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# Loon Lake Elementary

4001 Maple Street Loon Lake, WA 99148,

Phone (509) 233-2212

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## **Parent/Student Handbook and 2010-2011 Calendar**

*Please take the time to read each page and to sign and return all mandatory documents to the office. Thank you for your cooperation—there is a list on the Table of Contents page that shows what needs to be signed and returned.*





# 2010-2011 Student/Parent Handbook

4001 Maple Street Loon Lake, WA 99148,

## WELCOME BACK!!!!

The staff of Loon Lake Elementary School would like to welcome you to the 2010-2011 school year. We are looking forward to a great year, and we can't wait to see your child's smiling face walk throughout the doors on Monday, August 30. **Please sign and return "Annual Notice to Parent or Guardian Regarding Your Rights" along with all other forms that need to be returned to the school to update our school records system. Thank you! Please use the calendar—it will be very helpful to you for the upcoming school year.**

The information in this handbook has been carefully prepared and designed to help you and your child understand the procedures, rules and policies of our school. By reading through it, and using it as a reference, we believe that you and your child will have a great year.

Loon Lake teachers are eager to help you and your child have a super experience. We encourage your child to work hard and for you to get involved. Remember—your child's success is in direct correlation to his/her own efforts. So work hard, and have fun!



### 1) School Start and Dismissal Times

**\*School begins at 8:45 a.m.**

- \*Students may arrive at 8:30 am for breakfast, there will be a staff member here at this time to monitor the students
- \*Students (K-6 Grades) are dismissed at 3:15 pm
- \*Transportation is provided for the Loon Lake School students

***Late Arrival Days—school begins at 10:30 a.m. (No Breakfast)***

**Early Dismissal Days—All Classes dismissed at 12:30 after lunch.**

#### Helpful Homework and Learning Tips

1. Find a book your child is interested in. Let him/her pick it out if possible. Read together each night.

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#### Forms for School Use

##### Please return each form

- \*2010-2011 Permission Slip For Field Trips
- \*Health History
- \*Life Threatening Conditions
- \*Diet Prescription for Meals at school
- \*Free/Red. Breakfast/ Lunch application
- \*Address/Phone Correction
- \*Medication forms-if needed
- \*Signed Parent-Teacher-Student Compact
- \*Annual Notice to Parent or Guardian Regarding Rights
- \*Internet Use Agreement

### 2) Office Procedures

The office at the school is always a busy place with students and staff members attending to business. The office is to be run in a business-like manner, so we ask all students and visitors to observe the following rules: **ALL VISITORS MUST STOP AT OFFICE**

**\*Please Use the service window located at the West Side of the Office**

- \*Office passes will be given by staff members to children.
- \*Enter the office only with permission
- \*Do not accompany friends to the office, unless directed so by a staff member
- \*The office area must be quiet at all times
- \*If you are asked to sit and wait, please do so quietly.

Failure to follow an office procedure will result in student receiving a yellow card.

### 3) Change Of Address

If you change your address or telephone number, please notify the office at once as that information is very important to us. See enclosed form for your use.

#### 4) Lost and Found

A lost and found service for clothing will be maintained in front of the office. Students who find articles that are valuable should bring them immediately to the office. Students who have lost valuables should inquire about them at the office. Lost clothing not claimed will be donated to a charitable organization.

#### 5) Sickness, Injuries and Head lice

Loon Lake School has a nurse once a week. A student who is hurt should report the injury to a staff member. There are always qualified staff members available to assist with injuries. Students who are too sick to attend class will be sent to the health room which is located in the office and appropriate arrangements will be made for the child to go home. **Children with head lice will be removed from the class and sent home with a parent immediately, if possible.** Check your child intermittently for these bugs. Treatment is vital to the process of eliminating this problem, but a regular check of heads and the removal of nits is the most important piece in the procedure. **Children will not be allowed back into school or on the bus after being sent home with head lice without a head check by a school official.**

#### 6) Medication

A signed note from the doctor/parent must be presented to the office if it becomes necessary for the student to take any form of medication at school. All medications will be kept in and dispensed through the office.

Tip #2: Use Flash cards to work on math facts.

Tip #3: Write math facts on index cards and tape them where they are regularly seen (mirror, door, back of car seat).

Tip #4: When in a vehicle, play language games.

#### 9) Attendance

All students are expected to be regular and punctual in attendance. Your child's attendance at school is important to their education and to their classmates. State law requires us to have a note on file for all students' absences. Phone calls will no longer be accepted. We will also call home to verify your child's absence for your child's protection. **Please send a note with your child upon their return to school.** Unexcused absences will be noted on your child's report card. The following are types of absences that exist and their consequences.

\***Excused:** A valid parental excuse is provided. The student is allowed to make up all work.

\***Unexcused:** A valid parental excuse is not provided in accordance with Loon Lake School District Policy and state law. The student does not have the right to make up work.

\***Absences and Tardies:** The following are deemed valid excuses for absences and tardies

\*Absence for parental-excused activities. This category of absence shall be counted as excused for purposes agreed upon by the principal and parent. An absence may not be approved if it causes serious adverse effect on the student's educational process. Excuses such as: needed at home, baby-sitting, no clothes, hair appointments, overslept, shopping, missed the bus, etc. are not normally accepted and will be counted as unexcused.

\*Absences resulting from disciplinary action or short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry into the classroom.

#### 7) Parent Conferences

Parents may make appointments for conferences with any staff member by telephoning the school before or after classroom hours.

Student-led conferences with parents, teachers and students are held in November and March.

There will be no school on November 22nd and 23rd and March 16th and 17th. Students must attend conference with their parent.

#### 8) Dress and Groom

Students have a responsibility to dress and appear on school campus according to standards of propriety, safety and health. The following guidelines will uniformly be applied to dress and grooming: \*Hats or other head coverings are not to be worn in the classroom, hallway or cafeteria. This rule applies to both males and females, students and staff (violation of this rule may result in long-term confiscation)

\*Short pants and skirts are to be no shorter than the student's hand length above the knee

\*Footwear with soles must be worn in school facilities and on school grounds at all times

\*Footwear for gym use must be white-soled shoes, worn only in the gym

\*Reference to tobacco, drug, and/or alcohol on clothing is **not permitted**

- Proper personal hygiene is required of all students and will reduce problems with peers. Wearing of clean clothes and regular bathing is essential (showers are available at the school if need be).
- We do recommend that students do not wear shorts during the winter months as there is daily outside recess.
- Short tops and loose tank tops are not allowed without another shirt worn underneath it.

### 10) Field Trips

Field trips are used to enhance the educational process. Information about field trips will be normally included in a newsletter. A signed permission slip must be on file in the office in order for your child to participate in the trip.

### 11) Visitors

We would like to extend an invitation to every parent to visit their child's classroom. We encourage all parents to participate in their child's education. **PLEASE STOP AT THE OFFICE FOR A VISITOR'S PASS BEFORE GOING TO YOUR CHILD'S ROOM.** Other classroom visitors must be approved by the teacher (such as another child).

### 14) Textbooks

Textbooks are property of Loon Lake School and are checked out to each student on a loan basis. The student's name and the general condition of the book will be recorded when issued. A student will be responsible for paying full price for ink marks, torn pages, lost books, etc. Textbooks should be covered at all times.

Tip #5: Write a letter to a relative or thank you notes for gifts received.

Tip #6: Visit our Local Library of the Lakes to check out books during the summer months.

### 12) School Breakfast/Lunch Program

Breakfast and lunch are available for the children throughout the school year. Students may apply for the Free and Reduced Priced Breakfast/Lunch program. Meal prices are: \$.30 for reduced-price breakfast, \$.60 for full price breakfast, \$.40 for reduced-price lunch and \$1.25 for full-price lunch. Applications are available in the office. We encourage parents to pay by the month, however weekly or daily payments are accepted. **Students are not able to charge lunches.** Eating in the cafeteria is a privilege, not a right. Each student must follow the rules for the lunchroom, use soft voices and display proper table manners.

### 13) Lockers

Lockers are assigned to students in Grades 3,4,5 and 6 at the beginning of the school year. School-issued combination locks are assigned to students in Grades 5 and 6 only - no other locks may be used, they will be cut off the locker - the lockers are intended as a convenience to store books, notebooks, lunches, jackets and other items necessary for school, not as a safe place to store valuables. Lockers are to be kept clean and shut. Writing on lockers is prohibited, as well as interior decorating that is obscene or that promotes tobacco, drug or alcohol use. The school reserves the right to inspect individual lockers without advance notice. Students are not to switch or share lockers with others unless given permission by the classroom teacher or office personnel. Violators may lose their locker privileges.

**Lockers are not satisfactory places for safekeeping money or valuables. Please leave such items at home.**

### 15) Library Privileges

It is a privilege to come to the library and check out books, and reference materials. In order to keep the variety and supply of books and resources available for use, extreme care should be taken with each item that you check out.

#### **Please follow these simple rules**

- \*Always have clean hands when handling books
- \*Books may be checked out for only two weeks, but may be renewed if it has not been requested.
- \*Reference books - encyclopedias and dictionaries - may only be used within the school and must be returned to the library each day after use.
- \*There is a charge for books damaged beyond reasonable repair. Lost books shall be paid for each trimester.
- \*No books may be taken from the library without first being checked out.
- \*Choose a specific place - safe from pets and younger siblings - to put your book when you bring it home.
- \*Take books home in plastic bags or book bags to help protect them from the weather
- \*Enjoy reading!

## 16) Discipline and Rules for Student Behavior

Setting rules for children's behavior and disciplining is done as an act of care for all children's academic and social development. We expect children to be safe and not disruptive to learning. Here at Loon Lake School, the discipline program is designed to be fair, firm and consistent.

When unacceptable behavior occurs, a progressive, step-by-step discipline system will be followed. This system will be used throughout the school, including the classrooms, lunchroom, gym, library, hallways, playground and any related school activity such as assemblies or field trips. The progressive, step-by-step discipline system is as follows:

Staff will use green, yellow, red and black cards. Green cards indicate appropriate behavior by students. Yellow cards indicate behavior that is inappropriate. An example of a yellow card is: disrupting the educational process of the class. The yellow card functions as a documented warning. Red cards, on the other hand, indicate behavior that is potentially harmful, disrespectful and/or dangerous to others. A black card indicates that the behavior is unacceptable, and is not tolerated.

Tickets are issued when students turn their cards from green to yellow/red. All staff have the authority to issue tickets and classroom teachers are ultimately responsible for their own classroom discipline. If the infraction occurs in the classroom, it is the classroom educator's discretion whether or not to send the child to the Behavior Room for processing and/or for a 10-15 minute time-out. Time-outs are provided for those students who need time away from the classroom to cool-down and regain their composure. Phone calls home will always be made; however, when students (K-6) receive red cards. Time-out rooms are located in the Chapter Room (Behavior Room), Resource Room, and in the office.

For more specific information on the discipline program, contact the office. Also see Item 20 in this handbook. Parents always feel free to contact the school regarding the issuance of a behavior card for clarification.

Tip #7: Communicate regularly with your child's teacher.

## 17) Trimester Academic Achievement and Behavior Reward

There are three trimesters each year. At the end of each trimester, students will be recognized for academic achievement.

At the end of each month, Students receiving no more than two yellow cards and **no red or black cards** qualify for the discipline reward activity.

\*Note: All classroom educators have their own form of classroom management and may adjust the Basics of the Discipline Program to their style. Talk to your child's teacher to find out about their program. Also see Item 21 in this handbook.

Students must also have attended school for at least two trimesters to qualify for the end of the year award. See Item 20.

### 18) Valuables/Cell Phones

Students are not to bring valuables or large amounts of money to school. Articles of value for class display should be locked in a teacher's cabinet or checked into the office. The school will not be responsible for lost or stolen articles. Cell phones will be taken away and given back at a later time through the office

### 19) Assemblies

Assemblies are an important part of the curriculum and are designed to be both educational and entertaining experiences. Regardless of the type of program, students are to be attentive, respectful, and appreciative of the speaker/performer. Talking, whispering, playing, and booing are considered inappropriate. Disciplinary actions for students showing disrespect can be expected.

### 20) Steps of Discipline

The following is a step-by-step guide to implementing the discipline:

All Children begin on green daily

1 Orange Card = Be Careful - a warning

1 Yellow Card = 1 1 1 1 1 1 1 1 ..loss of one recess

Two Yellow Cards will result in a red card

1 Red Card = 1 1 1 1 1 1 1 1 1 1 ...loss of two recesses, phone call to parents

1 Black Card = 1 1 1 1 1 1 1 1 1 1 1 1 ..loss of two recesses, phone call to parents and stay after school

\* Parent meetings are required in Steps 3-6. These steps are also administered when severe and/or unacceptable behavior occurs. Severe and unacceptable behavior may include, but is not limited to, the following actions and will result in automatic red card, immediate suspension, or expulsion:

- \*Repeated disobedience and/or disrespect to the supervising adult
- \*Repeated swearing and/or obscene gestures
- \*Sexual Harassment
- \*Stealing
- \*Bullying
- \*Fighting/Physical Injury
- \*Damaging or Defacing School Property
- \*Use and/or possession of drugs, alcohol or cigarettes
- \*Bringing firearms, weapons, knives, firecrackers, and/or matches to school
- \*Threatening others and/or intimidation

Police will be notified if any illegal action is committed on school premises. These actions include possession of a weapon or drugs, vandalism, and/or theft. Illegal items will be confiscated and the student will be removed from school immediately. A conference will be scheduled with parents before the student may return to school. The student will be responsible for any work missed.

*A copy of the ticket will be sent home with student the day they get it (or the next day)- processing may take place the next day. A parent signature is required before the student gets another recess; therefore, an unsigned ticket may result in losing recesses for an entire day.*

Supporting RCW's (Revised Code of Washington); WAC's (Washington Administration Code) of the Loon Lake School District Policy (LLSPI) as noted:

Alcohol, RCW 66.54.270.290

Arson, RCW 91.48.020.060

Assault, RCW 9A.36.020

Attendance, RCW 28A.225.010

Bullying Chapter 207, Laws 2002

Burglary, RCW 91.52.030.040.080

Cooperation with School Staff, WAC 180.40.210

Cumulative Violations, WAC 180.40.270.275

Display of Affection, WAC 180.40.210

Disrespect, RCW 28A.635.020

Dress and Appearance, LLSDP Policy 3224

Drugs, RCW 69.50.301.302.308:9.47A.010

Fighting, RCW 9A.36.020.040

Forgery, RCW 9A.60.030

Harassment WAC 180.87

Inhalants, RCW 9.47A.020

Insult or abuse of Teachers/Educators, RCW 28A.635.010

Interference, RCW 28A.635.090

Intimidation, RCW 28A.635.100

Malicious Mischief, RCW 9A.48.090.100

Referral to Office, WAC 180.40.235

Robbery, RCW 9A.56.920

Theft, RCW 9A.56.020.100

Tobacco, RCW 26.28.080

Vandalism, RCW 28A.635.060.:9A.48.090.100

Weapons, RCW 9.41.280

**Special Infractions to be Emphasized and Avoided Are:**

**Disrespect, fighting, vandalism, and property damage, profanity and obscene gestures, use of drugs and alcohol, use of tobacco, carrying or using weapons of any kind, theft, harassment and/or bullying.**

**The Loon Lake School Discipline Program was developed by staff, parents and community members. The program provides a safe, respectful environment that promotes successful learning. Our Goal at Loon Lake Elementary School is to have each student experience the "special reward activity" that is held at the end of each trimester.**

**At the end of the year, A special presentation will be held at the end of the year for each student that receives no cards at all. CONGRATULATIONS TO THOSE STUDENTS!**



Remember: Good readers are not born—they are made.

Encourage your child to read. Loon Lake School has a wonderful library just full of books waiting to be checked out.

### 21) 6th grade End of Year Skip Day

The 6th Grade students earn the privilege of participating in the end of the year Field Trip. There are three trimesters in a school year. Each trimester, the 6th grade student's behavior record will be evaluated. The following guidelines must be adhered to:

- ◆ Each trimester a student will have received no more than 2 red cards or 5 yellow cards (The sixth yellow card or an additional yellow card with 2 red cards will eliminate the student's qualifying for that trimester.
- ◆ A student must have met the guidelines for at least 2 out of 3 trimesters.
- ◆ The 3rd Trimester must be one of the qualifying trimesters

Example 1: If a student qualifies for the 1st and 2nd Trimester, but does not qualify in the 3rd Trimester, he/she did not earn the privilege of participating in the end of the year skip day.

Example 2: If a student qualifies for the 1st and 3rd Trimester, he/she has earned the privilege of participating in skip day.

**Suspension:** If a student is suspended during a trimester, it will result in disqualification for that trimester. Suspensions may result in loss of privilege beyond what has previously been set forth.

New students must have attended school at least 2 trimesters in order to participate in the 6th Grade Trip.

**Our Goal is to have every 6th grade student participate in this fun-filled class activity and we hope that you make it your goal, too!**

### 24) SPELL Students/Parents/Educators Learning Links

(Loon Lake School Staff, Parents and Students)

This program was started in the Fall of 2000 and will continue again this year the new The SPELL night meeting will be held on the 2nd Tuesday of each month unless otherwise designated on student calendar. An agenda will be sent home with your child before the next activity. We encourage parents and students to participate in these wonderful evenings of education, decision making and fun. Please contact the school for more information regarding this program or plan to attend the first meeting of SPELLS that is scheduled for Tuesday, October 12, 2010.

### 22) School Closings

When school must be cancelled or opened late due to severe weather conditions, or other emergency situations, announcements will be made on local television and radio stations. We encourage you to pass this important information onto others, to help eliminate unnecessary waiting for buses. Because of winter weather conditions, our buses may run a little late (up to 30 minutes late on average). If your child's bus is 30 minutes late, please call the school for further information.

#### Television Stations

Channel 2  
Channel 4  
Channel 6

#### Radio Stations

AM	FM
KJRB 790	KZZU 92.9
KXLY 920	KDRK 94.6
KEYF 1050	KKZX 99.0
KGA 1510	KNFR 96.1
	KXLY 100
	KEYF 101.1
	KEZE 105.7

### 23) Volunteer Program

Volunteers are needed throughout the year in several different areas:

- ◆ Classrooms
- ◆ Library
- ◆ **CPO (Community Parents Organization)**
  - a. Special Events-Halloween Carnival, Spring Luncheon
  - b. Fundraisers
- ◆ After School Sports - **Loon Lake Sports Association**
  - a. Coaches and assistants
  - b. Boy Scouts or Girl Scouts leaders and assistants

#### All volunteers Must:

- ◆ Attend a mandatory orientation meeting
  - ◆ Clear criminal background check before working with children
- Volunteers will report to the office and check in before going to their classrooms. Volunteers will wear the visitors' pass given to them in the office. This is very important for the safety of your children.**

### **25) Loon Lake School Site Council**

The Mission of the Loon Lake School Site Council is to foster a positive educational Experience for students, parents, community Members and staff. This council will act as a Liaison between the Board, Staff and Community. If you are interested in becoming a member of this Council or are interested in Attending any of the meetings, please join them at the September 21, 2009 meeting at 5:30 p.m. in the school's library. These meetings are scheduled on the Board Meeting nights the 3rd Tuesday of each month unless otherwise noted.

**26) School Spirit Days**—The 3rd Friday of each month has been designated as (except March 2011 the 4th Friday) special spirit days with a different theme for each month.

September 17- Loon Lake Lions Day Wear Your Blue Proudly  
October 15 Favorite Cartoon Character Day  
November 19 Patriotic Day Red/White Blue Day  
December 17 Big Hair and Wild Sock Day  
January 21 Wear Your Very Best Day  
February 18 Hippy Day (anything tie-dyed, etc.)  
March 25 Favorite Sports Team Day  
April 15 Wear your PJs Day  
May 20 Camouflage/Hunters Orange Day

### **27) School Policy for Use of Pesticide**

A notification will be posted in the main office of the school 48 hours before the application of any pesticides. Whenever possible, the use of pesticide will not be used unless two consecutive days of non-student occupancy is available. If this is not possible, then a pre-notification to interested parents or guardians of students will be sent home with students. Please notify our school to be put on the list of interested parents or guardians.

Schools commonly use a unspecified brand of weed and feed. The school shall, at the time of application, post notifications signs for all pesticide application made to school facilities unless the application is otherwise required to be posted by a certified applicator under the provisions of RCW 17.21.410(1)d.

Application of pesticides may include all school property in and out with the exception of food serving or storage area. School employees will do most applications. Thus the school will maintain a record of use for viewing by any interested parties. Please call for an appointment before wanting to view either recent applications or an annual summary.

## **28) STUDENTS MUST FOLLOW THESE BUS RULES**

- 1. The bus driver may assign seats.**
- 2. Be Courteous.**
- 3. No Profanity.**
- 4. Do not eat or drink on the bus -  
Keep the Bus Clean.**
- 5. Violence is prohibited.**
- 6. Remain seated.**
- 7. No smoking.**
- 8. Keep your hands and head inside the bus at all times.**
- 9. Do not destroy property.**
- 10. For your own safety, do not distract the driver through  
Misbehavior.**

### **MISBEHAVIOR ON THE BUS:**

**Penalty at discretion of principal depending on circumstances (may include removal from bus for 1 to 10 days or permanent removal from bus by a formal hearing).  
Serious misbehavior on the bus may also be cause for consequence up to and including suspension and expulsion from school.**