

DIXIE ELEMENTARY SCHOOL



Parent - Student Handbook 2026-2027

**Dixie School District
10520 E. Highway 12
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Dixie, WA 99329-0040
(509) 525-5339**

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Dixie School District

Home of the Wolves

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

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

Welcome to the 2026-2027 school year!!! Here at Dixie Elementary School, we are proud to have you and your child as part of our community. This is going to be a fantastic year and we are prepared and ready for the return of our wonderful students. We are committed to creating a safe, student-centered environment where the development of each individual child is our goal.

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

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

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

Dixie School District Personnel

Board of Directors

Lisa Davis, Chair
Kailynn Townsend, Co-Chair
Javin Berg
Teddi Nee
Melissa Lambert

Superintendent/Principal

Jacob Bang

Teachers

K-3	Mrs. Sadie Patterson
3-5	Mr. William Clancy

Business Office

Anna Sandness	Business Manager
Jeannie Kibler	Secretary

Instructional Assistants

Cheyenne Frohreich	Para-professional
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Transportation

Anna Sandness	
Robert Gehrke	Bus Driver

Facilities & Grounds

Marcia Gehrke	Custodian
Robert Gehrke	Grounds/Maintenance

Food Service

Jeannie Kibler	Food Service Director
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Itinerant Staff

Gretchen Foertsch	Speech Pathologist
Hilary Wheeler	Special Education Consultant
Erica Munsey	Comprehensive Healthcare
Mollee Gray	Occupational Therapist

Dixie School Highlights

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

Registration

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

Beginning Entrance Age

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

Student Transfers

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

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

Oral Medication may be given to students

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

Medical Emergencies

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

Life-Threatening Health Conditions

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

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

Immunization

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

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

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

School Hours

Grades K-5 8:00 a.m. - 2:30 p.m.
Wednesday Early Release at 2:00 p.m.

Punctuality

Students may arrive to school at 7:30. Breakfast is served from 7:30-8:00. Students are to be in their classrooms when school begins at 8:00 a.m.

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

Attendance

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

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

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

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

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

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

Report Cards

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

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

Parent-Staff Communication

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

Student Dress Code

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

Shirts and tops:

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

4. Skin-tight tops and see-through, mesh tops are not allowed.

Skirts and Shorts:

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

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

Student Discipline

The Dixie School District staff wants students to be able to learn and do their best. Appropriate behavior will be emphasized at all times. This year, we are focusing on **"The Big 6"** as guidelines for student behavior:

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

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

Playground Behavior

Dixie School students are well supervised and cared for on the playground, just as they are in the classroom setting. Even so, the inevitable scrapes, bruises, and hurt feelings of childhood do occur more frequently in the playground setting than in the regular classroom setting. If a student feels threatened or frightened, he or she is to tell the recess monitor immediately! Bullying will not be tolerated. Students will obey the following guidelines on the playground:

- Be safe

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

Bus Transportation

Welcome to the Dixie School District transportation system. We are committed to the safety of all students and our drivers. Our buses are regularly subjected to rigorous safety inspections from the Washington State Patrol. We perform emergency evacuation drills with students twice each year. Drivers participate in regular training and safety refreshers and are required to inspect their buses prior to the start of every shift. On a regular school day, we run 2 buses and transport approximately 30 students, including both morning and afternoon routes.

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

Message from the Superintendent:

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

Your cooperation in communicating this important safety message is appreciated.

Jacob Bang, Superintendent

Bus Rules:

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

- Obey the bus driver at all times
- Stay in your seat
- Keep head, hands, feet and any other objects inside bus at all times

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

Adverse Weather/School Closure

Occasionally weather conditions may necessitate delayed opening or emergency closure of school. If this happens, local radio stations, TV stations, and Flash Alert listed below will be notified and notice will be posted on our Facebook page and District web site, www.dixiesd.org. Any decision regarding a delayed opening or morning closure will be conveyed to the radio stations, TV stations, Flash Alert and posted on our web site by **6:30 AM**. If no radio broadcast is made after that period of time, then it should be assumed that school will operate on a regular basis.

RADIO	KWHT FM 103.5, KGTS FM 91.3
TV STATION	KNDU-NBC, KVEW-ABC, KEPR-CBS
Flash Alert	www.flashalert.net
Web Site	www.dixiesd.org

Volunteers

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

School Visitors

Parents/guardians are welcome to visit the school any time. In our continuing effort to provide the safest conditions for our students, we ask that upon entering the school all visitors and parents report directly to the office.

If a parent wishes to observe the classroom, prior notification to the child's teacher is a courtesy we require. Upon arrival, visitors should first report to the school office. Relatives may visit with prior notification and permission from the office. Any such arrangements should be made prior to the day of the visitation. Student guests are expected to follow the school regulations and policies.

School Breakfast and Lunch Services

Dixie School offers both a nutritious school breakfast, and a hot lunch program. Providing wholesome and nutritious meals is one way of ensuring students are ready to learn and can achieve success in school. Dixie School District operates a "Provision 2" Program which means that ALL STUDENT SCHOOL MEALS ARE FREE REGARDLESS OF INCOME. If you would like more information about this program, please call our office and we'd be happy to explain. Adults may join the students for either meal and paying for their meal. Meal rates are updated annually.

Drugs – Alcohol – Tobacco

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

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

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

Weapons Free Zone – Firearms

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

- Any firearm; or
- Any dangerous weapon defined in RCW 9.41.250; or,

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

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

School Nurse

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

Lockers

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

Personal Items

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

Electronic Information Systems

Your child has the opportunity to receive an electronic network account or access. With this educational opportunity also comes responsibility. It is important that you and your child read

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

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

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

FERPA Confidentiality Notice

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

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

1. Inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents and eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place for the inspection.
2. Request amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. The parent or eligible student should write to the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent. One exception which permits disclosure without

consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff (including health or medical staff and law enforcement personnel), a person serving on the School Board, a person or company with whom the District had contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Notification of Pesticide/Herbicides Applications

Our district has put into place the following guidelines for notifying parents, students and staff of pesticide/herbicides applications according to Washington State Law. A pesticide is defined as any chemical designed to kill living things. We limit our use of pesticides as much as possible. If you believe your child to be sensitive to chemicals, please notify our school nurse or district office at 525-5339 as soon as possible. We utilize the services of “Best Pest” company (509) 526-5002 for all applications. There are to be no pesticide applications by school employees.

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

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

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

- Markers are to be placed at the location of the application, and at each primary point of entry to school grounds and left in place for at least 24 hours from the time the application

is completed, or during the restricted re-entry interval required by the pesticide manufacturer, whichever is longer.

- Our school is not liable for the removal of signs by unauthorized persons, or for personal property or bodily injury resulting from signs that are placed as required.

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

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

Asbestos Notification

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

Teacher Qualifications

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

Harassment, Intimidation, and Bullying (HIB)

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments 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 defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, **Jacob Bang, Superintendent** that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

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

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

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

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

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

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, 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 conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct 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.

To review the district’s Nondiscrimination Policy 3210 and Procedure 3210P visit

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially 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 submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district’s Sexual Harassment Policy 3205 and Procedure 3205P, visit Dixiesd.org

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen 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 members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Jacob Bang, Superintendent jbang@dixiesd.org (509) 525-5339

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Jacob Bang, Superintendent jbang@dixiesd.org (509) 525-5339

Concerns about disability discrimination:

Section 504 Coordinator: Jacob Bang, Superintendent jbang@dixiesd.org (509) 525-5339

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jacob Bang, Superintendent jbang@dixiesd.org (509) 525-5339

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct 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 must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

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

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

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

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the 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 also be discrimination if it's related to a protected class. 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 resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, 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.

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

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

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, 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: <https://www2.ed.gov/about/offices/list/ocr/index.html> · Email: ocr@ed.gov

· Phone: 800-421-3481

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, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- 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 dixiesd.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Mr. Jacob Bang, Superintendent, jbang@dixiesd.org, (509) 525-5339

Policies:

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

Prohibition of Harassment, Intimidation and Bullying (Policy 3207).

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

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

Nondiscrimination (Policy 3210): The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, or non-program-related physical, sensory or mental disabilities. RCW 49.60 Law Against Discrimination. District programs shall be free from sexual harassment.

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

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

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

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

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

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

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

Equal Opportunities/Americans With Disabilities (Policy 5010 - Nondiscrimination - Staff): The Dixie School District shall provide equal employment opportunity and nondiscriminatory treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity will be provided without discrimination with respect to all affected groups as set forth in the Washington State laws against discrimination in hiring or employment as now or hereafter enacted, except insofar as such factors are valid occupational qualifications. The Dixie School District complies with all Title IX/RCW 28A.640 and Section 504 requirements and does not discriminate against any protected class as defined by state and federal regulations. This holds true for all students who are interested in participating in educational programs and/or extra curricular school activities.

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

Discrimination, Harassment, Intimidation and Bullying (Policy 6590)

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

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

Parent Notification: Response to Intervention (RTI)

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

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

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

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

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

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

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

Students' Rights and Responsibilities (Policy 3200)

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

Tobacco Free Schools and Grounds (Policy 4215)

The Board of Directors of the Dixie School District recognizes that the use of tobacco may create a health hazard for tobacco users as well as non-users. In order to protect the health of students, staff, and the general public, and to provide a healthy working and learning environment, the Dixie School District prohibits the use of tobacco products on school district property or in school district buildings. Smoking or use of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment, material, or smokeless tobacco products shall be prohibited on all district property, other properties leased or rented to the Dixie School District for any educationally related purpose, and in district-owned vehicles. **This policy includes public attendance at all school events on district property.**

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

Compulsory Attendance (Policy 3110 and Policy 3121)

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

Teacher/Principal Evaluation System

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

District Non-discrimination Statement

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

District Non-discrimination Statement

Educational Right and Privacy Information

In accordance with the Buckley Amendment of Family Educational Right and Privacy Act of 1974; the Dixie School District must inform parents of their rights to object to release of directory information to newspapers and or the public. Directory Information-Includes student' name, address, telephone number, date and place of birth. Participation is officially recognized activities and sports, weight and height of members of athletic

teams. Basically, if we want to give such information to a newspaper, prior programs for athletics events or send out eligibility list to other schools, we need to provide parents with the means to OBJECT TO THE RELEASE of the above-type information. If you are a parent and wish the school not to release any or all of the above items defined as directory information, **please respond in writing on or before Sept 30** of the current school year or within 30 days of enrollment. If the Dixie School does not receive any written request objecting to such information release, we will release that information as appropriate.

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

NEW: AI & TECHNOLOGY USE POLICY (2026–2027)

Students may only use AI tools with teacher permission. Misuse may result in disciplinary action.

NEW: SOCIAL MEDIA EXPECTATIONS (2026–2027)

Students must behave respectfully online. Off-campus behavior that disrupts school may result in consequences.