

Ritzville Grade School

Student & Parent Handbook



Ritzville School District #160-67
Ritzville, Washington

The Ritzville Grade School Educational Team

Ritzville School District Board of Directors

Reid Phillips
Greg Galbreath
Scott Carruth
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Administration

Don Vanderholm	Superintendent	dvanderholm@lrschools.org	509-659-1660
Cindy Deska	Principal	cdeska@lrschools.org	509-659-0232

Teaching Staff

	Grade	E-mail Address
Dustan Arlt	PE	darlt@lrschools.org
Jennifer Boness	Title/LAP	jbness@lrschools.org
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Carley Stanford	3	cstanford@lrschools.org
Jack Welker	2	jwelker@lrschools.org
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Caitlin Teske	K	cteske@lrschools.org
Chelsie LaVigueur	K/1	clavigueur@lrschools.org
Jennifer York	5 th Band	jyork@lrschools.org
Heather Glisson	Preschool	hglisson@lrschools.org
Nicky Shields	Transitional Kinder	nshields@lrschools.org

Paraeducator Staff

Jodie Esser	jesser@lrschools.org	Haley Campbell	hcampbell@lrschools.org
Melody Miller	mmiller@lrschools.org	Kim Braden	kbraden@lrschools.org
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Secretary

Stephanie Stokoe	sstokoe@lrschools.org
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Nurse

Aimee Schell	aschell@lrschools.org
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Food Services Staff

Jennifer Skaggs	jskaggs@lrschools.org
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Custodial Staff

Juana Ortiz	jortiz@lrschools.org
Jarod Marecz	jmarecz@lrschools.org

Ritzville School District Phone Numbers

Ag Shop	509-659-1630
Bus Garage	509-659-0820
District Office	509-659-1660
Grade School	509-659-0232
High School	509-659-1720

2023-24 Schedules

Grade School Hours

The Grade School Office is open from 8:00am until 4:00pm when school is in session.

School hours for TK-5th grade students are Monday – Thursday 8:30am to 3:10pm and Friday 8:30am to 1:45pm. Preschool students are Monday – Thursday 8:30am to 11:15am. Students will be allowed to enter the building by 8:00am daily.

Early Release Days - Dismissal is at 12:25pm.

Wednesday, November 22nd – Thanksgiving Break
Wednesday, December 20th – Winter Break

2023-24 No School Days

WLCF Fair	September 1
Labor Day	September 4
Staff In-Service	October 6
Fall Conferences	October 26 & 27
Veterans Day	November 10
Thanksgiving Break	November 23 & 24
Winter Break	Dec. 21 – Jan. 3
Martin Luther King, Jr. Day	January 15
Presidents Day	February 19
Staff In-Service	February 20
Spring Conferences	March 28 & 29
Spring Break	April 1-5
Memorial Day	May 27

Lind-Ritzville Cooperative Schools 2023-2024 School Calendar						
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August 14 - Secretaries Return
August 22 - Teacher In-Service - NO SCHOOL
August 23 - ALL LRCS Staff In-Service - NO SCHOOL
August 28 - First Day of School (1st - 12th grade)
August 31 - First Day of Transitional Kindergarten & Kindergarten
September 1 & 4 - Labor Day Break - NO SCHOOL
October 6 - ALL LRCS Staff In-Service - NO SCHOOL
October 26 & 27 - Fall Conferences - NO SCHOOL
October 30 - End of Midterm 1
November 10 - Veteran's Day - NO SCHOOL
November 22 - Thanksgiving Break - EARLY RELEASE
November 23-24 - Thanksgiving Break - NO SCHOOL
December 20 - Winter Break - EARLY RELEASE
December 21 - January 3 - Winter Break - NO SCHOOL
January 15 - Martin Luther King Jr Day - NO SCHOOL
January 18 - End of Semester 1
February 19 - Presidents Day - NO SCHOOL
February 20 - ALL LRCS Staff In-Service - NO SCHOOL
March 26 - End of Midterm 2
March 28 & 29 - Spring Conferences - NO SCHOOL
April 1 - 5 - Spring Break - NO SCHOOL
May 27 - Memorial Day - NO SCHOOL
June 7 - Last Day of School - EARLY RELEASE
June 10 & 11 - Snow Days (if needed)

176 School Days
4 Teacher/Staff In-Service Days
4 Conference Days
41 Days in First Midterm
85 Days in First Semester
46 Days in Second Midterm
91 Days in Second Semester

Accidents

Emergency treatment will be given at school by the school nurse, secretary, principal, or other adult with first aid training when determined necessary. Parents may be contacted if their student is injured at school and needs further medical attention. Please note that parents are responsible for a child's medical attention. The Ritzville School District is not liable for a child's medical expenses or property damage that may occur in an accident while at school.

If parents cannot be contacted, the emergency number listed on Skyward will be called. **Please notify the office if there are changes to this information.**

Allergies or Illnesses

Please notify the office and school nurse of any allergies, illnesses, or health conditions that may affect his or her performance at school. The office and school nurse should be notified of any possible life-threatening health conditions.

Attendance – Standard Requirements

Regular attendance is extremely important in order for a student to be successful at school. Our attendance policies meet the compulsory education requirements for the State of Washington.

Attendance will be taken and recorded each period for every student at all grade levels. A well-planned class provides a learning opportunity for the students every day. If a student is absent, he/she is losing educational benefits. It is impossible to make up the "missed" experience and to gain from the learning experience to the same degree if a student is absent.

If a student is absent, a parent may call the school office at 509-659-0232, send an email to sstokoe@lrschools.org or the student may bring a written note from his/her parent or guardian explaining the absence, with a parent/guardian signature. This note must be brought to the office before a student reports to class. You have 2 school days to excuse an absence. Our school secretary will make calls home daily when a child is absent from school. Students arriving late to school will also need to bring a note or have their parents call and "sign-in" at the office. Students "checking out" of school early will need to bring a note or have their parents call and "sign-out" in the office before leaving.

Parents must stop by the office before checking your child out of school early.

The following are valid excuses for absences from school:

1. Participation in a district or school approved activity or instructional program.
Students will not be excused from morning classes the following day unless the activity/program trip returned to campus after 1:00 a.m.
2. Medical appointment (including, but not limited to, medical, counseling, dental or optometry for the student or person whom the student is legally responsible.) A doctor's note, when at an appointment is important, as this absence does not count towards the required attendance meeting for 5+ absences.
3. Illness or health condition (Absences due to illness for 3 or more consecutive days may require a doctor's note to be excused.)
4. Family emergency, including but not limited to, a death or illness in the family. (After three family emergencies in the same year, documentation will be required by the school.)
5. Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction. (This type of absence must be pre-approved by the Principal - Five days per school year.)
6. Court, judicial proceeding, or serving on a jury
7. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview
8. State-recognized search and rescue activities consistent with RCW 28A.225.055
9. Absence directly related to the student's homeless status

10. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010.
11. Absence resulting from a disciplinary/corrective action (e.g. short-term or long-term suspension, emergency expulsion).
12. Pre-Arranged Absences (such as a trip) must be approved by the Principal and parent/guardian must fill out a "Pre-Arranged Absence Form" at least one week prior to leaving.
13. School program participants, including athletics, must be present all day to participate unless a doctor's note is presented for a partial absence.
14. Absences related to mental illness or challenges with their mental health condition, and for medical appointments related to mental health. Those can include counseling, mental health wellness and behavioral health treatment.

Note: *The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.*

Birthdays

It is important to contact the teacher ahead of time if you are planning to bring a store-bought birthday treat for your child and their classmates. They may request that you bring it at a certain time and will share any allergy information. In consideration for other children, party invitations can be passed out at school if there is one for all students or all boys/all girls.

Bicycles

Students K-5 may ride a bike to school. The bike rack is located on the west side of the building. Bicycles must be put on the rack and must NOT be left overnight. Students are to stay away from the bike rack during the school day and are not allowed to ride during the school day. The school is not responsible for stolen or damaged bikes. Bike helmets and locks are encouraged.

Breakfast/Lunch Program

The School District will be offering breakfast and lunch to our students to eat at school this year at no cost for all PK-5th grade students. It is important for all families to fill out a free/reduced lunch application that is sent home at the beginning of the school year, as this provides additional funding for some of our programs.

Building Safety

For student safety purposes, only the main office door will allow entry into the school building. **All visitors, including parents, must check into the office before visiting any part of the building.** The main doors will be locked through the day and visitors will need to be buzzed-in by staff.

Bullying, Harassment and Intimidation

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

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

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

physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

Bus Information

The Ritzville School District provides bus transportation for all TK-12 students that live one (1) radius mile or farther from school. For TK-5 students that live on the northwest side of the main railroad tracks, bus transportation is also provided. **The criteria for busing students is determined by state regulations and standards.**

Bus Conduct Report

When a student chooses to misbehave, the bus driver may fill out a BUS CONDUCT REPORT, explain it to the student, and send it to the principal for consequences. Consequences for Bus Conduct Reports:

For the first (1) Bus Conduct Report: The student will see the principal and receive consequences for his/her behavior. Parents will be notified.

For the second (2) Bus Conduct Report: The student may lose his/her bus privileges for up to five (5) consecutive school days. Parents will be notified.

For the third (3) Bus Conduct Report: The student may lose his/her bus privileges for up to ten (10) consecutive school days. Parents will be notified.

For the fourth (4) Bus Conduct Report: The student may lose his/her bus privileges for the remainder of the year. Parents will be notified.

Depending upon the nature and severity of the infraction, the principal may bypass any of the steps above, and students may be suspended from school.

Cafeteria Expectations

Our cafeteria serves breakfast and lunch to students in grades PK-5. In order for the cafeteria to run smoothly, we ask that students follow these cafeteria expectations:

1. Students need to walk to the cafeteria and enter through the cafeteria door located by the office.

2. Students need to line up single file and wait to be served. Cutting in line is not acceptable.
3. Students need to sit at a lunch table when eating and talk using their “inside voice”.
4. When finished eating lunch and are dismissed, students need to take their lunch tray to the garbage cans and dump excess food and trash, put silverware in the metal trays, and stack their tray on the counter. Food is not to be taken outside.

All students in the district utilize our cafeteria in approximately one hour. Again, it is important that the students take responsibility for picking up after themselves before leaving to go outside. This will help make our lunch break run smoothly.

Cell Phones

Operation of cell phones by students during the school day is not allowed. Students who choose to bring cell phones to school for use before or after school must take responsibility for them and make sure that they are secure in their backpacks or lockers. The school will not be responsible for lost, damaged or stolen cell phones.

Closed Campus

Ritzville Grade School has a closed campus policy. This means that students are not to leave the school grounds during the regular school day without parent permission. Students leaving school during the regular school day must bring a note from home to the office and “sign-out” when leaving and “sign-in” when returning to school.

Communication (SEE ALSO Skyward Family Access)

In addition to the avenues for getting general information to patrons and parents, anyone with questions about curriculum or their child’s progress is encouraged to contact the teacher who works with their child. Phone calling or emailing is a very effective way to stay in touch. Email addresses for all teachers and support staff can be found at the beginning of this handbook. Please follow the proper chain of command (example-teacher before the principal) when dealing with questions and concerns. The child’s teacher can give parents details about assignments, grades, and tests that will help them to make informed decisions about their child’s progress. Likewise, questions about disciplinary actions that are taken in the classroom will automatically be referred back to the adult present at the time of the incident.

Conferences

Fall Conferences are scheduled for October 26th and 27th. Spring conferences are scheduled for March 28th and 29th. There will be NO SCHOOL on conference days.

Designated Town Walking Routes

It is imperative that all students walking to and from school use extreme caution at all railroad crossings, street intersections (whether protected by at “STOP” sign or not), and when walking on, or along a roadway where there are no sidewalks. Students shall always walk on a sidewalk when available.

Crosswalks and signage have been established for the following designated walking and bike routes to and from school:

1. South of the railroad tracks and west of Division (For Golf Course Area, Weber Rd. & Fairway Ave. SEE #6) Walk from your home to 6th Street. Walk on the sidewalk on the north side of 6th Street to Division Street. Cross Division Street and walk on the 6th Street sidewalk to the Grade School crossing between Palouse and Chelan Streets. It is recommended that you use the 6th Street crossing to cross Division Street.
2. North of the railroad tracks and west of Division.
Walk from your home to Adams or Division Street. Walk on the sidewalk to 1st Street. Cross 1st Street and walk to 6th Street. Walk on the sidewalk on the north side of 6th Street to Division Street. Cross Division Street and walk on the 6th Street sidewalk to the Grade School crossing between Palouse and Chelan Streets. It is important that you use the 6th Street crossing to cross Division St.
3. North of the railroad tracks and east of Division.
Walk to Columbia Street. Walk along the west side of Columbia Street, crossing Main Street, the

railroad tracks, 1st Ave, and proceed south to 6th Street. Walk east on the north sidewalk of 6th Street to the Grade School crossing between Palouse and Chelan Streets.

4. Between 6th Street and the railroad tracks and east of Division.
Walk to 6th Street. Walk on the north sidewalk of 6th Street to the Grade School crossing between Palouse and Chelan Streets.
5. South of 6th Street and east of Division.
Walk to 7th Street. Walk on the south sidewalk of 7th Street to the Grade School crossing at 7th Street and Wellsandt Road.
6. South of the Golf Course, along Weber Road, or Fairway Avenue.
Walk from your home to Jackson Street. Walk north on Jackson Street to 8th Street. Walk east on 8th Street to Adams Street. Walk north on Adams Street to 6th Street. Walk on the north side of 6th Street to Division Street and proceed to the Grade School crossing between Palouse and Chelan St.

Disaster Plan

Regular drills are held at school so that our students will know what to do in case of fire or an emergency. Evacuation routes are posted by the door of each classroom. In the event of an emergency, such as a snow storm or a dust storm which closes roads, or any another emergency which occurs during school hours, the main contact person listed in Skyward will be contacted. **Please make sure this information is up to date!**

Each classroom is being equipped with a first aid kit and a supply of clean water. Blankets, sheets and batteries are stored in each of our buildings.

Areas of responsibility have been designated for our staff. We want to ensure the safety and comfort of all our youngsters in the event of an emergency or natural disaster.

Discipline - General Consequences for A Student's Misbehavior

In a preschool through fifth grade school setting, the types of misbehavior which occurs and the consequences for dealing with that behavior varies. In general, a student's misbehavior, which causes physical or emotional harm to another, is disrespectful to adults or other students, or causes unsafe learning conditions will have a corrective action.

Parents will be contacted either through a phone call, email or written correspondence when their child is involved in a formal disciplinary action.

Preschool through fifth grade students are dealt with in an individualized manner. Administration will do everything possible to treat discipline among students consistently yet always considering each student's own circumstances.

Refer to policy 3241; 3241F1; 3241F2; 3241P for more information.

Disruptive Items

All toys must be left at home. All items that are disruptive to the educational process, including electronic equipment (examples: audio equipment, radios/CD players, laser pen lights) will not be allowed at school. If students do not follow this rule, any items brought to school that are lost or stolen will be the responsibility of the student.

Dress Code

Student clothing at school should be neat, clean, and in good taste. Clothing containing suggestive or vulgar language, or statements that advertise, encourage or refer to alcohol beverages, drugs, or tobacco is not allowed. This includes logo or a company's name relating to alcoholic beverages, drugs or tobacco.

Tank tops, spaghetti strap tops, bare midriffs, tube tops, clothing made of see-through material, tops or shorts that are revealing, or disruptive to the educational process or clothing that creates a safety hazard because of its

loose fit are examples of clothing that are inappropriate at school. "Sagging" is not allowed. "Sagging" is defined as wearing your pants below your hip. Any dress that is deemed "gang" dress will not be allowed at school. Attire that is too tight, or too short is considered inappropriate as well.

Students in the TK-5 need to wear sturdy shoes for P.E. class.

Students may wear hats before school, during recess, and after school. Hats are not to be worn in any school building at any time. Hats need to be put away in backpacks or lockers during the school day. The hood on a hooded sweatshirt is also considered a hat.

Early Release Days

Students will be dismissed at **12:25pm** on any early release days. Please refer to the District's website for the dates of early release.

Field Trips

Field trips are an exciting part of the educational program. A permission slip for in-district trips will be sent home to all students in the fall. When the class plans a field trip, parents will be notified of the trip at least one week in advance. Students are representing the Ritzville School District while on field trips. If the teacher has concerns for a student's behavior, a parent or guardian may be asked to go along on the field trip. If there have been excessive behavior issues prior to the trip, administration may hold the student back from the field trip. Every volunteer in our school or on a field trip must successfully pass a Washington State Patrol Background Check to insure the safety of our children.

Fines/Fee Collection Procedure

We issue student textbooks and school property during the year. Students are responsible for these items that are lent to them. Students who have books with excessive wear will be fined at the end of the school year. Students will be assessed fines and fees for lost or damaged books, library books and/or Chromebooks during the last week of the school year.

If a fine is assessed and goes unpaid, grades and files for a student will be withheld. If the fine/fee is not paid before the beginning of the new school year, the student will not be assigned a classroom or class schedule until the fine is cleared in the office.

Flowers and Gifts

There are times when parents and friends will send a student flowers or balloons for a special occasion. In the interest of sensitivity to the feelings of other children, if flowers or balloons are sent to school, they will be left in the office for the student to pick up at the end of the school day.

Free or Reduced Breakfast/Lunch Program (SEE Breakfast/Lunch Program)

Gum Free

The Ritzville Grade School is a gum free school. We want to keep our school clean and gum free!

Health Insurance

There are several different options for student insurance available in the Grade School Office. Students eligible for free or reduced-price meals may also be eligible for free or low-cost medical assistance. Medicaid, the Basic Health Plan Plus, and/or Healthy Options, offers health coverage for students who qualify for this program. There is some information on the free or reduced lunch forms, or more information is available by calling 1-800-204-6429.

Health Materials Preview

The Ritzville School District has adopted an appropriate program for AIDS Prevention Education with the advice of educators, parents, and community members. Each year, as required by law, a meeting will be held to provide parents the opportunity to preview the AIDS Prevention Education program and the Health Curriculum

for grades 5-8. Parents who do not want their students involved in AIDS Prevention Education are asked to preview materials before withdrawing their students from the class. Parents will receive a letter inviting them to this meeting two weeks in advance. All parents are encouraged to attend this presentation. If you choose to opt your child out, please send a letter addressed to the Principal.

Health Screening

Every year, basic health screening is done by the school nurse with some assistance from parent volunteers. In the fall, all students in grades K-5 undergo vision screening and have their height and weight recorded. Students in grades K-3 and 5 will also be screened for hearing. Any student not passing the initial screen will be re-screened by the school nurse. Parents will be contacted by the school nurse if their child fails the second hearing screen.

Illnesses or Injury at school

When a student becomes ill at school, the office will notify parents and arrange for the student to go home following the district's plan on the website.

Immunizations

Immunizations protecting children from a number of childhood diseases are required by Washington State Law. For attendance at a public school, the law requires that children be:

1. Fully immunized as required, or
2. In the process of receiving immunizations, or
3. Exempt from immunizations. (Requires a physician's signature)

The 2023-24 Vaccination schedule requirements are available at:

<http://www.doh.wa.gov/cfh/Immunize/schools/vaccine.htm>

Informational Flyers

Any organization that would like to provide informational flyers to Grade School students, or post them on the bulletin boards may do so with prior approval. Flyers must be brought to the office for the principal's approval. At the principal's discretion, some flyers may be passed out to all students in a particular class or grade level.

Legal Custody

Parents are asked to provide legal custody information to the school in writing to the school. If there are parental visitation restrictions, the parents need to meet with the principal. Parents are asked to check into the office before picking up a student during school hours.

Life Threatening Illness or Condition

In accordance with legislation, parents must inform the school of any potentially life-threatening illness or condition of their child. Every returning student will bring home a health form that must be completed by parents. Please state any life-threatening illness or condition of your child. The school nurse will develop a written medical treatment plan and emergency medical information will be shared with district employees. It is the responsibility of the parents to inform the Grade School office immediately, if conditions should develop during the school year.

Lost and Found

Articles of clothing or other items that are found on the school grounds need to be taken to the office. Students can claim lost items by coming to the office and looking in the lost and found. Lunch boxes, hats, gloves, coats, books, etc. should be clearly marked with the student's name. Students are not encouraged to bring money or other valuable items to school.

Make Up Work Policy

When a student is excused from school, missed assignments should be made up. After returning to school, they will have the same number of days to turn in make-up work as they were excused. Most often make-up work

will include the need for receiving instructional help from the teacher. Upon returning to school it is their responsibility to contact the teacher, and arrange a time to receive the make-up assignments and other instruction that they may need in order to complete the assignment. Students who have been working on projects that have due dates and deadlines in the days following their return may not always have deadlines extended.

When a student is absent for two days or more, the parent may call the office (509-659-0232) to request make-up work. Please call early enough in the day so that teachers have enough time to fill out homework request sheets. The make-up work can be picked up at the end of the day between 3:10 p.m. and 4:00 p.m. in the office.

Please understand that missed work includes lab experiences, films, teacher lecture, etc., therefore, textbook/workbook type assignments may be minimal.

Medication

If a student must take ANY (prescription or over the counter) medication during school hours, and this includes an inhaler, parents **MUST** provide the following:

1. Properly labeled original container.
2. Signed Medication Request Form from the doctor stating what the medication is, how much is to be taken, and when it is to be taken.
3. Written authorization from a parent or guardian.
4. For student safety, all medication (including over the counter medication) **MUST** be kept and taken in the office. **Medications must be transported to the school by a parent or other designated adult and not by the student.**

Nurse Services

The Ritzville School District employs a licensed Registered Nurse who writes Emergency Care Plans for students, ensures that the districts policies follow the laws of the state of Washington, provides training for staff, and oversees staff who administer medication to students during the school day.

Pesticide Notification

In compliance with the Children's Pesticide Right to Know Act that went into effect on July 1, 2002, the Ritzville School District will provide annual notices that describe the school's pest-control policies and methods, post notices when pesticides are used, and notify parents, and staff before applications.

Pets

Animals are not allowed on the school buses. If a student wants to bring an animal to school, prior arrangements must be made with your child's teacher and approved by the Principal.

Physical Education (P.E.)

Gymnasium

1. Gum, food and beverages are not allowed in the gym.
2. Students should refrain from screaming, horseplay or other inappropriate behavior.
3. Students are not to touch or move any physical education equipment unless told to do so by a teacher.
4. Students are to wear non-marking shoes in the Gilson Gym.

Playground Expectations

Students in grades TK-5 have recess on a daily basis. We encourage parents to make sure that their child wears proper clothes to school during the winter months. Students will go outside for recess unless it is extremely cold or wet outside.

General Expectations

Follow directions the first time they are given

Keep hands and feet to yourself

Everybody plays

Use equipment properly
Speak kindly to others

- | | |
|------------------------------------|---|
| Baseball | <ol style="list-style-type: none">1. Only "soft" baseballs are allowed.2. Plastic bats are allowed. |
| Bronco Toy/
Monkey Bars | <ol style="list-style-type: none">1. Walk, climb & sit on areas below the top.2. Hands and feet to yourself. |
| Football | <ol style="list-style-type: none">1. Touch/Flag football only. |
| Jump Ropes | <ol style="list-style-type: none">1. Keep jump ropes clear of any playground equipment.2. Jump ropes will be used for jumping only. |
| Slides | <ol style="list-style-type: none">1. Keep slide clear of items.2. One person sliding at a time.3. Sit facing forward.4. One person on the ladder.5. Wait for slider to take off before climbing the ladder. |
| Swings | <ol style="list-style-type: none">1. One person only on a swing.2. Swinging only back and forth.3. Sit on bottom on swings.4. Share the swings with other students. |
| Throwing | <ol style="list-style-type: none">1. Rocks, sticks, or snowballs should remain on the ground. |

Passes

Before coming back into the Grade School during recess, students must get permission from a playground supervisor. Students may get a pass for the following reasons:

1. Get a drink or go to the bathroom.
2. Being sent to the office for discipline.

Students who choose not to follow the playground expectations will be held accountable by:

1. Warning.
2. Standing by the wall and/or other appropriate consequences.
3. Sent to the office.

Students are automatically sent to the office for refusing to follow adult instructions, bad language, and hurting other students. Consequences may include detention, parental contact, or suspension.

Preschool Program

The Ritzville School District provides a Preschool program for 3-year-old students. The goal of this program is to ensure that students are academically and socially ready to enter Kindergarten, thus ensuring future school success. The curriculum is academically focused, yet developmentally appropriate. Skills taught include emergent reading practices, cultural literacy, fine and gross motor skill development, beginning numeration, and math foundations. This program runs in conjunction with the Developmentally Delayed Special Needs Preschool and ECEAP which is a state funded preschool program. For enrollment information please contact the Grade School Office.

Retention Policy

Ritzville Grade School's Retention Policy is set up so that parents will be notified by the principal if their child is

being considered for retention at the beginning of the fourth (4) quarter. A conference will be scheduled with the teacher, principal, and parents and information will be presented to explain the student's progress and how parents can assist their child through the remainder of the school year. During the conference the teacher, principal, and parents will determine if the student's needs would be best served by promotion or retention.

Retention may include:

1. Repeating a grade level during the upcoming school year.
2. Other options discussed during the parent/teacher/administration conference.

Safety Patrol

School patrol is sent out to designated crossings near the school to help children cross the street during the hours when they are going to or from school. This year, the school crossing patrol will be 5th grade students led by a supervisor. Patrollers will be at the crosswalks from 7:55 - 8:25am in the morning and 3:00-3:20pm in the afternoon.

School Closure/Delays

During extreme weather conditions the school will alert you through our automated phone message Service (Honeywell Instant Alert). In addition, please tune to the following radio stations for announcements concerning emergency school closures. School delay or closure announcements should be made by 6:15 a.m. Please do not call the Grade School or High School office to ask about school delays or closures in order to keep the telephone lines open in case of an emergency.

Television Stations

KREM 2 News	Channel 2
KXLY News 4	Channel 4
KHQ Nightly	Channel 6

AM Stations

KAQQ	5.90
KJRB	7.90
KXLY	9.20
KTRW	9.70
KEYF	10.50
KSBN	12.30
KUDY	12.80
KGA	15.10

FM Stations

KPBX	91.1
KZZU	92.9
KDRK	94
KKRP	96.1
KISC	98.1
KKZK	98.9
KXLY	99.9
KEZE	105.7

In the event that the county roads become closed or impassable for travel, and a child has to stay in town after school or if necessary overnight, the Grade School Office will use the information on the Student Demographic/Emergency Update form that is sent home at the beginning of the school year. If you have a change of address or phone, please contact the Grade School Office at 509-659-0232.

School Pictures

Individual student pictures will be taken in the fall and in the spring. Class pictures will be taken with individual pictures in the fall. These will be available for purchase and all students will have their pictures taken for school records, etc. Information about pictures will be sent home with students prior to picture day.

School Supplies

Each student is responsible for bringing his or her own school supplies. In June, we will have the upcoming school year's needed supplies listed by grade level. Supply lists are available in the office.

Students may want to have a tote bag, backpack, or duffle bag to help them with the task of packing items to and from school. Individual classes may require specific school supplies. Students are expected to bring the necessary materials for each class, every day.

Skyward Family Access

The Ritzville School District uses a student records management system called Skyward. This system has a component that allows parents to view their students' grades, lunch account and personal information over the internet. Each family will be assigned a user name and password at the beginning of the year. Please contact the office if you do not know your login information.

Statement of Student Rights, Responsibilities and Conduct

As authorized by Washington State law, the Ritzville School Board, and Ritzville Administration, a statement of student rights and responsibilities is available at the grade school office. This abbreviated statement of student rights and responsibilities is intended to assist in the accomplishment of the educational purposes of the district. Most of the information is already in this student handbook. An expanded statement of district policies and procedures is available in each school office. Contact the principal if you would like to request these materials.

Student Records – Rights and Privacy

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days when the district receives a request for access. A written request for records must be submitted, identifying the record(s) wanting to be inspected. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the Ritzville School District to amend a record by writing the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent and advise them of their right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The full document of notification of rights under the Family Educational Rights and Privacy Act (FERPA) is available from the Grade School Principal.

Student Registration

When a new student enrolls at school, they may be tested in order to determine the best placement for the child. Basic skills and competencies in Reading, Writing and Math are tested so that a student can be placed in the appropriate grade level. Students that are part-time, home-based, or off-campus are required to follow the guidelines outlined in Board Policy 3114.

Technology

Ritzville Grade School provides each student with a variety of computer experiences in the classroom and through remote learning. The use of school-provided technology also requires students to abide by the Student Internet Acceptable Use Policy. Each student must have a signed policy on file in the office. This policy provides guidance on activities allowed, access to the internet, privacy, disciplinary process and liability.

Ritzville Grade School has provided and assigned students a Chromebook computer for use at the school to promote achievement and provide flexible learning opportunities. The school will provide guidelines and information about expectation for students and families who are being issued these one-to-one (1:1) devices.

These guidelines shall be reviewed and signed by both the parent and student and returned to the school.

The school provides an assurance program which is an inexpensive solution for parents/guardians to lessen the financial burden if an accident, loss or theft occurs to a student's Chromebook. This will be provided annually and parents can choose to opt in or not.

Telephone Messages

We ask that if parents must leave a telephone message for their child, do so in the office, and the office will get the message to the child. Please try to limit messages by planning ahead with your child and using the office for unexpected situations only, not as a message service for your child. Parents must call in telephone messages by **2:30pm** in order to assure that message will reach the student before the end of the school day. Please do not call and expect to speak with your child during class.

Telephone Use (Student)

Due to regular school business use, it is necessary to limit student use of the telephone. Before coming to the office, a student needs permission from the teacher to use the phone. At that time, the office staff will determine if a student is to be allowed to use the phone in an "emergency" situation. Students will not be allowed to use the phone if it is determined by the principal to be disruptive to the educational process.

Textbooks and School Materials

Textbooks, computers and school materials are issued to students as their personal responsibility for the school year. Students are liable for all damage beyond what would be considered normal one-year wear. If a textbook is lost or badly damaged, the full replacement cost is charged. Please keep in mind that textbooks cost approximately \$50.00 each. If a student loses a textbook, another textbook will not be issued until the student has paid the full price to replace the missing one. If the student finds the textbook at a later date, the student will receive a refund. Students are reminded that they are responsible for their textbooks.

We issue student textbooks and school property during the year. Students are responsible for these items that are lent to them. Students who have textbooks with excessive wear will be fined at the end of the school year. Students will be assessed fines and fees for lost or damaged books during the last week of the school year. If a parent feels that there are classroom materials, textbooks, or library books that are not appropriate for their child, they need to contact the principal.

Title 1 Parent Involvement Policies

Ritzville School District and Ritzville Grade School have Parent Involvement Policies to encourage parents to be involved in their child's education. These are available from the Title 1 teacher.

Transitional Kindergarten (TK) / Kindergarten Registration

A child must be four years of age as of midnight, August 31, the year of the entry to qualify for TK. A child must be five years of age as of midnight, August 31st, of the year of entry to be entitled to enter kindergarten. A record of birth and complete up to date immunization record is required for registration.

Visitors – Adult

Any parents or visitors **must sign in and out at the office** when coming into the Grade School. Parents and visitors will be given identification badges while in the school. When you visit the building, please enter through the front doors and sign in at the office.

If a parent would like to observe a specific teacher or classroom, they must make arrangements, prior to the visit, with the principal. As a parent, if you would like to meet individually with a teacher, please call in advance and schedule a time to meet with the teacher.

Volunteer Program

The Ritzville School District is always looking for additional adults to work with our students and staff. Our volunteer program is designed to increase the effectiveness of our classroom instruction. Every volunteer in our

school must successfully pass a Washington State Patrol Background Check to insure the safety of our children. Most of us would agree that teaching and education does not begin and end at the classroom door. Learning occurs everywhere in our community. Our community has a wealth of talent and resources in the form of parents and citizens from whom our students can learn. See your child's teacher or the office for more information about being a volunteer.

Weapons Policy

Possession of firearms, explosive devices or other weapons is strictly prohibited on the school grounds. There is a one-year mandatory expulsion for a firearm at school, on school grounds, school provided transportation or at a school event. The parents or guardian of any student who violates the weapons policy will be notified. The superintendent may modify expulsion on a case-by-case basis. Law enforcement will be notified of any weapons violation.

This policy is applied to toy like weapons as well, however, the suspension will be modified depending on the intent for bringing the weapon, the degree of danger that the weapon holds and the age of the student.

Withdrawal or Moving from the District

Parents are asked to notify the school office prior to moving from the district. Each student will be given a student checkout sheet to be completed before moving. Copies of immunization records can be sent with students when requested by parents, but permanent records must be mailed to the new district.

*"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information OSPI Child Nutrition Services June 2022 (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
Fax: (833) 256-1665 or (202) 690-7442; or
Email: program.intake@usda.gov*

This institution is an equal opportunity provider."

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**Published by Ritzville Grade School
08/2023**