

PRIMARY SCHOOL FAMILY HANDBOOK  
2018/2019

School Motto:

**"Bright Minds - Bright Futures"**



**School Doors  
open at 7:45am**

**School day  
ends at 2:50pm**

**Primary Office  
closes at  
3:30pm**

**Nancy Bakarich, Principal**

Blaine Primary School

820 Boblett Street

Blaine, WA 98230 (360) 332-1300

**K-12 Alert System Attendance Hot line (360)-332-0650**

"Continuing our Commitment to Excellence"

[www.blainesd.org](http://www.blainesd.org)

**Blaine Primary School Mission**

**Statement**

The staff at Blaine Primary School is committed to uniting family, staff, community and students in a partnership that provides opportunities to enable children to fully develop their individual potential. Our vision is to maintain high standards and consistent expectations as we focus on developing a solid academic foundation as well as self-management and mutual respect.

**IN CASE OF SEVERE WEATHER**

The school district will inform radio stations of any schedule changes by 6:30 a.m. The stations are KGMI, KLYN, KARI, KPUG, and KAFE.

**Our District Snow Line Number is 360-332-0789 and our District Web site is, [www.blainesd.org](http://www.blainesd.org)**

**ATTENDANCE INFO: If your child will be absent or late please call Blaine Primary K-12 Attendance hotline number and leave a message at 360-332-0650. This number is for Primary students only. When arriving late to school, all students are required to check in at the office after 8:20 a.m., before going to the classroom.**

**BLAINE PRIMARY FAMILIES AND FRIENDS**

**WELCOME**

On behalf of the Blaine Primary staff, we would like to welcome students and families to our school. We strive to provide an atmosphere that allows children to develop positive attitudes toward learning, themselves and each other.

This handbook has been prepared to help answer many questions students and families usually have concerning the activities, procedures, and rules for the successful operation of Blaine Primary School. We believe that a common ground of clearly understood policies and procedures will enable us to provide the best possible educational experiences for every student. In the event that problems or concerns arise, we are available to discuss and help resolve any situation.

All families are encouraged to get involved in their children's education. This level of involvement may vary as we realize that there are many time demands on a parent's time. There are a variety of ways you can contribute to your child's progress in school:

- \* **Communicate** with your child's teacher often.
- \* **Spend** some time in the classroom or involved in school activities.
- \* **Help** your child understand the importance of school learning and learning in everyday life.
- \* **Provide** a quiet area for homework assignments. This will help your child to grow in self-confidence, social skills and to ensure a successful time while in primary school.

We wish everyone success during this important time in our children's lives. Parents, feel free to contact us at 360-332-1300 or stop by the school.

**EDUCATIONAL SUPPORT**

**\* Physical Education \* Speech Therapy \* General Music \* Occupational Therapy \* Physical Therapy \* Title I Reading \* Counseling \* Special Education \* Family Support \* Developmental Preschool \* English Language Learners These services are available at BPS. If you have any questions, please call the Primary office at 360-332-1300**

**STUDENT PROGRESS**

**Conferences:** Academic success is a priority at Blaine Primary School. Families are encouraged to meet regularly with the classroom teacher. All teachers are available to meet before and after school. Please call your child's teacher for an appointment.

**Reporting Student Progress:** We will report student progress three times during the year. Conferences are in November and again in March. Report cards for the entire school year will be given to parents on the last day of school. Conferences provide an opportunity for exchanging information and concerns. Families may get progress reports at any other time by contacting the teacher.

**HOMEWORK GUIDELINES**

Homework is **defined** as any work assigned to students during class and completed outside of school hours. The **purpose** of homework is to enhance student achievement; help students become self-directed, independent learners, and develop good work habits.

Families can expect homework to be: \* Planned and organized by the teacher \* Consistent with the needs and abilities of students \* Reviewed and returned to students in a timely manner \* Within the following guidelines the amount of homework will be approximately: Kindergarten 10 minutes First Grade 20 minutes Second Grade 20-30 minutes

## **FAMILY RESPONSIBILITIES**

\* Schedule a regular time for homework. \* Talk with teachers regarding homework concerns, extended absences, and any questions you may have. \* Read the take home reading book with your child daily to provide encouragement and support. \* Lost or damaged classroom/library books will require a replacement fee.

Washington State, in compliance with Federal regulation, has prepared a School Performance Report for each school in the state. You can view the report for our school by visiting the following link on the Washington State Superintendent of Public Instruction's Web Site:  
<http://reportcard.ospi.k12.wa.us/Summary.aspx?groupLevel=District&schoolId=274&reportLevel=District&orgLinkId=274&yrs=&year=2012-13>

**We have a District wide policy that there be no pets on school grounds unless they are clearly identified service animals.**

## **ATTENDANCE POLICY**

We, the school, are required to take daily attendance and notify you when your student has an unexcused

### **SCHOOL DISTRICT REQUIREMENTS:**

- After **one** unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After **three** unexcused absences, the school is required to initiate a parent conference to improve the student's attendance.
- After **five** unexcused absences in a month, the parent and school must enter a contract to improve the student's attendance. Or, the case can be referred to Community Truancy Board.
- After **five** unexcused absences in a month, or **ten** unexcused absences in an academic year, the school district may file truancy petitions with the juvenile court.
- If the student is not in compliance with a court order resulting from a truancy petition, the school is required to file a contempt motion.

We would like you to help ensure that your student attends regularly and is successful in school. Starting in the 18/19 school year, your child will be marked absent if arriving after 10:00am and if they leave school after 1:00pm.

Washington State Legislature link: <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

Blaine School District Board Policy Link: <http://www.blainesd.org/bsd/policies-htm/3000-policies/3121.htm>

### **SCHOOL-WIDE BEHAVIORAL PLAN:**

#### **BE SAFE**

#### **BE RESPONSIBLE**

#### **BE RESPECTFUL**

### **GENERAL SCHOOL RULES:**

#### **\*Show respect for others self and property:**

\* Respect adults and peers alike

\* Use appropriate language

\* Let others learn

\* Respect school property and that of others

\*The following will not be tolerated: bullying, name calling, threats, play fighting, and wrestling (hands and feet to self).

**Follow Directions the First time:** Positive examples are: \* Listening \* Following directions \* Completing work

**\* Please do not bring personal toys, trading cards, electronic handheld devices such as Game systems, iPods, cell phones, watch phones etc. from home. No fidget toys unless medically prescribed. No chewing gum, or hard candy. Do not send energy drinks or pop in your child's lunch. Please do not allow your child to bring or wear make up. (Eg. lipstick, mascara, eye shadow) Please make sure your child has laced /Velcro rubber soled shoes for PE days.**

**Weapons Free Zone: \* NO GUNS, KNIVES OR SWORDS (THIS INCLUDES TOYS)**

### **RECESS AND ACTIVITY RULES:**

\* Play safe, play fair \* Walk on any pavement \* Do not stand on top of the play equipment \* No spitting anywhere on school property \* Leave the bark on the ground \* Use appropriate voices \* Stay in designated play areas (supervisor must be able to see you at all times)

#### **Covered Play Area at Recess:**

\* Use appropriate voices \* Walk on the pavement \* Play safe and be fair

**Hallway Behavior:** \* Walk \* Use quiet voices \* Keep hands to self \* Stay to the right

#### **Group gathering (Multipurpose Room):**

\* Sit on bottoms \* Listen quietly \* Stay with class \* Respond appropriately to performer

#### **Bus Lineup Time:**

\* Stay in line until dismissed

\* Use quiet voices

\* Keep hands, feet and backpacks to self

#### **Performing Arts Center:**

\* Keep writing desks down \* Stay seated without bouncing

\* Feet off the seats

### **CONSEQUENCES:**

The teacher will address minor behavior concerns.

The following are considered major behavior concerns and will result in student referral to the Behavior Specialist or Principal.

1. Disruption of the learning process

2. Threatening physical behavior

3. Defiant behavior

4. Destructive behavior

\* Report to and sit in designated area

\* Problem solving sheet (designee or principal)

\* Phone call home (principal or designee)

\* Student is returned to class after the above is completed and the student shows appropriate behavior.

\* If a student shows out-of-control behavior, attempts will be made to de-escalate the situation while keeping the child and others safe.

\* Student may be sent home if out-of-control behavior continues.

**PROCEDURES:** \* Referral filled out by staff member (for record keeping)

## **BEHAVIOR SPECIALIST**

The Blaine Primary School has a Behavior Specialist, who works collaboratively with teachers regarding student behavior management.

## **BUS EXPECTATIONS**

\*Stay seated

\*Listen to and follow bus driver directions at all times

\*Quiet voices

\*Be safe, Respectful & Responsible

## **PARKING AND SAFETY INFORMATION**

Drop off and Pick up of Students:

There is noticeable concern of traffic congestion around the Blaine School District. At Blaine Primary School this is especially true during early mornings and afternoons as families drop off and pick up their children. The Blaine School District along with the Blaine Police Department has revised the drop off and pick up of primary school children to ensure student safety.

- There are 2 areas to drop off your child in the mornings; the south parking lot, this is where you can park, leave your car and walk with your child into the building.
- In the upper center (gym) parking lot, the furthest south row of parking (angled parking) is where you can drop off your child and watch as they go into the building. (Do not leave your car unattended)
- Both areas have adult supervision.
- We have special needs parking in the front and south parking lots; please make sure that your handicap parking plaque is visible.
- In the afternoon, all students will exit to the back of the building. If they ride the bus they will be excused to walk to their bus (we will be helping students to the bus the first few weeks of school). We have pick up areas for Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> in our covered area.
- We ask that families do not use the front parking lot for drop off/pick up, as we need to make that available for our Preschool Specialized Transportation.
- Between 8:30 AM-2:30 PM you may drop off/pick up your child from the front parking lot.
- Please be reminded that our little ones are sometimes difficult to see, please use caution while driving in any parking lot.

Please note: Skateboards, Scooters, Roller Blades are OK to ride to school; however, students must walk or carry them once on school grounds. Due to safety hazard, skateboards are not allowed on the bus.

## **SCHOOL VISITATION**

Parents are encouraged to visit our school frequently and to actively participate in the education of their children. **You are asked to first stop at the school office, sign in and receive a visitor pass.** Please do not go directly to the classroom. If you need to give your child a message, medication, homework, lunch money or supplies, please check-in with the office first. If you would like to volunteer in the classroom and/or for field trips it is mandatory for you to fill out a volunteer packet. Volunteer forms are available on the new Blaine School District App or you may pick one up in the office.

## **MESSAGE FROM OUR SCHOOL NURSES**

**HEAD LICE:** If you get a call from us saying that your child has head lice, don't be horrified. It is not a sign of poor hygiene or poor environment. Younger children snuggle a lot as you know, and lice move from person to person fairly easily. We do have a no live lice policy. This means that if your child is found to have live lice while at school we will notify you and ask that they go home to have their hair treated. If your child is found to have nits, we will call or send a note home at the end of the day. We do ask that when your child returns to school, you will accompany them to the office, so we can verify that progress has been made.

**MEDICATION:** If your child needs to have medication, either prescription or over-the-counter during the day, state law requires that we have written orders from the doctor to administer the medication at school. Forms for this purpose are available in the office. Medication brought to school must be in the original container with complete information attached: name of medication, patient name, dosage and complete instructions.

**Please note:** we do not give Tylenol or any other over the counter medication to students without a consent form from the doctor. Medication should be brought to school by the parent, after your child's physician has completed the form. Your cooperation is appreciated.

**ILLNESS:** If a student becomes too ill to remain in class, we will reach you by phone and recommend that you come to school to pick up your child. Therefore, **UPDATED, WORKING PHONE NUMBERS** are imperative. We have some temporary facilities to help comfort the sick child while he/she is waiting. We do have a school nurse on campus at all times; however, the nurse cares for all Blaine School District students, K-12 and is often times in another building on campus. Please make sure you notify the office of any changes in your home, work, or emergency telephone information. THANK YOU.

**IF YOUR CHILD HAS:** \*FEVER \*DIARRHEA \*VOMITING

**Your child must be free of any symptoms for 24 hours prior to returning to school**

Good frequent hand washing can eliminate the spread of these symptoms. Please remember that a sick child is not only unhappy at school, but exposes other children and staff to infection as well. Help us all stay healthy!!

**FIELD TRIPS:** Field trips, which require bus transportation will require a signed permission slip provided by the teacher before your child may participate. Sack lunches will also be required for all day trips. Students must ride the bus to the trip destination and back to the school. Walking field trips may only require the signed permission slip. Parent volunteers are required to drive themselves to the field trip destination. It is preferred that no siblings attend.

## **SPECIAL INSTRUCTIONS FOR FAMILIES**

Please call or send a note to the office regarding any changes in regular before and after school plans.

**INFORMATION CHANGES:** It is very important that we have updated information in case your child becomes ill or is injured at school. Please notify our office if you have any changes to the following: new telephone number, address, emergency numbers, or place of employment for either parent.

**IMPORTANT:** If you are not home when your child arrives on the bus or if your child is not picked up from school on time and we are unable to reach you or emergency contacts by phone, we will be notify the Blaine Police Department for assistance. This will only occur if we are unable to contact someone to pick up your child from school or meet the bus.

**SCHOOL DAY BEGINS:** The school day **begins at 8:20 a.m.** with the first bell sounding at 8:10 and **dismissal at 2:50 p.m.**  
**Doors open for students to access the school breakfast program beginning at 7:45 am.**

If you arrive with your child before 8:10, please have your child line up with their grade level in the main hallway as the teachers are preparing for the instructional day. If you would like to meet with your child's teacher before school, please make prior arrangements.

**EARLY DISMISSALS:** To ensure the safety of our children, no child shall be removed from any classroom, school grounds or building function except by a parent having legal custody, a legal guardian, or a person designated by the parent/legal guardian and listed on school records. This person must present photo identification in the office.

**When you pick up your child from school early you must sign your child out at the office. For bus changes please call the school by 2:15 p.m. this allows enough time to notify your child's teacher**

**EMERGENCY DRILLS:** The safety of our children is one of our greatest concerns. The school holds the following drills \* fire \* earthquake \*lockdown

**BREAKFAST AND LUNCH PROGRAM:** Students may bring lunch from home or purchase hot lunch, which includes milk. Milk may be purchased separately, which will be deducted from your child's lunch account. Breakfast is also available. You are also welcome to have lunch with your child. Please refrain from sending energy drinks or pop.

**Applications for free and reduced meals must be filled out at the beginning of each school year.** Forms are available in each office. Blaine School District has a scan lunch program system, which means students bring their check or money to the office and we deposit the money into their account. You may pay for as many lunches as you wish. As the children receive there lunch or breakfast we scan their card and it deducts the appropriate amount from their account. Milk only is not included in the free lunch program. We will attempt to send a notice home when your child's account balance is low, but it is very important for you to keep track of your child's account. Please feel free to call the cashier at 332-1300 ext. 1619 for inquiries on your child's account balance. You may also track your child's lunch account and deposit funds electronically using "Family Access". If you need assistance with Family Access please let us know and we would be happy to help.

### **DRESS CODE**

Children must be dressed appropriately, especially for inclement weather. Coats will be required at our discretion. In warmer weather please do not send your child wearing spaghetti strap t-shirts. (Under a sweater is fine.) Head coverings for non-religious purposes must be removed when they reach their classrooms. Children will need appropriate shoes for P.E. and playground (Please wear well fitted shoes for safety issues). We do not allow the following on clothing worn to school. Logos or symbols with gang affiliation, advertising for alcohol, tobacco or drugs. This includes accessories (hats, belts, bracelets etc. We will contact parents if we run across a dress code issue.

**Heelies (shoes with wheels) are not allowed.**

**PARENT – TEACHER ORGANIZATION (PTO)-** Can be contacted at [blainepto@gmail.com](mailto:blainepto@gmail.com)

### **BOYS AND GIRLS CLUB**

Children from the primary school who attend the Boys and Girls Club after school are required to wait in the multipurpose room when school is dismissed at 2:50. For further information you may contact the Boys and Girls Club at 360-332-3008 or at their web site at [www.whatcomclubs.org](http://www.whatcomclubs.org)

**Non-Discrimination Statement:** Blaine School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, pregnancy, marital status, honorably discharged veteran or military status, sexual orientation including gender expression or identity, 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 and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer and/or Section 504 coordinator. Our Title IX Officer, Christine Anderson, and the Section 504 Coordinator, Randy Elsbree, can be reached at 360-332-5881 or 765 H Street, Blaine, WA 98230. Policy #3210.

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. For more information see our Blaine School District website, Policy #5011.