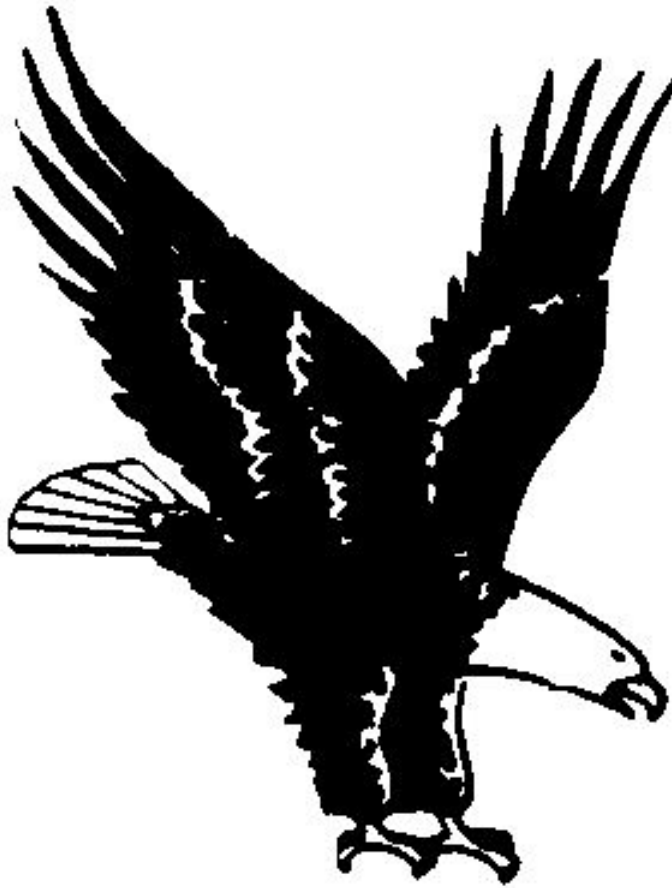


Lewis & Clark Elementary



2019-2020
Student Handbook

Contents

Welcome to Lewis & Clark Elementary	3
Kids at Hope Pledge	4
Office Contact Information	5
Office Procedures	6
Daily Schedules	7
Parking Lot Routines, Day Care, and Safety Patrol	8
Safe Walking Routes, Bicycle, Skateboards, and Scooter Guidelines	9
RSD Bus Safety	10
Positive School Climate	11
School Wide Behavior Expectations	12-13
Friday Academy & Bullying, Harassment, or Intimidation	14
Attendance & Health Concerns	15-17
Parents/ School Communication, Ways to Get Involved	18-19
Emergency Procedure	20-21
Lewis and Clark Title 1 Information	22
Internet Safety	23
Library Policy	24-26
Counselor Activities	27
Communities in Schools	28
Miscellaneous Information	29-32
Student Conduct and Reasonable Sanctions	32
Discrimination and Sexual Harassment	33-37
Richland School District Information	38

Welcome to Lewis & Clark Elementary

Lewis & Clark Elementary is a Kids at Hope school. That means We Believe All Students are Capable of Success. No Exceptions! Within that we pledge to connect with every student to encourage and support them in their learning as they realize their own hopes and dreams for their future.

Mission Statement:

Lewis & Clark Ensures High Levels of Learning and Success for Everyone. -- No Exceptions!

Vision:

Lewis & Clark Elementary strives to become...

A Place Where ALL Eagles SOAR to New Heights!

Evidenced by...

- High levels of academic achievement and growth measured by State and District Assessments.
- Reciprocal community partnerships.
- Passionate teachers engaged in purposeful collaboration.
- Lewis & Clark as a model school within our district and around the country for student growth and achievement via a high functioning PLC.
- Everyone engaged in goal-oriented learning with a Growth Mindset.
- Outstanding attendance.
- A caring and inclusive school community.

Lewis & Clark Staff

Our staff is a group of Treasure Hunters!
Each day we make this common commitment to students in our school...



To learn more about our Treasure Hunters visit the Staff portion of our [school website](#).

Office Contact Information

Office Contacts:

Principal	Robert Sorensen	967-6275
Dean of Students	Kara Wing	967-6289
Counselor	Bre Kays	967-6278
Counselor	Evan Kruschke	967-6293
Secretary	Sabrina Stephens	967-6276
Secretary	Shelly Scott	967-6275
Health Room	Karen Hall	967-6286

Office Hours: 7:45 AM – 4:00 PM

School Colors: Blue and Gold

School Mascot: Eagle

School Website: lewisandclarkelementary.com

Office Procedures

Contacting your student during the school day: If you find it necessary to leave a message, lunch or other important item for your child, leave it with the secretary and she will do her best to see that your child receives it. Please make every attempt to make after school plans with your child before they leave for school in the morning. For all students to be successful, it is important to keep classroom interruptions to a minimum. Please give us time to get messages to students by calling the school BEFORE 2:30 Monday through Thursday and before 1:30 on Fridays. Messages after this time are not guaranteed to make it to students.

Student use of the school telephone will be limited to **emergencies only**.

Registration: Parents with students new to Lewis & Clark Elementary may come into the school office to register their student. A birth certificate, proof of residence, and immunization record will be required for all Kindergarten students. Immunizations must be current before any student can be placed in a class. Students without completed immunizations will not be accepted.

Withdrawal during School Day: If you need to remove your child from school during regular class hours, please come to the office. Be sure to sign your child out at the office on the Student Release Log. The secretary will call your child to the office. All students leaving school grounds during the school day **MUST** check out through the office.

Withdrawal from Lewis & Clark: If you are leaving the Lewis & Clark Elementary area and need to withdraw your child from our enrollment, please notify the office of your child's last day and which school you will be moving to. Return all library books, music instruments to the classroom or office, and clear any balance on your child's lunch account prior to leaving.

Change of Phone Numbers or Address: Notify the school immediately if you have a change of address or telephone number during the school year. Not having an up-to-date address and telephone number on record at the school office could delay or prevent the school contacting you in the event of an emergency.

Lewis & Clark Elementary School Day Schedule

8:00 Breakfast and Supervision Available 8:40 School Day Begins		
Grade Level	Lunch	Recess
K	11:00-11:20	11:20-11:45
1st	11:10-11:30	11:30-11:55
2nd	11:20-11:40	11:40-12:05
3rd	11:35-11:55	11:55-12:20
4th	11:45-12:05	12:05-12:30
5th	11:55-12:15	12:15-12:40

2nd Recess Schedule	
AM Recess	
Kinder, 1 st , 2 nd	9:50-10:05
PM Recess	
3rd & 4th M-Th. 1:40-2:05	5th M-Th. 2:10-2:25
3:15 Dismissal (Monday-Thursday) 2:15 Dismissal (Friday)	

Getting to and from School Safely

School Arrival and Dismissal

School begins at 8:40 each day. Breakfast and supervision are available for all students beginning at 8:00. Students who arrive earlier will call home for a pickup.

School ends at 3:15 Monday-Thursday and 2:15 on Friday. Students are encouraged to go directly home. Please call before 2:30 Monday-Thursday and before 1:30 on Friday, if you need to make changes to your child's transportation routine.

We value every minute of instruction and ask that you make every effort to schedule appointments during non-school hours. If you need to check your child out during the day or early, they will be called to the office when you arrive at the office to sign your student out. Finally, please plan to bring a doctor's note when they return the following day.

Parking Lot Routines and Expectations

- ✓ Students may only enter and exit cars when pulled to the curb in the drop-off and pick-up lane or parked in a designated parking space.
- ✓ To ensure a smooth and safe dismissal, we will ask drivers in the curbside pickup to continually pull forward to the furthest spot as cars move in and out. Please remain attentive, once you've pulled to the curb and keep your vehicle idling.
- ✓ Drivers **MUST** remain in their vehicles at all times, unless in a designated parking space. The drop-off and pick-up lane in front of the school is not for parking.
- ✓ If a space is not available at the curb, consider parking or continue circling. **PLEASE DO NOT** call you child over to your car through moving traffic!
- ✓ If you have parked in a designated space and picked up your child, please respect and use the assigned crosswalk areas.
- ✓ The bus loop behind the school is not for pick-up or drop-off.

Day Care

In partnership with the Richland schools, Boys and Girls Club is available before and after school. Contact information: www.greatclubs.org or 509-543-9980

Safety Patrol and Crossing Guards

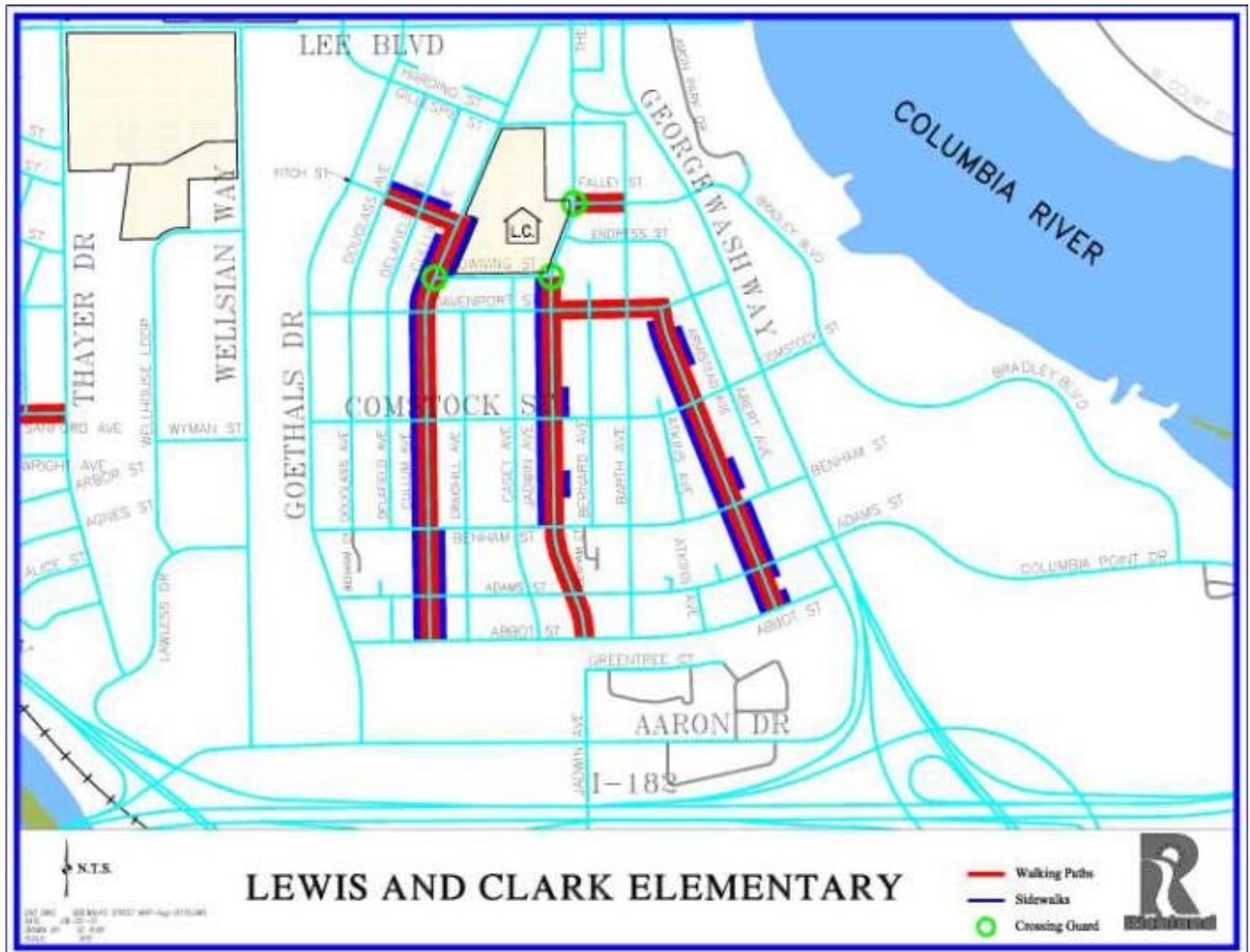
Fourth and fifth grade students (age 10) serve as student Safety Patrol. The privilege of serving on the Safety Patrol is reserved for those students who demonstrate responsible attitudes and behavior. The purpose of the Safety Patrol is to help students arrive and leave school grounds safely.

Adult crossing guards are stationed on Davenport and Jadwin, and in our front parking lot to safely cross students arriving and departing school.

The law gives school crossing guards the authority to report to the local law enforcement agency when the operator of an approaching vehicle commits an infraction by failing to stop for a pedestrian or bicyclist within a crosswalk that is marked with school or playground speed zone signs. A person who commits a speed infraction in a school or playground speed zone will receive twice the scheduled penalty for the infraction, and the penalty cannot be waived, reduced, or suspended.

Safe Walk Route

Following is the established safe walk route that your child needs to use when walking to and from school each day. Please ensure that your child knows and follows their safe walk route.



Bicycle, Skateboards, and Scooter Guidelines

1. Bicycles and scooters are not to be ridden on the school grounds.
2. Bicycles and scooters are to remain locked up at the rack throughout the school day.
3. The school cannot be responsible for any damage or loss of a bicycle or scooter.
4. Please advise your child to be very careful in riding to and from school.
5. We strongly recommend children use helmets.

Breaking these guidelines will result in the loss of the student's privilege to bring a bicycle on school grounds.

RSD School Bus Policy

With safety being a high priority, children should arrive at the scheduled bus stop no more than ten (10) minutes before bus arrival. If a child misses the bus, parents will be asked to bring their child to school. If you have any questions regarding bus stops, bus schedules and other related problems, call the bus transportation supervisor at 967-6150.

Appropriate behavior at bus stops and on the bus is expected of Lewis & Clark Elementary students who ride the buses. Warnings issued to the student by the bus driver will be dealt with through the principal's office in the following manner:

- First warning – Parents will be contacted.
- Second warning – Parents will be contacted and withdrawal of bus riding privileges may occur.
- Third warning – Conference with parents and withdrawal of bus riding privileges for a specified time.
- Fourth warning – Two-week suspension with a long-term suspension following for any additional reports.

Flagrant violations may result in immediate and total suspension of riding privileges. The bus driver has the right to deny bus-riding privileges to any student who does not follow the rules and regulations provided to parents in the district's parent handbook.

Positive School Climate Program

Our “**Positive School Climate Program**” involves teaching expected behaviors to students, rewarding those who follow those behaviors and holding those accountable who misbehave.

Eagle Pride

Our school-wide PBIS token economy system involving our school store will resume using EAGLE PRIDE coupons.

All adults will issue EAGLE PRIDE coupons to reinforce students for their appropriate behavior - following the **BIG 3** (Show Respect, Solve Problems and Make Good Decisions) and following the **School-wide Teach-To** expectations.

The overall goal is to find ways to reward students with coupons on a *daily basis*. All staff will have EAGLE PRIDE coupons to give to students, and all students have an opportunity to earn it.

The Why of it:

- The coupons clearly communicate that, when students follow the school-wide expectations, their behavior will be positively acknowledged.

EAGLE PRIDE Redemption:

- Opportunities to redeem coupons for privileges/rewards will be available on each Friday at the EAGLE PRIDE store during grade level recess.
 - Available incentives/rewards will be located on the bottom shelf of the display case and a list of available items, including their values, will be provided to each teacher.
 - Student Council members will rotate to help at the Eagle Pride store during their recess.
- A two-day Super Store event will be held prior to the Winter Holiday Break and again before the Summer Release.
 - Super store items are on the upper two shelves of the display case.
 - Teachers will sign up for a 15 minute shopping spree during the two-day events.

School Wide Behavior Expectations

BATHROOM

WE FOLLOW THE
BIG THREE!
Show Respect
Make Good Decisions
Solve Problems



Voice Level 0

- Go
- Flush
- Wash
- Leave
- Trash in the trashcan



LUNCHROOM

WE FOLLOW THE
BIG THREE!
Show Respect
Make Good Decisions
Solve Problems



Voice Level 2

- Eat your own food
- Sit where directed
- Wait to be excused
- Walk
- Neatly stack trays
- Utensils in the buckets
- Leave it clean



STAIRS

WE FOLLOW THE
BIG THREE!
Show Respect
Make Good Decisions
Solve Problems



Voice Level 0

- One step at a time
- Right hand on rail



HALLWAY

WE FOLLOW THE
BIG THREE!
Show Respect
Make Good Decisions
Solve Problems



Voice Level 0

- Walk
- Keep to the right
- Hallpass





Refocus

Your child may use the term **REFOCUS**. This is when he or she has chosen not to follow expected behaviors, and when we have asked him or her to tell us what might have been a better way to act. Thus, we are helping them to become responsible citizens and to do their best and help others. When a child is in **REFOCUS** he/she will be seated in a quiet area, (either in their classroom, another teacher's classroom, or the office) and asked to think about their inappropriate behavior and asked to come up with a positive alternative. They may do this orally, or on a written **REFOCUS** form.

If your child has been to **REFOCUS**, it means that their behavior has interfered with their learning and the learning of others and they will learn ways to improve their academic performance.

The goals of this program are:

1. To provide a safe and orderly learning environment.
2. To help students become responsible citizens.
3. To help students manage themselves, and do their best.
4. To help and cooperate with others.
5. To help students learn to respect the rights and property of others.

Friday Academy

Three or more refocuses in a week will result in After School Academy. The purpose of this time is to complete missed work due to disruption of learning during the school day and review expected behaviors. Students will bring their work to an assigned location after school on Fridays from 2:15 - 3:15 pm.

Teachers/Staff will notify parents when a student is attending After School Academy. Parents are required to pick up their child at the conclusion of their academy time.

Absolutes

No drugs, no weapons, no fighting, no serious disrespect, and no destruction/vandalism of property.

Consequences

Consequences may include calling or sending a note to the parents, detention, in-school suspension, out-of-school suspension, or even expulsion. These consequences are only for severe problems and used only when other alternatives have been tried unsuccessfully.

If it becomes necessary to remove a student from the formal learning environment for a period of time, the following procedures will be followed:

1. Consistent and fair treatment of each student.
2. A written record shall be maintained.
3. All decisions shall be based on careful and reasonable investigation of facts and the consistent application of rules and regulations.

Student Support Meeting

Three or more refocuses in a week may result in a team meeting, to include parents, teachers, and principals. The purpose of this meeting will be to discuss concerns and create a positive plan for student behavior support, including the home/school communication routine. Admin. will notify parents when a student support meeting is needed.

Bullying, Harassment, or Intimidation

Students learn best when they feel respected, cared for and safe. In our continuing effort to proactively create a safe and positive learning environment, the staff at our school is dedicated to the delivery of a school-wide bullying prevention and social-emotional skills curriculum called Second Step. This program is designated to prevent bullying and promote responsible, respectful student behavior.

Verbal, sexual, racial, or physical harassment and/or abuse of another person will not be tolerated in the Richland School District. Any student who is a target of any form of harassment, intimidation or bullying should immediately report the action to a Lewis &

Clark staff member. Such complaints will be appropriately investigated and handled consistent with RSD Policy 3207.

Attendance

Studies have shown a direct correlation between attendance and a child's academic achievement. The Washington State Legislature also recognized the importance of attendance by passing laws requiring regular attendance. State law mandates that we keep a record of excused and unexcused absences for each student and send a report at the end of each grading period to the state. Therefore, it is important that parents, students and school work together to maximize student attendance.

The following ***Lewis & Clark Elementary Attendance Policy*** is designed to promote regular attendance, academic achievement and safety for all Lewis & Clark students:

- Students should arrive after 8:00 AM. There is no supervision before 8:00 AM.
- All students are to arrive at school by 8:40 AM so classes may begin promptly at 8:45 AM.
- If your child is late to school they must check in at the office and receive a tardy slip to give to their teacher. If a child is tardy they must have one of the following:
 1. A note from a parent
 2. A parent must call in prior to the student arriving
 3. Parent must accompany the child to the office in order to excuse tardy
- Please call the office at **967-6275** by 8:30 AM to report your student's absence for the day. This call also lets us know your child is safe. You may also email attendance messages to ice.attendance@rsd.edu
- The student is responsible for making up all work missed when absent.
- ****NEW STATE GUIDELINES**** According to state law, a conference will be scheduled with the parent and building administrator to devise a plan for improved attendance when a student reaches:
 - o 2 unexcused absences in a month
 - o 10 or more excused absences in a year
- The school office is required to call home for all students not in attendance at the start of the day and for whom no call has been received from the parent to verify parent knowledge of the student's absence.
- For all pre-planned absences of more than five days, please obtain from the office and complete an absence approval form. This form should be submitted to the office one week prior to the student's pre-planned absence. A plan is also required to be in

place with the classroom teacher to make up missed work in an effort to not have your student fall behind academically.

- If you must remove your child from school during the school day (doctor appointments, family emergency, etc.), come to the school office and request that your child be brought to the office. You will be asked to sign your child out of school. Students will not be called to the office until the parent arrives in the office to sign out the student. If your child returns to school during that same day, please come to the office and sign your child back into school. In addition, please provide an appointment slip from your provider.
- Extended & Pre-Excused Absences: Absences for five days or more require a Pre-Excused Absence form. Forms are available in the office. Completed forms go to the principal and teacher(s) when parents have advance knowledge of a pending absence. Such requests will be judged against the criteria above to determine whether or not the absence will be excused.

Teachers may provide some, but not all of the schoolwork that a student has missed or will miss. Much that occurs in school cannot be “made up” or given in advance. There are discussions, problem solving activities, team projects, re-teaching activities, hands-on activities, etc. that are carefully guided by the professional judgment of the teacher. While it is important to be current with homework, it is difficult to provide relevant work without proper instruction and direction from the teacher. From the school’s and teacher’s perspective, the instruction that the child receives while in attendance in the classroom is most important.

Parents should realize that their child’s grade may be impacted due to the lack of in-class instruction and participation while on vacation. We recognize that parents feel family vacations are wonderful learning opportunities. If you decide that the absence is still necessary, we ask that you ensure that your child is caught up with all current class work before leaving.

Pre-arranging and reasonable advance communications are extremely helpful to ensure that your child does not fall short of state and district standards.

Your help in making certain your child attends school regularly and arrives on time is greatly appreciated. Together we can improve your child’s attendance and school success.

Health Concerns

Keep Your Child Home When...

- Vomiting two or more times in 24 hours
- Body rash, especially with a fever or itching, including lice or nits Diarrhea: 3 or more watery stools in 24 hours.
- Eye Infection: Thick mucus or pus draining from the eye.
- Sore throat-with fever or swollen glands.

- Temperature: 100 F or more, sore throat, rash, vomiting, diarrhea, earache, not feeling well.

Parent/School Communications

Schoolwide Newsletter: Our monthly school-wide newsletter is posted on the website, Class Dojo, and sent out via email each month. A hard copy is available upon request from the school office.

Class DOJO: As a school, we have elected to use Class Dojo as an online communication resource. Sign up with your child's teacher to have access to the most up-to-date information about learning and special events.

Wednesday Folders: Your child will bring home a SCHOOL FOLDER each week. Watch for special announcements, notices of upcoming events, and newsletters from the principal and the PTA.

Ways to Get Involved at Lewis & Clark

PTA

Lewis & Clark Elementary Schools enjoys an active Parent Teacher Association (PTA) and we encourage all parents/guardians to become involved. The group provides an arena in which parents and staff actively work together to create a positive learning environment for all students.

Our PTA raises funds for worthwhile projects, organizes volunteer efforts that benefit our students, and creates new opportunities for our students.

2019-2020 PTA Officers

President: Brittany Babb- liviesmommy22@gmail.com

Vice President: Cassie Starkel- jstarkel@gmail.com

Secretary: Kat Morin- kitkatmorin2016@gmail.com

Treasurer: Holly Tripp- louderback@hotmail.com

Volunteers

Volunteers are recruited on a regular basis. They are involved in a variety of activities including: chaperoning on field trips, assisting in the classroom, listening to students read, correcting papers, working in the computer lab, making classroom materials, and assisting with special programs. Please inform your child's teacher or call the school office if you wish to volunteer.

Any individual volunteering in the Richland School District must complete a Volunteer Disclosure Statement and a Washington State Patrol Background check before being allowed to volunteer in the school. To complete the Volunteer Disclosure Statement visit the Richland School District link <http://www.rsd.edu/jobs/volunteer-information.html>

ATP

Action Team Partnership (ATP) is a group of parents, teachers, administrators, and community members who work together throughout the year to support students and families. Each year our team creates a One-Year Action plan with focused goals on parenting, communicating, volunteering, learning at home, decision making, and collaborating with community. Through events and systems the ATP team helps support families and increase student's academic growth. Our team meets monthly to make decisions on new academic activities for our school, implement/publicize events and assess gathered information from families and staff. For more information or to get connected with ATP, email- Andrea.Wysock@rsd.edu

WATCH D.O.G.S

In an effort to increase parent engagement and student support, we have developed a strong partnership with dads, grandparents, and other male role models who spend time in our school to support students with various activities. They read with students, play with them at recess, walk our hallways for added safety, and are willing to help whenever a need arises. If you would like more information about this opportunity please contact: Jamey.Alvarado@rsd.edu

Classroom Visitations

To maintain a safe school environment, ***all visitors must check in with the office.*** All visitors and volunteers will be given badges/labels to wear while in the building or on the playground.

A visit to your child's classroom is a good way to learn firsthand about your child's educational program and his/her adjustment to the school setting. We encourage you to visit your child's room. Please be aware this is not an opportunity for a conference with the teacher. Please contact your child's teacher to arrange a visit **prior** to the visitation.

If you would like to eat lunch with your child, please call the office by 9:00 a.m. so we can notify the kitchen of your plans to eat a school lunch. You are welcome to bring your own lunch.

Emergency Procedures

Emergency Drills

The Richland School District staff strives for an atmosphere that is physically, socially and emotionally safe for everyone: students, parents, staff, and community visitors. It is important to us that any concerns are addressed in a prompt, professional, and positive manner. If you observe any practice or procedure that causes you concerns about the safety of the students, please contact the school.

Richland School District has protocols for emergency responses with both the police and the fire department to expedite appropriate and efficient responses to emergency situations. The safety of the students is of primary concern. Our school has a written safety/crisis-emergency procedures plan which is directly supported by the protocols outlined by Richland School District. Emergency planning is monitored and revised regularly. We practice these procedures during the school year through monthly drills simulating earthquakes, fires, lockdowns, and other emergency situations. These drills are conducted according our emergency plans which are located in each classroom and common space in the school. Emergency evacuation routes are also posted in each space. In the case of an actual emergency, the principal and the school's safety management team will meet to determine the seriousness of the situation and what elements of the emergency response procedures need to be activated.

The cooperation of the parents/guardians is essential at the time of an emergency. Please discuss with your child how important it is to listen carefully to teachers and other emergency staff during drills. When students are asked to exit the building they must do so at once without question.

The Richland School District, in conjunction with the police and fire departments of Richland and West Richland, has developed the following plan to reunite students with their families in the event of an emergency or disaster occurring in our area.

Emergency School Closures

When weather permits, students will remain outside and will line-up as usual to wait for the morning bell. Children are encouraged to wear clothing that will keep them warm and dry.

If weather is severe, (downpour or low temperatures), students will be brought into their classrooms. In case of severe weather, other emergencies, a "no school" or "2 hour delay" an announcement will be made over local radio stations between 6:00 a.m. and 7:00 a.m.

This information is also available on the District website
www.rsd.edu

A Parent's Guide to Emergency Evacuation



The Richland School District, in conjunction with the police and fire departments of Richland and West Richland, has developed a plan to reunite students with their families in the event of an emergency or disaster occurring in our area.

In the history of the district, no evacuations of this scope have occurred. However, for the safety of our students, we are prepared to initiate this plan in an emergency situation.

Emergency Protocol

In the event a local emergency or disaster situation occurs while school is in session, please help us care for all students:

- Remain calm.
- **DO NOT** call the school. It is important to keep home and school lines open.
- Listen to local radio and TV stations:
Radio Stations:
 - KONA 105.3 FM or 610 AMTV Stations:
 - KNDU
 - KVEV
 - KEPR
- Check the RSD website at www.rsd.edu.
- Look for a call from the RSD School Messenger system.
- Follow the broadcasted pick-up procedures.

Reunification Procedures

If students must be relocated to another site:

1. Listen to the TV and radio stations for the designated receiving site(s).
2. Park only in designated areas.
3. Enter the building through the primary entrance—posted signs will direct you.
4. Check in with school officials—you must provide photo ID.
5. Complete the student release form.
6. A staff member will unite you with your child(ren).
7. Promptly leave school grounds to expedite the dismissal of all students.

Receiving Sites

Students may be bused to one of the locations below. Listen to the TV/radio stations for the designated receiving site(s).

Enterprise M.S.
5200 Paradise
West Richland

Hanford High
450 Hanford Street
Richland

Richland High
930 Long Avenue
Richland

Evacuation Plan

1. Know your child(ren)'s teacher's name(s).
2. Bring a photo ID.
3. In case you are not available to pick up your child, share this plan with other individuals listed on your child(ren)'s emergency card.

Name: _____

Phone #: _____

Name: _____

Phone #: _____

Name: _____

Phone #: _____

For their safety, please understand that no child will be released without proper identification and authorization.

The success of the plan depends on your cooperation. Please take a moment to familiarize yourself with this emergency plan.

Thank you for your continued support and involvement in our schools.

LEWIS & CLARK ELEMENTARY TITLE I INFORMATION

Lewis & Clark Elementary School is committed to ensuring each student makes academic progress. For those students who are having difficulties learning in reading and math we have additional interventions and support through the Title I Program. Student progress is monitored frequently and instruction is based on scientifically validated strategies, with a goal of getting the student to their grade level performance proficiency as quickly as possible.

Information Review Title I Part A Parent Involvement Policy requirements and Parent/Student/Teacher Compact are explained to parents and reviewed during a Lewis & Clark PTA meeting where suggestions will be incorporated into the document. To view the Lewis & Clark Elementary School Parent Policy and/or the Parent/Student/Teacher Compact please visit our school website www.lewisandclarkelementary.com.

Title I Questions/Information: Contact Mrs. Veronica Sanchez (Instructional Specialist) by calling 967-6275 or by email veronica.sanchez@rsd.org for additional information about available Title I services.

Internet Safety

Network Use Agreement

Any student using the Internet from a district-owned or personal device not limited to computer, laptop, smartphone, tablet, etc. in a district facility must abide by the Acceptable Use Policy (AUP) and the Network Code Conduct (NCC) as detailed in Policy 2314. Richland School District (RSD) utilizes an OPT-OUT policy (you are granted access by default) regarding Internet access.

Filtering Internet Content

As required by the Children's Internet Protection Act (CIPA), RSD utilizes filtering software in an effort to prevent students from accessing content that is (1) obscene, (2) depicts pornography, and/or (3) is deemed harmful or inappropriate for minors. RSD will also monitor online activities through direct observation and/or other technological means to ensure students are not accessing content deemed inappropriate for minors or using internet access for malicious intent.

Internet sites blocked by the filter may be made available, as needed, for the purposes of bona fide research or other educational projects being conducted by students as part of classroom curriculums, but only at the request and approval of a teacher or administrator.

Supervision

RSD staff will make a reasonable effort to supervise student internet access and use. If content is accessed that violates standards of the AUP and/or NCC then district staff may instruct the student(s) to cease using that material and/or contact an administrator for help in implementing the appropriate sanctions.

If inappropriate content is accessed whether accidentally or intentionally staff members or administrators will contact the Information Technology Department for further review and to have the website added to the RSD filter "Blocked List".

Instruction

All RSD students will be educated via online resources, district curriculums, and/or direct in-school instruction about appropriate online behavior including but not limited to:

- Responsible personal conduct within online social media communities (Facebook, twitter, chat rooms, etc.) is no different than responsible personal conduct face-to-face.
- Cyber bullying awareness and response.
- Associated student personally identifiable (name, address, birthdate, SSN, credit card numbers, etc.), private, and/or confidential information about themselves or others should never disclosed on the internet, by minors, without the permission of a parent/guardian. Students should also never arrange a face-to-face meeting with someone you "meet" on the internet without parent/guardian permission.
- There may be long-lasting implications to publishing, whether via pictures and/or words, personal information online resulting in negative consequences.

Library Policy

Library checkout procedures:

- **Kindergarten:** students may have one (1) book checked out from the library for personal reading. This begins in the month of November, once students have learned book care. Student's books may go home at the classroom teacher's discretion.
- **First grade:** students may have one (1) book checked out from the library for personal reading. Student's books may go home at the classroom teacher's discretion.
- **Second grade:** students may have two (2) books checked out from the library for personal reading. Student's books may go home.
- **Third grade through fifth grade:** students may have the number of books equivalent to their grade checked out from the library for personal reading. These limits may be exceeded at the request of a classroom teacher to accommodate special assignments.

The library is available for additional checkout times during the week. Students may come in to exchange books at any time the library para is available to assist. The library is also often open before and after school for additional checkout times, according to Librarian's schedule.

Students will be limited or prevented from checking out materials if they have books that are overdue. If students are chronically tardy in returning books, they will be asked to keep their library books at school.

The **checkout period** is 13 calendar days. Library books are due on your student's library day.

Students may **renew** library materials up to two (2) times, so materials may be kept a maximum of six (6) weeks. Exceptions may be granted with librarian's permission. Students must have books in hand to renew them.

Teachers may receive a list of students with overdue books monthly. Any student who has not returned his/her books after one (1) week will receive an overdue notice. These notices go home on Fridays.

The library staff will attempt to contact the parent when a student has not returned a book that is more than two weeks overdue. If a book is more than three weeks overdue a bill for the replacement value of the book will be sent home. If the student returns the overdue book to the library in good condition, the bill will be voided. If the item is recovered and in good condition within 30 days after the fine is paid, payment will be refunded. Please do not replace the book yourself without talking to the librarian first. A hardback book must be replaced with a hardback book, and often these are purchased from a specialty publisher that offers library bound/covered books. There are no overdue fees.

Parents, please help your students avoid past due notices by helping them choose a convenient place to keep library books at home. As you choose a place for them to store their library books at home, be sure to remind them that the books need to be out of reach of pets, younger siblings, food, or other hazards.

Students who return books with damage that is intentional or due to carelessness will be billed for the replacement value of the book. This does not include ordinary wear and tear. Richland School District policy requires that grade reports not be given out to students who have any outstanding fines, including ones for library materials.

Accelerated Reader (AR) is a big part of the school and library program. Students in 1st – 5th grades read books and take tests in their classroom, in their Intervention programs, and in the library. Students in 2nd – 5th grades set yearly goals with their classroom teachers. During the year, students are rewarded for reaching reading goals by the library and by activities/rewards agreed upon by their grade level teachers. Students may use their points to participate in grade level events or for classroom rewards at the end of the year. Your child's teacher can tell you what rewards their grade level uses

STAR (Standardized Test of Achievement in Reading) is a program that tests the reading ability of the students and gives them a *Zone of Proximal Development* (ZPD). This is also known as their reading range. The teachers and librarian use this ZPD to help students select a book they can read so they have a successful reading experience and are able to pass an AR test on the book. The STAR test is given at the beginning of school and before the fall and spring conferences.

The Lewis and Clark Library's catalog (called Destiny) is accessible from the library page on the school website. From here, you can view the holdings of the library collection. You can also keep up on new books as we acquire them for our collection.

Through the library, you can also access databases to which the district subscribes. These are sites that are carefully researched/compiled for students to ensure accuracy and appropriateness. They are a safe place for students to conduct research or just

look around for fun. To find them, go to the library page on the school website and click on the Destiny link. From there, make sure you are on the Destiny homepage, and look under the section called "Online Resources." Occasionally, depending upon your browser, you may be asked to sign in or told that you don't have permission to access the site. Just hit "cancel," and it will take you to the correct page.

Counselor Activities

Career Fair – 3rd - 5th grade career exploration and interest survey in the spring and organizes a career fair with parents and volunteers.

Crisis Intervention – counsel students, parents and staff in crisis situations at Lewis and Clark and other schools in the district.

Friendship Groups – students who are new to school or need help with making and keeping friends.

Second Steps – Violence Prevention program and Bullying Prevention program classroom presentations to teach skills in empathy, impulse control and anger management.

Special Services – The Richland School District provides services to students who need special assistance. We have a Speech and Communications Disorder specialist, a School Counselor, School Psychologist, as well as assistance provided by our Special Education, Learning Assistance and Title I programs. Please contact our Counselor, Bre Kays, if you have reason to believe your child is in need of special help.

Student Council – Develops student leadership and school/community service experiences. Students (One girl and one boy from each class) in grades 4 – 5 are selected by their teacher or classmates to serve for one semester and they meet during recess twice a month.

Student Teacher Assistance Team (STAT) – We closely monitor the well-being of each of our students. If students are experiencing any kind of problem, which is of concern, staff that have helpful knowledge are assembled to discuss ways to be of assistance to the child and the teacher.

Testing – State Assessment in grades 3 – 5 and QUEST/Highly Capable testing.

Communities in Schools

Communities In Schools (CIS) surrounds students with a community of support, empowering them to stay in school and achieve in life. Our evidence-based approach, adapted to meet each community's unique needs, is the key to our success. CIS site coordinators connect students and families with community resources, tailoring them to their specific needs.

Site coordinators can help in providing any or all of the following:

- Academic Assistance
- Attendance Support
- Basic Needs (food, clothing, health services)
- Behavioral Interventions
- Connecting to school personnel
- Housing support

Lewis & Clark Elementary School's CIS site coordinator is Jamey Alvarado. Darlene Johnson may be contacted at 509-967-6725 or jamey.alvarado@rsd.edu or darlene.johnson@rsd.edu

Miscellaneous Information

Student Use of Cell Phones

Students possessing cell phones shall observe the following conditions:

- Cell phones must be **TURNED OFF** and **STORED** in a student's backpack during the school day (8:00 A.M.-3:15 P.M.).
- Students are not allowed to access their cell phone during the school day (8:00 A.M.-3:15 P.M.).
- Students who violate this policy will be subject to disciplinary action, including losing the privilege of bringing the cell phone onto school property. A staff member may confiscate the cell phone, which shall only be returned to the student's parent/guardian.
- Students are responsible for a cell phone they bring to school. The school shall not be responsible for loss, theft or destruction of personal cell phones brought onto school property.

Lost & Found

The school provides an area for lost and found items. **Parents are encouraged to mark clothing items, such as jackets, lunch boxes, etc. with their child's name.** If articles have not been identified after a lengthy period of time, they will be given to a local charitable organization or used for replenishing our emergency clothing supply. There is also a lost and found located in the office for smaller items such as; glasses, jewelry, money, electronics, etc.

Personal Items/Toys

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. We expect students not to bring extra money or other valuables to school. Personal toys or any other items that may be disruptive to the students, teachers, and/or the educational process at Lewis & Clark Elementary School are not allowed. Neither the school nor any of its staff will be held responsible for damage to or loss of personal items brought to school.

Pets

Pets are allowed at school only for classroom sharing and with prior permission from the classroom teacher. Before bringing a pet to school please contact your child's teacher to make the necessary arrangements.

As per Richland School District policy **dogs ARE NOT allowed to be on the school property.** Please do not bring a dog with you when you come to the school.

Gum

Our custodians work hard at ensuring our teaching, learning, and play spaces continue to look great in our beautiful school! Please note that gum is not allowed at school.

Medication

If your physician has ordered medication to be taken by your child while they are at school, it is the policy of the Richland School District that such medication will be administered only when the failure to receive the medicine may result in the student being unable to attend school. Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, diabetes, severe seizures, etc., are now required to have a medication or treatment order and nursing plan in place before they start school.

Medication is defined as all drugs whether **prescription or over-the-counter**. This directive applies to all medications whether long or short term. With few exceptions it usually can be arranged to administer medication to your child at home before or after school.

For the safety of all students, please do not send medication of any kind to school with your child. This includes Tylenol, aspirin or cough drops. If your child brings medication to school without the Signed Medication Request Form, the staff **WILL NOT BE ABLE** to administer the medication. You, the parent, are always welcome to come to school to administer the medication.

If a student must receive prescribed or over-the-counter medication while at school, the following conditions must be met:

1. The parent must submit an Oral Medication Authorization Form signed by both the physician & parent.
2. The medication must be brought to the school office by the parent or legal guardian in the **original container** in an amount not to exceed a twenty-day supply. The container must be labeled with the student's name, physician's name, drug name and dosage.
3. Long-term request shall be valid not more than the current school year.
4. All medications will be stored in the health room and administered only by office or health room staff.

If your child has a health concern that the school needs to be aware of, please advise us so that we can take every step possible to ensure your child's safety.

Middle School and High School Students on Campus

Lewis & Clark Elementary is a closed campus during school hours. That means no one should be on our school property without authorization. If middle school or older students pick up younger siblings at Lewis & Clark, we ask that they remain near the school's reader-board sign until elementary students are dismissed. Those students must maintain respectful behavior and language while doing so and will be approached by administration if and when the need arises. Students wishing to visit past teachers are invited to check in at the office to see if the teacher is available to visit.

Parental Custody

In the case that a custody issue restricts parental rights to a child, the office must be provided with a copy of the legal documents stating the restrictions. In order to protect children from unauthorized adults taking a child from school, we must have a copy on file of any restraining order or parenting plan issued in the state of Washington. Please contact your lawyer for assistance.

Parties & Birthdays

Throughout the year classes may celebrate special occasions by having a classroom party. Please call or email the teacher, if you plan to bring birthday treats, at least a day in advance. In order to ensure that our primary focus remains student learning, we will reserve birthday treats for lunch and hold all other birthday gifts to include balloons and flowers in the office for pick up at the end of the school day. Party invitations can be distributed before or after school or through prior arrangement with the teacher.

School Pictures

School pictures are taken of individual students in the fall. Classroom pictures are taken in the spring. If your child is absent on individual picture day, there will be a retake day scheduled. **Notices will be sent home with the date these pictures will be taken.** Students are not expected or required to buy these pictures.

School Supplies

A list of school supplies have been compiled for each grade level. Lists may be obtained from the office or the school website www.lewisandclarkelementary.com

Student Progress Reports

Written progress reports will be sent home three times a year. These reports will give you information regarding your child's progress in the various academic and social areas.

At the end of the first and second grading periods, parent-teacher conferences will be scheduled to discuss your child's progress. During conferences all classes will dismiss early. We encourage informal conferences and regular communication with your child's teacher between report periods.

District Dress Code

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school, will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. **The principal has the authority to determine if clothing is disruptive to learning or impacts student safety.**

In order to maintain adherence to this dress code policy, students may not wear the following:

- Clothing that disrupts the educational process.

- Shorts and skirts shorter than mid-thigh in length.
- Clothing that reveals the back or midriff, or through which skin and/or undergarment is visible, or when arms are raised becomes visible.
 - These include but are not limited to: * Boxers * Sheer tops * Mesh tops * Overly large openings at the neck or arms * Off the shoulder tops * Spaghetti straps * Halter-tops * Tube tops * Swim tops * Clothing that exposes the midriff * Flip Flops.
- Clothing or accessories with offensive pictures, symbols or sayings.
 - These include, but are not limited to: * Demeaning statements * Violent statements * Sexual statements * Racial statements
- Clothing that advertises or promotes tobacco, alcohol or other drugs.
- Jewelry or accessories that could be used to cause harm or injury.
- Any gang affiliated clothing.
- No hats worn in the building (except on Fridays).

A good general policy regarding the dress code is: If there is **ANY QUESTION** about an item being inappropriate, **DO NOT WEAR IT. Parents may be called to bring appropriate clothing for their child.** Also, it is a wise idea to write your child's name in his or her coat/sweatshirt and in their lunchboxes. In that way, we can return the items to them if lost, and the items won't spend time in Lost and Found.

Student Conduct and Reasonable Sanctions

<https://app.eduportal.com/documents/view/721923>

DISCRIMINATION

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

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

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, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

*<https://app.eduportal.com/documents/view/713236> and
<https://app.eduportal.com/documents/view/713239>.*

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child 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 child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

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 lengthy 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 receive 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

<https://app.eduportal.com/publicfolders/1095333/list/62075>

<https://app.eduportal.com/publicfolders/1095333/list/62075>

RICHLAND SCHOOL DISTRICT INFORMATION

Non-Discrimination Statement

The Richland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This applies to all educational programs, extra-curricular activities, and employment. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Richland School District

615 Snow Avenue

Richland, WA 99352

(509) 967-6000

Title IX Coordinators:

Personnel	Tony Howard (Tony.Howard@rsd.edu) Executive Director, Human Resources
Students	Todd Baddley (Todd.Baddley@rsd.edu) Assistant Superintendent

Section 504 Coordinators:

Personnel	Tony Howard (Tony.Howard@rsd.edu) Executive Director, Human Resources
Facilities	Richard Krasner (Richard.Krasner@rsd.edu) Executive Director, Support Services
Student Services	Brian Moore (Brian.Moore@rsd.edu) Assistant Superintendent

Compliance Coordinator for State Law:

Galt Pettett (Galt.Pettett@rsd.edu)
General Counsel

The Richland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the RSD Special Programs Office at 509-967-6050.

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, such as a school-sponsored field trip.

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, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer.

Title IX Coordinator for Personnel: Tony Howard, Executive Director, Human Resources Tony.Howard@rsd.edu

Title IX Coordinator for Students: Todd Baddley, Assistant Superintendent Todd.Baddley@rsd.edu

For a copy of our district's Sexual Harassment policy and procedure, contact your school or district office. This policy and procedure is available on the Richland School District's website at <http://www.rsd.edu/board/policies-regulations.html>.