

**A. J. West Elementary School  
Student/Parent Handbook**

**2018-2019**



**A Message from the Principal**

Dear Parents,

A.J. West Elementary staff members are honored to have the privilege of being responsible for a portion of your child's education. We will make every effort to provide a caring, safe, and challenging environment for every child. This booklet has been developed and sent to you in an effort to make sure you know how the school operates. The mission of A.J. West Elementary is to prepare students academically and socially in a respectful, safe learning environment to be positive, contributing, and productive members of the world community. This can only be accomplished when parents, students, and staff work together in a cooperative effort, focused on learning opportunities for all. I believe my role, as principal, is to help facilitate cooperation between all members of the A.J. West community. If you have any questions about any of this information, please contact me at school and I will be happy to personally discuss the information with you. I am always willing to listen to suggestions. Together, we can make school a great place for children to learn and grow.

Thank you,  
John Meers

### **Mission Statement:**

At A. J. West, we believe everyone can learn. We believe everyone can become a responsible citizen able to contribute to their own, their family's and the community's well being. Working together as a community of learners, we will provide the opportunity for all students to acquire the skills necessary to develop themselves into responsible citizens.

### **A. J. West Staff Roster**

Principal:	John Meers	jmeers@asd5.org
Office Coordinator:	Kim Malizia	kmalizia@asd5.org
School Phone:	538-2130	
School Fax:	538-2132	
School Web site:	<a href="http://www.asd5.org/Domain/279">http://www.asd5.org/Domain/279</a>	

Grade	Teacher	email address
Pre	Mrs. Whalen	twhalen@asd5.org
K	Mrs. Heggie	mheggie@asd5.org
K	Mrs. Terry	iterry@asd5.org
K	Ms. Turner	rturner@asd5.org
1	Mrs. Veach	mveach@asd5.org
1	Mrs. Polmateer	spolmateer@asd5.org
1	Mrs. Hoffman	shoffman@asd5.org
2	Mrs. Rhoden	jrhoden@asd5.org

2	Ms. DeCou	adecou@asd5.org
2	Mrs. Montoure	tmontoure@asd5.org
3	Mr. Walker	jwalker@asd5.org
3	Mrs. Barlow	mbarlow@asd5.org
3	Mrs. Hartt	nulakovich@asd5.org
4	Mr. Cole	rcole@asd5.org
4	Mrs. Lewis	abusby@asd5.org
4	Mrs. Arquette	jarquette@asd5.org
5	Mrs. Miller	cimiller@asd5.org
5	Mrs. Swantek	kswantek@asd5.org
6	Mrs. Stewart	gstewart@asd5.org
6	Mr. Stewart	kstewart@asd5.org
6	Mrs. Veach	mveach@asd5.org
Resource	Mrs. Powell	jpowell@asd5.org
Resource	Mrs. Mays	mmays@asd5.org
Resource	Mrs. King	hking@asd5.org
Resource	Mr. Potter	rpotter@asd5.org
Title I Coordinator	Miss Sjostrand	bsjostrand@asd5.org
Counselor	Miss Sturgill	jsturgill@asd5.org
P.E.	Ms. Hunsaker	lhunsaker@asd5.org
Family Services	Mrs. Arias-Morelia	garias-morelia@asd5.org
Library Technician	Mrs. Jones	njones@asd5.org
General Music	Mr. Peterson	epeterson@asd5.org
Orchestra	Ms. Miekle	kmeikle@asd5.org
Band	Mrs. Koski	wkoski@asd5.org

Paraeducators:

Ms. Bernabe	gbernabe@asd5.org
Mrs. Bessonette	sbessonette@asd5.org
Mrs. Bowman	bbowman@asd5.org
Mrs. Bramstedt	dbramstedt@asd5.org
Mrs. Butcher	lbutcher@asd5.org
Ms. Chapin	dchapin@asd5.org
Ms. Clevinger	wclevinger@asd5.org
Ms. Gilmore	kgilmore@asd.org
Mrs. Giron	dgiron@asd5.org
Mrs. Guzman	gguzman@asd5.org
Mrs. Inocencio-Black	dinocencio-black@asd5.org
Ms. Jacobs	rjacobs@asd5.org
Mrs. Reed	ireed@asd5.org
Mrs. Rose	rrose@asd5.org
Mrs. Shores	dshores@asd5.org
Ms. Smith	mismith@asd5.org
Mrs. Smith	dsmith@asd5.org
Mrs. Sparks	rsparks@asd5.org
Mrs. Thelin	athelin@asd5.org
Mrs. Townsend	ltownsend@asd5.org

Mrs. Travers  
Ms. VanDinter  
Mrs. Walczyk  
Mrs. Zvono

atravers@asd5.org  
mvandinter@asd5.org  
dwalczyk@asd5.org  
rzvono@asd5.org

Custodians:

Ms. Anderson  
Mr. Messer

deanderson@asd5.org  
jmesser@asd5.org

Cooks:

Mrs. Daniels  
Mrs. Aschim  
Ms. Freye

kdaniels@asd5.org  
kaschim@asd5.org  
dfreye@asd5.org

District Superintendent: Dr. Alicia Henderson, 538-2002

School District Office: 538-2000

*School Board*

The Aberdeen School District Board of Directors is made up of 5 at-large representatives elected from the citizens who reside within the school district boundaries. A current listing of the Board of Directors can be found on the Internet at [www.asd5.org](http://www.asd5.org) or by calling the Aberdeen School District office at 538-2000. The board represents the people of the school district. Board members welcome comments and questions from the public. The Board of Directors meets the first and third Tuesdays of each month during the school year at 5:00 PM at the high school at 410 N. G Street in Aberdeen. A copy of the summer meeting schedule can be obtained from the district website.

## A.J. WEST DAILY SCHEDULE

### 2018-2019

8:00	Teachers Arrival, Breakfast
8:20	Students Arrival – playground supervision begins
8:30	A.M. Preschool Begins, Morning Bell for Students Grades K-6
9:45-9:55	Recess – Grades - Pre & Kdg
10:15 -10:25	Recess – Grades 1 & 2
10:35- 10:45	Recess – Grades 3 & 4
10:50- 11:00	Recess - Grades 5 & 6
11:00	A. M. Preschool Dismissed
11:15 - 11:50	Kindergarten Lunch (Inside 11:15-11:35 –Outside 11:35-11:50)
11:20 - 11:55	Grade 1 Lunch (Inside 11:20-11:40 –Outside 11:40-11:55)
11:25 - 12:00	Grade 2 Lunch (Inside 11:25-11:45 –Outside 11:45-12:00)
11:30 - 12:05	Grade 3 Lunch (Inside 11:30-11:50 – Outside 11:50-12:05)
11:35 - 12:10	Grade 4 Lunch (Inside 11:35-11:55 – Outside 11:55 -12:10)
11:40 - 12:15	Grade 5 Lunch (Inside 11:40-12:00 – Outside 12:00-12:15)
11:45 - 12:20	Grade 6 Lunch (Inside 11:45-12:05 – Outside 12:05-12:20)
12:00	P.M. Preschool Begins
12:55-1:05	Recess Pre & Kdg
1:10-1:20	Recess Grades 1 & 2
1:35-1:45	Recess 5 & 6
1:45-1:55	Recess 3 & 4
2:35	Grades Pre-2 Dismissed
3:00	Grades 3 -6 Dismissed

### **Welcome to A.J. West Elementary!!!**

The staff of A.J. West welcomes you to your school. We are dedicated to providing each of our students with the best education possible. If you have any questions or concerns of any kind, we invite you to come to school or give us a call. We hope this handbook will answer many of your questions about how your school operates. If you have any questions, please ask.

## **General Information and School Policies**

### **Breakfast and Lunch**

Thanks to an option in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP), **all** students at A.J. West Elementary will receive breakfast and lunch at **no charge!** Any extra items such as an extra entrée or milk will be an additional cost. No further action is required of families to receive free meals. Prices for adult meals are \$2.75 for breakfast, and \$4.00 for lunch.

### **Temporary Dismissal**

Students must bring a note or parents may call the school office if a student has a doctor or dentist appointment. **No student will be allowed to leave the school grounds without first checking with the office.** Parents need to report to the office to sign your student out. **Students will be called to the office to meet their parents when the parents arrives.**

### **Early Release Days**

All K-6 students are dismissed at 11:45 AM on Early Release Days. There are no after school activities on Early Release Days. Early release days are indicated on the school calendar. A.J. West will provide reminders for upcoming Early Release Days.

### **Collaboration Early Release Days**

There are eight scheduled early release days for staff collaboration. The dates are: September 26, October 24, December 5, January 16, February 27, March 13, April 10, and May 15. **The dismissal time on Collaboration Days is 1:00 PM for all K-6 students.**

### **Insurance**

Our school district offers an optional student insurance plan. We will send home information on this plan soon after school starts. If you do not have insurance for your child, we urge you to review this policy.

### **Bicycles, Scooters and Skateboards**

If parents wish, students may ride bicycles to school. We have bicycle racks for storage. Students are urged to lock their bikes in the racks that are provided. Students with scooters and skateboards are to keep them in a safe place during school. The school is not responsible for lost or stolen bikes, scooters or skateboards. The bike rack by the front office is the most secure as it is most visible.

All students must follow the laws regarding bike, scooter and skateboard riding. This includes wearing a helmet. Failure to obey the laws regarding the riding of bikes, scooters or skateboards will result in the loss of privilege to ride them to and from school. No bicycle, scooter or skateboard riding is allowed on the playground.

### **Lost and Found**

A lost and found area is provided for unlabeled, unclaimed clothing. Items are placed on hangers in the hallway for easy identification. Unclaimed items are given to the local clothing bank at the end of each month. Parents are welcome to check in at the office at any time to check the lost and found for their children's lost clothing. Items that are labeled with the student's name are returned to the student without being placed in lost and found.

### **Music**

Band is offered as an elective to our 5th and 6th grade students during the school year. Orchestra is an elective for our 5th and 6th grade students. Our instrumental music teachers will be sending home more information on this program. General music instruction is provided for all students in grades K - 6.

### **School Records Update**

Please provide our office with your correct contact information. **We need to know where you can be reached during the school day in case of emergencies while your child is in school.** Sometimes, we cannot reach parents when their child is sick or in need because of incorrect and out-of-date contact information. We appreciate you keeping us informed so that we can better meet your child's needs.

### **Picking Up Students After School**

If you pick up your student after school, please make arrangements to meet him/her outside. Please be sure you do not ask your child to cross in the middle of the street to meet you. This is very unsafe and illegal. Students who do not walk home, and who are not picked up on time are taken to the office to wait. If a parent does not arrive before 4:00 PM, Child Protective Services and the police may be notified. Please make arrangements to pick your child up at their dismissal time, as we do not have staff available to watch them.

### **Student Arrival Time**

Students are not to be dropped before 8:20 in the morning, unless they are eating breakfast. Students

who are eating breakfast should not arrive prior to 7:50 AM. We have no supervision or activities on our site prior to that time.

### **Students Late to School**

In the event students are late coming to school, they need to check in with the office. Students will not be admitted to class unless they have been to the office and receive an admittance slip. It is important that each student makes every effort to be on time. Teachers begin with critical instruction at the start of the school day as soon as the attendance is taken. It is an interruption in the school program, and students miss out on important instruction when they arrive late to class. Medical, counseling and court appointments do not count as a tardy, but all other late arrivals do count as a tardy regardless of whether the parent has excused the child or not. Your cooperation is appreciated.

### **Use of the Telephone**

Our school phone is for business and emergencies. Before coming to school, students need to make arrangements about where they are to go after school and what activities they are going to attend. We do not allow students to use the phone to arrange after school activities.

### **Messages to Students from Home**

While we are happy to deliver critical messages from you to your child during the school day, please be aware of the fact that any messages called in or left on our school voice mail may not reach your child before school ends. Please make after-school arrangements with your child before sending them to school in the morning.

### **Student Absences**

Please call the school each morning before 9:00 AM if your child is absent. If the child is absent multiple days, parents must call the school each day the child is absent. We will begin to contact parents of students who do not call at 9:00 AM each day. This is an effort to ensure student safety.

### **Medicines**

A medication form must be completed by the parent and physician if your child is to take **oral medication of any type** including over the counter during school hours. All medication (including over the counter) and completed forms must be turned into the office. School staff will supervise the administration of the medication. Copies of the required form may be picked up in the office. Please do not send your child to school with any medication (such as aspirin, cough syrup, etc).

### **Cell Phones and Other Electronic Devices**

At A.J. West, we understand that cell phones have become an integral part of our society and that many parents feel safer knowing that their children have a way to contact their parents in the event of an emergency or just to let them know where they are. However, cell phones can be a major disruption during school hours. Students may have cell phones at school, but, they must be **turned off** and kept in a backpack during school hours. Students will not be allowed to call or text anybody during school hours, including parents. If students must contact a parent or guardian, they must do so using the classroom or office phone. Other electronic devices, such as games or tablets, are not allowed at school.

If students violate these rules, the following steps will be taken: On the first incident, the phone will be confiscated for the day, and then returned to the student at the end of the school day. On the second incident, the phone will be confiscated, and may only be returned directly to the parent or guardian. On the third incident, the phone will be confiscated and not returned until the end of the school year. If cell phones are used in conjunction with other offenses (i.e. bullying, harrassment, etc.), other consequences will apply in addition to confiscation. The school assumes no responsibility if cell phones or other electronic devices are lost, stolen or damaged.

### **Disaster Planning and Medication Concerns**

Students who normally take medication during the school day should have at least a 3 day supply available at school at all times. When bringing medications to school for your child, please plan accordingly.

Some students are required to take daily medication at home for medical conditions, and missing this medication for 3 days would pose a serious health risk. For these students, the parent is requested to bring a 3 day supply of medication to school. The medication must be in the original container and the necessary medication authorization signed by both the physician and parent must also be received with the medication.

### **Birthday Treats and Bouquets**

If you would like to bring treats to your child's classroom for a special event like a birthday, **please contact the classroom teacher first.**

Because of health concerns, commercially prepared treats are recommended to be served at school.

It is nice for the teacher to know if you are going to send flowers, balloons or other items for delivery at school. Some teachers prefer those items be held in the office rather than sent to the room. When you contact the teacher before you have items delivered you will know for sure how and when your child will be receiving items.

### **Communicable Diseases**

Please notify the school if your child should contract a communicable disease, such as; head lice, measles or chicken pox. If a student has a fever of one-hundred degrees or higher, parents will be called to pick up the student from school. Students with a fever of one-hundred degrees or higher are typically contagious, and are encouraged to be "fever-free" for twenty-four hours before returning to school.

If your child attends school with head lice, he/she will be sent home. A notice will be sent home with the student explaining the situation and how the child may return to school. A student who has nits (lice eggs), may stay at school or may be sent home at the discretion of the principal. Parents will be notified and advised on how to remedy the situation. The students in a class with a student with head lice will also be notified so the parents can look for signs of head lice on their child. Head lice is a common problem that can be kept in check if the school and parents work together cooperatively.

### **Weapon Free Zone**

By state law, schools are weapon free zones. Weapons include but are not limited to the following list: knives (of any sort or size), guns (real or look a-likes), martial arts instruments, and common items used with an intent to inflict bodily harm to another person. Any student who brings dangerous objects to school is subject to discipline as outlined by state law, which includes but is not limited to expulsion.

### **A. J. West P.T.O.**

The Parent/Teacher Organization at A. J. West is a busy, dedicated group. You are welcome to be a part of the group and we welcome each of you. They sponsor our Family Bingo Nights, Assemblies, Playground Equipment, and **MORE!** If you would like to help or want more information, please contact the school office.

### **Student Government**

We elect student body officers from fifth and sixth grades each year. They participate in our Associated Student Body affairs. These students meet and decide special events and help run our school.

### **School Mascot/Colors**

Our school mascot is the wildcat and our colors are burgundy and blue. We encourage students to wear these colors on "school spirit" days. Wednesdays are designated "West Wednesdays." Students and staff are encouraged to wear their A. J. West clothing or school colors.



### **Volunteers**

We are always interested in having parents and community members work in our school. Volunteers are needed for both long and short term projects. If you would like to volunteer your time and talents, please contact the school office. School volunteers must complete a Washington State Patrol background check prior to beginning to help at school. Information and the forms are available in the school office. All volunteers must check in at the office and pick up a visitor's button before entering the classroom buildings or a classroom. The visitor's button or sticker identifies authorized visitors for our staff and students.

### **Special Programs**

A.J. West offers programs for students who need special assistance learning. One program is Resource, which provides assistance for students with learning disabilities and handicaps. Students who qualify for this program receive assistance through the resource room in qualified subject areas. To qualify for resource, students must be referred for testing and meet state standards determined through individualized testing administered by the school psychologist. The second program offered is Title 1/LAP, which offers assistance to students who are not performing up to grade level standards in the areas of reading or math. To qualify for Title 1/LAP, students must be referred by their classroom teachers and meet a predetermined criteria based on the student's performance on reading or math assessments.

### **Counseling Services**

Counseling services are available to all students. Our counselor provides a number of classroom lessons and guidance activities. Students may also see the counselor from time to time in a group or individual setting. The focus of group or individual meetings is to help a student acquire the skills needed to succeed in a school setting or to help resolve a conflict. Please remember if a child discloses information that they or someone else is being harmed or harming others, school personnel have a duty to report to the proper authorities/agencies. If requested by the court systems, information may be released. Information gained during counseling sessions may be shared with parents/guardians or other necessary school personnel when deemed appropriate. Information will not be shared with other students or other families.

Additionally, parent resource materials are available in our school library and the counselor has a variety of materials for parents to borrow.

### **Dress Policy**

School dress standards set a tone that impacts the learning environment. Students should be dressed appropriately each day for the variety of activities in which they may participate, including PE and recess. Dress standards for school differ from what students might wear to the mall or at home. Clothing that directly or indirectly advertises gangs or suggests the use of drugs, alcohol, tobacco products or which attracts undue attention is considered disruptive to the educational process and therefore may not be worn.

These guidelines must be followed:

- Students must come to school wearing shoes, pants (or skirts/dresses), shirts, underwear and a jacket or sweatshirt for outside. Clothing should be clean and fit properly.
- Shirts/tops for students need to cover their backs, stomach area and shoulders. Sleeveless shirts may be worn **only** on days when the temperature is predicted to be over 70 degrees outside. This warm weather provision does not include swimsuits, halter tops, midriff shirts, or spaghetti strap shirts. Shirts exposing the stomach or which are low-cut or backless are not allowed.
- Pants that are too loose and sag below the student's waist are not permitted. Please take care when selecting low rise pants to be sure the child's shirt will cover their back when sitting.
- Pajamas and slippers are not permitted.
- Clothes need to be without reference to drugs, alcohol, gangs, violence, or sexual themes.
- Bandanas, hairnets, do-rags and hoods are not permitted unless permission is given by the principal. Hooded sweatshirts are permitted, but hoods may not be worn indoors and they are not considered to be hats on "hat days."

- No spiked jewelry or spiked belts are allowed. Belts may not hang down.
- Students should refrain from wearing high heels due to safety reasons and participation in PE class.
- Shorts, skirts, and dresses must extend two inches beyond the fingertips in the front *and* back.
- Any clothing or aspect of personal appearance (e.g., makeup) that is determined to be disruptive or gang related by the building administration is not allowed.

Students will be asked to change if their clothing does not match the school dress policy. We have a limited amount of clothing for students to borrow if their attire is not appropriate for school. Sometimes what we have does not fit the child. In those cases, the parent will need to bring a change of appropriate clothes before the student may return to school activities. Parents will be contacted if their student's dress interferes or disrupts the overall learning atmosphere at school.

### **Internet and District Network Usage**

The school district network is provided for students to conduct research and receive instruction from the worldwide web. ***The district will not provide Internet access for your child unless parents signs a permission form for the child to use Internet at school.*** An opt in form for Internet use will be available early in school year.

### **Aberdeen School District Parent Involvement**

The board believes that the education of children is a joint responsibility, one it shares with the parents and the community. To insure that the best interests of the child are served in this process, a strong program of communication and/or collaboration between home and school must be maintained. The board believes that it is the parents who have the ultimate responsibility for their children's in-school academic achievement and behavioral conduct. During school hours, the board, through its designated staff, shall strive to serve the interests of parents in providing for the safety, health and welfare of their children.

The board directs the superintendent to develop activities that will enhance home-school cooperation. Such activities may include, but not be limited to:

- Conducting parent-teacher conferences which facilitates two-way communication between home and school;
- Holding open houses which provide parents with the opportunity to see the school facilities, meet the staff and review the program on a first hand basis;
- Disseminating building and room newsletters to parents on a regular basis;
- Conducting meetings of parents and staff members to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships;
- Conducting meetings of staff member(s) and individual or groups of parents of those students who have special abilities/aptitudes, disabilities, needs or problems;
- Sponsoring or co-sponsoring special events of a cultural, ethnic or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community;
- Collaborating with parents, students and staff in school improvement planning, development and implementation; and
- Providing interested parents of preschool children with information and/or training on successful parenting practices.

For the benefit of children, the board believes that parents have a responsibility to encourage their child's performance in school by:

- Supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior;
- Sending children to school with proper attention to their health, personal cleanliness and dress;

- Maintaining an active interest in the students' daily work and making it possible for the student to complete assigned homework through providing a quiet place and suitable conditions for study;
- Reading all communications from the school, and signing and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information on the child's progress in school; and
- Participating in in-school activities and special functions.

## **A.J. West Parent Involvement Policy**

### Annual Learning Assistance Program (LAP) and Title I Parent Meeting

During a PTO meeting in the fall, the LAP and Title I plans will be presented. Changes in the plan from the previous year will be highlighted.

### Yearly Parent Meetings and Activities

We strive to involve families in a variety of meaningful meetings and activities. These meetings include but are not limited to:

- Open House
- PTO Meetings
- Family Activity Nights
- School Concerts and Performances
- Assemblies

### School Performance Profiles

Each year a school performance profile is made available to parents. Also available is a more comprehensive profile using information gathered by the School Improvement Team. The data collected and reported by the School Improvement Team includes information regarding student achievement and behavior.

Assessment results are shared and explained during parent-teacher conferences. Letters are also sent home inviting parents to arrange conferences with the principal for further explanation and planning regarding assessment results.

Testing, curriculum and student standards are reviewed during Open House, PTO meetings and specially called meetings.

## **General Information**

1. If a student has been ill and parents are requesting that he/she not be allowed outside for recess or noon playtime, PLEASE send a dated note to your student's teacher each day.

2. Students not eating breakfast are not to arrive at school before 8:20 in the morning. There is no supervision available for them before that time. Only students who need to buy meal tickets may come into the building before school starts. Lunch pails, duffel bags, etc. are the students' responsibility on the playground.

3. Students who walk home after school are asked to leave as soon as school is dismissed. We encourage students to walk home immediately after school to check in with parents and let them know that they have arrived home safely.

4. Parents are encouraged to visit school whenever they can. When possible, please call the principal a day in advance to arrange a classroom visitation. All visitors must check in at the office and pick up a visitor's button before entering the halls or a classroom. All visitors must wear a visitor's button. This

identifies authorized visitors for our staff and students.

5. Parents visiting the school must enter through the main entrance. The other street entrances will remain locked during the school day. This will help monitor adult visitors to insure student and staff safety.

**6. If you have something to deliver to your child, please bring it to the office and we will see that he/she gets it.**

**7. Parents may NOT wait for their children in the halls or outside classrooms. Please meet your child outside the school.** This helps to maintain a quiet and undisturbed learning atmosphere through the end of the school day.

8. Attendance Law:

Students and parents must be informed of the compulsory attendance law each year.

A student's parent or guardian will be informed in writing or by phone if the juvenile has one unexcused absence within any month during the school year.

A conference with the parent/guardian and the juvenile will be scheduled after two unexcused absences within any month during the current school year; if a regularly scheduled parent-teacher conference day is to take place within thirty days of the second unexcused absence, the district may schedule the required conference on that day.

The law permits a school to take one of the following actions after five or more unexcused absences:

(1) Attendance officer may petition the juvenile court to assume jurisdiction for the purpose of alleging a violation of the compulsory attendance law by the parent.

(2) A petition alleging a violation of the compulsory attendance law by a child may be filed with the juvenile court by the child's parent or the school attendance officer at the parent's request.

The law authorizes the court to order the child be punished by detention or alternatives to detention such as community service hours or participation in dropout prevention programs, or referral to a community truancy board if available.

(Aberdeen Public Schools honor students who maintain perfect attendance. Certificates are awarded at the end-of-the-year awards program to students who have perfect attendance.)

9. Drug/Alcohol Policy:

Federal Law requires that parents and students be notified in writing annually about the district discipline policy regarding drugs and alcohol. Ours is as follows:

- No student shall consume or have in his possession any alcoholic beverage on any school grounds, or immediately prior to, or while engaged in, or scheduled to be engaged in, any school activity, or while on the way to, or from, school or a school activity.

- Students under the influence, or in possession of, drugs/alcohol illegally will be subject to the following actions:

(1) They will be removed from the class or activity where they will be isolated from others.

(2) The student's parent, guardians, or other designated responsible persons will be notified.

(3) Law enforcement officials may be contacted and the facts reported to them.

(4) Consequences: a. long-term suspension or suspension for the remainder of the semester; or b. students who agree to a drug/alcohol assessment by a Drug/Alcohol Counselor to determine if a chemical problem exists, and who agree to follow the recommendations made by the assessment counselor during the follow-up conference, may be placed on a short-term suspension.

- Students taking prescribed medication should be able to produce a doctor's authorization if requested to do so.

#### 10. Tobacco Policy

District policy prohibits the use of tobacco by students, staff or visitors on school district property. Possession or distribution of tobacco products by minors is prohibited. School district property included all district buildings, grounds and district-owned vehicles. Students are subject to discipline for violations of this policy. E-cigarettes and similar products are treated as tobacco products and are subject to the same policy.

#### 11. Weapons Policy

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. It is also a violation of district policy for any person to carry or use in a threatening or disruptive manner any device, which resembles or is intended to look like a dangerous weapon. Any such violations shall be taken seriously by school officials and will be subject to corrective action or punishment. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. The superintendent may modify the one-year expulsion on a case-by-case basis.

### **Emergency School Procedures**

#### **Fire**

Fire drills are practiced regularly at school. In the event of a fire during school hours the students would walk to Hopkins School. We would house students there until parents were contacted to pick them up. No student would be dismissed until all students were accounted for.

#### **Earthquake**

Earthquake drills are also practiced. Students would not be sent from the building until the shaking has stopped. A quick safety inspection would be conducted and a suitable safe spot selected to house students until parents could sign them out.

#### **Tsunami**

Tsunami warnings usually allow for adequate time to dismiss students from school. In case of an emergency situation, A. J. West students would walk to a rendezvous point on Scammel Hill. Parents would then be contacted to pick up students from that point.

**Any time a student is dismissed from school the adult picking up the student must sign him/her out from the office. Students will not be dismissed directly from classrooms.**

### **Student Discipline Guidelines and Procedures**

#### **District Wide Discipline Procedure**

All students will be expected to obey all rules at school. When a student breaks a rule, he/she can expect to be disciplined. Depending on the rule that has been broken and the circumstances surrounding the problem, one or more of the following will occur:

1. An individual conference with teacher or para-educator is the first step. Consequence may be a verbal warning, loss of school privileges (i.e. recess, lunch playtime), after school detention, suspension or expulsion. The principal will be involved in all cases requiring suspension or expulsion and most cases involving detention.
2. In case of detention after school, the parent will be notified prior to the detention.

3. The student may be referred to the principal (this option can be exercised by teachers or para-educators). The adults will then work together to determine the best plan.
4. **General guidelines: The Aberdeen School District believes that schools and families work together for the good of the students. Early involvement of parents when discipline issues arise is essential to a student's successful school career. When students know that home and school expect the same behaviors and believe the student capable of good behavior, the more likely the student is to make good choices. The principal's role in supporting the student is also essential.**
5. If a student receives a written office referral from a staff member, the child will meet with the principal or the counselor. The principal will send home a copy of the referral outlining the violation and the steps the school has taken or is taking to correct the behavior. If the violation is serious enough to warrant a suspension either in school or out of school, the parents will be contacted immediately.
6. Always, if any parents have concerns or questions, they are encouraged to contact the principal or classroom teacher.

### Student Rules

At A.J. West, we have three simple building and playground guidelines. We expect these guidelines to be followed by every member of our school community, including students, staff and any visitors to our building. These guidelines are learned and practiced in each classroom, and are posted throughout the building. They are in place in classrooms, on the playground, in the hallways, lunchroom and bathrooms.

A.J. West Elementary utilizes a Positive Behavior Interventions & Supports (PBIS) system for student behavior. It includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. A continuum of positive behavior support for all students within the school is implemented in areas including the classroom and non-classroom settings.

We follow these three expectations:

1. **Be Respectful**
2. **Be Responsible**
3. **Be Safe**

These expectations apply to the entire school, including classrooms and common areas.

### Common Area Behaviors:

In our school, we have specific rules that reflect the three school-wide expectations.

**A.J. West Common Area Behavior Matrix**

Settings/ Context	Be Respectful	Be Responsible	Be Safe
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>• Voice level 0, 1 or 2.</li> <li>• Use good table manners</li> <li>• Food from your tray to your mouth</li> <li>• Raise your hand to be dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your Space</li> <li>• Be ready to make your choices</li> </ul>	<ul style="list-style-type: none"> <li>• Eyes forward</li> <li>• Two hands on tray</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Including all Students</li> <li>• Kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clean</li> <li>• Line up quickly</li> <li>• Follow Game Rules</li> </ul>	<ul style="list-style-type: none"> <li>• Use bathroom pass</li> <li>• Use equipment appropriately</li> </ul>

Setting	Be Respectful	Be Responsible	Be Safe
Hallway	<ul style="list-style-type: none"> <li>Level 0 in hallway while travelling</li> <li>Quiet lockers</li> <li>Respect learning groups</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly where you are going and back again</li> <li>Keep hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>Eyes forward</li> <li>Walk on the right side</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>Level 0 voice</li> <li>Waiting your turn</li> <li>Respect Privacy</li> </ul>	<ul style="list-style-type: none"> <li>Keep it clean</li> <li>2 soap pumps and 2 towel pulls</li> </ul>	<ul style="list-style-type: none"> <li>Returning to class immediately</li> <li>Wash and dry hands well</li> </ul>
Office	<ul style="list-style-type: none"> <li>Level 0-2 voice</li> <li>Wait your turn</li> <li>Be polite</li> </ul>	<ul style="list-style-type: none"> <li>Have a pass</li> <li>Go directly there and back</li> </ul>	<ul style="list-style-type: none"> <li>Keep the walkway clear</li> </ul>
Front Entrance	<ul style="list-style-type: none"> <li>Level 0-2 voice</li> <li>Use your headphones</li> </ul>	<ul style="list-style-type: none"> <li>Keep personal belongings to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep your feet on the walkways</li> <li>Calm your body</li> </ul>
Library	<ul style="list-style-type: none"> <li>Level 0-1 voice</li> <li>Be Polite</li> </ul>	<ul style="list-style-type: none"> <li>Use shelf markers</li> <li>Take care of the library materials</li> </ul>	<ul style="list-style-type: none"> <li>Push in your chairs</li> <li>Use the stool properly</li> </ul>
All Settings	<ul style="list-style-type: none"> <li>Hands, Feet, and Objects to Self</li> <li>Walking feet</li> </ul>		

### Lunch Procedure

Students will eat lunch first, then go to recess. Students will be dismissed to recess by grade level, with five minutes of extra time allotted for students who haven't finished eating. Please see the Common Area Behaviors matrix above for lunchroom behavior expectations.

### **Play Equipment Guidelines**

The staff at A.J. West are very excited about our playground equipment that was installed at the end of the 2012-2013 school year. We have new, fun equipment for use by students and the community. We have included a set of guidelines for the use of this new equipment, and these must be followed both during and after school.

1. Treat the equipment and each other with respect.
2. Be safe! Don't jump off the high equipment.
3. The wood chips must stay on the ground.
4. Walking only: No running!
5. Take turns: Don't push!
6. Remember that others want a turn, too.
7. Students may only go down **slides while seated**. Never travel up the slide.

8. Ladders are one way only, and that is **up**.

9. On the Spinfinity toy, you may only spin for 20 seconds (or less), then rest or play for 5 minutes before getting back on.

### **Bus Rules**

1. The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly. Student misconduct shall constitute sufficient reason for suspending transportation privileges.

2. Students shall ride their regularly assigned route at all times unless permission has been granted by school authorities to do otherwise.

3. Except with written permission of school authorities, no student shall be permitted to leave the bus except at his/her regular bus stop.

4. Bus drivers have the authority to assign seating on the bus.

5. Classroom conduct must be observed on the bus.

6. Camera devices while on the school bus. For safety purposes, electronic devices and cell phones may not be used on school buses in such a way as to constitute a safety hazard or create a distraction for the driver.

7. Students are to assist in keeping the bus clean. Nothing shall be thrown out of the bus windows at any time.

8. Eating or drinking will not be permitted on regular to and from school bus routes.

9. No student shall use any type of flame or sparking device on a school bus.

10. No student shall open a window on the school bus without permission of the driver.

11. No student shall extend any body part from the windows at any time whether the bus is moving or standing still.

12. Buses will not transport any item that may cause injury to passengers or distraction to the driver. Such items include, but are not limited to, sticks, glass containers, sharp objects, large bulky objects etc.

13. Except for "seeing eye dogs", no animal life may be transported on a school bus.

14. Students must keep their belongings out of the aisle and away from any emergency exit.

15. Students are to remain quiet and avoid excessive movement when a bus is stopped at a rail grade crossing.

16. Students are to remain seated while the bus is in motion. Once the bus has come to a complete stop, students may make their way off the bus in an orderly fashion.

17. Students must not cross a roadway until given a signal from the driver. When approaching or leaving a bus, students should be in view of the driver at all times.

18. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop 5 minutes before the bus is due.

19. Students shall refrain from pushing and shoving others at the loading area.

20. Students shall wait for the bus behind any painted limitation line when provided.

21. Failure to observe these rules may result in the suspension of a student's bus riding privileges in accordance with school district policy.

### **Discrimination and Sexual Harassment**

The Aberdeen 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. The following employees have been designated to handle questions and complaints of alleged discrimination: Jim Sawin, Title IX Coordinator and Civil rights Compliance Coordinator, 216 North G St., Aberdeen, WA 98520; (360) 538-2222; [jsawin@asd5.org](mailto:jsawin@asd5.org);

Rick Bates, Section 504/ADA Coordinator, 216 North G St., Aberdeen, WA 98520; (360) 538-2017; [rbates@asd5.org](mailto:rbates@asd5.org).



## **DISCRIMINATION**

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedures (5010/5010P), contact your school or district office or view it online here:

<http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceId=1357&ViewID=7B97F7ED-8E5E-4120-848F-A8B4987D588F&RenderLoc=0&FlexDataID=569&PageID=17>.

## **SEXUAL HARASSMENT**

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

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

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedures (5011/5011P), contact your school or district office, or view it online here:

<http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceId=1357&ViewID=7B97F7ED-8E5E-4120-848F-A8B4987D588F&RenderLoc=0&FlexDataID=569&PageID=17>.

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

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

To view the district's full complaint process you can access the nondiscrimination procedures and the sexual harassment procedures on the district's webpage using the links above.

## **Student-Parent-School Compact (To be signed during 1<sup>st</sup> Conferences)**

During the fall of each school year students, parents and school staff will be asked to sign the student-parent-school compact. The compact explains the responsibilities of each party in regards to student achievement.

### **As a school, we will:**

- know your child's needs and try to meet them.
- communicate regularly with families.
- provide a safe and positive learning environment for your child.
- provide meaningful learning activities both in and out of school.
- assist your child in the selection of reading materials.

### **As a parent/guardian, I will:**

- attend one evening school function and all regularly scheduled student-parent-teacher

conferences.

- help my child read at least 15 minutes at the minimum of four nights a week.
- visit the library on a monthly basis with my child or provide a source of new reading material for my child.
- send my child to school on time and make sure he/she is well rested.
- talk to my child about school and assist with homework.

**As a student at A.J. West Elementary, I will:**

- respect myself, my school and all others.
- read at least 15 minutes a day or more.
- complete and turn in all my schoolwork on time.
- go to bed at a reasonable hour and eat a healthy breakfast and lunch.
- come to school on time and ready to learn.

We agree that students will have the greatest opportunity to succeed in school when we work together to accomplish these things.

---

Student Signature

---

Parent/Guardian Signature

---

Teacher Signature

---

Date

