

Badger Mountain Elementary STUDENT HANDBOOK





We are Badger Bobcats - We are Badger Strong!

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We take pride in a collaborative, respectful, and motivating learning community.

Dear Parents:

Welcome to another great year at Badger Mountain Elementary School! We look forward to working with you and your children this school year. This handbook serves to communicate with you policies, procedures, and information about the work in our school community. I encourage you to keep this as a handy reference.

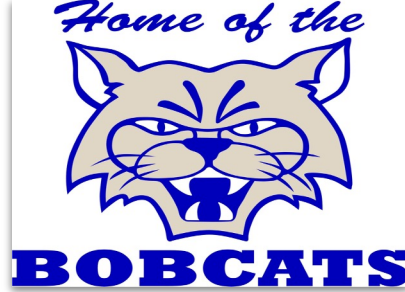
Our mission at Badger Mountain is to provide a safe, supportive learning environment which encourages curiosity, fosters creative thinking, and promotes perseverance. Our vision is to create a learning environment where staff, students and families feel welcomed, valued and accepted as part of the Badger Mountain Elementary community. We take pride in a collaborative, respectful and motivating learning community that promotes hope...no exceptions! We take this work seriously and with great respect for all in our community. I invite you to become an active part of our learning community.

We also are a Kids at Hope School. Kids at Hope is centered on three guiding principles: we believe in each individual, we connect with each other, and we time travel as we look for treasures in your child. Our belief is that **all students are capable of success, NO EXCEPTIONS!** Every morning the students and staff say a pledge making a commitment to this belief and also in helping to create dreams for their future. Kids at Hope is also focused on partnering with our families and communities working with the same belief that **all students are capable of success, NO EXCEPTIONS!** Our staff are excited about being Treasure Hunters, helping our students achieve success and being present for your child.

There are many ways for you to become involved in our learning community, by volunteering in classrooms, and by becoming an active PTO member. The Badger Mountain Parent Teacher Organization is an integral part of our community. Through this organization our students and teachers benefit greatly from the support the PTO provides. I hope you will choose to be a part of this important work.

Teachers and staff at Badger Mountain are committed to communicating with parents often and in an open manner. All teachers will communicate with parents through Parent Square. We are looking forward to a great year learning and growing together.

Sincerely,
Shana Borms
Principal



OUR MISSION

*We provide a safe, supportive learning environment
which encourages curiosity,
fosters creativity, and promotes perseverance.*

OUR VISION

*BADGER will create a welcoming learning
environment where all are Valued & Accepted*

Our Staff Commitment:

*We take PRIDE in a Collaborative, Respectful,
Motivating, Learning Community
that promotes HOPE...NO EXCEPTIONS!*



We are a KIDS at HOPE School



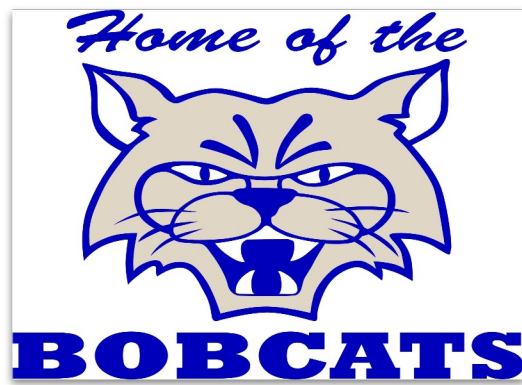
We want our families to know that we are treasure hunters seeking the strengths and talents in every child.



We are dedicated to building positive relationships and collaborative partnerships with our families.



We are intentional about meeting every child's social, emotional and academic needs.

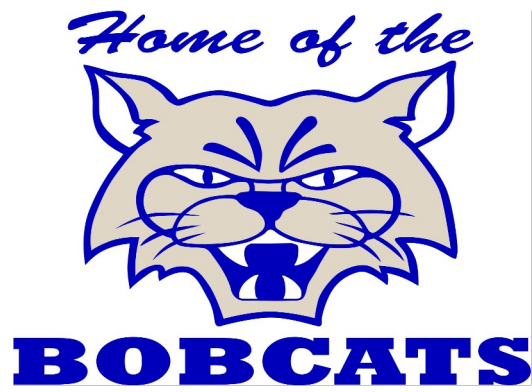


As an adult and a
Badger Treasure Hunter.

*I am committed to search for all the
talents, skills, and intelligence that
exist in all children and youth.*

*I believe all children
are capable of success.
No EXCEPTIONS!*





*I am a **Badger** Kid at Hope.*

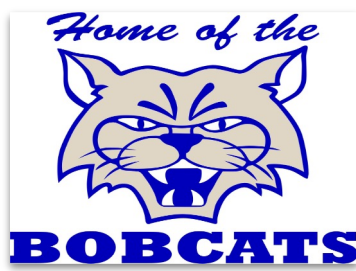
*I am talented, smart, and
capable of success.*

*I have dreams for the future and
I will climb to reach those goals and
dreams every day.*

*All children are capable
of success.*

No EXCEPTIONS!





BOBCAT BIG 3

Show Respect, Make Good Decisions, Solve Problems

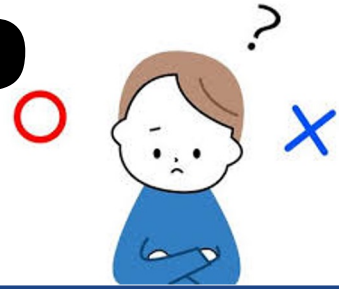
1

**SHOW
RESPECT**



2

**MAKE GOOD
DECISIONS**



3

**SOLVE
PROBLEMS**



BADGER will create a welcoming learning environment where all are Valued & Accepted

Badger Information

Badger Website: <https://badgermountain.rsd.edu>

Richland School District Website: <https://www.rsd.edu>

OFFICE INFORMATION

Phone number: 509-967-6225

Secretaries: Pam Thornton & Christina Flieger

Office Hours: 7:30 a.m. - 4:00 p.m.

Messages for students regarding dismissal need to be called in prior to 3:15 PM. Please communicate with your child's teacher if they are not following their usual procedure after school.

DAILY SCHEDULE

Monday-Thursday 8:45 am – 3:15 pm

Friday 9:15 am – 2:15 pm

Every Friday is Early Release at 2:15

LUNCH SCHEDULE

Kindergarten: 12:00 pm - 12:20 pm

First: 11:10 am - 11:30 am

Second: 11:20 am - 11:40 am

Third: 11:35 am - 11:55 am

Fourth: 12:10 pm - 12:30 pm

Fifth: 11:45 am - 12:05 pm

HOT LUNCH

There is a FREE schoolwide hot lunch program for the 2022-2023 school year.

In the future, you may go online to www.mymealtime.com to pay for lunches. You will need your students 8 digit student ID number. You may call our office if you need assistance. Breakfast is served each morning and available for all students free of charge. Additional information may be found at

<https://www.rsd.edu/departments/nutrition-services> and <https://richlandsd.sodexomyway.com/>.



Before & After School Drop-Off/Pick Up

NEW- We have a drop-off/pick-up area on the SOUTH side of our campus. The map on the next page shows the traffic flow procedures.

DROP-OFF/PICK-UP ROUTINE

1. Enter the campus and stay to the right curb lane
2. Stay in line - do not attempt to cut in front of others to gain a spot on the curb
3. Move forward as cars leave the curb lane
4. Stay in your car
5. After your students are dropped off/picked up, exit the curb lane so others can advance

INCLEMENT WEATHER

In case of severe weather or other emergencies, a “no school” or “late start” announcement will be made over local radio stations and RSD Facebook page. You may log on to the Richland School District website at www.rsd.edu for current information, or sign up for Instant Messaging through the website.

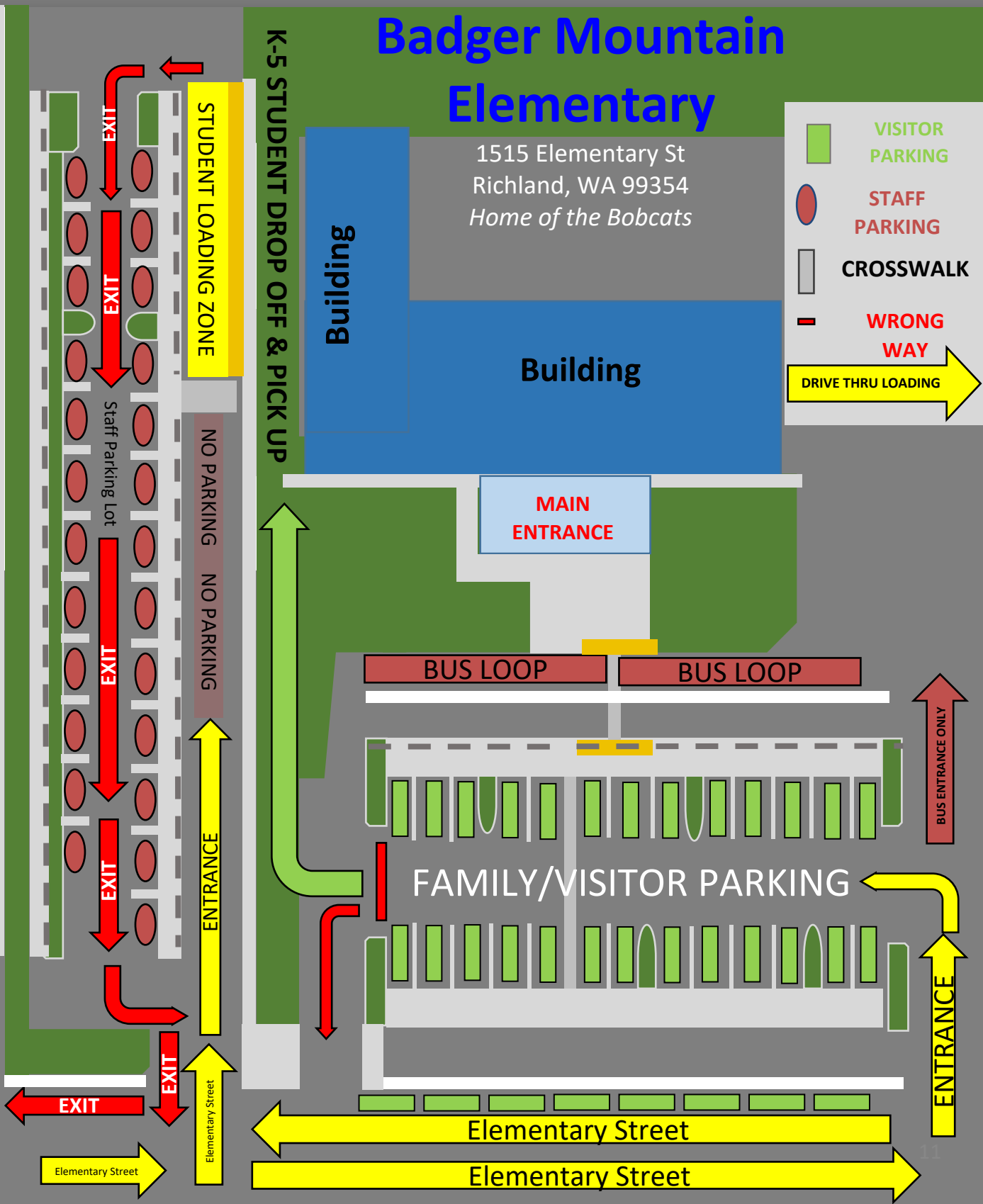
BICYCLE GUIDELINES

1. Bicycles, skateboards, roller blades, scooters, etc. are NOT to be ridden on the school grounds - walk your wheels.
2. Bicycles and scooters must be locked up at the bicycle rack. The school is not responsible for any damage or loss of a bicycle or scooter.
3. Any continual breaking of these guidelines, may result in a student not being allowed to bring the bicycle or scooter onto the school grounds.

PET GUIDELINES

NO dogs are allowed on campus during school hours.

PARENT ARRIVAL & DISMISSAL MAP



School & Bus Transportation

RSD Transportation Department at 967-6150.

RSD Transportation website: <https://www.rsd.edu/departments/transportation>

With safety being a high priority consideration, bus stops are located as conveniently as possible for those using the bus.

- Children be ready for bus ten (10) minutes before bus arrival.
- If a child misses the bus, parents are responsible for getting the child to school.
- Questions regarding bus stops, bus schedules, and other related problems, call the **RSD Transportation Supervisor at 967-6150.**

Respectful and safe behavior is expected at bus stops and on the bus. The bus driver has the right to deny bus riding privileges to any student who does not follow the rules and regulations provided to parents in the district's parent handbook.

If your child needs to ride a different bus for a day, get off at a different stop, or get picked up by someone else, Please call the office to communicate the change.



Playground Guidelines



The playground guidelines for Badger Mountain are based on the safety of the students; therefore, each student must show a concern for every other student in the activity in which he or she participates.

Bobcat Big 3

1. Show Respect
2. Make Good Decisions
3. Solve Problems

Students not being respectful, safe or not following playground expectations may be referred to their teacher, administrative assistant, assistant principal, or the principal for additional follow up or support to ensure a safe playground environment.

If students are referred to the office, then the parents will be notified of the situation and response.

Attendance



The following Badger Mountain Elementary attendance policy is designed to promote regular attendance, academic achievement, and safety for all Badger students:

Please call the 24-hour school attendance line at **509-967-6225** and leave a voice message to report your student's absence for the day. This call lets us know your child is safe. You may also e-mail attendance messages to Christina.Flieger@rsd.edu The school office is required to call home for all students not in attendance at the start of the day and for whom no call has been received from the parent. This call is to verify parent knowledge of the student's absence.

****NEW STATE GUIDELINES**** According to state law, a conference will be scheduled with the parent and building administrator to devise a plan for improved attendance when a student reaches:

- 7 unexcused/excused absences in a month.
- 10 or more excused absences in a year.

Volunteering/Campus Visitations

VOLUNTEERING

Our parent and community volunteers are a very important partnership at Badger Mountain.

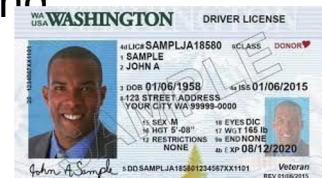
In accordance with RCW 43.43.830 (Regulatory Code of Washington), the Richland School District is required to register all volunteers and complete an annual background check through the Washington State Patrol.

Please fill out the volunteer application online at <http://www.rsd.edu/parents/volunteer-information.html>

CAMPUS VISITATIONS

All visitors **MUST** check in and out with the office.

- Sign in every time you come into the building
- Show us your ID
- Fill out a visitor tag and wear it at all times
- Return to the office to sign out



If you are picking your child up early, we will ask to see your ID to ensure the safety of your child.

Thank you for your assistance and understanding in helping us to ensure that we are keeping our building secure and safe for our community.

School Nurse & Medication

MEDICATION

State law requires that a medical form be signed by a family physician for medication of any type (including prescriptions or over-the-counter products such as cough syrup, aspirin, etc.) to be administered by school personnel. A FORM HAS TO BE FILLED OUT BY THE PARENT AND PHYSICIAN BEFORE MEDICATION CAN BE ADMINISTERED. A copy of

this form may be obtained from the school office or the School District website at

<https://www.rsd.edu/families/forms>

If your child has a health concern that the school needs to be aware of, please advise us so that we can take every step possible to ensure the student's safety.

Medication request forms are available in the school office. Contact the school secretary 509-967-6225 or nurse Dani.Gustin@rsd.edu if you have any additional questions.



Dress Code

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school, will be asked to change clothing and may be subject to school discipline should they refuse to do so.

Students may not wear the following:

- Hats in the building
- Flip flops for safety on the playground
- Clothing that disrupts the educational process
- Shorts and skirts shorter than mid-thigh in length
- Clothing that reveals the back or midriff, or through which skin and/or undergarment is visible,

Clothing or accessories with offensive pictures, symbols, or sayings. These may include, but are not limited to:

- *Political statements
- * Demeaning statements
- * Violent statements
- * Sexual statements
- * Racial statements
- *Clothing that advertises or promotes tobacco, alcohol, or other drugs.
- *Jewelry or accessories that could be used to cause harm or injury.
- *Any gang affiliated clothing.



Parties and Birthdays



Throughout the year, classes may celebrate special occasions by having a classroom party.

Any food item brought to the school from home that is intended for distribution to students, needs prior approval from student's teacher or office.

The classroom teacher will only distribute items that are sealed from the store or factory in the original package. Since many students have food allergies, please contact your teacher to ensure the food items you bring, do not interfere with these allergies.

Note: Limos are not allowed at school or special deliveries such as balloons or flowers/gifts.

Progress Reports

Written progress reports will be sent home three times a year.

These reports will give you information regarding your child's progress in academic and social areas.

At the start of the year we will have K-5 Parent Connect Meetings.

The second trimester, parent-teacher conferences will be scheduled to discuss your child's growth and progress. Teachers will communicate conference times and schedules.



District Policies

<https://www.rsd.edu/district/school-board/policies>



INSTRUCTION

All RSD students will be educated via online resources, district curriculums, and/or direct in-school instruction about appropriate online behavior including but not limited to:

- Responsible personal conduct within online social media communities (Facebook, twitter, chat rooms, etc.) is no different than responsible personal conduct face-to-face.
- Cyberbullying awareness and response.
- Associated student personally identifiable (name, address, birthdate, SSN, credit card numbers, etc.), private, and/or confidential information about themselves or others should never disclose on the internet, by minors, without the permission of a parent/guardian. Students should also never arrange a face-to-face meeting with someone you “meet” on the internet without parent/guardian permission.
- There may be long-lasting implications to publishing, whether via pictures and/or words, personal information online resulting in negative consequences.

WEAPONS

No person shall have a firearm or other weapon on school premises, at a school sponsored event, on school-provided transportation, at any official school bus stop, or in other areas of other facilities being used exclusively for school activities. Under the RCW 28A.600.420 and 28A.600.010 provide that any student, regardless of age, who is determined to have possessed a firearm on school grounds, school transportation, or facilities used exclusively by a school, shall be expelled from school for not less than one year.

PHONES AND TECH DEVICES

No cell phone/smart watch shall be in use during instructional time. Therefore, cell phones shall not be displayed or observed in classrooms, testing areas (areas where testing materials are located), locker rooms, or anywhere a student has a reasonable expectation of privacy. Elementary and middle school students may use cell phones/smart watches and other electronic devices before and after school. During school hours these devices must be turned off and kept in a backpack. If phone/tech device privilege is abused, the school reserves the right to hold phone/tech devices in a designated space for parent pick-up.

COMPUTER USE

The Richland School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access are conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, logins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are always to be followed. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary, civil, and/or criminal consequences. The District reserves the right to remove a user's account/access if it is determined that the user is engaged in unauthorized activity or is violating this Code of Conduct.

Internet Safety

NETWORK USE AGREEMENT

Any student using the Internet from a district-owned or personal device not limited to computer, laptop, smartphone, tablet, etc. in a district facility must abide by the Acceptable Use Policy (AUP) and the Network Code Conduct (NCC) as detailed in Policy 2314. Please see a copy at the back of this handbook. Richland School District (RSD) utilizes an OPT-OUT policy (you are granted access by default) regarding Internet access.

FILTERING INTERNET CONTENT

As required by the Children's Internet Protection Act (CIPA), RSD utilizes filtering software to prevent students from accessing content that is (1) obscene, (2) depicts pornography, and/or (3) is deemed harmful or inappropriate for minors. RSD will also monitor online activities through direct observation and/or other technological means to ensure students are not accessing content deemed inappropriate for minors or using internet access for malicious intent. Internet sites blocked by the filter may be made available, as needed, for the purposes of bona fide research or other educational projects being conducted by students as part of classroom curriculums, but only at the request and approval of a teacher or administrator.

SUPERVISION

RSD staff will make a reasonable effort to supervise student internet access and use. If content is accessed that violates standards of the AUP and/or NCC then district staff may instruct the student(s) to cease using that material and/or contact an administrator for help in implementing the appropriate sanctions. If inappropriate content is accessed whether accidentally or intentionally staff members or administrators will contact the Information Technology Department for further review and to have the website added to the RSD filter "Blocked List".

Federal & State Safeguards



FERPA - RSD

<https://www.rsd.edu/district/federal-state-safeguards/ferpa>

Non-Discrimination / Sexual Harassment- RSD

<https://www.rsd.edu/district/federal-state-safeguards/non-discrimination>

PPRA - *Protection of Pupil Rights Amendment*- RSD

<https://www.rsd.edu/district/federal-state-safeguards/ppra>

Section 504-

<https://www.rsd.edu/district/federal-state-safeguards/section-504>

Section 504 of the is a federal law that protects students from discrimination based on disability.

Bullying & Harassment-

<https://www.rsd.edu/district/federal-state-safeguards/bullying-harassment>

FERPA - RICHLAND SCHOOL DISTRICT

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

<https://www.rsd.edu/district/federal-state-safeguards/ferpa>

PARENT/STUDENT RIGHTS

As a requirement of the Family Educational Rights and Privacy Act (FERPA), educational agencies must inform parents/eligible students of the following rights:

1. The right to inspect and review the student's education records.
1. The right to request the amendment of the student's records that the parent or eligible student believes are inaccurate or misleading.
1. 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.
1. The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the district to comply with the requirements of FERPA.

PARENTAL CUSTODY

In the case that a custody issue restricts parental rights to a child, the office must have a current copy of the legal documents stating the restrictions. To protect children from unauthorized adults taking a child from school, we must have on file a copy of a restraining order issued in the state of Washington. Please contact your lawyer for assistance.

CHILD ABUSE AND NEGLECT, REPORTING TO LAW ENFORCEMENT AGENCIES

Child abuse and neglect are both a violation of children's human rights and an obstacle to their educational development. All district personnel shall be alert for any evidence of such abuse or neglect. When any district employee has reasonable cause to believe that a child has suffered abuse or neglect, he or she is required to report the abuse or neglect, or cause a report to be made, to child protective services or the proper law enforcement agency within forty-eight (48) hours. For that reason, under state law, school personnel are free from liability for reporting instances of suspected abuse or neglect and are criminally liable for failure to do so.

HARASSMENT, INTIMIDATION, BULLYING, AND CYBER-BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying, or cyber-bullying. If such activity is engaged in on campus, during school sponsored activities including sports activities, is engaged in on any district provided transportation or at any official school bus stop, is engaged in utilizing school provided or owned/leased electronic computer equipment, or is received with the assistance of school provided or owned/leased electronic computer equipment, then the actor(s) shall be subject to discipline pursuant to District disciplinary policy including, if appropriate, a mandatory arrest if a firearm is involved.

HARASSMENT (SEXUAL)

The Richland School District is committed to a positive and productive educational and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of student, employees, visitors, volunteers and others involved in school district activities.

ALCOHOL, TOBACCO, AND OTHER DRUG USE/ABUSE POLICY

It is the policy of the Richland School District to provide a safe, healthy, and nurturing learning environment where students can learn, develop internal strengths, values, and self-esteem. The use of alcohol, vaping, tobacco, and other drugs can destroy the health and well-being of any individual. The use of controlled substances, except under medical supervision, is dangerous.

Therefore, it is against school district policy to be in possession or under the influence of drugs, alcohol, or tobacco. **Please refer to RSD Policy 3200**



Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 509.392.4668
2. Text: Text your tip to 509.392.4668
3. Email: 1610@alert1.us
4. Web: <http://1610.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you're concerned about.

You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1610.alert1.us>.

Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

Title IX Coordinators:

Personnel Tim Praino (Tim.Praino@rsd.edu)

Executive Director, Human Resources

Students Brian Moore (Brian.Moore@rsd.edu)

Assistant Superintendent - Student Services

Section 504 Coordinators:

Personnel Tim Praino (Tim.Praino@rsd.edu)

Executive Director, Human Resources

Facilities Richard Krasner (Richard.Krasner@rsd.edu)

Executive Director, Support Services

Student Services Brian Moore (Brian.Moore@rsd.edu)

Assistant Superintendent

Compliance Coordinator for State Law:

Galt Pettett

(Galt.Pettett@rsd.edu)

General Counsel

NONDISCRIMINATION STATEMENT

The Richland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog

guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. This applies to all educational programs, extra-curricular activities, and employment. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Declaración de no discriminación

El Distrito Escolar de Richland no discrimina en los programas o actividades a causa de su sexo, raza, credo, religión, color, origen nacional, edad, veterano o estado militar, orientación sexual, identidad o expresión de género, discapacidad, o el uso de un perro guía entrenado o animal de servicio y proporciona un acceso equitativo a los BoyScouts y otros grupos juveniles designados. Esto se aplica a todos los programas educativos, actividades extra-curriculares, y empleo. La siguiente empleado (s) se ha encargado de tramitar las preguntas y quejas de supuesta discriminación:

Título IX Tim Praino

Directora Ejecutiva de Recursos Humanos

Sección 504 Coordinadores:

Personal de Tim Praino

Directora Ejecutiva de Recursos Humanos

Instalaciones Richard Krasner

Director Ejecutivo de Servicios de

Apoyo Servicios Estudiantiles Brian

Moore Asistente del Superintendente

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Заявление Nondiscrimination

Район Richland школа не дискриминация в любой программы или мероприятия по признаку пола, расы, вероисповедания, религии, цвета кожи, национального происхождения, возраста, ветеран или военного положения, сексуальной ориентации, пола или выражения принадлежности, инвалидности, или использование обученные собаки-поводыря или служебного животного и обеспечивает равный доступ к бойскаутов и других целевых групп молодежи. Это относится ко всем образовательным программам, внеклассных мероприятий, и занятость. Следующие работника (ы) был назначенный для работы с вопросами и жалобами о предполагаемой дискриминации: Раздел IX директор:

Тим Прайно

Помощник суперинтенданта - Служба поддержки студентов

Раздел 504 Координаторы:

Персонал Тим Прайно

Исполнительный директор, Управление человеческими

ресурсами Услуги Все Пантера

Исполнительный директор службы

поддержки Студенческие службы Майк

Хансен помощник управляющего

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**TOGETHER WE EDUCATE
EVERY STUDENT FOR SUCCESS**

<https://www.rsd.edu/>