

WILEY ELEMENTARY



PARENT HANDBOOK 2019-2020

Marc' C. Nelson, Principal
509-967-6375

williamwiley.rsd.edu

www.rsd.edu

Dear Parents and Students:

Welcome to William Wiley Elementary, home of the Coyotes!! We are excited to begin our 20th year of education and look forward to a strong partnership with our community through a variety of opportunities.

This handbook is designed to complement Richland School District's policies and procedures, and adds additional information specific to Wiley. If, at any time, you have questions, comments, or concerns, please contact our office. We are here to help you and your child be successful this year and want to ensure that we do all we can to support our families.

Our office hours are 8:15 a.m. to 3:45 p.m. Monday—Friday. Our phone number is 967-6375.

Please take a few minutes to review the rules, procedures and policies with your family.

Sincerely,

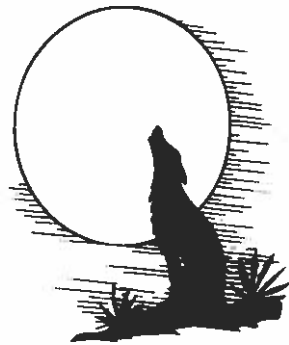
Marc' C. Nelson

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Principal

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Richland School District Information

District Mission

The Richland School District's educational excellence inspires and prepares students to become :

- * Critical thinkers;
- * Passionate learners;
- * Contributing and responsible members of society; and
- * Successful in the global community.

District Commitment Statements

We commit to:

Providing a safe environment where teachers and students share mutual respect for one another. Teachers who care about students improve the quality of learning through an understanding of diversity and a belief that all students can learn.

Providing a carefully aligned K-12 curriculum taught with quality materials, technology, and research-based interventions.

Ensuring classrooms with high expectations and clear standards, strong classroom management, and effective teaching practices.

Maximizing student learning through our partnership with families and the school community.

Helping families stay connected with their students' learning by communicating expectations and student progress, building relationships, and providing parents the tools they need to help their children succeed.

Incorporating new knowledge into practice through professional development and promoting open and shared instructional practices with time to collaborate, evaluate and reflect.

Involving parents and community in an active role in supporting our schools including mutual sharing of new knowledge, building positive relationships, and opening the schools for volunteering.

Supporting and recognizing our students for playing a vital role in their own and each other's learning as dedicated learners with positive attitudes.

William Wiley Vision Statement

The vision of Wiley Elementary is to provide for our students' learning in a caring, supportive environment to promote a lifetime of success.

Wiley Mission Statement

The mission for the staff at Wiley Elementary is to equip students for success by using appropriate strategies and curriculum that reflect high standards.

Wiley Coyote Commitments

Wiley Elementary staff is committed to helping students meet state standards. This year, our school improvement plan is focused on increasing student achievement in reading, math, and student behaviors. The staff will work together in professional learning communities to address our curriculum, instruction, and assessment. Parents are encouraged to be active partners with our staff in supporting high expectations in attendance, class participation, academic work, and positive student behavior. Together we can *help make Wiley a great place to learn.*

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 employees 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
 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 (RCW 28A.640/28A.642)

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.

(See more about discrimination on pages 32 and 33.)

Richland School District - Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

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

(1) The right to inspect and review the student's education records within 45 days.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by RSD to comply with the requirements of FERPA. Written complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

Under FERPA, the following information is considered public or "directory" information and may be released to anyone, including the media, colleges and universities, the military, youth groups, and scholarship grantors, unless you tell the District that you do not want the information released: name, address, telephone number, photograph, dates of enrollment, grade level, enrollment status, degree or award received, participation in officially recognized activities and sports teams, height and weight of athletes, most recent school attended, and other information that would not generally be considered harmful or an invasion of privacy if disclosed. You have the right to choose whether your student's information is released or not. Please provide written notice to your student's principal stating that you do not want their directory information released. If you elect not to have this directory information disclosed, this prohibition will be in place for all directory information including play bills, year books, sports announcements, etc.

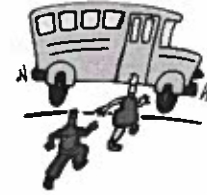
Pursuant to RCW 28A.320.170, school districts are required to notify parents and guardians that they have the right, under the Washington Public Disclosure Act (RCW 42.17) to request the public records regarding school employee discipline. To file a public records request with Richland School District, please send your request, in writing to: Office of the General Counsel, Attn: Public Records Request, Richland School District, 615 Snow Avenue, Richland, WA 99352.

Wiley General Policies and Procedures

Wiley School Schedule

Monday - Thursday

Kindergarten-5th: 8:45 a.m. to 3:15 p.m.



Fridays

Kindergarten -5th: 8:45 a.m. to 2:15 p.m.

The first bell rings at 8:40 AM. The second/tardy bell rings at 8:43 AM. Students should enter through the main office doors after 8:43 AM. Students are to be in their seats ready for instruction when the third/last bell rings at 8:45 AM to be considered not tardy.

Arrival on campus: 8:15 a.m. for students eating breakfast
8:30 a.m. for all other students

Crossing Guards:

Monday – Thursday: 8:15 -8:45 a.m. and 3:15-3:35 p.m.

Friday only: 2:15-2:35 p.m.

Breakfast: 8:15-8:35 a.m.

Departing campus: Students are to go directly home upon dismissal and not return until after 4:00 p.m.

CONTACT INFORMATION

Office: 509-967-6375

FAX: 509-967-4122

Secretaries:

Penny Shelby, Lead Secretary

Penny.Shelby@rsd.edu

Dyana Fleming, Attendance Secretary

Dyana.Fleming@rsd.edu

Principal:

Marc' C. Nelson

Marc.Nelson@rsd.edu

2019-2020 Elementary Holidays and Non-School Days

August 27	First Day of School
September 2	Labor Day—No School
October 11	Fall Professional Day—No School
November 11	Veteran’s Day Observed– No School
November 25-27	Elementary Fall Conferences—No School
November 28-29	Thanksgiving Break
Dec. 23- Jan. 3	Winter Break
January 20	Martin Luther King Holiday– No School
January 21	Semester Day—No School
February 17	Presidents’ Day— No School
March 11	Conferences Begin—Early Release 12:30
March 12-13	Elementary Spring Conferences—No School
April 6–10	Spring Break
May 22	Snow Make-up Day or No School
May 25	Memorial Day– No School
June 9	Last Day of School
July 4	Independence Day



Enrollment & Placement of Students

As per Richland School District Policy 3111, when enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has any history of placement in a special education program; and past, current or pending disciplinary actions, any history of violent behavior or convictions, adjudications or diversion agreements related to a violent offense, drug offense, alcohol violation, assault, kidnapping, harassment, stalking or arson; any unpaid fines or fees from other schools; and any health conditions affecting the student's education needs. If the district receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff and/or students, the student's teachers and building security personnel shall be informed.

The Richland School District reserves the right to and may assign students to attend schools or programs other than at their usual attendance area ("home") school for certain specific reasons. These reasons include, but are not limited to the following:

- To meet the academic needs of the student,
- To provide appropriate programming for special needs students,
- To avoid or lessen program disruption,
- To protect the health and safety of either the assigned student, other students, or staff,
- To establish a plan for re-entry as a result of a suspension or expulsion, and/or
- To otherwise meet the District or student needs.

Student Placement Procedure

Goal: To offer the best possible academic placement and to facilitate a smooth transition from one grade level to the next.

Procedures:

- Placement of students is done by teachers and administrators working together in the decision making process. Decisions regarding placement of students begin two weeks after Spring Break.
- To assist in the placement of students, parents are invited to provide information about their child/children by completing a Student Profile form. These forms will be available from the school office for a two-week period beginning the week after Spring Break. In order to be used as a resource for the placement of students, all student profile forms must be returned at the end of this two week period.
- The principal and counselor review all student profile forms and make recommendations as needed prior to sending them to the teaching staff for use in making student placement decisions.
- The child's teacher works with their grade level team to place students for the following year.
- Parents and students are notified of placement decisions in a letter sent home.
- If parents are concerned about the placement of their child, they should contact their child's teacher regarding the placement. If the parent is still concerned after speaking with the teacher, then they may contact the principal who will direct these concerns to the grade level team for reconsideration. Parents will be notified of their final decision.

Arrival at School

- **THERE IS NO SUPERVISION BEFORE 8:30 A.M.**
- **FOR THEIR SAFETY, STUDENTS ARE NOT ALLOWED TO USE THE PLAYGROUND EQUIPMENT BEFORE AND AFTER SCHOOL.**
- For safety and security reasons, walkers, bicyclists, and students being dropped off by car are not to arrive until 8:30 unless they are eating breakfast, in which case they may arrive at 8:15 and go directly to the gym.
- Students who arrive after 8:43 are to report to the office to obtain an admittance slip. Parents should provide their child with a written explanation for the tardiness.
- In the unlikely event of inclement weather students will be directed either into their class early or into the gym to be seated in their assembly seating arrangement.

Attendance Procedures

Students are required, by law (WAC 180-40-010 the "Becca Bill"), to attend school each school day, unless excused by a parent. We request a phone call if you know that your child will not be attending school due to an illness, doctor visit, or other absence. Please contact the Attendance Desk prior to 9:00 a.m. to report student absences. The phone number is 967-6375.

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. This call is to verify parent knowledge of the student's absence and to avoid your child's absence being marked unexcused.

For all pre-planned absences, 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 preplanned absence.

If you must remove your child from school during the school day (doctor's appointment, 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 **using your driver's license**. (Wiley uses the Raptor system for student and visitor check in and check out.) **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.

Absences or Tardiness

- Developing the habit of good attendance is important. Therefore, parents and students should make every effort to schedule appointments outside of the school day and vacations outside the school calendar.
- According to federal and state laws, absences are only excused for personal illness or injury of the student, doctor or dental appointments, participation in recognized religious holidays or other absences deemed appropriate by the principal. School related absences (field trips, etc.) are also excused.
- **A written explanation or telephone call from the parent is required for every absence. It is the parent's responsibility to get this information to the attendance secretary, not just to the teacher, so that student's records will be accurate. If the parent fails to contact the attendance office to clear the absence, the absence is unexcused.**
- An absence occurs when the student has failed to attend school.
- A half-day absence occurs when the student has failed to attend 1.5 hours or more in the morning or afternoon.
- A full-day absence occurs when the student has failed to attend the majority of hours or periods in an average school day.
- An unexcused absence occurs when the student has failed to attend the majority of hours or periods in an average school day or has failed to comply with a more restrictive school district policy and has failed to meet the school district's policy for an excused absence.

Vacationing Students

Absences may also be prearranged by written request to the principal and teacher 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. Requests should be made no later than seven days in advance to be considered prearranged.

Teachers may provide some, but not all of the schoolwork that a student has missed or will miss. It would be impossible for teachers to provide all work. 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 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 grades 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 be sure that your child is caught up with all current class work before leaving. Prearranging and reasonable advance communication are extremely helpful to ensure that your child does not fall short of state and district standards. Again, there is no way that a child can make up much of the schoolwork that is missed during the absence.

Transportation

Parents Drop and Pick up by Car

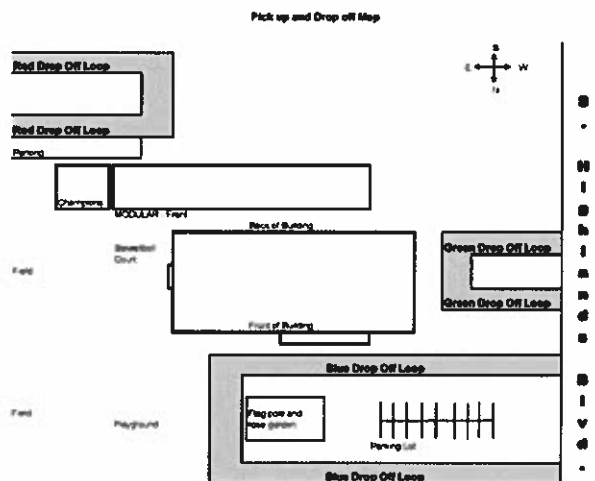
For the safety of children, extreme caution must be followed.

There are three areas for parents to drop-off children and pick them up at the end of the day. They are the Green Drop Off Loop (circular drive on the west side of the school), the Blue Drop Off Loop (the main drive on the north side of the school) and the Red Drop Off Loop (at the back of the school on Peony Street). See map below.

In order to accommodate and show courtesy to others, please pull all the way around the circle as far as you can go. **DO NOT CUT IN FRONT OF OTHER CARS.** As cars pick up the children, continue to move forward. Children will only be allowed to be picked up along the sidewalk area. When you have picked up your child, it is okay to pull out and be on your way. Please proceed with caution.

You may not get out of the car and leave when parked in the pick-up or drop-off area. **Do not leave your car running and unattended.** If you need to leave the car, park in the north parking lot and walk to the building to pick up your child. Children are not allowed to cross the parking lot without an accompanying adult.

Wiley Staff supervise activities in parking lots to promote safe conditions for students. Please follow all directions promptly. Courtesy Counts!



Protocols for Students entering and Leaving Campus: Walkers, Bikers, Scooters, Car Riders

General Rules

- Students will walk, and walk their bikes on campus.
- Students will cross streets at intersections only, and follow the directions of the Crossing Guards at all times.
- We will not cross kindergarten students midday at any stations near campus. Student crossing guards will continue to supervise and assist kindergarten students midday in the blue parting lot in front of the main office.

Morning

- Only students eating breakfast will enter the building at the double doors by the office and go directly to the gym starting at 8:15 a.m.
- Students not eating breakfast will line up at their designated dots starting at 8:30 and be ready to enter the building at the first bell. (We do not have adult supervision until 8:30am so we do not want students here before then.)
- In the unlikely event of inclement weather students will be directed either into their class early or into the gym to be seated in their assembly seating arrangement.

After School

- After school students will leave the building promptly through their classroom's designated exit to their parking lot. Families will meet together near the bike racks. Bikers will walk their bikes either along the far north sidewalk to cross at South Highlands and Holly, or behind the school and around the middle sidewalk to be crossed with walkers at the entrance of the green parking lot on South Highlands. Bikers exiting the field or red parking lot also will walk their bikes while on campus.
- Walkers will exit campus at a designated crossing station.
- Walkers traveling south on South Highlands will exit campus along the middle sidewalk and cross at South Highlands.
- All students will cross at crossing stations for safety and predictability for drivers. Students will continue to enter cars on the curb side only, in designated areas.

Bicycles/Scooters/Skateboards/In-Line Skates, Etc.

- It is the parents' responsibility to determine if their child has enough skill and judgment to ride safely and responsibly.
- **STUDENTS SHOULD WEAR HELMETS.**
- **Wiley Elementary and the RSD assumes no responsibility for bicycles or scooters that are brought to school.**
- All bikes should be locked. Scooters also should be locked up if at all possible.
- Students must walk bikes at all times while on school property. Scooters must follow the same safety rules as bicycles, which means they are not allowed to be ridden while on school property.
- Skateboards, shoes with wheels and in-line skates follow the same procedures as Bikes and Scooters at Wiley Elementary.

Walking to School

- Children who walk to school are expected to follow all safety rules.
- Cross only at crosswalks. Crossing guards will be stationed at the following corners: Holly & S. Highlands; Holly & Rose; Peony & Rose, S. Highlands & Spirea, and entrance to S. Highlands from the green parking lot.
- Walkers are to walk on the sidewalks.

Civility

Richland School District has harassment policies in place that prohibit the use of abusive verbal language on school grounds. This includes staff, students and parents. We appreciate your cooperation in following our policies.

Health Concerns

Keep your child at home when:

Students must be fever, vomit and diarrhea free with zero symptoms, without the use of fever-reducing medication, for 24 hours before returning to school.

Students on antibiotics should not return to school until 24 hours after taking the 1st dose.

Body rash, especially with a fever or itching.

Lice or nits: Ok to return once treatment has begun.

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.



A Doctor's note is required for excuse from P.E. and/or Recess:

Any student with a health concern that requires them to stay indoors for recess will be allowed to stay in the health room. A doctor's note is required.

Any student with a health concern that requires them to sit out during P.E. will be allowed to sit in the gym with their class. A doctor's note is required.

Medication:

Preferably, prescribed medication should be dispensed before and or after school hours under the supervision of a parent or guardian. If a student must receive prescribed oral or injectable medication while at school from an authorized staff member, the following conditions must be met:

The parent must submit an Oral or Injectable Medication Request Form signed by both the parent and physician/dentist.

The medication must be brought to the school by the parent or legal guardian in the ORIGINAL CONTAINER in an amount not to exceed 20 day supply. The container must be labeled with the student's name, physician/ dentist's name, drug name, and dosage.

Requests shall be valid for not more than the current school year.

Medications are defined as all prescribed and over the counter medications, including aspirin, Tylenol, allergy tablets, cough medicines, asthma inhalers, etc.

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 yourself.

No medications shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. Injections can only be given by RN, EMS, or PDA.

Medications will never be sent home with a student. Parents must pick up and drop off all medications.

Immunization

New students and kindergarteners must show proof of immunization against Hepatitis B, diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella and varicella (chickenpox). Kindergarten through 4th grade students must have two doses of measles vaccine. The second dose must have been administered after age four. *Starting in 2020-2021, students must have medically verified proof of all immunizations OR a medical, religious or personal* exemption on file. *Personal/philosophical exemption is NO longer valid for the MMR.*

Life Threatening Conditions

Washington State law (SHB 2834 6/2002) requires that children with life-threatening medical conditions have a medication or treatment order, as well as a nursing care plan on file at school. Life-threatening means a condition that could put your child in danger of death during the school day. This can include severe food allergies, allergies to bee stings, diabetes, or other potentially life-threatening conditions.

Students determined to have life-threatening conditions will not be allowed to attend school until completed forms and necessary supplies have been received and reviewed by the school nurse.

Please contact your school nurse with questions.

Creating a Safe School Environment

Wiley strives to create a safe school environment for all students. Parents are encouraged to notify the school nurse and the classroom teachers with concerns. Cafeteria seating during lunch is designed to accommodate the needs of students with food allergies. Classroom activities and celebrations may have specific guidelines imposed as needed to ensure safety of participants. Restrictions may include specific foods; no latex balloons. See page 22 for more details on the Wiley food procedure. Ask your child's classroom teacher for details.

Pet Policy

Only animals that are part of the instructional program will be allowed in the classroom/school and must be pre-approved by the principal. **Pets need to remain at home or in a vehicle.** The use of animals in the classroom is appropriate when supporting a specific unit of study. Therefore these animals will be temporary in nature. Classroom pets are prohibited.

Student Insurance

Student Accident Insurance can be purchased. Please check in the packet of materials brought home the first week of school or check with the office.

Toys at School

Toys brought to school are not the responsibility of the school. Students are expected to keep track of their toys and use them in an appropriate manner.

- Toys are not to be taken out during class time, except when instructed by teacher for recess.
- Hard balls and bats are not allowed at school.
- Racquets (tennis, racquet ball) are not allowed at school.
- Costumes are not permitted at school, except on designated Spirit Days.

Lost and Found

Please put your child's name in his/her clothing. We will make every effort to return marked items to children. Items found with no identification are taken to the area next to the Staff Lounge on the opposite side of the office entrance. During conference time, items are placed upon long tables near the main office. Items not claimed are sent to Goodwill or some other charitable organization.

Telephone/Cell Phone Use

Due to the large number of students and staff, it is necessary to limit pupil use of the phone to emergencies only. Please remember to complete plans with your children before they come to school each day. Also, due to the high volume of phone calls to the office, we ask that you please make student pick up arrangements in the morning before your child comes to school. **Students may bring cell phones to school but are not allowed to use cell phones and/or pagers during the school day. These must be turned off and left in the backpack during the day.** (See complete cell phone policy on page 40.) We will always contact you when there is an emergency or when a child is seriously injured or ill.

Food Procedure for Birthdays, Parties, etc.

William Wiley Elementary has students and staff with various allergies ranging from mild to severe, including life threatening. Due to these allergies, flower and balloons are not allowed in classrooms. Also, the office and health room staff prefer that you provide non-food treats when you plan to celebrate your child's birthday at school. Ultimately, each of us is responsible for any food we provide for students at school. If a student becomes ill or is harmed because of food we give or provide, we are personally responsible. No policy or procedure can relieve us of this responsibility. **Please talk to your classroom teacher to determine their classroom birthday procedure. Not all teachers allow birthday celebrations.** If the decision is made to provide food items, please follow the established food policy.

- The office and health room staff prefer that you provide non-food treats when you plan to celebrate your child's birthday at school. Please see the list of suggestions below.
- If the decision is made to provide food items, the Principal, office staff and teacher must be notified by the family two **days in advance of distribution** to allow time for the classroom teacher to contact the families of students with health concerns.
 - If advance notice is not received, the food item may not be approved for distribution and/or you may be required to sign an "Assumption of Responsibility" form.
- **There is to be NO food of any kind, at any time, in designated allergy rooms.**
- Approved treats will be distributed in the lunchroom during lunch time to take advantage of the peanut free area.
- All food items are to be delivered to the office only. Classroom teachers will pick these items up from the office.
- Food brought into the school for general student consumption must be store-purchased, sealed/wrapped with nutrition information attached. The Principal or classroom teacher will dispose of any item that does not meet these criteria.
- **Flowers and balloons are not allowed in classrooms.**

Food Free Treat Ideas

- ◇ Wrapped birthday book as a gift to the class when a child has his/her birthday. The book is signed and dated inside by the birthday student and becomes a part of the classroom library. No one has had a book allergy....hurray!
- ◇ Autograph book provided by parent. Each student and teacher writes something nice about the child in the book.
- ◇ Lunch with parent – in the lunchroom.
- ◇ Wrapped game or activity to share with the class.
- ◇ Gel pens
- ◇ Postcards
- ◇ Magnets
- ◇ Decks of cards
- ◇ Chalk
- ◇ Stickers/Tattoos
- ◇ Post-it notes
- ◇ Mini picture frames (cardboard is fine)
- ◇ Band aids (latex free) girly or superhero type
- ◇ Play doh
- ◇ Wooden building sets (\$1 each at Michaels Craft Store)
- ◇ Show & Tell for birthday child – share favorite things or baby pictures
- ◇ **Flowers and balloons are NOT allowed in classrooms.**

Birthdays and Parties

Please talk to your classroom teacher to determine their classroom birthday procedure. Not all teachers allow birthday celebrations. If you plan to bring a treat to class for your child to share on a birthday, please follow the food procedure on page 16. **Contact the teacher two days prior to the day.** The teacher will have a suggestion about the appropriate items to bring and the time the items should be delivered. Alternative snack items may be suggested for students in your child's class. Throughout the year, classes may celebrate special occasions by having a classroom party. **ALL goodie bags, regardless of contents, must be brought to the office.** Any food item brought to school from home that is intended for distribution to students **is to be delivered to the office only.** The classroom teacher will pick these items up from the office. Due to the fact that we have students with life threatening allergies, **the classroom teacher will only distribute items that are sealed from the store or factory in the original package with the nutritional information and ingredients listed on this package.** The office will contact families if food is brought in that does not meet the above underlined item criteria. As per district policy, teachers may have up to two parties a year. Food will be distributed at lunch; other items will be sent home at the end of the day.

Invitations for Home Parties

Birthday and home party invitations may be passed out at school under the following conditions:

- They are passed out at a time designated by the classroom teacher.
- Invitations are brought for all students in the class, girls invite all the girls, or boys invite all the boys.
- The passing of invitations doesn't interfere with student learning.

Classroom teachers are not able to give out student names or personal information to classroom parents.

Nutrition Services

Visit the Richland School District Website www.rsd.edu under **Departments**, then **Nutrition Services** to find information on menus, free & reduced applications, meal payments, nutrition information and much more.

"NO Charge" Policy

The Richland School District has adopted a "no charge" policy. Students will not be allowed to charge a meal if their lunch account has insufficient funds. Parents are encouraged to send enough money to pay for their students' meals.

2019-2020 Prices

	Breakfast (Full Price/Reduced Price)	Lunch (Full Price/Reduced Price)
Elementary	\$1.50/\$0.00	2.75/ \$0.00 (K-3), \$0.40 (PK, 4th, 5th)
Adult	\$2.50	\$3.75
Milk	\$0.50	\$0.50

Online Payments

The Richland School District has chosen MealTime Online to provide the opportunity for you to make credit card deposits into your student's meal account – conveniently, safely and securely. You can view your student's account activity, including onsite payments, online payments, current balance and a detailed history of account purchase. You can also set up an email reminder to warn you when the account balance reaches a pre-determined low point.

Go to www.mymealtime.com and follow the instructions to create a new account, add your student, and make a deposit. Online deposits are processed each night at 3:00 a.m. and will be reflected in your student's account as soon as possible after start of service the next morning. Deposits made after 3:00 a.m. will be processed the following night. MealTime Online charges 4.9% for the convenience of the online transaction.

Online Application

MealTime Online – Free & Reduced Applications simplifies the process of filing out free and reduced price meal applications and submitting them for approval. Through a series of data entry screens, you can complete and submit your application quickly and easily.

- Go to www.mymealtime.com and follow the easy prompts to complete your application.
- You can submit an application for a single child or for an entire family.
- All student data that is transmitted is encrypted and authenticated every time you use the website.
- All types of applications can be submitted – Income-based, Foster child, Categorical Certification, etc.
- If you begin your application and find you need to get more information before you can continue, you can save your application session and re-open it later.
- When you've completed your application, you will be prompted to enter your electronic signature. Then click "Submit", and you're finished! You will be notified of the outcome by your student's school or district within the legal time limit. That's all there is to it!

Home / School Communication

Communication with Staff

If at any time you wish to meet with a teacher, they are available before and after school. Call 967-6375. You may also e-mail your child's teacher from the list below.

Staff have limited time during the day to read and respond to e-mail. Please allow sufficient time for responses. Any emergency information should be directed through the office via phone or in person.

Staff e-mail

Office Staff

Marc' C. Nelson, Principal
Stephanie Green, Admin. Assistant
Penny Shelby, Lead Secretary
Dyana Fleming, Attendance Secretary

Marc.Nelson@rsd.edu
Stephanie.Green@rsd.edu
Penny.Shelby@rsd.edu
Dyana.Fleming@rsd.edu

Kindergarten

Klarissa Boynton
Darcie Brightman
Sarah Gieszler
Anita Mraz
Becky Stowe

Klarissa.Boynton@rsd.edu
Darcie.Brightman@rsd.edu
Sarah.Gieszler@rsd.edu
Anita.Mraz@rsd.edu
Becky.Stowe@rsd.edu

1st Grade

Tina Dahl
Lisa Marchell
Lannette Steindorf
Ruthie Suess
Kim Ward

Tina.Dahl@rsd.edu
Lisa.Marchell@rsd.edu
Lannette.Steindorf@rsd.edu
Ruthie.Suess@rsd.edu
Kimberly.Ward@rsd.edu

2nd Grade

Bobbi Eslick
Sarah Lanning
Terrie Mead
Monica Wheeler

Bobbie.Eslick@rsd.edu
Sarah.Lanning@rsd.edu
Terrie.Mead@rsd.edu
Monica.Wheeler@rsd.edu

3rd Grade

Tara Becker
Jeanine Cazier
Katrina Rider
Jami Simpkin

Tara.Becker@rsd.edu
Jeanine.Cazier@rsd.edu
Katrina.Rider@rsd.edu
Jami.Simpkin@rsd.edu

4th Grade

Jennifer Blaine
Lindsay Gailey
Larna Hively
Brenda Wolf

Jennifer.Blaine@rsd.edu
Lindsay.Gailey@rsd.edu
Larna.Hively@rsd.edu
Brenda.Wolf@rsd.edu

Continued on next page

Staff e-mail cont.

5th Grade

Diana Anderson
Samantha Dennison
Melissa Hocker
Tami Simundson

Diana.Anderson@rsd.edu
Samantha.Dennison@rsd.edu
Melissa.Hocker@rsd.edu
Tami.Simundson@rsd.edu

Counselor

Robin Buck

Robin.Buck@rsd.edu

SPECIALISTS

Librarians

Rhonda Deniston M, T, TH, F
Shannon Wilcox WED

Rhonda.Deniston@rsd.edu
Shannon.Wilcox@rsd.edu

Art

Dan Bell

Dan.Bell@rsd.edu

Music

Amy Barnett

Amy.Barnett@rsd.edu

P.E.

Scott Storaci

Scott.Storaci@rsd.edu

Resource Room

Leigh Haynie

Leigh.Haynie@rsd.edu

Instructional Specialist

LaDonna Sterling

LaDonna.Sterling@rsd.edu

Life Skills

Chris Underwood
Monica Acheson

Chris.Underwood@rsd.edu
Monica.Acheson@rsd.edu

Extended Resource Room

Melanie Bushman
Candy Smith

Melanie.Bushman@rsd.edu
Candy.Smith@rsd.edu

School Psychologist

Sari Anderson

Sari.Anderson@rsd.edu

Speech and Language (SLP)

Sonia Cearlock

Sonia.Cearlock@rsd.edu

Parent-Teacher Problem-Solving

Goal: To provide a process by which parents may address academic or student/teacher concerns openly and directly with teachers.

In order to benefit the education of children, the staff and administration of Wiley Elementary School believe that it is essential to maintain an open dialog and cooperative working environment between parents and staff. Our overriding concern is to provide the type of educational experience that is best for our children.

Procedures:

1. If you have concerns about your child's experiences in the classroom, contact your child's teacher (via e-mail, note, or phone call) and ask to schedule an appointment to speak privately with the teacher. Indicate the reasons for your request, in order that the teacher is aware of your concerns.
2. Your child's teacher will contact you and agree upon an appointment time. The teacher may request the presence of other staff members such as the school counselor or Principal at this meeting.
3. When you come to the school for the appointment, sign in at the office, obtain a visitor's badge and wear the badge where it is easily seen by school personnel.
4. At the time of the meeting with your child's teacher, clearly state your concerns so that you and the teacher can explore ways in which they can be addressed. It may help clarify your concerns if you put them in writing.
5. During this meeting, an action plan will be agreed upon by you and your child's teacher that clearly states the responsibilities of all parties (teacher, parents and student) to redress the concerns. This action plan will include time lines for review and should be in writing.
6. If either the parent or the teacher is dissatisfied with the results of the action plan, review steps #4 and #5 or schedule a joint meeting with the principal.

Civility:

Richland School District has harassment policies in place that prohibit the use of abusive verbal language on school grounds. This includes staff, students and parents. We appreciate your cooperation in following our policies.

Homework Policy

Goal: To provide an opportunity for a positive home-school connection which reinforces and/or extends concepts and skills taught in the classroom.

Recommended Average Time for Homework:

Listed below are the average daily times to be spent on homework during the school week. Additional time may be needed to complete unfinished school work, special projects, and/or complex assignments made during the academic year.

Kindergarten: 20 minutes of reading

1st/2nd Grade: 20 minutes of reading, 10 minutes of other tasks

3rd Grade: 20 minutes of reading, 20 minutes of other tasks

4th Grade: 30 minutes of reading, 20 minutes of other tasks

5th Grade: 30 minutes of reading, 30 minutes of other tasks

Adaptations may be made for students with special academic needs. Parents whose child may have special needs should contact the child's teacher to develop an individualized homework plan.

Homework Requests: Homework requests require a 24 hour notice to teachers in order to give them time to gather necessary materials. If less than 24 hours' notice is given there is no assurance that homework will be ready the next day.

Cold Weather Policy

Because we are concerned for the well-being and health of our students, especially during the cold weather season, a Cold Weather Policy is in order.

Students will be allowed into the buildings before the start of the school day and kept in from recess wherever the temperature is 20° or colder (including wind chill factor). Also, in instances of inclement weather (as determined by the administrator at the individual school site) such as extraordinary rainfall or wind, heavy snowfall or freezing rain, students will be allowed into buildings early or kept inside during recess.

Any student with a health concern that requires them to stay indoors will be allowed to stay in the health room. **In these instances, a doctor's note will be required.** We believe this is a reasonable accommodation for all students.

School Closures and Delays Due to Inclement Weather

The superintendent's decision will be communicated via the **District Web Site** (www.rsd.edu) and by local radio and television stations beginning at approximately 5:50 a.m.

The district also utilizes text messages and email for announcing weather closures/delays. Parents and students wishing to receive the closure/delay announcements via text message or email can sign up by going to: <http://flashalert.net/news.html?id=1845>

Volunteer Policies

Goal: To provide a positive interaction between teachers, parents and students and to enhance student learning.

Parents are urged to volunteer within the variety of programs offered by the school. Our parent volunteers greatly enhance our ability to offer quality programs and give individual attention to our students' academic growth and development.

Safety and Building Security

Parents of our students are welcome and encouraged to visit our school frequently. Wiley utilizes the Raptor system for security purposes. In this way, parents and students can be assured that only people with a legitimate reason to be on our campus are around your children. Visitors are required to check in at the office when they arrive on campus. You will need to provide your driver's license (or other photo ID if you do not have a driver's license). You will be given a visitor badge to wear while at the school. You are asked to check out at the office prior to leaving campus.

For security reasons, visitors are not allowed on the playground during lunch or recess.

We have implemented this process for the safety of your children. We thank the community for their cooperation and support with this procedure.

Steps to follow when volunteering:

1. **Prior** to volunteering in a classroom, chaperoning a field trip, or assisting in PTO activities, all persons must complete a Volunteer Application and Disclosure Statement online through the district office. This form is required by law and **must** be filled out each school year. You will then be subject to a Washington State Patrol Criminal Background Check. Please submit your form a minimum of one (1) week prior to beginning volunteer activities. A new form must be filled out each year.
2. If you wish to volunteer within one of the programs at the school (classroom, library, art, etc.), first contact the staff member responsible for the program and offer to help. A schedule for volunteer time will then be agreed upon which considers the times you are available and the times wherein a volunteer would be most helpful within the program offerings.

3. Upon arrival at the school for your volunteer time, sign in at the office, obtain a visitor's badge, and wear this badge so that it is easily seen by school personnel.
4. Enter the classroom wherein you are volunteering as quietly and unobtrusively as possible, avoiding interactions with your child or other children which may disrupt the learning environment. Wait quietly for the staff member to inform you as to the manner in which your help is needed that day.
5. Sign out at the office when your volunteer time is over.
6. Inform the staff member with whom you are volunteering as early as possible if you are unable to volunteer at your scheduled time.

Helpful Hints:

- ❖ Confidentiality is essential to a trusting and positive learning environment. Please do not discuss any student outside the classroom.
- ❖ Problems encountered with students while volunteering should be reported directly to the staff member in charge at a time when confidentiality can be assured and the staff member is not engaged in active teaching duties.
- ❖ Volunteers should not bring other children with them when volunteering, unless prior arrangements have been made with the staff member.
- ❖ Volunteering and classroom visits are not the same and have different guidelines.

School Visit/Classroom Observation Procedures

Goal: To provide a positive experience for parents, teachers and students through classroom observations and school visits. To enable the parent's visit to be comfortable for the teacher, welcoming to the parent and non-disruptive to student learning.

Steps to follow when visiting your child's classroom:

1. Notify your child's teacher (via e-mail, note, phone call) that you wish to observe within the classroom. The teacher needs to know the purpose of your visit in order to assist in scheduling a time for optimum visitation.
2. Upon arrival at the school for your visitation, sign in at the office, obtain a visitor's badge and wear this badge so that it is easily seen by school personnel.
3. Enter the classroom as quietly as possible, avoiding disruptive interactions with your child and/or other children.
4. At the end of your classroom observation, let the teacher know you are leaving. Return to the office to sign out of the school and return your visitor's badge.

Helpful Hints:

- ❖ Teacher conferences are not scheduled in conjunction with classroom observations. Using the same procedures for scheduling classroom visits, you may schedule a follow-up conference with your child's teacher for another time if you wish.
- ❖ Consider the impact of younger siblings on the learning environment and your ability to focus on classroom activity. Prior to your classroom visitation, check with your child's teacher as to whether or not your bringing a younger sibling into class would disrupt the learning environment.
- ❖ A typical classroom visit is 30—45 minutes long. If you feel that a longer time is needed to observe your child and the classroom activities, prearrange a longer visit with the teacher prior to your visitation.



Steps to follow when having lunch with your child:

1. You are always welcome to eat lunch with your child.
2. On the morning of the day you plan to do so, notify your child's teacher (via note or phone call) that you will be eating lunch with your child at school. If you plan to eat hot lunch, be sure to indicate so in your note or call to the teacher so that you can be included in the lunch count given to the cafeteria by the teacher for that day.
3. When you arrive at school, sign in at the office, obtain a visitor's badge, and wear the badge in a place where it is easily seen by school personnel.
4. A family table will be provided. Parents may sit with their children at the family table. For security reasons, all other students will remain at their assigned tables.
5. For security reasons, visitors are NOT allowed on the playground during recess.

Steps to follow for all other school building visits:

1. Visits to the school building for reasons other than to observe your child's classroom, volunteer, or to eat lunch with your child, must be prearranged through the Principal. This includes recess.
2. Notify the Principal that you wish to visit the school (via e-mail, note or phone call). Indicate the purpose of your visit in order to assist the Principal in authorizing and/or scheduling a time for optimum visitation.
3. Upon arriving at the school for your authorized visitation, sign in at the office, obtain a visitor's badge, and wear this badge in such a manner that it is easily seen by school personnel.
4. As a courtesy and to ensure visitor accountability, please do not stay on the school grounds beyond the authorized visitation time, and visit only those areas or programs that have been prearranged.
5. Before leaving the school grounds, sign out in the office.

PTA: Parent Teacher Association

The PTA is a community-based organization which has a strong commitment to providing support for our students and staff, through student enrichment activities, fundraising, and increased parent/community involvement in all aspects of the school program.

The success of the PTA is directly related to the efforts of the volunteers in the organization. All parents and staff members are encouraged to become members. Watch the PTA and school calendars for dates and times of meetings and special activities.

Feel free to contact any of the PTA officers for information or to volunteer.

PTA COMMITTEES

Audit	Fund Raising (Glow Run)
Book Fair	Box Tops for Education
Harvest Festival	Holiday Canned Food Drive
Newsletter	Reader board
Skate Parties	Spirit Wear
Staff Appreciation	Student Directory
Yearbook	West Richland Harvest Festival

PTA OFFICERS

The PTA is always looking for volunteers. Please contact one of the PTA officers listed below if you would like to get involved in your child's school.

Co-President

Kim Rogers, jer-rogers@charter.net 509-578-1115
Kristi Flieger, kflie83@yahoo.com 509-619-8224

Co-Vice Presidents

Adena Servais, adenaservais@gmail.com 509-497-1079
Kacie Rackleff, kacierackleff@gmail.com 360-480-5944

Treasurer

Liz Steiner, ecksteins11@gmail.com 717-507-1504

Secretary

Denise Swanson, deniseswnsn@gmail.com 509-948-0021

Wiley PTA Website

Wileypta.com
President@WileyPTA.com

Wiley Positive Behavior Support System

Wiley staff expect students to meet state standards in math and reading. We expect that student behaviors will support their own learning and the learning of others.

Staff will use established character trait program and Second Steps curriculum to teach and practice expected behaviors. We will use the Coyote Code of Conduct, student handbook, and classroom rules to focus student behaviors on learning. Interventions will be provided as necessary and appropriate.

Positive Character Traits

Character Traits are used as a method of building a positive school climate and enhancing student social skills. Each month a new character trait is the focus of lessons and discussion as it is introduced to the students. Spirit Day assemblies provide an opportunity to recognize all students who have demonstrated the character trait qualities.

The qualities are:

September: Citizenship
October: Responsibility
November/December: Compassion
January: Self-Discipline

February: Kindness
March: Respect
April: Perseverance
May/June: Trustworthiness

The Coyote Code of Conduct

1. I will work and play safely.
2. I will show respect for myself, others, and property.
3. I will help make Wiley a great place to learn.

In an effort to communicate more clearly with parents, Wiley has developed a standard form to use when communicating with parents regarding specific behavior issues or concerns, which is based on the Richland School District Discipline Policies. We are hoping that this will increase the dialogue between home and school, as well as assist you in starting some very worthwhile conversations with your children. If your student brings a form home, we ask that the form please be returned to school the next day with a parent signature. The signature simply indicates that you have seen the communication. Both the Coyote Code of Conduct and the Wiley Behavior Referral form have been developed after careful consideration of the student bully survey results.

WILLIAM WILEY BEHAVIOR REFERRAL FORM

Student: _____ / M or F Date of Incident: _____ Time: _____
 Teacher: _____ Grade: K 1 2 3 4 5 Referred By: _____
 Explanation of Infraction: _____

<p>LOCATION:</p> <input type="checkbox"/> Playground <input type="checkbox"/> Classroom <input type="checkbox"/> hallway <input type="checkbox"/> Outside Court <input type="checkbox"/> Cafeteria <input type="checkbox"/> Restroom <input type="checkbox"/> Other _____	<p style="text-align: center;">COYOTE CODE OF CONDUCT</p> <p>1. I WILL WORK AND PLAY SAFELY. 2. I WILL SHOW RESPECT FOR MYSELF, OTHERS, AND PROPERTY. 3. I WILL HELP MAKE WILEY A GREAT PLACE TO LEARN.</p>	<p>POSSIBLE MOTIVATION:</p> <input type="checkbox"/> Needs Peer Attention <input type="checkbox"/> Does not like to be seen <input type="checkbox"/> Does not know/understand <input type="checkbox"/> Acted without meaning <input type="checkbox"/> (Annoyance) <input type="checkbox"/> Anger/Anxiety <input type="checkbox"/> Unhappy <input type="checkbox"/> Other _____
<p>MINOR</p> <p>Problem Behavior - Teacher</p> <input type="checkbox"/> Inappropriate Behavior/Language <input type="checkbox"/> Physical Contact/Aggression <input type="checkbox"/> Offensiveness/Disrespect/Non-compliance <input type="checkbox"/> Disruption <input type="checkbox"/> Property misuse <input type="checkbox"/> 1-3 Referrals / Week <input type="checkbox"/> Other _____	<p>MAJOR</p> <p>Problem Behavior - Administration</p> <input type="checkbox"/> Abusive/Inappropriate language <input type="checkbox"/> Fighting/Physical aggression <input type="checkbox"/> Offensiveness/Disrespect/Abuse/Intimidation/Non-compliance <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Harassment/Teasing/Taunting/Bullying <input type="checkbox"/> Forgery/Theft <input type="checkbox"/> Property damage/Vandalism <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Weapons <input type="checkbox"/> 3 or more Referrals in one week <input type="checkbox"/> Other _____	<p>PARENT CONTACT</p> <p>*Name: _____ *Date / Time: _____ *Phone Number: _____</p> <p><input type="checkbox"/> Conference with Student <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Parent Contact (required) *Name: _____ *Date / Time: _____ *Phone Number: _____</p> <p><input type="checkbox"/> Conference with Student <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Friday Academy 2:30-3:15 <input type="checkbox"/> Out of School Suspension <input type="checkbox"/> In School Suspension <input type="checkbox"/> Other _____</p>

Administrative Decision: _____

Others Involved None Peers Staff Teacher Unknown Other _____

Student Signature: _____ Staff Signature: _____

RSD 3220 – Excerpt on Disciplinary Actions

Due Process

Any student, parent, or guardian, who is aggrieved by any disciplinary action or the imposition of a short-term suspension, long-term suspension, or expulsion, shall have the right to appeal the action.

Letters notifying parents of a long-term suspension, expulsion, or emergency action, will detail for the parent their appeal rights. This letter will include all necessary timelines and rights of the student and parent/guardian under state law.

Discipline, short-term suspension, long-term suspension, and expulsion conditions and limitations – Discipline, short-term suspension, long-term suspension, and/or expulsion may be imposed upon a student for violation of school district conduct rules. The types of misconduct for which discipline, short-term suspension, long-term suspension, or expulsion may be imposed upon a student shall include, but not be limited to, the following school district rules:

1. ***Alcoholic Beverages and/or Controlled Substances***- A student may be guilty of violation of this policy and school rule for the possession, use, transfer, manufacture, and/or sale/barter of alcoholic beverages, controlled substances, paraphernalia, inhalants, anabolic steroids, and/or imitation drugs on district premises, official school bus stop, school-sponsored activities, or in a district vehicle. See Policy 3418 on Alcohol, Tobacco, and Other Drug Use/Abuse Policy for more information.
2. ***Assault*** – A student may be guilty of assault if the student intentionally causes or attempts to cause physical injury or intentionally behaves in such a way as could reasonably cause physical injury to another person.
3. ***Criminal Acts in General***- A student may be guilty of a criminal act or violation if the student acts with intent to accomplish a result which constitutes a crime or violates the law.
4. ***Possession of a firearm or dangerous weapon*** – A student may be guilty of this section if the student has a firearm or other weapon on school premises, at a school sponsored event, on school-provided transportation, at any official school bus stop, or in other areas of other facilities being used exclusively for school activities. See Policy 4315 for definitions of both a firearm and dangerous weapon.

Weapons

No person shall have a firearm or other weapon on school premises, at a school sponsored event, on school-provided transportation, at any official school bus stop, or in other areas of other facilities being used exclusively for school activities. Under the RCW 28A.600.420 and 28A.600.010 provide that any student, regardless of age, who is determined to have possessed a firearm on school grounds, school transportation, or facilities used exclusively by a school, shall be expelled from school for not less than one year.

5. ***Disrupting the Educational Process*** - A student may be guilty of causing a disruption to school if the student intentionally causes the substantial or material disruption of any school operation. This may include but is not limited to the following:

- a. Failing to follow the reasonable directions of staff,
- b. Intentionally setting off a fire alarm when there is no fire or emergency, and
- c. Intentionally making a bomb threat.

6. ***Damages or Destruction of Property***- A student may be guilty of this section if they cause physical damage to the property of another and/or the school district.

7. ***Theft***- A student may be guilty of theft if the student obtains or exerts unauthorized control over the property or services of another or the value thereof, with intent to deprive the person of such property or services.

8. ***Arson*** – A student may be guilty of arson or damaging school property if the student intentionally sets fire to the item.

9. ***Threat/Verbal Assault***- A student may be guilty of this section if the student communicates, directly or indirectly, the intent to cause bodily injury to the person threatened or any other person or to cause physical damage to the property of a person.

10. ***Harassment, Intimidation, and Bullying*** – A student may be guilty of violation of this policy and school rule of this section if a student uses any written or other visual communication, verbal communication or physical act, gesture or omission, engaged in with the intent to, creating a substantial and unjustifiable risk of, creating the threat of, or with the natural end result of:

- a) Physically, emotionally or mentally harming a student, staff member, volunteer, patron or a member of such person's immediate family, or damaging the student, staff member, volunteer, or patron's property or that of the immediate family of such persons; or
- b) Substantially interfering with a student's educational experience; or
- c) Being so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d) Having the effect of substantially disrupting the orderly operation of the school; or
- e) Casting a student or member of the student's immediate family in such light as to subject them to torment, ridicule or shame, regardless of the veracity of the facts upon which the actor has acted; or
- f) Constituting a crime pursuant to Federal, State or local laws, statutes or ordinance; or
- g) Subjecting any student to unwanted or illegal pornographic material; or
- h) Portraying any student in a state of nudity, engaging in sexual acts, or in such a state of near nudity as to subject such person to shame and embarrassment. See Policy 3207 – Harassment, Intimidation, Bullying, and Cyber-Bullying for more information

11. **Cyber-Bullying** – A student may be guilty of cyber-bullying if they engage in any harassment, intimidation or bullying, as defined above, when such is accomplished utilizing electronic communication media. Such media includes, but shall not be limited to, email messages, text messages, instant messages, social networking sites, internet based video sites, and posting of blogs. See Policy 3207 – Harassment, Intimidation, Bullying, and Cyber-Bullying for more information.

12. **Sexual Harassment**

A student may be guilty of sexual harassment if they make unwelcome verbal, written, visual, or physical advances toward another person. 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, e-mails, 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 districts Title IX Officer.

Title IX Coordinator for Personnel: Tony Howard, Exec. Dir., Human Resources
Tony.Howard@rsd.edu

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

See Policy 8700 – Sexual Harassment for more information. For a copy RSD's Sexual Harassment policy and procedure, contact your school or district office. This policy and procedure is also available on the RSD website at <http://www.rsd.edu/board/policies-regulations.html>.

13. **Racial Intimidation-** A student may be guilty of racial intimidation if they use verbal racial slurs or displays derogatory racial symbols. See policy 3207 – Harassment, Intimidation, Bullying, and Cyber-Bullying for more information.

14. **Tobacco Products-** The possession or use of tobacco products by students is not permitted on district premises or at any or all school-sponsored activities. Any student found in possession or using tobacco is in violation of this policy. See Policy 3418 – Alcohol, Tobacco, and Other Drug Use/Abuse Policy for more information.

Tobacco Policy

STUDENTS ARE PROHIBITED FROM BEING IN POSSESSION, CONSUMPTION AND/OR DELIVERY OF TOBACCO ON CAMPUS, AT ANY SCHOOL-SPONSORED ACTIVITY, OR SCHOOL DISTRICT VEHICLE.

A. First Offense

1. One (1) day in-school suspension.
2. Student may be required to speak to District staff about the health risk of tobacco use.
3. A copy of the letter of violation shall be permanently placed in the student's cumulative file.

B. Second Offense

1. Five (5) day out of school suspension.
2. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

C. Third Offense

1. Ten (10) day out of school suspension.
2. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

D. Fourth Offense

1. Long term suspension.
2. A copy of the letter of suspension shall be permanently placed in the student's cumulative file.

15. **Falsification/Forgery** - A student may be guilty of falsifying or forging documents if the student knowingly makes any false entry, alters times, names, dates, grades, addresses or alters any school document used or intended to be used in connection with the operation of the school.

16. **Lewd Conduct** - A student may be guilty of lewd conduct if the student uses or exhibits indecent, obscene, or vulgar behavior through language, writing, pictures, signs, or acts.

17. **Cheating** - A student may be guilty of cheating if the student intentionally obtains test questions and/or answers through fraudulent means, or plagiarizes written material.

18. **False Accusations** - A student may be guilty of making a false accusation if the student intentionally makes false accusations or untrue charges of wrong-doing against staff, students, volunteers, or patrons.

19. **Gang/Gang Activity** - The Board of Directors is aware of the public existence of gangs which are involved in illegal, intimidating and harassing conduct and the Board hereby determines that such gangs and the expression of such gang membership cause or are likely to cause disruption in the school environment and present a threat to the health and safety of students and school personnel. "Gang" means a group which: (a) consists of three or more persons; (b) has identified leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. Any such activity or expression by students is prohibited while they are subject to the disciplinary control of the school district. Therefore, it may be a violation of this section for a student or students on or about school property or in any place involving a school-related activity to:

- a) wear, possess, distribute or display any clothing, jewelry, display any sign, which by virtue of its color, arrangement, symbol, or any other attribute, is evidence of membership or affiliation in any such gang; or imply gang membership or affiliation by written communication in conjunction with design, emblem upon any school or personal property or one's person that is disruptive or interferes with the school environment, and/or activity, and/or educational objectives and/or process; or
- b) Use any speech, gesture, conduct, or commit any act or omission in furtherance of the interest of any such gang or such gang activity.

20. **Computer Misuse/Unauthorized Use of Technology** - It may be a violation of this section for a student to tamper with the electronic hardware, data files, or software or gain unauthorized access to, or use of, such technology. Students are

NOT permitted to:

- a. Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data stored therein.
- b. Send, receive, or display offensive, inappropriate, or sexually explicit material,

21. **Gambling** - It may be a violation of this section for a student to be found to be playing a game of chance for money or for an item of value. In addition to the above general rules, individual schools are authorized to develop and implement building discipline plans specifying additional expectations and consequences for student behavior. Such plans shall be reasonable in nature and shall have the primary purpose of creating an orderly and appropriate educational environment with the building. The diploma and transcripts of the student responsible for the damage or loss may be withheld until the damages have been paid. Upon completion of such program the diploma and/or transcripts of the student will be released.

Detection Canines

Pursuant to Richland School District Policy 3235, a trained dog may be used to sniff the air in and around school grounds for prohibited items. The specific areas sniffed may be lockers, unoccupied classrooms, unattended desks, bags, items, and vehicles that are on district property or at a district-sponsored event. Students who elect to park cars on district property do so knowing that the exterior of the vehicle may be sniffed. A dog's alert constitutes reasonable suspicion to search. If the dog alerts on a particular item or place, the person(s) bringing the item onto district property, or responsible for that place or item, will be called

to the scene as outlined in district policy to witness the search by school official(s). All searches shall be made in compliance with district policy and applicable law. Discovery of a prohibited substance or item may result in referral to law enforcement and/or disciplinary action in keeping with district policy for students.

Students and Telecommunication Devices

No cell phone shall be in use during instructional time. Therefore, cell phones shall not be displayed or observed in classrooms, testing areas (areas where testing materials are located), locker rooms, or anywhere a student has a reasonable expectation of privacy.

I. Elementary and middle school students may use cell phones and other electronic devices before and after school. During school hours these devices must be turned off and kept out of sight. Exceptions will be made on a case-by-case basis when an emergency situation exists that involves imminent physical danger, or a school administrator authorizes the student to do otherwise.

II. High school students may turn on and operate their cell phones and other electronic devices before and after the regular school day and during lunch while in designated areas. Exceptions will be made on a case-by-case basis when an emergency situation exists that involves imminent physical danger, or a school administrator authorizes the student to do otherwise.

Students shall comply with any additional rules developed by their school concerning the appropriate use of telecommunication and other electronic devices.

Computer Use

The Richland School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary, civil, and/or criminal consequences. The District reserves the right to remove a user's account/access if it is determined that the user is engaged in unauthorized activity or is violating this Code of Conduct.

Students must follow the District and building guidelines for using computers.

The District Internet Guidelines:

1. Students are responsible for good behavior and communications on school computer networks. Communications on the network are public in nature. Therefore, general school and District rules for behavior and communications apply.
2. The network is provided to students for research purposes as long as the student agrees to act in a responsible manner.
3. Access to the computers is a privilege, not a right, and entails responsibility.
4. It is presumed that students will comply with District standards and Network Code of Conduct, and understand that disciplinary procedures will result if they fail to do so.
5. While complying with the children's Internet Protection Act (CIPA—internet filtering) and making every attempt to supervise students while accessing Internet resources, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
6. Network storage areas may be treated like school lockers. Therefore, network administrators may review user files and communications to maintain system integrity and insure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Richland School District computers.
7. All use of the system must be in support of education and research and consistent with the mission of the District.

Students using the district network are not permitted to do the following:

- Access, send, or display offensive messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame, or attack others
- Damage computers, alter computer systems or computer networks
- Download/install programs, files, etc. without permission
- Access chat rooms, instant messaging services, games, etc.
- Violate copyright laws
- Use another's network account/password
- Give out his/her name, address, or phone number
- Trespass in another's folder, work, or files
- Intentionally waste limited resources
- Employ the network for commercial purposes
- Accessing personal e-mail accounts is only allowed for uses outlined in the classroom curriculum.



Violation Consequences

Violations may result in loss of access to the Internet, loss of computer usage while at school, as well as other disciplinary or legal action.

Network Code of Conduct

Use of the network, which includes the local Richland School District computer network as well as the Internet, is a privilege—not a right—and entails responsibility. Individual users are responsible for their behavior and communications over the network.

1. No use of the system shall serve to disrupt the operation of the network by others.
2. Maintain the integrity of data, e-mail, and the network. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing, obscene, or discriminatory remarks in e-mail or other communications are not allowed on the network.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use of the network shall be in support of education and research that is consistent with the mission of the District and shall be used to access only educationally relevant material.
6. Protect your passwords from others
7. Computer hardware or software should not be destroyed, modified, or abused in any way.
8. "Hacking" the system or attempts to gain access to unauthorized data, e-mail, accounts, etc. is not permitted.
9. The network is not to be used for commercial purposes, financial gain, or any illegal activity.
10. Accessing inappropriate Internet sites or materials is not permitted.
11. Respect the privacy of others

From time-to-time, the District will make a determination of whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances, non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and mission of the District. For security and administrative purposes, the district reserves the right for authorized personnel to review system use and file content. The District reserves the right to remove a user account on the system to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for disciplinary action.

What is Discrimination?

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to program, services or activities because they are a part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

What is a Protected Class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained guide dog or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

What should I do if I believe my child is being discriminated against?

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible to responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

What if I can't resolve the problem with the school?

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take.

The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision. Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

What if I don't agree with the superintendent's decision or no one responds to my letter?

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

What will happen at the hearing?

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

What if I don't agree with the School Board's decision?

You may appeal the School Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do. Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed

to:

OSPI
Administrative Resource Services
P.O. Box 47200
Olympia, WA 98504-7200
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing. At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

Richland School District Dress Code Guidelines

It is the goal of the Richland School District to establish and maintain a quality learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. It is also the responsibility of the school administrators to take reasonable steps to ensure a learning environment free from sexual harassment.

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:
 - o Boxers
 - o Sheer tops
 - o Mesh tops
 - o Overly large openings at the neck or arms
 - o Off the shoulder tops
 - o Spaghetti straps
 - o Halter-tops
 - o Tube tops
 - o Swim tops
 - o Clothing that exposes the midriff
- Clothing or accessories with offensive pictures, symbols or sayings. These include but are not limited to:
 - o Demeaning statements
 - o Violent statements
 - o Sexual statements
 - o 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.



The wearing of head coverings shall be determined by each building.

Children need to wear appropriate shoes (such as tennis shoes) for P.E. and for playing outside. **For safety reasons, flip flops and heels are ill advised and we would like these to remain at home.**

A good general policy regarding the dress code is:

If there is **ANY QUESTION** about an item being inappropriate, **DO NOT WEAR IT.**