Fidalgo Vision
Caring, inspired, productive lifelong-learners

Fidalgo Mission
We educate all students to realize their individual potentials and contribute to their community.

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Dear Fidalgo Parents and Students,

A warm welcome to the 2018-19 school year at Fidalgo! The purpose of this handbook is to provide a clear and central source of information about Fidalgo Elementary. Please review the handbook with your child and keep it as a handy reference during the school year.

Throughout the year, watch for the electronic Fidalgo Family Flyer that is sent out regularly. To reduce paper use and postage costs, the school uses email as our primary source of written communication, so remember to include your email address/addresses on your child’s emergency form. If you are not able to receive email, contact the school office to request that a hard copy of email communications be sent home with your child. These emails will keep you informed about school activities, many of which are supported by the Fidalgo PTA.

Fidalgo has a strong tradition of parent involvement. I encourage you to support your PTA and the many activities they provide, including I Love to Read Month, Family Fun Nights, and more. More information will be forthcoming about the upcoming annual Fidalgo Walk-A-Thon. This event builds school spirit and promotes health and fitness, while generating funds that directly support school programs.

No handbook can anticipate every question, so I encourage you to contact me whenever you have questions throughout the year (360)503-1600, or email me at tdowd@asd103.org. I am always happy to help! Also, please contact me if you have input on improving the handbook. It is updated annually and your feedback is an important part of the revisions that are made.

Sincerely,
Tara Dowd, Principal

Tara Dowd, Principal: tdowd@asd103.org
Kristie Calvert, Administrative Assistant: kcalvert@asd103.org

Fidalgo Elementary School
13590 Gibralter Road - Anacortes, WA  98221
Phone (360) 503-1600
Fax (360) 503-1601
Visit our website: fid.asd103.org
# STAFF ROSTER

Michelle Goodwin ................................................................. Kindergarten
Sarah Penberthy ................................................................. Kindergarten
Mindy Fisher ........................................................................ Grade 1
Patty Johnson .......................................................................... Grade 1
Kris Roney ............................................................................. Grade 1
Dana Morris Starck ................................................................. Grade 1
Terri Sommers ......................................................................... Grade 2
Stephanie Ward ......................................................................... Grade 2
Amanda Weglicki ......................................................................... Grade 2
Megan Anderson ......................................................................... Grade 3
Colleen Marinkov ....................................................................... Grade 3
Elizabeth Ritter ......................................................................... Grade 3
Karen Perkins ............................................................................ Grade 4 – 4th Grade Math
David Hancock ........................................................................ Grade 4 – 4th Grade Reading
Jon Sheriff ................................................................................ Grade 4 – 4th Grade Writing
Barbara Meaders ......................................................................... Grade 5 – 5th Grade Math
Nozipho “Zee” Sheriff ................................................................. Grade 5 – 5th Grade Reading
Dawn Uroff Meade ....................................................................... Grade 5 – 5th Grade Writing
Tony Davidson ........................................................................... Science Specialist
Jeff Thomas .............................................................................. PE Teacher
Tina Franulovich-Martin ............................................................. Music
Jaime Zullo ................................................................................ Library Specialist
Hope Odendahl ........................................................................... Special Education Teacher
Courtney Miner ......................................................................... School Counselor
Julia Adams-Jordanger ................................................................ School Psychologist
Jessica Sturgeon ......................................................................... Speech/Language
Michele Bruce ........................................................................... Library Para-educator
Anne Berard ............................................................................. Para-educator
Kristen Dawley ......................................................................... Para-educator
Jenie Krowl ............................................................................. Para-educator
Kathryn Postera ......................................................................... Para-educator
Jesse Robles ............................................................................. Para-educator
Carrie Strom ................................................................................ Para-educator
Janet Wilken ............................................................................ Para-educator
Kristen Luwan ........................................................................... Health Room Para-educator
Kerry McNeil ............................................................................. Kitchen
Cathy Hoy .................................................................................. Custodian
Ryleigh Lloyd ............................................................................ Custodian
Kristie Calvert .......................................................................... Administrative Assistant
Kimberly Smith ........................................................................ Secretary Assistant
Adelle Fisher ............................................................................... School Nurse
Tara Dowd .................................................................................. Principal
COMMUNICATION AND CONTACT WITH STAFF

Staff emails are usually the first initial of the first name + last name, followed by @asd103.org. For example, the email for Principal Tara Dowd is: tdowd@asd103.org

The school phone number is (360) 503-1600. Parents wishing to speak to their child's teacher on the telephone before or after school can call this number and ask that their call be forwarded to the teacher’s classroom - or, during instructional hours, ask that calls be forwarded to the teacher’s voicemail. If you need to leave a message for your child, call the school secretary and she will deliver it. Please allow adequate time prior to dismissal to ensure that the message can be delivered in time.

When a question or concern arises specific to a classroom, first contact that classroom teacher. If the issue is not resolved, or if you have more generalized school concerns, contact the school principal, Tara Dowd, at tdowd@asd103.org

Promote and demonstrate civil conduct and problem solving in all communications, both verbal and written.

DAILY SCHEDULE

MONDAY, TUESDAY, THURSDAY, AND FRIDAY
8:00 - 8:10  Students Arrive, Lunch Account Deposits
8:10      First Bell
8:15       School in Session
2:45       Students Dismissed

Students will have a morning and lunch recess. Recess and lunch times vary according to grade level. NOTE: Students who purchase breakfast at school may enter the cafeteria at 7:45. Other students should not arrive at school before 8:00 a.m. as there is no supervision before then.

(MOST) WEDNESDAYS - (LATE START FOR PROFESSIONAL LEARNING DAYS)
8:00      Supervision provided for students who need it
8:40-8:50  Students Arrive, Lunch Account Deposits
8:50      First Bell
8:55       School in Session
2:45       Students Dismissed

Most Wednesday are late start days. This provides a valuable weekly block of time in the morning for teachers to meet and to work on instructional practice and curriculum. On these days, the busses pick students up later to provide for this later student start time of 8:55. Supervision is available at 8:00 AM for students who are dropped off by working parents who are unable to adjust their schedule.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Meet and Greet (4:00-6:00 PM)</td>
</tr>
<tr>
<td>6</td>
<td>First day of school for 1st – 5th – full day from 8:15-2:45</td>
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<tr>
<td>6, 7, 10</td>
<td>Kindergarten Family Interviews</td>
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<tr>
<td>11</td>
<td>First day of school for K (8:15-2:45)</td>
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<tr>
<td>11</td>
<td>“Tears and Cheers” 8:15am-9:00am</td>
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<tr>
<td>14</td>
<td>Birthday Friday</td>
</tr>
<tr>
<td>20</td>
<td>PTA Walk-a-Thon (Rain date 21st)</td>
</tr>
<tr>
<td>27</td>
<td>Picture Day</td>
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<tr>
<td>28</td>
<td>No School – Prof. Development Day</td>
</tr>
<tr>
<td>5</td>
<td>Birthday Friday</td>
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<tr>
<td>9-12</td>
<td>Early release for elementary student conferences (8:10-11:10)</td>
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<tr>
<td>11</td>
<td>Evening Conferences</td>
</tr>
<tr>
<td>17-19</td>
<td>5th grade to Mountain School</td>
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<tr>
<td>25</td>
<td>PTA Halloween Carnival (6:00-8:00 p.m.)</td>
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<tr>
<td>26</td>
<td>No School – Prof. Development Day</td>
</tr>
<tr>
<td>2</td>
<td>Birthday Friday</td>
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<tr>
<td>2</td>
<td>Class ACT Auditions</td>
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<tr>
<td>5-16</td>
<td>Class ACT Practice</td>
</tr>
<tr>
<td>8</td>
<td>Veterans Day Assembly</td>
</tr>
<tr>
<td>12</td>
<td>No School – Veterans’ Day</td>
</tr>
<tr>
<td>16</td>
<td>Class ACT Performance 7:00 p.m.</td>
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<tr>
<td>21</td>
<td>Early Release (8:10-11:10)</td>
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<tr>
<td>22-23</td>
<td>No School (Thanksgiving Break)</td>
</tr>
<tr>
<td>4</td>
<td>Winter Concert 1st gr 6pm, 2nd gr 7:15pm</td>
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<tr>
<td>5</td>
<td>Winter Concert 3rd gr 6pm, 4th gr 7:15pm</td>
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<tr>
<td>6</td>
<td>Winter Concert K 6pm, 5th gr 7:15pm</td>
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<tr>
<td>7</td>
<td>Birthday Friday</td>
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<tr>
<td>10-14</td>
<td>Missoula Children’s Theatre</td>
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<tr>
<td>14</td>
<td>MCT Performance 6:30 p.m.</td>
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<tr>
<td>12/20-1/2</td>
<td>No School (Winter Break)</td>
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<tr>
<td>3</td>
<td>School Resumes</td>
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<tr>
<td>4</td>
<td>Birthday Friday</td>
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<tr>
<td>18</td>
<td>No School – Prof. Development Day</td>
</tr>
<tr>
<td>21</td>
<td>No School (Martin Luther King Day)</td>
</tr>
<tr>
<td>29</td>
<td>End of 1st semester</td>
</tr>
<tr>
<td>1</td>
<td>Birthday Friday</td>
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<tr>
<td>11-14</td>
<td>Early release for elementary student conferences (8:10-11:10)</td>
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<tr>
<td>13</td>
<td>Evening Conferences</td>
</tr>
<tr>
<td>15-18</td>
<td>No school (President’s Day mid-Feb. Break)</td>
</tr>
<tr>
<td>23</td>
<td>PTA DINNER / ART AUCTION</td>
</tr>
<tr>
<td>1</td>
<td>Birthday Friday</td>
</tr>
<tr>
<td>11-15</td>
<td>Classified Appreciation Week</td>
</tr>
<tr>
<td>15</td>
<td>No School – Professional Dev. Day</td>
</tr>
<tr>
<td>1-5</td>
<td>No school (Spring Break)</td>
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<tr>
<td>12</td>
<td>Birthday Friday</td>
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<tr>
<td>26</td>
<td>Early Release (8:10-11:10) – Professional Development</td>
</tr>
<tr>
<td>1-15</td>
<td>Student Placement forms accepted</td>
</tr>
<tr>
<td>3</td>
<td>Birthday Friday</td>
</tr>
<tr>
<td>6-10</td>
<td>Teacher Appreciation Week</td>
</tr>
<tr>
<td>24</td>
<td>Early Release (8:10-11:10)</td>
</tr>
<tr>
<td>27</td>
<td>No School – Memorial Day</td>
</tr>
<tr>
<td>28</td>
<td>No School (?) – Reserved snow day</td>
</tr>
<tr>
<td>7</td>
<td>Fun Run, 10:00 a.m.</td>
</tr>
<tr>
<td>18</td>
<td>Field Day in a.m. for grades K-3 - weather permitting (after recess)</td>
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<tr>
<td></td>
<td>Fidalgo’s Got Talent! - participants grades 3, 4, 5 (1:00)</td>
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<tr>
<td></td>
<td>Memory Books distributed</td>
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<tr>
<td>20</td>
<td>AHS Graduation 7pm</td>
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<tr>
<td>21</td>
<td>End of 2nd semester</td>
</tr>
<tr>
<td>21</td>
<td>5th grade Moving Up Ceremony 9:00am</td>
</tr>
<tr>
<td>21</td>
<td>Last Day of School 11:10 Dismissal</td>
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BEHAVIOR EXPECTATIONS

At Fidalgo School, behavior expectations are framed around our RISE guidelines:

RISE

Respect self and others
Improve through effort
Show responsibility
Express kindness

Fidalgo Elementary School adheres to the Anacortes School District’s policies related to student discipline, and regularly reviews school discipline throughout the year. Fidalgo Elementary promotes emotional self-regulation and prosocial skills through research-based practices such as the Positive Behavior Intervention System (PBIS), Kelso’s Choices, and RULER.

STUDENT RIGHTS
All students have specific rights described in School District Policy #3200:

- All students possess freedom of expression subject to reasonable limits.
- All students have the right to be secure in their persons and possessions.
- All students have the right to be free from interference in their pursuit of an education.
- No student shall be deprived of the right to an education without due process.
- The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

STUDENT, STAFF AND PARENT RESPONSIBILITIES: At Fidalgo Elementary School, we desire a school with an optimum learning environment, built on positive relationships between students, staff and parents. Being a responsible person is the key.
STUDENT RESPONSIBILITIES

1. Respect yourself
   • Be the best you can be
   • Take advantage of learning opportunities
   • Demonstrate self-control

2. Respect others
   • Keep your hands and feet to yourself
   • Follow directions given by all school adults
   • Follow school, classroom, playground and bus rules
   • Be kind and use respectful language
   • If you are bothering someone else, show respect for others and STOP when asked.

3. Respect Learning
   • Be quiet and attentive in class
   • Treat all learning materials with care
   • Leave distracting toys and items at home – school supplies only at school

4. Respect the school building and environment
   • Keep your area neat and clean
   • When you see litter, dispose of it
   • Think safety

STAFF RESPONSIBILITIES

• Identify and teach expectations and rules for student behavior and citizenship
• Identify and implement consequences for misconduct
• Communicate expectations, rules and consequences to students and parents
• Be fair, consistent and firm with student discipline, keeping the responsibility with the child
• Keep parents informed when problems occur
• Work collaboratively with parents. Demonstrate civil conduct, communication, and problem-solving.
• Take responsibility for correcting misconduct on the part of any student, any place at school, whenever that student isn’t under the direct supervision of another staff member

PARENT RESPONSIBILITIES

• Show interest and support for your child’s school work and positive conduct
• Be responsible for your child’s physical, emotional and social well-being
• Assure your child’s regular and prompt school attendance
• Discuss and support school expectations with your child, keeping the responsibility with the child
• Work cooperatively with staff. Demonstrate civil conduct, communication and problem solving.
• Accept financial responsibility for your child’s actions.
MISCONDUCT AND CONSEQUENCES

Disciplinary measures may include, but are not limited to:

- Discussion with the child that results in a plan for appropriate behavior and restitution
- Loss of free time activities for a designated period of time. This may include temporary removal from recess play.
- Time out (away from classroom or activities)
- Parent notification about the behavior
- Parent conference
- Suspension (short term, long term or expulsion)

These consequences will be administered in a way that is fair and as immediate as possible. Consequences will focus on changing the unacceptable behavior, rather than on punishment; enabling a new beginning when completed. Consequences will escalate when misconduct persists.

CONFIDENTIALITY NOTICE: In order to protect the confidentiality of all students, information regarding the discipline of a student will not be released to anyone outside of the district staff involved and that child’s parent or guardian.

GENERAL SCHOOL RULES

1. Walk quietly at all times in the halls
2. Hands and feet to self. No fighting or physical aggression.
3. Use kind and appropriate language – no profanity, name-calling or put downs
4. Do not bring toys, electronics or other personal articles to school. Bringing cell phones to school is discouraged, and they must be turned off, out of sight, and not used at school or on the bus. The school is not responsible for loss or damage of personal items that are brought to school.
5. Students are not allowed to gamble, lend/borrow money, or trade or sell items at school.
6. No chewing of gum
7. Respect school and personal property – no destruction or defacing of school or personal property
8. Obey school staff the first time you are asked
9. Harassment: In accordance with state and federal law, verbal and physical intimidation and sexual harassment will NOT be tolerated.
10. Anacortes School District schools are drug, alcohol and weapon-free. The possession, use or distribution of illicit drugs and alcohol are forbidden on school premises and at any District sponsored student activity. The possession of a gun or other weapons is prohibited on school premises (toy weapons are also prohibited).

PLAYGROUND RULES:

Students will:

1. Play in designated areas only and remain within the playground boundaries at all times.
2. Immediately and completely follow the directions of the playground supervisors.
3. Play safely and cooperatively.
4. Follow the established rules of the games.
5. Use equipment in a safe manner and in the designated areas.
BUS LINE-UP RULES:
Students will:
1. Be orderly and quietly wait in bus line while waiting for buses
2. Follow the directions of the bus line supervisors
3. Walk to and from buses without pushing

CAR PICK-UP RULES:
Students will:
1. Exit the building from the cafeteria hallway
2. Sit or stand against the exterior gym wall until their ride arrives.
3. Cross only with the Crossing Guard

BUS RIDING RULES
Basic Bus Rules
1. Obey the driver
2. Stay seated, facing forward
3. Respect others rights
4. Inside voices only
5. Act in a safe manner

Severe Violations
1. Disrespect of driver authority
2. Fighting
3. Abusing other passengers
4. Use of tobacco, alcohol or drugs

More specific information about bus rules can be found under the Transportation section in this handbook.

Kelso’s Choice
At Fidalgo we use a program called Kelso’s Choice to teach students problem-solving strategies. Children are asked to think about and apply at least two of the choices to solve the problem. They are taught that these choices should be used for minor conflicts only (i.e. those that don’t require adult intervention). Examples include disagreements among friends and playground issues about rules of a game.

Kelso’s Choices
• Go to another game or activity
• Tell the person to stop
• Respectfully talk it over with one another
• Apologize
• Ignore the problem behavior
• Make a deal or compromise
• Share and take turns
• Wait and cool off
• Walk away from the problem
Anacortes School District Transportation Department:
Specific Bus Rules

1. All passengers shall follow the directions given by the driver.
2. Permission must be granted for a student to ride a bus other than their own.
3. Students are to sit properly in their seats - no excess noise and no throwing of objects on the bus. Students are responsible for keeping the bus clean.
4. The bus driver may assign seats. Student may not sit elsewhere without permission.
5. All passengers shall remain seated while the bus is in motion.
6. Smoking or use of any flame or sparking device is prohibited on the bus.
7. No head, arms, or any body parts may be extended out windows, nor objects thrown out windows.
8. No vulgar or obscene language or gestures on the bus.
9. Personal belonging must be kept out of the aisle. Large bulky items may not be transported.
   (All skateboards must be completely enclosed in a backpack, or attached securely to a backpack or they will not be allowed on the bus. Long boards are discouraged on the bus. Please do not try to board the bus with an unsecured skateboard or a long board.)
10. Passengers should talk to the driver only if necessary when bus is in motion.
11. No animals, except those required to aid those with handicapping conditions, may be transported on the bus.
12. No injury causing items may be transported on the bus. This includes but is not limited to guns, knives and other weapons. In addition, toy guns, knives or weapons are not allowed on the bus.
13. Students must board and leave the bus in a safe, orderly manner. They must wait for the safe signal and cross in front of the bus only.
14. Students should arrive at the bus stop at least 5 minutes prior to the estimated stop time.
15. Students who must walk some distance along the highway, where practicable, must walk on the left side facing the traffic.
16. Students shall be familiar with the emergency evacuation procedures.
17. Misconduct on the bus is sufficient reason to discontinue bus riding privileges.
18. Laser pens/pointers are not allowed on the bus.
19. Glass items may not be carried on the bus. This includes art and science projects.
20. Students shall not eat, chew gum, or drink anything except water while on the bus. Exceptions to this rule must be pre-authorized by the Transportation Department.
21. Spraying perfume or any form of body spray is prohibited on the bus.

If you have questions about ASD Bus Transportation, contact the Bus Garage at: (360)503-1155, or kgarrison@asd103.org

Last Minute Calls & Transportation Changes

Only in emergency situations should phone calls be made to the office for students to switch to different bus stops or buses, or to make alternative after school plans. The office is unable to manage other after school changes as the secretary must write and deliver a bus change note for each phone request. Often classes are out of their room at activities or recess and the students must be found. We appreciate your understanding and cooperation.
• Please make arrangements before school and send a note with your child.
• If it is unavoidable, please make any phone calls before 1:00 p.m. so we have time to make the change. Messages made after that will not be able to be delivered.

Car Parking>Loading>Unloading>Busing Procedures

Morning Student Unloading Procedures
Students Being Bused to school are dropped off at the northeast entrance by the gate and immediately report to the recess areas. Even those students who need to deposit lunch money will report to the recess area first and then walk through the playground to the school to deposit their lunch money. All students will stay on the playground until school starts at 8:15am. The only exception is on inclement weather days, when the para-pros will bring the students into the school.

Students Being Dropped Off in a Car, and students walking to school enter at the main entrance of the school, by the south parking lot. Please note, this entrance was designed for parents to pull ahead along the sidewalks and drop their children off. To avoid backed up traffic, please pull ahead to the farthest west drop off zone by the gym, drop your child off and immediately exit. If you need to stay for any period of time, please pull into the parking area instead of taking up space in the drop off zone. Students being dropped off at this entrance will enter through the cafeteria hallway doors and immediately report outside to the intermediate and primary playgrounds.

End of School Busing and Parent Pickup Procedures
Students Taking a Bus home will report to their bus line and be led to their buses as they arrive.
Note: Parents should not enter the northeast entrance along Gibraltar Road. Car traffic in this area will back up our buses and result in a safety threat to our students.

Students Being Picked Up by parents catch their rides in the main south entrance drive-through. The children will wait in the area by the overhang attached to the gym. As parents arrive, an adult supervisor releases students from the waiting area and loads them into your vehicle. If you should need to come into the school, please park your car in the parking area and not in the loading zones. Never leave your car unattended in the drive-through area.

Entering and Exiting Fidalgo School
The only way to enter or exit Fidalgo School is through the main entrance, south of the school. For the safety of our children all other entrances will be locked. Please use the front entrance and sign in at the office.

Bicycles, Skateboards, Rollerblades, and Scooters
Due to our location and for students’ safety, bikes, skateboards, rollerblades, scooters, and skate shoes are not allowed at school. We do not have a bike rack or storage for these items at Fidalgo.
ATTENDANCE AND HEALTH

Absences
Regular attendance is key to success in school. It is important that your child is on time and present each day unless ill or in the case of a significant extenuating circumstance (for example, a family emergency or religious observance).

If your child will be absent from school, please notify the school office by phone (360)503-1600 that morning, and send a note regarding the nature of the absence when your child returns.

If you do not notify us about an absence, we must record it as an unexcused absence. To ensure regular attendance, and to comply with state law and Anacortes School Board policy, the school must file a Becca petition with the courts after the 7th unexcused absence in a month, or after the 10th unexcused absence in a school year. Additionally, if a student exceeds ten excused absences in one school year, the school may request a doctor’s note, or treat the days as an unexcused absence based on adverse academic effects.

Students absent for longer than a period of 20 consecutive school days, with the exception of extended illness or serious injury, will be automatically withdrawn in accordance with Washington State Law.

Since school is in session 36 weeks during the year, 16 weeks are open for scheduling family vacations and activities. Pulling children out of school at other times has a negative impact on academic achievement and disrupts ongoing development of skills and concepts. Schedule appointments outside of the school day and ensure that your child gets to school on time.

Tardiness
On Mondays, Tuesday, Thursdays, and Fridays, students enter classrooms after the first bell at 8:10AM. Any child arriving to class after 8:15AM in the morning is considered tardy. On late start Wednesdays the first bell rings at 8:50 AM and students are to be in their classrooms by 8:55 AM. Students who are tardy must bring a note to the office from their parents explaining the reason for the tardiness, or be signed in by their parent in person. A student who is consistently tardy misses important instruction. Parents of students who are frequently tardy will be contacted by the principal to develop a plan to address the problem.

Closed Campus
Once a child arrives at school in the morning, he/she will not be permitted to leave the school grounds without written permission from the parents. This is also true for students wishing to leave school to eat lunch at home. In addition, the office also requires a note from a parent if a child is not going to ride his or her regular bus home in the afternoon. The school is unable to allow out-of-town friends, or other students who are not enrolled at Fidalgo, to visit the school for the day.

Early Dismissals
In the event that your child must be dismissed early for a family emergency, or for an appointment that cannot be scheduled outside of the school day, the student must bring a note from their parents to their teacher explaining the situation before he/she can be dismissed. As a safety procedure, parents picking their child up before regular dismissal times must come to the office to meet their child. The child will then be signed out of school for the day. *Teachers will not release a child directly to a parent nor will children be permitted to wait outside for parents.*

**HEALTH AND SAFETY**

A registered nurse is assigned on a part-time basis to our school. Screening tests are given to all students each year for speech, hearing, and vision. Screenings may also be administered throughout the year, as needed. The health of your child is important to us because illness adversely affects a child's ability to learn.

**Immunization**

All students are required by law to have a complete and up-to-date immunization record by the first day of school or they cannot enroll.

**Accidents or Illness**

In the event that a child is injured at school, the school nurse or other staff members who are trained in first aid will provide emergency first aid. Parents will be called immediately for further instructions. If a parent cannot be reached, the neighbor or relative listed on the emergency information sheet will be called. If no one can be reached, the school nurse and/or principal will use their judgment as to whether or not to call the physician listed on the emergency information sheet. Therefore, it is quite important that *each child has an up-to-date emergency sheet on file* in the school office. *If there are changes in the emergency names or telephone numbers during the school year, notify the school office immediately.*

If a child becomes ill at school, the school nurse or another staff member will attend to his/her immediate care. The parents will be called to come and get their child if the school nurse and/or principal feel that the child’s illness warrants going home. If the parents cannot be reached, the person listed on the emergency information sheet will be called.

**Medication**

State law allows the school district to dispense oral medication only under very specific conditions. No medication or treatment can be given at school without proper authorization. An “Authorization to Give Medication at School” form must be filled out by your physician and signed by the parent. This physician’s authorization is required for both prescription and over-the-counter medications. Medications must be properly labeled from the pharmacy containing the following information and brought to school by the parent in its original container.

- **NAME OF STUDENT AND NAME OF MEDICATION AND DOSAGE**
- **DIRECTIONS FOR GIVING MEDICATION**
- **NAME OF PHYSICIAN PRESCRIBING MEDICATION**
• DATE MEDICATION WAS PRESCRIBED

Medication can be given to the student when these requirements have been met. The parent is to bring the medication to the school office where it will be kept in a locked cabinet by the school secretary and/or nurse. Students are not allowed to have any medication on their person, including over-the-counter medication.

ADVERSE WEATHER/ALTERNATE BUS ROUTES

During the icy and snowy weather, schedules for schools and buses may change. Please do not call the school or radio stations as it ties up phone lines. Instead choose one of the following three options:

1. Check your email to see if you have received an adverse weather update from the school district.
2. Logon to http://schoolreport.org or www.asd103.org or www.asd103.org
3. Listen to television and radio stations that list school delays/closures.

Announcements will include one of the following messages:

• SCHOOLS CLOSED: School is not in session. All student activities are cancelled for one day only. (260 day employees report to work at the normal time.)
• LIMITED BUS TRANSPORTATION: Schools are in session. Buses travel adverse weather routes (see www.asd103.org for adverse routes). Buses will travel at slower speeds.
• SCHOOLS 1 (or 2) HOURS LATE: Schools begin 1 (or 2) hours late. Buses make stops 1 (or 2) hours later than normal. School employees report to work the normal time. Buses travel adverse weather routes. No out of district transportation. No buses travelling off island.

If no messages are broadcast, schools will operate as normal and buses will make stops at the regular scheduled times.

• Please note that on any day that the roads are slick, buses may arrive at bus stops slightly later than normal because they travel at slower speeds.
• In case of Guemes Island Ferry emergency shutdown, please call KWLE (1340) radio station for information.

Student Safety Considerations During Adverse Weather

1. Students must stand well away from the street while waiting for the bus. Cars may slide on slick roads and injure students who are too close to the roadway.
2. Wait safely at the bus stop. Throwing snow or ice may injure other students and may cause an accident if thrown at passing cars.
3. Use the handrail when getting on and off the bus. Bus steps may be slick.
4. Dress warmly. Buses may arrive at the stop a little later than usual because of slower driving speeds.

**GENERAL INFORMATION**

**Assessment Tools**
Throughout the year we use a number of assessment tools to monitor student progress including ongoing classroom-based assessments to ensure that each student is making satisfactory progress and receiving the appropriate support to be successful. Students in grades K-5 take an assessment in reading and math called the MAP (Measurement of Academic Progress) test. This computer-based test provides teachers with information about student strengths and areas for growth. Additionally, in spring Fidalgo students in grades 3-5 join students across the state in taking the “Smarter Balanced” assessment.

**Birthdays**
Each month we celebrate all student birthdays for that month on a designated day, however we do not have classroom birthday parties. Instead, a PTA “Cupcake Committee” organizes a special treat and celebration in the cafeteria for all students born that month. One reason for this change is that when we had monthly classroom birthday celebrations, more treats were brought in than children could, or should, consume. Parents are welcome to attend the schoolwide monthly birthday celebrations in the cafeteria, and/or to volunteer to provide cupcakes for that month’s birthdays. If you would like to help with the Cupcake Committee, please contact our PTA at fidalgopta@yahoo.com.

Regarding outside-of-school birthday parties: they are one of the highlights of childhood, for both the celebrant and the guest. However, to prevent hurt feelings we ask that you not distribute birthday invitations at school. An exception is if all of the children in the classroom are invited. Instead, please mail, email, or make phone invitations. You may find the PTA classroom roster helpful with this task since it includes most of our students’ home contact information (parents have the option to have their contact information included on these class rosters so that other parents can contact them).

**Breakfast & Lunch Programs**
Hot lunch and breakfast are available daily. Menus are available online at www.asd103.org. We use a computer-based program to track student lunch accounts. Students may deposit any amount into their account for use throughout the year. Deposits can be made at the school office. Or, for your convenience, parents can make deposits into Meal Time online from your home computer. Visit the web site www.mymealtime.com. Unfortunately, we are not allowed to charge lunches.

| ELEMENTARY FOOD SERVICE PRICES |
|-------------------------------|------------------|------------------|
| Breakfast                     | Lunch            |
| K-6 Full Paid                 | $1.50            | $2.75            |
| K-3 Reduced                   | No Charge        | No Charge        |
| 4-6 Reduced                   | No Charge        | $.40             |
| K-6 Free                      | No Charge        | No Charge        |
| Milk                          | $.60             | $.60             |
| Adult                         | $2.25            | $4.50            |

National School Lunch Program
During these fiscally challenging times, parents who think they might qualify are encouraged to apply for the Federal National School Lunch Program in order to receive meals at free or reduced prices. As of last year, it is now easier to qualify. "Washington State has stepped up to say that it will provide more support for families." The application form is available on the Anacortes School District Website www.asd103.org and can be returned to the school office.

Counseling
Anacortes School District offers counseling services for personal, social, academic, and career development issues. If you have questions about counseling needs, please contact our school counselor, Courtney Miner (360)503-1600, or cminer@asd103.org.

Dress Code
It is our strong belief that appropriate student dress has a positive impact on student learning and behavior. The School Board policy (#3224-P) addresses the importance of appropriate dress. The high standards of expectation for student dress help send the message to students that school is an important place. Fidalgo has established guidelines for appropriate dress that support the learning climate, while also providing parents a great degree of discretion in helping their children choose the type of clothing to wear to school. Please review Fidalgo’s dress code with your child:

- Shoes worn to school should be safe and appropriate for running every day during recess and PE. No flip-flops, sandals or heels.
- Low cut tops and sheer clothing are not allowed
- Tops and shirts must be long enough to stay tucked into pants or skirts
- Pants should be worn securely at the waist
- Tops with ultra-thin or “spaghetti” straps are not allowed
- Hats may not be worn inside the school building
- All skirts, dresses and shorts should be no shorter than fingertip length
- T-shirts and other clothing may not display images or messages that have lewd, sexual, violent, drug, tobacco or alcohol-related messages
- Gang-related items are prohibited
- Athletic clothing worn during the school day/hours must comply with all school dress code standards

Email: Fidalgo Family Flyer and Other Communications
To reduce paper use and postage costs, we use email as our primary source of written communication to parents. Please take advantage of our paperless system which provides timely communication while saving money and the environment. By including your email address addresses on your emergency card, most future school communications, including the weekly Fidalgo Family Flyer, will be sent to you electronically. You will also be added to a confidential email list for use by your child’s teacher. Please notify both the office and teacher of any email address updates throughout the school year. Promote and demonstrate civil conduct and problem solving in all communications, both verbal and written.

Family Legal Papers
If you have legal papers for your child (may include guardianship, custody, parenting plan, restraining order, or others), please supply the most recent copy to the school office so that we have the specific court instructions to assure compliance with any limiting court orders.

Home Learning: Fidalgo Elementary Homework Policy

<table>
<thead>
<tr>
<th>Homework Purpose</th>
<th>Homework Time Guidelines</th>
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<tbody>
<tr>
<td>Homework is a tool for students to:</td>
<td>4-5 Nights Each Week</td>
</tr>
<tr>
<td>• develop positive work habits, especially the habit of daily reading</td>
<td>• Kindergarten: 5 minutes</td>
</tr>
<tr>
<td>• practice skills learned during the school day</td>
<td>• First through third grade: 10 to 30 minutes</td>
</tr>
<tr>
<td>• independently apply skills learned – a meaningful extension of what was learned in class</td>
<td>• Fourth through fifth grades: 40 to 60 minutes</td>
</tr>
<tr>
<td>• regularly communicate with parents what they are learning in school</td>
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</tbody>
</table>

These total homework times are maximum times and should be used as a guideline. Generally, students' homework should not exceed these grade level time guidelines. However, students who do not utilize their time well during the school day may be asked to complete work at home in addition to their homework assignments.
Additionally, Fidalgo has 20 minutes of required reading each school night (15 minutes for K). This can include reading aloud to your children. Parents are asked to verify this reading by signing the student’s reading log.

By working together (parent, student and teacher), we can decrease any tension associated with homework and increase student learning. Please read and discuss the following with your child:

The Student’s Role:
- Listen carefully to the teacher during lessons so I understand assignments
- Read or be read to at least 20 minutes a night (15 for kindergarten)
- Remind my parent to sign my reading log
- Complete my homework daily and put it in my notebook or PeeChee
- Do my best work at all times
- Start my homework without being reminded to
- Practice and review my math facts until they are automatic

The Parent’s Role:
- Provide a place to do homework. If possible, your child should do his/her homework in the same place (a quiet, uncluttered space that is free of interruptions and has necessary supplies).
- Establish a schedule for completing homework that fits in with each week’s particular activities.
- Acknowledge effort, encourage, motivate and prompt. It is not a good idea to sit with your child and do homework with him/her. Instead, check in periodically to monitor and acknowledge progress made. Your child needs to practice independently and to apply what was learned in class.
- Help your child self-assess his learning. When your child is practicing a skill, ask which steps he/she finds difficult and easy, and how your child plans to improve speed and accuracy. If your child is working on a project, ask what knowledge he/she is using to complete the work.
- Contact the teacher if there are problems. If your child consistently cannot complete homework assignments alone, or is spending an excessive amount of time on homework, please notify the teacher right away.
- Make sure that your child reads or is read to every day (at least 15 minutes for kindergarten, 20 minutes for grades 1-5), and sign your child’s reading log.
- Help your child to practice and review math facts (at the appropriate grade levels).
- Show an interest in the topics studied, and encourage your child to think positively about the learning.
- Honor bedtime. When it is time to go to bed, please stop your child, even if homework is not finished.

The Teacher’s Role:
- Assign homework assignments that:
  1. give students practice with the skills learned during the school day, or
  2. provide students opportunity to extend and apply what they learned
- Provide timely feedback on homework
• Contact the parent if there is a pattern of missing assignments
• Modify homework as necessary to accommodate individual needs

Library
The Fidalgo Library has one of the best selections of children’s literature in the county. Students visit the school library weekly to check out materials. It is the responsibility of each student to ensure that items checked out are returned in a timely manner and in good condition. Parents can promote the habit of reading by reading aloud with their children; providing time, encouragement, and modeling at home for reading; and providing access to many books that interest your children.

Lost & Found
Please label all articles of clothing that a child might remove while at school such as coats, hats, sweaters, sweatshirts, gloves, boots, athletic shoes, etc. Parents are encouraged to stop by and check our lost and found area. Unclaimed items are donated to a charitable organization.

PTA
We are fortunate to have a terrific PTA at Fidalgo and strongly encourage all parents to join and get involved to whatever extent they are able. Our PTA makes possible many programs that support and enhance our school goals, including our carnival, special assemblies, reading month, playground improvements, school equipment, field trips, classroom materials, and so much more. More information about PTA can be found on their website at fidalgopta@yahoo.com.

Personal Belongings
Many problems can arise when children bring toys and other personal belongings to school. We ask parents to monitor what their child brings to school to ensure that they only bring school supplies. Electronic devices, toys, trading cards, and other personal belongings may not be brought to school unless they are required for a specific classroom assignment and used only under the supervision of the teacher.

The Anacortes School District is not responsible for the loss or damage of personal property. Also, please do not send your child to school with money unless it is to be used for a specific purpose, such as a lunch account or field trip. Thank you for your help with this.

Recesses
Students work hard during the instruction periods and need recess breaks for fresh air and physical activity. Weather permitting, we encourage students to go outside to recess. Unless they provide a daily note stating why they must stay inside, students will normally be sent outside for recess.

Reporting of Student Progress
The elementary schools in the Anacortes School District report student progress to parents through parent/teacher conferences and report cards. “Goal-setting” conferences will be held in October to
review student assessments and discuss growth areas and areas of strengths. A second conference is scheduled in February to review progress made towards those goals. Additionally, parents may schedule an appointment to meet with their child’s teacher or the principal at anytime during the school year.

Special Programs
Fidalgo School is very fortunate to offer many special programs through the Anacortes School District. These include, but are not limited to: speech therapy, Special Education, Math and Reading support, and counseling. Additionally, be sure to read your weekly Fidalgo Family Flyer email to learn about the extracurricular activities that are offered throughout the year.

Student Privacy
Please do not ask for addresses and phone numbers of students as school policy does not allow us to dispense this information.

Telephone - Student Use of
We discourage students from bringing cell phones to school as we do not allow valuable items at school, nor items that can distract from the learning environment. However, we recognize that some parents want their children to have them for communication during after school sports and other activities. If students do have cell phones at school, they must be turned off, out of sight, and not used at school or on the bus. If students need to contact their parent during the school day for important reasons, they may use the office phone. (Students will not be allowed to use the telephone to ask if they can have a friend over after school. These plans need to be made prior to coming to school.) The school telephone number is (360)503-1600.

Textbooks & Supplies
Textbooks are furnished free of charge to all pupils. However, pupils will be charged for lost or damaged books. Students are asked to furnish certain supplies appropriate to their grade level. Your teacher’s child will provide a list of these supplies. These can also be viewed online at fid.asd103.org. If you are unable to furnish some supplies due to financial difficulties, your child may come to the office or see our school counselor to receive supplies donated to the school from other sources. Scholarships are also available for field trips and other school events. If you need to access this support, please contact your child’s teacher or our school counselor, Ms Miner (360)503-1600 or cminer@asd103.org.

Visitors and Volunteers
At Fidalgo School we appreciate our parents and value their input and participation in forming the critical link between home and school. Parents may volunteer in many capacities, and are welcome to visit their child’s classroom. However, we request that parents make arrangements with the teacher beforehand to schedule a time that will not be a disruption to instruction. Agreeing on a
specific time to visit will also assure that class is in session, and not in a specialist class or at recess.

If you haven’t done so already, we encourage all parents to make sure you are on the approved volunteer list by completing the Anacortes School District Volunteer Application Form that is included in your back-to-school folder. Completing this application clears you to chaperone on field trips and volunteer in classrooms. These forms need to be updated each year.

**Web Page**

Our Web page is designed to provide students, parents and staff current news, calendar information, class pages and links to great sites. Please visit our website at fid.asd103.org

**Withdrawals**

Please notify the school office as soon as possible if you plan to move or relocate.
Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools

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

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

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

Nondiscrimination

The Anacortes School District is committed to providing a quality education for all students regardless of learning differences. Anacortes School District #103 complies with all state and federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal. The Anacortes School District provides equal access to the Boy Scouts of America and other designated youth groups. This holds true for all district employment and opportunities, as well as all students who are interested in participating in educational programs and/or extra-curricular school activities.

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

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

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

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

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

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

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

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

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

Complaint to the School District

Step 1. Write Out Your Complaint
In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint
Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to
you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint
In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

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

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

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

Email: Equity@k12.wa.us | Fax: 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

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

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