



**Parent Handbook
2022-2023**

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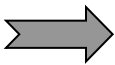
VISTA PARENT HANDBOOK 2022-2023

The following information will answer many questions. Parts of it should be shared and discussed with your child. Please keep it for reference.

SCHOOL HOURS

GRADES K-5

Monday	8:40 – 3:17
Tuesday	8:40 – 3:17
Wednesday	8:40 – 2:00 EARLY RELEASE DAY
Thursday	8:40 – 3:17
Friday	8:40 – 3:17



Children who walk or are brought to school **should not arrive before 8:25 a.m.** NO outdoor supervision is provided prior to that time and students are not allowed to wait inside the building. For student safety, please be sure to drop off students at the drop off/pick up area in front of the portables at the north end of the school campus. **PLEASE DO NOT DROP OFF OR PICK UP STUDENTS IN THE STAFF PARKING LOTS OR NEAR THE GYM/KITCHEN DELIVERY DOORS.** Students picked up after school need to wait in the Parent Pick-Up area. It is located between the northern doors and the portables, under the covered area and behind the chain link fence. Parents/guardians are asked to remain in that area until after the final bell. Students will not be allowed to wait in the office or in front of the school. Please keep the small bus loop in front of the school clear at all times for our Special Needs Busses and emergency vehicles. **All students need to be picked up promptly between 3:17-3:22pm (2-2:05pm on Wednesdays).**

OFFICE HOURS: 8:00 a.m. - 4:00 p.m.

New Student Registrations will be accepted between 9am-2pm only.

Main Office: 222-6100

School Nurse: 222-6103

Attendance Line: 222-6100, ext. 2 (call and leave a message 24 hours a day)

Principal: Jennifer Behrends

Vice Principal: Daren Fickel

Office Secretary: Michelle Beden

Attendance Secretary: Teresa Stephens

Counselor: Melissa Whitmore

School Nurse: Donna Osborne

District website: www.ksd.org (Choose Vista under the "Schools" tab and "Elementary Schools")

NONDISCRIMINATION STATEMENT

Kennewick School District's Non-Discrimination Policy

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)
Section 504, Title IX Brian Leavitt - (509) 222-5003 (brian.leavitt@ksd.org)

Kennewick School District
1000 West 4th Ave.
Kennewick, WA 99336

HARASSMENT & BULLYING

District Policy #3207: The Kennewick School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteer and patrons, that is free from harassment, intimidation, bullying, and cyber bullying. "Harassment, intimidation, bullying, or cyber bullying" means any written message or image, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental, physical, sensory disability, or other distinguishing characteristics, when the act is intended to result in any of the following:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is severe, persistent, or pervasive in that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, bullying, or cyber bullying. "Other distinguishing characteristics" can include but are not limited to:

- Physical appearance, clothing or other apparel,
- Socioeconomic status,
- Gender identity,
- Marital status,
- Weight

Bully Prevention

Vista maintains the goal of a safe environment where bullying is not tolerated. And with a school-wide prevention system, children and adults team together to maintain a safe and respectful environment conducive to learning.

The word bullying is often used these days and it is important to know the difference between bullying, mean behavior, rude behavior, and a peer conflict. Do you and your child know the difference? The Kennewick School District and Vista Elementary want to ensure that we have a safe and happy environment for our students and staff to come to each day. Below are definitions to help you and your child identify the different types of behaviors:

- Peer Conflict: When two people say or do something ***unintentionally*** hurtful to each other.
- Rude behavior: When someone says or does something ***unintentionally*** hurtful and they do it ***once***.
- Mean behavior: When someone says or does something ***intentionally*** hurtful and they do it ***once***.
- Bullying: When someone says or does something ***intentionally*** hurtful and they ***keep doing it- even when you tell them to stop or show them that you're upset***.

If a bullying incident occurs, students are expected to **recognize** the bullying, **refuse** the bullying, and **report** the bullying to a trusted adult (teacher, counselor, office staff, para educator, etc.) Staff are trained to: **Affirm** the child's report, **ask** questions to determine the extent, **assess** the situation and severity, and **act** upon the report by informing the parents, child's teacher, counselor, and/or administration. Interventions and progressive consequences will then be completed with the students involved.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidation, threatening, humiliating, or tormenting another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic mail (e-mail) messages, instant messages, text messages, digital pictures or images, or website postings (including social media) which has the effect of:

1. Physically, emotionally, or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional, or mental harm;
3. Placing a student in reasonable fear of damages to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

More information about harassment can be found at www.ksd.org under the "About Us" tab and Policies.

DISCIPLINE

Vista Elementary uses the Make Your Day Citizenship Program. Parents are encouraged to communicate with their child's teacher regarding questions or concerns in regards to this program. We strive to maintain an environment where teachers can teach and students can learn. Consequences are fair and consistently enforced and parents are communicated with. Please refer to the Make Your Day Handout for specifics about this program (available in the office).

A safe and pleasant school climate is a major goal for Vista Staff and students. Children are encouraged to learn and practice appropriate school behavior. We believe that all students have a responsibility toward their education. Students, parents, and staff must cooperate in providing a school environment where effective learning can take place. To accomplish this, students are asked to observe Vista rules:

1. Be prepared to learn each day and have necessary supplies and materials
2. Arrive and leave at the appropriate time
3. Be respectful and cooperative with staff and other students
4. Be considerate of others during work and play
5. Follow classroom, playground and school safety rules
6. Use school and personal property properly
7. Use self-control and monitor own behavior in all situations

BUS: STUDENT EXPECTATIONS

District Policy #3420.2: "DON'T LOSE YOUR RIDING PRIVILEGE!"

Bus Transportation: Rules for Students Riding School Buses

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. No eating or drinking on the bus.
4. No littering, keep the bus clean.
5. Cooperate at all times with the driver.
6. Stay out of the driver's seat.
7. Don't be destructive. Parents will be responsible for reimbursement to the district.
8. Stay in your seat and face forward.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

REMEMBER: The bus driver is a professional, trained in techniques designed for the safe transportation of school children. Drivers have ultimate authority while in operation of the vehicle. If your student is having difficulties on the bus, please call transportation at (509)222-5075.

WEAPONS

Vista and the Kennewick School District have a no tolerance policy toward students who are in any way involved with a weapon on school property.

This includes, but is not limited to:

- Airsoft guns
- Toy guns of any kind
- Toy grenades of any kind
- Toy knives of any kind
- Pocket knives

SCHOOL CLOSURES AND DELAYS

School closure or delay due to weather, road conditions, power outages, and other emergency situations is always a possibility. Kennewick School District's first priority when considering whether or not to close or delay the start of the school day is the safety of our 19,000+ students and 2,000+ employees.

If there is no mention on the district website or in the media of a school delay or closure, schools are running on time.

A decision will be made no later than 6:00 a.m. whether to close or delay schools for the day. Conditions may change and it is possible that a school delay may change to a closure. Every effort is made to make this decision by 8:00 a.m.

Parents and guardians make the final decision

Parents and guardians should always use their own discretion in determining whether to send children to school or pick them up early if they feel conditions in their particular area are not safe. Please inform the office with a phone call if you decide to keep your child at home. It will then be considered an excused absence.

Are students ever sent home early?

Please understand that closing schools and sending students home early is extremely difficult due to the challenge of notifying all parents/guardians and ensuring that there is an adult at home or elsewhere to supervise children. Students will follow their regular schedule once school starts, except in extreme emergency situations. However, this does not prevent a parent or guardian from picking their child up early if they choose.

School closure and delay notifications:

- **Website** - Check the district website: www.ksd.org. Remember to refresh your browser for updates.
- **Text and Email Alerts** – Sign up in advance to receive a text and email alerts using FlashAlert. You will be required to set up an account and verify your email or mobile device. Please note that it is possible, depending on your carrier, that you may receive any multiple messages or experience delays when using this service.
- **Facebook and Twitter** - Follow updates on Facebook or Twitter: @ksddistrict
- **Media** - Watch or listen to local media stations and websites.
TV Channels: 19 KEPR CBS, 25 KNDU NBC, 42 KVEW ABC

Radio (English): KALE 960, KTCR 1340, KEGX 106.5, KKSJ 95.7, KIOK 94.9, KUJ 99.1, KONA 610, 105.3, KORD 102.7, 87, KXRX 97.1, KEYW 98.3, KFLD 870, KOLW 97.5, KFAE 89.1 FM
Radio (Spanish): KMNA 98.7, KZHR 92.5, KZTB 97.9, KMMG 96.7
Online News: Tri-City Herald - www.tri-cityherald.com

Athletics, Community Education and other school activities

If school is closed, all out-of-district transportation, meetings, field trips, after-school activities, and practices will be canceled for the day unless otherwise announced. All evening meetings/functions scheduled to take place in district facilities will also be canceled.

ATTENDANCE & TARDIES

Studies have shown that regular and prompt attendance is a key factor to success in school. If your child is going to be absent, we ask that you **call the school at 222-6100, ext. 2** and leave a message to let us know so that we may account for them. We have many walkers and shuttle bus students, so for safety reasons, it's important that we know where your child is.

State-by-state analysis of national testing data demonstrates that students who miss more school than their peers consistently score lower on standardized tests, a result that holds true at every age, in every demographic group, and in every state and city tested.

According to Washington State Law the only legal reason for absence is illness. The Kennewick School Board Policy No. 7100 for elementary school's states that absences exceeding the limit of fifteen (15) days in one school year may be considered unexcused. We understand illnesses and family emergencies may go beyond the 15 days so please keep us informed (phone calls, doctor notes, parental written notes) when your child is absent. When your child returns to school, please provide an additional note stating why your child was absent, and a Dr.'s note releasing your child back to school. ***Please refer to page 13-14 for Medical Guidelines for School Attendance.***

If your child continues to have absences, we may request a parent conference with you to discuss the cause of absences and ways to eliminate or reduce your child's absences. If a student exceeds ten (10) unexcused absences in a year or five (5) within a month, the school district may file a petition for civil action as provided in RCW28A.225.035 against the parent of the child or against the child, depending on the circumstances.

If a student exceeds ten (10) unexcused absences in a year or five (5) within a month, the school district may file a petition for civil action as provided in RCW28A.225.035 against the parent of the child or against the child, depending on the circumstances. Our goal is to maximize the learning time, from the beginning of the class period to the end (bell-to-bell), so constant interruptions by tardy students make it extremely difficult for the other students to focus and leads to a waste of precious classroom instruction time, rather than gaining progress towards the standards and learning objectives for the day or week.

MAXIMIZING TEACHING & LEARNING TIME

- Please leave messages or other important items for your child with the secretary **BY 2:00PM.**
- Please make every attempt to schedule appointments for after school. We encourage parents to NOT pick up their students from class during the last hour of school unless there is a family emergency. This will keep classroom interruptions to a minimum at the end of the day. If you are here to pick up your child, please arrange for your child to meet you after the final bell in the designated pick-up area.
- In the event you need to have your child released during the school day, it is necessary that you come into the school office and sign the student out. For the safety of our students, teachers are instructed not to release students unless the office notifies them the child has been signed out. **Please do not ask for a child to be released by phone or written note. We will NOT call the student up until you arrive.** Parents will then need to wait in the office for your child.
- If your student is absent and you want to pick up homework, please notify the secretary when you call in the absence. She will leave a note for the teacher. Homework may be picked up after school between 3:00-3:45pm. You can also request that work is placed in our "after hours" box located next to the bench in the parent pick up area, which can be picked up any time after school.

PARENTAL CUSTODY

In order to protect children from unauthorized adults taking the child from school, or if there are any legal restrictions about the custody of children, **we must have a copy of the current court order on file in the office.** Vista Elementary is not a referee for the courts and only works to uphold legal directives from the courts, not personal requests from either legal parent/guardian.

WITHDRAWAL PROCEDURES

If it is necessary to withdraw your child from school, please notify the **school office** as soon as possible, either in person, by phone call, or by a note letting the school know where you will be moving to and the student's last day of attendance.

VISTING SCHOOL

You are welcome and invited to visit school at any time. In order to be a volunteer at Vista you must fill out the online volunteer form each school year and have it signed by a Vista staff member.



When volunteering or visiting in the classroom, you must sign in at the office when you arrive. Please fill out a volunteer or visitor badge and wear it while at Vista. Classroom volunteers need to make prior arrangements with the teacher. **If you wish to go to your child's classroom to observe your child, please arrange this visit with your child's teacher at least 24 hours in advance, and fill out the required "Class Visitation Agreement" form.**

Class Visitation Agreement

We welcome parents and visitors to Vista Elementary at any time. In the interest of keeping Vista a safe, healthy learning environment for everyone, the following laws, policies and procedures have been established.

Parents/visitors: when visiting classrooms at Vista Elementary School, please adhere to the guidelines below, which are written in accordance with the state law which follows:

RCW 28A.605.020 Parent's access to classroom or school sponsored activities—Limitation.

Every school district board of directors shall, after following established procedure, adopt a policy assuring parents access to their child's classroom and/or school sponsored activities for purposes of observing class procedure, teaching material, and class conduct: **PROVIDED**, that such observation shall not disrupt the classroom procedure or learning activity. [1979 ex.s. c 250 & 8. Formerly RCW 28A.58.053]

In addition, as per the attached Kennewick School District Board Policies, 4310, 4311 & R4311, each teacher has the right to receive a twenty-four-hour notice before receiving a visitor.

GUIDELINES: (As per the RCW's, these are intended to minimize classroom disruption when visitors/parents are present.)

Please ask the teacher where he/she prefers you to be seated.

Follow the classroom rules that the students are expected to follow. (These rules generally include no talking to others, wandering around the room, etc.)

Please do not dialogue with the teacher(s) about your child while the class is in progress. (The appropriate time for this is a separate, scheduled conference either before or after the visit.)

Unless specifically asked to do so by the teacher, please avoid instructing/tutoring your child or others while the class is in progress.

No electronic audio or visual and/or pictures are allowed to be taken while visiting during school time without prior permission from a building administrator.

Please do not bring younger or older siblings or other people to this visit. This consent is only for you as the parent/guardian.

Please keep in mind that reporting to the office before and after a visit is a safety consideration so that we know who is in the building for your child's protection, as well as that of all others.

Each time you visit you will be given a copy of these guidelines after signing and dating the document.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Breakfast and Lunch are **free** for ALL students at Vista.

- Milk: \$0.60*
- Adult lunch: \$4.50
- Adult Breakfast: \$2.80



*If your child wants milk only, they will need to pay \$0.55.

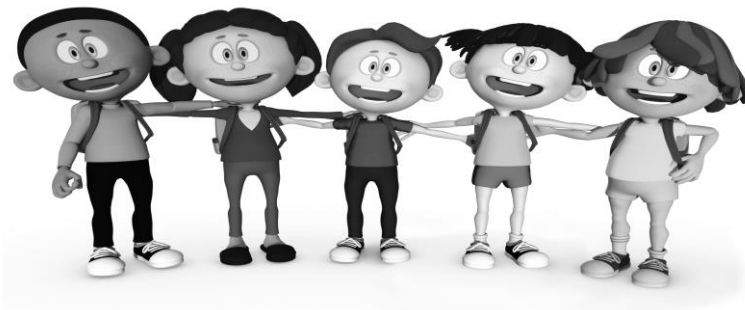
A school breakfast is available for every child in the classroom from 8:40-8:55 a.m. Monthly menus will be sent home with your student and can also be found on the KSD website.

STUDENT DRESS

Students should be dressed appropriately while attending school and school functions. The principal may require students to call home for proper clothing before allowing a student to attend/return to class.

Improper school dress includes:

- ✓ Halters, tube tops or backless tops
- ✓ Spaghetti straps, or tops that show midriff
- ✓ Clothes with obscene or suggestive language.
- ✓ Clothing with advertisements for alcohol and tobacco, or gang related
- ✓ With student's arms along their side, shorts or skirts should be at student's finger tips or longer.
- ✓ Jewelry that could cause injury.
- ✓ Flip flops
- ✓ Hats and hoods worn in the building
- ✓ Shoes with heels greater than 1/2 inch (except on performance rehearsal days)



PHONE MESSAGES AND CELL PHONE – SMART WATCHES – E READERS AND KINDLE USE:

- Please arrange plans with your child/children before school. Students should NOT call after school to make arrangements with friends or family. Parents may call and leave messages with the office if an emergency occurs and plans need to be changed. The messages are then passed on to the classroom. To insure that messages are received by your child, **please call the school office prior to 2:00 PM.** Again, due to the large number of students and busy nature of the office, please limit these messages to the occasional time of unexpected circumstances.
- In case of emergency, the school or nurse will call you. Please be sure to let the school know of any phone number changes for you or anyone else on your emergency contact list. It is extremely important that the school be able to contact you in case of an emergency!
- **Students may bring cell phones and smart watches to school, but they are NOT ALLOWED to use them during the school day. Cell phones and smart watches are to be turned off and left in backpacks during the day. Staff members will take cell phones and smart watches from any student caught using them during the school day. Parents will then be responsible to pick them up from the office.**

TOYS & ELECTRONICS AT SCHOOL

In general, toys from home are not allowed at school as they create a distraction and interfere with learning. **This also includes Pokémon Cards or other sports cards.** Students should also leave electronic devices such as Nintendo DS, IPODS, IPADS, and Kindles at home. Staff members have the authority to take such items from the student if students are playing with toys during school hours. Any toy/electronic device not belonging at school will be confiscated; parents will be asked to pick up the items in the principal's office.

GUM, CANDY, FOOD AT SCHOOL

Vista has a NO GUM policy. Please do not send your student to school with gum. If students bring candy, chips or other food to school, it should be eaten DURING LUNCH. No food is allowed on the playground.

PARTIES & BIRTHDAYS AT SCHOOL

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 child's teacher know 24 hours in advance. You must have an approved volunteer clearance on file to do so.

If your child's birthday falls during the school year and you would like to recognize the occasion with treats at school, the treat must be store bought pre-packaged items with the nutritional information and ingredients listed on the packaging. Please contact the teacher to

arrange a day and time for you to bring in 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 school. Due to safety concerns, bus drivers will not allow balloons, flowers or large stuffed animals on the bus. We ask that birthday invitations be distributed outside of the school day. Names & addresses of classmates cannot be given out by the school.

LOST AND FOUND



Please put your child's name inside of **ALL** coats, jackets, sweaters, hats, gloves, etc. We will make every effort to return marked items to students. Items found with no identification will be hung on hooks along the wall by the office. During conferences, these items will be out on tables by the front door. Items not claimed are sent to Goodwill or some other charitable organization. We donate lost and found items during Winter & Spring Breaks, after conferences, and at the end of the year.

PTO

The Vista PTO is an active and valued part of our school. A membership drive and information table will be set up during our Open House night. ***For the 2021-2022 school year: we DO NOT have any PTO officers. Out PTO activities will be very limited. If you are interested in becoming an officer, please call the school. We need YOUR help!

MEDICATION AT SCHOOL

Note from the Nurse: Most medication can be given at home. However, if your child needs medicine during school hours, please have the appropriate forms filled out. State law and school district policy only allows oral medication and inhalers to be given at school. School personnel (other than the nurse) are not authorized to give eye and/or ear drops or ointments – these are not oral medications and are not covered under the policy.

Prescribed antibiotics that need to be taken three times a day do not need to be taken at school. The medication can be given before school, after school and at bedtime (with a snack, if necessary). If the medication needs to be taken at school, it must be in the original labeled bottle; envelopes and plastic bags are not acceptable. The pharmacy will provide you with an extra bottle if you let them know it is for school.

MEDICAL GUIDELINES FOR SCHOOL ATTENDANCE

Keeping your child healthy is the goal of both the school and home. Children learn better when they feel as well as possible. Since students work and play in close quarters, our guidelines for remaining at home need to be considered before sending your child to school. Some of our students are at a greater risk for acquiring infections due to their physical limitations and medical conditions. Parents and physicians must be notified early of exposure to

communicable diseases in order that preventive treatment, if needed, can be administered promptly.

General rules are:

1. Any student with a fever (temperature above 100 degrees) should be kept home and observed for other symptoms for **at least 24 hours after temperature is normal (without fever-reducing medicine such as Tylenol or Motrin)**.
2. Any student with vomiting during the night or more than twice in a 24-hour period should be kept home until symptom free.
3. Any student with watery diarrhea should be kept home until symptom free.
4. Minor sniffles are not usually enough to keep your student home. But if your child is irritable, lethargic or taking over the counter medicine for cough or nasal discharge, they probably will not be able to function well in a classroom.
5. Any student with infected or red, watery eyes should be kept home until diagnosed by a health care provider, or is symptom free.
6. Any student with an undiagnosed skin rash or open, infected sores should be kept home until diagnosed by a health care provider, or until it's resolved.
7. Any student who has a medical procedure done under anesthesia or sedation should, in most cases, remain at home for at least 24 hours.

PLEASE REPORT ANY SIGNIFICANT ILLNESS TO YOUR STUDENT'S TEACHER OR TO THE NURSE. If you have any questions or wish to discuss health concerns with the nurse, call the school nurse at 222-6103 during school hours. **IT IS VERY IMPORTANT TO KEEP THE SCHOOL OFFICE INFORMED OF YOUR CURRENT HOME, WORK, AND EMERGENCY PHONE NUMBERS.**

LOCKDOWN / EXIT DRILLS

Student safety is a primary concern here at Vista Elementary. On a regular basis, we practice evacuating the school so that all students are aware of the fastest and most efficient way to do this if necessary. Exit drills are also practiced on our school buses. Lockdown drills are also practiced, where the students stay in the classroom with their teacher behind locked doors in the event this type of protection is needed. No staff, students, or parents will be allowed to enter or exit the building during a lockdown drill. **NO EXCEPTIONS!**

HOMEWORK POLICY

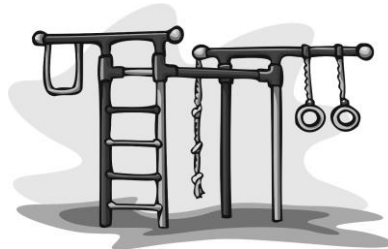
Homework assignments will be given for incomplete work, work not finished during class time, work missed as a result of absences, or as a reinforcement in work in which more practice is needed.

1. All students will be responsible for any homework assignments and will complete these assignments to the best of their ability and make sure they get turned in.

2. Generally, students who are performing up to their individual abilities will have no more than the following amount of homework on any given day. *Adjustments may be made with respect to individual performances.*

Grades K-1	15-30 minutes
Grades 2-3	15-45 minutes
Grades 4-5	30-45 minutes

3. It is recommended that students having less than this amount of homework should spend time reading, practicing math facts, studying spelling words or extending areas that are currently being studied in the classroom.



RECESS

1. Toys or play equipment from home are not appropriate for recess. Playground equipment is provided during recess.
2. Behavior that interferes with safety or well being will result in consequences outlined in the Make Your Day Program.

SAFETY

PLEASE DISCUSS SAFETY CONCERNS WITH YOUR CHILD AND REVIEW AS NECESSARY.

We stress safety to and from school and the need for students to go directly home after school. Children are not to leave the school grounds during the school day.

Children who walk should stay well over on the left side of the road and not more than two abreast. Bicycles should be ridden single file on the right side. Bikes should be placed in the bike racks at school. Locks are recommended since the bike racks are not supervised throughout the school day. Bicycles are to be WALKED across the street in front of the building both before and after school. Bicycle helmets are recommended.

Please encourage your student to use the crosswalk in front of the school at all times.

Vista Library Policies

The Vista Library Fine Policy is guided by **Kennewick School District Policy 9321** which states "staff shall insure that buildings, equipment and furniture are not abused." Further, under the procedures of the **KSD Teacher-Librarian Handbook (2011)--Lost or Damaged Library Materials: "flexibility and understanding on the part of the librarian will be primary factors in determining charges."**

In addition, Vista library policy has been guided by the information found at the following link on the website of the American Library Association.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers>

The key points are:

A person's right to use a library should not be denied or abridged because of origin, age, background, or views. Libraries that adhere to these principles systematically monitor their programs of service for potential barriers to access and strive to eliminate such barriers when they occur. **All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access.** All services should be designed and implemented with care, so as not to infringe on or interfere with the provision or delivery of information and resources for all users. Services should be reevaluated regularly to ensure that the library's basic mission remains uncompromised.

RCW 28A.635.060 does grant permission, with specific criteria, that a school district may withhold grades, diplomas, and transcripts due to lost school property until the damages have been paid, or until volunteer activity has been substituted for payment. The Vista Library policy is shaped by the additional belief that lost library books in elementary school should not create graduation hindrances.

In accordance with the above, the Vista library has adopted the policies listed below with the understanding that:

- book care lessons will be taught
- weekly conversations will occur with students following check-in about missing/overdue books
- students will be encouraged and taught how to be successful patrons of their library, to take pride in their school library, and to be good citizens of their school by respecting school property

Current Student Check out policies

Grade	Number of Books	Length of time	Number of renewals
Kindergarten	1	1 week	0
First & Second	2	1 week	1
Third*	3	2 weeks	1
Fourth, Fifth, & KOG*	4	2 weeks	1

*only 2 Graphic Novels, same series or popular topic books may be checked out at a time.

Overdue Library Notices to Current Students
Notices will be in English and Spanish.

First Notice (immediate)

Kinder – 2 nd Grade: We will give notices to classroom teachers of books that are due, but not turned in.

3rd -5th Grade: An email notice will be automatically generated to STUDENT KSD email account. This notice will ask students to return or renew overdue book(s). Renewals may be done in the library or students can renew books themselves by entering “**Destiny**” through “**Rapid Identity**” under “**check-outs**” in the upper left-hand drop down menu. * *Note: A book will NOT renew if it is on hold for another patron/student.*

Second Notice (1 week overdue)

Kinder-5th Grade: An email notice will be automatically generated to PARENT/GUARDIAN email account. If there is no email on file, notice will be mailed.

Third Notice (2 weeks overdue)

Kinder-5th Grade: An email notice will be automatically generated to PARENT/GUARDIAN email account with the following options. (If there is no email on file, notice and fine envelope will be mailed.)

The Fine Envelope will list the available options:

Please choose payment option that fits your needs:

- Hard-copy replacement of book (good quality, like new)***
- Full replacement cost
- Partial amount \$_____, waiver for remaining amount
- Waiver for full cost (no payment)

NOTE: Notices may be sent via email when email is available. If emails are not available, or have been kicked back, notices will be mailed home. * **PREFERRED OPTION**

The parent/guardian is requested to complete the entire envelope and return to the office with payment or request for waiver. The library secretary will complete the process after receiving the **COMPLETED** Fine Envelope and payment, if applicable.

A book will be assumed lost at 4 weeks overdue and a fine will be assessed. A fine envelope will automatically be sent for books that are reported lost or damaged.

Fourth Notice (3 weeks overdue)

Kinder-5th Grade: A phone call will be made to parent/guardian at 3 weeks or more overdue. Options specified in the third notice will be discussed. Books will be marked lost and a fine assessed until the account is resolved. When phone is not answered, a message will be left as able and fine will be assessed until the account is resolved.

The library always prefers to receive books back that have been misplaced or lost.

Notice of Student Moving

When advance notice of an upcoming move is given, the library will notify the classroom teacher of books that are checked out. A fine envelope (see below) will also be included if the books are at home or missing. The preference of the library is to receive the books back.

Moved with Books

If a student moves with books, the library will sign the exit sheet. Per RCW 13.04.155, permanent school records, with the exception of the official transcript, may not be withheld due to missing books or unpaid fines. The library will attach a list of missing books with the exit form, however. The office staff will attempt to secure books, as able.

Policy approved by Jennifer Behrends, Vista Principal – November 2020