

2023-2024



**WHITE BLUFFS**  
**ELEMENTARY SCHOOL**

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Student-Parent Handbook

# Table of Contents

|  |           |
|--|-----------|
| <b>Welcome to White Bluffs Elementary</b>                  | <b>5</b>  |
| The Office   | 5         |
| School Contact Information                                 | 5         |
| Staff List   | 6         |
| Mission Statement  | 7         |
| Success Statement  | 7         |
| Staff Goals  | 7         |
| (Kids at Hope)   | 7         |
| <b>Arrival and Dismissal Procedures</b>                    | <b>7</b>  |
| Arrival Procedure  | 7         |
| Dismissal Procedure  | 8         |
| Traffic Safety Information                                 | 8         |
| Parking and Special Events                                 | 10        |
| School Bus   | 11        |
| Bicycle, Scooter, Skateboard & Roller Blade Guidelines     | 11        |
| <b>Attendance</b>  | <b>11</b> |
| Registration and Withdrawal                                | 12        |
| District Attendance Policy                                 | 12        |
| Reporting an Absence                                       | 13        |
| Extended & Pre-Excused Absences                            | 13        |
| Excessive absences and Tardies                             | 14        |
| Removing students During the School Day                    | 14        |
| <b>Behavior Expectations</b>                               | <b>15</b> |
| The Big 3  | 15        |
| Refocus  | 15        |
| Behavior Monitoring  | 15        |
| Behavior Expectations for Clubs and Extracurricular Events | 16        |
| No Weapons Policy  | 16        |
| Student Use of Tobacco, Drugs, Alcohol                     | 16        |
| Harassment/Bullying (HB 144)                               | 17        |
| Sexual Harassment  | 17        |
| Complaint Options: Discriminator and Sexual Harassment     | 18        |
| <b>Communication</b>                                       | <b>17</b> |
| Calendar and Important Dates                               | 21        |
| Take Home Folders  | 21        |
| Maximizing Teaching and Learning Time                      | 21        |
| Parent-Teacher Communication                               | 22        |
| Parent-Teacher Problem Solving                             | 22        |
| Visitation   | 23        |
| Volunteering & Chaperones                                  | 24        |
| Student Progress Reports                                   | 24        |
| Parental Custody   | 25        |

|  |           |                             |   |
|--|-----------|-----------------------------|---|
| <b>Dress Code</b>  | <b>21</b> | <b>Emergency Evacuation</b> | <b>27</b>                                     |
| <b>Emergency School Closures</b>                         |           |                             | <b>27</b>                                     |
| <b>Family Educational Rights and Privacy Act (FERPA)</b> |           |                             | <b>28</b>                                     |
| <b>Health Concerns</b>                                   |           | 30                          | <b>Student Illness</b>                        |
| Medication   |           |                             | 30  |
| Life Threatening Conditions                              |           |                             | 31  |
| Allergies  |           |                             | 35  |
| Student Health Insurance                                 |           |                             | 35  |
| Immunizations  |           |                             | 35  |
| <b>Homework Policy</b>                                   |           | 37                          | <b>Library Policy</b>                         |
| Book Checkout  |           |                             | <b>39</b>                                     |
| Book Return  |           |                             | 39  |
| Book Problems  |           |                             | 40  |
| Library Instruction                                      |           |                             | 40  |
| <b>Lost and Found</b>                                    |           |                             | <b>41</b>                                     |
| <b>Mobile Devices</b>                                    |           |                             | <b>41</b>                                     |
| <b>Non-Discrimination Statement</b>                      |           | 41                          | <b>Parent Teacher Organization</b>            |
| Contact Information                                      |           |                             | <b>47</b>                                     |
| What does PTO do?  |           |                             | 47  |
| How can I join PTO?                                      |           |                             | 48  |
| <b>Parties and Birthdays</b>                             |           |                             | <b>48</b>                                     |
| <b>Personal Property</b>                                 |           | 3                           | <b>Playground Guidelines</b>                  |
|  |           | 4                           | <b>Richland School District Policy RR8123</b> |
|  |           | 5                           | <b>School Bus</b>                             |
|  |           |                             | <b>52</b>                                     |
| <b>School Meals</b>                                      |           | 7                           | <b>School Supplies</b>                        |
|  |           | 8                           | <b>Severe Weather Procedures</b>              |
|  |           | 8                           | <b>Telephone Use</b>                          |
|  |           |                             | <b>9</b>                                      |

# Welcome to White Bluffs Elementary

## The Office

| Title                | Staff Member                   | Email Address            |
|----------------------|--------------------------------|--------------------------|
| Principal            | <a href="#">Brian Ploghoft</a> | brian.ploghoft@rsd.edu   |
| Assistant Principal  | <a href="#">April Knight</a>   | april.knight@rsd.edu     |
| Counselor            | Angela Gutierrez Morfin        | angela.gutierrez@rsd.edu |
| School Psychologist  | Jessica Ferguson               | jessica.ferguson@rsd.edu |
| Lead Secretary       | Carie Howard                   | carie.howard@rsd.edu     |
| Attendance Secretary | Coral Caldwell                 | coral.caldwell@rsd.edu   |

## School Contact Information

|               |   |
|---------------|---|
| Office Hours  | Monday-Friday<br>7:30am-4:00pm                                  |
| School Hours  | Monday-Thursday<br>8:40am-3:15pm<br><br>Friday<br>8:40am-2:15pm |
| Phone Number  | 509-967-6575  |
| Fax Number    | 509-628-2982  |
| School Colors | Blue and Silver   |
| School Mascot | Wolves  |

## Mission Statement

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

## Success Statement

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

## Staff Goals

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

## Kids at Hope

White Bluffs Elementary is a Kids at Hope school. Kids at Hope is a philosophy based on the belief that all children can succeed, no exceptions! This belief is reinforced every day through the student pledge and Treasure Hunter pledge.



Arriv



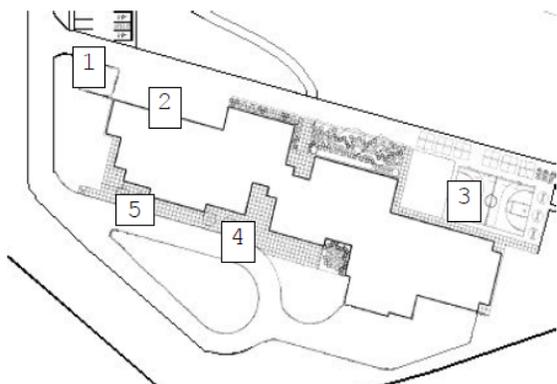
Procedures

## Arrival Procedure

- Students arrive at school **no earlier than 8:30am**, unless participating in a club or eating breakfast in the Commons
  - Breakfast is available starting at 8:15am
  - Students will enter through the doors to the Commons

- Students are not allowed on play on the playground equipment before school starts
- When students arrive, they line up in the designated areas (see map)

### 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.

- Once the busses have been unloaded, classes will be prompted to enter the building

## Dismissal Procedure

- Dismissal time
  - Monday-Thursday: 3:15pm
  - Friday: 2:15pm
- Teachers will walk students to the exits
- Designate an area for students to meet their parents/siblings/friends after school
- If you are picking up your student(s):
  - Honor the “no parking” signs in the one-way drive through at all times
  - Students are to enter vehicles from the passenger side only on the playground side of the loop

## Traffic Safety Information

### Traffic Flow

- Approach the school from Tomich or Siron Avenue to Ruby
- No left turns are permitted into the school parking lot

- Exit on Kensington Way
- See map for traffic flow pattern

## Overall Traffic Flow



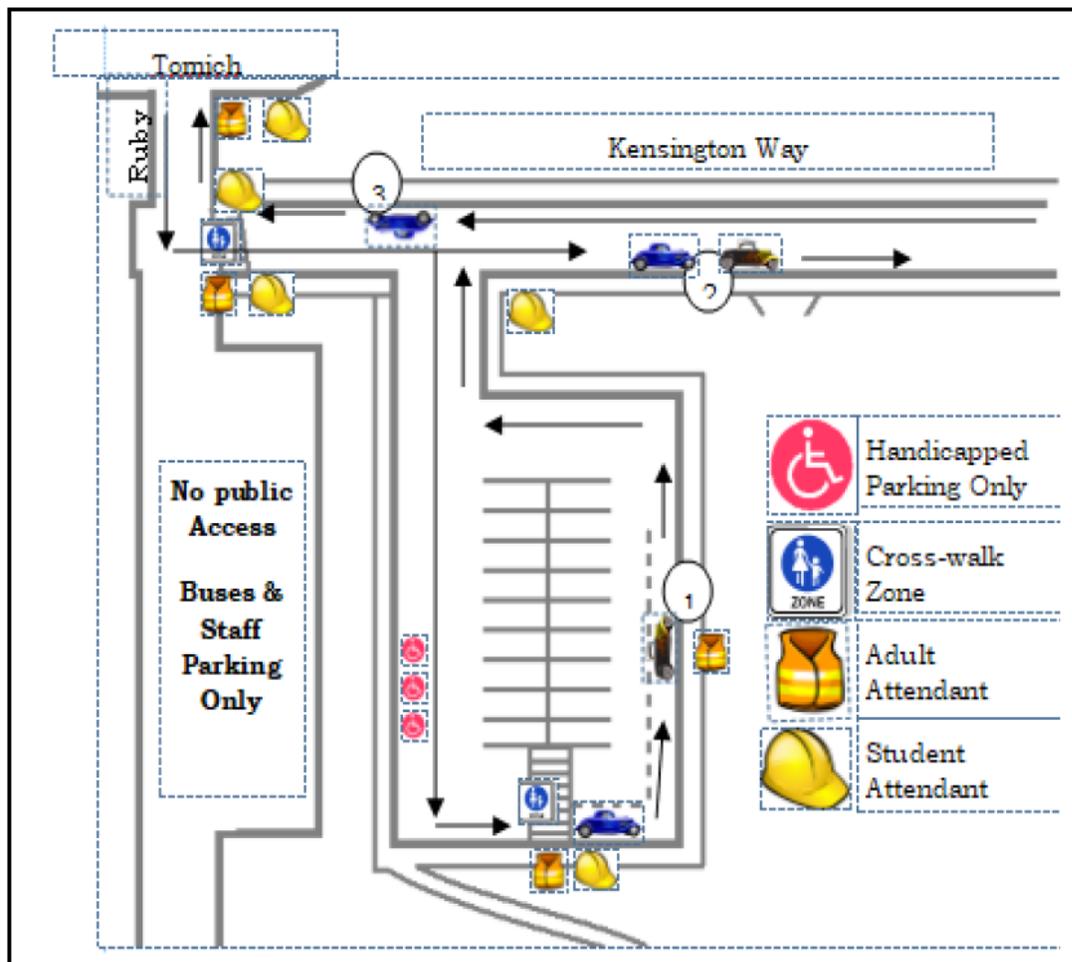
To prevent the bottle-neck effect of traffic converging at White Bluffs, we are asking that you approach the school from Tomich or Sirron Ave to Ruby, and leave the area on Kensington Way.

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 Zone #1
  - Primary drop off area
  - Enter the parking lot
  - Pull forward to the south end
  - Adult attendant will direct you
  - Students exit through passenger side doors
  - Exit the parking lot (only right turns onto Kensington Way permitted)
- Drop-off Zone #2
  - Allow students to exit vehicle safely onto curb
  - Proceed on Kensington Way
- Drop-off Zone #3
  - Must be approached from Kensington Way
  - All students to exit vehicle safely onto curb
  - Proceed on Kensington Way toward Tomich Avenue
  - Students will follow crossing guard's directions and use crosswalk

## Drop-off Zones

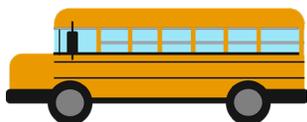


### Parking and Special Events



- If you need to exit your vehicle, please park in one of the designated parking spaces in the public parking lot or park on Kensington Way
- Public parking is not available in the staff parking lot
- For special events, drop-off Zones #2 and #3 will be closed to accommodate overflow parking
- Kindergarten parents needing to park need to use the parent parking lot. Dropping off kinders in the staff parking lot is not permitted for safety issues.

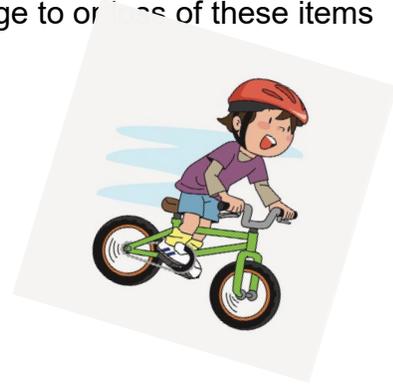
### School Bus



- To determine which bus your child rides and pick up times and locations, please visit the [Richland School District transportation website](#)

# Bicycle, Scooter, Skateboard & Roller Blade Guidelines

- Bicycles and scooters are to be walked on school grounds at all times
  - All bicycles and scooters need to be locked up at the bicycle rack during the school day
  - The school is not responsible for any damage to or loss of these items
- The use of helmets is strongly encouraged
- No skateboards, roller blades or Heelys allowed



## Attendance

### Importance of Regular Attendance

- There is a direct correlation between regular attendance and a child's academic achievement
- Washington state legislature has passed laws requiring regular attendance
  - State law mandates that schools keep a record of excused and unexcused absences for each student and to send a report to the state at the end of each grading period

## Registration and Withdrawal

### Registration of New Students

1. Come into the school office to register
  - a. Provide immunization records and proof of residency (utility bill), a birth certificate or other legal verification of age
  - b. Immunizations must be current before students can be placed. Students without updated and complete immunizations by law cannot attend school.

### Checking out a Student During the School Day

1. If you need to remove your student from school during regular class hours, please come to the office.
2. Office personnel will call the classroom or playground to have your student come to the office.

3. Please be sure to sign your child out at the office on the Student Release Log
  - a. All students leaving school grounds during the school day must check out through the office

### Withdrawal from White Bluffs Elementary

1. If you need to withdraw your student from White Bluffs Elementary enrollment, please come to the office and inform us of your move.

## 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:** arrival after 8:45am
- **Excused absences**
  - Illness or health condition verified by parent or guardian
  - Approved pre-arranged activities (see more information below)
  - School approved activities
  - Absence for chronic health condition
  - Absence resulting from disciplinary action or short-term suspension
- **Unexcused absences**
  - Student has not attended the majority of school hours and the district policy for approved absences has not been met

## Reporting an Absence

- Call the 24 hour school attendance line at 509-967-6575 and leave a voice message by 9:00am OR email [wbe.attendance@rsd.edu](mailto:wbe.attendance@rsd.edu)
- If a voice message or email is not received by 9am, the school office is required to call parents to verify parent knowledge of student's absence

## Extended & Pre-Excused Absences

- For pre-planned absences of **more than three days**:
  - Print a copy of the **Absence Request Form** or pick up a paper copy from the office, complete the form, and submit it to the office one week prior to the planned absence
- A work plan is required to be in place with your child's teacher
  - Teacher may provide some work, but not all of the schoolwork that a student has missed or will miss
  - Much of the work that is done in school requires the student to be present in the classroom
- Extended or recurring absences can negatively impact a student's academic achievement
- Please try to schedule trips and other activities during school breaks
  - If this is not possible, please try to ensure that your child is caught up on classwork prior to their absence

## Excessive absences and Tardies

1. On first unexcused absence, parents will be contacted by the school to provide a reason for the absence
2. When a student reaches 5 unexcused absences within 30 calendar days or 10 unexcused or excused absences in a school year, a conference may be held to discuss solutions for improved attendance
3. This conference may be held by a teacher, counselor, or other designated school staff member
4. 15 absences may result in the creation of attendance contract for the student and family unless medical documentation or pre-arranged absence form and plans are in place and followed
5. Continued absences require the school to file a petition in BECCA court

## Removing students During the School Day

- Please communicate with your child's teacher to let them know that you will be picking up your child during the day

- Come to the school office and request that your child be brought to the office
- Sign your child out of school
- If your child is returning to school that same day, come to the office to sign your child back in.

## Behavior Expectations

### The Big 3

The Big 3 are overarching expectations that we teach and address behaviors with at White Bluffs Elementary.

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

These behavior expectations are taught to students at the beginning of the year and reinforced throughout the year. Teachers also teach school wide behavior expectations for common areas of the school campus.

### Refocus

Refocus is:

- Nonpunitive
- An opportunity for students to reflect on their behavior
- A way for teachers to maintain instructional time

### Procedure

1. The student may be asked to sit at the classroom refocus desk
2. The student will be given time to think about his or her behavior
  - a. Older students will complete a refocus sheet
  - b. Younger students will answer questions verbally or draw their responses
3. The student will resume participation in the classroom environment when he or she has completed the form and is ready to resume learning

## Behavior Monitoring

White Bluffs Elementary has a behavior monitoring system that we use to record details of student misbehavior. If a continuing pattern of behavior arises, parents will be contacted and a conference may be scheduled to discuss the behavior and create an action plan to address it.

## Behavior Expectations for Clubs and Extracurricular Events

Participation in clubs and educational activities is voluntary. There is an 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 activity, club or extracurricular 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 parents/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.

## 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 144)

Richland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, vertain or military status, sexual orientation, gender expression gender identify, 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:

| Title                    | Name             | Email  | Phone Number |
|--------------------------|------------------|--|--------------|
| Civil Rights Coordinator | Galt Pettett     | <a href="mailto:galt.pettett@rsd.edu">galt.pettett@rsd.edu</a>         | 509-967-6009 |
| Title IX Officer         | Tory Christensen | <a href="mailto:Tory.christensen@rsd.edu">Tory.christensen@rsd.edu</a> | 509-967-6002 |
| Section 504 Coordinator  | Brian Moore      | <a href="mailto:brian.moore@rsd.edu">brian.moore@rsd.edu</a>           | 509-967-6003 |

**You can report discrimination and discriminatory harassment** to any staff member or the district's Civil Rights Coordinator. You also have the right to file a complaint (see below). For a copy of the district's nondiscrimination policy and procedure, contact your school or go to the district website. <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, promotion, a place on a sports team, or any educational or employment decision
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment

## Examples of sexual harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails or pictures
- Making sexual jokes, rumors or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact your school or the district office, or view it online: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>

## Complaint Options: Discriminator and Sexual Harassment

- Step 1. Write 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 the 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 discrice 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
2. The district has not followed the complaint and appeal process correctly

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

|       |  |
|-------|--|
| Email | equity@k12.wa.us                             |
| Fax   | 360-664-2967                                 |
| Mail  | P.O. Box 47200<br>600 Washington Street S.E. |

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

## Other Discriminatio Complaint Options

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

206-607-1660

TTY: 1-800-300-7525

[ocr.seattle@ed.gov](mailto:ocr.seattle@ed.gov)

*Washington State Human Rights Commission*

1-800-233-3247

TTY: 1-800-300-7525

## Communication

### Calendar and Important Dates

- First day of school: Tuesday August 29
- Fall conferences: November 20-22
- Thanksgiving Break: November 24-25
- Winter Break: December 18 - January 1
- Spring conferences: March 6-8
- Spring Break: April 1-5
- Last day of school: June 12



### Take Home Folders

- Students will bring home a school folder each week
- Look for special announcements, notices of upcoming events, and newsletters from the principal, teachers, and PTO

# 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 in the front office and they will see that it is received by your student(s).
- Please make every attempt to schedule after school plans with your student before he/she leaves for school. This will keep classroom interruptions and student use of the school telephone to a minimum. Change in plan notes need to be phoned in to the office prior to 2:00pm
  - We ask the student use of the school telephone be limited to emergencies only.
- 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.

## Parent-Teacher Communication

- If you wish to meet with a teacher, please schedule an appointment
- To schedule an appointment you can:
  - Call the school, 509-967-6575
  - Email the teacher directly. Check staff email address listings at <https://whitebluffs.rsd.edu/school/staff-directory>
  - Contact the teacher through Parent Square and/or ClassTag a communication app

## Parent-Teacher Problem Solving

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

Benefits of problem solving

- Maintain open dialogue and cooperative working environment between parents and staff
- Provide educational experience that is best for our students

### Procedure

1. If you have concerns about your student's experiences in the classroom, contact your student's teacher and schedule an appointment
  - Indicate your reasons for your request, in order that the teacher is aware of your concerns
2. Your student's teacher will contact you to schedule an appointment time
  - Teachers may request the presence of other staff members such as the school counselor or administrator at the meeting
3. When you come to school for the appointment, please check in at the school office
4. During the meeting with your student's teacher, clearly state your concerns so that you and the teacher can explore possible solutions. It may help to clarify your concerns if you put them in writing.
5. During the meeting, an action plan will be agreed upon by you and your student's teacher.
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
- It may be appropriate to involve the student in the development of the action plan
- Address the concern as soon as possible
- Focus on behaviors not personalities

## Visitation

We welcome parents and families into our building! Did you know parent involvement improves student achievement? We look forward to partnering with you for the success of your child.

### Procedure

1. Please contact the school or your student's teacher in advance to arrange a visit
2. Call the school upon arrival, 509-967-6575

3. The school secretaries will admit you to the building
4. Sign in at the office and pick up a visitor badge
  - a. Visitor's badges are not necessary for those who visit the school simply to drop off or pick up an item at the office

### Visiting for Lunch

- Parents are welcome to eat lunch with their student
  - Please contact your student's teacher to confirm lunch time
- If you would like to purchase lunch from the cafeteria, please call the office (509-967-6575) by 9:00am so the kitchen staff can be notified
- You are welcome to bring your own lunch
- Please check in at the office when you arrive

## Volunteering & Chaperones

The Richland School District has a policy concerning school visitation and volunteers.

**Each year volunteers are required to fill out volunteer paperwork.** This paperwork is required to volunteer in classrooms and to chaperone on field trips.

If you are interested in volunteering, please go to the [Richland School District website](#)

## Student Progress Reports

Written progress reports will be sent home 3 times per year. These reports will give you information regarding your student's progress in 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 student'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.

White Bluffs Elementary 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.

## Dress Code

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 or skirts shorter than mid-thigh in length
- Clothing that reveals the back or midriff
- Clothing 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 neck or arms
  - Off the shoulder tops
  - Spaghetti straps
  - Halter tops
  - Tube tops
  - Swim tops
- Heelys
- Clothing or accessories with offensive pictures, symbols, or sayings. These include but are not limited to:
  - Demeaning statements
  - Violent statements

- Sexual statements
- Racial statements
- Clothing that advertises or promotes tobacco, alcohol or other drugs
- Jewelry or accessories that could be used to cause harm or injury
- Any gang affiliated clothing

### Hats

- Students are only permitted to wear hats during recess or designated school wide spirit days

### Shoes

- Students should wear shoes that are safe for playing on the playground and participating in PE
  - 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 appropriate, DO NOT WEAR IT.

## Emergency Evacuation

In the unlikely event that an emergency situation causes evacuation from 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 students at White Bluffs Elementary. We must keep all streets around White Bluffs Elementary clear so buses can quickly load students and depart for Enterprise Middle School.

Parents/guardians will go to **Enterprise Middle School** to pick up their student(s). Students will be released only to a parent, guardian or someone listed as an emergency contact on the student information record.



# 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 5:30am and 7:00am. This information will also be posted on the Richland School District website and the Richland School District Facebook page.

| <b>Radio/TV Stations</b> | <b>Frequency No./Station</b> |
|--------------------------|------------------------------|
| KORD                     | 102.7                        |
| KOLW                     | 97.9                         |
| KXRX                     | 97.1                         |
| KFLD                     | 870 AM                       |
| KEYW                     | 98.3                         |
| KONA                     | 610 AM<br>105.3 FM           |
| KIOK                     | 94.9                         |
| KALE                     | 960                          |
| KEGX                     | 106.5                        |
| KNLT                     | 95.7                         |
| KTCR                     | 1340 AM                      |
| KUJ                      | 99.1                         |
| KZHR (Spanish)           | 92.5                         |
| KTWY                     | 93.3                         |
| KFAE                     | 89.1                         |
| KOLU                     | 90.1                         |
| KEPR                     | TV                           |
| KNDU                     | TV                           |
| KVEW                     | TV                           |

Please do NOT call the radio station or the school.

A school day lost due to 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 educational 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 disclosure 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 district 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, yearbooks, 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, 6972 Keene Road, West Richland, 99353.

## Gender Inclusive Schools

### STUDENTS Procedure 3211

#### Gender-Inclusive Schools

The principal or building administrator—or an appropriate, designated school employee—is encouraged to request a meeting with a transgender or gender-expansive student upon the student's enrollment in the Richland School District or in response to a currently enrolled student's change of gender expression or identity. Before contacting a student's parents, the school will consult with the student about the student's preferences regarding family involvement and honor those preferences.

The goals of the meeting are to:

- develop understanding of that student's individual needs with respect to their gender expression or identity, including any accommodations that the student is

requesting or that the District will provide according to Policy 3211 and this procedure and under state and federal law; and

- develop a shared understanding of the student's day-to-day routine within the school so as to foster a relationship and help alleviate any apprehensions the student may have with regard to their attendance at school.

The school may not require the student to attend a meeting as condition of providing them with the protection to which they are entitled under Policy 3211, this procedure, and state and federal law regarding gender expression or identity.

The District will not condone the intentional or persistent refusal to respect a student's gender identity or gender expression, or inappropriate release of information regarding a student's transgender or gender-expansive status.

#### Key Definitions/Terms

**Assigned sex at birth:** The sex a person was given at birth, usually based on anatomy or chromosomes (e.g., male, female, intersex, etc.).

**Cisgender:** A term used to describe people whose assigned sex matches their gender identity and/or gender expression (e.g., someone who was assigned female at birth and whose gender identity and/or gender expression is also female).

**Gender Expansive:** A wider, more flexible range of gender identities or expressions than those typically associated with the binary gender system.

**Gender Expression:** The external ways in which a person expresses their gender to the world, such as through their behavior, emotions, mannerisms, dress, grooming habits, interests, and activities.

**Gender Identity:** A person's internal and deeply-felt sense of being female, male, both, non-binary, gender-expansive, or other—regardless of the gender assigned at birth.

**Transgender:** A term often used to describe a person whose gender identity or expression, or both, are different from those traditionally associated with their sex assigned at birth.

**Transitioning:** The process in which a person goes from living and identifying as one gender to living and identifying as another.

**Communication and Use of Names and Pronouns** An appropriate school employee will privately ask known transgender or gender-expansive students how they would prefer to be addressed in class, in correspondence to the home, and at

STUDENTS Procedure 3211

#### Gender-Inclusive Schools

conferences with the student's parent/guardian. That information will be included in the electronic student record system along with the student's legal name in order to inform

teachers and staff of the name and pronoun by which to address the student. However, the student's legal name should only be accessible by necessary staff members—it should not be visible to other teachers or other staff who have access to the electronic records system.

When appropriate or necessary, this information will be communicated directly with staff to facilitate the use of proper names and pronouns. A student is not required to change their official records or obtain a court-ordered name and/or gender change as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity.

When communicating with transgender or gender expansive students regarding particular issues such as conduct, discipline, grades, attendance or health, school employees will focus on the conduct or particular issues rather than making assumptions regarding the student's actual or perceived gender identity or gender expression.

**Official Records** The standardized high school transcript is the only official record that requires a student's legal name. School staff should adopt practices to avoid the inadvertent disclosure of the student's transgender or gender-expansive status. The District will change a student's official records to reflect a change in legal name upon receipt of:

1. Documentation that the student's legal name or gender has been changed pursuant to a court order or through amendment of state or federally-issued identification; or
2. A written, signed statement explaining that the student has exercised a common-law name change and has changed their name for all intents and purposes and that the change has not been made for fraudulent reasons.

Schools may change a student's official gender designation upon parent or student request pursuant to the Office of the Superintendent of Public Instruction's (OSPI's) process found at: <https://www.k12.wa.us/sites/default/files/public/cedars/pubdocs/2018-19cedarsreportingguidance.pdf>. The process should not be overly cumbersome, and the District may not require verification from a physician.

The school must use the name and gender by which the student identifies on all other records, including but not limited to school identification cards, classroom seating charts, athletic rosters, yearbook entries, diplomas, and directory information.

**Confidential Health or Educational Information** Information about a student's gender identity, legal name, or assigned sex at birth may constitute confidential medical or educational information. Disclosing this information to other students or other third parties may violate privacy laws, such as the federal Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232; 34 C.F.R. Part 99). Therefore, to ensure the safety and well-being of the student, school employees should not disclose a student's transgender or

gender-expansive status to others, including the other school personnel, unless the school is (1) legally required to do so or (2) the student has authorized such disclosure.

## STUDENTS Procedure 3211

### Gender-Inclusive Schools

Before communicating with parents of transgender or gender expansive students, school employees should ask the student how the student prefers the staff to refer to them when talking with their parents and guardians.

**Restroom Accessibility** Students will be allowed to use the restroom that corresponds to the gender identity they assert at school. No student will be required to use a restroom that conflicts with their gender identity. Any student—regardless of gender identity—who requests greater privacy should be given access to an alternative restroom. However, schools may not require a student to use an alternative restroom because of their transgender or gender-expansive status. **Locker Room Accessibility** Use of locker rooms by transgender or gender-expansive students will be assessed on a case-by-case basis, with the goal of maximizing transgender or gender-expansive student social integration, providing an equal opportunity to participate in physical education classes and athletic opportunities and ensuring the student's safety. The district will take an approach that conforms with OSPI's guidelines. In most cases, the District should provide the student access to the locker room that corresponds to the gender identity they assert at school. Reasonable alternatives to locker room conditions for any student who wants additional privacy include, but are not limited to:

Use of a private area (e.g., nearby restroom stall with a door, an area separated by a curtain, an office in the locker room, or a nearby health office restroom);

A separate changing schedule (i.e., utilizing the locker room before or after the other students).

The school will provide accommodations needed to allow the student to keep their transgender or gender-expansive status private. No student will be required to use a locker room that conflicts with his or her gender identity.

**Sports and Physical Education Classes** The District will provide all students, including transgender and gender-expansive students, the opportunity to participate in physical education and athletic programs/opportunities in a manner that is consistent with their gender identity.

A student may seek review of his or her eligibility for participation in interscholastic athletics by working through the Gender Identity Participation procedure set forth by the Washington Interscholastic Activities Association (WIAA).

**Dress Codes** The District will allow students to dress in a manner that is consistent with their gender identity and/or gender expression within the constraints of the dress codes adopted at their school site and within the constraints of the District guidelines for dress as they relate to health and safety issues (e.g., prohibitions on wearing gang-related apparel). School dress codes will be gender-neutral and will not restrict a student's clothing choices on the basis of gender. The District will take an approach that conforms with OSPI 's guidelines.

#### STUDENTS Procedure 3211

##### Gender-Inclusive Schools

**Other School Activities** In any school activity or other circumstance involving separation by gender (i.e., class discussions, field trips, and overnight trips), students will be permitted to participate in accordance with the gender identity they assert at school. Teachers and other school employees will make every effort to separate students based on factors other than gender where practicable.

**Training and Professional Development** The District will designate one person to be the primary contact regarding this policy and procedure relating to transgender or gender expansive students. The primary contact must participate in at least one mandatory training opportunity offered by OSPI. When possible, the District will conduct staff training and ongoing professional development in an effort to build the skills of all staff members to prevent, identify and respond to harassment and discrimination. The content of such professional development should include, but not be limited to:

- Terms and concepts related to gender identity, gender expression, and gender diversity in children and adolescents;

- Appropriate strategies for communicating with students and parents about issues related to gender identity and gender expression, while protecting student privacy;

- Strategies for preventing and intervening in incidents of harassment and discrimination, including bullying and cyber-bullying;

- District and staff responsibilities under applicable laws and district policies regarding harassment, discrimination, gender identity, gender expression issues.

**Discrimination and Harassment Complaints** Discrimination and harassment on the basis of sex, gender identity, or gender expression are prohibited within the district. It is the responsibility of each school, the District, and all staff to ensure that all students, including transgender and gender-expansive students, have a safe school environment. The scope of this responsibility includes ensuring that any incident of discrimination or harassment is given immediate attention and/or reported to the person designated as the primary contact

relating to transgender or gender expansive students. The primary contact will communicate with the District's Civil Rights Compliance Coordinator.

Complaints alleging discrimination or harassment based on a person's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination and harassment complaints. This includes investigating the incident and taking age and developmentally-appropriate corrective action. Anyone may file a complaint alleging a violation of this policy using the complaint process outlined in the District's Nondiscrimination Procedure 8900.

The District will share this policy and procedure with students, parents/guardians, employees, and volunteers.

Adoption Date: November 26, 2019

## Health Concerns

### Student Illness

- Please keep your child home when:
  - Fever of 100 F or more
  - Vomiting two or more times in 24 hours
  - Body rash, especially with fever or itching
  - Diarrhea (3 or more watery stools in 24 hours)
  - Eye infection (thick mucus or pus draining for the eye)
  - Sore throat with fever or swollen glands

### 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:

- Parent must submit an "Oral or Injectable Medication Request Form" signed by the parent and a licensed physician or dentist
  - Forms can be found on the Richland School District website <https://www.rsd.edu/families/forms>
  - Long term requests are valid for one school year
- 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

- Container must be labeled with the student's name, physician's name, drug name, and dosage
- At the end of the school year, all unused medication must be picked up by a parent or it will be disposed of by the end of June.
- Please do NOT send any medication to school with your child
  - This includes: Tylenol, Aspirin, cold medicine, cough drops, vitamins, allergy medicine, and inhalers
  - Students are not allowed to administer these medications
  - Parents are welcome to come to school to administer the medications to their child

## Life Threatening Conditions

Washington state law requires that children with life-threatening medical conditions have a medication treatment order, as well as a nursing care plan on file at the school.

- Life threatening conditions: 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 with life-threatening conditions will not be allowed to attend school until all completed forms and necessary supplies have been received and reviewed by the school nurse
  - Required forms can be found on the Richland School District website <https://www.rsd.edu/families/forms>

### Parent Responsibilities

1. Inform school secretary of child's potentially life-threatening condition on initial registration or at time of diagnosis of condition, and each subsequent school year before first date of attendance
2. Complete the "Student Health History" form and submit to school secretary/enrolling staff
  - a. Form can be found on the "Student Medical Forms" section of the Richland School District website <https://www.rsd.edu/families/forms>
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 for student
  - a. Enrolling staff follows Procedure for enrolling students with life-threatening condition.
3. Inform parent of requirements of the life-threatening conditions law and give appropriate forms packet to parent. School nurse provides forms for packets to staff. Packet includes
  - a. Letter of explanation to parent
  - b. Health care provider (HCP) life-threatening conditions letter
  - c. Health care provider order form specific to health condition
4. 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 the 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:
  - a. Life-threatening condition
  - b. 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 conditions.
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 nurse 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 nurse designated staff to be trained for each Emergency Health Plan and or Individual Health Plan, and provide time for training of designated staff
5. Work with the certificated school nurse to provide a safe environment to prevent emergency situations
6. Notify parents of the necessary student exclusion form 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 medications or treatment order from the health care provider (HCP) and the Individual Health Plan (IHP) 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 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.

## Allergies

- Communicate food sensitivities and allergies to the school and teacher
- Parents are responsible for providing allergen free snacks and treats for their children
  - This includes food for daily snacks, holiday celebrations, birthday celebrations, school events, and lunches
  - Please see the Richland School Website for detailed nutrition information for school lunches <https://richland.sodexomyway.com/landing>

## Student Health Insurance

- Student Accident Insurance can be purchased
  - Application forms for free or low cost health insurance can be obtained at the school office

## Immunizations

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/legal 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
  - Haemophilus influenza, type B
- Laboratory proof of immunity for measles, mumps and rubella may be submitted in lieu of vaccination
- Students may be exempted for medical, personal or religious reasons
  - Personal exemptions are not accepted for the measles, mumps, and rubella vaccine
- Students who have not received any or all of the required immunizations:
  - Shall submit proof of initiation and compliance with an immunization schedule (WAC 180-38)
  - Shall be permitted on a *conditional* status
  - If conditional status becomes overdue by 30 days, student become out of compliance and are to be excluded from school (WAC 180-38-045)

### Parent Responsibilities

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 school

### School Nurse/School Building Secretary, Enrolling Staff Responsibility

1. Distribute Certificate of Immunization (CIS) form as part of the new student registration packet
2. Review completed CIS form for appropriate immunization dates per category, student name and birthdate, 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 does per vaccine
4. Offer parent a copy of the incomplete CIS form showing current immunization information to take to the Benton-Franklin 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 Washington 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 Benton-Franklin Health Department order student excluded during epidemic

8. Compile list of students with exemptions
9. Notify parent of students excluded during epidemics when requested by Benton-Franklin Health Department
10. Notify parents of students 17 years and older of required Tetanus Diphtheria booster
11. Submit annual ' Required School Immunization 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 them of:
  - a. Immunization requirements
  - b. Denial of further attendance by student
  - c. Procedure for due process rights
  - 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
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

## 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. A reasonable quantity and frequency of homework is assigned at teacher discretion.

You can help your student with homework in the following ways:

- Provide a study area
- Make sure your student has enough time, understands the directions, and works carefully

- Look at the assignments
- Examine completed work brought home
- Encourage your student'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.



## Library Policy

### Book Checkout

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

| Grade Level  | Book Checkout Limit            |
|--------------|--------------------------------|
| Kindergarten | 1                              |
| 1st grade    | 1 (2 books after winter break) |
| 2nd grade    | 2                              |
| 3rd grade    | 2                              |
| 4th grade    | 3                              |
| 5th grade    | 3                              |

- 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 parent. The only restriction is that 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 cards 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.
  - 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 tears are repairable, the library will use a special tape.
  - PLEASE DO NOT MEND A TORN PAGE AT HOME
- A student will not be able to check out any books until the damaged book is paid for.

## Library Instruction

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 and 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 will be taken to the Lost & Found cupboard located in the Commons.
  - Please encourage your student to check the Lost & Found cupboard when they have misplaced something.
- During conference time, items will be placed on long tables near the main office. Items not claimed are sent to Goodwill or another charitable organization.



## 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 a medical condition exists that involves imminent physical danger, or a school administrator authorizes the student to do otherwise.
- Cell phones or other electronic devices are not allowed out during recess.

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

# Non-Discrimination Statement



## **Non-Discrimination Statement**

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

Richland School District  
6972 Keene Road  
West Richland, WA 99353  
(509) 967-6000

### Title IX Coordinators:

|           |   |
|-----------|---|
| Personnel | Tim Praino (Tim.Praino@rsd.edu)<br>Executive Director, Human Resources  |
| Students  | Tory Christensen (Tory.Christensen@rsd.edu)<br>Assistant Superintendent |

### Section 504 Coordinators:

|                  |   |
|------------------|---|
| Personnel        | Tim Praino (Tim.Praino@rsd.edu)<br>Executive Director, Human Resources            |
| Facilities       | Richard Krasner (Richard.Krasner@rsd.edu)<br>Executive Director, Support Services |
| Student Services | Brian Moore (Brian.Moore@rsd.edu)<br>Assistant Superintendent                     |

### Civil Rights Coordinator and Compliance Coordinator for State/Federal Law:

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

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

May 3, 2023

PERSONNEL

Procedure 5011

1

## **Procedure - Sexual Harassment of District Staff Prohibited**

This procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created

a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at employees carried out by students, other employees or third parties involved in school district activities. The Richland School District (the “District”) has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

A formal complaint filed by or on behalf of a student Complainant will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205.

### **Notice**

Information about the District’s sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5011, the District will provide annual notice to employees that complaints pursuant to this procedure may be filed at 6972 Keene Road, West Richland, WA 99353.

### **Staff Responsibilities**

In the event of an alleged sexual assault, the school principal will immediately inform: 1) law enforcement and 2) the Title IX or Civil Rights Compliance Coordinator so that the District can appropriately respond to the incident consistent with its own grievance procedures. The principal will notify the targeted staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

### **Confidentiality**

If a Complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the District not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Executive Director of Human Resources for evaluation. The Executive Director of Human Resources should inform the Complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the Complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the District not investigate or seek action against the alleged perpetrator, the District will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a Complainant’s request to have his or her name withheld may limit the District’s ability to respond fully to an individual allegation of sexual harassment, the District will use other appropriate means available to address the sexual harassment.

## **PERSONNEL**

## **Procedure 5011**

### **Retaliation**

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the District will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The District will investigate all allegations of retaliation and take actions against those found to have retaliated.

### **Informal Complaint Process**

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify Complainants of their right to file a formal complaint and the process for same. Staff will also direct potential Complainants to the Executive Director of Human Resources at 509-967-6006. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the Complainant. If an investigation is needed to determine what occurred, the District will take interim measures to protect the Complainant before the final outcome of the District's investigation (e.g., allowing the Complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator). Informal remedies may include:

- An opportunity for the Complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the District sexual harassment policy without identifying the Complainant.
- Developing a safety plan;
- Separating staff person; or
- Providing staff and/or student training.

Informal complaints may become formal complaints at the request of the Complainant, parent or guardian, or because the District believes the complaint needs to be more thoroughly investigated. The District will inform the Complainant how to report any subsequent problems. Additionally, the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the District and Complainant.

## **Formal Complaint Process**

### **Level One – Complaint to District**

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the District will take

## **PERSONNEL**

## **Procedure 5011**

interim measures to protect the Complainant before the final outcome of the District's investigation. The following process will be followed:

### **Filing of Complaint**

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the Complainant for the Complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the Complainant's interest in filing a complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific

misrepresentations by the District that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.

- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the Title IX Coordinator, Tim Praino, the Executive Director of Human Resources at 6972 Keene Road, West Richland, WA 99353. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

### **Investigation and Response**

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the Coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the Complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the Complainant and accused party or parties, if the Complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The District and Complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

### **Superintendent Response**

- The superintendent must respond in writing to the Complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the formal complaint, unless otherwise agreed to by the Complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the Complainant in writing of the reason for the extension and the anticipated response date. At the time the District responds to the Complainant, the District must send a copy of the response to the office of the Office of the Superintendent of Public Instruction (OSPI).

## **PERSONNEL**

## **Procedure 5011**

- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the Complainant was sexually harassed ; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the District will take steps to prevent recurrence and remedy its effects on the Complainant and others, if appropriate; 4) notice of the Complainant's right to appeal to the Board and the necessary filing information; and 5) any corrective measures the District will take, remedies for the Complainant (e.g., sources of counseling, advocacy and other support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language the Complainant can understand and may require language assistance for Complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the

investigation and notice of their right to appeal any discipline or corrective action imposed by the District.

- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the District is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
- The District will inform the Complainant how to report any subsequent problems. Additionally, the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the District and Complainant.

## **Level Two -Appeal to Board of Directors**

### **Notice of Appeal and Hearing**

- If a Complainant disagrees with the superintendent's or designee's written decision, the Complainant may appeal the decision to the District's Board of Directors (the "Board"), by filing a written notice of appeal with the secretary of the Board within ten (10) calendar days following the date upon which the complainant received the response.
- The Board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the Complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

### **Decision**

- Unless otherwise agreed to by the Complainant, the Board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the Complainant with a copy of the decision.

## **PERSONNEL**

## **Procedure 5011**

- The decision will be provided in a language that the Complainant can understand which may require language assistance for Complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the Complainant's right to appeal to the OSPI and will identify where and to whom the appeal must be filed. The District will send a copy of the appeal decision to the OSPI.

## **Level Three - Complaint to the Superintendent of Public Instruction (OSPI)**

### **Filing of Complaint**

- If a Complainant disagrees with the decision of the Board, or if the District fails to comply with this procedure, the Complainant may file a complaint with the OSPI.
- A complaint must be received by the OSPI on or before the twentieth (20) calendar day following the date upon which the Complainant received written notice of the Board's decision, unless the OSPI grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A Complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the Complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the District's complaint

and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

### **Investigation, Determination and Corrective Action**

- Upon receipt of a complaint, the OSPI may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the District has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the Complainant and the District that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the District to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the District voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

### **Level Four - Administrative Hearing**

5

### **PERSONNEL**

### **Procedure 5011**

A Complainant or District that desires to appeal the written decision of the OSPI may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

### **Other Complaint Options**

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

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission (WSHRC)*

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

### **Mediation**

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The Complainant and the District may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the Complainant and the District an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a Complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or

2) Have a personal or professional conflict of interest. A mediator is not considered an employee of a school district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the Complainant and a district representative who has authority to bind the District.

### **Training and Orientation**

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and

preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

### **Policy and Procedure Review**

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The Title IX or Civil Rights Compliance Coordinator will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the Board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

# Parent Teacher Organization

## What does PTO do?

- Provide support for students and staff
- Offer student enrichment activities
- Organize school fundraisers

## How can I join PTO?

- Complete the PTO application form located in the school office
- Pay the \$20 membership fee
- Contact [wbe\\_pto@hotmail.com](mailto:wbe_pto@hotmail.com) with any questions

## Parties and 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 a school, please follow the requirements below:
  - Treats must be store bought packaged items
  - Packaging must show nutrition information and ingredients
  - Please contact the teacher to arrange a day and time to bring the treats
- If your child has food sensitivities, it is your responsibility to provide alternative snacks and/or treats
- To avoid disrupting the school day, we request that you do not send balloons or special items to be delivered at the school.
- We ask that birthday invitations be distributed outside of the school day
  - Names and 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 items 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 (list is not all inclusive):
  - a. Personal electronics (music players, gaming systems, etc.)
  - b. Weapons
  - c. Spinners
  - d. Heelys
  - e. Hardballs
  - f. Squirt guns
  - g. Squirt bottles
  - h. Pokemon cards
  
2. Personal toys or toy-like items (spinners, collector cards, music players, or electronic devices) are to remain at home. If a student's teacher gives 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 importance should not be brought to the school by students.
  
4. Money should be paid by check and delivered directly to the appropriate people (food service, PTO, office, etc.)
  - a. No money is to be exchanged for property, promises or services on the playground for any reason.
  
5. Please label all of your student's belongings

6. 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.
7. The school will not be responsible for lost or damaged items.

## Playground Guidelines

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.
2. Students must be badged in from the playground to use the health room or bathrooms
3. Anyone coming from the health room using an ice pack must sit and rest.
4. 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.
5. 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 and trees) 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
6. The following require special guidelines:
  - a. War ball- Do NOT play

- b. Football and soccer- No tackling or rough physical contact
- c. Big Toy- No tag. No running whatsoever. No jumping off the Big Toy
- d. Jump Ropes- Use for jumping only
- e. Hula Hoops - must be used as intended
- f. Slides- Slide down one at a time, in a sitting position, and use only the ladder to climb
- g. Games with small pieces must stay at the top of the playground

## 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 the 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.

## School Bus

### Important information about transportation

1. When should students arrive at their bus stop?
  - a. With safety being a high priority, it is important that students arrive at the scheduled bus stop no more than 10 minutes before bus arrival.
2. What happens if a student misses the bus?
  - a. If a student misses the bus, parents are responsible for getting the student(s) to school.
3. How do I determine where my student's stop is and when the bus will arrive?
  - a. Call the bus transportation supervisor at 509-967-6151 or visit the [bus transportation website](#)
4. Can my student ride the bus home with a friend?

- a. Yes, 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.

### Meal Prices

| <u>Item</u>          | <u>Price</u>               |
|----------------------|----------------------------|
| Elementary Breakfast | \$1.50                     |
| Secondary Breakfast  | \$1.75                     |
| Reduced Breakfast    | Free                       |
| Milk                 | \$0.50                     |
| Elementary Lunch     | \$2.75                     |
| Secondary Lunch      | \$3.25                     |
| Reduced Lunch        | (K-3) Free<br>(4-5) \$0.40 |
| Adult Lunch          | \$4.00                     |

### Online Lunch Accounts

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 predetermined low point.

To set up and use your account:

1. Go do <https://www.mymealtime.com/>
2. Follow the instructions to create a new account
3. Add your student
4. Make a deposit
  - a. Online deposits are processed at 3:00am daily and will be reflected in your student's account as soon as possible after the start of service the next morning.
  - b. Deposits made after 3:00am will be processed the following night
5. MealTime Online charges a nominal fee for the convenience of the online deposit
  - a. There is no fee for setting up an account and monitoring your student's activity or account balance.

For more information about school meals, contact Nutrition Services at 509-967-6114

## School Supplies

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

## Severe Weather Procedures

The wellbeing and health of students is a priority at White Bluffs Elementary. Students are encouraged to wear clothing that will keep them warm and dry. If weather conditions are harmful to students, a severe weather guideline will be put in order.

Students *may* be allowed to enter the building before the start of the school day and may be kept in from recess under the following conditions:

- Temperature is 20 degrees Fahrenheit or colder (including wind chill factor)
- Inclement weather as determined by the principal, such as but not limited to:
  - Extraordinary rainfall
  - Excessive wind
  - Heavy snow or freezing rain
  - Extreme heat

- Unhealthy/hazardous air quality (following Washington State Department of Health guidelines)

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, health room or other designated area. In these instances, a doctor's note will be required.

## 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 Richland School District 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 ensure that messages are received by your student, please call the school office prior to 2:00pm. Please try to limit these messages to the occasional time of unexpected circumstances.