

RENTON REMOTE ELEMENTARY SCHOOL



HANDBOOK 2021-2022

**Please note this is a living document that will have additions and changes as we move through the school year and learn more about how to best serve our students. Your partnership, understanding, and collaboration are appreciated.*



Message from our Principal:

Welcome to Renton Remote Elementary!

We are thrilled to be able to provide this opportunity to your family. On behalf of the entire district, we welcome you and look forward to partnering together to ensure your child/children have access to the best remote learning our school district can offer.

All our teachers have experience providing high-quality remote instruction and opted into this opportunity whole-heartedly. They will be your first point of contact as well as strongest partner and ally in your child/children's education.

Our students will have a full six-and-a-half-hour day of instruction, just like their in-person peers, receiving lessons in math, literacy, science, social studies, music, physical education, library skills, and social emotional learning.

Also, just like their in-person peers, teachers will be taking your students' attendance multiple time per day to ensure that your child/children are not only logged-in, but present and engaged in their learning. We will be in immediate contact with you any time a student is absent or disengaged from their learning.

Again, we look forward to partnering with you and creating a one-of-a-kind learning experience for your child/children. Welcome!

-Amanda Poch
Principal, Renton Remote Elementary

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Renton Remote Elementary

Kohlwes Education Center

300 SW 7th Street

Renton, WA 98057

Renton Remote Schedule

Office Hours:

7:30am- 4:00pm

Teacher Hours:

8:05am- 3:35pm

Students Hours:

Monday-Thursday

8:30am- 3:10pm

Late Start Fridays

10:00am- 3:10pm

School Supplies

As part of continued efforts to improve Service, Excellence, and Equity for all students and families, Renton School District provides school supplies for all elementary students.

The district will purchase the school supplies that students need for learning, and families will pay a low, one-time fee of \$30 (\$10 for families on free/reduced lunch) for the school supplies.

Supplies will differ by grade-level, however all students within a grade-level will receive the same supplies.

[Frequently Asked Questions](#)

School Supplies can be paid for through [Online Payments](#).



FERPA - Family Educational Rights and Privacy Act:

Both parents/guardians (unless the school has a court order or other legal document that specifically revokes these rights) have the right as described in Renton School District Policy 3231 (available in each school office) to inspect and review education records. School staff will consider requests to amend the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights according to procedures outlined in Policy 3231.

Directory information related to students may be released unless the parent/guardian or student who is over 18 indicates in writing that such information is not to be released without prior consent. Such information shall not be released in any case for commercial reasons. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. In addition, photographs of students for public information purposes are included. Personally identifiable information (except as listed above) will not be released without prior written consent of the parent/guardian or adult student except to specific agencies as listed in Renton School District Policy 3231.

Student records in any form, including information stored electronically, shall be managed by the district in accordance with applicable law. Student records shall be released to another school upon the student's enrollment there.



Harassment, Intimidation & Bullying (HIB) Prevention:

The Renton School District provides annual training on bullying prevention to all staff and students each year. Bullying allegations are taken very seriously. Students will be disciplined for harassing, intimidating, or bullying. Disciplinary actions range from conferences and peer mediation to suspension or expulsion, depending upon severity. Per FERPA rules and regulations, discipline of the accused cannot be shared with any other family.

What is Bullying?

Washington State law defines harassment, intimidation, or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.
- Schools are required to take action if students report they are being bullied.

What should parents do if their child reports bullying to them at home?

Contact the school principal immediately. The principal will make sure there is an investigation and appropriate corrective action when necessary.

Where can parents and community members get more information on HIB?

Washington State Office of the Superintendent of Public Instruction (OSPI) has a School Safety Center website with a lot of great resources and links:

<http://www.k12.wa.us/SafetyCenter/default.aspx>

The United States government has a website called Stop Bullying which also has free resources, webinars, and videos: <http://www.stopbullying.gov/>



Student Guidelines & Expectations

All policies and procedures of the Renton School District may be found and accessed at the following website: <http://www.rentonschools.us/Page/129>.

Please note that we provide annual notice regarding the policies and procedures listed below to all students and families. This document constitutes our annual notice, such that if you have additional concerns or need more information, you may access the most up-to-date information using the link above.

Policy and Procedure 3205 – Sexual Harassment of Students Prohibited

Policy and Procedure 3207 – Harassment, Intimidation, and Bullying

Policy and Procedure 3210 – Nondiscrimination and Harassment-Free Environment

Policy and Procedure 3240 – Student Conduct Expectations and Reasonable Sanctions

Policy and Procedure 3241 – Classroom Management, Discipline and Corrective Action

Policy and Procedure 4200 – Safe and Orderly Learning Environment

Policy 4210 – Regulation of Dangerous Weapons on School Premises

Policy 4215 – Use of Tobacco and Nicotine Substances



Renton School District Responsible Use Policy (RUP)

***Students and Families: PLEASE READ THIS TOGETHER

Statement of Purpose:

Renton School District teachers and students use technology and internet-based tools in their homes and classrooms on a regular basis to support student learning and prepare students to engage in the rapidly changing world. These technologies improve student communication and collaboration skills, provide an authentic audience, and extend learning beyond the classroom walls while building digital citizenship skills. Student access to technology requires responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance learning experiences and to educate students in responsible and appropriate use. It is important that students and parents recognize that information posted on the internet is public, permanent, and needs to be appropriate.

Terms of Agreement:

1. I agree to follow teachers'/building/district instructions when using technology.
2. I agree to be polite, considerate, and to use appropriate language.
3. I agree to report and/or help prevent any bullying, abuse, or harm of others.
4. I agree to tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I agree to adhere with all filters and security measures.
6. I agree to use technology carefully and to conserve district resources.
7. I agree not to share my passwords, except with my teacher or parent/guardian (Family Educational Rights and Privacy Act or FERPA).
8. I agree to use only my own files and folders. I will not access another individual's files and folders without his/her permission.
9. I agree not to reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I agree to adhere to copyright laws.
11. I agree to follow the technology check-out process.

Adhering to Federal, State and, local laws, Renton School District will protect student and employee data. However, I understand that my use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel. I understand that if I violate this agreement, the district's policies and procedures, or my student handbook, I may not be allowed to continue to use technology or I may receive other appropriate consequences.

Cross-References/Guiding Reference/ Guiding Policies/ Policies
Board Policy: 2022 Instruction-Technology Resources
(Continued on next page)

RSD RUP *continued*

International Society for Technology in Education (ISTE) NETS standards:
<http://www.iste.org/standards/standards/for-students>

1. Creativity and Innovation
2. Research and Information Fluency
3. Communication and Collaboration
4. Critical Thinking, Problem Solving, and Decision Making
5. Digital Citizenship
6. Technology Operations and Concepts

Educational Technology Essential Academic Learning Requirements (EALRS):

1. EALR 1 Integration
 - a. Innovate
 - b. Collaborate
 - c. Investigate and Think Critically
2. EALR 2 Digital Citizenship
 - a. Practice Safety
 - b. Operate Systems
 - c. Select and Use Applications
 - d. Adapt to Change (Technology Fluency)



Remote Instruction Considerations

Remote teaching and learning allow for new and different instructional modalities. As we navigate what is possible, we want to alert you to several necessary expectations of remote teaching and learning:

Zoom Breakout Rooms

In order to provide students opportunities to practice and grow their 21st Century Skills such as critical thinking, communication, collaboration, creativity, cultural awareness, digital literacy, and autonomy, teachers will regularly assign students to Zoom Breakout Rooms to work together on tasks and assignments, just like an in-person teacher has students work in small groups to provide opportunities to work on these same skills. The teacher will regularly visit and confer with students in group and individual Breakout Rooms, but cannot be in all rooms at the same time. We expect students will follow all agreements listed above in the Responsible Use Policy regardless of adult presence in Breakout Room spaces.

Pick-up of Distribution Instructional Materials and Supplies

With the choice to select Remote Instruction for your student, we expect that your family will attend all distribution events that include materials for your student's learning. While (as of the start of school) we have not yet determined our best options for frequency and location of such distributions, we can share our intention to balance 1.) the need for students to have access to relevant and timely materials with 2.) the burden distribution events can place on families. Families will be alerted well in advance of any upcoming distribution events as we move through the school year.

Student Zoom Participation

As your family has opted-in to remote instruction, we want to make clear that we expect all students to attend class through Zoom with cameras on and ability to mute and unmute their own microphones. Teachers cannot adequately assess and track student participation, engagement, and understanding without consistently seeing and hearing students. If your family needs to discuss this further with your classroom teacher, please do so at your earliest opportunity.

Attendance in Specialist Classes

Student report cards will directly reflect the attendance and participation of your student in all specialist classes in the 21-22 school year. While schools were able to provide some flexibility in the prior school year, state mandates require full and regular participation by all students in all subject areas including music, physical education, and library classes. At Renton Remote we believe these opportunities are integral to a full and equitable school experience, and will be in contact with families if ever a student is not attending or participating regularly.

Student-Led Social Opportunities

Some schools were able to provide students remote access to recess and lunch groups in the prior school year. Renton Remote Elementary will have increased limitations in providing supervised access to these opportunities. We will be working to find ways to provide these times as we move through our school year. Your patience is appreciated.

Absences from Remote Learning

Attendance: (425) 204-2414

Attendance will be taken twice a day (AM and PM) by remote school staff.

(1) A student is absent from remote learning when the student is not *participating* in planned instructional activities on a scheduled remote learning day.

(2) A half day absence is when a student is absent for fifty percent or more of their scheduled half day.

Regular and punctual attendance is extremely important to your child's success in school. However, when absences or late arrivals are necessary, please do the following:

1. Parents and Guardians must email or call rrs.registration@rentonschools.us, 425-204-2414 to report a child's absence from school. Please give the following information:

- **Child's full name and teacher**
- **Date(s) of absence**
- **Reason for absence**

Absences default to unexcused until an excused absence is verified by a parent or guardian. If we do not receive a morning call, we will attempt to reach you to verify the child's whereabouts.

2. When the child returns to school, if you have not already communicated with our office, please send a emailed message explaining the reason for the absence or late arrival, including the dates involved. Parents should be expected to provide documentation of an excused absence within 48 hours.

3. Any absence that is or exceeds 3 hours will be counted as a full day absence. This includes absences at the beginning or end of the school day.

EXCUSED ABSENCE:

The following are valid excuses for absences, ***to be verified through appropriate documentation:***

- Participation in a state, district, school approved activity or instructional program;
- Illness, health condition or medical appointment
- Family emergency, including a death or illness in family;
- Religious/cultural purpose: observance of a religious/cultural holiday or participation in religious/cultural instruction;
- Principal and parent, guardian, or emancipated youth mutually agreed upon approved activity;

- Absence resulting from a disciplinary action (e.g., short-term or long-term suspension, emergency expulsion).
- Any absence that is 3 hours or more in length will be counted as a full day absence. This includes absences at the beginning or end of the school day.

UNEXCUSED ABSENCE:

Any absence from school for an entire school day or a majority of a school day is unexcused unless it meets one of the criteria above. **When a student has 10 unexcused absences we are obligated to report these to the school district and begin proceedings to file a Becca Petition.**

Absences requested by parent/guardian based on travel or significant lifetime events must submit a written request to the principal prior to the absence. Absences that exceed 3 days need to complete an Extended Absence Permission Contract. All school work must be completed and returned to the teacher upon return for the absence to be excused.

BECCA LAW

Washington's truancy law, "Becca Bill," is intended to stop truancy before it becomes a problem. If a student does not attend school, the law requires school districts to act:

- **3 absences** – After 2nd absence, the school is required to schedule a conference with the family to develop a plan to reduce absenteeism.
- **5 absences in a month** – School may take stronger steps including filing a petition with King Co Superior Court, enter written truancy agreement with family, or other reasonable action.
- **7 absences in a month** – Court action requires school district to file a petition in Superior Court with juvenile court for truancy.

LATE ARRIVAL/TARDINESS

Please plan ahead so your child logs-in to school by 8:35AM. Admittance to class after 8:35 will record as a tardy.

EARLY DISMISSAL

It is important for students to remain in school the entire school day. Early dismissal absences are excused for the same reasons as regular school absences or late arrivals; otherwise student early dismissals are considered unexcused. If your child is to be dismissed before the regular time, please send a message of explanation at the beginning of the school day.

CONFERENCES

Parent-teacher conferences are very important and serve two purposes. They are a way of mutually sharing information about a child's development and a way of reporting student progress to the student's family. A formal reporting conference is held in November in conjunction with the Fall report card. Additional conferences may be requested by parents, teachers, or the principal.

DRESS CODE

Students should dress appropriately for activities in which they are expected to participate. Tennis shoes are recommended for P.E. Shirts must cover the stomach and chest. If a student's attire causes a disruption to the educational program, parents will be notified, and a change of clothing will be requested. Unacceptable types of clothing include those associated with tobacco, drugs, or alcohol, and any foul language.

EMERGENCY PHONE NUMBERS

Make sure your school has your primary phone number for emergency phone calls. Our school and the district use a phone messaging system to call, email, and/or text parents of school closures, emergencies or other changes to the school day. The system also provides parents with information on student absences and tardiness. To ensure you receive these important notices, please make sure your school has your most recent primary phone number and email address.

Homework Policy

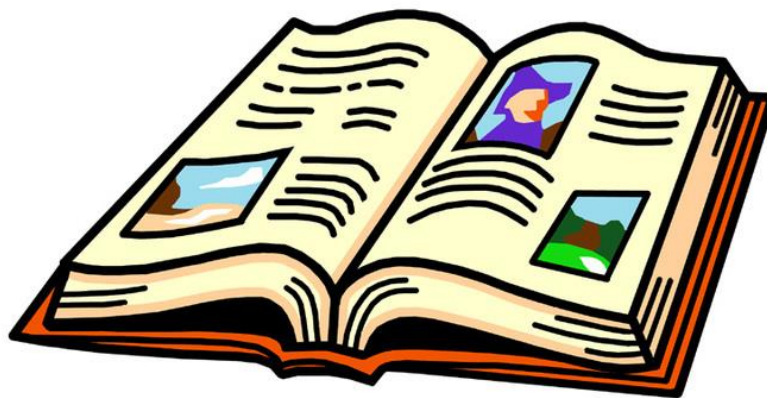
The Renton School District Policy 2422 states that the School Board believes that homework is a useful tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, *and must be viewed as purposeful* to the students.

If homework is assigned, it must be assigned for one or more of the following purposes:

- A. Practice – to help students to master specific skills that have been presented in class;
- B. Preparation – to help students gain the maximum benefits from future lessons;
- C. Extension – to provide opportunities to transfer skills or concepts to new situations;
- D. Creativity – to integrate many skills and concepts in order to produce original responses.

At a minimum, best practice states that students of all ages should read for at least 20 minutes per day outside of school hours.

If you have questions about your student's homework, please connect with their classroom teacher.



SCHOOL ENTRY AGE

A child entering kindergarten must be 5 years of age on or before August 31st of the school year in which he/she enters. Proof of age, a birth certificate, and vaccination documentation are required upon registration. A child entering first grade must be 6 years of age on or before August 31 of the school year in which he/she enters, or have completed a successful year of kindergarten in a school accredited by the State Board of Education while residing in a district other than Renton.

STUDENT DIRECTORY INFORMATION

Federal law and school district regulations allow schools to release directory-type information (student name, address, phone, date/place of birth, dates of attendance, awards received and previous schools) to such agencies as school news or PTA's **UNLESS PARENTS NOTIFY THE SCHOOL OF THEIR WISHES TO THE CONTRARY**. Information other than Directory Information is considered confidential.

Weapons prohibited on school property.

State law RCW 9.41.280 states that it is unlawful for any person to carry or possess a dangerous weapon or firearm on public school premises. Firearms/weapons are not allowed in school; at school-sponsored activities; on school grounds or facilities; or on school-provided transportation. If a student brings a firearm/weapon to school, it will result in an immediate expulsion for no less than one calendar year, and notification of law enforcement and parents. Expulsions can be modified on a case-by-case basis pursuant to hearing provisions of Ch. 392-400 WAC. The confidential Renton School District weapons hotline is 425.204.2468.

Renton School District policy also prohibits laser pens and objects that look like weapons, such as toy guns and knives. Students and staff who are aware of weapons on campus need to report the information to school authorities.

ALCOHOL OR TOBACCO

A child referred to the principal for possession, use or sale of drugs, alcohol, tobacco, and acts that are a serious concern for individuals or the school will result in immediate investigation. Students who bring weapons or firearms to school can expect to be expelled.

VISITING REMOTE CLASSROOMS

Remote instruction provides new and increased access to participate in your child's learning. Parents are always welcome to visit student classes. The Renton School District has established guidelines to permit visitors to observe educational programs with minimal disruption and ensure the safety of students. If visitation during remote learning begins to impede on student ability to attend to learning, or teacher ability to provide instruction, a family conference may be requested.

At Renton Remote Elementary we believe that all students are brilliant learners and competent sense makers who need opportunities to independently grapple with difficult concepts and skills. We ask that families allow students ample time to try, work with their teachers, and experience difficulty before stepping in to support.

Classroom visitations must not detract from planned activities. Please refrain from distracting, commenting on, or making individual requests of the teacher while in the classroom. Visitors should participate in activities when requested to do so by teacher.

Visitors will not use equipment to record classroom activities unless the teacher has given specific permission.

We hope all parents will have an opportunity to participate in your child's classroom.

STUDENT VISITORS

Students are discouraged from bringing friends or adolescent relatives to visit them during the school day. This can be particularly challenging with remote instruction, so we ask for your partnership and support in this matter.

HEALTH INFORMATION

Please keep us informed if your child has any health concerns we should be aware of, such as allergies, seizure disorders, etc. Each Fall parents are requested to fill out forms alerting us to any health concerns of their children. While we will not be able to physically support in case of an incident remotely, we will be able to call emergency numbers and alert family/caregivers if needed. We must have up-to-date information about what parents would like us to do in case of an emergency.

Please be sure the school has an **EMERGENCY NUMBER** and **current contact number** where you or a designated adult may be reached.

HEARING, VISION AND DENTAL SCREENING

Hearing screening, vision screening for distance viewing problems and dental screening are done annually at in-person schools. If you would like your child to be screened, please let our office manager know and we will work with your neighborhood school to schedule with their school nurse. If your student is in need of a medical referral, the school nurse will contact you and provided assistance if needed.

IMMUNIZATIONS

Washington State law requires that all students K-12 must be fully immunized before they can attend school. Required Immunizations are: diphtheria, whooping cough, tetanus (DPT), polio, measles (rubella) and rubella (three-day/German measles). Two doses measles, 1 dose Rubella, and 1 dose Mumps are required to enter kindergarten and first, and second grade. Three doses of Hepatitis B for all Kindergarten, first, second, third and fifth graders.

The law states that parents must fill out and sign a certificate of immunization status form giving the month, day and year of each dose of vaccine. When a student lacks full immunization, we require evidence of initiation of the immunization schedule or a signed exemption for medical or religious reasons. Fifth graders are required to have a second measles shot on entry to the sixth grade.

SPECIAL SERVICES

The District provides a variety of special programs and services at our School. Before any Special Education program is considered, parental involvement and permission is requested to explore ways to help the child with his/her academic or behavioral needs.

ADA NOTIFICATION

Renton Remote operates its services, programs and activities in a manner that provides ready accessibility to disabled individuals, including access to facilities.

Concerns about accessibility should be directed to the Principal, 300 SE 7th Street, Renton. WA 98057 and 425-204-2414, which shall be promptly addressed. The Deputy Superintendent, Dr. Shannon Harvey, is designated as the Renton School District ADA compliance officer and can be reached at 425.204.2318.

Special Programs

Some of our schools have specially designed instruction for students that need special care due to language acquisition, physical abilities, or disability. Staff is trained to meet student individual needs.

Physical/Occupational/Speech Therapists

Children with fine, gross motor development, communication, or language needs can be tested to receive therapy.

School Counselors

Help students to improve self-esteem and/or peer interaction skills.

Resource Room Program

Specially designed instruction is provided for eligible students in one or more basic skill areas. Students remain in their regular classes most of the school day and are supported by additional staff in areas of needed assistance.

School Psychologist

The school psychologist provides a variety of services including: psychological testing (determining a student's academic ability level to his/her performance level), classroom observations, parent education, referral to outside agencies, and writing reports to parents and teachers.

Head Start/Early Childhood Education

Children need to be 4 years old by August 31, 2014, meet low income criteria, and live in the Renton School District. For more information, call 204-2200. Head Start is a quality preschool experience at no cost for low income families.

English Language Learner Program – ELL

Our school provides student supports for English Language Learning to help those who

do not yet speak English develop and apply English language skills to academic content. Students receiving ELL supports are identified through ELL testing.

Learning Assistance Programs (LAP)

We are able to support students who qualify for additional academic support in reading and math through our LAP program. A teacher will contact you if these services are available for your child.

Inclement Weather Information

As of the beginning of school, remote students will not need to participate in any snow day closures as they will already be able to attend school from home. If inclement weather—like snow or ice—makes a school schedule change necessary, the decision will be made by the Superintendent and communicated to families and staff by:

- Renton School District website and all school websites
 - Automated phone calls and email messages from the district to families
 - The district's Facebook page
 - The district's Twitter page
 - Local media outlets (AM Stations: KIRO 710, KING 1090, KOMO 1000)
 - Download the Renton School District mobile app to get notifications right on your phone: available free for Android, iPhone, and iPad. Download it now by searching 'Renton School District' in the Apple App Store or Google Play Store
- Families and employees should ensure the school and district has their most current contact information and phone number to receive the call/email/text. Also, please remember that schools have limited phone lines and staff to answer phone calls: Please reserve calls to your student's school for those that are most urgent.

This is subject to change as decisions are made by district leadership.

Delayed school opening/late start

If schools are delayed due to bad weather, all schools will open 2-hours late, unless the closure is on a Friday, then schools will run on a regular Friday 90-minute delayed-start schedule.

