open to children at 8:15 and dismissal is at 3:00.
10. A student may not intentionally cause substantial disruption of the school.
11. No dangerous weapons shall be allowed on the school grounds. (Policy 4210)
12. A student shall not intentionally cause, or attempt to cause, physical injury to another person; or intentionally behave in such a way as could reasonably cause physical injury to any person.
13. School property shall not be damaged, defaced or stolen.
14. Students shall not damage or steal private property either on school grounds or during school activity.
15. No roller skating or skate boarding around school buildings.
16. School technology shall not be used to bully or harass other students.

Discipline

1. It is recognized that there is an unquestioned right and need for teachers and superintendents to be able to discipline pupils under their supervision for the purpose of maintaining order and control in the school and providing a sound educational environment. It is further recognized that all activities involved in and integral to the school's educational program are within jurisdiction of the District to regulate, including extra-curricular activities such as school-sponsored afterschool activities, sports, school visitations, and field trips.

2. A pupil may be disciplined for:

- a. Failure to comply with rules and regulations of the school district and state and federal rules, regulations and statutes.
- b. Failure to submit to reasonable disciplinary action by school authorities.

Corporal punishment

Corporal punishment shall not be administered in Shaw Island School District. This does not restrict the right of a teacher to restrain a student who poses a physical threat to himself, other students, or staff.

Forms of Discipline

Negative behavior that does not resolve through normal classroom or playground management strategies will be dealt with on a case by case basis. Possible actions that could be taken are the following:

- In-class or playground interventions.
- A special parent/teacher conference with possible behavior plan.
- Exclusion from a single class, special event, field trip, or other school activity.
- An in-school suspension temporarily removing the student from the regular environment, but permitting the student to maintain his/her educational progress. Students who are assigned to the in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of the staff.
- A pupil who is seriously disruptive may be sent home during the school day if the teacher and/or superintendent decides this is necessary for the safety of other students, or to restore order in the classroom. The teacher and/or superintendent shall attempt to reach the student's parents to inform them of disciplinary action taken and to request the parents come to school for their child. If the parents cannot be reached, the student must remain at the school until the close of the school day unless another adult is able to assume responsibility for the student.
- Suspension: the exclusion from school or individual classes for a specific period of time, after which the student has a right to return.
- Expulsion: the exclusion from school or individual classes for an indefinite period.

Discipline shall not affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

Title IX Officer
District 504 Officer
Affirmative Action Officer
HIB (Harassment, Intimidation, and Bullying) Liaison:
Deanna Shannon
PO Box 426
Shaw Island, WA 98286
dshannon@shaw.k12.wa.us
360-468-2570