



General Information

COMMUNICATION

The Lopez Island School District website may be accessed at www.lopez.k12.wa.us for school information and updates, notifications, schedules, calendars, and special events.

To access current grades, attendance and other student information in Skyward, go to our school district website and click on Family/Teacher login. This online system is password protected. If you do not have a login and/or password, please contact the secondary office.

For **Admission and Attendance** policies and **Rights and Responsibilities**, refer to the school district website (hover over About Us, School Board, click on Policies, Students).

ATTENDANCE

Attendance is an essential part of teaching and learning. Students who maintain faithful attendance maximize their talents and abilities.

Parent/Guardian School Contact

1. Parents/guardians must contact the school at 360-468-2219 ext. 2200 (grades 6-12) when they anticipate an absence for any reason.
2. If personal contact is not made, the parent/guardian must email or send a note to the school with the student regarding the absence.

Extended Absences

When a student will be absent from school for two or more consecutive days, the student must obtain a *Pre-Arranged Absence form* from the office. The form is signed by the parent then taken by the student to each teacher for assignments and signature. A copy of the completed form must be submitted to the office the day before departure.

Upon return to school, it is the student's responsibility to complete all class work and make up exams by the assigned/arranged due date.

Signing in and out

Students leaving school before the end of the school day must sign out. Students are required to have permission from their parent/guardian through a phone call, note or email, or a parent/guardian signature on the *Early Dismissal from School form*. This applies to all departures, even those that are pre-arranged. High school students with permission to leave campus during lunch do not need to sign out if they leave and return during lunch.

If a student signs out and leaves campus without required permission, they are subject to school administered consequences that may lead to loss of driving privileges and/or suspension from school.

Admit Slips

Attendance is taken each period throughout the day. A student who is not in the classroom and prepared to learn at the beginning of class is considered tardy and may need to report to the office for an *Admission Slip* to class.



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Attendance Expectations

Students are required to attend all assigned classes, be on time, and have proper materials. Promptness is a quality often related to success. Being consistently tardy to school or class is disrespectful to our school learning climate and will result in possible disciplinary action.

SCHOOL BUS REGULATIONS

It is the goal of the school authorities to maintain safe equipment, competent drivers, and a wholesome and safe environment at all times on the district's school buses. To achieve this end, the full co-operation of both pupils and parents is essential and appreciated.

The minimum standards of conduct for students riding the buses are the same as in the classroom and school. **Bus drivers have the same authority and responsibility to enforce discipline as do teachers. Bus drivers may assign seats if needed.** Bus drivers may require appropriate additional standards of conduct on their individual busses.

Misbehavior on the school bus will result in a ticket being issued for the infraction. This ticket must be signed by a parent and returned to the driver before a child can ride the bus again. Continued infractions or acts which endanger others or bus safety may result in loss of riding privileges. As with other infractions of acceptable conduct, every effort will be made to satisfactorily address issues at the "lowest" level of authority as possible.

Please make sure that all bus riders in your household understand the following bus behavior rules:

1. Students may engage in ordinary conversation-but shouting, making loud noises, swearing, singing, pushing, hitting, throwing objects or creating any kind of disturbance is dangerous and is absolutely forbidden.
2. Students are to sit safely, with their head, shoulder and legs out of the aisle while the bus is in motion. Elementary students must ask permission to move from seat to seat. At no time should a student be moving to another seat unless the bus has stopped and the parking brake set. Passengers leaving the bus will remain seated until the bus stops and the parking brake is set.
3. All book bags or other personal objects are to be kept out of the aisle, and in or under the student's seat.
4. Heavy, sharp, or bulky articles that are potentially hazardous during an accident or emergency exit are not permitted in the passenger area of the bus. Items not allowed on the bus include all forms of animal life,(except service dogs) firearms, weapons, (including but not limited to knives), breakable containers, flammables, large musical instruments, golf clubs, baseball bats, balloons, large bulky items and all other articles which could adversely affect the safety of the bus passengers.
5. All students are expected to treat other students with respect and care.
6. The windows of the bus are not to be opened without the specific permission from the driver. Passengers are prohibited from extending objects or any part of the body out of the bus windows.
7. Students may not leave the bus except at their regular stop unless they have written permission from a parent or guardian.
8. Standards of neatness and respect for school property shall be the same on the buses as in the school itself. Tampering with any of the equipment is strictly forbidden. Refuse may not be thrown on the floor or otherwise discarded in the bus or from it.



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9. Students should leave home early enough to arrive at their designated bus stop at least 5 minutes before the bus is expected. While waiting for the bus, they need to stay off the road. As the bus approaches and comes to a stop, riders should stand back and not crowd the door. They are expected to board in single file, without shoving and pushing, and move quickly to a seat.
10. Off-loading from the bus should be orderly and in single file. Students debarking on the public roads will walk approximately six to ten feet in front of and parallel to the right side of the bus, where they will stop and await the bus driver's signal to cross the roadway in front of the bus. Students will look both ways before proceeding and go directly across to the other side of the road.

CHANGE OF ADDRESS

Please contact the school office to report information about a permanent change of address, phone number, or email.

CLOSED CAMPUS

The Lopez School campus is basically a closed campus. Unless arrangements are agreed upon between the school and parent, students are expected to remain on campus from the time of their arrival at school in the morning until the end of the day. High school students may leave the school grounds during the lunch period (not nutrition break). Middle school students may not leave campus.

Student drivers may not transport students who do not have permission to leave campus. Violations will result in school-administered consequences that may lead to loss of driving privileges and/or suspension from school. Parents may request the school to prohibit their child from leaving campus by signing the appropriate form and returning it to the secondary school office.

EMERGENCY SCHOOL CLOSURE OR EVACUATION

When weather conditions or other circumstances make it unsafe to operate schools, the superintendent is directed to determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff shall be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area. In such situations students are expected to follow all appropriate directives from staff and are not allowed to leave campus without permission of someone in authority.

FIRE AND EARTHQUAKE DRILLS

Students shall receive instruction so that in case of fire or sudden emergency they shall be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic.

Staff must be prepared to take necessary action to protect students and staff from harm. Facilities shall be designed and maintained in a manner that recognizes the potential danger from



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earthquakes. The superintendent shall establish guidelines and action taken by building principal, should an earthquake occur while school is in session.

OPEN HOUSE

After the opening of school in the fall, a Back-to-School program is held where parents/guardians meet their child's teachers and receive information about class requirements and course content. The program does not allow time for parents/guardians to talk to teachers about individual student progress.

PARENT CONFERENCES

Parent/guardian-teacher conferences are held in November and April and are optional. Scheduling is done by the parent/guardian through Skyward's Conference Scheduler, available through Family Access. Detailed instructions on how to sign up for conferences online are emailed through Skyward prior to the conferences.

STUDENT PARKING

The Lopez Island School District provides parking privileges for student vehicles with the understanding that the district does not accept responsibility for the safety of the vehicle. Furthermore, all students are expected to comply with the legal requirements related to driving as defined by the state, and the procedural requirements as provided by the district. Please see Section G of the Student Behavioral Guidelines in this Handbook for further information about student drivers and cars.

PRIVATELY-OWNED PROPERTY

The school shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration, or if the damage, etc. was caused by the school or an employee.

STUDENT VISITORS

We are proud of our school and welcome prospective students to attend as visitors. In order to facilitate a good experience for the visiting student and our school, we ask that Lopez student sponsors complete a *Student Visitors Expectations and Guidelines form*, which is available in the secondary office. Advance approval from the principal or designee is required at least two school days before the requested visit.

All visitors are required to sign in and out at the office and wear a name tag.

WITHDRAWAL FROM SCHOOL

A student planning to withdraw from school is required to meet with the counselor and their parent/guardian to complete an exit conference. The student receives a withdrawal form to take to each teacher for a current grade, notation of fees or fines for lost/damaged materials, and signature. The withdrawal form is returned to the office, and a copy is made for the student to take to his/her new school.

Copies of the student's academic history, immunization records, and unofficial transcript may be requested. All outstanding fees and fines must be paid before an official transcript will be released to the new school.