

Lewis & Clark  
Elementary  
2021-2022



# Table of Contents



## WELCOME TO LEWIS & CLARK ELEMENTARY

About our School/Office Contacts	3
Creating a Positive School Climate	4
Purposeful People	4

## SCHEDULES

School & Bell Schedule	
Breakfast, Recess and Lunch Schedules	5

## BEFORE & AFTER SCHOOL CARE

## OFFICE PROCEDURES

## ARRIVAL & DISMISSAL

Getting to and From School Safely	7
Attendance	10

## PARENT COMMUNICATION & INVOLVEMENT 12

## HEALTH CONCERNS & MEDIATION 14

Life Threatening Conditions, Allergies, Student Insurance	15
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## LEWIS & CLARK WAY

Creating a Positive School Climate	16
Lewis & Clark Way	
Lewis & Clark Way Character Traits	
School Wide Expectations	16

## DISCIPLINE

Bullying, Harassment, Intimidation, or Cyberbullying	17-18
Dress Code	19
Student Cell Phones	20

## MISCELLANEOUS

Library Policy	23
Internet Safety	24

# Table of Contents Continued

## EMERGENCY & WEATHER PROCEDURES

Weather Delays and Closures

Emergency School Closure

LEWIS & CLARK TITLE 1 INFORMATION 27

DISTRICT POLICIES 28

# WELCOME TO LEWIS & CLARK ELEMENTARY Home of the Eagles!

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



The mission of Lewis & Clark Elementary is to provide a safe, supportive learning environment which encourages curiosity, fosters creative thinking, and promotes perseverance.

Our school is committed to developing self-motivated, life-long learners that assures acceptance and respect for the individual needs and learning potential of all students. We have high expectations for all students and our goal is that all students will be responsible, productive participants in our changing society.

## Office Contact Information

<b>Principal</b>	Marc' Nelson	509-967-6275	marc.nelson@rsd.edu
<b>Vice Principal</b>	Kara Wing	509-967-6289	kara.wing@rsd.edu
<b>Counselor</b>	Bre Kays	509-967-6278	breane.kays@rsd.edu
<b>Counselor</b>	Evan Krushke	509-967-6293	evan.krushke@rsd.edu
<b>CIS</b>	Stephanie Lopez	509-967-6290	stephanie.lopez@rsd.edu
<b>Health Room</b>	Karen Hall	509-967-6286	karen.hall@rsd.edu
<b>Secretary</b>	Sabrina Stephens	509-967-6276	sabrina.stephens@rsd.edu
<b>Attendance</b>	Shelly Scott	509-967-6275	rachelle.scott@rsd.edu

**Office Hours:** 7:30 AM- 4:00 PM

**School Colors:** Blue and Gold

**School Mascot:** Eagles

## SCHOOL HOURS

Monday -Thursday: 8:45-3:15

Friday: 8:45-2:15



# Creating a Positive School Climate

At Lewis and Clark, we believe in celebrating success, showing we care about each other, and noticing positive behavior. All staff members use our Eagle Pride tickets to recognize and reward students who show their Eagle Pride by following “The Big 3” or displaying character as taught through Purposeful People.

## The Big 3 are:

- Show Respect
- Make Good Decisions
- Solve Problems

## PURPOSEFUL PEOPLE CHARACTER TRAITS OF THE MONTH

September	Empathy
October	Kindness
November/December	Gratitude
January	Respect
February	Honesty
March	Courage
April	Perseverance
May/June	Responsibility

Students can use their Eagle Pride tickets to purchase prizes from the Eagle Pride Store, which is run by our counselors. Prizes are selected in the classroom and delivered to students at the end of the day each Friday.

Purposeful  
People



### **Dear Family,**

We are grateful for your involvement in our school and community! Children today are faced with many opportunities and challenges as they enter a fast-changing world and we want to do everything we can to encourage and empower their success. It is fun to think about all the ways they will make the world better in the future and all the things they get to navigate now. Every day, they are meeting new people, learning new words, solving problems, making friends, and being a part of a community.

Research would tell us that it is not grades or IQ scores that make us most successful, but instead the ability to “fail forward” - to develop resilience and persevere even when things get tough. The data would tell us that happiness in life comes more from our ability to understand and manage our emotions than from our test scores or income. All the stories and stats suggest that the pathway to a joyful life comes from what we give and not what we take.

So, how do we help young people become more resilient, generous, and emotionally intelligent?

We are excited to share that we will be using a program called PurposeFull People this year. It is all about helping schools weave simple, powerful, relatable content into everything happening at school and beyond! It includes a huge library of practical resources and activities to help effectively teach a wide variety of traits that we know help make students more successful in their academics and in their lives outside of school.

Over the course of the year, you'll be invited to join in the fun! We will provide letters home related to each trait. Each letter has some great conversation starters, books to read, activities to pursue, and some challenges (“PurposeFull Pursuits!”) that we encourage you to look at and try out with your family.

At school, our teachers will be role modeling this work by doing their own challenges! There will be games on the playground that help reinforce the messages. In the classroom, our educators will be integrating everything from 30 second strategies to longer activities designed to teach skills like Courage, Kindness, Empathy, and Responsibility. To teach young people to connect with one another more thoughtfully and skillfully. To work together to solve the small and big problems of the world.

### **To do life, on Purpose.**

We know that it takes a village and we are grateful to be a part of this community.

With excitement,

The PurposeFull People Team

# School, Bell, & Meal Schedules

## MORNING BELLS

8:35 - Students should be in line for class.

8:40 - Students enter the building with their classroom teacher.

8:45 - Students not already in class are tardy and should check into the office.

## DAILY SCHEDULE

8 to 8:30 a.m. - Breakfast served, playground open (no supervision before 8:15 a.m.)

8:45 a.m. - Start of classes

10:45 a.m. to 12:30 p.m. - Lunch

3:15 p.m. (Monday through Thursday)/2:15 p.m. (Friday) - Classes end

## RECESS

	GRADE	TIME
A.M RECESS	K/1ST Grade	10:10-10:25
P.M. RECESS	2nd Grade	1:15-1:30
	3rd Grade	1:45-2:00
	4th/5th Grade	2:00-2:15

## LUNCH/LUNCH RECESS

	LUNCH	LUNCH RECESS
4th Grade	10:45	11:05-11:30
2nd Grade	11:05	11:25-11:50
5th Grade	11:25	11:45-12:10
3rd Grade	11:45	12:05-12:30
1st Grade	12:05	12:30-12:50
Kindergarten	12:30	12:55-1:15





# Registration & Withdrawal

## REGISTRATION

Parents with students new to Lewis and Clark Elementary can register online at [www.rsd.edu](http://www.rsd.edu). Under the families tab is the link for enrollment/registration. A birth certificate (or other legal verification of age), current proof of residence and immunization record will be required for all new students. Immunizations must be current before students will be placed.

## CHANGE OF INFORMATION

Please inform the office of any changes to your contact information such as telephone number, email address, place of work, or emergency contacts. It is important that we have current contact information in case of an emergency.

## WITHDRAWAL DURING THE SCHOOL DAY

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

## WITHDRAWAL FROM LEWIS & CLARK

If you are leaving the Lewis and Clark Elementary area and need to withdraw your child from our school, please contact the office to inform us of your move. Please plan to return all instructional materials, library books and pay any fines before your withdrawal.

## MAXIMIZING TEACHING & LEARNING TIME

- Your help with the following will be appreciated:
- Please leave messages, lunches or other important items for your child with the secretary and she will see that they are received by your child. Please note that messages received after 2:30 M-Th and 1:30 on Fridays may not make it to the student.
- Please schedule after school plans with your child before they leave for school. This will keep classroom interruptions and student use of the school telephone to a minimum.
- We ask that student use of the school telephone be limited to emergencies only.
- Volunteers must fill out and submit a Volunteer application each school year. Covid 19 Vaccination Verification will be required. Forms and information can be found at [www.rsd.edu/community/volunteer](http://www.rsd.edu/community/volunteer)



# Getting To and From School Safely

## SCHOOL ARRIVAL AND DISMISSAL

**School begins at 8:45 each day.** Breakfast is available for all students beginning at 8:00 and supervision outside begins at 8:15. Students who arrive earlier will call home for a pickup.

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

## PARENT PICK-UP/DROP-OFF EXPECTATIONS

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

## BEFORE & AFTER SCHOOL CARE

In partnership with the Richland School District, Boys and Girls Club is available before and after school. Contact information: [www.greatclubs.org](http://www.greatclubs.org) or 509-543-9980



## SAFETY PATROL & CROSSING GUARDS

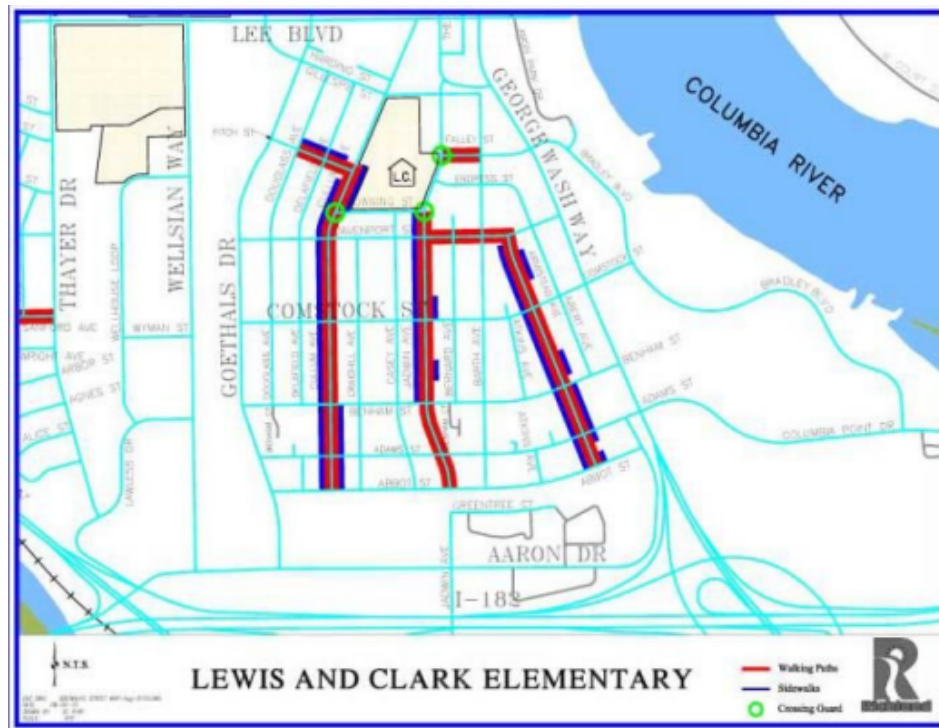
Fourth and fifth grade students (age 10) serve as Student Safety Patrol. The privilege of serving on the Safety Patrol is reserved for those students who demonstrate responsible attitudes and behavior. The purpose of the Safety Patrol is to help students arrive and leave school grounds safely.

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

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

## SAFE WALK ROUTE

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



## BICYCLE, SKATEBOARDS, & SCOOTER GUIDELINES

Bicycles, skateboards and scooters are not to be ridden on the school grounds. Bicycles and scooters are to remain locked up at the rack and skateboards will be kept in the classroom throughout the school day. The school cannot be responsible for any damage or loss of a bicycle or scooter.

Please encourage your child to be very careful in riding to and from school. We strongly recommend children use helmets! If you need assistance obtaining a helmet, please contact our CIS, Stephanie Lopez, 509-967-6290.

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

## RSD SCHOOL BUS POLICY

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

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

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

Flagrant violations may result in immediate and total suspension of riding privileges. The bus driver has the right to deny bus-riding privileges to any student who does not follow the rules and regulations provided to parents in the district's parent handbook. See [www.rsd.edu/departments/transportation](http://www.rsd.edu/departments/transportation) for more information.



# Attendance

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

A written or phoned excuse from the student's parent is required within 48 hours of the student's absence or the absence will be considered unexcused. **The attendance number is 967-6275. Messages can be left at this number 24 hour a day.** You may also email attendance messages to [rachelle.scott@rsd.edu](mailto:rachelle.scott@rsd.edu). Upon parent request, homework will be requested from the teacher after the second day of absence. Requests should be made in the morning in order to give the teacher time to prepare a packet. The student is responsible for making up all work missed when absent.

Listed Lewis and Clark Elementary attendance procedures are designed to promote regular attendance, academic achievement and safety for all Lewis and Clark students:

## TARDY

**It is important that children come to school on time.** When students arrive late, they not only interrupt the class, but they also miss morning routines, as well as important classroom directions and instruction. When your child arrives at school after 8:45 AM, he/she must be checked into the office. A parent must sign the child in at the front desk or send a note with them to explain the circumstances of the tardy. After a student checks in with the office they will walk to class or be escorted to class by a staff member. Excessive tardiness will generate communication from the school. When a student has excessive unexcused tardies, an attendance meeting may be requested.

## EARLY STUDENT PICK-UP

If you need to pick up your child before the end of the school day, he/she will miss important end of day instructions. Please try to schedule appointments before and after the school day. Excessive early pick-ups will generate communication from the school. **All children leaving the school grounds during the school day must be checked out through the office.**

## EXCUSED ABSENCE

The following is a list of excused absences in the Richland School District:

- Illness or health conditions- must be verified by a parent or guardian. In case of extended and excessive illness, the building administration will require a statement from a doctor. We advise obtaining a doctor's note at each visit.
- Pre-arranged activities- such as vacation requests, requires building administration pre-approval to be excused.
- School approved activities such as field trips.

- Emergency situations- requires building administration approval to be excused.
- Absences resulting from disciplinary actions such as suspension from school.

## **PROCEDURES FOR UNEXCUSED ABSENCE & EXCESSIVE ABSENCE**

**Step #1:** On the first unexcused absence, parents will be contacted by the school, usually in the form of a letter in the mail.

**Step #2:** After the second unexcused absence in one month OR 7 unexcused absences in a year OR 10 total absences in a year, parents will be contacted by the school, usually by a call from the school office staff, to discuss your child's attendance.

**Step #3:** After 5 unexcused absences within a month OR 10 unexcused absences in a school year OR 15 total absences in a school year, parents will be contacted by the school, usually in the form of a letter in the mail. A conference will be scheduled with the parents to discuss and sign an attendance plan for the remainder of the school year.

**Step #4:** If parents fail to attend the scheduled conference OR do not comply with the attendance plan established at the conference, a BECCA Bill petition will be filed with the juvenile court of Benton County. The BECCA Bill petition is in accordance with state law requiring regular daily attendance of our students.

## **WEATHER DELAYS & CLOSURES**

In case of severe weather or other emergencies, a "NO SCHOOL", a "2-Hour Delay" or a "3-Hour Delay" announcement will be made on the district website [www.rsd.edu](http://www.rsd.edu), local television and radio stations, between 5:30 and 7:30 a.m., as it applies to the Richland School District. PLEASE DO NOT CALL THE SCHOOL. If there is a two hours delay, the buses will arrive at your child's bus stop two hours later than the regularly scheduled time. If there is a three-hour delay, the buses will arrive at your child's bus stop three hours later than the regularly scheduled time. At times snow routes may need to be used. To locate snow routes please see [www.rsd.edu/departments/transportation](http://www.rsd.edu/departments/transportation). You may also receive notification via Class Dojo or School Messenger regarding any school closures or delays.



# Parent Communication & Involvement

## **CLASS DOJO**

As a school, we have elected to use Class Dojo as an online communication resource. Sign up with your child's teacher to have access to the most up-to-date information about learning and special events. School administrators, specialists, and PTA also use Class Dojo to share special messages and information with families.

## **WEDNESDAY FOLDERS**

Please check with your child each Wednesday to review their school folder for special announcements, notices of upcoming events, and newsletters from the principal and the PTA.

## **PTA**

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

Our PTA raises funds for worthwhile projects, organizes volunteer efforts that benefit our students, and creates new opportunities for our students. Purchasing a PTA membership for your family ensures that the LCE PTA will be able to continue to serve our students.

PTA meetings occur monthly during the school year and can be attended in person or accessed via Zoom. Check the school Class Dojo page for dates, times, and links.

## **ATP**

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

## **STUDENT ASSISTANCE TEAM (SAT)**

We closely monitor the well-being of each of our students. As student concerns arise the staff Student Assistance Team is assembled to discuss ways to assist the child and the teacher. Generally our SAT meets weekly throughout the school year. Please contact our school counselor if you wish to meet regarding your child's needs.



## PARENTAL CUSTODY

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

# Health Concerns

NOTE: Due to COVID-19 we are following guidelines advised to schools by the Washington Department of Public Health. As a result, students who are ill with COVID-19 symptoms must stay home for at least 10 full days unless they are tested for COVID-19 (either rapid antigen or PCR conducted by a healthcare provider) and their result is negative OR they have an alternative diagnosis from a healthcare provider that explains all symptoms.

Parents can often sense when their child is "coming down with something." By watching for the subtle signs that mark the onset of an illness, you are practicing preventive care measures to protect the health of your child as well as others. Keep children home, and contact your school nurse, if they have:

- Fever: Keep a child home if they have a temperature of 100 degrees or higher. A student may return to school 24 hours after their fever is gone *without the use* of fever reducing medications AND if other symptoms have improved.
- Sore throat and swollen glands: If your child has strep throat, they can return to school after 24 hours of appropriate treatment.
- Nausea, vomiting, and diarrhea
- Skin rash or open sores
- Pain or swelling of any kind
- Cough, chills or runny nose: pay attention to if the child has been in close contact with someone who had COVID-19
- Earaches or extreme headaches
- Eye Infections
- Other Symptoms: Unusually tired, play, has a lack of appetite, is difficult to wake, confused, or irritable. If symptoms persist, check with your doctor.

A child can return to school when symptoms have subsided AND their temperature remains normal for 24 hours *without the use* of fever reducing medications.





## **MEDICATIONS**

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

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

- The medication must be brought to the school office by the parent or legal guardian in the original container in an amount not to exceed a two-week supply.
- The container must be labeled with the student's name, physician's name, drug name and dosage.
- Long term requests shall be valid not more than the current school year.
- All medications will be stored in the office and administered only by office or health room staff.
- After the end of the school year, parents will pick up all medications or they will be disposed of by the end of June.

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

## **LIFE THREATENING CONDITIONS**

Washington State Law (SHB 2834 6/2002) requires that children with life-threatening medical conditions have a medication treatment order, as well as a nursing care plan on file at the school. Life Threatening means a condition that could put your child in danger of death during the school day. This can include severe food allergies, allergies to bee stings, diabetes, or other potentially life threatening conditions. Students diagnosed with life-threatening conditions will not be allowed to attend school until completed forms and necessary supplies have been received and reviewed by the school nurse. If your child has a health concern that the school needs to be aware of, please advise us so that we can take every step possible to insure your child's safety.

## **ALLERGIES**

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

## **STUDENT & HEALTH INSURANCE**

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

# School Wide Behavior Expectations

Lewis and Clark uses a program called Time to Teach. Time to Teach is a school wide program which involves teaching expected behaviors to students. It promotes encouragement, empowerment and excellence in every classroom.

At the start of each school year and the return from long breaks, our school does teach-tos to demonstrate to students exactly what is expected of them at school. Additionally, Mr. Nelson does a Teach To Tuesday announcement each week to remind students of expectations. Expectations apply to all students throughout grades K-5 in the hallways, classrooms, common spaces, and outdoors. There are colorful posters around the school that illustrate Eagle Pride behavior.



# Discipline

## REFOCUS

When a student is not able to follow school or classroom expectations or is behaving in a way that is interrupting the learning of themselves or others, they may be asked to refocus. Students are asked to go to a refocus desk to think about what is getting in the way of their learning and make a plan to change that behavior.

The goals of the refocus program are:

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

If a student receives three refocuses in one week, they will be kept in from lunch recess to serve back the time they have lost in class for the week. If they are to receive five refocuses in one week, the student will serve one hour after school on Friday of that week in Friday Academy. Parents will be notified in either case and be asked to pick their student up from Friday Academy unless they are able to walk home.

## IMMEDIATE, MORE SERIOUS INTERVENTION

### ABSOLUTES

- No Drugs
- No Violence
- No Serious Disrespect
- No Weapons
- No Harassment or Threats

- No Stealing
- No Weapons Policy



The Richland School District will not tolerate weapons of any sort to be brought to the school. Bringing weapons to the school will result in immediate disciplinary action which may include suspension and/or expulsion of the student.

## CONSEQUENCES

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

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

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

## **ADDRESSING BEHAVIORAL CONCERNS**

The staff at Lewis and Clark work very closely with parents to help students find success in academics and behavior. We appreciate your support and cooperation. The staff stresses self-responsibility on the part of the children. We try to be fair and work to remove the cause of any problems that may arise. We must insist, however, that every child behave in a manner that is conducive to learning. The teacher will handle small behavioral infractions by using our school-wide discipline plan. Children who repeatedly break rules, continually fail to complete assigned work or appear to be unhappy in school, require and receive extra help. If behavioral problems develop, students are referred to the school counselor or principal for intervention strategies. Parents will be notified and we will work collaboratively to help your child. This is a positive program and should not be considered a punishment by the teacher or parent. When you receive a call in regards to your child's behavior, remember that we are asking for your help and suggestions.

## **Bullying, Harassment, Intimidation or Cyberbullying**

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

Verbal, sexual, racial, or physical harassment and/or abuse of another person will not be tolerated in the Richland School District. Any student who is a target of any form of harassment, intimidation or bullying should immediately report the action to a Lewis & Clark staff member. Such complaints will be appropriately investigated and handled consistent with RSD Policy 3207. Bullying is any intentional written, verbal, or physical act that causes physical harm or damages the student's property, has the effect of substantially interfering with a student's education, or is so severe, persistent, or pervasive that it creates an intimidating or threatening learning environment, or disrupts the orderly operation of the school. More information can be found at [www.rsd.edu/district/federal-state-safeguards/bullying-harassment](http://www.rsd.edu/district/federal-state-safeguards/bullying-harassment).

## **STUDENT CELL PHONES**

Students possessing cell phones shall observe the following conditions:

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



# Richland School District Dress Code Guidelines

It is the goal of the Richland School District to establish and maintain a quality learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety.

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

- Clothing that disrupts the educational process.
- Shorts and skirts shorter than mid-thigh in length.
- Clothing that reveals the back or midriff, or through which and/or undergarment is visible, or when arms are raised becomes visible. These include but are not limited to:
  - Boxers
  - Sheer tops
  - Mesh tops
  - Overly large openings at the neck or arms
  - Off the shoulder tops
  - Spaghetti straps
  - Halter-tops
  - Tube tops
  - Swim tops
- Clothing that exposes the midriff
- 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.

The wearing of head coverings shall be determined by each building. At Lewis and Clark, students may wear hats on Fridays to support the 5th grade field trip. Hoods are not allowed to be worn in the building.

Students are to wear shoes safe for PE and playing on the playground. **Flip flops or high heels are unsafe for these activities and should not be worn to school.**

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

## Miscellaneous



## LOST & FOUND

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

## PERSONAL ITEMS/TOYS

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

## PETS

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

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

## GUM

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

## BIRTHDAYS, PARTY TREATS, and INVITATIONS

Each classroom teacher will honor and acknowledge birthdays in their own way within their classroom. Please do not send in or drop-off treats, gifts, presents, or goodies for the classroom without first checking with the teacher about allowances and allergies.

Birthday or other party invitations need to be distributed at a **non-school** time and location unless EVERY child in the class is invited.

The mission of the library media program is to build the love of reading and enjoyment of books while ensuring that students are effective users and producers of ideas and information.

## **LIBRARY CHECKOUTS**

Kindergarten - 1 item at a time starting in November. The loan period is 14 days. Student's books may go home at the classroom teacher's discretion.

1st- 5th Grade - students may have the number of books equivalent to their grade level checked out from the library for personal reading. These limits may be exceeded at the request of a classroom teacher to accommodate special assignments. The loan period is 14 days.

If a book is more than three weeks overdue, a fine for the cost of a replacement book will be issued. If the student returns the overdue book to the library in good condition, the fine will be erased. Students who have overdue items or unresolved fines will be limited or prevented from checking out materials.

Students who return books with damage (as opposed to ordinary wear) will be billed for the replacement value of the book. Richland School District policy requires that grade reports not be given to students who have any outstanding fines.

Please help your child avoid fines by helping them choose a convenient place to keep library books at home. As you choose a place for them to store their library books at home, please keep the books out of reach of pets, toddlers, food, or other hazards. If a book is damaged while checked out, do not attempt to repair it at home, but return it to the school with a note attached to the front cover stating the location of the damage (e.g., page 50). If it can be repaired by the library staff, no fine will be charged.

Materials in Lewis and Clark's library are selected according to the Richland School District's Instructional Materials Policy, and only materials for an elementary school audience are purchased for the library. However, each family's values are unique. If your child comes home with library material not compatible with your values or belief system, the librarian will be happy to work with you and your child to choose more appropriate materials for reading at home.

School librarian: Ms. Tawnya Ostrer, [tawnya.ostrer@rsd.edu](mailto:tawnya.ostrer@rsd.edu), 509-967-6279



# Internet Safety

## NETWORK USER AGREEMENT

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

<https://app.eduportal.com/documents/view/742262> for additional information.

## FILTERING INTERNET CONTENT

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

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

## SUPERVISION

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

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

## INSTRUCTION

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

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

words, personal information online resulting in negative consequences.

# Emergency Procedures

## EMERGENCY DRILLS

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

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

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



# A Parent's Guide to Emergency Evacuation



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

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

## Emergency Protocol

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

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

## Reunification Procedures

If students must be relocated to another site:

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

## Receiving Sites

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

**Enterprise M.S.**  
**5200 Paradise**  
**West Richland**

**Hanford High**  
**450 Hanford Street**  
**Richland**

**Richland High**  
**930 Long Avenue**  
**Richland**

## Evacuation Plan

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

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

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

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

# Lewis and Clark Elementary

## Title I Information

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

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

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

**Title I Questions/Information:** Contact Mrs. Veronica Sanchez (Instructional Specialist) by calling 967-6275 or by email [veronica.sanchez@rsd.org](mailto:veronica.sanchez@rsd.org).

# **RICHLAND SCHOOL DISTRICT**

## **INFORMATION**

### **NON-DISCRIMINATION STATEMENT**

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

Richland School District  
615 Snow Avenue  
Richland, WA 99352  
(509) 967-6000

### **TITLE IX COORDINATORS:**

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

### **SECTION 504 COORDINATORS:**

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

### **COMPLIANCE COORDINATOR FOR STATE LAW (RCW 28A.640/28A.642)**

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

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

### **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

### **EXAMPLES OF SEXUAL HARASSMENT**

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

### **HOW TO REPORT SEXUAL HARASSMENT**

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

- Title IX Coordinator for Personnel: Tony Howard, Executive Director, Human Resources Tony.Howard@rsd.edu
- Title IX Coordinator for Students: Todd Baddley, Assistant Superintendent Todd.Baddley@rsd.edu

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



# Richland School District Student Behavior

## STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS

For further information and detail, please see the RSD Board Policies and Procedures:

<https://app.eduportal.com/documents/view/741341>

### TABLE OF CONTENTS

Section I	General
Section II	Definitions
Section III	Persons Authorized to Impose Discipline, Suspension, Expulsion, or Emergency Removal Upon Students
Section IV	School District Rules for Student Conduct
Section V	School District Rules Defining Misconduct — Distribution of Rules
Section VI	Conditions and Limitations for Discipline
Section VII	Rules for Suspensions
Section VIII	Types of Student Misconduct
Section IX	Student Misconduct Eligible for Long-Term Suspension and Expulsion
Section X	Due Process
Section XI	Disciplinary Guidelines for Handicapped Students
Section XII	Review of Disciplinary Data
Section XIII	Resident Students Expelled From Other School Districts

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

## RESPECT FOR THE LAW AND THE RIGHTS OF OTHERS

The student is responsible as a citizen to observe the laws of the United States, the State of Washington, local ordinances and laws, and School District Policies and Regulations. The student will respect the rights of others while in school, during school hours, on school property, at all school activities, on district provided transportation or otherwise under school authority.

## COMPLIANCE WITH RULES

All students will obey the written rules and regulations established for the orderly operations of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3200 and this procedure, the term "district personnel" includes all adults, including contractors and volunteers, authorized to





supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

### **SCOPE OF DISTRICT AUTHORITY**

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school-provided transportation, or any other place while under the authority of school personnel.

### **GUIDELINES FOR SANCTIONS**

Chapter 392-400 WAC contains the following restrictions for suspensions:

- Kindergarten through grade four - No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.
- Grades five and above program - No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator has good and sufficient reason to believe that a student's presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate.

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action—including programs intended to lessen the time of exclusion from class attendance—which has been approved by the Board of Directors and/or Superintendent. The district encourages the use of alternative forms of correction action when possible and practicable in light of the duty to maintain safe and orderly

school environments conducive to student learning. In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

## **OFFENSES/INFRACTIONS**

The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including school consequences. The standard range for each offense does not prohibit a school administrator from lesser form or exceeding the range, up to and including expulsion, if sufficient mitigating/aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295: