

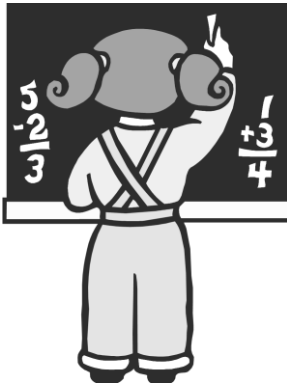
PARENT HANDBOOK RIDGE VIEW ELEMENTARY SCHOOL

Lori Butler, Principal

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Office Hours: 8:00 a.m. – 4:00 p.m.

School and Home



I dreamed I stood
in a studio
and watched two
sculptors there.
The clay they used
was a young child's mind,
and they fashioned it with care.

One was a teacher.
The tools she used
were books and
music and art.
One was a parent
with a guiding hand
and a gentle, loving heart.

And when at last
their work was done,
they were proud of
what they'd wrought,
for the things they'd
worked into the child
could never be
sold or bought.

And each agreed they
would have failed
if they had worked alone,
for behind the parent
stood the school,
behind the teacher
stood the home.

Author Unknown

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RIDGE VIEW ELEMENTARY STAFF

Mrs. Butler	Principal
Mrs. Puckett	Dean of Students
Mrs. Whitney	Secretary
Mrs. Grandeen	Secretary
Mr. Pflieger	Counselor
Mrs. Duncan	Librarian
Mrs. Owens	Library Secretary
Mrs. Hickman	Kindergarten
Mrs. Sumsion	Kindergarten
Mrs. Weisgerber	Kindergarten
Mrs. Wilm	Kindergarten
Mrs. Downing	First Grade
Mrs. Fife	First Grade
Mrs. Holte	First Grade
Mrs. McIntyre	First Grade
Mrs. Cueto	Second Grade
Mrs. Haak / Mrs. Beaver	Second Grade
Mrs. VanMeighem	Second Grade
Mrs. Howard	Second Grade
Mrs. Kirk	Third Grade
Mrs. Janosky	Third Grade
Mrs. Marble	Third Grade
Mrs. Smith	Third Grade
Mrs. Bampton	Fourth Grade
Ms. Jurewicz	Fourth Grade
Mrs. Pischel	Fourth Grade
Mrs. Sandusky	Fourth Grade
Mrs. Briggs	Fifth Grade
Mrs. Griffith	Fifth Grade
Mrs. Heitz	Fifth Grade
Mrs. Holway	Fifth Grade
TBD	Special Education
Mrs. Sportelli	Reading Specialist
Ms. Walker	Music Specialist
Mrs. Lockard	Physical Education
Mr. Wright	Technology
Ms. Taylor	Autism
Mrs. Kern	High-Cap
Ms. Christensen	Speech Pathologist
Ms. Tahvili	School Psychologist
TBD	Nurse
Mrs. Dayton	Para-educator
Mrs. Evans	Para-educator
Mrs. Green	Para-educator
Mrs. Hodge	Para-Educator
Mrs. Johnson	Para-educator
Mrs. Johnston	Para-educator
Mrs. Klees	Para-educator
Mrs. Maier	Para-educator
Mrs. Moon	Para-educator
Mrs. Morrison	Para-educator
Mrs. Nelson	Para-educator
Mrs. Rainsberry	Para-educator
Mrs. Robinson	Para-educator
Mrs. Ruiz	Para-educator
Mrs. Santore	Para-educator
Mrs. Siefken	Para-educator
Mrs. Babenko	Cashier
Mrs. Gourley	Cook
Mrs. Jaegar	Cook
Mr. Lesperance	Custodian
Mrs. Hertenstein	Custodian

A: SCHOOL INFORMATION AND PROCEDURES

ARRIVAL AND DEPARTURE INFORMATION

Our schedule does not permit us to supervise children who arrive early. Please see that your child's departure from home will have him/her arrive close to our 8:40 bell. Students participating in our breakfast program may eat from 8:20 a.m. to 8:40 a.m. School is released Monday, Tuesday, Thursday and Friday at 3:17 p.m. and Wednesday at 2:00 p.m. Please ensure that your child is picked up promptly after school, as again, there is no supervision for students after school. Students participating in the after school YMCA program will go directly to the gym after school.

ATTENDANCE

Regular and prompt attendance is a key factor to success in school.

According to the laws of the State of Washington, the only legal reason for absence is illness. If an emergency does come up which requires the whole family, please let the school know.

Whenever your child is absent PLEASE call the school by 9:00 AM. A written excuse must be sent with the child upon returning to school.

For very special circumstances, children who may be in school but are not to go outside, will be allowed to stay in during recesses **only** if they have a note from a parent and have an identified health concern.

DISTRICT POLICY: Students are allowed 15 excused absences. All absences after that are considered unexcused and will be treated as truancies and dealt with under current laws and policies.

BREAKFAST/LUNCH PRICES AND INFORMATION

We encourage parents to purchase student lunches in advance. Students should bring lunch or milk money/checks in an envelope with their name, room and amount of money for each child (if more than one) recorded on the envelope. These will be sent to the office each morning and credited to your child's account before lunchtime.

	<u>BREAKFAST</u>	<u>LUNCH</u>	<u>MILK</u>
Full Price	\$1.50	\$2.65	\$.55
Reduced	\$0.00	\$0.40	

Reduced price purchases **MUST** be made weekly or monthly.

Application forms for free or reduced breakfast and lunch are available in the school office.

CUSTODY CONCERNS

In order to protect your child from an unauthorized adult taking him/her from school, we **MUST** have on file at the school, a **certified** copy of a restraining order issued in the State of Washington. Contact your lawyer for assistance.

MEDICINE

If a child needs to take medication during school hours, the following guidelines will be followed:

1. All medication must be kept in the original labeled bottle. These bottles must be labeled with the student's name, doctor, medication, dosage and the time of day to be given.
2. All medications are to be kept in the health room cabinet.
3. All medications must be brought to the school for inventory by the responsible parent or guardian.

MEDICATIONS ARE TO BE DISPENSED IN SCHOOL OFFICE ONLY

4. The "Parent Request for Giving Medication at School" form **MUST** be completed by the parent of student taking medication and signed by the doctor.
5. Students are responsible for coming to the office for their medication at designated time.
6. Medication not claimed by the parent by the end of the school year will be destroyed, as will the permission forms.

REPORTING STUDENT PROGRESS

Report cards are issued three times during the school year. Mid term reports are also sent to some students to keep parents informed of progress. At the end of the first and second trimesters, parent conferences are held to discuss student progress. Please feel free to contact your child's teacher to schedule other conferences.

SCHOOL CLOSURE

In winter, poor weather or unusual situations may necessitate the closing of schools. Check the KSD website for the most current information on school delays and/or closures. Sign up for School Messenger to receive notification regarding school news, emergency alerts, including school closures and delays due to severe weather through PowerSchool. To sign up to be notified, log into your PowerSchool for Parents account at www.ksd.org or from your school website and click the School Messenger link on the left side menu. Click on the Contacts tab at the top of the page and then click Edit on the right-hand side of the screen. Choose how you want to receive alerts, phone, email or text/SMS and click Save at the bottom. **Please do not call the school** as we will be on delay or cancellation as well.

STUDENTS IN NEWS STORIES

Kennewick School District policy allows our students to appear in news stories, including pictures, regarding our schools and school related topics. We are, at times, asked by the media to participate in these stories at Ridge View. **Parents who do not want their children to participate in news stories should notify the school in writing and we will not include them.** Students will not be interviewed at school for stories not related to school issues.

TAKING STUDENTS OUT OF CLASS

In the event that you need to have your child released during the school day, such as for a doctor's appointment, it is necessary that you come into the school office and sign the student out. Staff are instructed not to release students from class or the playground until the office calls for a student or a signed release slip is presented. An advance note is welcome if it is understood that the parent must still come in.

TELEPHONE USE

Our phones are very busy. Under normal circumstances students should not need to use the phones at school. Parents can help by making sure children know each morning what they are to do after school. ***Please do not leave messages for students except in an emergency.*** Calls must go through the office and responsible, confidential use of these phones is our goal. Normally, teachers should use them only when students are not present in the room. Cell phones are not allowed to be seen or used by students.

VISITORS

Parents are welcome to visit school at any time. You need to stop by the office on your arrival at school so we can say hello and have you sign our guest register. Children not enrolled at Ridge View are not to visit school unless accompanied by their parent.

VOLUNTEERS

Parents are encouraged to be actively involved in our school. Let the teacher know if you would like to help at school. Parents help in classrooms, tutor, help with computer instruction, work box support, etc. All volunteers must fill out a background check form each school year before they can volunteer one day in the schools. This is to ensure the safety of all our children. Forms can be picked up in the Ridge View office or by accessing the KSD website at KSD.org.

VOTER REGISTRATION

You may pick up voter registration forms in the school office.

B: SCHOOL RULES AND POLICIES

COMPUTER USE

The Kennewick School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences. The Kennewick School District supports and respects each family's right to determine an appropriate level of computer usage and Internet

access. Parents or guardians may request that their student(s) be restricted from access to school computers and/or the internet.

DISCIPLINE

A pleasant school climate is a major goal for Ridge View staff and students. Children are encouraged to learn and practice appropriate school behavior.

DISRUPTIVE STUDENTS -- A disruptive student is defined as one whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be condoned in the classroom, on the playground or any other area or activity at Ridge View. Students who display disruptive behaviors will be dealt with using the Kennewick School District Disruptive Student Policy #3240, which may include suspension or alternative school.

WEAPONS – For the safety and protection of all, students are explicitly forbidden from bringing weapons or items that are intended to be used as a weapon to school Kennewick School District Policy 3314 Exceptional Misconduct explicitly defines the district policy regarding Weapons. The policy states in part:

Weapons and Dangerous Instruments - Weapons may include, but are not limited to, air, aerosol, gas or pump-action chemical agents, air, aerosol, gas or pump-action firearms, nun-chu-ka sticks, throwing stars, clubs, knives of all kinds, silencers and objects similar in form or use to those listed above. Any item used with the intent, or perceived intent to threaten, intimidate, or harm another person would be considered a weapon.

Blunt or heavy objects used or displayed during a fight may be considered weapons for purposes of enforcing this policy.

Weapon use, transmission or possession shall result in emergency expulsion by building administrators. Such expulsion shall continue until appropriate investigation has been made by school and law enforcement authorities.

Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocketknives not used or displayed as a weapon.

RIDGE VIEW RULES

1. Students will be prepared to learn each day and have necessary supplies and materials.
2. Students will arrive and leave at the appropriate time.
3. Students will be respectful and cooperative with staff and other students.
4. Students will be considerate of others during work and play.
5. Students will follow classroom, playground, and school safety rules.
6. School and personal property will be used and cared for properly.
7. Students will be expected to use self-control and monitor his/her own behavior and language in any situation.
8. No chewing gum allowed on campus or in classrooms.

DISCRIMINATION

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)

Section 504, Title IX Jack Anderson- (509) 222-5004 (jack.anderson@ksd.org)

PROHIBITION OF HARASSMENT, INTIMIDATION, BULLYING, AND CYBER BULLYING - KSD POLICY 3207

The Kennewick School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation, bullying, and cyber bullying. "Harassment, intimidation, bullying,

or cyber bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristics in RCW-9A.36.080(3), (race, 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 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.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidation, threatening, humiliating, or tormenting another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic mail (e-mail) messages, instant messages, text messages, digital pictures or images, or website postings (including blogs or wikis) which has the effect of:

1. Physically, emotionally, or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional, or mental harm;
3. Placing a student in reasonable fear of damages to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

For the full text on this policy go to www.ksd.org

DISCIPLINE PROCEDURES – BUILDING-WIDE

Each classroom operates with a written set of rules and consequences. Parents are encouraged to learn the rules of their child’s classroom and to actively work with the teacher to help the child learn to manage himself/herself.

Students not observing the rules may experience the following:

1. A discussion of the problem with student and teacher.
 - a. Appropriate consequences according to teacher’s judgment will be given.
 - b. More severe disruptions will be followed by a disruptive behavior form being filled out and parents notified.
2. A conference with student, teacher, parents and/or principal.
3. Office referral to principal. Principal or teacher may use any of the following:
 - a. Contract or plan developed by student, parents and teacher or principal.
 - b. Student, teacher, parent conference.
 - c. In-school time-out or other out of classroom alternative plan.
 - d. After school detention (with parent notification).
 - e. Other alternatives deemed appropriate, including suspension or expulsion.
4. Each classroom will send home a classroom expectation letter for parent review and signature.

HOMEWORK POLICY

Homework assignments will be given for incomplete work, work not finished during class time, work missed as a result of absences, or as a reinforcement in work in which more practice is needed.

1. All students will be responsible for any homework assignments and will complete these assignments to the best of their ability and make sure they get turned in.
2. Generally, students who are performing up to their individual abilities should have no more than the following amount of homework on any given day. Adjustments may be made with respect to individual performance.

Grades K-1	10-20 minutes
Grades 2-3	20-30 minutes
Grades 4-5	30-45 minutes
3. It is recommended that students having less than this amount of homework spend time reading, practicing math facts, studying spelling words or extending areas that are currently being studied in the classroom.

LIBRARY RULES

****Respect the Library****

****Respect Each Other****

1. Students learn proper book care and checkout procedures during their weekly library classes.
2. Books damaged or lost will be paid for or replaced by parents or student.
3. Children are encouraged to carry library books in a sack or backpack.

MUSIC AND PE RULES

1. All food or pop stays out of gym and music room.
2. In PE, proper shoes and clothing for exercising and running on PE days should be worn.
3. Participation: If your child needs to be excused from PE or Music for medical reasons, please send a note on that day.
4. Cooperate with classmates and teacher.
5. Be Considerate: Good sportsmanship will be emphasized.

PLAYGROUND

1. All games will be played using school rules.
2. Playground equipment will be used in a correct and safe manner.
3. Students will be responsible for checking out and returning playground balls and equipment. They will also report any damaged equipment to the PE teacher.
4. Students are to take only school approved and owned equipment outside for recess. **No toys or equipment from home are allowed without special permission from the principal.**
5. All students will play in areas designated for their grade level.
6. Students who are unsportsmanlike, disrespectful, or uncooperative will be removed from activity and will be subject to disciplinary action.
7. During recess, students may enter the building only with a pass obtained from the recess supervisor, except in emergencies.

Our playgrounds are supervised by experienced paraprofessionals during recess who will monitor play to ensure children can have fun and be safe. They are authorized to deal with minor rule violations and behavior problems using their experience and judgment.

Afternoon recess for all grades: 1:45-2:00

STUDENT DRESS

Students should wear clothing to school that is in keeping with safety, health, and decency standards and is appropriate for participation in school activities including PE and weather conditions. Examples of clothing which are not allowed are tube tops, spaghetti straps, short shorts, flip-flops, untied shoe laces, any clothing that exposes the midriff or back or advertises or encourages use of tobacco, alcohol or other drugs. In addition, hats are not allowed to be worn inside the building. See school board policy 3224.

STUDENT HEALTH INFORMATION

Information in student health records may be shared with school staff on a need to know basis to protect the student health, safety and educational interests. This will be done at the discretion of the district's certificated nursing staff. Parents not wishing this information to be shared should notify the school nurse in writing.

ELECTRONIC DEVICES & TOYS FROM HOME

Students are asked not to bring electronic devices and/or toys and trading cards from home. The use of Kindles and like devices are to be used, at teacher discretion, strictly for reading and not to access the internet. Cell phones, iPods, iPod touches and iPads should be left at home. If you send a cell phone with your child to school it is to remain in their backpack and turned off during school hours. The only exceptions are items for Show and Tell, as requested by teachers. All Show and Tell items need to be brought in a sack or backpack. There are no glass containers or animals allowed on the buses.

C: SCHOOL SAFETY

BICYCLES

Students riding bicycles to school must observe all safety rules. Bicycles must be walked on the school grounds.

- a. Bicycles must be ridden alone. No riding double.
- b. Bicycles are to be locked to the bicycle racks in the fenced bicycle compound, bring lock from home.
- c. Helmets are strongly encouraged for all bicycle riders.
- d. We discourage any bicycles crossing 10th Ave!

BUS INFORMATION

Only eligible students living in areas designated for bussing will be allowed to ride the bus. Students who ride buses must follow the safety rules as established by the Kennewick School District Transportation Department. The driver is in complete charge while students are on the buses.

No supervision is available on 10th Avenue, so students who live across 10th are strongly encouraged to ride the bus.

Any child that rides the bus to school must ride the bus home unless advance written notification is received from a parent.

Kennewick School District Policy #3240
Bus Transportation: Rules for Students Riding School Buses

“DON’T LOSE YOUR RIDING PRIVILEGE!”

1. Observe same conduct as in the classroom.
2. Be courteous and use no profane language.
3. No eating or drinking on the bus.
4. No littering -- keep the bus clean.
5. Cooperate at all times with the driver.
6. Stay out of the driver’s seat.
7. Don’t be destructive. Parents will be responsible for reimbursement to the district.
8. Stay in your seat and face forward.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

REMEMBER: The bus driver is a professional, trained in techniques designed for the safe transportation of school children. **Drivers have ultimate authority while in operation of the vehicle.**

EMERGENCY PLANNING, EXIT DRILLS and LOCK DOWN

On a regular basis, we practice evacuating the school so that all students are aware of the fastest and most efficient way to do this if necessary. Exit drills are also practiced on our school buses. If the school is in a lock down situation, no one will be allowed to enter or exit until the lock down situation has concluded. Ridge View is very serious about the safety of our children. By practicing evacuations and security situations, we hope our staff and students will respond by being alert to any potential problem.

TRAFFIC SAFETY

U-TURNS AND SPEEDING IN SCHOOL AREAS ARE VERY, VERY DANGEROUS PRACTICES.

We are very concerned about these things happening in our school neighborhood. We ask that parents who drop and pick-up their children use the drop off area along 13th Avenue and **not** make U-turns even if it means going around the block. It is a little less convenient but much safer. One injured child is not worth the few seconds saved.

Other potential danger areas are the parking lot and 15th Avenue behind the school. **Please do not use the parking lot as a loading zone.** Children can dart from behind cars and not be seen. Again, we ask that you use the widened area along 13th Avenue to drop off children. It is really a very short, but safe, walk to the school on the sidewalk.

Speeding and U-turns along 15th (behind the school) create some serious problems as well. Please slow down and go around the block, if necessary, to avoid these situations. If all parents cooperate, our children will be the beneficiaries of a much safer walk to school. Please consider our neighbors as you drop children off for school. Traffic congestion, children walking across lawns and U-turns are all situations that neighbors should not have if we are all considerate.

For student safety we suggest parents enter from 10th Avenue on Young Street and exit on Roosevelt Street. Always drop students on the school side of 13th Avenue.

SAFETY REMINDERS FOR DROPPING OFF & PICKING UP STUDENTS

1. **NEVER** use the bus loop during hours 8:00 a.m. to 4:00 p.m.
2. **ALWAYS** drop students in drop off/pick up zones...it is a very short walk to classrooms.
3. **NEVER** use the parking lot as a pick-up/drop off area unless you park and escort your child.
4. **ALWAYS** remind your student of safety around traffic; use the crosswalks and sidewalks.
5. **NEVER** walk between parked busses in the loop.
6. **ALWAYS** be a role model for following rules for your children.

D. INTEGRATED PEST MANAGEMENT PROGRAM ANNUAL NOTIFICATION

During the 2001 legislative session Senate Bill 5533 was passed and signed by Governor Lock requiring the posting and notification of pesticide applications at schools and day-care centers. The bill took effect July 1, 2002 and requires that written notification be given annually or upon enrollment to parents or guardians of students and employees describing the school's pest control policy and methods including notification requirements.

Maintaining a safe and healthy learning environment for our students and staff is very important to the Kennewick School District. As part of our commitment to this goal, the district has implemented an Integrated Pest Management (IPM) program throughout the district to keep the district free of pests such as noxious weeds, harmful insects, rodents and vermin. IPM emphasizes prevention and common sense strategies rather than responding to a pest nuisance with pesticides. Through IPM the district focuses on non-chemical means of pest control. At times, the use of a pesticide may be required to control a pest.

Pesticides when required can either be applied by school district employees, custodians, grounds and maintenance personnel or a contracted commercial pesticide applicator. Typical applications of pesticides during the school year may be the use of Roundup or equal to control weeds around building, parking lots, along fence lines and to mark athletic fields. Commercially available materials may be used to control ants, bees, wasps and or yellow jackets in and around buildings. Contracted services are normally used when products available to us simply will not control or eliminate the pest or pests.

When the use of pesticides is necessary notification to parents, guardians and staff members is required 48 hours prior to the application. A notification notice will be posted in a prominent location, usually on the main entrance to the school. The notice will include, as a minimum, the product name of the pesticide to be applied, the intended date and time of application, the location to which the pesticide will be applied, the pest to be controlled and the name and phone number of the contact person at the school. If a parent, guardian or staff member requests individual notification of a pesticide application, they will need to fill out a registration form available at the school office. Whenever a pesticide application is necessary, a notice will be sent home prior to the application.

Pre-notification requirements do not apply if the application is made when the school will not be occupied by students for at least two consecutive days after the application. An application made on Friday evening after students have left does not require pre-notification. Additionally, an application of an anti-microbial pesticide such as disinfectants, cleansers, bleaches or the placement of insect or rodent baits that are not accessible to children, do not require notification. Pre-notification requirements do not apply to any emergency application for the control of any pest that poses immediate human health or safety threat, such as an application to control stinging insects. When an emergency application is made notification shall occur as soon as possible after the application.

The IPM program includes records of applications made within school facilities. Additional information concerning IPM can be obtained by calling the KSD Buildings & Grounds Department at 222-5867. Annual report of pesticide usage is available in September of each year for the preceding year.

The District's Buildings and Grounds Manager shall serve as the IPM coordinator. He/She will coordinate any modifications or changes in the program.