

**2023-24
Student and Family
Handbook**



Barbara McClintock STEM Elementary School

Mission: To close the opportunity gap by preparing all students for college readiness and success in a global society

Vision: To Ensure That All Students Learn At Grade Level or Higher

**5706 North Road 60
Pasco, WA 99301
(509) 416-7808
www.psd1.org/McClintock**

Principal: Brooke Schuldheisz
Assistant Principal: Scott Raab



*Putting students first to make learning last a lifetime.
Celebrating academics, diversity and innovation.*

NOTICE OF NONDISCRIMINATION:

Pasco School District does not discriminate in any programs or activities on the basis of sex, race, creed, age, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained guide dog or service animal. Pasco School District provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. Questions and complaints of alleged discrimination should be addressed to the following designated employees:

Title IX and Civil Rights Compliance Officer-Sarah Thornton; 1215 W. Lewis St., Pasco, WA 99301, 509-543-6700, sthornton@psd1.org
Sec. 504 Coordinator-Kristi Docken, 1215 W. Lewis St., Pasco, WA 99301, 509-543-6700, kdocken@psd1.org.

Pasco School District Board Policies are available online at www.psd1.org/Page/9920.

Arrival and Dismissal

School Hours: Office Hours are 8:30 AM until 4:00 PM

	Monday	Tuesday	Wednesday	Thursday	Friday
Classes Begin	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00AM
Classes End	3:40 PM	3:40 PM	1:40 PM	3:40 PM	3:40 PM

*Conferences and holiday early release days typically dismiss at 12:30 PM.

Inclement Weather

In the event it is necessary to cancel or delay classes due to bad weather or poor road conditions, PSD's website and Facebook page, local radio, and local TV stations will carry alerts. Registration for text message alerts is available at www.psd1.org.

Attendance

State Law (RCW 28A.225): Attendance is vital to the academic success of our students and required by Washington state law.

Absence Notification: Guardians are to notify the Attendance Clerk if a student will be absent or was absent, via phone (509-416-7808) or email (Attendance.McClintock@psd1.org). If an absence is not excused within two weeks, it may be designated an unexcused absence in student records. Students may be considered tardy if they arrive after 9:00 AM.

Excused Absences: If an elementary student has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, a school administrator will schedule a conference with a parent and the student to identify barriers to regular attendance, as well as supports and resources that are available to the family so that the child is able to regularly attend school.

Unexcused Absences:

1. After one unexcused absence in one month, the school will inform parents in writing or by phone of potential consequences of continued absences.
2. After three unexcused absences in one month, the school will schedule a conference with a parent and the student to make a plan to reduce absences, such as a reward system to motivate better attendance, an attendance agreement with the student and guardian, referring the student to a community truancy board, or filing a truancy petition with the court.
3. After seven (7) unexcused absences in one month or fifteen (15) unexcused absences in one year, the school will file a truancy petition with the juvenile court and refer the parent and the child to the Community Engagement Board (CEB).

Student Checkout: When picking up a student during the school day, an adult must present a picture ID. To ensure student safety, anyone picking up any student must be listed on that student's emergency contact registration. **Please avoid last-minute changes to a student's end-of-day routine.** Such requests should be made through the office (not Class DoJo) by 3:00 PM (or 1:00 PM on Wednesdays). **Late notifications lead to difficulty in ensuring message receipt.**

Grade Level Dismissal Locations and times:

Kindergarten at South Plaza

1st Grade at Front of building, near the South Plaza

2nd and 3rd Grades at the North gate

4th and 5th Grades at the Main Office doors

Student Pick-Up and Drop-Off:

- The east loop is for express pick-up and drop-off only, not for standing or parking. While merging, please use your blinker and be courteous. Do not leave vehicles unattended in the pick-up/drop-off loop.
- Please observe all signs and do not use the south bus loop.
- Visitor parking is available in the east and south parking lots.
- Handicapped parking is for those with visible permits only.
- Please watch children carefully in the parking lot and do not allow them to cut between cars, especially in the loop.
- When walking from the parking lot to the building, please walk with your student and use only painted crosswalks and raised ramps.
- Please allow 20 minutes in the afternoon for pick-up, due to congestion.
- The posted speed limit is 20 MPH during school hours but consider driving more slowly to account for the hundreds of pedestrians around our school, while modeling patient, helpful, kind and courteous behavior to pedestrians and other drivers for our students.

Walkers and Bike Riders: Crossing guards begin their duties at Sandifur/Robert Wayne, Sandifur/Road 60 and Three Rivers / Road 60 at 8:45 AM. For their safety, do not allow children to leave home before then. After school, students are not to stop and play at Mariposa Park without a guardian. When traveling to and from school, everyone is expected to cross the parking lots and streets using the painted crosswalks. See Safe Walking Routes Map below. Skateboards, bikes, scooters or roller blades are to be walked across streets and on school sidewalks or grass. In addition, students must bring their own locks to secure their wheels during school hours, using the racks on the south side of the building. **Unless previously arranged with a staff member, students are not to arrive on campus prior to 8:45 AM, as supervision is not available until that time.**

Safe Walking Routes Map



Visitors and Volunteers

Visitors: All visitors are required to sign in and out at the main office and wear a district badge or visitor sticker at all times. School staff throughout the building may ask to see a sticker or badge if it is not immediately visible.

Volunteers: We welcome and encourage guardians and community members to volunteer at our school. According to Board Policy 5430, all who work directly with children must have a pre-approved criminal background check that is updated every two years. Please fill out the necessary information at <https://forms.psd1.org/Forms/volunteer>. It typically requires a half hour to be processed. Once approved, volunteers are to communicate with their student's classroom teacher or applicable staff member to determine an appropriate schedule.

Parent Teacher Organization (PTO) and Action Team for Partnerships (ATP): The two groups work cooperatively to improve academic achievement and increase family and community involvement in our students' education. Additional information about our PTO and ATP can be found at www.psd1.org/domain/1165. If you would like to contact McClintock PTO directly: barbara.mcclintock.pto@gmail.com.

Student Health

Illnesses: Children should not be sent to school if they are not feeling well. Please keep students at home and contact the office if they have any of the following:

- Nausea or vomiting
- Diarrhea
- Fever (oral temperature of 100.0 or above)
- Mattering or inflammation of eyes
- Communicable disease (Please notify the school.)
- Earache or severe headache
- Recurring cough
- Shortness of breath or difficulty breathing
- Severe runny nose or severe congestion
- Scabies

*If a student tests positive for COVID-19, she/he must stay home for 5 days from the start of the symptoms, or 5 days from the positive test if the student does not have symptoms. Please contact the school nurse if your student tests positive.

Medications: The following requirements apply to medication given at school by the school nurse:

1. All medication, including over the counter drugs **must** be prescribed by a licensed medical physician or osteopathic physician. Medication must have a medication authorization form signed by provider (MD, NP, DO, PA) and on file at the school.
2. Medication remains in its original container with prescription tag.
3. Only the amount needed to take while at school is sent. (Pharmacists will usually provide an extra bottle upon request.)
4. Student must have the Asthma Medication Form signed by provider and on file at the school. Inhaler must be kept in the health room as inhalers can **NOT** be carried by student at elementary level.

Allergies: Students with allergies are to communicate with the school nurse to determine appropriate accommodations to support that student.

Snacks: Please communicate with your child's classroom teacher to determine what type of snacks might be approved for classroom consumption. Gum is not to be chewed on campus. Note that food and beverages other than water are not allowed on the playground to reduce the attraction of bees and wasps to our school grounds.

Nutrition Services

Meal Menus and Payments: Please visit the Nutrition Services' department webpage (<https://www.psd1.org/Page/7477>) on the district website for access to school menus. All students at McClintock receive free breakfast and lunch each day.

Birthdays and Holidays

Birthdays: Birthdays are important milestones for elementary students. If you would like to bring treats for your child's birthday or other event, **please check with your child's teacher the day before**, in order to determine the best time to bring treats into the classroom. In addition, please make sure all food is pre-packaged. We have students with allergies that can be life threatening.

Holidays: Throughout the year, the school will host events in celebration of personal, cultural, social, national or academic events. If you do not want your child to be a part of such celebrations, please inform their teacher.

Student Behavioral Expectations



Solving Problems
Resolviendo problemas

Owning Their Actions
Poseer Sus Acciones

Academic Effort
Esfuerzo Académico

Respecting Others
Respetar A Los Demas

Student Discipline

Students who attend schools within the district will be expected to respect their studies, school employees, their peers, and all school expectations. A student's failure to do so may lead to consequences as outlined by Pasco School District Policy and Procedures. Please refer to the Pasco School District's Discipline Handbook for Students and Parents for more information.

Students are expected to keep hands and feet to themselves, use kind and appropriate language and show respect to their peers and the staff. These expectations are specifically taught in classrooms and can be found on our SOAR matrix.

SOAR Expectations

At McClintock Elementary we believe in the power of positive interactions. We focus on positive behavior

interventions that include restorative conversations, reteaching expectations and celebrating students. All staff are on the lookout for students who are showing SOAR expectations. Periodically, a staff member may give a student a SOAR ticket, signifying that the student has been caught following McClintock expectations which are as follows:

BMSE Teaching Matrix: Common Areas

SOAR MATRIX	Hallways	Cafeteria	Restrooms	Outside of Building	Assemblies
Solve Problems	Stay to the outside	Scoot over	Spot check	Stay in control	Sit on your pockets
Own Our Actions	Orderly	Organize	Off	Obey safety rules	Overlook distractions
Academic Effort	Always quiet	Allow time	Appropriate procedures	Apply yourself	Applaud appropriately
Respect Others	Remain in your bubble	Reduce	Respect privacy	Responsible choices	Respect those around you and the presenters

Family Support: In the event that your family is experiencing a crisis, please contact:

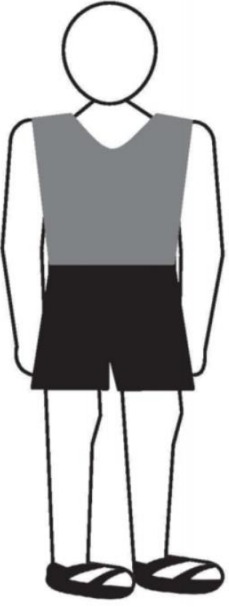
Salina Castro
School Counselor
Scastro@psd1.org

Jennifer Flajole
Behavior Intervention Specialist
jflajole@psd1.org

Student Personal Items

Toys and Electronics: Students are not to bring toys or electronics from home. If parents would like their child to carry a cell phone, they do so at their own risk. Student cell phones are to be left on silent and in backpacks during the school day. Toys that are simulated weapons are strictly prohibited.

Lost and Found: The Lost and Found is located outside behind the school library until last recess then it will be in the hallway out to the playground. We suggest that all clothing and personal property be labeled with the student's name. Unclaimed items will be donated monthly to charitable organizations.

	<p>Minimum Standards:</p> <ul style="list-style-type: none"> • Shirts/Tops must cover stomachs, backs, and chests • Tank tops should cover any undergarments • Shorts, skirts, and dresses must reach mid-thigh (“fingertip rule”) • No visible undergarments • Shoes must be worn at all times. Footwear should be appropriate to the activity. <p>The shaded portion of the figure represents front and back views. These parts of the body must be covered.</p> <p>As a courtesy, please do not wear perfume, aftershave, or scented products.</p>
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Teacher Contact Information

Last Name	First Name	Grade	Email
Albertson	Lisa	1st	LAlbertson@psd1.org
Bates-Thomas	Angie	3 rd /4 th	ABates@psd1.org
Brubaker	Stephanie	Art	SBrubaker@psd1.org
Camacho Barragan	Damaris	TWDL 1st	DCamacho@psd1.org
Carrasco	Jessica	Resource Room	jecarrasco@psd1.org
Carter	Ginni	TWDL 2nd	GiCarter@psd1.org
Childs	Tara	Librarian	TChilds@psd1.org
Clemens	Laura	3rd	LClemens@psd1.org
Corona	Daniel	Technology	DCorona@psd1.org
Dawson	Amanda	Resource Room	ADawson@psd1.org
Dunstan	Trevor	4th	TDunstan@psd1.org
Farag	Heather	Resource Room	HFarag@psd1.org
Forney	Jennifer	2nd	JForney@psd1.org
Garza	Marc	PE	MaGarza@psd1.org
Gilliam	Jennifer	Reading Recovery	JGilliam@psd1.org
Gonzalez	Elizabeth	5th	EGonzalez@psd1.org
Gonzalez	Marco	TWDL 3 rd	MGonzalez@psd1.org
Gutierrez	Andrea	TWDL 3rd	agutierrez@psd1.org
Hansen	Emily	Music	EHansen@psd1.org
Hernandez	A. Susana	TWDL Kinder	AdHernandez@psd1.org
Jackman	Laurel	5th	LJackman@psd1.org
Johnston	Jaime	Reading Specialist/PE	jedwards@PSD1.org
Jones	Cassi	TWDL 5th (Eng)	CaJones@psd1.org
Juarez	Vanessa	Kinder	VJuarez@psd1.org
LeCompte	Mary	5th	MLeCompte@psd1.org
Lindbloom	Taylor	Speech Therapy	TLindbloom@psd1.org

Magana	Karen	TWDL 4th	KMagana@psd1.org
Martin	Jessie	TWDL 2nd	JeMartin@psd1.org
Martinez	Ali	3rd	AlMartinez@psd1.org
McConathy	Brandy	4th	BMcConathy@psd1.org
Mendez	Erica	1st	EMendez@psd1.org
Moore	Chandra	Kinder	CMoore@psd1.org
Moreno	Patricia	Reading Recovery	PMoreno@psd1.org
Neitzel	Shelley	Kinder	SNeitzel@psd1.org
Ortega	Rachel	Instructional Coach	ROrtega@psd1.org
Pineda	Lucia	TWDL 1st	LPineda@psd1.org
Rutter	Monica	TWDL K	MCardenas@psd1.org
Rodriguez	Veronica	TWDL 5th	VMendoza@psd1.org
Shafer	Sierra	1 st /2 nd	smccauley@psd1.org
Sinclair	Amber	2nd	ASinclair@psd1.org
Thorne	Brandi	1st	BThorne@psd1.org
Vaughn	Amanda	Instructional Coach	AVaughn@psd1.org
Wright	Leah	TWDL 4 th (Eng)	LeWright@psd1.org

Pasco School District Non-Discrimination Information

Discrimination

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://www.psd1.org/Page/10095>.

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://www.psd1.org/Page/10095>.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. *Write Our Your Complaint*

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: *School District Investigates Your Complaint*

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: *School District Responds to Your Complaint*

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

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

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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