

PARENT COMMUNICATION

We are anxious to keep communication lines open between school and home. To better help parents know what is going on at school many schools send a newsletter home regularly. We suggest you keep the newsletters in this folder for reference. If you have concerns or comments please call the school.

WASHINGTON SCHOOL DISTRICT ATTENDANCE POLICY

The Washington County School Board believes that student learning and achievement is directly related to attendance. WCSD strives to make every effort to be in compliance with state law as well as work proactively together with parents, community resources; including the Fifth District Court to encourage the regular attendance of all Washington County students. The District believes this to be in the best interest of the students and the community. The Board, together with Washington County Schools, is committed to work in harmony with parents/guardian and to assist them with their responsibility to have their children in attendance at school.

The complete attendance policy will be included in the handbook and can be found at www.washk12.org/policy. Please refer to policy 2900.

Students under the age of 18 are required to attend school unless exempted by law. Parents have the responsibility to monitor regular school attendance for their children and to have them at school on time. Please contact the school by 10AM any time your child will be absent. This includes absences for illness, travel, or family emergencies. Please remember that the fewer absences, the better children do in school. Exempt absences include:

- School Sponsored Activity – Involvement in a school-sponsored activity is considered part of the educational experience.
- Educational Travel – Requires prior notification by parents and approval by school officials. Paperwork is available in the office or on the district website.
- Homebound – Illness or injury which causes absence in excess of five consecutive days will not be considered an absence if a homebound teacher is requested. Requires verification by a physician.
- Chronic Illness – absence due to a chronic illness. Requires prior notification and an individual attendance plan. Also requires verification by a physician.
- Court Detention – Absence due to required legal consequences. Must be verified.

TARDIES

Some of the most important instructions for your child are given during the first hour of the day; please make every effort to have your child to school on time. Tardiness also affects the entire class because of the interruption created when the student arrives late. It also causes the teacher to spend extra time catching the student up. We do know that tardiness embarrasses students and may hamper school success. All late students must check in at the office before being admitted to class.

SCHOOL VISITORS

Parents are welcome at school and are encouraged to visit, observe, or volunteer to help in classrooms. All visitors to the school must check in and out at the school office. When visiting during instruction, please be sensitive to classroom activities and please do not bring pre-school children. WCSD policy discourages student visitors because of the disruption to learning.

CLOSED CAMPUS

Students must remain at school unless checked out by a parent at the office. School district policy requires a photo ID when checking your student out of school. If parents make prior arrangements, students may check out through the office with other adults. Students who live close enough to walk home for lunch may do so providing their parents have filed a written request with the office.

IMMUNIZATIONS

State law requires that each student have on file with the school a copy of the individual immunization record. Please update the school records when additional immunizations are given. Immunization requirements: 4 DPT (one after age 4), 3 Polio (one after age 4), 2 MMR, 2 Varicella or have had the Chicken Pox, 3 Hepatitis B and 2 Hepatitis A.

ADMINISTRATION OF MEDICATION

Students should not have in their possession medicine of any kind, including over the counter meds and inhalers. The administration of prescription medications to pupils by school personnel will be permitted with a current prescription and a signed doctor request form (available on the WCSD website under "School Forms.") All medications are stored in a locked cabinet, and a record is kept of all medications given.

STUDENT INSURANCE

Student accident insurance is available to students whose parents want coverage for their children. The policy is limited and is strictly voluntary. Information concerning this policy is sent home with students in the early fall. If additional information is needed, please contact the office. Some students may qualify for CHIP (Children's Health Insurance Program). More information about CHIP may be obtained by calling 1-888-222-2542.

FEE WAIVERS

Each school is to ensure that adequate waivers or other provisions are available to guarantee that no student is denied the opportunity to participate because of an inability to pay the required fee, deposit, or charge. In addition to the outright waiver of fees, each school that charges a fee is to provide a variety of alternatives for satisfying the fee requirement to those who qualify, if there is reasonable work for fee waiver recipients to do, if the student's circumstances are appropriate, and if there are District/school resources are available for adequate supervision and perhaps transportation. Alternatives include allowing the student to provide tutorial assistance to other students; assistance before or after school to teachers and other school personnel on school related matters; and general community or home service. Each school may add to the list of alternatives subject to approval by the Board. (1994 Legislature S.B. 44) (5-10-05)

PHONE POLICY

There is a phone in the office for student use. Students should seek permission from their classroom teachers to use the office phone when they need to call a parent. The office phone may not be used to arrange playtime with friends. When parents need to get a message to students during school time, they should call no later than 3:00 PM, so messages can be delivered before school dismisses. Please call with student messages only in emergencies. Whenever possible, please plan ahead so that calls do not disrupt learning.

CELL PHONES & Music Devices

Cell Phones and music devices are a distraction to the educational environment. If students bring these to school they must remain in backpacks. Students need to use the school phone when making calls.

DRESS STANDARDS

Washington County Dress Policy purpose is intended to promote a minimal standard of modesty and grooming among our youth. Students are expected to support the dress and grooming standards; any students not in compliance with the dress code will be asked to change into appropriate clothing or footwear. The following are specific dress & grooming standards:

- Attire and grooming should be neat, clean, and safe. Hair color should be within the spectrum of color that hair grows naturally.
- Avoid apparel that is so extreme as to interrupt or adversely affect the educational process or prevent participation in physical activities.
- Students have the responsibility to cooperate fully with clothing standards required for special classes or school activities.
- Printed apparel must be in good taste – no profanity, suggestive slogans or messages that promote illegal substances.
- Hats may not be worn in the building except on specially designated days.
- Only shorts and skirts of modest length may be worn. Tops must be worn at all times. Abbreviated clothing, tank tops, belly shirts, muscle shirts or ripped clothing are not appropriate for school.
- Apparel should be worn with appropriate undergarments and suitable footwear. Flip-flops and slides are not appropriate for PE classes.

FOOD SERVICES

Elementary schools serve both breakfast and lunch. Morning kindergarten students may participate in the breakfast program. The school secretary will collect breakfast and lunch money the first day of each week. If possible, please pay weekly. All meal money will be receipted; please save your receipts. WCSD policy does not allow students to charge meals. If your child is unable to pay, please send a sack lunch or make arrangements with the office for free or reduced lunch and breakfast. Visitors may come to lunch anytime. If possible, please call the office before 9AM to make a reservation. The school food service prices are as follows:

	Daily	Reduced	Adults
Breakfast	\$1.25	30¢	\$2.00
Lunch	\$1.90	40¢	\$3.50

FREE & REDUCED LUNCH

Free and reduced breakfast and lunch are available to families who qualify. In addition to providing meals to children in families that meet income guidelines, students who qualify for free or reduced lunch also bring increased funding to the school for additional aides and materials for instruction. If you think you may qualify, whether you want free lunch or not, please fill out an application.



Aug 13	School Begins (Th)
Jan 4	School Resumes (T)
Jan 18	Martin Luther King, Jr. Day (No School)
Feb 15	President's Day (No School)
Mar 7-11	Spring Vacation (M-F)
March 25-28	Spring Recess (No School) (F-M)
May 25	Last Day of School (W)
Sept 7	Labor Day (No School) (M)
Oct 15-16	Fall Break (No School) (Th-F)
Nov. 25-26-27	SEP Comp Day (No School) (W) (Th-F) Thanksgiving Vacation
Dec 21 to Jan 1	(M) & (F) Christmas Vacation

WCSD 2015-2016 CALENDAR

SEP Days (Minimum Days) November 16-17, February 22-23

Student handbook folders sponsored by: EASTMAN ADAMS PHOTOGRAPHY

MINIMUM DAY SCHEDULE
9:00 a.m.-1:15 p.m. AM Kindergarten
9:00 a.m.-10:40 a.m. AM Kindergarten
11:35 a.m.-1:15 p.m. PM Kindergarten
Minimum Days will be:
September 21st
October 12th
December 14th
February 1st
April 4th
May 24th

Elementary School Schedule

(Grades 1-5, Mon-Thurs.)	8:30 a.m. Breakfast Served
	9:00 a.m. School Begins
	9:00 a.m.-10:40 a.m. AM Kindergarten
	11:35 a.m.-1:15 p.m. PM Kindergarten
	12:45 p.m.-3:30 p.m. PM Kindergarten
KINDERGARTEN SCHEDULE (Mon-Thurs.)	9:00 a.m.-1:45 a.m. AM Kindergarten
	1:15 p.m. School Begins
FRIDAY SCHEDULE (Grades K-5)	9:00 a.m. School Begins
	1:15 p.m. School Dismisses
	9:00 a.m.-10:40 a.m. AM Kindergarten
	11:35 a.m.-1:15 p.m. PM Kindergarten

TRANSPORTATION

Buses are provided both to and from school for students who live further than a mile and a half from the neighborhood elementary school. Students who come and go from school by any means other than the bus should plan on arriving no earlier than 8:50. Not all schools allow bikes, however for those who do allow bikes, students riding bicycles or scooters must park them in the bike racks and leave them there until school is dismissed. Please lock bikes, as the school cannot assume responsibility for lost or stolen bicycles. If parents bring students to school, please drop them off and pick them up in designated areas only. Do not double park or have children cross the driveway or come between cars. With so many parents dropping off and picking up, safety is critical. Please drive slowly and watch for children.

SCHOOL RULES

All students are expected to follow school rules. Showing respect for people and property allows everyone the opportunity to learn in a safe, pleasant environment. Teachers and staff model socially acceptable behaviors and instruct students to follow the school rules, which include being respectful, responsible, and safe.

If an administrative intervention is needed, parents may be notified.

Washington County School District has a zero tolerance policy for:

- Controlled substances, smoking or alcoholic beverages
- Bullying of any kind
- Violence, stealing, or use of profanity
- Sexual harassment
- Possession of a weapon, real or facsimile
- Willful destruction of property

RECESS

Recess is provided as a diversion from class time, as a means of acquiring exercise and fresh air, and as an opportunity to develop social skills. Our recess policy requires students to be outside the building where there is supervision. Students should wear clothing appropriate for current weather conditions. A student who remains in the classroom must have a signed note from parents and must remain in seat either reading or involved in other teacher-approved activities.

SCHOOL SERVICES

- Child Find
- Resource & Special Education
- Reading Recovery
- Reading & Math remediation
- English Language Learner instruction
- Diagnostic services for speech, hearing, and language delay

NON-DISCRIMINATION STATEMENT

It is the policy of the Washington County School District Board of Education to not discriminate on the basis of race, color, national origin, religion, age, sex, or any other non-merit factor in its educational programs, activities, or employment practices as required by Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Age Discrimination in Employment Act of 1974, and the Americans with Disabilities Act of 1990. Equal opportunity is a priority of the Washington County Board of Education. The Washington County School District is also committed to provide co-educational course programs including physical education and other athletic opportunities for both sexes as required by Title IX of the Educational Amendment of 1972. For questions regarding section 504: Karen Bess, Student Services Director, 435-673-3553 ext. 5163.

PREVENTION OF SEXUAL HARASSMENT- (Excerpts from WCSD Policy 1420)

Sexual harassment includes any gender-related unwelcome written or verbal slurs, vulgar jokes, derogatory statements or actions. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the harassment is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school and such harassment takes place in a context subject to the School District's control.

BULLYING – (WCSD Policy 3519)

Washington County Schools do not tolerate bullying. The WCSD School Board has adopted an “Anti-bullying Policy.” This policy can be viewed at the district website. Enclosed in the folder is [Washington County School District – Anti bullying Information for Parents.](#)

STUDENT COMPLAINT PROCEDURES

If a student believes he/she is subject to harassment, the student should first consider telling the person that they do not like what is happening, that they consider it a violation of the School District policy on harassment, and that they want it stopped. In many cases, a clear statement that the student wants something stopped will be enough to take care of the situation. Students are not required, however, to confront the person in this way. The student has the right and is encouraged to report the problem immediately to the principal, counselor, or assistant principal at their school. Students should not feel embarrassed, intimidated, or reluctant to file a valid harassment report. Any teacher, counselor, administrator receiving a report of harassment from a student must report the incident to the school principal or designated administrator or/supervisor. The principal or designated administrator/supervisor has the responsibility to conduct a preliminary investigation when he/she receives an oral or written complaint, observes, or has reason to suspect sexual harassment. Students or staff may request a District-level investigation by submitting the written complaint to the appropriate, Assistant Superintendent, Superintendent, or Human Resource Director.

FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) and District Policy 3260 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 assistant principal 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 is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. Such requests should be in writing and addressed to the school principal or assistant principal. It must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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. The following information may be disclosed without consent:
 - a) Directory Information: The following information is designated as student Directory Information: Student's name, address (to include internet address), phone number, date of birth, grade level, extra-curricular participation, awards or honors, photograph, video or digital images, height and weight (if a member of an athletic team), previous school attended, dates of attendance, and parent's name. "Directory Information" may be disclosed without prior written consent. The District will also routinely disclose names, addresses, and telephone numbers to military recruiters.

Parents or eligible students will have two weeks from the beginning of the school year or date a student enrolls to advise the school district, in writing, of any and all items they refuse to permit the district to designate as directory information for the balance of the school year.

- b) School Officials: School officials with legitimate educational interests may also have access to records. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member such as a bus driver (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.

- c) Other Schools: The School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 20202-4605

The complainant and the accused have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. Complainants also have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights or the Utah Anti-Discrimination Division/EEOC. Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit.

PPRA NOTICE AND CONSENT/OPT OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Washington County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The Washington County School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, a notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.