



BE

- Respectful
- Responsible
- Safe

About Our School

Principal's Message

Dear Balboa Families,

At Balboa we take pride in being one of three Spokane Public Schools that teach Core Knowledge. Through the Core Knowledge Curriculum, students start with strong foundations for future learning. Bridges Mathematics is implemented K-5 and Illustrated Math in 6th.

The staff at Balboa is dedicated and committed to prepare your child to be a successful life-long learner. Our priority is to develop and deliver a quality educational experience for all students. At Balboa we believe that parent involvement is an important part of student success. Feel free to contact your child's teacher with any concerns through email or phone.

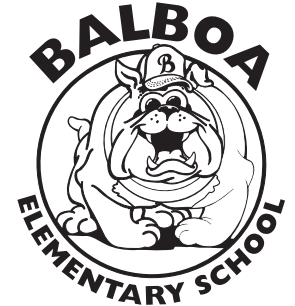
Balboa has a very involved PTO and they are always looking for parents to join the team. Volunteer forms are available in our office. Please look through the calendar and see all the wonderful PTO sponsored events.

I look forward in partnering with you and your child(ren) this year!

Brenda Lollis, Principal

Balboa's Mission Statement

Balboa Elementary provides a positive, safe learning environment embracing our children, families, staff, and community. The staff is committed to high educational standards. We challenge students to be curious, active participants in working individually and cooperatively to reach their highest potential. The staff guides all students in the development of confidence, strong character, and a life-long love of learning.



Balboa's Web Page: www.spokaneshools.org/Balboa

Visit this site to view monthly events, important notices, The Balboa Explorer, PTO news, links to teacher e-mails, etc.

Home/School Communication

A newsletter, *The Balboa Explorer*, is published monthly through PeachJar. Other communication is through messenger (e-mail, text, phone calls.)

Where ALL Students SUCCEED

ABOUT OUR SCHOOL (continued)

Balboa's School Improvements Plan (SIP)

- At Balboa the staff is committed to high educational standards. We have developed a SIP to identify strategies, resources, learning evidence, and goals to achieve student success.
- Balboa's SIP Goals are:
 - #1 Math: increase achievement on Math benchmark assessments
 - #2 Reading: increase achievement on English Language Arts Assessments
 - #3 College and Career Readiness: implement AVID strategies

Balboa Classrooms and Programs

- Fifteen classrooms for general education
- Three classrooms for self-contained special education
- Music
- Physical Education
- Art Instruction K-6
- Resource Room
- Speech/Language Therapy
- Physical and Occupational Therapy
- School Counselor
- Science K-2

Balboa Elementary is one of the first option schools in Spokane Public Schools. We use the Core Knowledge® Sequence, and are working toward becoming a Core Knowledge® School in the next few years. Our staff uses Guided Language Acquisition Design (GLAD) strategies along with Advancement via Individual Determination (AVID) strategies to help all students achieve academic and social success. Our greatest wish for your student is social, emotional and academic success as a Balboa Bulldog. We have adopted the Positive Behavioral Intervention and Support (PBIS) framework to serve as our main infrastructure to ensure the learning environment is safe, effective and productive for all students. There is a high correlation between student success and parent involvement and we make relationships and communication between home and school our top priority.

Spokane School District's mission is to provide all students access to high-quality public education choice opportunities by creating, expanding, and developing a portfolio of school options. We highly encourage you attend your neighborhood school but you may decide another school choice option better meets your child's needs. Please visit the website for additional enrollment information on school choice.

Please visit spokaneschools.org/enrollment for more information.

BREAKFAST/LUNCH PROGRAMS

Meal Times

Both breakfast and lunch are served daily.

Breakfast is served at 8:30 in the classroom.

Free and Reduced Meal Accounts:

Free and reduced meal applications will be sent home the first day of school and may also be obtained in the office or on our website at SpokaneSchools.org/parents.

If your student qualified for free or reduced meals during the previous school year you will need to re-submit an application each year to confirm continued eligibility. Please submit your application before October to avoid any gap in free or reduced meal status.

Students who qualify for free or reduced lunch also qualify for free breakfast.

All breakfast and lunches are free for all students during 2021-22. If a student wants an extra entree it is \$1.75.

Menus:

The menu is available online at SpokaneSchools.org/parents under Quick Links.

A La Carte Items

Students with free or reduced meal accounts will be charged for a la carte items. Students must take a full meal OR have adequate funds in their account to pay for a la carte items.

A la carte sales: Students requesting an extra entrée (called a "Super"), or other additional meal items such as milk, juice or breakfast bars, will be served if the meal account has adequate funds. If you do not wish for your student to purchase a la carte items please call the office so we can adjust your student's meal account to prohibit the sale of a la carte items.

Big Three:

Meal times are an excellent place for Balboa students to practice their Big Three behaviors by following school rules.



Where ALL Students SUCCEED

COMMUNICATION/CONTACT US

Avenues for Parents with Questions and Concerns:

At Balboa we want you to be able to communicate your questions and concerns as we work collaboratively to meet your child's needs. Please start with your child's teacher for all questions and concerns.

- 1st, Your Child's Teacher
- 2nd, Principal, Brenda Lollis, 354-2220

Refer to the All Staff Directory for e-mails and phone numbers www.spokaneschools.org/balboa

If you have questions or wish to reach a staff member please call 354-2220. The office is always happy to direct your call.

Voter Registration

As a citizen and supporter of schools your vote matters to us. Thank you for voting to support Spokane Public Schools and Balboa Elementary.

Citizens wanting to register to vote, or transfer voting precincts because of a new address can do so at the school office. New voter registration or change in precinct must be completed 30 days prior to any election in order to be eligible to vote or vote in the new precinct.

Parent Teacher Conferences

Parents are invited twice a year, in November and March, to meet with their child's teacher to discuss their student's progress.

Conferences are an integral part of the school's reporting program and as such are intended to be more than informal visits. Conferences are designed to give parents an accurate and objective report of student's progress and behavior.

Parents should not hesitate to ask questions about any concerns they may have and are encouraged to bring the teacher's attention any information which may assist the teacher in meeting a child's individual needs.

Progress Reports

ALL students receive progress reports. Students in grades K-6 receive semester progress reports in January and June.

Address and Telephone Number

Help keep us up to date on your contact information! Occasionally we may need to get in touch with you during the school day about your student.

- Home Address
- Telephone numbers of home, cell, and work
- Emergency telephone number/s where a parent can be reached
- E-mail

BALBOA CURRICULUM & TESTING

Curriculum

The curriculum K-6 at Balboa is based on the Common Core State Standards. The website below offers valuable information about the common core: www.k12.wa.us

Balboa is a CORE Knowledge school: Core Knowledge® blends reading and writing together with history, geography, visual arts, music and science. It helps students build knowledge throughout the grades to help prepare them well for middle and high school, and to help them think critically about their world. Core Knowledge® is a powerful, grade-by-grade curriculum based on the philosophy that background knowledge is essential to strong comprehension. The more you know, the easier it is for you to understand what you read and to learn new things.

- English Language Arts, Science, and Social Studies: CORE Knowledge teaching reading, writing, listening, and speaking while also building students' vocabulary and knowledge across essential domains in literature, global, and American history and sciences knowledge www.coreknowledge.org/parents

Math: K-5 students Bridges math curriculum is fully aligned to the Common Core State Standards. Grade 6 students use Illustrated Math.

State Testing

State testing should never be the sole judge of a student's academic skills and knowledge. A student's entire performance should always be considered.

Smarter Balanced Assessment Consortium (SBAC) is a standardized test administered to every student 3rd-8th grade in the fall. The test is aligned with Common Core standards for English Language Arts (ELA) and Math.

Washington Comprehensive Assessment of Science (WCAS) is standardized state test aligned with Common Core standards for Science.

- 3rd Grade: ELA and Math
- 4th Grade: ELA, Math, writing
- 5th Grade: Science WCAS, ELA, and math SBAC
- 6th Grade: ELA and Math SBAC

State Testing Facts , Answers, and Questions for Parents www.k12.wa.us/assessment/statetesting/FAQ.aspx

GENERAL INFORMATION

School Hours

Monday-Friday

- Grades K-6, 8:30 a.m.-3:00 p.m.

Conference Week Schedule

Monday, Tuesday, Wednesday, Thursday, Friday, Grades K-6, 8:30 a.m.-1:00 p.m.

Arrival Time

Students should not be at school before 8:15 a.m., unless they are here for a supervised activity.

Playground supervision before school is provided from 8:15 a.m. until 8:25 a.m.

Students enter the building with their class at 8:25 a.m.

Dismissal Time

School is dismissed at 3:00 p.m. Students are expected to leave the premises as soon as they are released from school unless they are involved in a special activity. There is no after-school playground supervision.

Early dismissals will be noted in the calendar. Early Dismissals on these days is 1:45 p.m.

Late Arrival

Students arriving after the bell at 8:30 need to report to the office for a pass.

Tardiness is defined as being late to class.

Early Departure

Leaving school early is disruptive to the learning process. Every attempt should be made to avoid having appointments during school hours. A student must be checked out through the office before leaving by an approved person and checked in upon return.



Positive Behavioral Interventions and Supports (PBIS) www.pbis.org

A school wide discipline that emphasizes proactive strategies for defining, teaching, and supporting appropriate student behavior to create positive school environments.

Bucket Filling is an effective character development program that encourages bucket filling, actions or words that show you care about someone, and discourages bucket dipping, actions or words that make fun of someone or do unkind things. www.bucketfillers101.com

Associated Student Body (ASB)

Consists of a group of fifth and sixth grade students that represent the entire student body of Balboa. ASB is responsible for providing student activities and positive leaders.

Balboa Guidance and Counseling

A comprehensive program that supports academic, career, and personal/social development of Balboa students.

The following program components and services are offered and available to classrooms, teachers, parents, small groups and students.

Highly Capable Lunch, Lunch Bunch, Personal Safety, Bullying/Harrassment, College/Career Lessons, and 504 plan development

Health and Fitness

Health and Fitness is a required part of the curriculum unless your child has a doctor's excuse. We recommend that each student wear appropriate clothing for Health and Fitness class and for after-school sports. Tennis shoes with light colored soles and laces or Velcro are recommended for participation.

GENERAL INFORMATION (continued)

Helping Your Child With School

It is very important that parents/guardians be directly involved with their children's activities at school.

Following are some things you as parents/guardians can do to help your child with his/her school life:

- Show enthusiasm and interest in the things your child is doing in school.
- Work closely with the teachers, principal, counselor, and other school personnel.
- Help your child understand the need to be considerate of others and to respect their rights and property.
- Encourage your child to tell you about school activities and listen sincerely when he/she does.
- Call the teacher when unsure of classroom/school-related matters.
- Hear both the child's and the teacher's version of a controversial issue.
- Praise your child for work well done and for improvement. (Improvement may take place in work, study habits, conduct, attitude, and specific skills.)
- Visit school often and accept invitations for classroom and school activities.
- Help your child schedule a time and place to study and work at home with minimal distractions.

After-School Activities

After-school activities are encouraged for all children and offer additional opportunities for development of physical, academic and social skills as well as character building. Emphasis is on enjoyment and good sportsmanship rather than on winning games.

Activity information will be sent out throughout the school year as activities are offered.

After-school practice is generally from 3:00-4:15 p.m..

Activity busses are provided for students who normally ride the bus.

If an activity needs to be cancelled unexpectedly you will be notified.

CLASSROOM INFORMATION

Field Trips

During the year, field trips may be planned by individual teachers. You will be notified of such trips and the specific transportation arrangements. You will be asked to sign a permission slip as only students with signed slips are allowed to participate. Lost and Found

Please mark your child's name on personal items such as lunch boxes, hats, coats, gloves, boots, and any other items brought to school. Please encourage children to check the lost and found box for missing items.

Leave all special items at home. Children often bring items to school that end up disappearing or being broken by others. The school cannot accept responsibility for lost or broken items. If this request is violated, school personnel may hold an item for a period of time or have parents come to retrieve the item.

School Supplies

A list of items needed at the opening of school was sent home with the June progress reports. Supply lists are available from your child's teacher or in the office throughout the year. They are also available at www.spokaneschools.org/balboa

Pictures

Individual and class pictures will be taken during the school year. Class pictures are regarded as a service to parents and children. The school does not require purchase of the pictures. Sale of pictures is organized in such a way to allow the parent and photographer to deal with each other directly in order to take away as little school time and effort as possible. Written notice will always be sent home with each child announcing when the pictures will be taken. Additionally, you will receive cost information from the photographer.

If you have chosen to mark your student as fully restricted in our database your student will NOT be photographed on class picture day.

Classroom Parties

Party invitations are only to be distributed at school if they are brought for the entire class.

Birthday treats must be in a sealed, store bought package.

If you wish to bring birthday treats for your student please coordinate with the classroom teacher.

Classroom Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be store bought, in the original packaging. We strongly encourage you to select a treat/snack with nutritional value.

VOLUNTEERISM

Volunteers

Volunteer aides are an important part of Balboa's school program. They strengthen our program by:

- Providing more individualized help for children
- Giving the teacher more time to work with students
- Enriching the curriculum through use of community resources
- Providing a communication link between the school and the community

If you are interested in becoming a volunteer aide or would like more information about the School Volunteer Aide Program, please contact the school office, 354-2220.

Volunteering

Parent Teacher Group (PTO) – Balboa has a very strong and active PTO. They sponsor a variety of activities and events throughout the year. The Balboa PTO is continually working towards providing students and staff with an enhanced learning environment. A very important part of PTO's success is due to the support of Balboa parents and the Balboa community. Your involvement is encouraged through volunteering your time to help with any of the activities and/or events PTO sponsors. The PTO also encourages your attendance at their general meetings.

Please consider volunteering your time for any of the PTO events noted throughout this calendar. Watch for more information in the school newsletter.

Our PTO Board for 2021-22 is posted on our website.

For more information about PTO, please contact the school office, 354-2220, or visit the PTO link on Balboa's Home Page, spokaneschools.org/balboa.

STUDENT SAFETY

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather, and other emergencies shall be conducted each school year in accordance with requirements.

Internet

Balboa students have access to the Internet for research and projects. Spokane Public Schools has an Internet filter to prevent students and staff from accessing inappropriate web sites, chat rooms, or other unacceptable areas. If you do not want your child to access the Internet (event with the Internet filter) please stop by the office and fill out the appropriate form.

Dogs

Even the friendliest of dogs can cause problems on a playground full of children. For the safety of our students and protection of school grounds all animals/pets must remain off of the school property.

In the event that a dog does stray and arrive at school, we will make an effort to identify and contact the owner. If that is not possible, we must contact the Spokane Humane Society to pick up the animal.

Bomb Threats

Because of the extremely disruptive effect on the school environment and educational process, bomb threats will not be tolerated. A threat to bomb or injure property is a violation of RCW 9.61.160 and is considered a felony offense by Spokane Public Schools and the state of Washington.

Guns and Weapons – Policy No. 2348

The 1993 Legislature prohibited firearms and dangerous weapons on school premises with limited exceptions. It is now a misdemeanor for any person to carry a dangerous weapon or firearm onto public or private school premises. This also includes school transportation and areas of non-school facilities that are being used exclusively for school activities.

Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

Special Note to Students

Objects that look like guns/weapons are of serious concern. Therefore, please realize that if you bring any toy gun/weapon to school, you will be subject to discipline which may include suspension or expulsion.

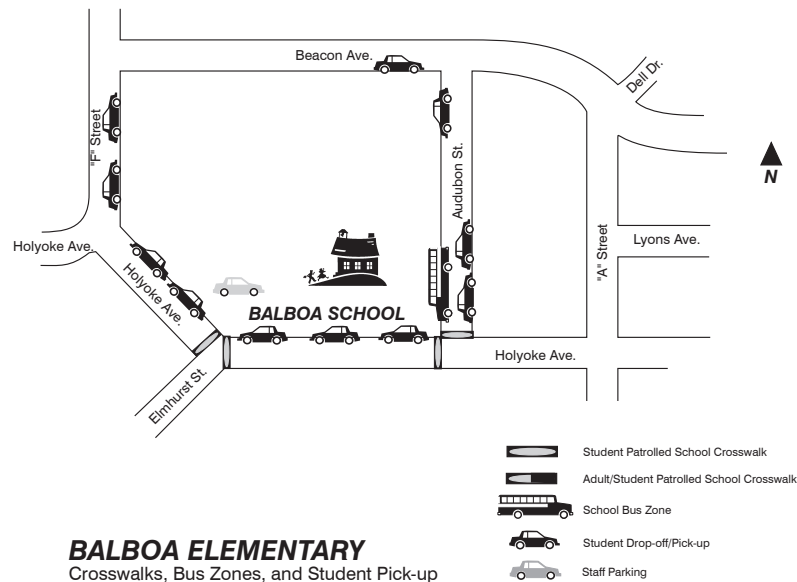
IF YOU KNOW OF OR SEE A WEAPON ON SCHOOL GROUNDS, TELL AN ADULT IMMEDIATELY!!

SCHOOL SAFETY PATROLS/SCHEDULE

Student Safety and The School Patrol

The Spokane School Safety Patrol is an affiliate of the State Patrol. School patrols will help pupils cross streets. We urge you to acquaint yourself with all crossings and the route your child will follow. Patrols are on duty at crossings before and after school and for mid-day kindergarten dismissal/arrival.

Pupils crossing patrol-supervised streets are expected to cross only with the patrols. Exceptions to this include permission from parents or teachers. Students must obey the safety patrol at all times and proceed directly to and from school in a safe, responsible manner.



Safety Patrol Schedule

The following schedule will help you to know when and where patrols are on duty:

Monday - Friday

FROM	TO	STUDENTS
8:15 a.m.	8:30 a.m.	Patrols report for duty.
2:55 p.m.	3:10 p.m.	All students go home.



Crossing Sites

Attendants

Audubon & Holyoke Student Patrols
Holyoke & Elmhurst Student Patrols

The school staff considers pupil safety of the utmost importance and, therefore, we urge your full cooperation in encouraging your child to always obey the school patrols and to be continually alert at crossings. Parents are reminded to send their children to school at a time which will allow them to cross while the patrols are on duty.

Where ALL Students SUCCEED

TRANSPORTATION

Bicycles, Scooters, Skateboards, and Rollerblades

Students who ride bikes to school will be governed by the following:

- All wheels are to be walked on sidewalks adjacent to school grounds and across patrolled crosswalks.
- Bicycles are to be parked in the racks and locked (each rider must have his/her own lock) for the day. Scooters must be folded and carried to classroom or office.
- All students must wear a helmet. It is a city ordinance .

Busing of Students

Balboa students who live in the following areas will be bussed to an from school:

- Pacific Park to the south side of Barnes Road
- East of Five Mile Road

Student safety is a primary concern for us here at Spokane Public Schools and Durham School Services. We consider it one of our most important duties; to provide each student with a learning environment that is safe and secure. This learning environment also includes the buses that transport your students to an from school as well as the bus loading areas before and after school and bus stops. You are receiving this report following the writing of a bus citation for your child.

Please note that riding a bus to school is a privilege and not a right, and this privilege can be lost if students repeatedly refuse to follow bus-riding expectations. In addition, Washington State Law RCW.392.145, makes certain behaviors on the school bus a crime. Lastly, student behaviors that require the driver to divert his/her attention from the road place all students' safety at risk and will not be tolerated.

Bus Registration

SpokaneSchools.org/page/32880 and complete the form. Please call the office if you need your student's ID number, which is required during the registration process.

Bus Expectations

The student will obey the driver promptly and willingly

The student will sit properly in his/her seat and remain there until the bus has stopped

The student will use appropriate language and respectful behavior towards others on the bus

The student will keep his/her hands to him/herself and will be courteous to others on the bus

The student will ask permission before opening a window and will keep his/her body inside the bus

The student will keep the area where he/she sits clean

The student will have nothing harmful in his/her possession

Bus drivers will issue citations to any student who is in violation of these rules

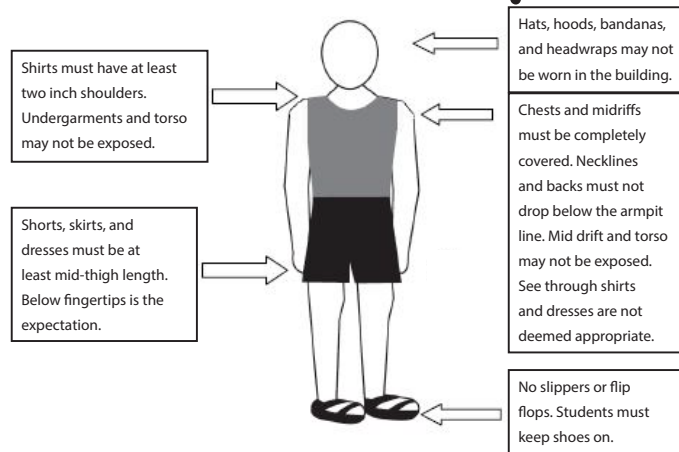
There will be four progressive steps for citations written by drivers:

1. Warning, parent contact from school (letter sent home with copy of citation and rules)
2. Loss of privileges for 3-5 school days
3. Loss of privileges for up to 20 school days
4. Loss of privileges for the remainder of the school year

Note: Under extreme circumstances, a student may be suspended immediately

STUDENT EXPECTATIONS

Balboa General Dress Expectations



Appropriate School Clothing

- Full length T-shirts and tops, not half length or showing waistlines.
- Tank tops should have wide straps. Spaghetti straps should only be worn with sweaters, blouses, or jackets to cover them.
- Mesh tops may be worn over other shirts.
- Shorts are acceptable, but please no extremely “short” shorts or skirts. (Fingers should reach the bottom of the shorts/skirts when arms are down.)
- Sandals need to be safe for play activities and halls. “Slip-ons”, such as soccer slides and flip flops, are not safe for active school activities.
- Sunglasses, hats, scarves and other head coverings (with the exception of head covers for religious purposes) are not allowed in the building.
- Students wearing clothing that detracts from the learning in our classrooms will be asked to call home for a change of clothing

Hats

Hats are not to be worn inside the school. They can become disruptive to the learning environment. Students play with them, knock them off each other, trade them, etc. Hats may be worn outside the building during non-instructional time.

Cell Phones

Cell phones brought to school must be off and should be kept in a backpack during the school day. They cannot be taken to lunch or recess. Balboa is not responsible for loss or damage.

Other Mobile Devices

Mobile devices such as watches and other handheld devices with cell phone capabilities and wireless plans will follow the cell phone policy. Students may not message during school hours. Any such devices must be kept in backpacks during the school day.

Textbook Care

It is the responsibility of each student to take care of the textbooks he/she uses during the year. If any textbooks or library books are damaged or lost, the student will be expected to pay for the repair or replacement. At the end of the school year, report cards may be held until arrangements are made for damaged or lost books from the classroom or library.

Phones

Because a school is served by business phones only, it is necessary to limit student use of the phones to emergencies.

Permission to call home about visiting a friend after school and like matters cannot be given. It is possible for us to deliver a message to your child during the day. These messages should be limited to those important in nature.

STUDENT RIGHTS, RESPONSIBILITIES AND RECORDS ---

Introduction

Spokane Public Schools has adopted policies, rules, and regulations regarding student responsibilities, rights, and records. In addition, the district has prepared a detailed description of statutes and rules relating to the rights, responsibilities, and authority of teachers and principals with respect to the discipline of students. The following is a brief synopsis of the information contained within the above documents. Each of the documents is available in the principal's office of each school within Spokane Public Schools and can be reviewed by the parents, students, or teachers by making a request to the school principal. In addition, the documents are available in the Student Services Office and at [www.spokaneschools.org/Parent Resources](http://www.spokaneschools.org/ParentResources), Department & Services, School Board Policies and Procedures.

Student Rights and Responsibilities – Policy No. 3200

Spokane Public Schools has passed a student rights and responsibility policy which sets forth the general policy of the district regarding student conduct. In addition, the school district has passed specific rules and regulations which implement the general policy.

The rules and regulations describe the rights of the students, including the right to student expression, assembly, freedom from unreasonable search and seizure, freedom from discrimination, and rights regarding parking. The rules and regulations additionally describe the responsibilities of students. They set forth the general responsibilities and list the rules and regulations which must be observed.

Lastly, the rules and regulations set forth the disciplinary actions which may be imposed upon the student by the district if the student should violate district policy or the specific rules and regulations. Disciplinary action includes discipline, suspension, expulsion, and emergency action. The due process rights of students regarding notice of intended disciplinary action and hearing procedures available to the student are also included.

Student Records – Policy No. 3400

Spokane Public Schools has a student records policy which explains to parents and students their right to review and have a copy of a student's record and ways to request corrections in the record if errors occur.

The policy states that information about individual students will not be released to most persons or agencies without the written consent of parents. However, the policy states that the district will forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. Also, without parent consent the district will forward transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

Federal law permits a school district to identify certain items as "directory information" which may be publicly released without permission of the parents. Spokane Public Schools identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and most recent previous school attended.

If a parent does not want this information released, the school principal must be notified in writing within ten school days. If such a notice is not received in that period of time it will be assumed that there is no objection to release of such information. Most parents feel that it is in the student's best interest to have such information released to school and community newspapers and to the parent-teacher organization of the school for the purpose of communicating between parents and the school. A list of graduating seniors is also published annually. Release of directory information to any other agency will not generally be made.

STUDENT RIGHTS, RESPONSIBILITIES AND RECORDS (continued)=

Non-Discrimination Statement

Revised: September 2021

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate in the admission, treatment, employment, or access to its programs or activities on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer.

Officers: *Title IX/Staff Civil Rights Officer, Jodi Harmon, (509) 354-7269
*Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Melanie Smith, (509) 354-7284 *504 Compliance Officer, Melanie Smith, (509) 354-7284 * ADA Officer, Stephanie Busch, (509) 354-5993
* Affirmative Action Officer, Nancy Lopez-Williams, (509) 354-5651 * Equal Opportunity Officer, Nancy Lopez-Williams, (509) 354-5651 *200 N. Bernard Street, Spokane, WA 99201-0206

Unlawful Discrimination

Allegations of discrimination should be reported to your child's teacher or principal immediately. This will allow the school the opportunity to address your concerns and resolve the situation as soon as possible. Unlawful 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 reasonably accommodate a student or employee's disability. 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, religion, creed, national origin, disability, sexual orientation, gender expression or identity, honorably discharged veteran or military status, or the use of a trained dog guide or service animal. If you are unable to resolve your concerns with your child's teacher or principal, contact Melanie Smith, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, (509) 354-7284, MelanieSm@spokaneschools.org to discuss your concerns or to file a complaint. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. Procedure 3210 provides the procedure for filing a discrimination complaint. There are three (3) steps: Step 1: Complaint to School District Superintendent, Step 2: Appeal to the School Board, and Step 3: Complaint to OSPI. The instructions on how to follow these steps may be found at k12.wa.us/policy-funding/equity-and-civil-rights/complaints-and-concerns-about-discrimination.

Harassment, Intimidation and Bullying (HIB)

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and Policy and Procedure 3207 defines harassment, intimidation or bullying as any intentionally written message or image— including those that are electronically transmitted— verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or

STUDENT RIGHTS, RESPONSIBILITIES AND RECORDS (continued)=

identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an act physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; 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. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Rights Officer, Jodi Harmon 354-7306. Further information and complaint forms can be found at spokaneschools.org/nondiscrimination.

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or off-campus during a school-sponsored activity. 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, or 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. You can find a copy of the district's policy and procedure 5011 on the district's website www.spokaneschools.org, at your school, or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member, contact their building administrator, or contact Jodi Harmon, Title IX/Staff Civil Rights Officer, at (509)354-7269. Further information and instructions on how to file a formal complaint can be found at <https://spokaneschools.org/domain/182>.

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful

discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's officers: Title IX/Staff Civil Rights Officer, Jodi Harmon, (509) 354-7269 *Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Melanie Smith, (509) 354-7284 *504 Compliance Officer, Melanie Smith, (509) 354-7284 * ADA Officer, Stephanie Busch, (509) 354-5993 * Affirmative Action Officer, Nancy Lopez-Williams, (509) 354-5651 * Equal Opportunity Officer, Nancy Lopez-Williams, (509) 354-5651

Complaint to the School District

1. **Write Out Your Complaint:** In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.
2. **School District Investigates Your Complaint:** Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.
3. **School District Responds to Your Complaint:** In its written response, the district will include a summary of the results of the

STUDENT RIGHTS, RESPONSIBILITIES AND RECORDS (continued)=

investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI. You can do this

in the following methods.

- Email: Equity@k12.wa.us
- Fax: 360.664.2967
- Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

BALBOA PBIS BULLDOGS BIG 3

Positive Behavior Intervention System (PBIS)
Big 3: Respect, Responsibility, Safety

Balboa PBIS Bulldogs Big 3 Positive Behavior Intervention System

Arriving

Show Respect	Solve Problems	Make Good Choices
<ol style="list-style-type: none"> 1. Stay in your designated area 2. Enter through your outside classroom door 3. Breakfast eaters enter at the side gym door at 8:30 am 	<ol style="list-style-type: none"> 1. Good example 2. Leader and Scout 3. Late students (after the 9am bell) need to report to the office through the front doors to get a pass and sign in 	<ol style="list-style-type: none"> 1. Facing forward 2. Personal Space bubble (hoop) 3. Hands and feet to self

Dismissal

Show Respect	Solve Problems	Make Good Choices
<ul style="list-style-type: none"> • Leave the school grounds • Exit through your outside classroom door 	<ul style="list-style-type: none"> • Good example • Line up in your bus # line if ride a bus home, go to the designated bus area • Walkers cross at cross walk. Biker riders walk the bike until you cross • Go straight home 	<ul style="list-style-type: none"> • Have a plan • Facing forward, single file • Hands and feet to self • Personal Space bubble (hoop)

Playground

Show Respect	Solve Problems	Make Good Choices
<ul style="list-style-type: none"> • Play safe • Use equipment properly 	<ul style="list-style-type: none"> • Include others • Share equipment • Scout and Leader 	<ul style="list-style-type: none"> • Have a plan • Put equipment away

Hallway

Show Respect	Solve Problems	Make Good Choices
<ul style="list-style-type: none"> • Walk on the 2- square • Hands to self at all times • Monitor voice level 1 	<ul style="list-style-type: none"> • Line leader • Class Scout 	<ul style="list-style-type: none"> • Single file line facing forward • Personal Space

Restroom

Show Respect	Solve Problems	Make Good Choices
<ul style="list-style-type: none"> • Leave bathroom better than you found it • Level 1 voice (Quiet) • Privacy • Use restroom properly 	<ul style="list-style-type: none"> • Line leader • Class Scout 	<ul style="list-style-type: none"> • Single file line facing forward • Personal Space

Lunch

Show Respect	Solve Problems	Make Good Choices
<ul style="list-style-type: none"> • Leave it better than you found it • Monitor voice level 1 	<ul style="list-style-type: none"> • Line leader • Class Scout • Be a good example 	<ul style="list-style-type: none"> • Clean up after yourself • Eat healthy • Wait to be dismissed

Where ALL Students SUCCEED

ELEMENTARY DISCIPLINE PROCEDURES

Building Procedure

If the teacher has followed the classroom process, the student's exclusion from class will not be a surprise to anyone.

Expulsion from Classroom

1. Principal ascertains that teacher followed classroom process
2. Principal follows district Policy 3200
3. Principal notifies teacher (in writing) what action he/she has taken.
4. Every school discipline plan will have an emergency removal clause as provided in the collective bargaining agreement student discipline clause, which permits immediate expulsion of a student who is an immediate threat to the safety and well-being of others in the class.

The principal and certificated staff of each school will meet each fall for the purpose of developing and/or reviewing building disciplinary standards and enforcement.

The principal and selected members of the certificated staff will meet each fall with a parent committee for the purpose of reviewing building disciplinary standards in order to receive parent input and support for the building discipline plan.

Each fall teachers will review his/her classroom discipline process, which has been developed within the following five steps with the building principal:

Classroom Process

1. Teacher-student contact (conference): refers to a teacher's efforts to enforce the classroom discipline. It could include, but not limited to, such things as in-class isolation, reasoning with students, positive reinforcement, and after-school detention. It is recommended that teachers develop classroom rules and then teach and reinforce those rules.
2. Principal notification of problem: is simply letting the principal know a problem is developing and perhaps seeking his/her advice
3. Teacher-parent contact: is vital in effective discipline. The teacher will make at least two attempts at contacting parents; e.g., two attempts by telephone. If no contact is made, the teacher will notify the office and arrangements will be made to continue the attempts at contacting parents.
4. Teacher-support personnel contact (if immediately available): the district or building counselor, if immediately available, will be contacted by the teacher for assistance.
5. Exclude student from class: each of the preceding steps will be documented by the teacher before step five is taken. Documentation will be specific and non-judgmental and should not the specific misbehavior, action taken, and date.

ATTENDANCE

Excused Absence

Children may be excused for medical and dental appointments during school hours. Parents should request in writing that their child be released at a specific time. Please meet your child in the office and sign him/her out before leaving the school grounds. Children will be released only to the adults listed in our student database.

Students are never to leave the school premises during the official school day. Students will have the opportunity to make up any assignments missed during the period of excused absence.

Attendance



State Board of Education Regulation No. WAC 180-4C-100 states: "Pupils shall be punctual and regular in attendance and shall obey all rules and regulations of the school district as determined by the Administration and Board of Directors." Generally, the only excuse for absence is illness. Regular attendance is of great importance for your child's success and is a necessary habit toward a productive adult life.

When a child is ill, he/she should be kept home, and a written excuse should be sent to the teacher on the first day of return. Parents are asked to call the school attendance line (354-2261) by 9:00 a.m. if their child is ill and going to be absent. This is most helpful to us and assures the school of the child's safety. Parents will be called on the first day of

an absence by a secretary to verify a child's absence if the school hasn't heard from you. It is necessary to know the reason for the absence as the school must report certain communicable diseases.

Becca Bill

This bill requires school districts to inform a child's parent by a notice in writing or telephone whenever the child has an unexcused absence. The law also requires school districts to schedule a conference with the parent after two unexcused absences within any month during the current school year.

If the actions taken by a school district are not successful in substantially reducing an enrolled student's absence from school, upon the fifth unexcused absence during the school year, the district shall file a petition with the juvenile court alleging a violation of RCW.28A.255.010 by the parent, by the child, or by the parent and the child.

If the child fails to comply with the court order to attend school, the court may: (1) order the child punished by detention, or (2) impose alternatives to detention such as community service hours or participation in dropout prevention programs or referral to a community truancy board, if available. Additionally, parents may be fined a maximum of \$25 per day.

More information is available online at www.spokaneschools.org >Parent Resources>Attendance Law

Returning to School After Illness

Due to limited supervision, we cannot allow students to stay inside during recess. However, with a doctor's recommendation a student may be accommodated indoors for a day or two following an illness. A written request by a physician is necessary if more days inside are desired.

Also, before returning to school after illness please remain home 24 hours after vomit or diarrhea to reduce spreading the illness to others.

BALBOA'S 24-HOUR ATTENDANCE LINE

354-2262

Please call by 9:00 a.m.

Where ALL Students SUCCEED

GENERAL INFORMATION (continued)

Medication

According to state law, Spokane Public Schools may permit district personnel to dispense ORAL medication (prescription or non-prescription) at school only when the following requirements are met:

- A medication request form must be completed for each student receiving any kind of prescription or nonprescription (aspirin, antacids, etc.) medication at school. It must be signed by the child's parent/guardian and by a physician or dentist. It must be current and valid for a period not to exceed one school year. Forms are available in the office and one is included at the end of this handbook.
- All medication must be in a properly labeled container: 1) Prescription medication must be in a container labeled by a physician, dentist or pharmacist, and be brought to school by the child's parent. (The pharmacy will be glad to provide an extra container for school at your request.) 2) Nonprescription medication must be brought to school in its original container.

Requirements for students carrying oral medication and/or "rescue" medication for asthma/anaphylaxis and for students with Type 1 diabetes are detailed on page 16 at the back of this calendar.

Immunizations

All students (preschool through twelfth grade) must submit records of immunity to specified childhood diseases in order to register for OR attend school unless exempted for medical, religious, philosophical, or personal reasons.

Insurance

Special accident insurance is made available through a commercial agency as a service to school families. An informational brochure will be sent home early in the school year explaining coverage and price. This insurance is secondary to any coverage you may already have.

Safety Tip Line: 354-SAFE (354-7233)

Students, parents, and community members can anonymously call in their safety concerns. The Tip Line is monitored Monday-Friday, 8 a.m.-5 p.m.

First Aid



School personnel are trained to handle first aid for minor injuries. Hot pack and cold pack are provided for minor injuries. In case of serious injury or illness, parents will be contacted immediately. If parents cannot be reached and a parent consent form has been checked authorizing the school to seek emergency treatment, the child will be taken to a physician or hospital. It is imperative that we have an emergency phone number on file in the event that a parent cannot be reached.

Life-Threatening Conditions

A recent legislative session brought about the passage of a law to better insure the safety of our students with life-threatening conditions. RCW 28A.210 sec. 1, REQUIRES that each student with a life-threatening condition have current medication/treatment orders and a nursing care plan in place before the student may attend school. Please contact our office for information or assistance.

Restrictive Health Concerns

If your child develops a health condition that will restrict school activities, the office should be notified immediately followed by written instructions from your doctor. This also would apply to youngsters sustaining broken bones and similar short-term handicaps. A form is available in the office.

School Nurse Services

The school nurse is available on a limited basis to perform health assessments and consult with parents and physicians. Health concerns may be directed to the school nurse. Arrangements can be made by calling the school.

Health Room Volunteers

If you are able to work for your school in this capacity, please call. Training is available for health room volunteers.

Dear Parent/Guardian,

Your child's safety and the safety of others is our primary concern when medication is needed during school hours. Whenever possible, medications should be administered at home, outside of school hours.

The following requirements must be met if trained school personnel administer medication to your child during the school day (RCW 28A.210.260.270):

1. **Medications given by mouth, eye drops, and ear drops** may be administered by school staff.
 - No medication requiring injection shall be administered by unlicensed school personnel except for automatic injector pens ordered for an emergency allergy reaction (i.e. Epi-Pen).
2. **Medication must be delivered to school by the student's parent/guardian or other responsible adult.**
 - Please allow time for school staff to count pills/capsules with you.
 - If half pills are needed, parents must split them prior to delivering medication to staff. A pill splitter is available for your use at school, if needed.
3. **A medication request form must be completed** before any medication can be given by school staff. This form is available from the school office or at: www.spokaneschools.org (Parents tab/Health Services/ Medication Resources)
 - The form must be **completed and signed by the student's LHP (Licensed Health Care Provider).**
 - The form must be **completed and signed by the student's parent/guardian.**
 - A form must be submitted for each medication, **including over-the-counter medications** such as pain relievers, cough drops, cold medicines and **prescription medications.**
 - The completed medication request form can be hand delivered, mailed or faxed to school.
4. **All medication must be in a properly labeled container.**
 - Prescription medication must be in a container labeled by a pharmacist or physician with the correct name of medication, dosage, and time for school administration.
 - Over-the-counter medication must be in its original container, labeled with your child's name.

Self carry/administration requirements:

For the safety of all students, we prefer that all medications are stored securely and administered by trained staff. However, at times, parent/guardian may thoughtfully decide that their child needs to carry their medication at school. To self-carry medication, the student must be able to self-administer without any assistance or reminders.

The following requirements must be met if medication is to be carried by a student:

1. Only one day's dose may be carried unless as in the case of, inhalers, such a request is impossible.
2. A student must be able to self-administer without any assistance or reminders.

Note: Additional requirements are required for students that self carry/administer for *asthma or severe allergy*. See information at the top of the Medication Request Form.

Other considerations:

- The building principal/designee has the right to further restrict medications that are self-carried.
- **A student that is not using their medication responsibly may lose their right to carry medication.**
- A medication record will be maintained for all students for which medication is administered by school staff.
- Medications shall be returned directly to the parent/guardian or destroyed when discontinued or at the end of the school year.
- Diabetic students are guaranteed the right to carry insulin and all supplies necessary for treatment, monitoring and emergency situations (emergency snacks, glucose tablets, and water bottles, etc.).

Thank you for your cooperation and assistance in maintaining a safe school environment.
Health Services Director (354-7298)

MEDICATION REQUEST FORM

STUDENT NAME: _____ **Birthdate:** _____

SCHOOL: _____ **Grade/Room #:** _____ / _____

DO NOT use this form for students needing emergency medications for Asthma or Severe Allergy/Anaphylaxis at school. An Asthma or Severe Allergy Plan, which includes medication orders, is required (RCW28.A210 + 370). Plans are available from the school office or district website: www.spokaneschools.org (Parents & Students -> Support -> Health Services -> Medication Resources)

THIS PORTION TO BE COMPLETED BY LICENSED HEALTH PROFESSIONAL WITH PRESCRIPTIVE AUTHORITY

Name of Medication*	Dosage	Method of administration	Time(s) of day to be given

*One medication per request form

Reason for medication: _____

For As Needed medications, specify the minimum length of time between doses: _____

Possible side effects and action needed if noted at school: _____

For short term inhaler treatment for respiratory infection: In my office, this student has demonstrated the ability to correctly self-administer this medication (inhaler or other device) and may carry the medication on his/her person. ☐ Yes ☐ No ☐ N/A

I request/authorize the above named student be administered the above named medication in accordance with the instructions indicated above from _____ to _____ or the entire school year including summer months (if applicable), as there exists a valid health reason which makes administration of medication advisable during school hours. **Medication orders are valid for the current school year only.**

Date of Signature: _____ **Licensed Health Professional's Signature:** _____

Phone #: _____ **Fax:** _____ **LHP's Name (print):** _____

THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

Please read Parent Information on the reverse side of this form.

I have read and understand the parent information regarding medication at school (reverse side or school office) and request/authorize trained school staff to administer medication to my child in accordance with the LHP's instructions above for the dates of _____ to _____ or one entire school year including summer months (if applicable). **Medication orders are valid for the current school year only.**

I understand that a medication dosage could be delayed or missed due to unexpected circumstances or changes in the student's schedule. I also give my permission for the exchange of information between school district nurse and Licensed Health Professional for the purpose of clarifying medication orders/concerns that could affect safe administration at school.

Please complete the following IF the above medication is an inhaler device that will be used for a short period of time:

For short term inhaler treatment for respiratory infection:

My child will carry inhaler on his/her person and is trained and capable to self-administer. ☐ Yes ☐ No ☐ N/A

If so, I will provide a second "back up" inhaler for school. ☐ Yes ☐ No ☐ N/A

Note: If you child requires medication for asthma or anaphylaxis for an extended period of time, contact your school nurse. An Asthma or Severe Allergy Care Plan which includes medication orders is required.

The district shall incur no liability as a result of any injury arising from the self-administration of medication.

Date of Signature: _____ **Parent/Guardian Signature** _____

Home Phone: _____ **Work/Cell Phone:** _____ **Alternate Phone:** _____

This record must be maintained by the school district for 8 years.