

Mt. Erie Elementary School
Student/Parent Handbook
2019 - 2020



1313 41st Street, Anacortes, WA 98221
Phone (360) 503-1500 Fax (360) 503-1501
<http://mte.asd103.org>

Vision and Mission Statements

Vision

Mount Erie Elementary will be a collaborative community focused on developing life-long learners who are caring, respectful, and responsible.

Mission

To develop life-long learners who are caring, respectful and responsible. Mount Erie Elementary provides high quality instruction across a comprehensive curriculum in an environment of collaboration, risk-taking, and individual accountability in partnership with families to positively support each child's learning and self-worth.

Collective Commitments

Staff at Mount Erie commit to:

- Hold all students accountable to goals we collectively set
- Provide the highest quality instruction
- Support success in our students and each other
- Engage in collaborative learning

Furthermore, we commit to:

- Partner with our families and communities
- Create a respectful, caring and safe environment

2019 – 2020 Building Learning Goals

The academic and instructional focus during this school year will continue to center around four specific goals that have been accepted by our staff and School Improvement Team. Our school goals are still in development and will be worked on this month. We have goals in four areas this year:

1. Mathematics
2. Reading
3. Digital Conversion
4. Social Emotional Learning

There will be many other meaningful learning projects and activities as well as student instruction throughout the year targeting other Anacortes School District learning goals and building improvement goals throughout the school year

Contacting Us

The Main Office telephone number is **360-503-1500**. This is a business telephone, and students will be allowed to use it only in an emergency. Students will NOT be allowed to use the office telephone to make arrangements for after-school activities; these plans should be made prior to coming to school. All classrooms have telephones, which students may use with permission from the classroom teacher.

If you have an emergency, please call the school office. **Please do not leave emergency messages on voicemail.**

Mt. Erie has its own web page with additional school information. It can be accessed at <http://mte.asd103.org>.

Building Schedule

Mount Erie Elementary School Daily Schedule 2019-2020

Office hours: 8:00- 4:00 p.m.

School day: 9:00 a.m. - 3:30 p.m. (M,T,R,F)

Early-Release Wednesday: 9:00 a.m. - 2:30 p.m.

8:00 a.m. - Mustang Club Early Morning Program

8:25 a.m. - Breakfast open for all students (M-F)

8:30 a.m. - 8:55 a.m. Morning playground open

8:55 a.m. - First bell - building open for all students

9:00 a.m. - School begins

10:40/10:50 a.m. Morning recess (M,T,R,F)

10:20/10:30 a.m. Morning recess (W)

11:50 - 12:35 p.m. Lunch and Recess: Grades K,2,4

12:15 - 1:00 p.m. Lunch and Recess: Grades 1,3,5

2:25/2:35 2:35/2:45 p.m. Afternoon recess (M,T,R,F)

3:30 p.m. School Ends

Early-release Wednesdays: 2:30 dismissal

Half days: Noon dismissal

Teacher Work Day: 8:30- 4:00

Mt. Erie Elementary School Staff

Principal	Kevin Schwartz	#1549	kschwartz@asd103.org
Administrative Assistant	Stephanie Cherberg	#1547	scherberg@asd103.org
General Administrative Asst.	Melissa Reeder	#1567	mreeder@asd103.org

Kindergarten

Room 3	Amanda Cardinale	#1528	acardinale@asd103.org
Room 2	Lara Knowles	#1527	lknowles@asd103.org

First Grade

Room 9	MJ D'Amelio	#1534	mdamelio@asd103.org
Room 11	Kim Hoofnagle	#1536	khoofnagle@asd103.org
Room 12	Emily Kenote	#1537	ekenote@asd103.org
Room 1	Eryn Hanes	#1539	ehanes@asd103.org

Second Grade

Room 6	Kim Peters	#1531	kpeters@asd103.org
Room 8	Tracy Catlin	#1533	tcatlin@asd103.org
Room 5	Rachael Kretchmer	#1530	rkretchmer@asd103.org
Room 10	Jill Strainer	#1535	jstrainerwallis@asd103.org

Third Grade

Room 7	Suzy Boyes	#1532	sboyes@asd103.org
Room 15	Rachel Hofheimer	#1540	rhofheimer@asd103.org
Room 14	Leigh Olsen	#1526	lolsen@asd103.org

Fourth Grade

Room 17	Michael Hanes	#1542	mhanes@asd103.org
Room 16	Luke Stanage	#1541	lstanage@asd103.org
Room 20	Tera Milan	#1566	tmilan@asd103.org

Fifth Grade

Room 21	Jonna Dunham	#1545	jdunham@asd103.org
Room 19	Shalen Wiech	#1544	swiech@asd103.org

Resource Room	Miriam Mehl	#1550	mmehl@asd103.org
PE Specialist	Austin Forsman	#1561	aforsman@asd103.org
Science Specialist	Kelly Cox	#1546	kcox@asd103.org
Music Specialist	Julie DeYoung	#1538	jdeyoung@asd103.org
Counselor	Ian Mayer	#1564	imayer@asd103.org
School Nurse	Emily Wade	#1552	ewade@asd103.org
School Psychologist	Julia Adams-Jordanger	#1551	jadams-jordan@asd103.org
Speech/Language	Miranda Blake	#1556	mblake@asd103.org
Physical Therapist	Libby Ang	#1550	lang@asd103.org
Occupational Therapist	Kasey Swanson	#1550	kswanson@asd103.org

Instructional Para-Educator

Derronda Aschim	daschim@asd103.org
Gail Greenlaw	ggreenlaw@asd103.org
Melinda Krebs	mkrebs@asd103.org
Kim Pinson	kpinson@asd103.org
Linda Welk	lwelk@asd103.org

Health Room Asst.	Anna Tesch	atesch@asd103.org
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ELL Para	Susan Van Deusen	svandeusen@asd103.org
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Library Para Ed	Nancy White	nwhite@asd103.org
Kitchen Server	Terri Warner	twarner@asd103.org

Custodial

Scott LeBeau	slebeau@asd103.org
Sheila Lloyd	slloyd@asd103.org

Attendance

At Mt. Erie School we are committed to helping our students be successful and are constantly looking for ways to improve student learning. A key to success in school is regular attendance. When children miss classroom instruction and related activities, consistent academic progress may be affected. With this in mind, it is important that your child be present each day unless ill or in the case of a significant extenuating circumstance (for example, a family emergency or religious observance).

If your child is absent from school, the parent/guardian is responsible for notifying the school office by phone at (360) 503-1500 the day of the absence, or send a note regarding the nature of the absence when your child returns. **Students absent for longer than a period of 20 consecutive school days, with the exception of extended illness or serious injury, will be automatically withdrawn in accordance with Washington State Law.**

To ensure regular attendance, and to comply with Washington State law and Anacortes School Board policy, the school must file a Becca petition with the Skagit County Courts after:

- The 5th unexcused absence in a month, or
- The 10th unexcused absence in a school year.

Additionally, if a student exceeds ten (10) excused absences in one school year, the school may request a doctor's note or may treat the days as an unexcused absence based on adverse academic effects.

Since school is in session 36 weeks during the year, 16 weeks are open for scheduling family vacations and activities. Pulling children

out of school at other times often has a negative impact on academic achievement and disrupts ongoing development of skills and concepts. As a parent you play a huge role in making sure your child makes the most out of the educational experiences offered at school, and in modeling good work and life habits that relate to the outside world. Please work with us by showing your child that attendance at school is important and valued. As much as possible, please schedule personal appointments outside of the school day and make sure your child gets to school on time. We believe that each day of school is important, right up until the last day of the school year, and that children learn best when their attendance is consistent. Thank you for your support with this matter.

Tardiness

Monday through Friday, students begin to enter our classrooms after the first bell at 8:55AM. Any child arriving to class after 9:00AM in the morning is considered tardy. Students who are tardy must be signed in by their parent in person. A student who is consistently tardy can be required to make up missed work. If missed work is not completed, their grades can also be impacted. In addition, parents of students who are frequently tardy may be contacted by the principal to develop a plan to address the problem.

Closed Campus

Once a child arrives at school in the morning, he/she will not be permitted to leave the school grounds without written permission or a phone call from the parents. This is also true for students wishing to leave school to eat lunch at home.

Early Dismissals

In the event that your child must be dismissed early for a family emergency, or for a dental or doctor appointment that cannot be scheduled after school hours or during non-school days, the

student must bring a note from their parents to the office explaining the situation before he/she can be dismissed. **As a safety procedure, parents picking their child up before regular dismissal times must come to the office to meet their child.** The child will then be signed out of school for the day. Teachers will not release a child directly to a parent nor will children be permitted to wait outside for parents.

Transportation to and from School

Regardless of how your child gets to school, **please do not drop your child off on the playground before 8:30 AM; there is no playground supervision for any students before this time.** Our supervised Mustang Corral morning program is available in the library beginning at 8:00 AM for families in need of an option before 8:30 AM. Students will not be allowed in the building until school begins, with the exceptions of Mustang Corral, Mustang Singers, Safety Patrol, News Crew, and breakfast. The time before school is set aside for teacher planning and preparation.

Bus Transportation

Children riding the bus are expected to obey the bus safety rules. These rules are posted in each bus and are available at the bus garage upon request. Some important bus safety rules are:

1. Students must be seated and face forward at all times when the bus is moving.
2. Students must use an inside voice while on the school bus.
3. Students must respect the rights and property of others.
4. Students may not physically or verbally abuse any bus passengers or the bus driver.

5. Students are to act in a safe and responsible manner while waiting at the bus stop, riding the bus, and while getting on or off the bus. To maintain safe driving conditions, the bus driver is given full responsibility and full charge of the bus and the students.

Bus transportation is a privilege. Students who abuse this privilege or who violate the rights or threaten the safety of others may have this privilege revoked.

The office must be notified of any change in bus information as a pass is required for any change in route and stop.

Bicycles

Parents must decide whether or not their child may ride his/her bicycle to school. Some factors influencing such a decision might be: **(1) the degree of personal responsibility for bicycle and safety rules the student has developed, (2) the distance between home and the school, (3) the riding conditions, (4) the amount of traffic along the route, and (5) the weather conditions.**

A bicycle rack is provided at the school; any child riding his/her bicycle to school must park the bicycle in this rack. Bicycles are to be parked immediately upon arrival and left in the rack until school is dismissed. Any child riding a bicycle to school is completely responsible for his/her bicycle. Each bicycle should be locked.

If your child rides a bike to school, he/she should not arrive at school before 8:30 AM as there is no playground supervision for any students before this time.

Skateboards and scooters are not allowed at school, as they are very dangerous modes of transportation to and from school.

Walkers

If your child walks to school, he/she should not arrive at school before 8:30 AM as there is no playground supervision for any students before this time.

All walkers are required to cross "M" Avenue and 41st Street at the designated crosswalks and with the School Safety Patrol. Students are expected to leave school grounds immediately following dismissal unless they are participating in extracurricular activities or working with a teacher. Any student who normally rides a bus and wants to walk home must have permission from his/her parent/guardian.

Parking/Loading/Unloading/Busing Procedures

Morning Student Unloading Procedures

Students being bused to school will be dropped off at the eastern front of the school and are to report to the playground. All students will stay on the playground and will not be allowed in the building until school starts at 8:55AM. The only exception is on inclement weather days, when the para-educators will bring the students into the gym and/or classrooms.

Students being dropped off in a car are to use the drop-off circle on the western front of the school. Please, DO NOT use the bus loop for dropping students off. This is very unsafe and can block our buses. This area was designed for parents to pull ahead along the sidewalks and drop their children off. **To avoid backed up traffic, please pull ahead as far as possible to drop your child off and immediately exit.** If you need to stay for any period of time, please pull into a parking space. Students being dropped off in this area will walk to the playground to be supervised before school.

End of School Busing and Parent Pickup Procedures

Students taking a bus home will report to their bus line at the east end of the school and will be led to their buses as they arrive.

Note: Parents should not enter the bus loop for any reason after school. Car traffic in this area will back up our buses and result in a safety threat to our students.

Students being picked up by parents/guardians will catch their rides in front of the west end of the school at the drop-off loop. The children will be in the waiting area. As parents arrive, an adult supervisor will release students from the waiting area and load them into your vehicle along the sidewalk. If you should need to come into the school, please park your car in the parking area and not in the loading and unloading zones. Never leave your car unattended in the drive-through area.

Entering and Exiting Mt. Erie School

The only way to enter or exit Mt. Erie School is through the main entrance at the front of the school. We realize there may be times when you have to park farther away from this entrance and another entrance may be closer; however, for the safety of our children these other doors are locked, and we ask that you walk around and enter school through the front entrance and sign in at the office.

Emergency Procedures

Student Information

A Student Information Sheet will be sent home at the start of the school year. This form will ask for information such as a student's address, phone number, parent/guardian work phone numbers, and emergency contact phone numbers. It is essential that our office have an updated record of this information.

Bus Schedule - Adverse Weather Conditions

During ice and snow conditions, school buses may run later than usual and may not travel on certain roadways. Parents are encouraged to sign up for Flash Alert notifications: <https://www.flashalert.net/>. The district will notify families and staff of any changes by 5:30 a.m. regarding bus and school schedules.

Emergency Dismissals

In the event of certain emergency situations (snow, earthquake, bomb threat, etc.), it may be necessary to send home the entire school population early in the day. If such an emergency situation occurs, the office will refer to emergency instructions as listed on the Student Information Sheet (see above). Students who normally ride the buses will be sent home on the bus. For younger children in the primary grades, every attempt will be made to contact the parents or the alternate contact before they are sent home.

Please discuss with your children the procedures they should follow if they were to arrive home without you being there.

In the event of catastrophic emergencies, such as severe earthquakes, students will be held at school, under staff supervision, until such time as it is safe to transport students home or release them to their parents.

Student Health and Safety

Our school has a school nurse who visits on a regular schedule each week. Screening tests are administered to all students each spring for hearing, and vision. These screenings may be administered throughout the year as needed.

Accidents or Illness

If a child becomes ill at school, the school nurse or another staff member will attend to your child's immediate care. Parents may be called to come and get their child if the school nurse and/or principal feel this is necessary. If the parents cannot be reached, the emergency contact listed on the Student Information Sheet will be called to come and get the child.

In the event that a child is injured at school, the school nurse or other staff members who have training in first aid will give the child emergency first aid. In the event of a serious injury, the school nurse and/or principal will use their judgment as to whether to call 911. The parents will be contacted as soon as possible after the emergency call.

It is extremely important that each child has an up-to-date Student Information Sheet on file in the school office. If there are any changes in the alternate names or telephone numbers during the school year, please notify the school office immediately.

Medication at School

State law allows the school district to dispense medications only under the direction of the school Registered Nurse, in very specific conditions. The following conditions must be met before the school staff may dispense any medication:

1. A parent/guardian request form must be completed with the physician's signature.
2. The medication must be hand delivered by the parent to the building secretary or School Nurse.
3. The labeled prescription container must include:
 - the child's name
 - name of drug and correct dosage

- specific instructions and date
- the number of pills in the container
- name and phone number of the doctor

4. Medication may not be given at school unless it is for a term of 15 or more consecutive school days. If your child needs medication on a daily basis for fewer than 15 consecutive school days, parents must come to school and administer the medication.

Head Lice Checks

The Anacortes School District has a very strict policy regarding head lice. Any person found with live lice will be sent home. Students may return after appropriate treatments.

Legal Custody Documentation

It is our goal to avoid conflict with and between parents in custody issues. In cases involving court-ordered custody of children, schools **must** have a copy of the most recent and appropriate State of Washington court documents with specific court instructions to assure compliance with any limiting court orders. **In the absence of a court order Mt. Erie will respect the rights of both parents and defer conflicts to the local police department.**

Child Abuse

Unfortunately, school personnel do come in contact with children who have been victims of child abuse. By state law (RCW 26.44.040), when school personnel have "reasonable cause to believe that a child has suffered child abuse or neglect, he/ she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the Department of Social and Health Services." The law continues, "Any other person who has reasonable cause to believe that a child has suffered child abuse or neglect may report such incident to the proper law enforcement agency or to the Department of Social and Health Services."

The local telephone number for Child Protective Services is 360-416-7546 or FAX 360-416-7541.

Breakfast & Lunch Programs

Hot lunch and breakfast are available daily. We use a computer-based program to track student lunch accounts. Students may deposit any amount into their account for use throughout the year. Breakfast is \$1.65 daily and lunch is \$3.00 daily. The salad bar is included with lunch at no additional charge. Milk is available for those who bring a sack lunch for \$.60. Deposits can be made into student accounts daily before school. Checks should be made out to Anacortes School District or Mt. Erie School. Additionally, parents may deposit money into their child's account from their home or office by going to www.mymealtime.com. Parents will need their child's student ID number and may get this from the office staff. Mealtime online is a great way to keep track of your child's account.

Menus are sent home with students, on request, on the first day of each month and are available online at www.asd103.org.

For the safety of our students, glass containers and glass bottles are prohibited.

A federally funded program for free and reduced priced meals is provided for eligible families. The cost for reduced lunch is \$.40 and reduced breakfast is FREE. Application forms are sent home the first day of school and are available in the school office throughout the year. It takes two days to process an application. Unfortunately, students cannot be given a free or reduced lunch until the application is processed.

The Anacortes School District and Mt. Erie School are committed to promoting good health habits and nutrition. We believe that the teaching and practice of healthy lifestyle habits and awareness of good nutrition can have a lifelong impact. Students who eat well-balanced meals and are healthy are more likely to learn in the classroom. The Anacortes School Board supports an emphasis on nutrition as well as physical activity at all grade levels to enhance the well being of our district's youth.

Student Assessments and Testing - Washington State Required Testing

Washington State has very challenging academic standards for students in our schools. The state has formally adopted the Common Core State Standards as its primary guideline for grade level learning. The accountability for the success of all students is clearly shared by each school district and individual schools, parents, and students. The State of Washington has developed an assessment package to help schools, parents, and communities in measuring the success of the efforts.

All students in **3rd, 4th, and 5th** grades will take performance-based tests in the spring of each year. The **ELA and Math SBAC** will be administered in late April and early May. **Grade 5** will add a Science test (MSP) in the same May as well. **Grade K-5 MAP** assessments in math and reading are scheduled for the second half of May and early June.

Reporting Student Progress

The elementary schools in the Anacortes School District formally report student progress to parents through parent/teacher conferences and report cards. The first conference period for parents will be October 8-11, 2019. The conference will be an opportunity for parents and teachers to discuss student progress. The next conferences have been set for February 11-13, 2019. Please

note: Students will be released early during conference week to allow teachers to meet with individual parents. Dismissal will be at 12:00 noon. Parents wishing to confer with their child's teacher or with the principal other than during the regularly scheduled conference periods should call their child's teacher or the school office at (360)503-1500 to arrange an appointment. Parents wishing to speak to their child's teacher on the telephone should call between 8:30 AM and 8:55AM or 3:35PM and 4:00 PM. Parents/Guardians can also call the school secretary during the day to leave a message for the teacher to return their call at the earliest convenience.

Release of Student Records

Anacortes District Schools maintain records on all students K-12. These records may include directory information such as:

1. Name, address, telephone, name of parent/guardian.
2. Date and place of birth.
3. Participation in school activities and athletics.
4. Date of school attendance.
5. Honors and awards.
6. Other information, such as yearbooks, playbills, etc.

This information may be released WITHOUT consent unless the parent/student files an objection with the building principal.

Academic Student records may be released without consent as follows:

1. A transcript of student records will be forwarded to other public or private schools and post-secondary educational institutions to which a student transfers or applies for admission or in which a student enrolls.

2. A transcript of student records will be forwarded to scholarship or financial aid sponsors to whom the student is making or has made application.

The release of ANY student records, other than in the areas specified, requires the written consent of the parent or eligible student.

STUDENT DISCIPLINE

We expect students to come to Mt. Erie to learn and to do their best work. It is what you, the student, do that determines how much and how well you learn. When you work your hardest, you give yourself the best opportunity to gain the knowledge and skills you need to create the future you want. Have high expectations for yourself! You are responsible for your life! Make it the best it can be.

Discipline at Mt. Erie shall reflect the belief that each student is responsible for his/her actions and words. Student and staff behavior alike shall demonstrate respect for self and others.

General

MT. ERIE STUDENTS HAVE AN EXCELLENT REPUTATION REGARDING THEIR BEHAVIOR. IF STUDENTS CAN REMEMBER FOUR SIMPLE RULES, THEY, AND THE REST OF THE STUDENTS AND STAFF IN THE SCHOOL, WILL HAVE A SUCCESSFUL YEAR.

- 1. Follow Directions:** Always follow the directions and requests of teachers and supervising adults.
- 2. Be Respectful:** Be honest, courteous and respectful to everyone. Use good manners.
- 3. Be Safe:** Never do anything that jeopardizes your safety and the safety of others. (Keep your hands and feet to yourself.)

4. Take care of your school: Help take care of the school building, equipment, and playground.

School/Classroom Discipline Plans

"Within each school the school principal shall determine that appropriate discipline is established and enforced. In order to assist the principal in carrying out the intent of this section, the principal and the Student Disciplinary Board 11 in each school building shall confer at least annually in order to develop and/or review building disciplinary standards and uniform enforcement of those standards." District Policy # 3121

Please refer to the Anacortes School District Web Page (www.asd103.org) School Board Policies for complete and detailed student discipline policy.

It is the duty and responsibility of each teacher to develop and discuss with his or her students, appropriate rules of conduct within the classroom, which will insure the maximum learning environment for each child. Students who consistently fail to abide by classroom rules may have their parent(s) contacted or be referred to the principal, where appropriate disciplinary measures will be implemented. Disciplinary measures may include, but are not limited to:

- a. Discussion with the child and the development of a plan implemented by the student leading to more appropriate behavior.
- b. Elimination of free time activities (recesses) for a stated period of time.
- c. Time out (time away from classroom or activities).
- d. Reflection Room.
- e. Meeting with the Principal or Counselor
- f. Request for parent conference.

- g. Short-term suspension.
- h. Long-term suspension.
- i. Expulsion.

School Rules

General Building Rules

1. Walk quietly in the halls at all times.
2. Respect the learning environment of yourself and others.
3. Fighting, stealing, profanity, and vulgarity are serious offenses and may lead to suspension.
4. Please do not bring personal property or toys to school (electronic games, trading cards, Mp3, CD players, etc.)
5. Gambling or borrowing money is prohibited.
6. Knives, guns, and other dangerous items are not allowed at school.
7. Tobacco, drugs, and alcohol will not be tolerated in any form.

Playground Rules

1. Play safely and cooperatively outside at recess.
 - a. Chasing and excessive roughhousing are not allowed
2. Cooperate with the supervising adults.
3. Follow the established rules of the game.
4. Use equipment in a safe manner and in the proper area.
 - a. Balls and equipment must be returned to the ball bins.
 - b. Equipment must be carried while students are in the building.
5. Remain within the playground boundaries at all times during recess times.
6. Obey playground supervisors who are in charge during recess time.

Kelso's Choices are common problem solving strategies taught by our staff and counselor.

Go to another game or activity
Tell the person to stop
Respectfully talk it over with one another
Apologize
Ignore the problem behavior
Make a deal or compromise
Share and take turns
Wait and cool off
Walk away from the problem

School Counseling Services

The Anacortes School District offers counseling services for personal, social, academic, and career development issues. If you have questions about counseling needs, please contact our school counselor, Ian Mayer, at extension 1554.

Decision Making and School Improvement Team

Decision making within any large organization can be a complicated process. Federal and State laws as well as Anacortes School Board sets policies and procedures for overall district operations. A Leadership Team made up of the Superintendent, Dr. Mark Wenzel, central office administration, and administrators from each building and program are responsible for the supervision and operations of the district. The buildings' principals are accountable for the day-to-day operations of their buildings and supporting staff and students.

General Information

Cell Phones and Electronics (revised - 2017)

Cell phones, iPhones, and other electronics have become a common form of communication in today's world and many parents rely on these devices as a vital link for their child's safety. However, cell phones, iPhones and other electronics can also be a disruption in class and to a student's learning. Parents wishing to authorize their student to carry a cell phone to school will need to complete the cell phone use agreement and keep the school office updated with any changes in numbers or status. All cell phones are to be turned off during school hours and in the student's backpack. Cell phones that cause disruption may be taken away by school staff and held in the office. Cell phones may not be used in the classrooms, hallways, lunchroom, restrooms, in bus lines, or on the playgrounds at any time. All authorized cell phone calls need to be made in the area of the school office or immediately outside the front doors. Individual permission may be given by a teachers or supervisor to use a cell phone in a specifically designated area. Cell phone calls of any social nature from school grounds are discouraged. The school will not assume responsibility for cell phone misuse beyond its direct supervision. Note: Each classroom has a telephone that may be used by students to contact parents during school hours.

Personal Property

The school provides playground equipment for each classroom. Please do not allow your child to bring toys, sports equipment, computer games, radios, MP3 players, baseball cards, trading or playing cards, etc., to school. Such items can be a distraction to both the student and teacher during class time, and the school cannot be responsible for damage to or theft of personal property.

Dress Code

It is our strong belief that appropriate student dress has a positive impact on student learning, student behavior, and the overall school climate and morale. Both School Board policy (#3224-P) and

all school student handbooks address the importance of appropriate dress. The high standards of expectation for student dress help send the message to students that school is an important place. Mt. Erie has established guidelines for appropriate dress that support the learning climate, while also providing parents a great degree of discretion in helping their children choose the type of clothing to wear to school each day. Please review Mt. Erie's dress code with your child: Low cut blouses, shirts, and sweaters and see-through clothing are not allowed

- Tops and shirts must be long enough to stay tucked into pants or skirts
- Tops with ultra-thin or "spaghetti" straps are not allowed
- Hats may not be worn inside the school building
- All skirts and shorts should be no shorter than 5 inches above the knee, or fingertip length
- Athletic clothing worn during the school day/hours must comply with all school dress code standards
- Pants should be worn securely at the waist
- T-shirts may not display images or messages that have lewd, sexual, violent, drug, tobacco or alcohol-related messages
- Gang-related items are prohibited

Students are expected to come to school appropriately dressed in neat, clean clothing. Extremes in fashions that detract from the teaching/learning process must be avoided. This attire could include short-shorts, bare midriffs, baggy pants, halter tops and other clothes that inappropriately expose the body. Clothing with labels or logos that support the use of drugs, alcohol, sex, and violence will not be allowed at any time. Hats may be worn outside, but are not allowed to be worn inside the building.

Identify Your Child's Clothing!

Each year students lose many articles, such as coats, sweaters, shoes, and lunch boxes. **Parents are urged to mark items with the child's name or to sew nametags on clothing as a means of identification.** Both lunch boxes and sack lunches should have the child's first and last name as well as room number written on them. The school office maintains a lost and found area and both students and parents are welcome to check it for lost items.

Lost and Found

All articles of clothing found in the school or on the school grounds are brought to the office. Marked articles are returned to the proper owner. Unidentified articles are kept near the office until claimed by the proper owners or parents. Parents are encouraged to stop by the office and check for any items lost by their child. Any unclaimed item left for more than three months will be donated to a charitable organization. Parents should label all articles of clothing a child might remove (and lose) while at school, e.g., coats, hats, sweaters, mittens, boots, tennis shoes, etc.

Newsletters

Mt. Erie Newsletters – The Mustang Minute will be emailed monthly to keep all parents informed of school activities, school news, and special events. Please make sure your e-mail address is current.

Classroom Newsletters – Teachers will be sending home letters or notes regularly to update you on events taking place in their classrooms, specific units of instruction, samples of student work, and any other information that may be of interest.

PTA Newsletter – The PTA will send a monthly newsletter via email. These newsletters will help keep parents, and other family members informed about special events and PTA activities. Every effort will be made to post newsletters online to make this information more available to parents and community.

Technology, Computers, and Internet Access

The Anacortes School District has formally adopted a specific policy to direct and govern the use of technologies within all Anacortes Schools. A copy of these policies is available at each school or on the Anacortes School District Website: mte.asd103.org.

There are computers in each classroom to assist the teacher in the presentation of materials and curriculum. These computers are also for student use to enhance written work, research, and presentation skills and to support learning and creativity across the curriculum.

Mt. Erie has its own website that can be accessed at <http://mte.asd103.org>.

All students and staff using ANY networking services of the district MUST have a current signed Technology Use Form on file. This form is a permission slip signed by parents allowing their child to use district networking services and, where appropriate, the Internet. Without this permission, students will be assigned alternative tasks and not allowed to use any network service.

The Anacortes School District has a Proxy Server to filter Internet access and site content. Misuse of Internet or network services will result in disciplinary actions. For further information on Technology at Mt. Erie you may contact Mr. Robert Pohl at (360)503-1168.

Recesses

Students work hard during the scheduled instructional periods. They need recess breaks for fresh air and physical activity. Students are encouraged to utilize this time.

The school does not have facilities and personnel to supervise students who want to stay inside for recess. Therefore, unless a child brings a daily note stating why he/she must stay inside, he/she will be sent outside. If a child has a good reason to stay in from recess, he/she must sit quietly in the office area or library during those periods.

On rainy days, students will remain inside in their regular classrooms under supervision of building staff.

Textbooks and Supplies

Textbooks are furnished free of charge to all pupils by the district. However, it is the responsibility of students and parents to care for these books. Students will be charged for lost or damaged books. Students will be asked to furnish and keep certain supplies appropriate to their grade level at school. A list of these supplies is usually given to your child prior to the first week of school.

Withdrawals

Parents who are planning to move or relocate must notify the school so that their children can be properly withdrawn and the records can be sent to the new school as soon as possible. Both individual teachers and the office need to know the last day a student will be attending Mt. Erie Elementary. Please notify your child's teacher and the office as soon as possible regarding student withdrawals.

Extra-Curricular Activities

The PTA, ASAP (After School Arts Program), and YMCA all sponsor a number of after-school activities for interested students (dance, art, computer, drama, science, study hall, homework help).

Participation is on a sign-up basis and transportation is the responsibility of each parent or guardian.

Drug & Weapon Free School

You may have noticed that many of our schools have “No Drugs, No Guns, and No Smoking” signs posted on the buildings. To ensure the safety, health, well-being and academic performance of all the students, the Anacortes School District is committed to providing schools that are drug, alcohol and weapon-free. 15 The possession, use or distribution of illicit drugs and alcohol is forbidden on school premises or as a part of any District sponsored student activity. The possession of a gun or other weapons is prohibited on school premises (toy weapons are also prohibited).

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access

and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in

order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901*

Notice of Equal Opportunity and Non-Discrimination

The Anacortes School District is committed to providing a quality education for all students regardless of learning differences.

Anacortes School District #103 complies with all state and federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal. The Anacortes School District provides equal access to the Boy Scouts of America and other designated youth groups.

Title IX / Affirmative Action

Anacortes School District #103 complies with all applicable State and Federal laws, including but not limited to, Title VI, Title VII, Title IX of the Civil Rights Act, the Americans with Disabilities Act (ADA), RCW 49.60, Law Against Discrimination, Section 504 of the

Rehabilitation Act, and RCW 28A.640, “Sexual Equality”, and does not discriminate on the basis of race, creed, color, national origin, sex or handicap/ disability. This holds true for all district employment and educational opportunities, as well as all extracurricular school activities.

Inquiries regarding compliance and/or grievance procedures may be directed to:

K.C. Knudson, RCW Officer(360) 503-1214

Connie Sheridan, Title IX Coordinator(360) 503-1221

Fran McCarthy, Section 504 Coordinator(360) 503-1216

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

Pressuring a person for sexual favors

Unwelcome touching of a sexual nature

Writing graffiti of a sexual nature

Distributing sexually explicit texts, e-mails, or pictures

Making sexual jokes, rumors, or suggestive remarks
Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here at www.asd103.org.

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

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

K.C. Knudson, RCW Officer(360) 503-1214
Connie Sheridan, Title IX Coordinator(360) 503-1221
Fran McCarthy, Section 504 Coordinator(360) 503-1216

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | Fax: 360-664-2967

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

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

Other Discrimination Complaint Options Office for Civil Rights, U.S. Department of Education 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | OCR Website

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights
Commission Website