

**Friday Harbor Elementary School
San Juan Island School District**



**Developing Leaders Who Soar
2019-2020**

Friday Harbor Elementary envisions a school of excellence that:

- ✓ Instills a love of learning in all students.
- ✓ Nurtures creativity, imagination and leadership in all children.
- ✓ Encourages empathy and a collaborative spirit.
- ✓ Provides each individual with skills and knowledge to succeed in school and in life.

**San Juan Island School District
Mission Statement**

Promote excellence, engaging every student, every day, through superior instruction, high expectations and academic content that is both challenging and individually relevant.



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SCHOOL SCHEDULES

Regular Start

- 8:15 First Bell
- 8:20 Tardy Bell & School Begins
- 11:10-12:15 Lunch in cafeteria
- 2:45 Dismissal Bell

Early Release

- 8:15 First Bell
- 8:20 Tardy Bell & School Begins
- 11:10 Dismissal Bell

Friday Harbor Elementary School serves over 320 elementary students in Kindergarten through 5th grade and is under the direction of San Juan Island School District (SJISD) #149.

All of the certified teachers and classified employees at FHES have met the standard of Highly Qualified as defined by No Child Left Behind. Parents may request information regarding the professional qualifications of their child's teachers. Ongoing professional development is available for all staff members.

FHES has a school wide Title One Program. Students are identified as eligible for Title One Services through multiple measures which may include: classroom performance, progress reports, criterion reference tests, DIBELS, MAPS, and state assessments. The program focuses on reading fluency, comprehension and decoding skills with additional emphasis in reading in content areas. The program is designed for small group instruction with the flexibility to meet the students' individual needs.

PARENT-TEACHER COMMUNICATION

Parents are urged to contact the school whenever the need arises. If you call during the school day, the office staff will leave the teacher a note/email to return your call. If you wish to have a conference with your child's teacher, please call ahead to make an appointment as our teachers' schedules do not always allow time for drop-in conferences. Email is another way to communicate with school personnel. All emails for staff are firstnamelastname@sjisd.org.



Board of Directors

Barbara Bevens

barbarabevens@sjisd.org

TJ Heller

tjheller@sjisd.org

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sarahwerling-sandwith@sjisd.org

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brianmoore@sjisd.org

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karimcveigh@sjisd.org

Special Services Director

Becky Bell

beckybell@sjisd.org

Principal Friday Harbor Elementary School

Caspar van Haalen

casparvanhaalen@sjisd.org



ANNUAL NONDISCRIMINATION NOTIFICATION NOTIFICACIÓN DE NO DISCRIMINACIÓN ANUAL

San Juan Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Cynthia McVeigh, Civil Rights Compliance Coordinator
PO Box 458, Friday Harbor, WA 98250
(360) 378-4133
cynthiamcveigh@sjisd.org

Kari McVeigh, Title IX Officer
PO Box 458, Friday Harbor, WA
(360) 378-4133
karimcveigh@sjisd.org

Becky Bell, Special Services Director, 504 Officer, ADA Coordinator
PO Box 458, Friday Harbor, WA 98250
(360) 378-4133
beckybell@sjisd.org

El Distrito Escolar de la Isla de San Juan no discrimina en ningún programa o actividad por motivos de sexo, raza, credo, religión, color, nacionalidad, edad, estado veterano o militar, orientación sexual, expresión o identidad de género, discapacidad o uso de un perro guía entrenado o un animal de servicio y proporciona acceso equitativo a los Boy Scouts y otros grupos de jóvenes designados.

Las siguientes personas han sido designadas para atender las consultas relativas a las políticas de no discriminación:

Cynthia McVeigh, Coordinador de Cumplimiento de Derechos Civiles
PO Box 458, Friday Harbor, WA 98250
(360) 378-4133
cynthiamcveigh@sjisd.org

Kari McVeigh, Superintendent, y Oficial de Título IX
PO Box 458, Friday Harbor, WA 98250
(360) 378-4133
karimcveigh@sjisd.org

Becky Bell, Directora de Servicios Especiales, y Oficial de 504, ADA Coordinator
PO Box 458,



Friday Harbor, WA 98250
(360) 378-4133
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RIGHT TO REQUEST PROFESSIONAL QUALIFICATIONS

In compliance with the requirements of the Every Student Succeeds Act (ESSA) Friday Harbor Elementary School would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

A. The following information may be requested for teacher(s):

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

B. The following information may be requested for instructional paraprofessional(s):

Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a school wide program, all paraprofessionals must meet professional qualifications. In a Targeted Assistance program, any paraprofessional who is the direct supervision of a certificated teacher must meet the professional qualifications.

Paraeducators can provide a copy of their high school diploma — transcripts are not necessary. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Pass the ETS ParaPro Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;
4. Completed previously the apprenticeship requirements and must present a journey card or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

If you wish to request information concerning your child's teacher's and instructional paraprofessional's qualification, please contact Caspar van Haalen Principal, at casparvanhaalen@sjisd.org or 360-378-5209.



STUDENT RECORDS

Board [Policy 3231 Student Records](#) and [Procedure 3231P](#) govern the management of student records. 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. Briefly they are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue S.W. Washington, D.C. 20202-4605.



PRIVACY RIGHTS

RELEASE OF STUDENT INFORMATION (DIRECTORY INFORMATION)

Written consent of the parent is required prior to the release of student information *except* in the case of "Directory Information." Directory information may be released publicly without consent *unless* the parent notifies the district not to release such information. Parents will be provided the opportunity to notify the district to restrict the release of "Directory Information" at the beginning of each school year. Directory information is defined as the student's name, grade level, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous school attended. Such information shall not be released for commercial reasons. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications such as yearbooks, playbills, honor lists, news releases, etc. Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include companies that manufacture class rings or publish yearbooks, youth service organizations, and military recruiters. *The District limits the release of information to only that which is necessary for a particular purpose approved by the District.*

RELEASE OF STUDENT INFORMATION TO OTHER DISTRICTS

Student records shall be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student's transcript. Parental or adult student consent shall be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

A grades report, transcript, or diploma shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible.



Accelerated Promotion/Retention (K-5)

The staff of FHES recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administration and teaching staff make every effort to develop curricula and programs which meet the unique needs of all students and allow them to remain with their same age cohorts.

It is the philosophy of FHES that students thrive best when placed or promoted to grade levels with other students who have comparable age, physical, and social/emotional levels. It is our philosophy to promote students who demonstrate effort within those compatibilities. It is equally our philosophy and practice to retain students who have not made necessary gains meeting grade level expectations. The individual student's ability and rate of learning are determining factors in the decision to advance, promote or retain. These decisions are not made lightly.

Accelerated Promotion (skipping a grade) will be considered when a child's academic progress is a year above grade level in most or all areas. Maintaining a balance between intellectual ability and academic challenge will determine success; social maturity is a key component.

The idea behind retention is to provide a second year of academic and/or social support that will be better suited for the growth of a child. With increased success, self-esteem will improve and effort will increase. This is not a punitive action. Retention will not be planned unless the school has a plan in place to provide a new approach of instruction for the student. Repeating the same program is not the intention of a retention plan. This new instructional approach needs to be documented before retention is agreed upon.

Though the option of retention could occur in any grades (K-5) it is the opinion of the school that this practice should be exercised during the primary grades K-2; the sooner the need is identified the better for the child.

Accelerated Promotion and Retention are individual, case-by-case decisions. Factors considered before a decision is made include:

- The level of academic ability/progress
- Emotional security; maturity
- Attendance
- Interventions provided
- Parental support



Accelerated Promotion/Retention (K-5) continued

Guideline and procedures:

- Parents will be notified of students' progress at the October Parent-Teacher Conferences. Additional instructional interventions will be discussed, i.e. Study Club, tutorial services, enrichment opportunities, homework logs, advancement, retention, etc.
- A Student Study Team Meeting will be held at school with the current teacher, the former teacher (if possible), the counselor, special education teacher and the principal. Academic data measuring progress will be shared. Discussion will be concerned with possible modification of instruction and the availability of accommodations to the current instructional program.
- Student progress will be monitored closely and communicated to the parent throughout the school year. If concerns that may lead to retention are present a discussion will be had with parents no later than March conferences.
- A child will not be advanced or retained without parental permission. A student will never be retained more than once.
- This process will be documented in the students' permanent record folder.

Title I Parental Involvement

The board recognizes that parent and family engagement helps students participating in Title I programs achieve academic standards. To promote parent and family engagement, the board adopts a policy, which describes how the district will involve parents and family members of Title I students in developing and implementing the district's Title I programs. Below is a short summary, for review of full text please see [BP: 4130 Title 1 Parental Involvement](#).

- A. district will involve parents and family members in jointly developing the district's Title I plan
- B. district will provide the coordination and support in planning and implementing effective parent and family involvement
- C. district will conduct annually an evaluation of this policy
- D. district will involve parents of Title 1 students in decisions about how funds are spent
- E. district will support a partnership among schools, parents, and community to improve academic achievement



CODE OF CONDUCT

Please review the full text of Student Conduct Expectations and Reasonable Sanctions Policy 3240 and Procedure 3240P.

We will observe the following code of conduct:

- Everyone will maintain a safe environment.
- Everyone will show courtesy and respect for others in language and behavior.
- Everyone will follow school and bus regulations.
- Everyone will be ready to learn and to respect the rights of the teachers to teach and the rights of others to learn.
- Everyone will take pride in our school environment.

GENERAL RULES & PROCEDURES









- Students are expected to remain on the school rounds during school hours. Any student who must leave campus early for any reason needs to be signed out in the office by a parent or authorized adult.
- Personal electronic devices are not to be used at nor brought to school. If a cell phone is brought to school for afterschool use it must remain in the student's backpack until the end of the school day.
- Clothing and other personal items brought to school are the student's responsibility. The school is not responsible for any damage or loss. Names need to be on articles of clothing and personal items.
- The possession or use of tobacco products, alcoholic beverages, illegal drugs, or controlled substances on school property is prohibited.
- The use of language or gestures generally regarded as profane or obscene is unacceptable. Students are expected to use appropriate language.
- The Criminal Code of the State of Washington applies to students at school. The following areas are defined as criminal under the laws of the state and by school regulation: stealing, assault, arson, willful destruction of property, interference with school authorities, trespassing, and possession of weapons.

BUS BEHAVIOR

The school bus driver has complete responsibility and authority while children are on the bus. Bus rules for the school district are in the school office. Bus slips will be issued to students who misbehave on the bus. The slip will go to the principal who may take one or more of the following actions: talk with the child, talk with the child and contact parent, contact the parent, remove the child from the bus for one or more days, remove the child from the bus for the remainder of the school year.



ELEMENTARY BEHAVIOR EXPECTATIONS

Area	Be S afe	Be O n Task & A ccountable	Be R espectful
Playground 	<ul style="list-style-type: none"> Use all equipment and materials properly Stay within playground boundaries Hands and feet to self Report injuries to staff 	<ul style="list-style-type: none"> Be active Connect with others Stop, look, listen when you hear a whistle 	<ul style="list-style-type: none"> Speak respectfully Be a problem solver Take turns and include others in your play
Hallways 	<ul style="list-style-type: none"> Walk at all times Keep right Hands and feet to self Walk single file 	<ul style="list-style-type: none"> Walk directly to destination Use hallway pass 	<ul style="list-style-type: none"> Level 0-1 voices Smile/wave to others Hold door for person behind you
Before School 	<ul style="list-style-type: none"> Stay on playground or in line Hands and feet to self Use sidewalks 	<ul style="list-style-type: none"> Manage personal belongings (backpacks) Eat breakfast in the lunchroom only 	<ul style="list-style-type: none"> Wait calmly and patiently Play quietly with friends
After School 	<ul style="list-style-type: none"> Exit with teacher Hands and feet to self Walk slowly and carefully Use sidewalks 	<ul style="list-style-type: none"> Manage personal belongings Remember homework Walk directly to destination 	<ul style="list-style-type: none"> Level 1-2 voices Personal space respect for others
Bathroom 	<ul style="list-style-type: none"> Take turns Lights stay on Hands and feet to self 	<ul style="list-style-type: none"> Wash hands quickly Return to class promptly Water stays in sink 	<ul style="list-style-type: none"> Clean up after yourself Wait in line patiently Please and thank yous
Cafeteria 	<ul style="list-style-type: none"> Walk at all times, move around lunch room carefully Food stays on plate/table 	<ul style="list-style-type: none"> Wait your turn in line Bring your lunch Eat your lunch Clean up after yourself 	<ul style="list-style-type: none"> Wait in line patiently Please and thank yous Level 0 voices when the lights go out Level 2 voices
Assemblies Special Events 	<ul style="list-style-type: none"> Hands, feet and objects to self Walk at all times Stay with your group Enter and exit calmly and quietly 	<ul style="list-style-type: none"> Enjoy yourself, learn something new Listen quietly 	<ul style="list-style-type: none"> Give attention to presenter with 0 voices Use respectful round of applause Sit on bottom, stay seated
Bus Area 	<ul style="list-style-type: none"> Hands, feet and objects to self Stand in line with level 0-2 voices Sit on your seat with your back on the back of the seat 	<ul style="list-style-type: none"> Manage your personal belongings (backpacks) Respect and listen to bus driver Respect schoolmates 	<ul style="list-style-type: none"> Level 0-1 voices Be a problem solver Respect personal space



DISCIPLINE & BEHAVIOR

A record is kept for any child who is referred to the principal. All minor offenses are handled on the spot in class, halls, lunchroom, playground and other areas of the school. Minor offenses include such actions as running in the hallways, inappropriate talking out, gum chewing and/or not following directions. Minor offenses warrant loss of recess, detention and/or school service. Major offenses will be handled in the school office. After any major offense, parents will be contacted. Major offenses include such actions as hitting, kicking, physical abuse, harassment, spitting, throwing objects, defiance, disrespectful and abusive language and/or gestures. Major offenses warrant a student-created and committed-to action plan that meets with principal approval, contacting parents by phone or in writing, and/or being given an in-school or out-of-school suspension as appropriate.

See SJISD Policy #3241 Classroom Management, Discipline and Corrective Action. A Disciplinary Matrix has been developed and is available in the school office.

The Office of the Superintendent of Education has published documents regarding disciplines that may answer further questions you may have; [Discipline Q&A](#) and [Disciplina: una guía para los padres](#).

TRAVELING TO & FROM SCHOOL

Supervision on school grounds starts at 8:00 AM, 15 minutes before the start of school. After school, students are to go directly home unless they are staying for an approved after school activity.

TRAFFIC FLOW

There are designated parking spaces above the main parking lot as well as room to park on the gravel by the Head Start building. Directly in front of FHES along the sidewalk, is bus parking. The only exception to the space along the sidewalk is the space by the gym where three or four cars may load and unload only. In addition, there are a few visitor parking spaces across from the gym. With all of these options, please do not park along the driveway into the school, along the fire lines, or in the bus parking. Doing so clogs the driveway and makes it nearly impossible for our bus drivers to bring the busses into their place in front of the school.

STUDENT MESSAGES/USE OF PHONE

Every student is expected to make his/her after school arrangements before leaving home in the morning. Since the school phone is for business purposes, telephone use by students is limited. Students will not be permitted to call home for permission to change after school plans or arrange play dates with friends. Please call the front office with any *unavoidable* last minute changes in going home plans.



SCHOOL & CLASSROOM VISITATIONS

We welcome volunteers, visitors and parents. Please sign in at the office and pick up a visitor's lanyard when you arrive at the building. If you would like to talk with your child's teacher please pre-arrange a special conference time rather than interrupt instructional time. The first few and the last few minutes of the day continue to be important instructional times. Any student guest visitations must be prearranged. Forms are available in the office.

HEALTHY OPTIONS FOR BIRTHDAYS & CELEBRATIONS

Our school district supports healthy eating and exercise through our Wellness Policy (6700P). This policy asks that healthy options (for example: fruit, veggies, whole wheat crackers, cheese) be available when desserts or other high sugar or high fat foods are brought into school for birthday celebrations or class parties. If you have questions about our wellness policies please call our school or take a look on our district website www.sjisd.wednet.edu.

TARDIES & ABSENCES

Tardy arrivals are disruptive to the classroom and have an adverse effect on your child's educational progress. The second bell rings at 8:20a. Any student arriving at school after the second bell must report to the office before going to the classroom as the teachers will electronically send attendance reports to the office within 5 minutes of the second bell. Excessive absences are detrimental to your child's educational progress. When your child misses school, he or she misses out. On the day of an absence please call the office or subsequently send a note to excuse your child's absence. Following the BECCA Bill guidelines, excessive unexcused absences will be reported to the San Juan County Prosecutor's Office.

REPORT CARDS

Report Cards are distributed two times during the year; at the end of January and on the last day of school in June. Report cards are aligned with Common Core Standards. Parent-teacher conferences are held in October and in March.

STUDENT RECOGNITION

As a staff, we recognize students for good work, responsible behavior, effort, and academic excellence. Daily, throughout the year, students are recognized by staff and each other as they serve our school and/or show care and respect for one another.



MEDICATIONS

When a student needs prescription medication while at school, School Board policy 3416 requires a Permission to Administer Medication at School form to be on file in the office. Bring the medication to the school office in a container with the pharmacist's label stating child's name, doctor's name, medication and dosage. Non-prescription drugs require a doctor's signature and must be kept in the office.

SCHOOL LUNCH & MILK PROGRAM

Hot lunches are \$3.25. Free or reduced price lunches are available for those who qualify. Milk is available for \$.50, and breakfast is \$1.75. All money transactions take place in the morning before school starts. Checks are payable to San Juan Island School District. Charging is not permitted.

TELEPHONE, ADDRESS CHANGES

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. This information is important in case your child becomes ill or is injured.

REQUEST TO LEAVE SCHOOL EARLY

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. A child will be released only to the parents or authorized person who must come to the office to sign the child out. Please communicate with your child's classroom teacher upon your earliest knowledge of an upcoming absence.

CHILD CUSTODY

In cases related to child custody, the school will respond consistent with statutes and court orders. In all cases involving contentions between parents and guardians for custody, the school will maintain a position of neutrality.

APPLICATION OF PESTICIDES ON SCHOOL PROPERTY

As per State law, all school districts in the State of Washington must post notice prior to the application of any pesticides at least 48 hours prior to the application. We will post in a prominent place in the building, as well as notify staff and parents. The notification will be at least 8.5 x 11 inches and will include the following heading: "Notice, Pesticide Application", and will list the product name, date, time and specific location of the application.



FRAGRANCES & COSMETICS

All members of FHES and visitors are asked to refrain from wearing fragrances into the school. Some of our children and adults who have allergies or asthma are highly sensitive to heavy scents and need our cooperation in order to remain healthy. Students are to refrain from wearing makeup.

SCHOOL DRESS CODE

Children's attire needs to be safe and non-disruptive to the learning environment. Short-shorts are unacceptable as are halter-tops, tops without straps and/or backs or spaghetti straps and half shirts. Stomachs and backs must be covered at all times. No hats are to be worn inside. T-shirts with inappropriate pictures, liquor advertisements, sexually suggestive messages or drug related messages are not allowed. Shoes need to be safe for running and play; no flip-flops or roller shoes. Students whose clothing is inappropriate will be asked to call home for a change.

PERSONAL PROPERTY

All personal items should be properly marked with the student's name. Students should NOT bring valuables or large sums of money to school. Toys, trading cards and electronic devices such as iPods, and cell phones need to be kept at home. If a cell phone is brought to school for afterschool use it must remain in the student's backpack until the end of the school day.

LOST & FOUND

Throughout the school year (usually at the end of each month) all unclaimed articles will be displayed to students for a day. If still unclaimed, items will be donated to a charitable organization or sent to a community in need.



HARASSMENT & BULLYING

BP: 3207 and Procedure 3207 - [Prohibition of Harassment, Intimidation and Bullying \(HIB\)](#)

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image (including those that are electronically transmitted) verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- A. Physically harms a student or damages the student's property;
 - B. Has the effect of substantially interfering with a student's education;
 - C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
 - D. Has the effect of substantially disrupting the orderly operation of the school.
- Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Staff Intervention

All staff members will intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure

Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.



PROHIBITION OF SEXUAL HARASSMENT

SJISD Board Policy 3205: Prohibition of Sexual Harassment - 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, Superintendent Kari McVeigh, (360) 378-4133, or karimcveigh@sjisd.org. You also have the right to file a complaint. For the district sexual harassment policy and reporting procedure, contact your school or district office, or search for Policy 3205 and Procedure 3205P online here: <https://www.sjisd.wednet.edu/Page/1491>

Every report of sexual harassment will be investigated in a sensitive manner. In determining whether the alleged conduct constitutes sexual harassment or the more severe sexual misconduct, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated. Sexual harassment may be treated as a criminal act.

SJISD Board Policy 3210: Nondiscrimination - San Juan Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Cynthia McVeigh, Civil Rights Coordinator
cynthiamcveigh@sjisd.org, (360) 370-7904

Kari McVeigh, IX Officer
karimcveigh@sjisd.org, (360) 370-7905

Becky Bell, Section 504 Coordinator
beckybell@sjisd.org, (360) 370-7911



You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or district office or search for Policy 3210 and procedure 3210P online here: <https://www.sjisd.wednet.edu/Page/1491>. Please see page two for instructions for reporting complaints.

Reporting Complaints of Discrimination and Discriminatory Harassment

Informal Process for Resolution Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify complainant of their right to file a formal complaint.

Formal Process for Resolution

Level One – Complaint to District The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date at the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction. The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. Any corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Level Two – Appeal to the Board of Directors If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors by filing a written notice of appeal with the



secretary of the board within ten (10) calendar days following the date upon which the complainant received the response. The board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three – Complaint to the Superintendent of Public Instruction If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

2. A complaint must be in writing and include:

1. A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws;
2. The name and contact information, including address, of the complainant;
3. The name and address of the district subject to the complaint;
4. A copy of the district's complaint and appeal decision, if any; and
5. A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed. All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an



extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance. A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four – Administrative Hearing A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office’s written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW. Mediation. At any time during the discrimination complaint procedure set forth in WAC 392-190- 065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation. The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant’s right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

- 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
- 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator. If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

For a copy of the district’s nondiscrimination policy and procedure, contact your school or district office or search for Policy 3210 and procedure 3210P online here:

<https://www.sjisd.wednet.edu/Page/1491>



TECHNOLOGICAL RESOURCES & POLICIES

SCHOOL DISTRICT WEBSITE

Please bookmark our school district website <https://www.sjisd.wednet.edu> and download the San Juan Island SD mobile app for general school information, notifications, schedules, calendars and special events. The app is free and you may personalize your notification preferences.

COMMUNICATION

All emails for staff are firstnamelastname@sjisd.org.

ON-LINE GRADE REPORTS and ATTENDANCE

To access your student's current grades and attendance, go to the link for "Family & Student Access" listed under "Parents & Students" on the district website or enter this URL in your web browser: www.sjisd.wednet.edu/Family-Student-Access. This online system is password protected. To access Skyward Family & Student Access parents will need to provide an email address to the school office. Please note that some of the features in Family Access will not function without an email address. The "Family & Student Access" web page on the district website has instructions to access your account. If you need further assistance please email techsupport@sjisd.org or contact the school office.

The URL for the SJISD Skyward Family and Student Access login page is: <https://www2.nwrdc.wa-k12.net>

REGULATIONS FOR USE OF SCHOOL COMPUTERS / STUDENT ACCOUNTS

Students have access to many forms of technology. This is viewed as a privilege. Any misuse, tampering, or altering of systems, reprogramming, or theft of technology will not be tolerated.

Please review the full text of any and all Tech related Board Policies, available online at www.sjisd.wednet.edu, to include:

[BP 2022 Electronic Resources and Internet Safety](#)

[BP 3245 - Telecommunication Devices and Students](#)

[BP 5253 - Maintaining Professional Staff/Student Boundaries](#)

[5253P - Maintaining Professional Staff/Student Boundaries Procedure](#)

[BP3240](#) and [Procedure 3240P - Student Conduct, Rules and Guidelines for Student Behavior, Definition of Exceptional Misconduct](#)



APPROPRIATE USE OF SAN JUAN ISLAND SCHOOL DISTRICT COMPUTERS

User Expectations and Responsibilities:

- A. Students are authorized to use District computing facilities/networks for work directly related to the student's educational efforts.
- B. Students are responsible for protecting their account/password from unauthorized use and may not allow another person to use their password or to share their account.
- C. Students may not use another person's computing account, attempt to forge account identity, or use a false account or e-mail address. Students may not circumvent workstation security systems or prevent access to individual workstations. Any attempt to circumvent system security or in any way gain unauthorized access to local or network resources is forbidden.
- D. Students are forbidden to use email and other network communications to harass, offend, or annoy other users of the network including impeding their computing systems, software, or data.
- E. Authorized student users of the San Juan Island School District have specific behavior expectations in reference to District computers and computer systems/networks.
- F. Users shall report any security problem or misuse of the network to District staff.

All users are responsible for:

- Backing up their data and files as needed.
- Courteous and considerate use of all computers and computer systems/networks.
- Legitimate and appropriate use.

Users may not:

- Use the computers and computer systems/networks for commercial use or financial gain unless specifically granted approval by the superintendent or designee and in accordance with other District procedures.
- Charge fees or other remuneration for advertising or other use of the computer facilities for any purpose unless specifically granted approval by the District administrator responsible for overseeing such fees.



APPROPRIATE USE OF SAN JUAN ISLAND SCHOOL DISTRICT COMPUTERS cont.

Users may not cont.:

Copy any District owned software unless specifically authorized by the copyright and licensing provisions of the software or place copyrighted material on the system without the author's permission or in any way violate copyright law.

Initiate or participate in activities which damage or disrupt hardware or communications such as irresponsible or destructive use of equipment, virus creation and propagation, wasting system resources, and overloading networks with excessive data.

Upload/download any unauthorized file including, but not limited to, obscene, pornographic or inappropriate material.

Use the system to encourage or engage in any illegal activity or promote unethical practices or any activity, including political activity, prohibited by Board policy or law.

Use computers/resources for unauthorized game playing.

Sanctions for Policy Violations

Violations of this policy will be treated as misconduct, a misdemeanor, or a felony as appropriate for the offense. Students who violate the policy are subject to discipline, prosecution, and restitution. Computer access may be limited or terminated pending determination of disciplinary investigations.



Citizen Complaint Against a School District or Other School Service Provider

Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs—Citizen Complaint Procedure for Certain Categorical Federal Programs.

- Find this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>.

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

Follow **steps 1 through 5** to complete the citizen complaint process.

STEP 1 Use Your Local Process First

If you have followed the citizen complaint process of your school district, ESD or school service provider (subgrantee) **and are unable to reach a satisfactory solution**, use this citizen complaint process through OSPI.

STEP 2 File a Citizen Complaint Through OSPI

A citizen complaint **must be in writing**, signed by the person filing the complaint, and include:

- **Contact Information of the Person Filing the Complaint.** Your name, address, telephone number and email, if you have one.
- **Optional:** If someone is helping you to file this citizen complaint, include **1)** their contact information, and **2)** your relationship to them — for example, family member, a relative, friend or advocate.
- **Information About the School District, ESD or School Service Provider You Believe Committed This Violation.** Name and address of the school district, ESD or school service provider (subgrantee) you think violated a federal rule, law or regulation or a state regulation that applies to a federal program.
- **The Facts — What, Who & When.** Include a description of the facts and dates, in general, of when you think the alleged violation happened.
 1. What specific requirement has been violated?
 2. When did this violation occur?
 3. Who you believe is responsible: names of all the people, and the program or organization involved.
- **Optional:** Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.
- **The Resolution You Expect.** A proposed solution, if you think you know or have ideas about how the issue can be resolved.

STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI

Office of Superintendent of Public Instruction

Attn: Citizen Complaint-Title I, Part A

P.O. Box 47200

Olympia, WA 98504

Fax: (360) 586-3305



Citizen Complaint Against a School District or Other School Service Provider cont.

STEP 4 OSPI Staff Process Your Complaint

Once federal program staff at OSPI receive your written complaint, here is what follows:

1. OSPI sends a copy of your complaint to the school district, ESD or school service provider (subgrantee).
2. The school district, ESD or school service provider begins a formal investigation led by a designated employee.
3. The designated employee provides the written response of the investigation to OSPI — within **20 calendar days**.
4. OSPI staff will send you a copy of the results of the investigation conducted by the school district, ESD or school provider (subgrantee).

Their response must clearly state one of two results:

- Denial of the allegations in your complaint and the reason for denial.
- Proposal of reasonable actions that will correct the violation.

If you need to provide more information about the allegations in the complaint, send that information to OSPI within **5 calendar days** of the date of the response from the school district, ESD or school service provider (subgrantee).

STEP 5 Final Decision by OSPI

OSPI will send you the final decision in writing within **60 calendar days** of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time.

Here are the steps OSPI staff will follow to reach a final decision:

1. Review all the information gathered related to your complaint. The review could include the results of an independent, on-site investigation.
2. Decide independently whether or not the district, ESD or school service provider (subgrantee) violated a federal rule, law or regulation or a state regulation that applies to a federal program.
3. Provide you with the final decision: Findings of fact, conclusions, and reasonable measures necessary to correct any violation.
4. The district, ESD or school service provider (subgrantee) must take the corrective actions OSPI prescribes within **30 calendar days** of the final decision.
5. A citizen complaint is considered resolved when OSPI has issued a final written decision and corrective measures, if necessary, are complete.

Extend or Waive Timelines

If you as the complainant, and the school district, ESD or school service provider (subgrantee) named in your citizen complaint **agree to extend the timelines**, this agreement must be in writing and sent to OSPI **within 10 calendar days** of the date the school district, ESD or school service provider (subgrantee) received notification from OSPI.

Office of Superintendent of Public Instruction
Attn: Citizen Complaint—Title I, Part A
P.O. Box 47200
Olympia, WA 98504



2019-2020 Breakfast Menu

Good Morning! Join us for breakfast before school.

Elementary School 7:55 - 8:15

Middle School 8:00 - 8:15

High School 7:45 - 8:15

If you qualify for Free or Reduced Lunches, Breakfast is FREE!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Yami Yogurt, Granola, Fresh Fruit and Milk	Breakfast Burrito, Fresh Fruit and Milk	Buttermilk Pancakes, Sausage, Fresh Fruit and Milk	Breakfast Sandwich, Fresh Fruit and Milk	Fresh Baked Scone of the Day, Sausage, Fresh Fruit and Milk

yogurt, granola, fresh fruit and milk are offered every day

ALLERGY ALERT! Granola may contain nuts. Please have a current Medical Alert Form on file at your student's school office.

This institution is an equal opportunity provider.

Lunch Menu can be found in the front office or

<https://www.sjisd.wednet.edu/Page/988>.

Lunch Prices

Elementary Lunch \$3.25

Reduced Price Lunch \$0.40

Milk \$0.50

Breakfast Prices

Elementary Breakfast \$1.25

Reduced Price Breakfast FREE

Milk \$0.50

