Waitsburg Elementary School



Student Handbook 2026-2027

184 Academy Street
P.O. Box 217
Waitsburg, Washington 99361
509-337-6461
509-337-6902 Fax
www.waitsburgsd.org

“Preparing for Success”

Waitsburg Elementary School is accredited by the Washington State Board of Education.

WAITSBURG ELEMENTARY SCHOOL

184 Academy Street
P.O. Box 217

Monty Sabin
Elementary Principal

Waitsburg, Washington 99361
509-337-6461
509-337-6902 Fax

Abby Seney
Elementary Secretary

August 2026

Dear Families of Waitsburg Elementary School Students,

I am very excited for the 2026-2027 school year to begin! Moving into my second year as your principal, I feel incredibly honored to continue serving your children and this wonderful community. I enjoyed getting to know many of you last year, and I look forward to meeting our new families over the course of the upcoming year.

This year, our focus is still right where it belongs: helping kids learn and growing strong relationships. Real success is a team effort—it takes all of us working together, including students, parents, staff, and our whole community. By teaming up with you, we want to give your child the skills and confidence they need to set them up for a bright future.

Please see below for important contact information.

Superintendent/ Elementary Principal:	Mr. Monty Sabin
Preschool:	Mrs. Eleanora Montgomery
Kindergarten:	Ms. Allyson Filan
First Grade:	Mrs. Stephanie Hinchliffe
Second Grade:	Mrs. Wenda Parr
Third Grade:	Mrs. Tabitha Jadin
Fourth Grade:	Mrs. Deanna Coulston
Fifth Grade:	Mrs. Tracy Barron
Sixth Grade:	Mrs. Brenda Henderson
Music:	Mr. Christopher Kinnaird
Physical Education:	Mrs. Kimberly McNarland
Special Education:	Mr. Chris Andrews

Board of Directors:
Mrs. Christy House, Chairman
Mrs. Julie Karl, Vice Chairman
Mr. Charlie Barron
Mrs. Abby Grende
Mr. Tylor Abel

Waitsburg School District #401-100 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(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator, Monty Sabin (msabin@waitsburgsd.org), Title IX Coordinator, Joe Wirtzberger (jwirtzberger@waitsburgsd.org) and 504 Coordinator, Rosy Nechodom, rnechodom@waitsburgsd.org.
P.O. Box 217, Waitsburg, WA 99361, 509-337-6301.

QUALIFICATIONS OF ATTENDANCE AND PLACEMENT

Student admission to school is conducted by the principal and school secretary. Registration forms are available in the school's office. The minimum entrance age for kindergarten is five (5) years old before September 1. The minimum entrance

age for First Grade is six (6) years old before September 1. An official state birth certificate and an up-to-date immunization record must be presented at the time of registration for Kindergarten or First Grade. New students transferring from another school must present 1) an up-to-date immunization record and 2) a state birth certificate at the time of registration before they will be allowed to attend school.

ATTENDANCE

Regular school attendance is essential for your child's success at school. Every child should be in school every day that he/she is physically able. Every child also needs the support and encouragement of parents and school personnel to be on time and in class each day school is in session. **Chronic absenteeism** is when a student misses 18 or more full days of school for any reason, excused or unexcused. This represents 10% of the school year and can mean a student misses as few as 2 days of school per month. The amount of instruction missed when absent can have a negative impact on a student's classroom performance. Absences due to the following reasons must be excused:

(1) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;

(2) Family emergency including, but not limited to, a death or illness in the family;

(3) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;

(4) Court, judicial proceeding, court-ordered activity, or jury service;

(5) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;

(6) State-recognized search and rescue activities consistent with RCW **28A.225.055**;

(7) Absence directly related to the student's homeless or foster care/dependency status;

(8) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW **28A.705.010**;

(9) Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter **392-400** WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC **392-121-107**;

(10) Absences due to student safety concerns, including absences related to threats, assaults, or bullying;

(11) Absences due to a student's migrant status; and

(12) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

SCHOOL HOURS: School starts at 8:30 am and ends at 3:15 p.m. M/T/TH/F and at 2:40 p.m. on W. **STUDENTS SHOULD NOT ARRIVE BEFORE 8:00 A.M.** as there is no supervision. Playground supervision and breakfast begins at 8:00 a.m.

WHEN YOUR CHILD IS ABSENT: Please call the office 509-337-6461 to let us know your child will not be at school and the reason for the absence. If parent/guardian contact is not made, your child is marked as truant/unexcused. Your child then must bring a note from home explaining the absence in order to have the absence excused. The note should be **dated** and **signed** by the parent. It should state the **number of days** absent and **reason** for the absence. **After five consecutive days of absence, a written note from your child's primary care physician may be required in order for the absence to be excused.** Please arrange to pick up any homework outside the class time and give the teacher at least a half a day's notice to get assignments and materials to the office.

PRE-APPROVED ABSENCE: Pre-approved absence forms are available in the office. They are to be completed prior to the planned absence. The request should include the reason for the absence, the dates of the anticipated absence and parent's signature.

TARDINESS: Parents are expected to call or send a note when their student is tardy. Habitual tardiness in excess of three times per quarter will result in notification of parents by the principal (or designee) for the purpose of formulating a written corrective action plan. Continued habitual tardiness that is not corrected by an action plan may result in referral to appropriate state agencies.

EARLY DISMISSAL FOR APPOINTMENTS/ETC.: FOR THE WELFARE AND PROTECTION OF YOUR CHILD, please send a note or call the office when your child needs to leave school early. Anyone coming to pick up a child, must come into the office to sign the child out. Children will not be released without appropriate parental authorization.

ATTENDANCE AT SCHOOL ACTIVITIES AND ATHLETIC EVENTS: The District is unable to provide adequate supervision for elementary or younger children during after school activities, including athletic events. **Therefore,**

elementary students MUST be accompanied by an adult (someone over the age of 18). Additionally, we expect students to demonstrate appropriate spectator behaviors, such as watching the game, staying seated and quiet during performances/ presentations, going to and returning from the restroom or concession stand in a timely and appropriate manner, and supporting performers/athletes in a positive way. Elementary students not under the supervision of an adult will be asked to leave the event regardless of their behavior. Parents of elementary students not adhering to this expectation will be contacted and the student may lose the privilege of attending any future events.

EMERGENCY SCHOOL CLOSURES

Due to extreme weather or poor road conditions, it may be necessary to delay or close school. A decision will be made no later than 6:30 a.m. and communicated to local radio and TV stations. Delays and closures will also be posted to our website (www.waitsburgsd.org), Facebook, email, and through our WSD app. Should it be necessary to revise a decision due to changes in weather conditions (i.e. change from a delayed start to a cancellation), the decision to do so will be made no later than 7:30 a.m. The district has established the following procedures/practices for situations of severe or hazardous weather/road conditions.

DELAYED START: There will be a delay (usually two hours) in the start of the school.
EARLY DISMISSAL: Weather/road conditions which deem it necessary to dismiss students early as a safety measure to have buses or other vehicles off the roads before dark.
CANCELLATION: When school is canceled due to severe weather/road conditions.

In case of an early dismissal, elementary students will be dismissed only after the parent or guardian has been contacted by school officials. Students within walking distance will be excused to walk home. Buses will operate on the usual routes if possible. Parents should make alternate plans for their children in case of an emergency closure or early dismissal. When appropriate, the school should be notified of such arrangements.

BICYCLES/ SKATEBOARDS /ROLLER BLADES/ SCOOTERS/ HELMETS/ WALKING

Bicycles must be ridden to and from school within the following safety guidelines:
The student is expected to comply with the traffic safety regulations for bicycles, scooters, and skateboards.

1. Upon arriving on the school grounds, children are to get off their bikes/skateboards/scooters and walk them to the designated parking area.
2. Only the owner should be on a bike/skateboard/scooter. There is to be no double riding.
3. Use of safety helmets is encouraged.
4. Students should lock bikes to one of the bike racks in front of the elementary building. The owner of a bike takes all responsibility for the loss or damage of bikes not secured to the bike racks.
5. Students should not ride or bring motorized scooters to school.
6. The playground does not have ample room for the safe use of roller blades during the school day. Therefore, students are not to bring them to school.

Parents are encouraged to instruct their children in proper walking procedures to and from school--the safest route, appropriate behavior, etc.

DROP-OFF/PICK-UP ZONE

Your cooperation in observing parking restrictions is a matter of safety for our children. In order to provide for the safe drop-off and pick-up of your child, **please use the "30 minute" parking zone by the playground.** This area will put you behind the buses and ensure that your child is not walking between buses or across the street. Please instruct your child to walk on the sidewalk to the main entry of the school. The area directly in front of the school building is a restricted bus zone. There is NO PARKING in the bus zone. There is also no dropping off or picking up of students in this zone. Please note there is one parallel handicapped parking space near the stop sign. Do not park on the sidewalks or grass. Parking is also provided for visitors and staff in the parking lot located at Main and Academy. There is now a crosswalk from the parking lot on Academy to the sidewalk behind the bus zone in front of the elementary. Your assistance is most appreciated as we teach students to use the crosswalk rather than walk between cars or buses.

SCHOOL CALENDAR

A complete school district calendar is distributed at student registration or may be picked up at the school office. Please save it as a year-long reference to when school is in session. The calendar also is posted on the WSD website.

DRESS CODE

Personal appearance can have a positive effect on the child's pride and learning attitude. Students are expected to come to school clean and neat. It is helpful for parents to assist their children in choosing proper clothing for wear at school. Clothing should be tasteful and without inappropriate exposure of the body, vulgarities or sexual connections. Any apparel or items that advertise or promote the use of illegal substances, alcohol or tobacco are not acceptable on school grounds. Hats are to be removed upon entering the building. For safety reasons, closed-toed shoes are preferred. For Fitness class a separate pair of shoes is appropriate, when possible.

Please be advised the following are examples of what is **not** appropriate or acceptable for wearing at school.

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. No ribbed cotton "A" shirts. Underwear must be covered (including bras).
2. Excessively scooped armholes and necklines are not allowed. Necklines should not droop off the shoulders.
3. Tops must be long enough to meet the top edge of the pants, shorts, or skirts. The entire torso must be covered when arms are extended straight up.
4. Skin-tight tops and see-through, mesh tops are not allowed.
5. Racer back/halter tops and halter dresses are not to be worn to school.

SKIRTS, SHORTS, PANTS:

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

SHOES:

1. Shoes with wheels in the heels (Heelys) are unsafe at school and can damage the floors. Therefore, these shoes should not be worn at school.
2. Flip-flops can be unsafe during recess and P.E. Students should consider shoes with heel straps.

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 sent home to change or loaned something from our closet.

GUESTS/ VISITORS/ VOLUNTEERS

We are committed to providing maximum educational opportunities for our students. **Waitsburg Elementary students wanting to host a K-6 school aged guest at school must make prior arrangements with the teacher and the office.** Pre-approved guests will check in at the office to obtain a visitor pass and must return the pass to the office upon exiting the building. Visits are not to exceed ½ day. Parents are asked to make baby-sitting arrangements for pre-school children while they are visiting.

Volunteers enhance learning opportunities by increasing the effectiveness of the individual pupil's learning. There is a continuing need for volunteers to serve in many capacities throughout our school. Some of the needs are as follows:

CLASSROOM AIDES: Prepare teaching materials as directed by the teacher.
TUTORIAL/ INSTRUCTIONAL AIDES: Work individually with students and/or small groups as directed by the teacher.
CLERICAL AIDES: Perform various clerical tasks for the teacher, librarian, and the school secretary.
RESOURCE AIDES: Visit classroom by invitation from the teacher and provide expertise in a given craft or subject area.
SUPERVISION AIDES: Assist with supervision on playgrounds, in lunchrooms, halls, and in bus areas.

Individuals interested in volunteering must complete a volunteer application and provide a photocopy of their driver's license. While volunteering, individual conferences with a teacher should not be attempted. An appointment for an individual conference may be arranged at a time convenient to both parent and teacher.

NEWSLETTERS/BULLETINS/NOTES

Information will be provided on a regular basis and sent home with your child. Please encourage your child to give you all communications from school. Every effort is made to keep you well informed of school activities.

REPORT CARDS

A student's progress is a very important aspect of our school's responsibility. Reporting a student's progress is very individual. A report card will be sent home with the child at the conclusion of each quarterly grading period. This report should be shared with your child. **Parent/student/teacher conferences are scheduled in the Fall and in the Spring, as noted on the school calendar**. An important function of the staff at Waitsburg Elementary School is to help parents understand our instructional program, as well as how their child is progressing. If you have questions pertaining to your child's progress, please contact your child's teacher and request a conference.

HOMEWORK

Homework is designed to be a constructive tool in the teaching-learning process. Properly handled homework can be an aid to learning.

THE OBJECTIVES OF HOMEWORK ARE TO:

1. serve as an extension of independent practice begun in the classroom and to help students develop independent study skills;
2. reinforce learning which has taken place at school;
3. create and strengthen the partnership between home and school; and
4. relate school learning to out-of-school interests/experiences.

PARENTS ARE ENCOURAGED TO:

1. show a positive interest in homework as well as all of their child's school work;
2. provide children with a suitable place and quiet time for homework;
3. cooperate with the teacher to make homework more effective;
4. serve as consultants about problems and assist with, rather than do the homework for the child; and
5. take a time-out, if the session becomes emotional or tense.

TYPES OF HOMEWORK:

1. Completion of unfinished class assignments.
2. Practicing handwriting, studying vocabulary words, basic math facts, and/or spelling words, reading library books or take-home books, or special projects which have been assigned in connection with regular class work.
3. Make-up work for students who have been absent. Teachers are **not** required to provide make-up assignments for any unexcused absences. Students may be held accountable for long term projects.

SUGGESTED AND REASONABLE TIME ALLOCATIONS FOR HOMEWORK:

Grades K-2: 15 minutes per night (average)
Grades 3-4: 20 minutes per night (average)
Grades 5-6: 45 minutes per night (average)

Research shows that learning is more effective and long-lasting if time is divided into short sessions with parent involvement and monitoring.

SPECIAL SERVICES

Title I/LAP (Learning Assistance Program) services are available to students who need additional support in reading, math and/or language arts. Performance on tests that are individually administered to each student throughout the year, as well as teacher recommendation, assist in identifying those who need Title I/LAP services. Title I/LAP assistance may be provided in the regular classroom or in another room in the building. Students who continue to show deficiencies in the classroom, even after receiving Title I/LAP help, may qualify for individualized instruction. The District's special education program serves students who meet criteria established by the State Of Washington. Once a student qualifies as a student with disabilities, an Individualized Education Program (IEP) is developed to structure and promote that student's progress in the areas of concern.

SCHOOL MEAL PROGRAM

Nutritious breakfasts and lunches are provided each school day in the multipurpose room of the elementary school. Students may choose to bring their own cold lunch from home. Carbonated beverages should not be brought to school. There is a closed campus policy during lunch for students in grades K-6.

BREAKFAST SCHEDULE: 8:00-8:30 a.m. – Grades K-12

LUNCH SCHEDULE: 11:15 a.m.-11:55 a.m. – Grades K-3
11:27 a.m.-12:05 p.m. – Grades 4-6

MEAL PRICING:	**K-6**	
Breakfast	FREE	
Lunch	FREE	
Milk Only	$0.55	(Additional milk $0.55)

ILLNESS AND INJURY

ILLNESS: If your child shows signs of illness or is running a temperature of 99 degrees or above, he/she should not be sent to school. Seldom does a child improve on the way to school. A day at home can often be good "preventive medicine". If your child becomes sick or indicates he/she does not feel well, he/she will be taken to the office. Our school maintains a health room for temporary placement of students who become sick or are injured at school. Children in the health room are cared for by the school secretary or other office personnel, as we have no school nurse on site. If your child/student has a temperature of 99 degrees or higher and/or if he/she is showing signs or symptoms of illness, you or your designated emergency contacts will be asked to pick them up from school.

INJURY: If your child is injured at school, he/she will be administered first aid when necessary by the teacher or another responsible adult. He/she may be taken to the office for first aid assistance. The office is equipped with basic first aid supplies. In the case of injury, the parent will be contacted if the injury is serious enough to warrant notification. If unable to reach the parent/ guardian for a student pick-up due to injury your designated emergency contacts will be asked to pick them up from school. Please assist by leaving updated emergency numbers during annual registration as well as your doctor's name in case we cannot reach you. If necessary, personnel from the Waitsburg Ambulance Service will be called.

INSIDE RECESS: Students who for health reasons need to stay inside at recess time must have a written note from a parent/ guardian stating the reason that the student needs to be inside. Students will spend the inside recess time in the library or multi-purpose room. **A doctor's written note is required for students who must stay in for more than three consecutive days.**

LIFE-THREATENING HEALTH CONDITIONS/ MEDICATIONS

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 Care Plan is not in place. Following submission of the medication or treatment order, a Care Plan shall be developed by the school nurse before the students first day of school. **Students who have a life-threatening health condition and no medication or treatment order presented to the school shall be excluded from school.** Complete copies of Waitsburg School District's Policy No. 3413: Student Immunization and Life-Threatening Conditions and Policy No. 3415: Accommodating Students with Diabetes are available on request from the school's office. School staff **may not give any medication to students** without the appropriate forms on file. This includes over-the-counter medicines, such as aspirin, as well as prescription medications. When it is necessary for the child to take medication (prescription or over-the-counter) during the school day, these procedures MUST to be followed:

1. The parent obtains an "Authorization for Administration of Oral Medication" form from the school's office.
2. The parent has a licensed health care provider complete, sign and date the upper half of the form.
3. The parent completes and signs the bottom portion of the form.
4. The parent returns the completed form with the medication in the **original container** to the school office. Please send only the required number of doses. **All medication will be kept and administered in the school office.**

DRUG PREVENTION AND HIV/STD PROGRAMS

Because of growing national and local concern over widespread problems with drug and alcohol abuse, Waitsburg School District has initiated a drug prevention program. The plan includes an age-appropriate, developmentally based drug and alcohol prevention curriculum for all students. Students are informed both verbally and in writing that the unlawful possession, use or distribution of illegal drugs and alcohol is wrong and harmful. School rules of conduct clearly prohibit the

unlawful possession, use or distribution of illegal drugs and alcohol by students on school premises or as part of school activities. Compliance with these standards of conduct is mandatory. Students should be aware that disciplinary action, up to and including expulsion and referral for prosecution, will be imposed on those who violate the standards of conduct. When appropriate, students will receive information about drug and alcohol counseling, rehabilitation and reentry programs that are available.

ELECTRONICS

Students are not to bring cameras (still, digital, video, etc.) to school without the prior permission of teacher or staff. Under no circumstances will a student take pictures or videos of another student without the expressed consent of the student. Students who do so will have their camera confiscated and taken to the office. The office will only release the camera to the parent or guardian of the child who brought the camera to school. No electronic games or devices are allowed at school. No trading cards of any kind are allowed. Laser pens are dangerous to the eyes, therefore, they are not to be brought to school. Any of the above items that are brought to school will be taken from the student by a staff member and turned in at the office. The confiscated item(s) will only be released to the parent or guardian of the child who brought the item to school.

USE OF CELL PHONES/ SCHOOL TELEPHONES

Cell phones and smart watches, if brought to school, must be turned off upon arrival to school and stored in backpacks. Cell phones and smart watches not properly stored will be confiscated and returned at the end of the school day.

It is necessary to restrict student use of the school telephones/smart watches in order to properly conduct the business of school. Permission to use the phone will be granted in cases of emergency or legitimate school business. Generally, children will not be allowed to telephone home for forgotten items. Children who plan to visit one another after school should make those arrangements from home. Children may use the telephone only after permission has been granted. **If you need to leave a message for your student with a change in after school plans, calls must be received prior to 2:30 p.m. in order for us to ensure that the student receives the message. MESSAGES RECEIVED AFTER 2:30 P.M. MAY NOT GET TO THE STUDENT IN TIME.**

LOST AND FOUND

All personal clothing (coats, hats, boots, gloves, etc.) and personal items (backpacks, lunch pails, etc.) should be clearly marked with your child's name. Articles of clothing or other items found on the school grounds are brought to the office. Any items that are marked with a child's name are immediately returned to him/her. Every school year we have unclaimed items because of inadequate marking. If your child loses an item, encourage him/her to check the lost and found. Parents are equally welcome to check the lost and found. **Unclaimed lost and found items will be discarded periodically throughout the school year.**

TRANSPORTATION

Transportation Supervisor: Mrs. Pam Alexenko, 509-337-6301 extension 3400.
After school is dismissed students who ride the bus will go directly to their respective bus and wait until the bus departs. Approximately fifteen percent of our students ride school buses. From a SAFETY standpoint it is imperative that proper behavior be rigidly enforced at the bus stops, school loading zones, as well as during the ride on the bus. **All children are expected to ride their assigned bus regularly. If your child normally rides and he/she walks home or gets picked up, a phone call or a written note must be presented to the office. If it is necessary for your child to ride another bus route, please call the office by 2:00 p.m.** Students that are not regular bus riders must present a note to the school office from the parents requesting permission to ride a bus and stating where the child is to go and who to contact in case of emergency. The student will give an office-approved note to the bus driver. Bus drivers will verbally go over all bus rules with students at the beginning of the year. For written bus rules contact the office.
Children who choose not to follow the bus rules are referred to the Transportation Supervisor, Mrs. Alexenko, or to the Principal, Mr. Sabin, by the bus driver. Referred students can expect Mrs. Alexenko or Mr. Sabin to take the following action:
FIRST OFFENSE: Counsel with child and send a note home with child for parent signature.
SECOND OFFENSE: Counsel with the child, remove the child from the bus for up to 3 days and send a note home for parent signature.
THIRD OFFENSE: Counsel with the child, remove the child from the bus for up to 4 days, call the child's parents and send a note home for parent signature.
FOURTH OFFENSE: Counsel with the child, remove the child from the bus for up to 5 days, call the child's parents and send a note home for the parent's signature.

Students who choose to engage in dangerous activities on the bus, such as vandalism to bus or student property, foul language directed to a bus driver or student, or cause injury to another person may be suspended from the bus for a longer period of time. Parents and the student must meet with the principal and transportation supervisor prior to the student regaining bus riding privileges.

FERPA

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Waitsburg School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Waitsburg School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Waitsburg School District to include this type of information from your child's education records in certain school publications. Examples include: The annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are

not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Waitsburg School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 18, 2026**. Waitsburg School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level

Please direct inquiries to:

Monty Sabin
Waitsburg School District
P.O. Box 217
Waitsburg, WA 99361
509-337-6301

CHILD FIND NOTIFICATION

The Waitsburg School District seeks to locate, identify, and evaluate all children with disabilities from birth to age 21 who may need special education services. Developmental screenings are provided upon request and are free of charge. This applies to all children who reside within the District, including children who are attending private schools and public schools, highly mobile children, migrant children, homeless children and children who are wards of the state. The District provides programs for students with identified disabilities ages 3-21.

Parents or guardians who have concerns about their child in any of the following areas:

- hearing
- birth defects
- orthopedic or spinal problems
- vision
- speech
- language
- health
- behavior management
- learning developmental delay
- other disabilities

are encouraged to contact the Special Education Assistant Director, Mrs. Hilary Wheeler, 509-337-6301.

NOTICE OF NON-DISCRIMINATION

Waitsburg 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(s) has been designated to handle questions and complaints of alleged discrimination:

Mr. Monty Sabin, Compliance Coordinator for State Law (RCW 28A.640/28A.642)
Email: msabin@waitsburgsd.org Phone: 509-337-6301
Mrs. Rosy Nechodom, Section 504/ADA Coordinator – Email: rnechodom@waitsburgsd.org 509-337-6301
Mrs. Becky Dunn, Affirmative Action. – Email: bdunn@waitsburgsd.org Phone: 509-337-6301
Mrs. Rosy Nechodom, Homeless Liaison – Email: rnechodom@waitsburgsd.org Phone: 509-337-6301
Mr. Joe Wirtzberger, Title IX Officer – Email: jwirtzberger@waitsburgsd.org Phone: 509-337-6351

PROCEDURES TO MAKE A GRIEVANCE/ COMPLAINT OF DISCRIMINATION: Students, and/or parents, staff or other individuals acting on behalf of students of the district are eligible to participate in this complaint procedure. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy No. 3210) and more particularly to policies dealing with guidance and counseling (Policy No. 2140), co-curricular program (Policy No. 2150), service animals in schools (Policy No. 2030) and curriculum development and instructional materials (Policy No. 2020). As used in this procedure: "Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any state or federal anti-discrimination laws. A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.
The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps shall be taken:

PROCESS FOR RESOLUTION: Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer.

LEVEL ONE: A complaint must be written, signed by the complainant, and set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer shall investigate the allegations set forth within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The response of the superintendent will include notice of the complainant's right to appeal to the school board and will identify where and to whom the appeal must be filed. The superintendent's written response shall state that the district either:

1. Denies the allegations contained in the written complaint received by the district; or
2. Shall implement reasonable corrective measures to eliminate any such act, condition or circumstance within the school district.

Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

LEVEL TWO: If a complainant disagrees with the superintendent's written decision or if the superintendent fails to respond, the complainant may appeal to the district board of directors by filing a written notice of appeal with the secretary of the board by the tenth calendar day following:

1. The date upon which the complainant received the superintendent's response, or
2. The expiration of the 30-calendar day response period stated in Level One, whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the tenth calendar day following the termination of the hearing and will provide a copy to the complainant, unless otherwise agreed to by the complainant and the superintendent or for just cause. The response of the board will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed.

LEVEL THREE – APPEAL TO THE SUPERINTENDENT OF PUBLIC INSTRUCTION: If a complainant disagrees with the decision of the board of directors in connection with any matter which, if established, would constitute a violation, the complainant may appeal the board's decision to the Superintendent of Public Instruction.

1. A notice of appeal must be received by the Superintendent of Public Instruction on or before the 20th day following the date upon which the complainant received written notice of the board of directors' decision.
2. A notice of appeal must be in writing in the form required by the Superintendent of Public Instruction and must set forth: A concise statement of the original complaint and the portions of the board of director's decision which is appealed and the relief requested by the complainant.

OTHER: If the complainant remains aggrieved, they may seek resolution with federal or state agencies empowered with the authority to resolve such complaint.

ELECTRONIC NETWORK

Your child has the opportunity to receive access to an electronic network. Through this network, your child will be able to communicate within our schools, organizations, and individuals around the world. With this educational opportunity also comes responsibility. **INAPPROPRIATE USE WILL RESULT IN LOSS OF PRIVILEGES.** The school district has established procedures and rules requiring the information for which students may search the network. In addition, the system that Waitsburg School District uses limits access to some information on the electronic network, but you need to be aware that these are materials and communications on the network that you might consider to be inappropriate. We will teach your child to search for only educational information. 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. Your child is responsible for any activity that happens in his/her account. Parents, remember that you are legally responsible for your child's actions. We encourage you to discuss this issue with your child.

ESSA

At Waitsburg Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in ESSA. These rules allow you to learn more about your child's teachers' training and credentials. We are very happy to inform you that all certificated staff at Waitsburg Elementary meet state qualification and certification requirements for the grade level and subjects which they teach. If you desire to know what undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration, please contact the elementary school. You may also want to know whether your child receives help from a paraeducator. If your child receives this assistance, we can provide you with information about the paraeducator's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all our teachers and paraprofessionals are highly skilled. Again, if you would like to receive information about your child's teacher's educational background or the paraeducators qualifications, please call the school.

FOR MORE INFORMATION

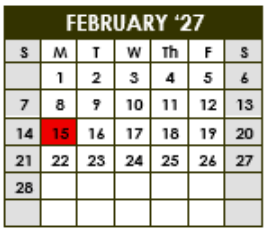
Please refer to the Waitsburg School District Website for more information on the following policies:

WSD POLICY 2022: ELECTRONIC RESOURCES AND INTERNET SAFETY
WSD POLICY 3110: QUALIFICATIONS OF ATTENDANCE AND PLACEMENT
WSD POLICY 3207: PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING
WSD POLICY 3241: STUDENT DISCIPLINE
WSD POLICY 3245: STUDENTS AND TELECOMMUNICATION DEVICES
WSD POLICY 3413: STUDENT IMMUNIZATION AND LIFE-THREATENING HEALTH CONDITIONS
WSD POLICY 3415: ACCOMMODATING STUDENTS WITH DIABETES
WSD POLICY 4210: REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

Waitsburg School District | 2026-2027 CALENDAR

31 All Staff In-service





15 Presidents' Day

19/109

1 Cert State PL Day/Para Inservice
2 Cert State PL Day – SEL Training
3 Cert Staff PL Day
7 Labor Day
08 First Day of School
25 Early Release - 12:10 Staff PD

17/17





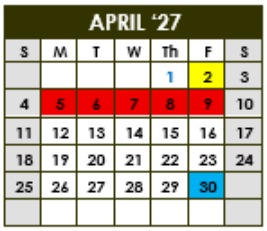
26 Early Release - 12:10 Staff PD
31 Conferences

23/132

30 Early Release - 12:10 Staff PD

22/39





1 Conferences
1 End of Q3
2 Snow Make-Up Day
5-9 Spring Break
30 Early Release - 12:10 Staff PD

16/148

6 End of Q1
10, 12 Conferences
11 Veterans Day
25 Early Release – 12:10
26-27 Thanksgiving Break

18/57





28 Snow Make-Up Day
31 Memorial Day

19/167

21-31 Winter Break

14/71



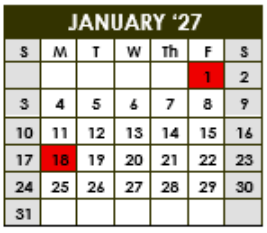


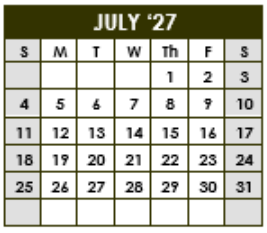
11 Graduation
15 Last Day of School – 8:30-10:30
15 End of S2/Q4
16 Cert State PL Day/Para Inservice

11/178

01 Winter Break
18 M.L. King Day
29 End of S1/Q2

19/90





Board Approved: 02.19.26

2026-2027
Waitsburg Elementary Student Handbook
Parent and Student Signature Sheet

Please review the attached Waitsburg Elementary Student Handbook with your student. After reviewing the student handbook, we ask that you give special attention to the following areas**:**

- **ATTENDANCE**
- **DROP-OFF/ PICK-UP ZONE**
- **USE OF CELLPHONES/ SCHOOL TELEPHONES**
- **ELECTRONIC NETWORK**

After review of the Waitsburg Elementary Student Handbook with my child,

_____ I have no questions regarding its contents.

_____ I need further clarification on_____ and would like to discuss this with you.

Please contact me at _____.

Student's Name_____ Student's Grade _____

Parent/Guardian Signature_____ Date _____