

# 2020-2021



**WHITE BLUFFS  
ELEMENTARY SCHOOL**

# Student-Parent Handbook

For In-person Instruction

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**Welcome to White Bluffs Elementary**

[www.WhiteBluffsElementary.com](http://www.WhiteBluffsElementary.com)

***The Office***

Principal.....	Gail Ledbetter	(Gail.Ledbetter@rsd.edu)
Assistant Principal.....	April Knight	(April.Knight@rsd.edu)
Counselor.....	Nathan Simmons	( <a href="mailto:Nathan.Simmons@rsd.edu">Nathan.Simmons@rsd.edu</a> )
School Psychologist. . . .	Angie Withers	( <a href="mailto:Angela.withers@rsd.edu">Angela.withers@rsd.edu</a> )
Lead Secretary.....	April Gosney	(April.Gosney@rsd.edu)
Attendance Secretary....	Coral Caldwell	(Coral.Caldwell@rsd.edu)

**School Contact Information**

Office Hours: 7:30 AM - 4:00 PM  
Phone Number: 967-6575  
Attendance Line: 967-6575  
FAX 628-2982

School Colors: Blue and Silver  
School Mascot: Wolves

## Staff List

### Principal

Gail Ledbetter

### Assistant Principal

April Knight

### Secretary

April Gosney

Coral Caldwell

### Kindergarten

Jenifer Hollenbeck

Dayl Holmes

Jayne Jones

Kendra Leggett

Andrea Patterson

Svitlana Osavlyuk

### 1st Grade

Veronica Porche-Brown

Andrea Deskins

Emily Fine

Dani Flanagan

Tiffany McLaughlin

Sheila Riley

### 2nd Grade

Kathleen Johnson

Carol Kenmore

Kim Palomarez

Sarah Tucker

Kara Uhrich

### 3rd Grade

Kaitlyn Hofer

Shelly Horner

Samantha Norris

Lori Taylor

Pam Watson

### 4th Grade

Pam Hood

Jolynn Gately

Taylor Roberts

Corey Wakeley

Kelly Zimmer

### 5th Grade

Kaitlyn Cleveland

Kristen Heinen

Trinity Humphrey

Breanne Recker-Krause

Heather Somes

### Specialists

Staci Kump, Inst. Spec

Patty Legard, Resource Room

Walt Hampton, Music

Jill Williamson, SLP

Christan Connors, Art

Grant Harris, PE

Nathan Simmons, Counselor

Katie Millikin, Library Media

Sacha O'Hara, Music and Library

Angie Withers, School Psychologist

Kim Cothorn, Structured-Primary

Michelle Perry, Struct-Intermediate

Lori Coleman, PE and Art

Kelly Mackey, School Nurse

### Para-Educators

Anna Arthur

Camea Budge

Tracey Burrowes

Dawn Campbell

AnnMarie Droubay

Treasur Dunfee

Carrie Green

Elizabeth Heldebrant

Carie Howard

Byron Johnson

Monyca Mata

Jennifer Patterson

Naomi Porter

Holly Richard

Kendal Saueressig

Anne Simmons

### Kitchen

Yuri Dotson, Manager

Rachele Webb

Jennifer Holway

### Custodians

Eric Aardal, Building Foreman

Air Vongphachanh

Ron Mason

## **What is White Bluffs Elementary about?**

### **Mission Statement**

Our mission is shared commitment to educate the whole child in a safe and nurturing community.

### **Success Statement:**

We believe success is positive personal growth...no exceptions!

### **School Staff Goals are to:**

1. Maintain focus on high quality instruction.
2. To systematically intervene proactively to meet the needs of students (Response to Intervention).
3. Address student learning & instruction as a team (Professional Learning Communities).
4. Communicate proactively with families about student progress and concerns.

## **PTO: Parent Teacher Organization**

Where can a little bit of money and a little bit of time produce a better community, a better school and a better child? The PTO, of course! Join Today! Get involved and help your child succeed! When parents get involved in their children's education, it pays off! Research shows that children whose parents are actively involved are MORE likely to:

- Earn higher grades and test scores
- Adapt well at school
- Attend School regularly
- Have better social skills
- Show improved behavior
- Graduate and go to college

The PTO 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 PTO is directly related to the efforts of the volunteers in the organization. All parents and staff members are encouraged to become members. Contact one of the PTO officers listed below to find out how to join and get involved. Watch the PTO and school calendars for dates and times of meetings and special activities.

Please register your contact details and your volunteer interests at [www.whitebluffs.ptomanager.com](http://www.whitebluffs.ptomanager.com) and 'like' us on Facebook [www.facebook.com/whitebluffspto](http://www.facebook.com/whitebluffspto) to keep up to date with our current events and activities.

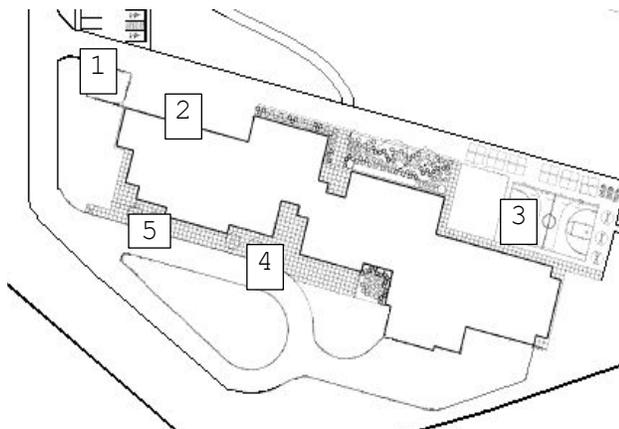
Lindsay Loomis	Co-President	<a href="mailto:mcroliloo@gmail.com">mcroliloo@gmail.com</a>	509-550-1552
Sarah Nagel	Co-President	<a href="mailto:sarahburgess77@yahoo.co.uk">sarahburgess77@yahoo.co.uk</a>	716-316-2482
Brianna Butler	Co-Vice President	<a href="mailto:thebutlers@gmail.com">thebutlers@gmail.com</a>	503-753-2041
Sarah Loveless	Co-Vice President	<a href="mailto:sarahloveless17@gmail.com">sarahloveless17@gmail.com</a>	509-579-1611
Kelly Larsen	Secretary	<a href="mailto:larsenka12@gmail.com">larsenka12@gmail.com</a>	509-845-1895
Kleana Pfleeger	Treasurer	<a href="mailto:eleana.pfleeger@hotmail.com">eleana.pfleeger@hotmail.com</a>	360-920-7122

### **When does school start/end?**

#### **School Hours**

Grades K - 5 (bell rings at 8:40 a.m. to enter building)  
8:40 - 3:15 Monday - Thursday  
8:40 - 2:15 Friday

#### **Where does my student line-up or released?**



Area #1: Line-up and pick-up area for select 1<sup>st</sup> grade classes, and 2<sup>nd</sup> & 3<sup>rd</sup> grade students.

Area #2/4: Kindergarten line-up & pick-up area. Right next to classroom doors.

Area #3: 4<sup>th</sup> & 5<sup>th</sup> Grade & portables line-up before school.

Area #4: Bussed students line-up before and after school. K & 1<sup>st</sup> Grade students line up by their classroom door before school.

Area #5(AM): Kindergartners who ride the bus will line up at designated area and will be escorted around the building when the bell rings at 8:40 and delivered to their classroom.

## **Arrival & Dismissal Procedures**

### **Arrival Procedure**

The first bell rings at 8:40AM and students are let into classrooms. Instructional time begins at 8:45 AM.

For student safety, please honor the "No Parking" signs in the one-way drive through at all times.

Students are to be dropped off at school **no earlier than 8:30 AM**, unless participating in a club, or breakfast. Students are to report to their outside line-up area from 8:30-8:40 AM. Children may not play on the playground equipment at this time.

Students participating in the breakfast program are to arrive no earlier than 8:15 AM. **Walkers will enter through the outside Commons door**. Bus students eating breakfast will enter through the main back door.

For student safety, please be sure to drop students off in the drop off/pick up areas. Students are to exit from the passenger side of vehicles directly onto the sidewalk.

### **Dismissal Procedure**

School dismissal is at 3:15 PM Monday through Thursday. Dismissal on Fridays is at 2:15 PM.

For student safety, please honor the "No Parking" signs in the one-way drive through at all times. Students are to enter vehicles from the passenger side only.

Students are asked to meet their parents and White Bluffs siblings or friends after school at a designated area.

# Traffic Safety Information!

The safety of our students and patrons of White Bluffs Elementary in our parking lot is of great importance. Approximately 425 of our 760 student population are dropped off and picked up each day making our parking lot a safety concern.

This plan has been designed to offer multiple drop-off zones and traffic patterns that help to move traffic through a confined area with the least amount of pedestrian conflict. Please take the time to learn how you can help with the safety of our children.

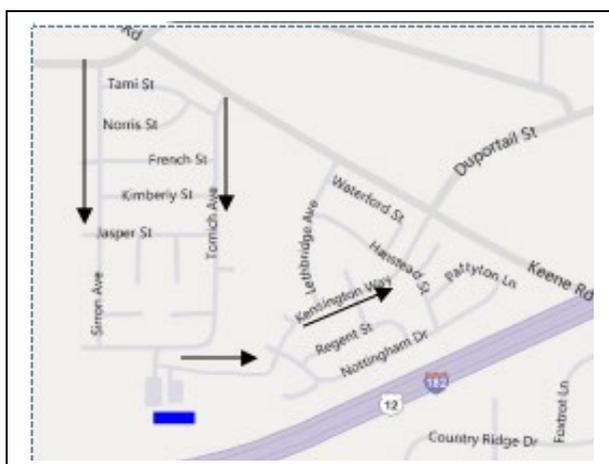
White Bluffs Elementary



Preparing your child for Drop-off.

1. Talk the process through with your child before you arrive.
2. Have backpack and materials with your student to ensure a smooth flow in the drop off lane.
3. Plan your "good-byes" before drop-off and greetings after pick-up.

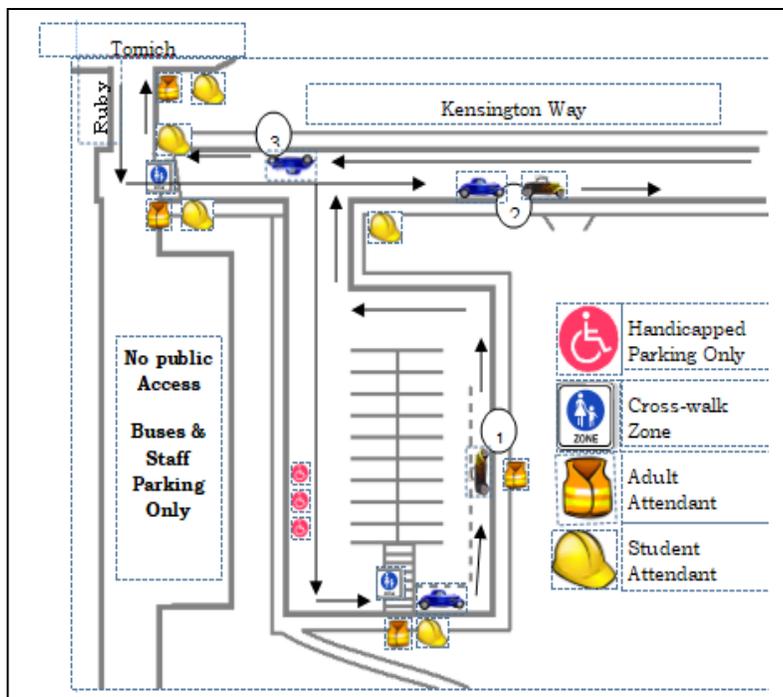
## Overall Traffic Flow



To prevent the bottle-neck effect of traffic converging at White Bluffs, we are asking that you approach the school from Tomich or Sirron Ave to Ruby, and leave the area on Kensington Way.

If you approach White Bluffs Elementary West-bound on Kensington at 8:25 – 8:40 a.m. or 3:00 p.m. - 3:30 p.m., you will not be able to turn into the parking lot. You will only be able to drop off or pick up on the right side of the street and exit the area through Tomich Ave.

## Drop-off Zones



Drop-off Zones are where you may approach, pause to let your child out of the vehicle and then leave.

Drop-off Zone #1—will be the primary drop-off area. Vehicles choosing to drop off will enter the parking lot from Tomich Ave or Sirron Ave only. Circle around the south end of the parking lot and pull forward as directed by an adult attendant. Once your child(ren) safely exit the vehicle, continue around the north end of the parking lot and exit to the right on Kensington Way only.

Zone #2—Must be approached from Tomich or Kensington Way. Allow student to exit vehicle safely onto the curb and proceed on Kensington Way. This zone is also for overflow parking and special events.

Zone #3—Must be approached from Kensington Way. Allow student to exit vehicle safely onto the curb and proceed onto Tomich Avenue or continue on Kensington Way. Zone #3 is intended for minimal use. Students are to walk to the cross-walk and follow crossing guard's directions to enter campus.

### Parking & Special Events

Public parking is in the main parking lot and along Kensington Way. During Special Events requiring more parking, drop-off zones will be closed to accommodate.

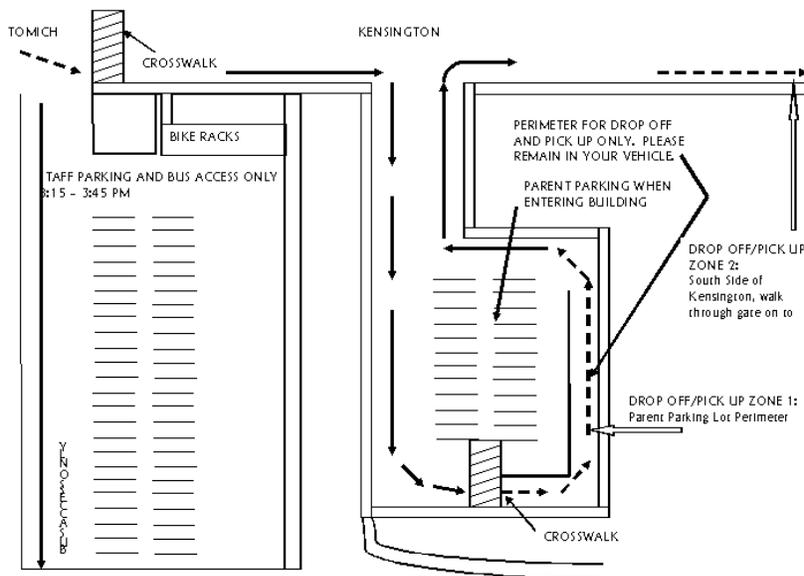
## Drop-off Lane within parking lot

### Why do we have a drop-off lane?

With a large volume of people arriving at our parking space we have had many close calls of students becoming injured by drivers being unaware. In cooperation with the Richland Police Department, City of Richland, and the school district, this plan was designed to minimize pedestrian interaction with moving vehicles. As a result of parents working cooperatively, average wait time to drop off students in the morning has been 2 to 3 minutes long. Your child's safety is our number one priority at White Bluffs Elementary and we appreciate your help and patience as we keep our students safe!

### How to successfully navigate the White Bluffs drop-off lane:

1. If you need to get out of your vehicle for drop-off for any reason, use a designated parking space in the public parking lot or park on Kensington Way.



2. If you wish to use the drop-off lane, **remain in your vehicle and follow the flow of traffic as directed by a staff member.**

- Students exit only from the passenger side. This prevents students crossing into traffic and possibly getting hit by a vehicle.

- Once door is

securely closed, please do a head check for traffic and continue on your way.

### Helpful tips:

Arrive closer to 8:30 and plan to have your child in line by 8:40am

Arranging a meeting place on a side street allows you to avoid a highly congested area. There are crossing guards posted to help students in all of these locations.

Please consider having your child walk to and from school whenever possible to help limit the traffic coming and going to school.

With everyone's help and cooperation, student arrival and dismissal will be safe at White Bluffs Elementary. Thank you for doing your part in keeping our students safe.

## **Bicycle, Scooter, Skateboard & Roller Blade Guidelines**

Bicycles and scooters are to be walked on school grounds at all times. No skateboards, roller blades or Heelys allowed. All bicycles and scooters are to be locked up at the bicycle rack throughout the school day. The school cannot be responsible for any damage or loss of these items.

Please advise your child to follow safety rules when riding to and from school. We strongly recommend the use of helmets!

At dismissal students are to wait until after they have crossed Kensington Way before riding their scooters or bikes.

## **Communication**

### **Take-Home Folders**

Your child will bring home a **SCHOOL FOLDER** each week. Watch for special announcements, notices of upcoming events, and newsletters from the principal, teachers, and PTO.

### **How do I get in touch with my child's teacher?**

If at any time you wish to meet with a teacher, he/she is available by appointment before and after school. Call 967-6575. You may also e-mail your child's teacher or use the Classtag app. Check the Staff e-mail address listing at [WhiteBluffsElementary.com](http://WhiteBluffsElementary.com).

## **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 White Bluffs Elementary Attendance Policy is designed to promote regular attendance, academic achievement, and safety for all White Bluffs students:

- Students should arrive **after 8:30 AM** and join their grade level line. There is no supervision before 8:30 AM, except for students eating breakfast. **All students should arrive at school by 8:40 AM.** At 8:40 students are let into the building. Instruction begins promptly at 8:45 AM.
- **Please call the 24 hour school attendance line at 967-6575** & leave a voice message by 9:00 AM to report your student's absence. This call lets us know your child is safe. You may also e-mail attendance messages to [wbe.attendance@rsd.edu](mailto:wbe.attendance@rsd.edu) . 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 three 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. Extended or reoccurring absences can impact a student's academic achievement, and may result in placement on an attendance contract.
- **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. 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 medical provider if this is the reason for an absence.*
  - ❖ **Excessive Excused Absences & Tardies:**
  - ❖ When a student reaches 10 excused absences in a year, a conference may be held to problem solve improvement for increased attendance. This conference may be held by a teacher, counselor, or other designated school staff member.
  - ❖ 15 absences may result in a student/family being placed on an attendance contract, unless medical documentation or pre-arranged absence form and plans are in place and followed.
  - ❖ Continued absences require the school to file a petition in BECCA court.

## **District Attendance Policy**

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardies and submit these daily as required by the attendance office.

Tardies:arriving after the final AM bell at 8:45 AM.

Half-Day Absence: missing 1.5 hours or more in AM or PM.

Full Day Absence: missing all day.

### **Excused absences:** (definition)

Illness or health condition verified by parent or guardian. *If you take your student to a doctor or other appointment, please provide an appointment verification slip.*

Approved pre-arranged activities - An activity scheduled by student and parent, including religious observances, should be pre-arranged and approved by the school building administration at least one week in advance of the activity. A plan should also be made with the classroom teacher to help your student stay caught up in school.

School approved activities - An activity scheduled by the school that causes absence from the classroom.

Absence resulting from disciplinary actions or short-term suspension - As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.

Excused absence for chronic health condition - Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parents or guardian shall apply to the principal or counselor for such consideration. Such limited attendance and/or participation program is contingent upon written medical prescription and building administrator approval.

### **Unexcused absences:** (definition)

1. An unexcused absence means that a child:
  - a. Has failed to attend the majority of hours or period in an average school day or has failed to comply with a more restrictive school policy; and

- b. Has failed to meet the school district's policy for excused absences.
- c. Unexcused absence (procedure)

1. On the first unexcused absence, parents will be contacted by the School to provide a reason for the absence.

2. After the second unexcused absence in one month (30 calendar days), a student/parent/counselor/administrator conference will be held in an effort to eliminate or reduce student absences.

Corrective action may include:

- a. Adjusting schedule or assignments.
- b. Providing more individual or remedial instruction where appropriate.
- c. Assisting parent or child to obtain supplementary services.
- d. Developing an attendance agreement

3. After five unexcused absences within 30 calendar days or 10 unexcused absences in a school year (the District shall):  
Enter into an agreement with a student and parent that establishes school attendance requirements.

Refer a student/family to a community truancy board, if available, as defined in RCW 28A.225.025; or

File a petition with juvenile court of Benton County.

This petition may be filed by a school district employee who is not an attorney.

If the above action fails to correct the attendance problem, the school administration shall file an additional petition with the juvenile court or if prior court order for attendance is in effect, file a (Motion / Affidavit Regarding Contempt) with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student.

The student and parent shall assume the responsibility to make arrangements with each teacher to make up missed assignments for all absences.

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

## **Extended & Pre-Excused Absences**

- **Absences for three days or more require a Pre-Excused Absence form.** Forms are available in the office and at [www.whitebluffselementary.com](http://www.whitebluffselementary.com). 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. 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 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 and cannot be arranged during a scheduled school break, 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. Again, there is no way that a child can make up much of the schoolwork that is missed during the absence.

### **Health Concerns**

#### **Keep Your Child Home When...**

- Vomiting two or more times in 24 hours
- Body rash, especially with a fever or itching
- 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, or earache.

## **Medication**

If your child must receive prescribed or over-the-counter medication while at school Washington State law requires that the following conditions must be met:

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

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 two-week supply. The container must be labeled with the student's name, physician's name, drug name and dosage.

Long term requests shall be valid not more than the current school year.

All medications will be stored in the office and administered only by office or health room staff.

After the end of the school year, parents will pick up all medications or they will be disposed of by the end of June.

To comply with state law, please do not send medication of any kind to school with your child. This includes Tylenol, Aspirin, cold medicine, cough drops, vitamins, allergy medicine and inhalers. If your child brings medication to school without the *Signed Medication Request Form*, the staff will not be able to administer the medication. Parents/guardians, are always welcome to come to school to administer the medication themselves.

## **Life Threatening Conditions**

Washington State Law (SHB 2834 6/2002) requires that children with life-threatening medical conditions have a medication treatment order, as well as nursing care plan on file at the 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 diagnosed with 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.

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 insure your child's safety.

## **Allergies**

If your child has food sensitivities such as food allergies, it is your responsibility to communicate that with the school and teacher, and to provide alternative snacks and treats for your child. This may include food or treats for daily snacks, holiday celebrations, birthday celebrations, responsibility parties, etc.

## **Student & Health Insurance**

Student Accident Insurance can be purchased. The school office has application forms for free or low cost health insurance. Please check in the school office.

## **Student Immunization and Life Threatening Health Conditions**

### **I. Immunization**

Washington State's immunization law (RCW 28A.210.060-170) ensures that every child in Washington state is protected against vaccine-preventable diseases. Immediately upon enrollment in a public school, a Washington State Department of Health (DOH) Certificate of Immunization Status (CIS) shall be completed by the student's parent/guardian. Each student is required to show proof of immunization against the following diseases: diphtheria, tetanus, pertussis (whooping cough), poliomyelitis, measles, mumps, rubella, hepatitis B and haemophilus influenza, type b (Hib). Instead of immunization, laboratory proof of immunity for measles, mumps and rubella must be attached to the CIS form. (RCW 28A.210.080, 120, 130) Students may be exempted from immunizations for medical, religious or personal reasons.

The student who has not received any or all of the required immunizations shall submit proof of the initiation and compliance with an immunization schedule. (WAC 180-38-The student will be admitted to school on a *conditional* status. Students become out of compliance and are to be excluded from school when a conditional immunization is overdue by 30 days. (WAC180-38-045). The Parent, certificated School Nurse, and School District Building personnel will assume responsibilities in order to comply with this law:

### **Parent Responsibility:**

1. Fill out and sign the DOH Certificate of Immunization Status form on initial enrollment of student.
2. Complete any missing immunizations as determined by the DOH schedule before the student may enroll in school.
3. Immunizations are available at Benton-Franklin Health Department (BFHD) or a Health Care Provider.
4. Monitor immunization schedule for their student(s) with *conditional status* until immunizations are complete.
5. Provide updated immunization documentation to certificated

School Nurse/School Building Secretary/Enrolling Staff

### Responsibility:

1. Distribute Certificate of Immunization (CIS) form as part of new student registration packet.
2. Review completed CIS form for appropriate immunization dates per category, student name and birth date, parent signature and date.
3. Refer parent to the Benton-Franklin Health Department (BFHD) or Health Care Provider for completion of missing immunizations required for school attendance. Inform parent that student may not attend school until immunizations are complete or in progress, if missing more than one dose per vaccine.
4. Offer parent a copy of the incomplete CIS form showing current immunization information to take to B-F Health Department or Health Care Provider.
5. Inform parent that student *with conditional* status may attend school but will be excluded if immunizations are not completed according to schedule.
6. Forward completed CIS form for fully immunized and *conditional* students to certificated School Nurse for review.
7. Keep CIS form for student with incomplete immunizations until parent returns to school enrolling student with required immunization documentation.
8. Notify parent that student may then attend school.
9. Alert certificated School Nurse of CIS status for *conditional* student.
10. Transfer CIS form with student records when student transfers to another school or district; keep copy of CIS form in withdrawn student record file.

### **Certificated School Nurse Responsibility:**

1. Provide training for building secretaries/enrolling staff regarding WA state immunization requirements.
2. Monitor dates of needed immunizations for students with *conditional* status.
3. Notify parent of pending immunization due dates.
4. Update CIS form with immunization information provided by parent.
5. Notify building Principal/Administrator of students with *conditional* immunization status who are approaching out of compliance status (30 days past immunization due date).
6. Review completed CIS form for accuracy; file card in designated location.
7. Mark CIS form of students with exemptions for easy identification should BFHD order student excluded during epidemic.

8. Compile list of students with exemptions.
9. Notify parent of students excluded during epidemics when requested by BFHD.
10. Notify parents of students 17 years and older of required Tetanus Diphtheria (Td) booster.
11. Submit annual 'Required School Immunizations Status Report' to Washington State Department of Health.

### **School Building Administrator Responsibilities:**

1. Work with certificated School Nurses regarding students with *conditional* immunization record status who are approaching out of compliance status (30 days past immunization due date).
2. Provide written notice to parents/guardians of said students informing of:
  - A. Immunization requirements;
  - B. Denial of further attendance by student;
  - C. Procedure for due process rights; and
  - D. Available immunization services.
3. Exclude student for *non-compliance with immunization laws* following written notice. (RCW 28A.210.160)
4. Re-admit student upon submitted proof of compliance or delegate authority to building Secretary or certificated School Nurse to re-admit student to school.

### **Students with Life-Threatening Health Conditions**

A Life-Threatening Condition (LTC) means *a condition that will put the child in danger of death during the school day if a medication or treatment order and nursing plan are not in place*. Prior to attendance at school, each child with a life-threatening health condition shall present documentation of the condition and a medication or treatment order as necessary from a physician/medical professional addressing the condition as mandated by WAC 180-38-040 - 065. Upon receipt of documentation from the Health Care Provider (HCP), medication and/or treatment order, and necessary medicine and/or supplies, a certificated School Nurse shall develop the nursing plan. The parent, certificated School Nurse, and school district building personnel will assume responsibilities in order to comply with this law:

### **Parent Responsibility:**

1. Inform School Secretary of child's *potentially life-threatening condition* on initial registration, or at time of diagnosis of condition, and each school year before the first day of school attendance.
2. Complete the Student Health History form for the School Secretary/enrolling staff.

3. Take Life-Threatening Conditions forms to Health Care Provider.
4. Provide the School Secretary with completed LTC forms and the Health Care Provider's order for medication or treatments to be used in an emergency at school, annually.
5. Provide necessary medication and/or treatment supplies in accordance with District Medication Policy.
6. Work with the certificated School Nurse to develop the Individual or Emergency Health Plan (IHP/EHP) for student.

### **School Building Secretary/Enrolling Staff Responsibility:**

1. Distribute Student Health History form as part of new student registration packet.
2. Check Student Health History form for Life-Threatening Conditions section. If parent has marked a Life-threatening condition for student, enrolling staff follows Procedure for Enrolling Students with Life-Threatening Condition.
3. Inform parent of requirements of the Life-Threatening Health Conditions law and give appropriate forms packet to parent. School Nurse provides forms for packets to staff. Packet includes:
  - o Letter of explanation to parent,
  - o Health Care Provider (HCP) Life-Threatening Conditions letter, and
4. Health Care Provider order form specific to health condition. Advise parent that according to WAC 180-30-040 - 065, student may not attend school until Individual Health Plan (IHP) is completed and necessary medications and/or supplies are provided to School Nurse.
5. Refer completed LTC packet to certificated School Nurse.

### **Certificated School Nurse Responsibility:**

1. Determine acuity of student health condition by reviewing completed health registration forms and other information provided to the District.
2. Prioritize health conditions according to severity, based on the clinical judgment of the student's Physician and School Nurse. The following categories are used to prioritize health conditions:
  - o *Life-threatening condition*
  - o *Non-life-threatening condition.*
3. Inform the building Principal of students in their building who are '*in danger of death during the school day*'. Identified student(s) shall not be allowed to attend school until the Emergency Health Plan is complete.
4. Write Emergency Health Plans and/or Individual Health Care Plans when parent and Health Care Provider present documentation of LTC and return required medication / treatment orders. All possible efforts will be made to

complete a school Emergency Health Plan within five (5) school days or as soon as possible after receipt of appropriate documentation.

5. Assess staff abilities to provide student safety and respond to life-threatening condition(s).
6. Provide training to designated staff for emergency treatment according to the Emergency Health Plan protocols, and delegate authority to designated staff.
7. Provide LTC forms and/or packets for enrolling staff.

**School Building Administrator Responsibility:**

1. Determine with certificated School Nurse where completed Emergency Health Plans will be located.
2. Consult with the certificated School Nurses to prepare staff to respond to health emergencies effectively.
3. Support the efforts of the certificated School Nurses to have Emergency Health Plans and emergency medications and /or treatment supplies available to students as needed.
4. Determine with the certificated School Nurses, designated staff to be trained for each Emergency and/or Individual Health Plan, and provide time for training of designated staff.
5. Work with the certificated School Nurses to provide a safe environment to prevent emergency situations.
6. Notify parents of the necessary student exclusion from school pursuant to the due process requirements:
  - A. Give written notice to the parents, guardians or persons in loco parentis stating that the student must have documentation of condition and necessary medication or treatment order from the Health Care Provider (HCP) and the Individual Health Care Plan (IHP/EHP) by the certificated School Nurse before attendance at school;
  - B. Notify parent in person, or by certified mail, including information on the applicable laws and rules, as well as this procedure;
  - C. Exclude student upon parent receipt of notice and until appropriate documentation, medication order, and medication is presented to the certificated School Nurse;
  - D. Inform parents and students of their right to a hearing, the hearing process and explain that the exclusion continues until the documentation of condition, medication and/or treatment order and necessary medication or supplies are presented to the certificated School Nurse or the hearing officer determines that the student no longer be excluded from school;
  - E. Schedule hearing, if requested by parent, within three school days of receiving the request, unless additional

- time is requested by the parents;
- F. Maintain hearing process consistent with the procedures established for disciplinary cases pursuant to Chapter 180-40 WAC.
7. Allow student to attend school upon receipt of documentation of condition, either medication or treatment orders, and any medication or equipment identified in the order as necessary to carry out the order, and the decision of the certificated School Nurse or upon decision by a hearing officer that the student should no longer be excluded from school.

## **Behavior**

### **"The Big 3"**

#### **Show Respect, Solve Problems, Make Good Decisions**

"The Big 3" are overarching expectations that we teach and address behaviors with at White Bluffs. Reading them above, you will notice that they are general and apply to many different situations. This is developmentally appropriate for elementary students. Much time is spent in classrooms and in general areas defining how these three expectations apply to specific situations. Please take the time to review these with your child and talk about how they look like in your own lives.

Show Respect, Solve Problems, Make Good Decisions

### **Time to Teach**

White Bluffs School's behavior plan is based on the "Time To Teach" philosophy and strategies. It is based on the premise that expected behaviors need to be systematically taught and reinforced. This instructional approach to discipline and classroom management introduces, teaches, and reinforces behaviors that are conducive to learning and interacting well with others. It also emphasizes the importance of respect and safety of all students and adults. Essentially, students have the right to learn and the teacher has the right to teach. If behaviors impede these two functions, it needs to be corrected.

During the first weeks of school, each teacher devotes much of the time teaching rules, expectations and routines essential to a positive learning environment. School-wide rules for the bathroom, cafeteria, hall, playground and routines for morning arrival and afternoon dismissal are also taught and reinforced. In essence, if we expect it - we teach it. Those teach-to's are provided below:

Should a student engage in disruptive behavior that interrupts teaching and learning, the student will receive a "prompt". A prompt is a brief restatement given by the teacher of the specific expectations when a student has not followed the initial directions. When asked to put a book away, a prompt to the student not following directions could include:

**A verbal prompt** - "Pam, it is time to put your book away."  
(conversational tone used)

**A physical prompt** - The teacher lightly touches on the desk and points to the math book.

If the above student continues to be non-compliant by not following the teacher's directions, the teacher will follow the school-wide procedure of "Refocusing".

This procedure is as follows:

1. The student will be asked to sit at the classroom Refocus desk or will be sent to another classroom's Refocus desk. All students will be taught how to enter the other classroom without disrupting instruction.
2. The child will be given time to think about his/her behavior. Older students will complete a "Refocus" sheet. They will write what s/he did and what s/he will do next time. Younger children will be asked the same questions verbally or be asked to draw their responses.
3. Once the form is completed, the child will return to his/her classroom and share the refocusing worksheet with his/her classroom teacher. The student will then be invited to resume classroom activity.

Refocus is a "non-punitive" intervention used by teachers to maintain consistent instructional time. For it to be effective, we encourage parents not to punish the student for being refocused. Rather, talk over the behavior with the child and restate the expectations for behavior that promotes learning and getting along with others.

## **No Weapons Policy**

The Richland School District has a no weapons policy. Bringing weapons or items that could be construed as weapons to the school will be dealt with per Richland School District Policy. Any unsafe items such as exact-o knives, pocket knives, matches, lighters, etc. are also prohibited at school.

## **Student Use of Tobacco – Drugs – Alcohol**

1. Tobacco and its derivatives are not to be used on school premises.
2. Use and possession of drugs not prescribed by a physician or that are not known by the parent are prohibited on school premises.
3. Alcohol is prohibited on or about school premises at all times.

Any student possessing tobacco, drugs, and/or alcohol will be subject to suspension or legal action.

## **Harassment / Bullying (HB 1444)**

### **NONDISCRIMINATION AND SEXUAL HARASSMENT**

#### **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 Our 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 lengthier 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 received 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](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## Other Discrimination Complaint Options

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

## 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.

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 an 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

- o Off the shoulder tops
- o Spaghetti straps
- o Halter-tops
- o Tube tops
- o Swim tops
- Clothing that exposes the midriff
- Heelys
- 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
  - o Clothing that advertises or promotes tobacco, alcohol or other drugs
  - o Jewelry or accessories that could be used to cause harm or injury
  - o Any gang affiliated clothing

At White Bluffs, students are permitted to wear hats only during recess. Additionally, students are to wear shoes safe for PE and playing on the playground. Flip-flops or high heels are unsafe for these activities and should not be worn to school.

A good general policy regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.

### **Behavior Expectations for Activities, Clubs and Extra-curricular Events**

We are privileged to have several opportunities to experience educational activities, clubs and events. Participation in these activities is voluntary with the expectation that students will behave appropriately and conduct themselves as model citizens on a day-to-day basis. All students that participate must have a signed participation form from the activity, club, event, field trip authorizing parent consent and acknowledgement of student expectations will be required to participate.

The advisor or supervisor of any activities, clubs or extra-curricular event is responsible for communicating and reinforcing behavior expectations. The advisor may address poor behavior and if a pattern is observed (2 or more times) address the concern with parent/guardians and administrator. In the event that a student receives a behavior referral to the office they may have their privileges suspended for the short-term, long-term or indefinitely.

To represent White Bluffs Elementary in these activities is a privilege and students need to follow behavior expectations.

# **Non-Discrimination Statement**

## **NONDISCRIMINATION AND SEXUAL HARASSMENT**

### **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 Our 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 lengthier 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 received 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](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

**Other Discrimination Complaint Options**

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

**Emergency Evacuations**

In the unlikely event that an emergency situation causes evacuation from the White Bluffs campus, the receiving school will be **Enterprise Middle School**. All students will be transported to Enterprise on Richland School District buses.

For safety reasons, we cannot have parents trying to pick up their children at White Bluffs. We must keep all streets around White Bluffs clear so buses can quickly load students and depart for Enterprise.

Parents/guardians will go to **Enterprise** to pick up their children. Children will be released only to a parent, guardian or someone listed as an emergency contact on the student information record.

Student safety is our top priority. Thank you for helping us. Please feel free to call the school if you have questions about these procedures.

**Emergency School Closures**

In case of severe weather or other emergencies, a “no school” or a “2 or 3 hour delay” announcement will be made over local radio and television stations between 5:30 AM and 7:00 AM.

Radio/TV Stations	Frequency No./Station
KORD	102.7
KOLW	97.9
KXRX	97.1
KFLD	870 AM
KEYW	98.3
KONA	610 AM 105.3 FM
KIOK	94.9
KALE	960
KEGX	106.5
KNLT	95.7

	KTCR	1340 AM
	KUJ	99.1
	KZHR	92.5
(Spanish)		
	KTWY	93.3
	KGTS	91.3
	KFAE	89.1
	KOLU	90.1
	KEPR TV	
	KNDU TV	
	KVEW TV	

Please do not call the radio station or the school. You may also visit the school district web-site for delay or closure information at [rsd.edu](http://rsd.edu). Many of the local television stations also broadcast related weather information. A school day lost because of closure will be made up at a later date.

### **Family Educational Rights and Privacy Act (FERPA)**

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 is 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.

### **Homework Policy**

The purpose of homework is to reinforce and increase student learning. Homework assignments are another approach to help prepare our students to meet the state adopted Common Core Standards. You can help your child with homework in the following ways:

- Provide a study area
- Make sure your child has enough time, understands directions, and works carefully
- Look at the assignments
- Examine completed work brought home
- Encourage your child's efforts
- Offer help with troublesome skills or concepts

White Bluffs Elementary staff believes that all students need to read or be read to every day for at least 20 minutes.

### **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 students, the staff and administration of White Bluffs 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 students.

## Procedures:

1. If you have concerns about your student's experiences in the classroom, contact your student'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 student'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 administration at this meeting.
3. When you come to the school for the appointment, please see our Visitor Policy that follows.
4. At the time of the meeting with your student'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 student's teacher that clearly state the responsibilities of all parties (teacher, parents and student) to re-address 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.

## Helpful Hints:

- Addressing the concern is best done in a parent and teacher interaction. At times, it may be appropriate to involve the student in the development of the action plan.
- Deal with the concern as soon as possible.
- Focus on behaviors not personalities.

## **Library Policy**



## **Book Checkout:**

- White Bluffs students can check out books with the following limits:

- o K-1<sup>st</sup> Grades 1 book (1st to go up to two books after winter break)
  - o 2<sup>nd</sup> -3<sup>rd</sup> Grades 2 books
  - o 4<sup>th</sup> -5<sup>th</sup> Grades 3 books
- If a student has a particular need for additional books (project, going on a trip, etc.), and have been responsible with library books they may check out more upon approval from the librarian.
  - Book selection is up to the student, unless specific instruction has been given to the library from a teacher or a parent. The only restriction is only one 'fun' book, such as an I Spy book, joke book, comic book, etc., can be checked out to a student at a time.
  - Books can be renewed one time for an additional two weeks. Books must be brought in for renewal.

### **Book Return:**

- Books are checked out for two weeks, but can be returned at any time via the book drops. Students are encouraged to return books as soon as they are done with them, so others can check them out and to reduce the possibility of losing or damaging a book.
- Book carts will be distributed to each classroom on their library day. Students need to place their books in the cart and the cart needs to be taken to the library as soon as possible.

### **Book Problems:**

- If a student has ANY overdue books he/she will not be able to checkout any additional books until the overdue book is returned or renewed. Overdue notices will be sent out at the end of each month for the previous month.
- If a book is damaged while checked out to a student, he/she is responsible to notify the librarian of the damage, and will receive a notice to take home regarding payment for the damaged book. Damage includes: chewed corners, water damage, markings inside the book, and damage to the spine of the book resulting in pages falling out. A student will not be able to check out any books until the damaged book is paid for. If a page is torn it should be brought to the attention of the librarian, and an assessment will be made as to whether the book needs to be replaced. If the tears are repairable, the library will use a special tape. PLEASE DO NOT MEND A TORN PAGE AT HOME.

## **Library Instruction/Checkout:**

In general, library time will consist of 30 minutes of instruction or activity, then 20 minutes of checkout time. During checkout time, students are to checkout first, then can read the books they have checked out, read any material in the library, take an AR quiz, or do some other activity, like using the Smart Board. Students will be given a five minute warning before the checkout time is over to clean up and make sure their books are checked out. Classes enter through the door marked ENTER and EXIT through the door marked EXIT.

## **Lost & Found**

Please put your student's name in his/her clothing. We will make every effort to return marked items to students. Items found with no identification are taken to the Lost & Found Box located in the commons. Please encourage your student to check the Lost and Found Box when they have misplaced something. During conference time, items are placed on long tables near the main office. Items not claimed are sent to Goodwill or another charitable organization. We encourage you to have your student(s) check the lost and found regularly if they have misplaced an item.

## **Maximizing Teaching and Learning Time**

Your help with the following will be appreciated:

Please leave messages, lunches or other important items for your student(s) with the secretaries by 2:00 PM and they will see that it is received by your student.

Please make every attempt to schedule after school plans with your student before s/he leaves for school. This will keep classroom interruptions and student use of the school telephone to a minimum.

If your student is absent and you want to pick up homework assignments, please notify the secretary when you call in the absence. She will leave a note for the teacher. Homework may be picked up at the office after school.

Should you desire a conference with your student's teacher, please leave a message with the office and/or email the teacher, and the teacher will contact you.

We ask that student use of the school telephone be limited to emergencies only.

## **Parent / School Communications**

### **Visitations**

It is well known that parental involvement improves student achievement. A visit to your student's classroom is a good way to learn firsthand about your student's educational program. As a parent you will also have the opportunity to see how your student is adjusting to his or her school setting.

In order to maintain a safe school environment, all visitors are required to check in at the office. White Bluffs Elementary is now utilizing the **Raptor Visitor Management System** in our school to build on the district's program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our building at all times and the Raptor system will allow us to do that. The Raptor system will better allow us to track visitors, contractors, and volunteers in our school and provide us with a safer environment for our students and staff.

Upon entering White Bluffs Elementary, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. The Raptor system will check to ensure that registered sexual offenders are not entering our buildings. It is important to note that the Raptor system only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore any other information on the ID is not scanned by the system and is not accessible to any of the users. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. Once you have scanned your ID into the system the first time, you will be able to log into a kiosk in the future with no need to scan your ID.

A visitor's badge will not be necessary for those who visit our school simply to drop off an item in the office or pick up paperwork. In the event that a person does not have identification, he/she can still be given access to the building, but will be escorted by a school staff member.

If you are interested in learning more about the Raptor visitor management system, please visit the Raptor Technologies website ([www.raptortech.com](http://www.raptortech.com)).

The safety of our students is our highest priority and the Raptor visitor management system provides a consistent way to aid in keeping away people who may present a danger to our students and staff. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. Thank you, in advance, for your understanding and support of enhancing school safety protocols in our district.

Here are a few guidelines to assure your visitation is a success:

Please contact your student's teacher or the office to arrange a visit prior to the visitation.

When you visit the classroom please keep in mind that the teacher is busy teaching the students and will not be available to conference with you about your individual student. You may schedule a conference for another time if you wish.

If you would like to eat hot lunch with your student you are welcome to do so. Please call the office by 9:00 A.M. so we can notify the kitchen to order a hot lunch. You are welcome to bring your own lunch if you would like to. Please check in at the office as a visitor.

The Richland School District has a policy concerning school visitations and volunteers. ***Each year, volunteers are required to fill out volunteer paperwork.*** This policy is available upon request.

## **Student Progress Reports**

Written progress reports will be sent home three times a year. These reports will give you information regarding your student's progress in the various academic and social areas. We encourage informal conferences and regular communication with your student's teacher between report periods.

At the end of the first and second grading periods, parent-teacher conferences will be scheduled to discuss your child's progress.

## **Parental Custody**

In the case that a custody issue restricts parental rights to a student, the office must have a copy of the legal documents stating the restrictions. In order to protect students from unauthorized adults taking a child from school, we must have on file a copy of a restraining order issued in the State of Washington. Please contact your lawyer for assistance. WBE is not a referee for the courts. We work to uphold legal directives from the courts and not personal requests from either legal parent/guardian.

## **Parties & Birthdays**



Throughout the year classes may celebrate special occasions by having a classroom party. If you would be willing to assist the teacher with parties, please let your student's teacher know.

If your student's birthday falls during the school year and you would like to recognize the occasion with treats at school, the treat must be store bought packaged items with the nutritional and ingredients listed on the packaging. If your child has food sensitivities, it is your responsibility to provide alternative snacks and/or treats. Please contact the teacher to arrange a day and time.

To avoid disrupting the school day, we request that you do not send balloons or special items to be delivered at school. We ask that birthday invitations be distributed outside of the school day. Names & addresses cannot be given out by the school.

## **Personal Property**

Because of problems associated with students bringing personal play items to school, i.e. playing with them in class, distracting other students, losing items, conflicts that arise with sharing personal items etc., White Bluffs Elementary has established the following policy:



1. School is not the place for the following items, including but not limited to: personal electronics (iPods, personal music players), weapons, spinners, heelys, hardballs, squirt guns, squirt bottles, Pokeman cards, radios and electronic games. No toys or electronics from home are allowed during the school day.
2. Personal toys or toy-like items (spinners, collector cards, CD players, or electronic devices) are to remain at home. If a student's teacher gives a student permission to bring an item for a specific purpose, the items must remain in backpacks until the discussed time for use. The item(s) should not be removed from the backpack except for the agreed upon time.
3. The school will not take responsibility for damage to or loss of any items brought from home. Items of high value should not be brought to school by students. Money should be paid by check and delivered directly to appropriate people (food service, PTO, office. No money is to be exchanged for property, promises or services on the playground for any reason. Please label all student equipment/clothing.

Students may bring balls (NO hard balls), which are clearly marked with their name for use on the playground. However, all personal playground equipment that is brought to school is to be shared with other students. The school will not be responsible for lost or damaged items.

### **Mobile Devices**

**No mobile phones/SMART watches shall be in use during instructional time.** While we understand that mobile phones/watches can be important for communication and safety, they can also be a major distraction to learning. Therefore, mobile phones/watches shall not be displayed or observed in classrooms or testing areas (areas where testing materials are located). Students may use mobile phones/watches 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.

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

***The school will not take responsibility for damage to or loss of mobile phones/watches.***

### **Telephone Use**

Due to the large number of students and staff, it is necessary to limit student use of the phone. Please remember to complete plans with your student(s) before they come to school each day. Students are discouraged from bringing phones to school. The RSD policy prohibits cell phones at the elementary level. Parents may call and leave messages with the office. The messages are then passed on to the classroom. To insure that messages are received by your student, please call the school office prior to 2:00 PM. Again, due to the large number of students and busy nature of the office, please limit these messages to the occasional time of unexpected circumstances.

### **Playground Guidelines and Responsibilities**

While expectations will be taught to students throughout the school year, these guidelines have been published for your information. Please review with your student as a need arises.

1. Any activities deemed dangerous by the playground supervisors must be discontinued. The playground



supervisor has full authority during recesses. Anyone coming from the health room using an ice pack must sit and rest. Students must use the office door from the playground to the health room or bathrooms.

Students disobeying the playground supervisor or breaking playground regulations repeatedly, will be referred to the office. Fighting will be an immediate referral to the office.

2. Boundaries:
  - a. All students must remain in front of the building.
  - b. Remain in fenced areas and do not go past the boundary line from the big toy to the fence.
  - c. Do not enter parking lots.
  - d. Do not climb on anything (including benches) except the Big Toys.
  - e. You are only allowed in the building with a building pass obtained from a staff member.
  - f. The bike rack area is off limits, except before and after school.
  - g. The rock planter areas in front of the building are off limits.
  
3. The following require special guidelines:
  - a. Wall Ball - Do not play
  - b. War Ball - Do not play
  - c. Football and Soccer - No tackling or rough physical contact
  - d. Big Toy - No Tag. No running whatsoever. No jumping off the Big Toy.
  - e. Jump Ropes - Use for jumping only
  - f. Slides - Slide down one at a time, in a sitting position, and use only the ladder to climb.
  - g. Clothing - Do not pull on clothing of others

### **Registration & Withdrawal**

Registration: Parents with students new to White Bluffs Elementary can come into the school office to register providing immunization record and proof of residency (utility bill). A birth certificate (or other legal verification of age), immunization record and proof of residency will be required for all Kindergarten students. Immunizations must be current before students can be placed. Students without updated & completed immunizations by law, cannot attend school.

Check out during school day: If you need to remove your student from school during regular class hours, please come to the office. All students leaving school grounds during the school day must check out through the office. Please be sure to sign your child out at the office on the Student Release Log. Office personnel will call the classroom or playground to have your student come to the office.

Withdrawal from White Bluffs Elementary: If you are transferring from White Bluffs Elementary, and need to withdraw your student from our enrollment, please come to the office and inform us of your move.

### **Richland School District Policy RR8123**

Students shall obey the bus driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. If an aide is assigned to the bus by the district, he/she shall share responsibility for the safe operation of the bus.

When a student's conduct constitutes an infraction of the rules, the driver or bus supervisor shall complete a report on the student describing the incident or damage that occurred. The driver or bus supervisor shall provide the student with a copy of the report, a copy to the transportation director, and submit a copy to the principal. The copy of the report concerning special education students shall be given to the principal for disposition.

The transportation director or principal upon receiving the report shall investigate the circumstances surrounding the incident and take action according to the procedures set forth in the district's policies pertaining to corrective action and punishment. When investigating the incident, the primary concern must be with respect to the safe transport of students. Corrective action, if necessary, should be consistent throughout the district as follows:

The warning phase may include a behavior modification plan for minor infractions. This action may include assigned seating, and other corrective action deemed appropriate by the Director of Transportation and/or principal. Repeated offenses of a minor nature may result in further discipline.

**Suspension:** When a student's misconduct is deemed to jeopardize the safety of bus passengers and operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.

**Expulsion:** when a student's misconduct is of such nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e., student assaulting the driver).

The action taken by the Transportation Director or principal shall be annotated on the report and forwarded to the student's parent for signature. The transportation department shall be notified.

## **Severe Weather Procedures**



Students are encouraged to wear clothing that will keep them warm and dry.

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

Students will be allowed into the buildings before the start of the school day and kept in from recess whenever the temperature is 20 degrees 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 a supervised area such as the library or health room. In these instances, a doctor's note will be required.

### **School Bus**

With safety being a high priority, it is important that students arrive at the scheduled bus stop no more than ten (10) minutes before bus arrival. If a student misses the bus, parents are responsible for getting the student(s) to school. If you have any questions regarding bus stops, bus schedules and other related problems, please call the bus transportation supervisor at 967-6151.

If your student is riding home on the bus with a friend, they must have a signed and dated note from the parent giving permission for the student to ride the bus. This note must be given to the bus driver.



### **School Meals**

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 money to pay for their student's meals.

Elementary Breakfast.....	\$1.50	Elementary, Lunch:	\$2.75
Secondary Breakfast.....	\$1.75	Secondary, Lunch:...	\$3.25
Reduced Breakfast .....	\$0.00	Reduced Lunch (K-3)	\$0 (4-5)\$.40
Milk. . . . .	\$0.50		

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

also view your student's account activity, including onsite payments, online payments, current balance and a detailed history of account purchases. 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](http://www.mymealtime.com) and follow the instructions to create a new account, add your student, and make a deposit. Online deposits are processed daily 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 a nominal fee for the convenience of the online deposit. There is no fee for setting up an account and monitoring your student's activity or account balance. **For more information contact the Nutrition Services Office at 967-6114.**

### **School Supplies**

Families are responsible to provide the following: backpack, baggies, and earbuds or headphones.

### **Calendar & Dates**

At the beginning of your school year, a Richland School District Calendar will be sent home that contains the important dates for the school district. Recognized holidays, conferences and early releases are examples of important dates. You can also find an updated calendar at [www.rsd.edu](http://www.rsd.edu) (<http://www.rsd.edu/info/school-calendar.html>) and the White Bluffs Elementary website at [www.whitebluffselementary.com](http://www.whitebluffselementary.com)