

Oakview Elementary School

Student and Parent Handbook 2019 - 2020



Oakview Elementary School
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Centralia School District Web Page:
<http://www.centralia@wednet.edu>

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September 2019

Dear Oakview Elementary Students and Families,

Welcome to the 2019-20 school year at Oakview Elementary. The beginning of a new school year is an exciting time and also perhaps brings some uncertainty. Oakview Elementary School Staff is committed to providing an educational environment in which your child can learn and grow to his or her full potential. Our goal is to partner together with you toward this aim.

This handbook includes some important information regarding the operation of Oakview School. It was created to provide students and families with information about our school and answer some common questions you may have. Please review the information in this handbook and keep it on hand throughout the school year.

We urge you to ask questions regarding Oakview Elementary School and your child's education. Your questions, comments, and concerns help us to grow, improve, and become better partners with you. Additionally, we love to know about something that you believe we are doing well!

Please read through this handbook, discuss it with your child and then sign and return the final page to your child's teacher.

Sincerely,

The Oakview Elementary School Staff

Oakview Elementary School Vision:

“Oakview School is a community of high-achieving, positive, self-directed, life-long learners.”

Oakview Elementary School Hours: 8:35 A.M. to 3:10 P.M.

Student Arrival:

Parents who drop their students off from their cars can do that along Tower Avenue. Staff will be at the curb to help students out of cars and monitor them as they make their way into the building. Students may arrive at school at **8:10 A.M.** and go to the gym for breakfast. Please make sure your child does not arrive earlier than 8:10 as there is no supervision. At **8:25** students may go to their classrooms. The tardy bell rings and school officially begins at **8:35 A.M.**

Student Dismissal:

The dismissal bell rings at **3:15 P.M.**

Walkers and students being picked up are to use the side doors on Tower Avenue. Staff will help students get into their cars. If you are picking up your child, please wait along Tower and then turn left on either Purvis or Burt to help keep the traffic flowing. Walkers or students needing to cross the street should use the crosswalks.

Bus riders will be walked to the buses by their teachers.

Students being dismissed early for an appointment, illness or family emergency, are excused from the school office to meet the parent or guardian after being signed out. It's important for students to finish the school day with their class. Please limit “early-outs” as much as possible.

IMPORTANT for End of Day Changes

After-school arrangements need to be made before students arrive at school if at all possible. Last minute or student-initiated “Go-Home” changes cannot be accommodated. End-of-day plans need to be finalized no later than 2:30pm, by adults only, for us to guarantee that messages get to students in time. If the school has not heard from an adult about end-of-day changes, students will be required to follow their regular go-home plans (bus, walk, pick-up, etc.).

Note: A student cannot be signed out—except in an emergency situation—after **2:45** due to increased disruption and safety concerns.

Student Attendance:

Students are expected to be on time each day and ready for school. Students are required by Washington State Law to attend school on a regular basis. Parents are responsible to see that their children attend school. Please help your child to attend school every day that he or she possibly can. Students with regular school attendance learn more and achieve more at school and in life. Your support is key to your child's success.

We are committed to your child's success and we want every child in class, on time, every day. The evidence is clear that attendance matters to students' futures. Please partner with us to make this happen!

Centralia School District Policy states: “Excessive absence” is now defined as a **combined total** (excused and unexcused) of **five** (5) absences within a quarter (45 days), **ten** (10) absences within a semester (90 days), and **eighteen** (18) absences in a year. **What does that mean to Oakview families?** We will be reaching out to you if your child is approaching or reaches any of these thresholds for attendance.

Oakview Elementary School Staff

2019 - 2020

Office Staff:

Shannon Richards	Principal
Heidi Palmason	Administrative Secretary
Melissa Sikel	Office Assistant

Classroom Teachers:

Annet Hanna	Pre-School
Megan Dougherty	Pre-School
Angela Ainsworth	Pre-School
Jessica Bannish	Kindergarten
Shawn Peters	Kindergarten
Christy Cothren	1 st Grade
Autumn Gunsolley	1 st Grade
Michelle Leslie	2 nd Grade
Anna Martin	2 nd Grade
David Watt	2 nd Grade
Gloria Gonzales	3 rd Grade
Leilani Harmon	3 rd Grade
Ben Bange	4 th Grade
Brian Bartel	4 th Grade
Patty Cie	5 th Grade
Bob Sprague	5 th Grade
Denyel Heap	6 th Grade
Emily Macias	6 th Grade

Professional Development:

Kira Duncan	Instructional Facilitator
Brenda Cleveland	Para-educator Title/LAP
Kelley Burlingame	Para-educator Title/LAP
Catherine Johnson	Para-educator Title/LAP
Larry Miller	Para-educator Title/LAP
Dianne Perkins	Para-educator Title/LAP

English Language Learners:

Isis Albert	ELL Teacher
Sue Bear	Para-educator ELL

School-wide Learning Lab Team:

Denise Whitesel	SPED Teacher
Sarah Holmes	Para-educator Sped
Lisa Kempf	Para-educator Sped
Jessica Crowston	P.B.I.S. Para-educator
Haylee Pruitt	Recess Supervisor
Lucy Johnson	Para-educator Pre-K
Sherri Johnstone	Para-educator Pre-K
Chelsea Lyon	Para-educator Pre-K

Richard Dupree	Psychologist Speech/Language
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Family Resource Advocate and Migrant Services:

Tatiana Cruz	
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Counseling Services:

Gaynor Fitzgerald	Counselor
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Nursing Services:

Peggy Floyd	R.N.
Layce Watterman	R.N.
Chris McGregor	Nurse Assistant

Library Services:

Bambi Donahue	Library Technician
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Music Services:

Alison Sharp	Chorus
Joshua Friedlander	Strings
Louie Blaser	Band

Physical Education:

TBD	Teacher
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Food Service:


TBD	Kitchen Manager
Theresa Chace	Assistant
Bonnie Allee	Assistant
Marlene Lord	Assistant

Maintenance:

John Schilt	Day Custodian
Chris Robertson	Night Custodian

Oakview Expectations:

Be safe, be respectful, be responsible and be reasonable apply to all educational settings—classroom, playground, cafeteria, library, gym, music, schoolgrounds, or any other school setting.

 <h2 style="text-align: center;">Oakview Student Behavior Matrix</h2> <p style="text-align: center;">Oakview School is a community of high-achieving, positive, self-directed, life-long learners.</p>				
Area:	Be Safe:	Be Respectful:	Be Responsible:	Be Reasonable:
Classroom Expectations (Including Library, Computer Lab, PE, Music, and all other learning areas)	Follow all classroom safety procedures Use all learning materials safely Respect other students' personal space	Use respectful language Treat others with respect Follow schoolwide noise/voice levels as requested	Be prepared for learning Use active listening skills Use your time wisely Give your best effort Clean up after yourself Ask permission to leave the classroom	Be sensible and reasonable in what you say and do Use good manners Be honest
Playground Expectations	Play safely at all times Stay within the playground boundaries Respect other students' personal space	Use respectful language Treat others with respect Follow schoolwide noise/voice levels as requested	Use your time wisely Clean up after yourself Line up quickly when recess ends Ask permission to leave the playground	Be sensible and reasonable in what you say and do Use good manners Be honest Be active and have fun
Cafeteria Expectations	Always walk in the cafeteria Respect other students' personal space	Use respectful language Treat others with respect Follow schoolwide noise/voice levels as requested	Use your time wisely Clean up after yourself Ask permission to leave the cafeteria	Be sensible and reasonable in what you say and do Use good manners Be honest
Hallway Expectations	Always walk in the hallway Respect other students' personal space	Use respectful language Treat others with respect Follow schoolwide noise/voice levels as requested	Use your time wisely Walk on the right-hand side of the hallway Keep hands off hallway walls and displays	Be sensible and reasonable in what you say and do Use good manners Be honest

Six Ways For Adults to Encourage Student Success:

1. Be a good role model. Students learn as much from how you act as they do from what you say.
2. Treat children with respect, and they will take your words and example to heart.
3. Celebrate every child's success and sincere efforts. Be generous with words of praise.
4. Have patience. Accept that children make mistakes, are inconsistent, and act thoughtlessly—that is part of being a child.
5. Share your enthusiasm for the value of education and the fun of learning.
6. Set high but realistic expectations for students' work and behavior.

**“Adults teach children in three important ways:
The first is by example.
The second is by example.
And the third is by example!”**

—Albert Schweitzer

Student Rights & Responsibilities:

The discipline program at Oakview Elementary School is based on *Discipline with Love and Logic* and PBIS—Positive Behavior Intervention System. This program is based on four key principles:

1. Share control
2. Share thinking
3. Use equal shares of empathy and consequences
4. Protect and promote self-concept

Student Code of Conduct:

Oakview Elementary School expects student conduct to contribute to a productive learning climate. Students shall comply with school and district policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner during the school day and during school sponsored activities. This code of conduct also applies to students as pedestrians or bicyclists on their way to and from school.

Students will be subject to discipline including removal from class or activity, detention, suspension, expulsion and/or referral to law enforcement for the following, but not limited to:

- Theft;
- Disruption of the school;
- Damage or destruction of school property;
- Damage or destruction of private property on school premises or during a school activity;
- Assault, harassment or threat of harm;
- Possession or use of a weapon of any type on or at district property. This includes any type of weapon replica and any type of knife or blade;
- Possession or use of tobacco (including e-cigarettes), alcohol or drugs, including drug paraphernalia or products
- Violation of school or classroom rules;
- Persistent failure to comply with the lawful directions of teachers and school officials.

IMPORTANT

Please note that weapons of any kind and tobacco and drug products are not legal on school property. This applies to adults as well as students and includes all legally possessed weapons and/or tobacco and drug products.

Discipline and Due Process: *See Centralia School Board Policy 3240 and 3241 at <http://www.centralia.k12.wa.us>

A student who violates the **Student Code of Conduct** shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of school staff.

Bus Regulations: *See Centralia School Board Policy 6605 at <http://www.centralia.k12.wa.us>

Riding the bus is a service and privilege provided by the school district to responsible students. Students failing to follow bus regulations are subject to having their bus privileges revoked. Bus rules are based on years of experience in the transportation of students and are designed for the safety of all passengers. Student conduct must be such that drivers are able to focus their full attention on driving the bus.

Playground Rules

It is impossible to make rules that will cover all circumstances governing play conduct on the playground. The following will address a few of the more obvious and immediate needs. Rules for areas and games will be taught and reviewed with students.

The playground duty person is in complete charge of the safety of the students and therefore has the authority to make decisions for the safety and wellbeing of the student using the playground. In carrying out this responsibility, games may be suspended or altered until the principal and/or staff review the situation and determine what is in the best interest of the students. Students will go to and from recess in an orderly manner as determined by the staff. Upon hearing the bell that ends the recess period, students are to immediately stop their recess activity, return equipment, and re-enter the school according to the procedure approved by their teacher. Students are not to leave the playground without permission from the recess duty or other staff. Students are to remain in visual sight of the duty person. An assortment of playground equipment is in buckets and placed outside the gym door.

Student Dress Standards:

Oakview Elementary School, like most schools, has student dress standards that students are expected to follow. These standards are not intended to infringe on the rights of individual expression, but to meet community standards for modesty, safety, and reduced disruption of the educational process. Students in violation of this policy will call home for appropriate clothing.

- All students must wear shoes at all times at school.
- No halter tops, tops with spaghetti straps, or tops that leave the midriff or undergarments exposed. A good rule of thumb for straps is 3-finger width.
- All pants are to be worn at the waistline and must cover appropriately when sitting.
- Belts are to be inserted through belt loops on pants.
- All shorts and skirts need to come to the lower-section of the thigh or longer and must stay down regardless of the activity student is engaged in (PE, recess, sitting on floor, etc.). A good rule of thumb is 'fingertip length' – if your child is standing with arms hanging relaxed at sides of body, clothing should be well below his/her fingertips. Another measure is no more than 2-3 inches above the knee (depends on student height).
- Clothing or accessories of any type, may not advertise alcohol, drugs, or tobacco products. Any words, slogans, or pictures that are lewd, crude, obscene, objectionable, or depicting violence will not be allowed.
- Hats/hoodies are not to be worn inside the school building. Cold weather headgear will be allowed during inclement weather for **outdoor** activities/recess. No baseball caps.
- ANY clothing or accessory identified as "gang related" will not be allowed.

Food at School:

Breakfast and Lunch Information:

The cafeteria at Oakview Elementary serves nutritious meals for breakfast and lunch each school day. Please note that gum, candy and energy drinks are not allowed at school. Soda or sugary drinks for lunch must be in reasonable portions. Students will not be allowed to take unfinished drinks or food out of the cafeteria unless they can be resealed appropriately. School lunch and breakfast are free for all students at Oakview. However, if a student wants a milk only, he/she will be charged fifty cents.

AM Coffee-Stand, Blended Energy Shakes and Similar Morning Drinks at School:

Many of our students arrive at school with frappes, hot chocolates, blended drinks, etc. These must be consumed in the cafeteria during breakfast before student goes to class. Students will not be allowed to take these into classrooms in the morning. They must finish them before school begins.

Candy, Gum and Energy Drinks at School:

In an effort to maintain a safe and healthy learning environment, students are not allowed to bring or consume candy, gum or energy drinks at school. School staff, including all teachers, educational assistants and the school principal, may provide candy and/or gum or other treats (in moderation) for student rewards and/or to motivate specific students or groups of students. This policy applies before/after school and at breakfast/lunch.

Bringing Food to School:

All food brought into school for birthdays or class celebrations must be **commercially prepared** (store bought). Home cooked items are not allowed due to Health Department rules. Healthy snacks are strongly encouraged. Students do not have access to a microwave at school.

Personal Property at School:

Students often want to bring items of personal property to school. Many times this property is lost or damaged causing hurt feelings and other issues. We ask that parents carefully monitor their children in the choices that they make in bringing personal property to school. In all cases, the school is not responsible for these items should they be stolen, borrowed, traded, damaged, broken, etc. and the school does not facilitate remediation in any circumstance. This includes issues that occur on the buses as well. Students should leave toys and electronics at home.

Students' Cell Phone use at School and use of School Phones:

Along with increased cell phone use in our society, there is an increase in cell phone ownership and use by students of all ages. We understand that parents may need to have cell phone contact with their children before and/or after school, and have created a policy that reflects that need. Please review the following information and let us know if you have questions.

- A student's cell phone must be turned off and in the student's backpack while on campus. To have a cell phone at school, a backpack or school bag is required.
- A student's cell phone is to stay in his/her backpack throughout the school day and until he or she is off the school campus and/or off of the school bus.
- A student's cell phone will be confiscated if out during the school day without permission from staff. Phones can be picked up in the school office by parents or guardians when the student has lost the phone for violating this policy.

Note: Students are allowed to use **school** phones, with staff permission, as needed.

Bicycles:

Bicycles are to be parked and locked in the bicycle racks. The school assumes no responsibility for damaged or stolen bikes. Students are always to ride on the right side of the street, not on sidewalks. Helmets are strongly encouraged.

Accident Insurance:

Accident insurance will be available to those families wishing to purchase it. Information regarding this program is distributed with the registration packet.

Immunization:

Students in grades K-12 in the State of Washington must show that they have been properly immunized against certain diseases when they enroll in school. Sixth grade students must submit proof of having a Varicella (Chickenpox) shot or a date of having Chickenpox before they begin the school year in the fall. Also needed, IF student is 11 years old & IF it has been at least 5 years since the last dose of DTaP, DT or Td, a Tdap booster is required.

Medication:

If your child needs medication at school, please contact our office as soon as possible for the Parent and Doctor Permission Slips we use for dispensing medicine. We cannot legally give any form of medication, prescription or non-prescription, to students without this permission slip. Any medication that the school is to administer must be sent in the prescription bottle with the contents and name of the doctor included. Students cannot be in possession of any medication at school. Medication must be kept in a secure area of the Nurse's office.

School Pictures:

Individual pictures of students will be taken in fall and spring. All students will be photographed, but parents are not obligated to purchase student pictures. Package options will be available for those who wish to purchase.

Change of Address, Telephone Number, Work Schedule:

Please notify the school immediately if there is a change in your address, telephone number, work schedule, childcare provider, or emergency contact person. This information is important if your child becomes ill or injured while at school.

Animals on Campus:

Pets are not allowed at school.

School Closure:

If it is necessary to close school or delay the school starting time due to inclement weather, dangerous road conditions or any other emergency, a "**No School Announcement**" will be made over local radio and television stations. Current information is also available on the Centralia School District Web Page at: <http://www.centralia@wednet.edu> Parents: Please discuss with your students what to do if school is closed, delayed or dismissed earlier than regular time.

School Visitors:

Parents are welcome to visit Oakview Elementary School. We need your support! When visiting, always check in through the school office and obtain a visitor's pass. This procedure contributes to schoolwide student safety.

School Volunteers:

As you may know, we have an approval procedure for volunteers that must be cleared prior to working in classrooms, escorting field trips and other volunteer duties at Oakview. This procedure complies with State and District policies and expectations to ensure student safety. The following is an outline of the procedure:

1. Any adult, parent or family member that is interested in volunteering in classrooms or escorting/attending field trips or volunteering in other ways at school will let their child's teacher know of their interest.
2. The teacher will forward the names to the office and the office staff will send each interested person a volunteer background check form that will need to be completed and returned to the office. This form must be completed and returned annually.
3. The name of each volunteer will be added to the schoolwide volunteer list which will allow each individual to volunteer in classrooms or escort/attend field trips for the remainder of that school year.
4. All volunteers, including field trip volunteers must check-in at the school office to sign-in and receive a visitor's pass.

Volunteer Notes:

- The background check process takes time to complete. Please do not wait until the day before (or even a few days before) a field trip to begin the process.
- Younger siblings are not allowed to attend with the volunteer and/or visit during instructional time due to the potential for disruption of teaching and learning.
- Family pets are not allowed on the school campus and/or on field trips.

English Language Learners:

The school provides special services for bilingual students. A student or parent with questions about these services should contact the school principal.

Title I, LAP and Special Education Services:

Oakview School provides support services for struggling learners. Parents are encouraged to become involved in the ongoing planning, review and improvement of the school's instructional program. Notification will be provided of scheduled meetings. Parents with questions should contact the school principal. NOTE: All Oakview teachers and para-professionals have met state qualifications and licensing criteria as per legislation.

Camp CISPUS:

6th Grade students and teaching staff attend outdoor education at Camp Cispus in the early spring. This is a wonderful opportunity and we want all students to participate in camp if possible. Each student is responsible to pay a camp fee (roughly \$85.00; TBA). A limited number of partial scholarships will be available to families in need based on Free/Reduced lunch status. Information about Camp Cispus will come home throughout the year, beginning at "Meet Your Teacher" night. In order for camp to be a safe and enjoyable experience for all participants, appropriate student behavior must be demonstrated throughout the school year. Failure to meet established behavior expectations could result in exclusion from camp. Final decisions regarding camp participation will be made by the principal.

Human Growth and Development:

Each year in the spring, sixth grade students are taught a unit on Human Growth and Development.

Students are grouped heterogeneously by homeroom and go through a unit in our FLASH curriculum. Notification will be sent home prior to the teaching of the Human Growth and Development unit announcing a family meeting to review and discuss the curriculum. Parents may choose for their student to not participate in the unit of study for his/her grade level. A form will be available in the school office that parents may complete for this purpose.

Homework Suggestions:

Our *Title 1 Student-Parent-Teacher Compact* notes our schoolwide expectation for students. We send home a folder of student work and/or information each week in our school wide "Thursday Folders." Teachers may also assign homework as needed to reinforce and practice learning targets. Research on homework at the elementary school level does not support a significant, positive correlation between increased homework and increased student learning and achievement.

Oakview maintains an instructional model that promotes homework for practice purposes only. If you or your student find yourselves having difficulty with assigned homework, please contact your student's teacher to discuss this issue.

Note: When a student is out of school due to illness or family emergency, the focus is on recovery from illness or emergency resolution. To support this focus, teachers will carefully consider which assignments are essential for make-up when the student returns to school. Some assignments may be completed with a peer helper at school, while other assignments may be sent home as homework if the work is of a practice nature. Other assignments that were completed as a group project or that involved a classroom process for completion, may or may not be essential for the student to make-up. Generally, a student will have as many school days to make up essential work as days of her/his absence.

Students' Acceptable Use of Technology:

Electronic information resources are available to students at Oakview. These resources include the use of the computer, technological programs and access to the Local Area Network and Internet services. To use district technology students must be willing to abide by the rules of acceptable use. Acceptable use means that students promise to use technology responsibly and respectfully, to abide by school and district rules as outlined here and taught by teachers and other staff. The use of these electronic teaching and learning tools are designed to support your child's education.

The Internet Server at Oakview is being filtered by a proxy server and student use of the Internet is monitored. Students who abuse acceptable use, which includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, gambling, chat rooms and inappropriate language will be subject to appropriate consequences including loss of access to technology.

It is advised that students not tell or show others any personal or family information over the Internet, such as: home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers. Keep personal and electronic information, including your username and password, private.

The District Website is filled with important educational information and announcements from around the District and community. Bookmark the District's home page so that you will be ready to check on changes in school start times and/or school cancellation during periods of severe weather. The District Web site can be accessed at the following address: <http://www.centralia.wednet.edu>

The Oakview Elementary School Web site can be accessed on the drop-down menu at the top of the District home page. The Oakview Web site contains a wide variety of school information including important reminders and announcements, our school calendar and other details regarding our comprehensive educational program. You may also visit staff web pages for news and events about specific classrooms.

Parents' Right to Know

Sec. 1111h6A of NCLB specifies a parent's right to know teacher qualifications:

At the beginning of each school year, a local educational agency that receives funds under Title I shall notify the parents of each student attending any school receiving funds under Title I that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

Family Educational Rights and Privacy Act (FERPA):

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records.

They are:

1. The right to inspect and review the student's educational records within 5 business days of the day the District receives a request for access. Parents or 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 students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records when the parent or eligible student believe that the records are inaccurate or misleading. A parent or eligible student should write the school principal, clearly

identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District, after review, makes a decision not to amend the student's record as requested, 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. 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 consent to disclosures of personally identifiable information contained in 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; and/or a person or company with whom the District has contracted to perform.
4. The right to 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:

Family Policy Compliance Office;
400 Maryland Avenue, SW

U.S. Department of Education
Washington, D.C. 20202-4605

Directory Information Notice:

Centralia School District, in order to protect the privacy of parents and students and to comply with federal requirements, designates the following categories of personally identifiable information from student records as directory information: name, address, telephone numbers, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous educational agency or institution attended by the student, academic recognition, and other similar information.

It is the right of the parent of a student (or any student who has attained the age of 18) to refuse to permit the designations of any or all of the categories of personally identifiable information with respect to that student as directory information. Any parent (or student) must notify the school district in writing of this refusal by October 1 of the current school year. Written notice should be addressed to:

Human Resources Department
Centralia School District
P.O. Box 610
Centralia, WA 98531-0610



CENTRALIA SCHOOL DISTRICT

Administrative Procedures for Board Policy #3207

The Centralia School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — a verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References: Policy 2161 Special Education and Related Services for Eligible Students
 Policy 3200 Rights and Responsibilities
 Policy 3210 Nondiscrimination

Policy 3240 Student Conduct
Policy 3241 Classroom Management, Corrective Action and Punishment
Policy 5011 Sexual Harassment

Legal Reference: RCW 28A.300.285 Harassment, intimidation and bullying prevention policies
WAC 392-190-059 Harassment, intimidation and bullying prevention policy and procedure – School districts.

Management Resources:

Policy News, December 2014

Office for Civil Rights Dear Colleague
Letter: Responding to Bullying of Students
with Disabilities (OCR 10/21/2014)

Policy News, December 2010

Policy News, April 2008

Policy News, April 2002

Harassment, Intimidation and Bullying Policy Strengthened
Cyberbullying Policy Required
Legislature Passes and Anti-Bullying Bill

Adoption Date: December 18, 2002

Centralia School District

Revised: May 21, 2008; June 15, 2011; January 20, 2016

Classification: Essential

Non-Discrimination and Sexual Harassment

DISCRIMINATION

Centralia School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The Centralia School District offers classes in many career and technical education program areas such as business, agriculture, and construction trades under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact Josue Lowe, Centralia High School Principal, 813 Eshom Rd., Centralia WA 98531, 360.330.7605 - Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. This holds true for all district employment and other opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Civil Rights Coordinator, Mark Davalos, mdavalos@centralia.wednet.edu, Title IX Officer Scott Chamberlain, schamberlain@centralia.wednet.edu or Section 504 Coordinator, Tammie Jensen-Tabor, tjensen-tabor@centralia.wednet.edu (Director Special Education). The Compliance Officers listed can be reached at 2320 Borst Avenue, Centralia, WA 98531-0610, (360) 330-7600.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [English](https://app.eduportal.com/documents/view/409669)
<https://app.eduportal.com/documents/view/409669>

Spanish: <https://app.eduportal.com/documents/view/620594>

Procedure: <https://app.eduportal.com/documents/view/409670>

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

Students <https://app.eduportal.com/documents/view/619523>

Procedure: <https://app.eduportal.com/documents/view/619525>

Staff: <https://app.eduportal.com/documents/view/409786>

Procedure: <https://app.eduportal.com/documents/view/409787>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

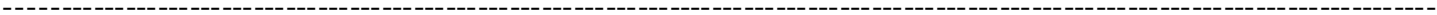
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Signature Page

After reading and discussing the information in this handbook, please sign, date and return the bottom portion of this page to your child's teacher.



Oakview Student/Parent Handbook Signature Page

Our family has reviewed the Oakview Student/Parent Handbook. We paid particular attention to the Oakview Expectations and the Student Code of Conduct sections.

Student Signature _____

Parent/Guardian Signature _____

Date _____