

# DIXIE ELEMENTARY SCHOOL



## Parent/Student Handbook 2023-24

Dixie School District  
10520 E. Highway 12  
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(509) 525-5339

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# Dixie School District

## Home of the Wolves

*The mission of Dixie School District #101 is to provide a safe environment encouraging all students to achieve their fullest potential as life-long learners and productive citizens in an ever-changing world.*

### **A Message from the Superintendent/Principal, Mr. Jacob Bang;**

Welcome to the 2019-20 school year!!! Here at Dixie Elementary School, we are proud to have you and your child as part of our community. This is going to be a fantastic year and we are prepared and ready for the return of our wonderful students. We are committed to creating a safe, student-centered environment where the development of each individual child is our goal.

We understand that the home can be the most influential teacher, we recognize the critical role of the family and how parents/guardians can contribute to the future success of each child. We ask that you support us in the education of your child by committing to the following:

- Establish high expectations for your child.
- Encourage quality work and effort.
- Know what is expected in your child's classroom and communicate with teachers when you have a question or concern.
- Insist on good attendance.
- Provide a quiet time and place in your home for study.
- Insist that your child be accountable for his/her learning and conduct.
- Model the importance of life-long learning.

Remember . . . ***Schools Cannot Do It Alone!!!***

# Dixie School District Personnel

## Board of Directors

Lisa Davis, Chair \* Jacob Crenshaw \* Kailynn Townsend \* Nicole Novak \* Javin Berg

## Superintendent/Principal

Jacob Bang

## Teachers

K-2 Ms. Christina Cole  
3-5 Mr. William Clancy

## Business Office

Jennifer Worden Business Manager  
Jeannie Kibler Secretary

## Instructional Assistants

Heidi Congrove Para-professional  
Michelle Brooks Para-professional

## Transportation

Kelly Dabulskis Lead Bus Driver  
Dave Dyer Bus Driver

## Facilities & Grounds

Tia Evan Custodian  
Dave Dyer Grounds

## Food Service

Jeannie Kibler Food Service Director

## Itinerant Staff

Gretchen Foertsch Speech Pathologist  
Hilary Wheeler Special Education Consultant  
Erica Munsey Comprehensive Healthcare

## **Dixie School Highlights**

- We enjoy very small class sizes. The greater emphasis in primary grades is on reading, writing, phonics, and mathematics.
- Common Core Standards emphasized, and preparation for the Washington Student Learning Assessment is provided.
- All Dixie students have access to computers for educational purposes.
- We maintain a rural atmosphere with small town values.
- We provide a broad range of special education services.
- We provide regular field trips for outside learning activities.
- We have a very active and supportive Parent Teacher Student Organization (PTSO) which we encourage all parents to join.
- We support all students in a warm, nurturing, safe, kind atmosphere that fosters greater learning for children.
- We promote open, frequent and positive communication with parents.

## **Registration**

An annual registration period is announced near the beginning of each school year. Registration is always open. During this period, opportunity is provided for parents to meet staff and fill out necessary forms while collecting information about the school year. Parents are also welcome to complete the registration process at any convenient time throughout the summer months. This helps us plan for our students.

## **Beginning Entrance Age**

A child entering Kindergarten must be five on or before August 31. Birth certificate and proof of immunization must be provided before a child can be registered. A child entering first grade must be six on or before August 31. A Preschool student must be three on or before August 31.

## **Student Transfers**

When a student wishes to transfer into Dixie School District board policy requires that the parent or guardian fill out the transfer form which requires superintendent approval.

When a student wishes to transfer out of Dixie School District, board policy requires that the parent or guardian fill out a transfer form, obtain approval from the superintendent, and provide self-transportation to the new school district.

## **Oral Medication may be given to students**

According to district policy, Dixie School is authorized to administer oral medication to students during school hours, ONLY when the parent/guardian and the physician or dentist have signed permission forms which are available at the school office. Medication is defined to mean all drugs, whether prescription or over the counter.

## **Medical Emergencies**

In case of serious emergency, such as accident or serious sickness, the school will attempt to contact the parent/guardian of the child. If deemed necessary, the emergency medical system (911) will be contacted simultaneously. If the parent/guardian cannot be reached, the school will take the necessary steps to assure the child receives appropriate and proper medical care.

## **Life-Threatening Health Conditions**

Prior to attendance at school, each child with a life-threatening health condition shall present a medication or treatment order addressing the condition. A life threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and Nursing Plan are not in place. Following submission of the medication or treatment order and a nursing plan shall be developed. Students who have a life-threatening health condition and no medication or treatment order presented to the school shall be excluded from school.

A complete copy of Policy 3413 that outlines the Dixie School District policy pursuant to the federal requirements for student with disabilities under the Individuals with Disabilities Act and Section 504 is available upon request from the district office.

## **Immunization**

Washington State law requires that any child entering school must present evidence of full immunization on or before the first day of school. Immunizations are available at the Walla Walla City/County Health Department. Parents/guardians may call the County Health Department for more information.

Immunization will not be required if the parent/guardian signs a written certification stating that immunization is contrary to religious or philosophical beliefs, or if a physician signs a written certification stating that a particular vaccine is not advisable for the child. However, if

an outbreak occurs, non-vaccinated students may be required to remain home for a period of time.

## Student Accident Insurance

Dixie School is not able to provide medical insurance to cover your child in the event of injury. Instead, Dixie School has been able to select an insurance carrier to provide affordable coverage options. Information about Medical/Dental coverage available is distributed at the beginning of each year. For more information about medical insurance and possible free or reduced fee insurance programs, please contact the office.

## School Hours

Grades K-5 8:00 a.m. - 2:30 p.m.  
Pre-school 8:00 a.m. - 11:30 a.m. on Monday, Wednesday, Friday (when offered)

## Punctuality

Students may arrive to school at 7:40. Breakfast is served from 7:40-8:00. Students are to be in their classrooms when school begins at 8:00 a.m.

Students not riding the bus or involved in a school sponsored activity should leave the building and grounds as soon as they are dismissed at the close of the day. Any exceptions must be requested by a parent and approved by the office.

## Attendance

**Regular daily attendance is required by all students.** Parents are encouraged to call the office at 525-5339 before 8:30 A.M. to inform the school about a child's absence. The school will attempt to contact the parents if no message has been received by 8:30. When a student is absent due to illness, a health condition, or a family emergency we ask parents/guardians to send a note to school the following day explaining the reason for the absence.

Students are allowed to make up work or tests that take place during excused and unexcused absences. The following absences will be considered excused at Dixie School:

- Absences due to approved activities
- Absences due to illness, health conditions, or family emergencies
- Absences excused by the Superintendent upon prior approval;
- Absences due to discipline or suspensions

Absences which do not meet these requirements are considered unexcused. State law requires districts to file cases with the juvenile court against students who reach seven unexcused absences in a month and or ten unexcused absences in a year.

School District Policy 3122 outlines the following procedures to deal with excessive absences by students:

- A. After (5) days of absences (excused or unexcused) in one semester, parents will be notified by mail.
- B. After (10) days of absences (excused or unexcused) in one semester, a parent conference will be held and the student may be placed on an attendance contract.
- C. After (15) absences excused or unexcused in a school year, student and parents will meet with attendance board (superintendent, teacher, and board member) to determine a plan of action for solving the attendance problem and to discuss recommendation for prescriptive summer school or grade retention.

## **Report Cards**

Teachers will issue progress reports every nine weeks, or four times during the school year. Parent-teacher conferences are scheduled after the first and third reporting periods and as needed throughout the year.

Parents are encouraged to communicate with teachers at any time regarding individual student progress. For assistance in scheduling an appointment, call the school office at 525-5339.

## **Parent-Staff Communication**

Dixie School District welcomes parent involvement and seeks to cultivate and maintain good communication between the school and the home. Should concerns or problems arise, the parent/guardian is encouraged to first speak with the teacher or other staff member involved. Most problems and misunderstandings can be resolved by active communication between parents and staff. If resolution is not found, parents may request a meeting with the superintendent. If resolution is still not reached, the parents may request in writing a hearing with the school board.

## **Student Dress Code**

Students are expected to come to school clean and neat. Personal appearance can have a positive effect on the child's pride and learning attitude. We ask that clothing be tasteful without offensive designs or writing such as alcohol, tobacco advertisements or other school-inappropriate designs or lettering, and not be disruptive to the educational environment. It is helpful for parents to assist their children in choosing proper clothing. For Physical Education class a separate pair of shoes is appropriate, when possible.



### *Shirts and tops:*

1. Very thin straps, such as spaghetti straps and shoelace straps are not allowed. Shirt straps should be a minimum of 1 inch in width. Underwear must be covered (including bras).
2. Excessively scooped armholes and necklines are not allowed.
3. Tops must be long enough to meet the top edge of the pants, shorts or skirts when arms are extended straight up.
4. Skin-tight tops and see-through, mesh tops are not allowed.

### *Skirts and Shorts:*

1. Shorts and skirts must be long enough so that when the wearer is standing erect and has arms fully extended toward the ground, fingertips do not reach beyond the length of the skirt or short and have a 4-inch inseam.
2. Tight shorts (unless covered with a long top) are discouraged.
3. Shorts/pants should fit tight enough around the waist to cover underwear.

As you make your clothing selections, please be mindful of what constitutes appropriate school attire. Our dress requirements are based on health, safety, good taste, and decency. Student dress may not interfere with the educational process. Students dressed inappropriately will be loaned something from our closet.

## **Student Discipline**

The Dixie School District staff wants students to be able to learn and do their best. Appropriate behavior will be emphasized at all times.

This year, we are focusing on ***“The Big 6”*** as guidelines for student behavior:

1. Show respect to every student and every adult.
2. Use words that compliment, help and support people.
3. Settle differences peacefully, together.
4. Take care of the school, your belongings and the belongings of others.
5. Always be where you are supposed to be.
6. Always try to perform better than you did yesterday.

Students will be treated fairly and with due respect for their rights. District Policy and Procedure 3240 and 3241 outline the standard guidelines, expectations and disciplinary sanctions for our school. If a student chooses not to accept his or her responsibilities or infringes upon the rights of others, the school will intervene by incorporating appropriate disciplinary measures.

## **Playground Behavior**

Dixie School students are well supervised and cared for on the playground, just as they are in the classroom setting. Even so, the inevitable scrapes, bruises, and hurt feelings of childhood do occur more frequently in the playground setting than in the regular classroom setting. If a

student feels threatened or frightened, he or she is to tell the recess monitor immediately! Bullying will not be tolerated. Students will obey the following guidelines on the playground:

- Be safe
- Be respectful
- Be responsible
- Recess monitor will be obeyed
- Students will only touch in appropriate manner
- Students will leave the playground only with monitor's approval
- Timeout will be assigned appropriate to any rule infraction.

## Bus Transportation

Welcome to the Dixie School District transportation system. We are committed to the safety of all students and our drivers. Our buses are regularly subjected to rigorous safety inspections from the Washington State Patrol. We perform emergency evacuation drills with students twice each year. Drivers participate in regular training and safety refreshers and are required to inspect their buses prior to the start of every shift. On a regular school day, we run 3 buses and transport approximately 40 students, including both morning and afternoon routes.

School bus transportation services are provided to all students who reside within the Dixie School District and who attend Dixie School or who are in grades 6-12 and attend either Walla Walla or Waitsburg schools. Because of the importance of maintaining a safe and orderly system of transportation proper student conduct is a necessity. Any misconduct, which in the opinion of the bus driver is detrimental to **the safe operation** of the bus, **shall be sufficient cause to suspend the transportation privilege.**

### ***Message from the Superintendent:***

*Safety of students is one of our top priorities here at Dixie. Please review the Bus Rules and procedures with your child. Your child should understand the important part he or she plays in accomplishing safe and efficient district transportation. Riding a school bus is a privilege conditioned on appropriate, safe and respectful behavior. Inappropriate conduct is a very real risk to the safe operation of a school bus.*

*Your cooperation in communicating this important safety message is appreciated.*

*Jacob Bang, Superintendent*

### ***Bus Rules:***

Three basic Dixie rules always apply: **Be Safe \* Be Responsible \* Be Respectful**

- Obey the bus driver at all times
- Stay in your seat

- Keep head, hands, feet and any other objects inside bus at all times
- Profane language, obscene gestures or harassment are prohibited
- Drinking or eating on bus are not allowed
- Controlled substances or tobacco are prohibited on bus
- No destroying or defacing property
- No littering, throwing objects, spitting or other disrespectful
- No pushing, tripping, or fighting
- No yelling or screaming
- Anything considered inappropriate by the bus driver will not be tolerated
- Keep hands to yourself. No touching of another student.

## Adverse Weather/School Closure

Occasionally weather conditions may necessitate delayed opening or emergency closure of school. If this happens, local radio stations, TV station, and Flash Alert listed below will be notified and notice will be posted on our web site, [www.dixiesd.org](http://www.dixiesd.org). Any decision regarding a delayed opening or morning closure will be conveyed to the radio stations, TV stations, Flash Alert and posted on our web site by 6:00 AM. If no radio broadcast is made after that period of time, then it should be assumed that school will operate on a regular basis.

RADIO	KWHT FM 103.5, KGTS FM 91.3
TV STATION	KNDU-NBC, KVEW-ABC, KEPR-CBS
Flash Alert	<a href="http://www.flashalert.net">www.flashalert.net</a>
Web Site	<a href="http://www.dixiesd.org">www.dixiesd.org</a>

## Volunteers

Dixie School encourages the participation of volunteers in support of the school program. In the past, volunteers have helped in a variety of ways, including reading to students and listening to students read, working with students on math or spelling, supervising play periods, grading papers, and assisting with sports activities. There are many ways to help, and we welcome volunteers. Volunteers in the classroom who will work alone with students will be required to undergo a fingerprint background check. This is a state law put in place to protect students.

## PTSO

All parents and community members are invited to become participating members of the Dixie PTSO. Each year this valued organization becomes involved in a helpful way in numerous school activities and fund-raisers. Annual membership fee is free. We encourage everyone to become an active member of the Dixie PTSO and help make Dixie School even better!

## School Visitors

Parent/guardians are welcome to visit the school any time. In our continuing effort to provide the safest conditions for our students, we ask that upon entering the school all visitors and parents report directly to the office. There visitors and parents will sign in and receive a visitor's badge. The badge will be worn while the visitor or parent is in the school and returned to the office prior to leaving.

If a parent wishes to observe the classroom, prior notification to the child's teacher is a courtesy we require. Upon arrival, visitors should first report to the school office and receive their visitor's badge before going to the classroom.

Relatives may visit with prior notification and permission from the office. Any such arrangements should be made prior to the day of the visitation. Student guests are expected to follow the school regulations and policies.

## School Breakfast and Lunch Services

Dixie School offers both a nutritious school breakfast, and a hot lunch program. Providing wholesome and nutritious meals is one way of ensuring students are ready to learn and can achieve success in school. Dixie School District operates a "Provision 2" Program which means that ALL STUDENT SCHOOL MEALS ARE FREE REGARDLESS OF INCOME. If you would like more information about this program, please call our office and we'd be happy to explain. Adult breakfast will cost \$2.15 and adult lunch will cost \$2.50.

Preschool students will be provided breakfast and a snack while in school free of charge. Lunch is not provided for Preschool students as they are dismissed for the day at 11:30 a.m.

## Drugs – Alcohol – Tobacco

Dixie School is concerned for the health and safety, and well-being of all students. We want to make it clear that the use, possession, distribution or sale of alcohol, tobacco or dangerous, illegal, or controlled drugs constitutes a hazard to students, and has a disruptive impact on the entire school.

Consequently, the use, possession, distribution, or sale of alcohol, tobacco or dangerous illegal, or controlled drugs or drug paraphernalia, including lighters and matches is prohibited in all schools, on school grounds, at school sponsored activities, on student trips, or when students are transported in school vehicles.

Students selling, in possession of, or under the influence of, any of the above will be subject to immediate disciplinary action and reported to the local law enforcement. Drug/alcohol assessment or a rehabilitation program may be required before returning to school.

## **Weapons Free Zone – Firearms**

It is unlawful for a person to carry onto public or private schools, school approved transportation, or areas of facilities while being used exclusively by schools:

- Any firearm; or
  - Any dangerous weapon defined in RCW 9.41.250; or,
  - Any device, commonly known as “nun-chu-ka sticks”-consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope other means; or
  - Any device, commonly known as “throwing stars”, which are multi pointed metal objects designed to embed upon impact from any aspect or
- 
- Any air gun, including any air pistol or air gun, paint ball, designed to propel a BB, pellet or other projectile by discharge of compressed air, carbon dioxide or other gas; or,
  - Any laser pointing device.

Any violation by students constitutes grounds for expulsion in accordance RCW28A.600.010. The appropriate school official shall promptly notify law enforcement and the student’s parent or guardian regarding any allegation or indication of such violation.

## **School Nurse**

If you are not feeling well at school, come to the school office. If the school nurse is in district, students will be directed to her. Parents will be contacted if student is not able to remain in class. All prescription medications sent to school must be left with the school office and must be kept in the original container. If a student must receive prescribed or non-prescribed (over the counter) medication from an authorized staff member, the parent/guardian must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his/her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current instructions for the administration of the medication.

## **Lockers**

Students are assigned a locker in which to keep their books and personal belongings. Lockers are the property of the school and may be inspected periodically. Students are responsible for the locker (and the contents) that they are assigned. Valuable items should not be brought to school.

## **Personal Items**

Students should leave personal items at home. Things like toys, games, electronic devices and cameras are a distraction at school and they will be confiscated for the day.

## Electronic Information Systems

Your child has the opportunity to receive an electronic network account or access. With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed informed consent form, school district procedures and other material, and discuss it together. When your child is given an account and password to use on the computer, it is extremely important that the rules are followed. Inappropriate use will result in the loss of the privilege to use this educational tool, and other disciplinary action may be imposed if appropriate. Parents, please stress to your child the importance of using only his or her account password, and of keeping it a secret from other students. Your child should never let anyone else use his/her password to access the network. We also reserve the right to review e-mail sent or received on the district system to improve student safety and system integrity, and you and your child must waive the copyright on any material posted through the network.

If you have any questions, please contact the school office at **509-525-5339**. If you want your child to have the opportunity to receive an Electronic Network account or access, please return the signed informed consent forms to us as soon as possible.

**Please Note: A parent/guardian who does not want their child to participate in the use of the Internet as an extension of instructional materials and curriculum must notify the school in writing. All users of this network are governed under district policy.**

## FERPA Confidentiality Notice

The Dixie School District is required by Section 99.7 of Federal regulations titled Family Educational Rights and Privacy Act (FERPA) to provide parents annual notification of their FERPA rights. If parents have a primary or home language other than English, the district will effectively notify them of their rights under this Section. The confidentiality designee for Dixie Elementary is the principal.

Parents will be notified of their FERPA rights annually by publication in the student handbook or in the local newspaper or by mail at the beginning of each new school year. The parent or eligible student has a right to:

1. Inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents and eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place for the inspection.
2. Request amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. The parent or eligible student should write to the school principal, clearly identifying the part of the record they want changed and

specify why it is inaccurate or misleading. If the district decides not to amend the record as requested, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff (including health or medical staff and law enforcement personnel), a person serving on the School Board, a person or company with whom the District had contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
  
4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

## **Notification of Pesticide/Herbicides Applications**

Our district has put into place the following guidelines for notifying parents, students and staff of pesticide/herbicides applications according to Washington State Law. A pesticide is defined as any chemical designed to kill living things. We limit our use of pesticides as much as possible. If you believe your child to be sensitive to chemicals, please notify our school nurse or district office at 525-5339 as soon as possible. We utilize the services of "Quick Kill" company 524-4146 for all applications. There are to be no pesticide applications by school employees.

Pre-notification to apply pesticides/ herbicides is to be provided to our school in each of the following ways:

- 48 hours' minimum notice is to be provided to parents and students by posting a sign in a prominent place in the main office of the school and post office. A letter will be sent home via students on brightly colored paper. These notices will include what the application is, method of application and where it will be applied.
- Notification to any interested parties, school secretary, principal, and school nurse so that they can notify parents of pesticide sensitive children by phone or by email.
- Application must be applied within 48 hours of the intended date and time on the posted notice or the notification process must be repeated.

Notification at time of application is to be provided at the school in the following way:

- Markers are to be placed at the location of the application, and at each primary point of entry to school grounds and left in place for at least 24 hours from the time the application is completed, or during the restricted re-entry interval required by the pesticide manufacturer, whichever is longer.
- Our school is not liable for the removal of signs by unauthorized persons, or for personal property or bodily injury resulting from signs that are placed as required.

Records of all applications, including an annual summary stating when applied, where applied, and what pesticide/fertilizer was used will be available upon request to interested persons by calling our district office at 525-5339.

*All pre-notification requirements do not apply if the application is made when school is not occupied by students for at least two consecutive days after application, or to any emergency applications for controlling any pest that poses an injury, health, or safety threat, such as an application to control stinging insects. However, notification of the application will be made as soon as possible after the application is made. These requirements regarding school facility applications do not apply to applications of antimicrobial pesticides intended for use as disinfectants, sanitizers, or to the placement of insect or rodent baits not accessible to children. All current pesticide activity is available at the district office, and may be consulted at any time. (RCW 17.21.415).*

## **Asbestos Notification**

In accordance with the Federal Asbestos Hazard Emergency Response Act Regulations, the Dixie School District is required to notify parents, teachers, and other employees each year of the availability of Asbestos Management Plans and actions the District is taking to maintain asbestos containing materials in its building. The 1988 certification of an asbestos-free building and asbestos-free bus garage may be accessed at the district office.

## **Teacher Qualifications**

Under Federal Law, parents and guardians are entitled to request information about the professional qualification of their child's teachers. Such requests may be made to the district office at 525-5339. All Dixie Elementary School staff meets highly qualified status.

## **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: **Jacob Bang, Superintendent, 509-525-5339.**

For a copy of your district's [Sexual Harassment policy and procedure](#), contact your school office at 509-526-5339 or [CLICK HERE](#).

## **Discrimination – Description and Complaint Process**

**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.

You will be notified in writing by the Superintendent 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 written notification by the Superintendent.

### **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.

## **Policies:**

A summary of several key Board-adopted district policies is included below. More information or copies of policies can be obtained by contacting the school office.

### Prohibition of Harassment, Intimidation and Bullying (Policy3207).

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:

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

Nondiscrimination (Policy 3210): The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, or non-program-related

physical, sensory or mental disabilities. RCW 49.60 Law Against Discrimination. District programs shall be free from sexual harassment.

The superintendent shall provide for the annual evaluation, periodic surveys, annual notice and complaint procedures as required by law to insure that there is in fact equal opportunity for all students in the district.

Child Custody (Policy 3126 - Child Custody): The parents/legal guardians who enroll a student in school will be considered as the residential parent/legal guardian of the student. The residential parent/legal guardian is responsible for decisions regarding the day-to-day care and control of the student. Parents, guardians, or surrogate parents have the two-fold right to receive information contained in the school's written records concerning their child and to forbid or permit the disclosure of such information to non-parents. The nonresidential parent has the right, upon request, to be kept informed of the student's school progress and activities unless there are court restrictions.

These include, but are not limited to: written grade reports, notices of school activities, reports of discipline actions, notices of teacher or principal conferences or summaries. If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of the court order which curtails these rights. If these restrictions are questioned by the nonresidential parent, the parents will be expected to resolve the situation between them. The student is not permitted to visit with or be released to anyone, including the nonresidential parent. The only exception to this portion of the policy is law enforcement officials acting in that capacity and emergency medical personnel providing care in the event of a medical emergency. The residential parents have access to their children and their classrooms pursuant to RCW 28A.605.

Under the No Child Left Behind Act of 2001, 20 U.S.C. § 9528, the military is entitled to request the names, telephone numbers and addresses of students unless the parent, guardian or eligible student requests that such information not be provided. You have the right under the above laws to choose whether your student's information is released or not. Parents and eligible students considering withholding disclosure of directory information should evaluate the consequences of such a decision carefully. The request to prevent disclosure of directory information will be honored for the current school year unless specifically revoked in writing. Continuing students must complete a new non-disclosure form each school year. Submission of this form will not affect directory information already published or released.

Family Educational Rights and Privacy Act (Policy #3231 - Student Records): The district shall maintain those records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. The parent or eligible student has a right to: 1) Inspect and review the student's education records; 2) Request amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other right; 3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and regulations in this part authorize disclosure without consent; 4) File with the U.S. Department of Education a complaint under Section 99.64 concerning alleged failures by the agency to comply with the requirements of the Act.

Drug Free Schools (Policy #5201 - Drug Free Schools, Community and Workplace): The Federal Drug Free Schools and Communities Act requires all school districts to communicate to their employees, students, and parents the necessity of maintaining a drug-free working and learning environment. This requirement places emphasis on conveying to students, employees, and parents the standards of conduct that are applicable to students and employees regarding illicit drugs and alcohol. Compliance with the following standards of conduct is mandatory.

1. The unlawful possession, use, sale or distribution of alcohol or illicit drugs by students and/or employees on school district property or as part of any school district activity is wrong and harmful. It is strictly prohibited and will not be tolerated under any circumstances.
2. Violation of this policy or any other district policy prohibiting drug or alcohol activity will subject students to disciplinary action (consistent with district discipline policies and local, state, and federal laws). Disciplinary action may include expulsion, completion of an appropriate rehabilitation program or referral for prosecution.
3. Violation of this policy or any other district policy prohibiting drug or alcohol activity by employees, consistent with any applicable Collective Bargaining Agreement, will subject employees to disciplinary action (consistent with local, state, and federal laws). Disciplinary action may include termination of employment, completion of an appropriate rehabilitation program or referral for prosecution.
4. The district will provide information about any available drug and alcohol counseling and rehabilitation and re-entry programs that are available to students and/or employees.

Equal Opportunities/Americans With Disabilities (Policy 5010 - Nondiscrimination - Staff): The Dixie School District shall provide equal employment opportunity and nondiscriminatory treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity will be provided without discrimination

with respect to all affected groups as set forth in the Washington State laws against discrimination in hiring or employment as now or hereafter enacted, except insofar as such factors are valid occupational qualifications. The Dixie School District complies with all Title IX/RCW 28A.640 and Section 504 requirements and does not discriminate against any protected class as defined by state and federal regulations. This holds true for all students who are interested in participating in educational programs and/or extra curricular school activities.

Homeless Students: Enrollment Rights and Services (Policy 3115) To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Discrimination, Harassment, Intimidation and Bullying (Policy 6590)

Unlawful discrimination, harassment, intimidation and bullying (including cyber-bullying) are prohibited. The district will not tolerate harassment or discrimination on the basis of race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation or disability. All acts of harassment, intimidation, bullying or discrimination (including cyber-bullying) should be reported immediately to a staff member or administrator. The procedures and forms for lodging an informal or formal complaint may be obtained upon request during business hours at the district office

Special Education (Policy 2161- Special Education and Related Services for Eligible Students): If your child has a mental, physical, or developmental impairment or disability that has a major impact on learning, seeing, hearing, breathing, speaking, working, and caring for oneself or performing manual tasks, s/he may be eligible for special education, related services and/or specialized educational accommodations. For more information, to refer your child for screening, or to make your youngster a focus of concern, please contact the district office. The eligible age range is from birth to 21 years.

Parent Notification: Response to Intervention (RTI)

Response to Intervention (RTI) is a way of organizing instruction and assessment that has two purposes:

- 1.) To identify children needing help in reading, math, writing, and prevent the development of serious learning problems; and
- 2.) To identify children who, even when given extra help, make very limited progress. Research has shown that these children sometimes have a learning disability.

Services and strategies our district provides to ensure all children are learning:

Tier I: The student receives core instruction from their general education teacher at a particular age or grade level.

Tier II: The student receives research based interventions used with students whose progress places them at some risk for not meeting instructional goals and whose skill needs are easily grouped with other students of similar needs.

Tier III: The student receives individualized research based interventions used with students whose progress places them at high risk for not meeting instructional goals and whose skill needs are so unique as to require individualized instructional approaches. Progress monitoring will be conducted on all students to identify the effectiveness of the intervention and make adjustments accordingly. When children continue to have difficulty:

The school will keep you informed of your child's progress. If you and the school have tried several interventions, and progress continues to be limited, you may be asked to give consent for an evaluation. The purpose of such an evaluation is to determine what your child's educational needs are, and to consider whether your child may have a learning disability. A parent may request an evaluation for special education services at any time, including any stage of the RTI process. To request a special education evaluation, contact the district office.

Students' Rights and Responsibilities (Policy 3200)

In order to maintain and advance the district's mission, it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of the district which are adopted pursuant to and in compliance with WAC 392-400, RCW 28A.04.132, RCW 28A.305.160, RCW 28A.600.010, RCW 28A.600.200 and submit to reasonable corrective action or punishment imposed by the district and its agents for violation(s) of such rules. No student shall be deprived of the right to an equal educational opportunity without due process of the law. Detailed information concerning students' rights, responsibilities, discipline, disciplinary action and due process may be found in Dixie School Board Policy and Procedures 3200 and WAC 392-400. The Procedures that contain WAC 392-400 and information regarding student due process may be obtained upon request during business hours at the principal's office at each school building or by contacting the district office.

Tobacco Free Schools and Grounds (Policy 4215)

The Board of Directors of the Dixie School District recognizes that the use of tobacco may create a health hazard for tobacco users as well as non-users. In order to protect the health of students, staff, and the general public, and to provide a healthy

working and learning environment, the Dixie School District prohibits the use of tobacco products on school district property or in school district buildings. Smoking or use of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment, material, or smokeless tobacco products shall be prohibited on all district property, other properties leased or rented to the Dixie School District for any educationally related purpose, and in district-owned vehicles. **This policy includes public attendance at all school events on district property.**

Whooping Cough Epidemic 2012 Whooping cough spreads easily by coughing and sneezing. Whooping cough vaccines are recommended for all kids and adults. Kids under 7 should get a series of DTaP vaccines. Kids aged 7 to 10 years who aren't fully vaccinated against whooping cough and everyone aged 11 and older should get a whooping cough booster called Tdap.

Compulsory Attendance (Policy 3110 and Policy 3121)

Children eight years of age and children under eighteen years of age are required by law to attend private or public school. Children six or seven years of age are required to attend private or public school once they have been registered for school. Under certain circumstances, children who are at least sixteen and less than eighteen years of age may be excused from further attendance at school. The superintendent shall exercise his or her authority to grant exceptions.

Teacher/Principal Evaluation System

Dixie School District has elected to utilize the Danielson Instructional Framework for teacher evaluations and the Association of Washington School Principals Leadership Framework for our principal. Information regarding these frameworks may be found at: [tpep-wa.org](http://tpep-wa.org)

District Non-discrimination Statement

Dixie School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Debbie Miller, Business Manager (509) 525-5339.

District Non-discrimination Statement

**Educational Right and Privacy Information**

In accordance with the Buckley Amendment of Family Educational Right and Privacy Act of 1974; the Dixie School District must inform parents of their rights to object to release of directory information to newspaper and or the public. Directory Information-Includes student' name, address, telephone number, date and place of birth. Participation is officially recognized activities and sports, weight and height of members of athletic teams. Basically, if we want to give such information to a newspaper, prior programs for athletics events or send out eligibility list to other schools, we need to provide parents with the means to OBJECT TO THE RELEASE of the above-type information. If you are a parent and wish the school not to release any or all of the above items defined as directory information, **please respond in writing on or before Sept 30, 2015** or within 30 days of enrollment. If the Dixie School does not receive any written request objecting to such information release, we will release that information as appropriate.

Dixie School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX, and Section 504 Coordinator: Debbie Miller, 509 525-5339, [dmiller@dixiesd.org](mailto:dmiller@dixiesd.org), Address: 10520 E Highway 12, PO Box 40, Dixie, WA 99329.