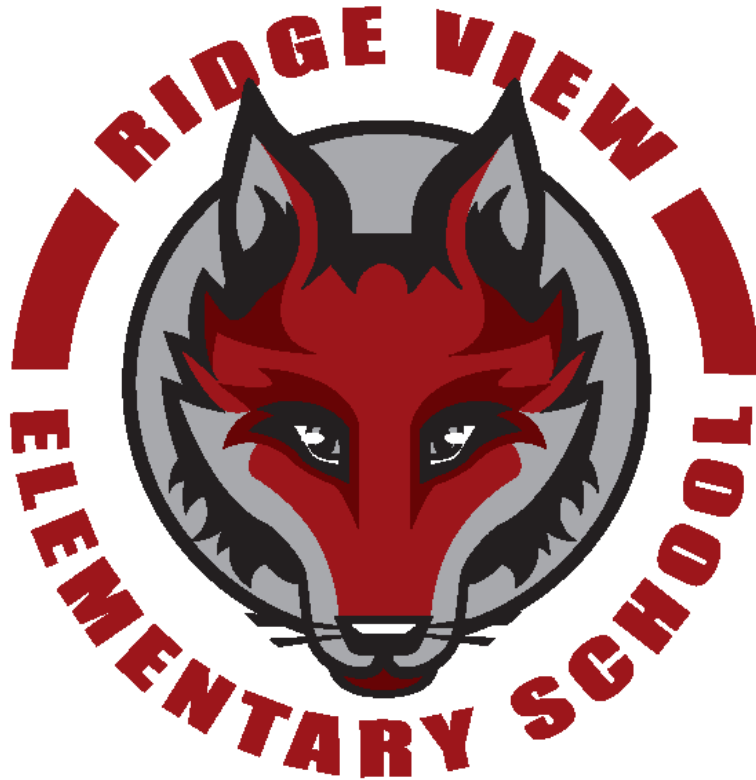


PARENT HANDBOOK



201 S Garfield
Kennewick, WA 99338
Office: (509) 222-5800 Fax: (509) 222-5801
Attendance Line: (509) 222-5802
Office Hours: 8:00 a.m. – 4:00 p.m.

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RIDGE VIEW ELEMENTARY STAFF

Mrs. Puckett	Principal
Miss Ward	Vice Principal
Mrs. Grayson	Secretary
Mrs. Boyd	Secretary
Mr. Pflieger	Counselor
Mrs. Stiles Sieler	Librarian
Mrs. Briggs	Library Secretary
Mrs. Hickman	Kindergarten
Mrs. Pechtel	Kindergarten
Mrs. Weisgerber	Kindergarten
Mrs. Pang	First Grade
Mrs. Anderson	First Grade
Mrs. Downing	First Grade
Mrs. Haak	Second Grade
Mrs. Howard	Second Grade
Mrs. VanMeighem	Second Grade
Mrs. Janosky	Third Grade
Mrs. Heitz	Third Grade
Mrs. McMullen	Third Grade
Mrs. Crigler	Fourth Grade
Mrs. Galbraith	Fourth Grade
Mrs. Briggs	Fifth Grade
Miss Thiede	Fifth Grade
Mrs. Griffith	Fifth Grade
Mrs. Keech	Tier II
Miss. Gann	Special Education
Mrs. Lind	Reading Specialist
Mrs. Adams	Music Specialist
Mrs. Lockard	Physical Education
Mr. Wright	Technology
Mrs. Kern	High-Cap
Mrs. Hall	Speech Pathologist
Mr. Stephenson	School Psychologist
Mrs. McComb	Nurse
Mrs. Martinez	.Para-educator Nurse
Mrs. Dayton	Paraeducator
Mrs. Evans	Paraeducator
Mrs. Green	Paraeducator
Mrs. Hodge	Paraeducator
Mrs. Irish	Paraeducator
Mrs. Hamilton	Paraeducator
Mrs. Shelby	Paraeducator
Mrs. Aldridge	Paraeducator
Mrs. Seavoy	Paraeducator
Mrs. Siefken	Paraeducator
Mrs. Schwartz	Paraeducator
Mrs. Vega	Paraeducator
Mrs. Leyva Serrato	Cook
Mrs. Putnam	Cook
Mrs. Hertenstein	Custodian
Mrs. Braendlein	Custodian

A: SCHOOL INFORMATION AND PROCEDURES

ARRIVAL AND DEPARTURE INFORMATION

School hours are Monday, Tuesday, Thursday and Friday from 8:40 a.m. - 3:17 p.m. and Wednesday at 2:00 p.m. Students participating in our breakfast program may eat from 8:20 a.m. to 8:35 a.m. Our schedule does not permit us to supervise children who arrive early. Para-educators will be on the playground to supervise students at 8:25 a.m. Please see that your child's departure from home will have him/her arrive close to our 8:40 bell. Please ensure that your child is picked up promptly after school, as again, there is no supervision for students after school. Students participating in the after school YMCA program will go directly on the bus after school.

ATTENDANCE

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, at Ridge View, are required to take daily attendance and notify you when your student has an unexcused absence. If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made a plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court.

DISTRICT POLICY: Students are allowed 15 excused absences. All absences after that are considered unexcused and will be treated as truanancies and dealt with under current laws and policies.

CUSTODY CONCERNS

In order to protect your child from an unauthorized adult taking him/her from school, we **MUST** have on file at the school, a **certified** copy of a restraining order issued in the State of Washington. **Custody disputes will not be handled by the school.** Contact your lawyer for assistance.

BREAKFAST/LUNCH PRICES AND INFORMATION

Breakfast and lunch will be free for the 23-24 school year.

MEDICINE

If a child needs to take medication during school hours, the following guidelines will be followed:

1. All medication must be kept in the original labeled bottle. These bottles must be labeled with the student's name, doctor, medication, dosage and the time of day to be given.
2. **The "Parent Request for Giving Medication at School" form MUST be completed by the parent of student taking medication and signed by the doctor**
3. All medications are to be kept in the health room cabinet.
4. All medications must be brought to the school for inventory by the responsible parent or guardian.
5. **MEDICATIONS ARE TO BE DISPENSED IN SCHOOL OFFICE ONLY**
6. Students are responsible for coming to the office for their medication at designated time.
7. Medication not claimed by the parent by the end of the school year will be destroyed, as will the permission forms.

REPORTING STUDENT PROGRESS

Report cards are issued three times during the school year. Mid-term reports are also sent to some students to keep parents informed of progress. At the end of the first and second trimesters, parent conferences are held to discuss student progress. Please feel free to contact your child's teacher to schedule other conferences.

SCHOOL CLOSURE

In winter, poor weather or unusual situations may necessitate the closing of schools. Check the KSD website for the most current information on school delays and/or closures. Sign up for School Messenger to receive notification regarding school news, emergency alerts, including school closures and delays due to severe weather through PowerSchool. To sign up for notifications, log into your PowerSchool for Parents account at www.ksd.org or from your school website and click the School Messenger link on the left side menu. Click on the Contacts tab at the top of the page and then click Edit on the right-hand side of the screen. Choose how you want to receive alerts, phone, email or text/SMS and click Save at the bottom. **Please do not call the school** as we will be on delay or cancellation as well.

STUDENTS IN NEWS STORIES

Kennewick School District policy allows our students to appear in news stories, including pictures, regarding our schools and school related topics. We are, at times, asked by the media to participate in these stories at Ridge View. **Parents who do not want their children to participate in news stories should notify the school in writing and we will not include them.** Students will not be interviewed at school for stories not related to school issues.

TAKING STUDENTS OUT OF CLASS

In the event that you need to have your child released during the school day, such as for a doctor's appointment, it is necessary that you come into the school office and sign the student out. Staff are instructed not to release students from class or the playground until the office calls for a student or a signed release slip is presented. An advance note is welcome if it is understood that the parent must still come in.

TELEPHONE USE

Our phones are very busy. Under normal circumstances students should not need to use the phones at school. Parents can help by making sure children know each morning what they are to do after school. ***Please do not leave messages for students except in an emergency.*** Calls must go through the office and responsible, confidential use of these phones is our goal. Normally, teachers should use them only when students are not present in the room. Cell phones are not allowed to be seen or used by students.

VISITORS

The Kennewick School District encourages parents to visit their children at school and have established guidelines to permit visitors to observe the educational program with minimal disruption: Refer to KSD Community Relations Parent Visitor policy R 4311

The learning environment and the staff's time for students shall be free from interruption. Except in emergencies, staff members shall not be interrupted in their work. Brief messages may be taken so as to permit the staff member to return a call when free. Certificated staff members shall be available for consultation with students and patrons before school starts and after school ends. Students and patrons are urged to make appointments with staff members to assure an uninterrupted conference.

VOLUNTEERS

Parents are encouraged to be actively involved in our school. Let the teacher know if you would like to help at school. Parents help in classrooms, tutor, help with computer instruction, work box support, etc. All volunteers must fill out a background check form each school year before they can volunteer one day in the schools. This is to ensure the safety of all our children. Forms can be picked up in the Ridge View office or by accessing the KSD website at www.ksd.org.

Expectations for Volunteers:

1. All volunteers should check-in at the office upon their arrival at school.
2. Volunteers must follow the reasonable directions of the certificated staff in order that the educational purpose(s) are achieved in an efficient manner.
3. Confidentiality regarding all interactions observed or participated in must be maintained at all times.
4. Wear identification so other school staff recognize their purpose for being in the school.

VOTER REGISTRATION

You may pick up voter registration forms in the school office.

B: SCHOOL RULES AND POLICIES

COMPUTER USE

The Kennewick School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences. The Kennewick School District supports and respects each family's right to determine an appropriate level of computer usage and Internet access. Parents or guardians may request that their student(s) be restricted from access to school computers and/or the internet.

DISCRIMINATION

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 BJ. Wilson- (509) 222-5003 (bj.wilson@ksd.org)

PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING, AND CYBER BULLYING - KSD POLICY 3207

The Kennewick School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation, bullying, and cyber bullying. "Harassment, intimidation, bullying, or cyber bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristics in RCW-9A.36.080(3), (race, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

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 blogs or wikis) 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.

For the full text on this policy go to www.ksd.org

RIDGE VIEW RULES

Ridge View Elementary believes in teaching and maintaining a positive and productive climate through our positive behavior interventions and supports. Behavior is communicated daily from school to home using our behavior calendar. Each student and

staff member shall exemplify our four school rules 1) Show Respect, 2) Make Good Decisions, 3) Solve Problems, and 4) Be Safe. The following PBIS matrix will be taught and modeled throughout the school year:

	Classroom	Hallways	Cafeteria	Playground	Restrooms	Specials	Bus
Show Respect	<ul style="list-style-type: none"> Be alert and engaged Raise hand Eyes on speaker Respect others ideas 	<ul style="list-style-type: none"> Quiet and smile Walk on the right side Hold doors for others 	<ul style="list-style-type: none"> Say please and thank you Use inside voices Follow directions of adults 	<ul style="list-style-type: none"> Be friendly and kind Follow directions of adults Invite others to play Be a good sport 	<ul style="list-style-type: none"> Use space appropriately Allow privacy Quiet voices 	<ul style="list-style-type: none"> Show good citizenship Give attention to the speaker Encourage each other 	<ul style="list-style-type: none"> Visit quietly Listen to driver Be helpful to others Use kind words
Make Good Decisions	<ul style="list-style-type: none"> Stay on task Do your best Be example to others Be prepared 	<ul style="list-style-type: none"> Use hands and feet appropriately Stay in line Face forward Whisper talk if working 	<ul style="list-style-type: none"> Wait in line quietly Get what you need before you sit down Clean up the floor and table 	<ul style="list-style-type: none"> Use equipment safely Play fair Share and take turns Line up quickly 	<ul style="list-style-type: none"> Use in timely manner Flush, wash, with soap and leave Be quick and quiet 	<ul style="list-style-type: none"> Eyes on speaker Show empathy 	<ul style="list-style-type: none"> Leave toys at home Choose seat wisely Face forward
Solve Problems	<ul style="list-style-type: none"> Look for clues Ask for help Work as a team 	<ul style="list-style-type: none"> Be a role model Stay with class Go straight to destination 	<ul style="list-style-type: none"> Wait your turn Raise your hand for help 	<ul style="list-style-type: none"> Use kind words to solve problems Ask for help from others Report important issues to adult 	<ul style="list-style-type: none"> Wait your turn Clean up after yourself Report important issue to adult 	<ul style="list-style-type: none"> Ask for help Take turns 	<ul style="list-style-type: none"> Sit by kids who are making good choices Ask for help Report important issue to adult
Be Safe	<ul style="list-style-type: none"> Bags and coats hung up Walk Push in chair 	<ul style="list-style-type: none"> Walk Looking forward Give personal space 	<ul style="list-style-type: none"> Eat your own food Walk to and from lunch Keep hands and feet to self 	<ul style="list-style-type: none"> use hands and feet appropriately Share equipment Walk on black top 	<ul style="list-style-type: none"> 1 person per stall Use hands and feet appropriately 	<ul style="list-style-type: none"> Walk to your spot Follow rules Use equipment appropriately 	<ul style="list-style-type: none"> Stay properly seated Backpacks out of aisle Hands/feet to self Walk to buses

DISCIPLINE

A pleasant school climate is a major goal for Ridge View staff and students. Children are encouraged to learn and practice appropriate school behavior.

DISRUPTIVE STUDENTS: A disruptive student is defined as one whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be condoned in the classroom, on the playground or any other area or activity at Ridge View. Students who display disruptive behaviors will be dealt with using the Kennewick School District Disruptive Student Policy 3240, which may include suspension or alternative school.

WEAPONS: For the safety and protection of all, students are explicitly forbidden from bringing weapons or items that are intended to be used as a weapon to school Kennewick School District Policy 3314 Exceptional Misconduct explicitly defines the district policy regarding Weapons.

Weapons and Dangerous Instruments:

Weapons may include, but are not limited to chemical agents, air, aerosol, gas or pump-action firearms, nun-chu-ka sticks, throwing stars, clubs, knives of all kinds, silencers and objects similar in form or use to those listed above. Any item used with the intent, or perceived intent to threaten, intimidate, or harm another person would be considered a weapon.

Blunt or heavy objects used or displayed during a fight may be considered weapons for purposes of enforcing this policy.

Weapon use, transmission or possession shall result in emergency expulsion by building administrators. Such expulsion shall continue until appropriate investigation has been made by school and law enforcement authorities.

Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocket knives not used or displayed as a weapon.

DISCIPLINE PROCEDURES: BUILDING-WIDE

Each classroom operates with a written set of rules and consequences. Parents are encouraged to learn the rules of their child's classroom and to actively work with the teacher to help the child learn to manage himself/herself.

Students not observing the rules may experience the following:

1. A discussion of the problem with student and teacher.
 - a. Appropriate consequences according to teacher's judgment will be given.
 - b. More severe disruptions will be followed with further consequences and parents notified.
2. A conference with student, teacher, parents and/or principal.
3. Office referral to administration. Administration or teacher may use any of the following:
 - a. Contract or plan developed by student, parents and teacher or administration.
 - b. Student, teacher, parent conference.
 - c. In-school time-out or other out of classroom alternative plan.
 - d. After school detention (with parent notification).
 - e. Other alternatives deemed appropriate, including suspension or expulsion.
4. Each classroom will send home a classroom expectation letter for parent review and signature.

Teacher/Staff Managed Minor	Admin Managed Major
Inappropriate Language -Cussing -Name calling -Gestures	Abusive Language -Based on race, ethnicity, gender, sexual orientation, disability or religion
Physical Contact (reaction) -Wrestling with another student -Pushing/shoving/kicking -Biting (with no marks)	Fighting/Physical Aggression (intent) -Kicking, hitting, pushing, throwing, shoving, biting, etc. with intent to do harm
Disrespect -Talking back -Intentionally ignoring instructions	Eloping -Leaving the classroom or school grounds without permission
Defiance -Refusal to complete class work -Refusal to follow directions/non-compliance	Threat or Intimidation/Bullying -Verbal threats of aggression against another person
Disruption -Running in the hallway -Poor line behavior -Throwing objects	Weapons/Dangerous Items -Knives, bullets, lighters, matches, etc.
Property Misuse -Touching other's belongings without permission	Lying/Cheating -Forgery -Plagiarism
Classroom Materials Misuse -Destruction of materials	Harassment -Seriously harmful or personally damaging -Inappropriate touch
Stealing/Vandalism -Petty theft/vandalism; little or no value	Theft/Vandalism -Major theft/vandalism; items of high value

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 should have no more than the following amount of homework on any given day. Adjustments may be made with respect to individual performance.

Grades K-1	10-20 minutes
Grades 2-3	20-30 minutes
Grades 4-5	30-45 minutes
3. It is recommended that students having less than this amount of homework spend time reading, practicing math facts, studying spelling words or extending areas that are currently being studied in the classroom.

LIBRARY EXPECTATIONS: Refer to PBIS Matrix for Classroom Expectations

1. Students learn proper book care and checkout procedures during their weekly library classes.
2. Books damaged or lost will be paid for or replaced by parents or student.
3. Children are encouraged to carry library books in a sack or backpack.

MUSIC AND PE EXPECTATIONS: Refer to PBIS Matrix for Classroom and Gym Expectations

1. All food and drink stays out of gym and music room.
2. In PE, proper shoes and clothing for exercising and running on PE days should be worn.
3. Participation: If your child needs to be excused from PE or Music for medical reasons, please send a note on that day.

TECHNOLOGY EXPECTATIONS: Refer to PBIS Matrix for Classroom Expectations

1. All food and liquids stay out of the computer lab.
2. Cooperate with classmates and teacher.

PLAYGROUND: Refer to PBIS Matrix for Playground Expectations

Our playgrounds are supervised by experienced paraprofessionals during recess who will monitor play to ensure children can have fun and be safe. They are authorized to deal with minor rule violations and behavior problems using their experience and judgment.

1. **No toys or equipment from home are allowed.**
2. All students will play in areas designated for their grade level.
3. During recess, students may enter the building only with a pass obtained from the recess supervisor, except in emergencies.

Morning recess for grades K-2 is from 9:35-9:50am

	Lunch		Recess	
Tier II				
K	11:30		11:50-12:15	
1	11:40		12:00-12:25	
2	11:50		12:10-12:35	
3	12:00		11:35-12:00	
4	12:05		11:40-12:05	
5	12:10		11:45-12:10	

Afternoon recess for grades 3-5 is 1:55 – 2:10pm.

STUDENT DRESS

Students should wear clothing to school that is in keeping with safety, health, and decency standards and is appropriate for participation in school activities including PE and weather conditions. Examples of clothing which are not allowed are tube tops, spaghetti straps, short shorts, flip-flops, untied shoelaces, any clothing that exposes the midriff or back or advertises or encourages use of tobacco, alcohol or other drugs. In addition, hats are not allowed to be worn inside the building. See school board policy 3224.

STUDENT HEALTH INFORMATION

Information in student health records may be shared with school staff on a need to know basis to protect the student health, safety and educational interests. This will be done at the discretion of the district's certificated nursing staff. Parents not wishing this information to be shared should notify the school nurse in writing.

ELECTRONIC DEVICES & TOYS FROM HOME

Students are asked not to bring electronic devices. **No toys, equipment, or trading cards from home are allowed.** The use of Kindles and like devices are to be used, at teacher discretion, strictly for reading and not to access the internet. Cell phones, iPods, iPod touches and iPads should be left at home. If you send a cell phone with your child to school it is to remain in their backpack and turned off during school hours. The only exceptions are items for Show and Tell, as requested by teachers. All Show and Tell items need to be brought in a sack or backpack. There are no glass containers or animals allowed on the buses.

C: SCHOOL SAFETY

BUS INFORMATION

Eligible students living in areas designated for bussing will be allowed to ride the bus. Students who ride buses must follow the safety rules as established by the Kennewick School District Transportation Department. The driver is in complete charge while students are on the buses.

Any child that rides the bus to school must ride the bus home unless advance written notification is received from a parent.

Kennewick School District Policy #3240

Bus Transportation: Rules for Students Riding School Buses

“DON’T LOSE YOUR RIDING PRIVILEGE!”

 Kennewick School District #17 B E RESPONSIBLE U SE SAFETY S HOW RESPECT			
WAITING FOR THE BUS	<ul style="list-style-type: none"> •BE AT YOUR STOP 5 MINUTES EARLY •BE PREPARED AND READY TO GET ON BUS 	<ul style="list-style-type: none"> •STAND 10' AWAY •WAIT UNTIL BUS STOPS & DOORS OPEN •WAIT FOR DRIVER'S SIGNAL TO CROSS 	<ul style="list-style-type: none"> •KEEP HANDS, FEET, OBJECTS TO SELF •BE COURTEOUS WHILE WAITING
ENTERING THE BUS	<ul style="list-style-type: none"> •WALK IN A LINE TO BUS •QUICKLY FIND YOUR SEAT •HAVE BUS PASS WHEN RIDING TO ANOTHER STOP 	<ul style="list-style-type: none"> •USE HANDRAILS •USE STEPS •WAIT YOUR TURN AND GET ON BUS ONE AT A TIME 	<ul style="list-style-type: none"> •GREET BUS DRIVER •FIND A SEAT QUICKLY •MOVE OVER IN YOUR SEAT FOR OTHERS TO SIT
RIDING THE BUS	<ul style="list-style-type: none"> •USE LEVEL 1 QUIET VOICE •RAISE YOUR HAND TO SPEAK TO DRIVER •ASK DRIVER FOR PERMISSION TO CHANGE SEATS •BE PREPARED AND READY FOR YOUR STOP •THROW ALL TRASH IN GARBAGE CAN 	<ul style="list-style-type: none"> •KEEP AISLE CLEAR •KEEP EMERGENCY EXITS CLEAR •KEEP HANDS, BODY & OBJECTS INSIDE BUS •STAY SEATED AND FACE FORWARD •FOLLOW DRIVERS INSTRUCTIONS •KEEP FOOD AND CANDY IN BACK-PACKS 	<ul style="list-style-type: none"> •KEEP HANDS & FEET TO SELF •RESPECT BUS PROPERTY •USE GOOD LANGUAGE •BE POLITE TO OTHERS •USE HEAD-PHONES WITH ELECTRONICS •NO THROWING ITEMS
EXITING THE BUS	<ul style="list-style-type: none"> •REPORT ISSUES OR DAMAGES TO DRIVER •WAIT YOUR TURN AND GET OFF ONE AT A TIME •CHECK MAIL AFTER BUS LEAVES •WALK DIRECTLY HOME 	<ul style="list-style-type: none"> •STAY SEATED UNTIL BUS IS STOPPED AND DOOR OPENS •USE HANDRAILS •USE STEPS ONE AT A TIME •WAIT FOR DRIVER'S SIGNAL TO CROSS 	<ul style="list-style-type: none"> •WAIT YOUR TURN AND WALK DOWN AISLE •KEEP HANDS & OBJECTS TO SELF •BE COURTEOUS OF OTHERS PROPERTY WHILE WALKING HOME
EVACUATION	<ul style="list-style-type: none"> •USE LEVEL 0 SILENT VOICE •STAY CALM 	<ul style="list-style-type: none"> •LISTEN AND FOLLOW ADULT INSTRUCTIONS •MOVE TO SAFE AREA AS DIRECTED OR 100' AWAY 	<ul style="list-style-type: none"> •EXIT QUICKLY, SAFELY AND ONE ROW AT A TIME •HELP OTHERS

1.

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.

EMERGENCY PLANNING, EXIT DRILLS and LOCK DOWN

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. If the school is in a lockdown situation, no one will be allowed to enter or exit until the lock down situation has concluded. Ridge View is very serious about the safety of our children. By practicing evacuations and security situations, we hope our staff and students will respond by being alert to any potential problem.

TRAFFIC SAFETY

We ask that parents who drop and pick-up their children use the drop off area along the main entrance of Ridge View. We ask that if you are parking and walking students to the building, please use the crosswalks.

SAFETY REMINDERS FOR DROPPING OFF & PICKING UP STUDENTS

1. **NEVER** use the bus parking in the back of the building.
2. **ALWAYS** drop students in drop off/pick up zones.
3. **NEVER** use the parking lot as a pick-up/drop off area unless you park and escort your child.
4. **ALWAYS** remind your student of safety around traffic; use the crosswalks and sidewalks.
5. **NEVER** walk between parked buses in the loop.
6. **ALWAYS** be a role model for following rules for your children.

D. INTEGRATED PEST MANAGEMENT PROGRAM ANNUAL NOTIFICATION

During the 2001 legislative session Senate Bill 5533 was passed and signed by Governor Lock requiring the posting and notification of pesticide applications at schools and day-care centers. The bill took effect July 1, 2002 and requires that written notification be given annually or upon enrollment to parents or guardians of students and employees describing the school's pest control policy and methods including notification requirements.

Maintaining a safe and healthy learning environment for our students and staff is very important to the Kennewick School District. As part of our commitment to this goal, the district has implemented an Integrated Pest Management (IPM) program throughout the district to keep the district free of pests such as noxious weeds, harmful insects, rodents and vermin. IPM emphasizes prevention and common sense strategies rather than responding to a pest nuisance with pesticides. Through IPM the district focuses on non-chemical means of pest control. At times, the use of a pesticide may be required to control a pest.

Pesticides when required can either be applied by school district employees, custodians, grounds and maintenance personnel or a contracted commercial pesticide applicator. Typical applications of pesticides during the school year may be the use of Roundup or equal to control weeds around building, parking lots, along fence lines and to mark athletic fields. Commercially available materials may be used to control ants, bees, wasps and or yellow jackets in and around buildings. Contracted services are normally used when products available to us simply will not control or eliminate the pest or pests.

When the use of pesticides is necessary notification to parents, guardians and staff members is required 48 hours prior to the application. A notification notice will be posted in a prominent location, usually on the main entrance to the school. The notice will include, as a minimum, the product name of the pesticide to be applied, the intended date and time of application, the location to which the pesticide will be applied, the pest to be controlled and the name and phone number of the contact person at the school. If a parent, guardian or staff member requests individual notification of a pesticide application, they will need to fill out a registration form available at the school office. Whenever a pesticide application is necessary, a notice will be sent home prior to the application.

Pre-notification requirements do not apply if the application is made when the school will not be occupied by students for at least two consecutive days after the application. An application made on Friday evening after students have left does not require pre-notification. Additionally, an application of an anti-microbial pesticide such as disinfectants, cleansers, bleaches or the placement of insect or rodent baits that are not accessible to children, do not require notification. Pre-notification requirements do not apply to any emergency application for the control of any pest that poses immediate human health or safety threat, such as an application to control stinging insects. When an emergency application is made notification shall occur as soon as possible after the application.

The IPM program includes records of applications made within school facilities. Additional information concerning IPM can be obtained by calling the KSD Buildings & Grounds Department at 222-5867. Annual report of pesticide usage is available in September of each year for the preceding year.

The District's Buildings and Grounds Manager shall serve as the IPM coordinator. He/She will coordinate any modifications or changes in the program.

Non-Discrimination

The Kennewick 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. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator/Section 504/ADA Coordinator

Name and/or Title: BJ. Wilson

Address: 1000 W. 4th Ave Kennewick, WA 99336

Telephone Number: (509) 222-5003

Email: bj.wilson@ksd.org

Civil Rights Compliance Coordinator

Name and/or Title: Douglas Christensen

Address: 1000 W. 4th Ave Kennewick, WA 99336

Telephone Number: (509) 222-5010

Email: Doug.christensen@ksd.org