Welcome

Welcome to Sacajawea Elementary School. Our dedicated and professional staff is looking forward to working with you and your child throughout the 2014-2015 school year. We would like to share with you some important information relating to school procedures and policies.

Sacajawea staff make a special effort to create and promote a positive relationship between the home and school. Parents are encouraged to become involved and initiate contact whenever desired.

The staff of Sacajawea Elementary School strive to provide the best educational opportunities possible for all students. We believe all students can learn. We respect the dignity of individuals and cultures. We strive to provide students with experiences that enrich their lives and equip them with the skills necessary for success in the 21st century.

The Sacajawea Elementary School Family Handbook is a companion to the Richland School District 2014-2015 Calendar & Parent Guide that all families will receive after the first day of school.

Further information regarding RSD policies may be found on the district website at www.rsd.edu

Quick Reference

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**DAILY SCHEDULE**

<table>
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<th>Time</th>
<th>Activity</th>
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<tr>
<td>8:15 A.M.-8:40 A.M.</td>
<td>Breakfast <em>(Students eating breakfast should not arrive any earlier than 8:15 A.M.)</em></td>
</tr>
<tr>
<td>8:30 A.M.-8:45 A.M.</td>
<td>Playground Supervision <em>(Students are not to arrive on the school campus before 8:30 A.M., unless they are eating breakfast. There is no supervision of students prior to this time. Students arriving prior to 8:30 A.M. are to go to the gym and sit quietly until 8:30 A.M.)</em></td>
</tr>
<tr>
<td>8:40 A.M.</td>
<td>First Bell</td>
</tr>
<tr>
<td>8:45 A.M.</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>10:20 A.M.-10:35 A.M.</td>
<td>Recess <em>(Grades 1st &amp; 2nd)</em></td>
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<tr>
<td>11:30 A.M.-12:15 P.M.</td>
<td>3rd Grade Lunch/Recess</td>
</tr>
<tr>
<td>11:35 A.M.</td>
<td><em>A.M. Kindergarten &amp; Preschool Dismissed</em></td>
</tr>
<tr>
<td>11:35 A.M.-12:20 P.M.</td>
<td>2nd Grade Lunch/Recess</td>
</tr>
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<td>11:45 A.M.-12:30 P.M.</td>
<td>1st Grade Lunch/Recess</td>
</tr>
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<td>11:30 A.M.-12:15 P.M.</td>
<td>4th Grade Lunch/Recess</td>
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<tr>
<td>11:35 A.M.-12:25 P.M.</td>
<td>5th Grade Lunch/Recess</td>
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<tr>
<td>12:25 P.M.</td>
<td><em>P.M. Kindergarten Begins</em></td>
</tr>
<tr>
<td>2:15 P.M.-2:30 P.M.</td>
<td>Recess <em>(Grades 3rd-5th)</em></td>
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<tr>
<td>3:15 P.M.</td>
<td>Classes Dismissed</td>
</tr>
<tr>
<td>3:25 P.M.</td>
<td><em>All Clear Bell-All-Students are to be off of the school grounds by 3:25 P.M.</em></td>
</tr>
</tbody>
</table>

The Friday schedule is like the Monday-Thursdays schedule with the exception of...

- **SCHOOL IS DISMISSED EVERY FRIDAY AT 2:15 P.M.** Teachers will use this one hour early dismissal time to meet in grade level or department teams to discuss assessment, curriculum, and student achievement issues.

**KINDERGARTEN SCHEDULE FOR FRIDAYS:**

- A.M. SESSIONS 8:40 A.M.-11:10 A.M.
- P.M. SESSIONS 11:40 A.M.-2:15 P.M.
- **NO** preschool on Fridays.

**Arrival & Dismissal Procedures**

- Parents bringing children to or picking children from school are asked to respect the areas marked **No Parking** or designated as **Bus Parking**.
- Please use the drive through by the front entrance of Sacajawea as a student **drop-off** in the morning. The drive through is closed to vehicle traffic at school dismissal time.
- Students are not to arrive on the Sacajawea campus earlier than 8:30 A.M. **Students arriving prior to 8:30 A.M. are to go to the gym and sit quietly until being dismissed to go outside at 8:30 A.M.**
- Students participating in the breakfast program are not to arrive earlier than 8:15.
School dismissal is at 3:15 P.M. All students and siblings are expected to leave the school grounds immediately after being dismissed from school. **All students are to be off of the school grounds by 3:25 P.M.**

Students are to meet their parents, siblings or friends after school at a designated area on the playground. Please escort your child to your car. **For safety do not allow your child to walk through the parking lot unescorted by an adult.**

## SAFETY AND HEALTH

### Dangerous Weapons

Dangerous weapons or firearms cannot be taken onto any Richland School District property. Possession, carrying, exhibiting, displaying, and/or use of a FIREARM shall result in expulsion from the Richland School District. The expulsion could be one (1) full year from the date of the infraction.

### District Dress Code

It is the goal of the Richland School District to establish and maintain a quality-learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future careers.

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety.

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

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

- Clothing or accessories with offensive pictures, symbols or sayings. These include but are not limited to:
  - Demeaning statements
  - Violent statements
  - Sexual statements
  - Racial Statements

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

The child’s parents will be called and asked to bring a change of clothing if the child wears clothing in violation of our district policy. If the parent cannot be reached, an article of clothing may be supplied.

**Safety Concern:** We have noticed an increase in students wearing flip-flops to school; especially during the warm weather. With this we have experienced some serious toe and ankle injuries. Though not against the dress code policy, wearing flip-flops does increase the chance of a serious toe or foot injury. **We would encourage you to not allow your child to wear flip-flops to school.**

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

Students ARE NOT permitted to wear Heelys to school. If a student should wear Heelys to school, we will contact the parent and request that a different pair of shoes are immediately brought to school for the student.

**Bullying, Harassment, or Intimidation**

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

Verbal, sexual, racial, or physical harassment and/or abuse of another person will not be tolerated in the Richland School District. Any child who is a target of any form of harassment, intimidation or bullying should immediately report the action to a Sacajawea staff member. Such complaints will be appropriately investigated and handled consistent with RSD Policy 3207. More information is available at the Richland School District website.

**Student Health Services**

Nedda Dayley is our District Nurse Supervisor. She supervises our Health Room paraprofessional, Linda Marquez. Parents/guardians should inform the school of any medical problem a child might have. Let us know if your child has allergies or if there are other precautions that we need to take with your child related to a medical condition.
State law requires school personnel to assist a student to manage his/her medication at school only by written order of a physician. The giving of any medication without a signed Medication Authorization Form written order is prohibited. Both the physician or dentist and the parent must sign this form. This regulation includes various kinds over-the-counter and prescription cough syrups and medication for headaches, colds, stomachaches and other miscellaneous ailments.

All medication must come to school in its original container with prescription label attached. The label must include the child’s name, physician’s name, drug name, and dosage.

In accordance with Washington State Law, oral medication (any medication taken by mouth) is defined as EITHER prescription OR over-the-counter medication (such as Tylenol, Advil, Benadryl, Cough Syrup, etc.). Parents/guardians may come to school to administer an over-the-counter medication to their child to help relieve symptoms.

A signed medication authorization form must also accompany asthma inhalers from the doctor and parent.

Medication brought to school by students without such permission will be removed from the child and the parent/guardian will be contacted. Please contact our Health Room staff if your child has, or develops, any serious health related condition.

In case of illness or injury the nurse or staff member trained in first aid procedures will care for a student. Parents will be contacted. In the case of an emergency, parent/guardian contact will be attempted immediately and emergency medical treatment procedures will be initiated.

**Student Safety**

For the safety of our students the following specific guidelines have been established:

- No student should be on the playground before 8:30 A.M. There is no supervision of students prior to 8:30. **Students arriving prior to 8:30 A.M. are to go to the gym and sit quietly until 8:30 A.M**
- Students are expected to leave the school grounds **immediately** after being dismissed from school. **All students are to be off of the school grounds by 3:25 P.M. A school bell will ring at 3:25 P.M. indicating that all students are to off of the school grounds.**
- All playground equipment is off limits to all students after dismissal. **Students may return to the playground after 4:00 P.M.**
- Report any suspicious activity on your street to the Richland Police Department.

**Bicycles, Scooters, Skateboards or Rollerblades**

For the safety of all, bikes must always be walked when on school grounds. The school assumes no responsibility for stolen or damaged bikes. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike rack. We ask that kindergarten students not ride a bicycle to school.
Students are **NOT** allowed to ride or bring a scooter or skateboard to school. This school policy supports the Richland School District requirement that prohibits scooters and skateboards from being ridden on school district property.

Heelys, rollerblades and/or roller skates are not to be worn on school grounds.

**Pledge of Allegiance**

The Pledge of Allegiance is recited at the beginning of each day in every classroom and at the opening of all school assemblies. Students not reciting the Pledge of Allegiance shall maintain a respectful silence.

**Visitors in Classrooms**

A visit to your child’s classroom is a good way to learn firsthand about your child’s educational program and his/her adjustment to the school setting. We would like to encourage you to visit your child’s room. We welcome visitors to Sacajawea Elementary School during the school day. For safety reasons visitors are required to report to the office and sign-in. Visitors will then be issued a visitor’s badge to wear while on school property.

Please contact your child’s teacher **before** visiting the classroom to arrange an appropriate time for a visit.

When you visit the classroom, the teacher will not be available to conference with parents at this time, as the teacher will be busy with the students. You may schedule a conference for another time if you wish.

Students from other schools or from out of town are not allowed to visit during the school day.

**Emergency Drills**

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

The safety of the students is of prime concern. Our school has a written safety/crisis-emergency procedures plan. Emergency planning is monitored and revised regularly. We practice these procedures during the school year. The cooperation of the parents/guardians is essential at the time of an emergency.

Emergency drills for the evacuation or the lockdown of the school are held once a month throughout the school year. These drills are conducted according to emergency exit procedures in our emergency plan. All classrooms have emergency escape routes posted in their room. Students are expected to act according to the established rules for emergency exit.
Please discuss with your child how important it is to listen carefully to their teacher and other emergency staff during drills. When students are asked to exit the building they must do so at once without question.

Emergencies can take many forms; therefore a plan has been created that provides a general guideline for responding. The school district has protocols for emergency responses with both the police and the fire department to expedite appropriate and efficient responses to emergency situations.

In the case of an actual emergency, the principal and the school’s safety management team will meet to determine the seriousness of the situation and what elements of the emergency response procedures need to be activated.

**Safety Patrol & Crossing Guards**

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

The district employs two adult crossing guards. One is stationed on the corner of Catskill and George Washington Way and the other is stationed at the driveway entrance to the main school office.

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

**ATTENDANCE**

Washington state law places responsibility for school attendance on the parent or guardian. *Regular attendance is essential to a student’s success in school and is necessary in order to achieve maximum benefit from the school program.*

Persistent absenteeism creates a genuine hardship for a student. Children cannot do well in school if they are not in school. Please help us with this very important goal.

**Reporting Absences**

When your child is unable to attend school, please call the office at 967-6326 to report your child’s absence. If your child is absent and you would like to pick up homework assignments, please notify the secretary when you call in the absence. The secretary will leave a note with the teacher to arrange for homework. Homework may be picked up in the office after 3:15 P.M., if the absence is reported to the office prior to 9:00 A.M.

Opportunities to make up work missed during an excused absence will be provided by the teacher at the request of the student or parent/guardian. Students will be given a number
of days equal to those missed in which to complete make-up work.

**Tardies**

It is important for your child to arrive at school on time. Students who arrive late not only lose valuable learning time, but also cause a disruption for those students who arrived on time. Students arriving after 8:45 A.M. will be marked tardy.

Students missing 1.5 hours or more in either the morning or afternoon will be marked as being absent for half a day.

Excessive absences and/or tardies will result in a formal meeting with the parent/guardian and the school principal or designee to resolve attendance problems.

**Leaving School before Dismissal**

For the protection of our students, any person wishing to check a student out of school must report to the office. We will release the student after the sign-out process has been completed and picture identification has been provided. Only custodial parents/guardians will be allowed to pick up a student during the day unless we have been notified in advance by the custodial parent/guardian that another individual has permission to pick up their child. Picture identification will required of the individual who has been given permission, by the parent/guardian, to check out the student.

**Student Withdrawal**

When a student withdraws from school to transfer to another school or district, please do the following:

1. Notify the teacher and office staff of your intent to withdraw, if at all possible, three (3) days in advance.
2. Check in all texts, library books, and other materials belonging to the school.
3. Pay any outstanding bills or fines.
4. Gather all personal belongings from the school.

Forgetting to do any of these may delay your child’s records being sent to their new school.

**Excluded from School**

We do not want to exclude any student from school, but there are some situations in which, by law, we must ask you to take your child out of the school. Your child may be excluded from school under the following circumstances:

1. If she/he has a communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community.
2. If his/her immediate removal is necessary to restore order or to protect persons on school district property.
3. If the child is identified as having head lice. She/he will be re-admitted after
having received treatment. All students returning will be checked by school staff prior to being re-admitted to class.

ACADEMICS

If you have a question or concern about your child’s educational progress, we would like to hear from you. It’s important that we work together on your child’s behalf. Please call us at 967-6325 to schedule an appointment to discuss any concerns or questions. Whatever your concerns or questions, discuss it with the staff member most closely involved with your child. This is usually the most effective way to answer any questions or concerns that you may have about your child’s education. It is best to discuss your concern with the staff member before bringing it to the attention of the principal.

Report Cards

Report cards are issued three times each year. Teachers evaluate the student’s academic achievement as well as effort and conduct. The report cards are shared with parents at the end of the first and second grading period in conferences and sent home after the third and final grading period of the year. Please carefully review your child’s progress and contact the school if you have any questions. Children’s achievement may be checked at any time by contacting the teacher.

Parent-Teacher Conferences

Parent-Teacher Conferences are important and our school strives for 100% participation from all families. Parent-Teacher conferences are held at the end of the first and second grading period. Additional conferences may be held at the request of the parent and/or teacher.

Student Assessments

The Smarter Balanced Assessment Consortium (SBAC) is the new Washington state assessment that is given to all 3rd-8th and 11th grade students. The purpose of the SBAC is to measure student progress toward meeting the Common Core State Standards (CCSS). State testing should never be the sole judge of a student’s academic skills and knowledge. A student’s entire performance should always be considered.

The testing window for the 3rd-8th SBAC will during the window of March 9-May 29, 2015. More specific dates will be provided as the assessment window gets closer. For additional information regarding the SBAC visit the Richland School District website at Richland School District | Smarter Balanced Assessment.

Some special education students have alternative options to taking the SBAC.

The Dynamic Indicators of Basic Early Literacy (DIBELS), AIMSWeb Math (K & 1st grade), Scholastic Reading Inventory–SRI, and Scholastic Math Inventory–SMI (2nd grade-5th grade) are administered to all students 3 times each year. We use the results of these assessments to identify students who need extra help in reading and mathematics.
Students in grades 2\textsuperscript{nd}-5\textsuperscript{th} are administered the Measure of Academic Progress (MAP) two times per year (fall and winter). The MAP measures a student’s growth in the core academic areas of math and reading. Teachers use each child’s test results to make individual instructional decisions.

Please feel free to contact your child’s teacher at any time to discuss your child’s assessment results.

**Student Textbooks**

Students are issued textbooks and are responsible for maintaining and returning those books in the same condition in which they were received. The replacement fee of lost/damaged textbooks can be as much as $50.00. Students will be issued a replacement after they have paid the fee to the office.

**Library**

The mission of the library media program is to ensure that students are effective users of ideas and information. In the library students receive instruction in skills related to that purpose, and access to books, magazines, and electronic materials to use at home and school.

Library checkouts: The checkout period for library materials is 7 days for K-2 students, 14 days for 3\textsuperscript{rd}-5\textsuperscript{th}. Students may renew most library materials one time, so materials may be kept a maximum of four weeks. Overdue notices will be issued after a book is at least one week overdue. If a book is more than three weeks overdue, a bill for the cost of a replacement book and a 20\% processing fee is issued. If the student returns the overdue book to the library in good condition, the bill is voided. If a book is paid for and then found and returned to the library before the third week of the following school year, any fine paid will be refunded, upon submission of the district receipt issued. Refunds are not made without a receipt.

Checkout limits:
Kindergarten: 1 item
1\textsuperscript{st} grade: 1 item for the first few months of the school year. After that, 2 items
2\textsuperscript{nd} grade: 2 items
3\textsuperscript{rd}-5\textsuperscript{th} grade: 3 items

Limits and renewals may be exceeded at the request of a parent or teacher or to accommodate special assignments. Students who have overdue items or unresolved fines will be limited or prevented from checking out materials.

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

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

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

Ms. Benita Brown is our school librarian.

**Music**

Students will participate when music is scheduled for their classroom. All students will receive music instruction and evaluation from Mrs. Debi Teague. Students in 3rd-5th grades have the opportunity to participate in various performing groups: choir for 3rd-5th grade students (Tuesday & Thursday mornings 8:00 A.M.-8:40 A.M.), strings for 4th & 5th grade students (Monday, Wednesday and Friday mornings 8:00 A.M.-8:40 A.M.), or percussion for 4th & 5th grade students (5th grade Monday & Wednesday 11:30 A.M.-12:00 P.M.-4th grade Tuesday & Friday 11:30 A.M.-12:00 P.M.)

**Physical Education**

Our school’s physical education teacher, Mr. Kirk Johnson, provides 50 minutes of P.E. per week for students. Each program includes a wide-range of physical activities with games and team activities. Students wear their school clothes and regular tennis shoes for class. **Students will not be allowed to participate in P.E. class without shoes.**

**Art**

All Sacajawea students come to Ms. Karen Brashear’s classroom once a week for 50 minutes of art instruction. The primary focus of art is to give students opportunities to develop their artistic knowledge, skills and creative abilities. In art, students use many materials to produce a wide variety of incredible artwork, such as drawings, paintings, ceramics and collages. Students wear smocks whenever we paint, but accidents do happen. Please have your child wear appropriate clothing on art day. This will help avoid damage to their clothing. **Specials (Library, P.E. Music & Art Schedules**

Visit our school website at [www.rsd.edu/schools/sacajawea/](http://www.rsd.edu/schools/sacajawea/) to see your child’s classroom specials schedule.

**Guest Teachers**

Every student will occasionally be taught by a guest (substitute) teacher. The most common reason for using a guest teacher occurs when the regular teacher is ill. However, guest teachers are also used when regular teachers are on leave for personal business, professional training, or family emergency.

Students are expected to be courteous to guest teachers. Any misconduct in the classroom
will be dealt with immediately.

**Special Programs**

Richland School District has a full range of programs to meet children’s needs: Speech & Language Therapy (SLP), Occupational and Physical Therapy (OT/PT), Special Education, LAP/Title I remedial assistance, and English Language Learners (ELL). Parents may request that their child be considered for a special program by contacting the school office or their child’s teacher. If the staff feels a child needs some extra assistance that requires a special program such as the above, parents will be contacted. Parents are always contacted prior to any individual testing used to determine if a child can be helped through a special program.

Each special program has specific sets of criteria that a student must meet in order to be served in that program. Parents are invited to meetings and are provided information about testing, the results of testing, and recommendations concerning the student’s educational program.

**Internet Use**

Internet access is available to all students. Parents/guardians have the right to decline district Internet access for their student and can communicate their wishes by completing a district Acceptable Use Policy (AUP) Opt-Out form. If you choose to decline district Internet access for your child please contact the school office and an AUP Opt-Out form will be given to you. Please complete the AUP Opt-Out form and return it to the school office.

**Homework**

We know that children who are assigned homework perform better at school. There are positive effects on achievement and character development with the consistent completion of homework assignments.

Sacajawea teachers to assign your child homework for five reasons:

- Teach and reinforce student self-discipline.
- Allow greater coverage of curriculum.
- Teach and reinforce independence and responsibility.
- Supplement and reinforce school learning.
- Strengthen the home/school connection.

Your child’s teacher will let you know the homework expectation and assignments for this year. Homework may include:

- Assignment related to current classroom topics
- Assignments not completed in class
- Research projects

Your child will be asked to spend a reasonable amount of time on homework. If the amount of homework seems excessive or nonexistent, please check with your child’s teacher.
You may help your child with homework in the following ways:

- Provide a study area
- Make sure your child has enough time, understands directions, and works carefully
- Look at the assignments
- Examine completed work brought home
- Encourage your child’s efforts
- Offer help with troublesome skills or concepts

Field Trips

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce the students to the resources of our community. The teacher will inform parents about field trips in advance. Volunteers are also needed to chaperone the trips. If you are willing to volunteer, please contact the classroom teacher.

Any adult chaperoning a field trip must complete a Volunteer Disclosure Statement and a Washington State Patrol Background check before being allowed to chaperone on a field trip. Please come into the school office to fill out and sign the required form. The form must be signed in the presence of an office staff member. You will be notified when you have been authorized to chaperone.

Any child going on a school sponsored field trip must return to the school unless a specific written request is made by the parent/guardian.

SACAJAWEA ELEMENTARY TITLE 1 PARENT INVOLVEMENT POLICY

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

Highly Qualified Teachers & Paraeducators

At Sacajawea Elementary School, we are very proud of our teachers and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind (NCLB). These rules allow you to learn more about your child’s teachers’ training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
• Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

• What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional’s qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child’s assignment to a teacher or paraprofessional, please contact the school office at 967-6325.

**Information Review**

Title I Part A Parent Involvement Policy requirements and Parent/Student/Teacher Compact are explained to parents and reviewed during a Sacajawea PTA meeting where suggestions will be incorporated into the document.

**Student Learning Plans**

All students entered into the Title I program at Sacajawea Elementary have an Individual Student Learning Plan. This plan, along with the Parent/Student/Teacher is discussed during the fall and spring conferences with the responsibilities defined for the student, teacher, parent and Title I Program. The teacher, parents and students read through, discuss and sign the Student Learning Plan and Parent/Student/Teacher Compact.

**Communication**

Information will be provided to parents throughout the year through the Title I newsletter, formal presentations, specific information nights and designated PTO meetings. Individual student progress is shared by Title I staff during Parent/Teacher conferences.

Sacajawea parents are encouraged to contact the staff with any issues needing attention. Parents may call the Instructional Specialist (Mrs. Sally Mack) directly at 967-6334 or by email (sally.mack@rsd.edu).

Parents also have the option of requesting a meeting with the teacher, principal, counselor or Instructional Specialist. Sacajawea has a Collaborative Student Intervention (CSI) team that meets regularly to discuss students of concern. Any staff or parent may request a CSI team meeting and the team will address those concerns.

**Parent Participation and Support**

Parents are essential to children’s success in school. When they wish to provide extra support to develop skills, we have a variety of resource materials.
Sacajawea’s Title I program has a Parent Resource Library available for our parents. It includes a leveled reader library where parents may check out books at their child’s instructional level to practice at home. The resource library also includes a variety of pamphlets that give information and/or tips for reading with your child at home, help for math homework, social skill development information and suggestions for activities to do at home to support their children’s learning. We also have a library resource: Parent’s Homework Dictionary in English, Russian and Chinese that parents may check out. These books have resources and help for parents when they work with their child in language arts, math, science and social studies at home.

Title I Parent involvement funds are used to support the Parent Resource Library, parent information nights, and kindergarten orientation events.

**SCHOOL COMMUNITY**

**Breakfast & Lunch Programs**

Students eating breakfast:

- Will enter the building through the door by the SE side of the school (near the kitchen).
- Are to enter the breakfast room in an orderly and quiet manner
- Are dismissed to the playground at 8:30 A.M.

Students are not to arrive earlier than 8:15 A.M. for breakfast.

Money for the breakfast and lunch programs may be brought in on a daily basis or for a longer period of time. Lunch money is collected each morning in the classroom and credited to the student’s lunch account by the food services personnel.

Free and reduced lunches are available through the assistance of the federal government. A form will be sent home with each student at the beginning of the school year. If you qualify for this program, the District Food Services Office will notify you by telephone. If your income changes during the school year and you think you may qualify or become ineligible, please stop by the school office for a new application form.

If you would like to eat lunch with your child, please have your child tell the teacher when lunch count is taken in the classroom or you may call the school office prior to 9:00 a.m. so we may notify the kitchen of your expected visit. By pre-arranging your visit this ensures that the kitchen staff will prepare enough food for everyone.

Breakfast Prices-$1.35 student $2.25 adult
Lunch Prices-$2.50 student $3.50 adult
Milk-$0.50

The Richland School District uses a computerized system to identify students for the breakfast and lunch program. This updated computerized system for purchasing meals uses the finger scan from one of their fingers to identify them to gain access to deposited funds available for meal services.
This system offers complete privacy and does not in any way store a copy of the student’s fingerprint. Upon registration the finger is scanned. A mathematical algorithm then translates the defining points of the fingerprint in an indefinable string of characters. This indefinable string is what is stored in the program and is what will be called upon to identify a student.

The benefit of this system will be that students cannot lose their identity nor have it used by another person to gain access to their account. It also eliminates the need for students to remember a PIN, and will speed up the meal line.

If you do not wish your child to participate, please notify the school in writing to decline participation.

If your child has any food allergies please notify the office ASAP.

If your child is going home for lunch, we must have a note from you giving us permission to allow your child to be dismissed from our campus.

Pets

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

Change of Phone Numbers or Address

Notify the school immediately if you have a change of address or telephone number during the school year. Not having an up-to-date address and telephone number on record at the school office could delay or prevent the school contacting you in the event of an emergency.

Student School Insurance

School insurance is available for a minimal cost. The plan you may purchase is described in the folder sent home at the beginning of each school year. The Richland School District does not carry any insurance on your child.

Telephone Use

School telephones are business phones and should only be used for emergencies or issues of great importance. Students are not to use the school phone to make personal arrangements (such as requesting permission to go to another student’s home after school). Students will only be allowed to use the phone with staff permission.

Cell Phones

While on school property students may possess and use personal telecommunication devices including but not limited to pagers, beepers and cell phones provided that such devices do not pose a threat to academic integrity, disrupt the learning environment, or
violates the privacy rights of others.

Students possessing telecommunication devices (cell phones) and other related electronic devices shall observe the following conditions:

- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.
- Telecommunication devices must be turned off and operated ONLY before and after the regular school day.
- Cell phones shall not be used, displayed, or observed in classrooms, testing areas, areas where personal/testing materials are located, locker rooms, or anywhere a student has a reasonable expectation of privacy.
- Students who violate this policy will be subject to disciplinary action, including losing the privilege of bringing the device onto school property. A staff member may confiscate the device, which shall only be returned to the student’s parent/guardian.
- Students are responsible for devices they bring to school. The school shall not be responsible for loss, theft or destruction of devices brought onto school property.
- Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

Parent Teacher Organization (PTO)

Sacajawea Elementary Schools enjoys an active Parent Teacher Organization (PTO) and we encourage all parents/guardians to become involved. The group provides an arena in which parents and staff actively work together to create a positive learning environment for all students. Our PTO raises funds for worthwhile projects, organizes volunteer efforts that benefit our students, and creates new opportunities for our students.

School Newsletters & Website

The Sacajawea Smoke Signals newsletter goes home each month. It serves to keep you up-to-date on what is happening in the classrooms and allows you to plan for future school events. The Smoke Signals is published by our PTO. Reminder announcements are sent home with children prior to events/activities that parents/guardians should know about. In addition, you may visit our school website at www.rsd.edu/schools/sacajawea/ for more information about school events.

Volunteers

Volunteers are recruited on a regular basis. They are involved in a variety of activities including: chaperoning on field trips, assisting in the classroom, listening to children read, correcting papers, working in the computer lab, making classroom materials, and assisting with special programs. Please inform your child’s teacher or call the school office if you wish to help.

Any individual volunteering in the Richland School District must complete a Volunteer Disclosure Statement and a Washington State Patrol Background check before being
allowed to volunteer in the school. Please come into the school office to fill out and sign the required form. The form must be signed in the presence of an office staff member. You will be notified when you have been authorized to volunteer. Your help is greatly appreciated.

Lost And Found

Lost items, including clothing, backpacks, and books will be placed on the “Lost and Found” rack in the hallway by the 3rd grade classrooms. Students should check this area when they have lost something at school. Proper marking of children's clothing and other articles is very helpful. All items unclaimed at the end of the year will be donated to charitable organizations.

Personal Items

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. We expect students not to bring extra money or other valuables to school.

Personal toys or any other items that may be disruptive to the students, teachers, and/or the educational process at Sacajawea Elementary School are not allowed. Neither the school nor any of its staff will be held responsible for damage to or loss of personal items brought to school.

Student Council

The Student Council is made up of homeroom representatives and elected student body officers. Council members plan spirit days, community service projects and act as role models for other students.

Counselor

Our school counselor is Miss Nicole White. If your child is having difficulty dealing with problems, trouble in getting along with others, or perhaps a great sadness or disruption in the family, the counselor can provide support through individual and small group counseling sessions. The counselor supports the regular teaching staff in the personal development of students. School counselors provide immediate interventions for behavioral and emotional difficulties.

Every adult in the school is a vital part of the counseling program, for they all provide positive role models and resources for communication – often the first resource for the student or parent. Staff often can help direct students and parents in the direction that will provide additional assistance.

Miss White may be contacted by calling her at 967-6328 or by e-mailing her at nicole.white@rsd.edu

Party Treats and Invitations

IMPORTANT: If you are going to bring treats to school they shall be limited to store purchased (bulk or individually packaged) foods only.
If you plan to bring treats for your child’s class on a birthday, please contact the teacher prior to the day. The teacher will have a suggestion about appropriate times.

Teachers will advise parents/guardians of other classroom parties.

To avoid disrupting the school day, flowers, balloons, or special items delivered at school will be kept in the school office until the end of the school day.

| Distribution of party invitations at school is to be done only after school hours and outside of the classroom. |
| An exception to this is if every child in the classroom is going to be invited to the party then handing out the invitations during the school day is permitted. Arrangements must be made with the classroom teacher to schedule the handing out of invitations to all of the students in the classroom. |

**Gum**

It is everyone’s responsibility to keep the school and the school grounds clean. Some foods become quite a problem with much time needed from the custodian to clean up. Because of a maintenance and litter problem, **gum is not allowed at school.**

**Daycare Services**

Champions! offers quality childcare services on the Sacajawea Elementary School campus. For more information, either contact their office by calling 946-1273 or come to the school office.

**Discipline Program**

“TIME-TO-TEACH” is our school discipline program. We feel that the “TIME-TO-TEACH” program is a strong, positive approach to discipline. The program has an emphasis on interaction and modeling by all staff members and focuses on both a child’s behavior and the child as a human being. “TIME-TO-TEACH” is a pro-active approach rather than a re-active approach to discipline. This is done through instruction in the classroom on what appropriate behaviors should look like throughout the school community. The school community provides a predictable environment with clear limits and expectations, consistent and effective discipline and supervision to reduce conflict and improve self-esteem. The “TIME-TO-TEACH” program does not allow teachers and students to reach their “breaking point”, but instead allows teachers to continue teaching and student to still learn.

The rationale behind the “TIME-TO-TEACH” Program is:

- Rules and routines give students a feeling of security.
- Rules and routines reinforce the skills that every student must have in order to be a successful learner.
- Rules and routines allow a teacher to be a fair disciplinarian.

Teachers will identify areas of need and devote adequate time to “teaching to” (Teach To’s) the rules and routines. The teacher will do this through demonstration of the
behavior. The teacher will then lead students through positive examples of behaviors and finally students will demonstrate positive behaviors.

Your child’s teacher will be teaching the classroom behavior expectations (Teach To’s) during the first week of school and re-teaching/reviewing them during the year. Please contact your child’s teacher to find out the expected classroom behaviors (Teach To’s).

In addition, your child’s classroom teacher will be teaching the “common area” behavior expectations (Teach To’s) during the first week of school and re-teaching/reviewing them during the year.

When a student is being a distraction to the teaching and learning process the teacher will give the student a prompt. An example of this may include a statement such as “Chris, I need quiet hands please.” If the student continues to make noise with his/her hands the teacher will then ask them to refocus. The refocus eliminates repeated warnings and/or multiple requests, takes attention away when a problem occurs, retains behavioral momentum and develops self-control in students. Students will go to the “refocus desk” in their own room where they will fill out a refocus form.

Once the refocus form is completed, the child will share the refocus worksheet with his/her classroom teacher. The student will then be invited to resume classroom activity.

If repeated refocusing fails to result in improved behavior of an individual student, the teacher, parent and if needed, the counselor and/or the principal will meet to determine an individual plan for this student.

The 1st & 2nd grade refocus form consists of two questions:
- What happened? I was...
- Next time I will...

The 3rd-5th grade refocus form consists of three questions:
- What did you do that made it necessary to spend time refocusing?
- What was the rule or prompt (reminder) that was not followed?
- What will you do differently when you return to class?

Refocusing is a non-punitive intervention used by teachers to maintain consistent instructional time. For it to be effective, we encourage parents not to punish their child for being refocused. Rather, talk over the behavior with the child and restate the expectations for behavior that promotes learning and getting along with others.

If a student receive three or more refocuses in a week they will attend After School Academy. After School Academy is held each Friday from 2:20 P.M. to 3:20 P.M. (after school is dismissed). After School Academy is a time for students to complete work they may have missed while they are refocusing. You will be contacted by your child’s classroom teacher to inform you that your child will be in After School Academy.
**Absolutes**

Exceptional misconduct is referred to as an ABSOLUTE. ABSOLUTES are behaviors that will require an immediate referral to the principal.

ABSOLUTES include...

- Weapons
- Drugs/alcohol/tobacco (consumption and or possession)
- Physical violence
- Stealing
- Racial slurs, sexual harassment, bullying and intimidation
- Overt defiance (disrespect shown to staff and refusal to follow staff directions)
- Vandalism

When a violation of an ABSOLUTE occurs the student will be referred to the principal who will evaluate which disciplinary action is appropriate for the behavior of a student. The student’s past behavior and disciplinary record will be taken into consideration when deciding upon disciplinary action.

**Recess**

Recess is an important time for children to gain physical skills, interact with friends, and learn the give and take of playground games. Recess rules vary depending upon the grade level of the students; therefore recess rules will be reviewed in each classroom during the first week of school. The rules are designed to ensure the safety and well-being of our children on the playground. Harassment, intimidation or bullying will not be tolerated on our playground and should be reported to school staff immediately.

**Playground Expectations**

1. No rough play! Rough play includes, but is not limited to: karate kicks, swinging people, knocking children down, tackling, tripping, pushing, shoving, pinching, biting, slapping, poking, sliding into people, throwing rocks or other hard objects (sticks, snowballs, etc.).
2. All games are open to anyone who wants to play.
3. No one is allowed back into the building during recess unless they have a pass from a playground team leader.
4. Please do not harass or bully others. Keep our school safe and friendly.

**Playground Equipment**

**SLIDE:** One at a time on the slide, sliding down only. Sit facing forward; slide down immediately. No climbing up or sliding down the support poles.

**HAND-TO-HAND BARS:** Walk around, not under. No touching other people on bars. Only two students going across at one time are permitted. No sitting or standing on top of the bars. It is expected that girls wear shorts under skirts if they are using the hand-to-hand bars.
**TWIRLING BARS:** Only one person per bar. Off limits when water or wet mud is underneath. It is expected that girls wear shorts under skirts if they are using the twirling.

**JUMP ROPES:** Ropes are to be used for jumping only.

**BALLS-BACKSTOP:** Students with a rubber ball will be given first priority in backstop area. If a backstop is full, go into a wide-open area through which children do not run. No climbing on backstop. Balls may be bounced or thrown only at designated ball walls. Always ask a team leader to get balls or toys that may roll into the driveway area or street.

**TETHERBALL:** Play by Sacajawea rules only.

**SWINGS:** Students must sit down, facing either direction (not sideways). Only one student on an individual swing seat is permitted. No jumping off. If someone is waiting, each person gets 30 full swings. No sideways swinging or twisting.

For a more comprehensive explanation of our behavior expectations (Teach To’s) you may visit our school website at [www.rsd.edu/schools/sacajawea/](http://www.rsd.edu/schools/sacajawea/)

**NON-DISCRIMINATION STATEMENT**

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

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

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

Section 504 Coordinators:
Personnel: Tony Howard (Tony.Howard@rsd.edu) Executive Director, Human Resources  
Facilities: Mark Panther (Mark.Panther@rsde.edu) Executive Director, Support Services  
Student Services: Mike Hansen (Mike.Hansen@rsd.edu) Assistant Superintendent

Compliance Coordinator for State Law (RCW 28A.640/28A.642)  
Galt Pettett (Galt.Pettett@rsd.edu) General Counsel

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

**WHAT IS DISCRIMINATION?**

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee’s disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

**What is a Protected Class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

**What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child’s teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district’s main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

**What if I can’t resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the
results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation. The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent’s decision. Corrective measures must occur no later than 30 calendar days of the superintendent’s letter.

**What if I don’t agree with the superintendent’s decision or no one responds to my letter?**

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent’s written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent’s response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

**What will happen at the hearing?**

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

**What if I don’t agree with the School Board’s decision?**

You may appeal the school Board’s decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board’s decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board’s decision. It can be hand-delivered or mailed to:

**OSPI**  
**Administrative Resource Services**  
P.O. Box 47200  
Olympia, WA 98504-7200  
Phone (360) 725-6133
OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing. At the hearing you will explain why you disagree with the school board’s decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge’s decision.

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

How do I report sexual harassment?

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

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

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

Passwords for Internet-based resources may be obtained from your child’s teachers. Our license requirements forbid posting them on our school’s website.

Links to all of these online resources are at www.rsd.edu/schools/sacajawea. Click on **Library Resources** and then on **Library Catalog**.

<table>
<thead>
<tr>
<th>Service</th>
<th>User name</th>
<th>Password</th>
</tr>
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<tbody>
<tr>
<td>World Book Online</td>
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<tr>
<td>E-Library Elementary</td>
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<tr>
<td>SIRS Discoverer</td>
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<td>Culturegrams</td>
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<tr>
<td>PebbleGo</td>
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<tr>
<td>BookFlix</td>
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<tr>
<td>Math Whizz</td>
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</tbody>
</table>

Math Whizz Individual user names and passwords are available from your child’s classroom teacher

<table>
<thead>
<tr>
<th>Service</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kids Konnect</td>
<td>no password needed</td>
</tr>
<tr>
<td>Internet Public Library Kidspace</td>
<td>no password needed</td>
</tr>
</tbody>
</table>

The Richland Public Library also has links to several useful databases on their website, including the popular Tumblebooks database of animated talking picture books. These may be accessed at:

[http://www.richland.lib.wa.us/database.htm](http://www.richland.lib.wa.us/database.htm)