

Dear Orchard Prairie Students and Parents,

Welcome to the 2026-2027 school year at Orchard Prairie School! In this handbook you will find information regarding all policies and procedures that help ensure that Orchard Prairie is a safe environment for learning.

The purpose of this handbook is to familiarize you with our guidelines and procedures. Our three “rules” that we consistently teach and reinforce are safety, respect, and responsibility. We know that these grow when expectations and procedures are clear.

Creating and maintaining a quality learning environment involves parents, students, teachers, support staff, and community members. The parent/child/teacher team is a powerful component in every child’s education and can send the message that education is important for all the children in our community.

Please take time to review this handbook with your child(ren).

If you have questions, please call us at 467-9517 or email our Superintendent/Principal Brad Van Dyne at bvandyne@orchardprairie.org. We welcome all feedback regarding this handbook and about any aspect of our school.

We are looking forward to another terrific school year!

Sincerely,
Orchard Prairie Staff

Orchard Prairie School Mission Statement

In order to create independent lifelong learners, Orchard Prairie believes learning must be experienced in a non-threatening atmosphere, whereby enjoyment, high interest, self-esteem, and learning for pleasure are natural by-products. Learning should be a natural, integrated, on-going process. This is accomplished through the child's natural ability to learn and gain information from his or her world or environment and facilitated by parents, teachers and our community as a whole.

BELIEFS.....

We believe:

High expectations lead to high achievement.

Parents and family have the most influence in their child's learning.

Diversity is strength to be respected.

Students must be prepared to adjust to an ever-changing world.

All students can learn, but in different ways and at different rates.

Personal responsibility is the basis for all successful learning and positive behavior.

Students must be able to move through transitions in their learning experiences.

Students will show willingness to work with others in a mutually supportive environment and show respect for property, themselves, and others with an attitude of tolerance toward differences.

NON-DISCRIMINATION:

Orchard Prairie School complies with all Federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicaps.

WEAPONS FREE:

Orchard Prairie School is a weapons-free area. No guns, knives, or any implement that can be construed as a weapon will be allowed in the buildings or on the school grounds.

ORCHARD PRAIRIE STAFF 2026-2027

OFFICE:

Brad Van Dyne
Heather Roark

Superintendent/Principal
District Administrative Assistant

INSTRUCTION:

Kirsten Schierman
Julia Fox
Kayla Fitting
Cynda Weitz
Toree Howe
James Fitting
Meagon Harrington
Gabi Bunten
Ann Jones

Kindergarten
Grades 1 & 2 / ELL Specialist
Grades 3 & 4
Grades 5, 6, & 7 / Enrichment
Math – 3rd/4th/6th
Special Education / PE
Math – 1st/2nd/5th
Math / PE / Paraeducator
Paraeducator

BUS DRIVER

Bill Ross

SCHOOL NURSE

Sara Maw

SOCIAL WORKER

Katelyn Schuler

CUSTODIAL:

Vanguard Services

PARKING LOT SAFETY

NOTE – Due to school construction this year, the guidance for 26-27 may be different than what is described below. We will communicate changes with families as they arise.

As many of you are aware, our parking lot is small and very congested, especially at the end of the school day. It is very important for the safety of all children that the procedures are followed when dropping off or picking up your child(ren). Please be aware that the speed limit is 5 mph while in the parking lot.

As you come into the parking lot in the morning, please drive to the right of the flagpole and come around to the sidewalk where the students can go directly into their school building. You then are able to drive directly out of the parking lot without backing up or turning around. Please be polite, wait your turn and do not drive around other cars.

When picking up your child(ren), please come into the parking lot as in the a.m. However, we ask that you arrive a few minutes before students are dismissed. Please do not park anywhere between the two buildings unless you have been given specific instructions to do so, and do not back your car up when in the parking lot for safety purposes. Once your child(ren) have been dismissed to go to their car, please do not allow your child(ren) to come back into either building unattended. If they need to come back in, please park your car and escort them across the parking lot. If you have pre-schoolers with you, please do not leave them unattended in the car.

We request that everyone please be as patient and careful as possible, and we thank you for your cooperation in providing a safe environment at Orchard Prairie.

Sincerely,

Orchard Prairie Staff

POLICIES

AND

PROCEDURES

Dear Parent/Guardian:

This year, Orchard Prairie School is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact our office at (509) 467-9517 by 8:30 a.m.

OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. Please let us know if we can be of any assistance. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court.

WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Sincerely,

Brad Van Dyne
Superintendent/Principal

NONDISCRIMINATION STATEMENT

Orchard Prairie School District does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, immigration or citizenship status, age, veteran or military status, sexual orientation, gender expression, gender identity, homelessness, disability, neurodivergence, 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 employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator

Name and/or Title: Brad Van Dyne - Superintendent/Principal

Telephone Number: 509-467-9517

Email: bvandyne@orchardprairie.org

Section 504/ADA Coordinator

Name and/or Title: James Fitting

Telephone Number: 509-467-9517

Email: jfitting@orchardprairie.org

Title IX Coordinator

Name and/or Title: Brad Van Dyne - Superintendent/Principal

Telephone Number: 509-467-9517

Email: bvandyne@orchardprairie.org

The following section and information on the next page is required by state law and provided by OSPI. It provides greater detail in how complaints are processed and actions are taken to resolve a complaint. Also, please review issues of discrimination and harassment in Orchard Prairie's board policies.

Our School Protects Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer, our Superintendent/Principal, who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form.

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Report Form, and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student named as the “targeted student” in a complaint:

If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they've assigned) to review the investigation. They will send you a written decision.

For the student named as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district’s *HIB* Policy 3207 and Procedure 3207P.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student’s protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior is so severe, pervasive, or persistent that it limits a student’s ability to participate in or benefit from the school’s services, activities, or opportunities.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination:

Civil Rights Coordinator: Brad Van Dyne, Superintendent/Principal, 509-467-9517,
bvandyne@orchardprairie.org

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Brad Van Dyne, Superintendent/Principal, 509-467-9517,
bvandyne@orchardprairie.org

Concerns about disability discrimination:

Section 504 Coordinator: James Fitting, Special Education, 509-467-9517, jfitting@orchardprairie.org

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Brad Van Dyne, Superintendent/Principal, 509-467-9517,
bvandyne@orchardprairie.org

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. Send it by mail, fax, email, or hand delivery to the superintendent/principal, or civil rights coordinator. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include:

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision.

What are the next steps if I disagree with the outcome?

If you disagree with the decision about your complaint, you may appeal the decision to the school board. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about

this process, including important deadlines, see the school district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to fully address your concerns.

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designation so they accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit our office. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Brad Van Dyne, Superintendent/Principal, 509-467-9517, bvandyne@orchardprairie.org

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- Email: OLA@k12.wa.us

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and community engagement and systems advocacy.

- Website: www.oeo.wa.gov

- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

SCHOOL BOARD POLICIES

School board policies get reviewed and revised frequently to conform with operational needs/changes and state and federal laws/regulations. The Board places great reliance upon the model policies developed by the Washington State School Directors Association, which have passed legal review. Any questions regarding policies, laws and regulations can be forwarded to the Superintendent, or you can easily find the Washington statutes (WAC's) and regulations (RCW's) via the internet.

BUS

Student safety to and from school is of utmost importance. Students are to follow all Orchard Prairie guidelines when on the school bus and while waiting at the bus stop. The bus driver's directions are to be followed at all times! If your child is going to get off the bus at another student's house after school, a parent of **each** student must send a note, call, or email.

Misbehavior: The driver may issue a citation to a misbehaving student, and a copy will be sent home for a parent's signature. It must be returned the next day. Penalty is at the discretion of the bus driver and/or Superintendent/Principal, depending on the circumstances. Citations may prevent a student from attending a field trip. Several citations, depending upon the situation, could result in loss of bus riding privileges. The superintendent may request a meeting with the child and the parent(s) if unacceptable behavior continues.

DRESS CODE:

Dress or appearance that causes a disruption to the educational process or which presents health or safety problems are not allowed at school. Shoes that are safety hazards on the playground at recess and during P.E. classes are not to be worn. No flip-flops or "heelies". Dress that is considered "gang related", clothing that does not cover the midriff, "spaghetti strap" tank tops, short shorts, short skirts, and any clothing with inappropriate graphics or language will not be allowed at school. Baggy pants must be worn with a belt, and underwear should not be exposed. If a skirt is worn, shorts worn underneath would be an appropriate solution, especially when playing on playground equipment. Otherwise, dress and appearance of the child are the responsibility of the parents. The final determination of the appropriateness of attire is the responsibility of the Superintendent. Hats are not to be worn in the buildings. A scarf tied around the head is considered a hat.

P.E. :

All grade levels will have P.E. on a weekly basis in the fall and spring. Children are required to wear socks, tennis shoes that fit correctly, and, if a skirt is worn, shorts worn underneath. No sandals or inappropriate footwear will be allowed. Inappropriate

clothing may result in injury. If possible, it is a good idea to have your child(ren) keep a pair of socks and tennis shoes in their locker so they always have appropriate footwear.

PERSONAL PROPERTY:

Personal items such as toys, electronic games, I-pods, cell phones, cameras, etc. should not be brought to school. If an item is brought for show and tell, it must be kept in a locker or cubby the remainder of the day. The school does not accept responsibility for personal items. If electronic equipment is brought and discovered to be used by a student, that item will be confiscated and held until the end of the school day, or, in some cases, until a parent/guardian picks it up at the school. Orchard Prairie is a weapons-free area. No guns, knives, or any instrument that may be construed as a weapon will be allowed in the buildings or on the school grounds.

School Rules And Behavior Guidelines

ARRIVAL TIME:

Classes begin promptly at 8:45 each morning.

Arriving to class on time is one important aspect of teaching the students accountability and discipline. We would appreciate your support in this matter.

DISMISSAL TIME:

All grades are dismissed at 3:00 p.m., and the bus leaves the school grounds at 3:00.

There is no supervision past dismissal time. If your child(ren) is to be picked up by anyone other than their parent, please let us know ahead of time so that we may take care of your child properly without any confusion. A 'blanket' note may be written at the beginning of the school year stating all persons allowed to pick up your child(ren). Please sign and date all notes.

ATTENDANCE:

While attendance policy provisions provide for both excused as well as unexcused absences, students, parents and care providers should understand that all absences result in losses of learning and important educational experiences that not easily be recovered. Absences cause informational and experiential holes in what students need to know and be able to do. The higher order thinking and learning curriculum the district has adopted involves in depth classroom conversations whose breadth requires direct classroom experiences that are one-time events. These cannot be replicated without repeating the whole course of study, which is never in any student's best interests.

This is part of the reason that State law requires students to attend school regularly and to be punctual. The attendance record becomes part of the student's permanent file.

Acceptable reasons for an excused absence are: illness, emergency, pre-arranged personal/family need. To ensure student safety, parents are asked to call by **9:00 a.m.** when your child(ren) is absent from school. **PLEASE CALL 467-9517** or email hroark@orchardprairie.org. If we have not received a message to excuse your student, you will receive an attendance message from our School Messenger alert system. A call or email from a parent is **REQUIRED** whenever a child is absent. If this does not occur, the absence will be considered unexcused.

With the lunch hour and two 15-minute recesses, students are in class 5 hours each day. If a student misses 2 ½ hours of that time, they are considered absent for ½ day. That does affect a perfect attendance record, even if that absence is an excused one.

TARDINESS:

Students are expected to be on time for school. Late arrivals cause interruptions and are disruptive to the learning process for your child and for the other children in the class. If, for some reason, your child has to be late to school, please call the school (467-9517) and let us know your child will be tardy, not absent.

CHANGE OF ADDRESS:

We attempt to keep up-to-date school records. Should your child become ill or injured at school, accurate information is essential. Please help us by informing the office of any changes in your address, home/work/cell phone numbers, and emergency numbers.

NOTES HOME:

Orchard Prairie staff send notes home on a regular basis. Individual teachers communicate with parents via Class Dojo. In addition, administration sends a weekly newsletter& monthly calendar home. When other events are scheduled, such as a field trip, a separate note/permission slip may be sent. **It is very important that you check your child's backpack and/or homework folder for these notes.**

CONFERENCES

Conferences are scheduled two time a year. The first report card conference will be held in November, and the second conference will be held in March. It is important for the parents/guardians to attend conferences to discuss student progress and school programs. Please avoid scheduling family vacations during this time. Because conferences are held two full days at each conferencing period, teachers may not be able to postpone or reschedule for another time. Additional conferences may be held any time that the parents or teachers feel one is needed. Please call the teacher to arrange a convenient time.

*****Teachers are not available for drop-in conferences before, during, or after school***.** The time set aside before and after school is for teachers to prepare for classes.

DISCIPLINE POLICY:

The goal of the Orchard Prairie staff is to ensure safety and to increase respectful and responsible behavior by having clearly defined behavior expectations. The expectations emphasize safety and reflect common courtesy and common sense. They describe the excellent behavior currently practiced by the vast majority of Orchard Prairie students. Prairie Dog Paw/PACE awards are given monthly to individual children who exhibit excellent behaviors. If students do not follow the expected rules, enforcing the rules of the school involves professional judgment. Such judgment is consistent from day to day and student to student and effective, balanced against the severity of the misconduct, appropriate to the student's nature and prior behavior, fair to the student, parent, and others.

LUNCH:

Students will bring their own lunches. On the last Wednesday of the month, the PTO will provide a pizza hot lunch for the children at the cost of \$20.00 per year. Milk is available each day; only pre-paid milk will be provided to students by the school. If it is necessary for your child(ren) to use eating utensils with lunch, please have them bring the silverware from home. **There will be no student microwave use available due to health and safety necessities.**

FIELD TRIPS:

The school will notify parents of upcoming field trips. A signed permission slip with is required for your child to participate. If you would like to opt your child out of a field trip, they must stay home for the day as there will not be alternate supervision. It is the classroom teacher's decision as to which children will or will not attend field trips based on behavior, missing assignments, etc.

HEALTH SERVICES:

Students who become ill during the school day are sent to the office. The school staff determines whether or not the child should be sent home. If so, parents are contacted. If your child exhibits any symptoms of illness in the morning, it is best to keep him/her at home for the day. A child should remain home if he/she has had a fever within the last 24 hours, has been vomiting or has diarrhea, has a persistent cough, or has a rash. In the case of some infectious diseases, a doctor's note may be required for re-admission to school. It is our policy that all children will play outdoors at all recesses. If you would like your child to stay indoors due to illness, we prefer the child stay home until he/she is well enough to play outdoors. Our school nurse is only in the building 1-2 times per week, so please do not rely on her presence for the treatment of illness.

In case of an accident, parents are contacted. Our files in the school office must contain updated information so we can quickly contact a parent should an emergency arise. **It is essential that we have an emergency name and phone number in case a parent cannot be contacted.** Please keep this information current. We can update your information over the phone, so please call us any time a change occurs.

Lice are treatable. If a student comes to school with live bugs, parents will be called to pick up their child, take them home and treat them with NIX or some other lice treatment. Before being re-admitted to school, the child must be bug-free and the nits combed out. This ensures other students will not come into contact with the bugs and create an epidemic in the classroom/school.

By law, students are not allowed to have any medications in their possession. **All medications** must be stored in the school office. We must have a permission slip signed by both licensed practitioner and parent before any staff member can administer any medication.

IMMUNIZATIONS:

Washington State Law requires that all school-age children be current with their immunizations before they may be allowed to come to school. If you have any questions or need shots given, please check with the Public Health Department or your doctor.

INCLEMENT WEATHER PROCEDURE:

In the event of hazardous weather, school may be canceled or scheduled to begin late. Inclement weather during the school day may cause the District to dismiss school early. We have an emergency notification system in place that will contact via an automated phone call or text (if opted in for text notifications) to each household listed for our school families. Also, local TV stations will carry all information concerning any changes of the school schedule.

QUESTIONS AND CONCERNS:

If you have any questions or concerns about your child or about Orchard Prairie, please call 467-9517. Your child's success and safety are our priorities! Most concerns are best addressed with the teacher first. Please do not go directly to the Superintendent/Principal or Board member without talking with the classroom teacher, if appropriate, first.

Appointments may be made by calling the school office. You may contact your child's teacher directly via email or Class Dojo.

SCHOOL PHONE: (509)467-9517:

The office telephone is for school business and emergency calls only. We make every effort to limit student calls, and we ask for your help with this matter. Arrangements for playing after school at a friend's house must be made before coming to school. To help children increase personal responsibility and accountability, they are discouraged from using the phone for forgotten homework. It is up to the classroom teacher as to whether a student will call home.

STUDENT RELEASE:

When a child needs to leave the school before the end of the day, a parent/guardian **MUST** excuse them from the office. If you prefer to stay in your car and have your child come out to you, please call the office to let them know you are there to pick up your child, and they will be sent out by their teacher. Students may not be picked up from the classroom or the playground. Teachers are **not authorized** to release a student to parents or guardians who come directly to the classroom without first checking in at the office. With our security system in place, children in K-2 classrooms will not be released if a parent/guardian rings the bell without first checking in at the office. If anyone other than a parent/guardian comes to school to pick up a child with no prior authorization, the parent/guardian will be called immediately. This is very important for ensuring student safety. In addition, we will ask for identification of any adult other than the parent/guardian picking up the child if they are not on the regular pick-up list. Please send a note ahead of time or call the school to let the teacher and the office know that your child will be leaving early and who will be picking him/her up.

VISITORS:

For safety reasons, please check in at the office upon arrival. Please do not attempt to enter any classroom or the playground without checking in at the office first. We ask that adults not stand outside of the classroom doors during arrival and dismissal times. All exterior doors will remain locked during the school day. Thank you for helping us monitor access to your child(ren) by following the simple procedures to keep everyone safe.

VOLUNTEERS (P.T.O, Classroom Helpers):

Parent and other adult volunteer helpers are needed and welcome. A wide variety of volunteer opportunities are available at Orchard Prairie. Volunteers are needed for helping with fundraising, special events, chaperoning the field trips, etc. If chaperoning overnight field trips (Camp Reed, etc.), the district requires all chaperones to complete a background check prior.

HOMEWORK:

Homework is a teacher-planned learning activity, which takes place largely outside of the student's regular school hours. It should reinforce classroom learning and expand on a student's school experience. Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to discuss any papers their child(ren) may have brought home from school and to talk with their child(ren) about the day's events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for tests, etc. Teachers may offer specific suggestions for evening activities in their weekly newsletters. Homework assignments are part of the student's overall grade in a subject area. Whenever students are absent, requests for homework assignment should be made in the morning to provide enough time to gather materials and get them to a sibling, or ready for the parent to pick up. Questions regarding homework should be addressed to the classroom teacher.

Referral Process

INAPPROPRIATE BEHAVIORS REQUIRING INTERVENTIONS:

ALWAYS HANDLED BY SUPERINTENDENT/PRINCIPAL:

Possession of weapons (or any object used as a weapon)
Vandalism
Arson
Fighting
Racial/sexual behavior
Physical assault
Criminal activity
Chronic offenders of school rules
Threatening to use weapons to harm students, staff or property

INTERVENTIONS: In-school or out-of-school suspension; Expulsion

HANDLED BY TEACHER INITIALLY:

Tardiness/attendance
Incomplete work
Derogatory remarks/intimidation
Profanity/inappropriate language
Disrespect
Cheating
Minor theft
Not following school rules
Non-compliance
Playground behaviors that have not responded to interventions by playground supervisor
Aggressive behavior
Bullying
Dishonesty

INTERVENTIONS: Respectful instructions/verbal correction; have student restate rules; have students demonstrate/practice appropriate behavior; have student observe others demonstrating the appropriate behavior; problem solving; phone call to parent(s); behavior plan; restitution; loss of recess; parent(s) and/or Superintendent conference.

HANDLED BY PLAYGROUND SUPERVISOR INITIALLY:

Rough play
Unsafe play

Aggressive behavior
Inappropriate language
Inappropriate use of equipment
Playing in non-play areas
Derogatory remarks/intimidation
Food or toys at recess
Disrespect

INTERVENTIONS: Respectful instruction/verbal correction; have student restate rules; have student demonstrate/practice appropriate behavior; problem solving; behavior plan; restitution; removal from activity; loss of recess.

HANDLED BY CLASSROOM TEACHER: LUNCH BEHAVIOR:

Loud voice/inappropriate language
Throwing food
Taking food from others
Not following lunchroom guidelines

INTERVENTIONS: Respectful instruction/verbal correction; have student restate rules; have student demonstrate/practice appropriate behavior; problem solving; restitution; change seating; quiet lunch. If a child is assigned quiet lunch, they will sit in a chair facing the lockers and be unable to talk with other children for that time period.

CONDUCT AND DISCIPLINE

Children are expected to be courteous, honest, and considerate of the rights and welfare of others. Students will be informed of specific rules related to their behavior in various parts of the building, i.e., classroom, playground, hallways, etc.

Disciplinary actions are taken with the aim of correcting behavior patterns rather than punishing offenders. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction, and understanding guidance. Except for serious offenses, the school tries to solve problems with individual attention, positive re-education, and, when appropriate, conferring with parents. Suspension and expulsion may be used in the minority of cases that are more serious.

We expect our students to conduct themselves in a way that is socially acceptable at all times. The behavior of our students reflects not only upon themselves, but also the parents and the school.

TEACHER'S ROLE IN STUDENT DISCIPLINE:

The classroom teacher is the center of an effective school discipline policy. The teacher will continually emphasize to the students and their parents the importance of always doing your best and helping others to do their best. Learning the school goals and motivating the students to reach those goals is the teacher's role. When there is a behavior problem, the teacher will attempt to teach the student how to behave appropriately.

OTHER STAFF:

Every staff in the school is an equal and contributing part of the discipline policy and procedures. Students should treat all adults with respect, and all adults have the right to implement consequences for infractions of school rules. This is true for para-professionals, secretaries, bus drivers, and any other related school position.

PLAYGROUND

PLAYGROUND:

There is at least one playground supervisor on the playground at all recesses. Children are not to leave the playground without permission from the supervisor. Children are encouraged to participate in playground activities appropriate for their age and grade level. Rules of the playground are discussed and expected to be followed. If rules are not followed, the supervisor will determine the consequence. It is also up to the supervisor whether or not to involve the classroom teacher in any discussions and consequences. If your child is having difficulty with another child on the playground, it is his/her responsibility to seek assistance from the supervisor. The supervisor will use appropriate problem solving strategies.

GENERAL RULES:

Stay out of sprinklers
No one can go out of the fence without permission
No one can go into the parking lot
When the bell rings, line up quickly and carefully

BIG TOY:

No climbing up the slides. Go down feet first. Do not stand on the slides
No jumping off the big toy
K-3 students only on the big toy, unless given permission

BAR EQUIPMENT:

No standing on parallel bars

SWINGS:

Sit on your bottom only
No standing on swings, twisting of swings, or jumping off swings
NO STANDING OR RUNNING IN FRONT OF A SWING!!!

SPORTS EQUIPMENT:

If you use equipment, you are responsible for returning it to its proper place.
If equipment is not used appropriately, it may be disallowed for student use.

WINTER ACTIVITIES:

Snow pants, boots, gloves, and hats must be worn!
No sleds!
NO THROWING SNOWBALLS!

PARENT BILL OF RIGHTS

In 2024, the legislature passed Initiative 2081. The initiative lists fifteen rights parents have regarding their minor children who attend public schools in Washington. (It has been referred to as “The Parents’ Bill of Rights.”) It went into effect on June 6, 2024, and was codified in chapter 28A.605 RCW, which governs parents’ access to their children’s schools.

In passing the initiative, the legislature made the following findings:

- Parents are the primary stakeholders in their children’s upbringing.
- Parental involvement is a significant factor in increasing student achievement.
- Access to student information encourages greater parental involvement.

RIGHTS

Right #1

To examine the textbooks, curriculum, and supplemental material used in their child’s classroom.

Right #2

To inspect their child’s public school records in accordance with RCW 28A.605.030, and to receive a copy of their child’s records within 10 business days of submitting a written request, either electronically or on paper. Parents or legal guardians must not be required to appear in person for the purposes of requesting or validating a request for their child’s public school records. No charge may be imposed on a parent or legal guardian to receive such records electronically. Any charges for a paper copy of such records must be reasonable and set forth in the official policies and procedures of the school district.

Public school records include all of the following:

- academic records including, but not limited to, test and assessment scores in accordance with RCW 28A.230.195;
- medical or health records;
- records of mental health counseling;
- records of any vocational counseling;
- records of discipline, including expulsions and suspensions under RCW 28A.600.015;
- records of attendance, including unexcused absences in accordance with RCW 28A.225.020;
- records associated with a child’s screening for learning challenges, exceptionalities, plans for an individualized education program, or plan adopted under section 504 of the rehabilitation act of 1973; and
- any other student-specific files, documents, or other materials that are maintained by the public school.

Right #3

To receive prior notification when medical services are being offered to their child, except where emergency medical treatment is required. In cases where emergency medical treatment is needed, the parent and legal guardian must be notified as soon as practicable after the treatment is rendered.

Right #4

To receive notification when any medical service or medications have been provided to their child that could result in any financial impact to the parent's or legal guardian's health insurance payments or copays.

Right #5

To receive notification when the school has arranged directly or indirectly for medical treatment that results in follow-up care beyond normal school hours. Follow-up care includes monitoring the child for aches and pains, medications, medical devices such as crutches, and emotional care needed for the healing process.

Right #6

To receive immediate notification if a criminal action is deemed to have been committed against their child or by their child.

Right #7

To receive immediate notification if law enforcement personnel question their child, except in cases where the parent or legal guardian has been accused of abusing or neglecting the child.

Right #8

To receive immediate notification if their child is taken or removed from the public school campus without parental permission, including to stay at a youth shelter or "host home" as defined in RCW 74.15.020.

Right #9

To receive assurances their child's public school will not discriminate against their child based upon the sincerely held religious beliefs of the child's family in accordance with chapter 28A.642 RCW.

Right #10

To receive written notice and the option to opt their child out of any surveys, assignments, questionnaires, role-playing activities, recordings of their child, or other student engagements that include questions about

any of the following:

- the child's sexual experiences or attractions;
- the child's family beliefs, morality, religion, or political affiliations;
- any mental health or psychological problems of the child or a family member; and
- all surveys, analyses, and evaluations subject to areas covered by the protection of pupil rights amendment of the family educational rights and privacy act.

Right #11

To receive written notice and have the option to opt their child out of instruction on topics associated with sexual activity in accordance with RCW 28A.300.475.

Right #12

To receive from the public school the annual school calendar, no later than 30 days prior to the beginning of the school year, and to be notified in writing as soon as feasible of any revisions to such calendar. Such calendar must be posted to the public school's website and must include, at a minimum, student attendance days and any event that requires parent or student attendance outside of normal schooldays or hours.

Right #13

To receive in writing each year or to view on the public school's website a comprehensive listing of any required fee and its purpose and use and a description of how economic hardships may be addressed.

Right #14

To receive in writing each year or to view on the school's website a description of the school's required dress code or uniform established pursuant to RCW 28A.320.140, if applicable, for students.

Right #15

To be informed if their child's academic performance, including whether their child is provided a student learning plan under RCW 28A.655.270, is such that it could threaten the child's ability to be promoted to the next grade level and to be offered an in-person meeting with the child's classroom teacher and principal to discuss resources or strategies available to support and encourage the child's academic improvement.