

Washington
Mini Tigers



Student Handbook 2010– 2011



Washington Elementary

800 Field Street

Centralia, WA 98531

Phone: (360) 330-7641 Fax: (360) 330-7815

This agenda belongs to:

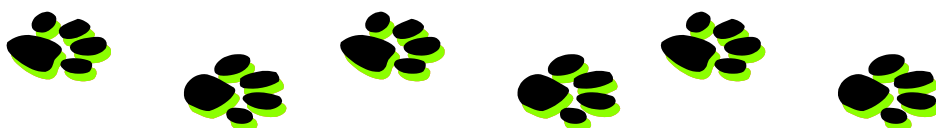
Name _____

Address _____

City/Town _____ Zip _____

Phone _____

Student ID Number _____



September 2010

The Washington Elementary Staff wants your child to have a successful year. You are invited to call and arrange an appointment with the principal, counselor, or teacher when you have concerns. In addition, regularly scheduled conferences are held during the fall, winter and spring.

Washington Elementary will continue to use the *Success For All* reading program. This is a school-wide model for reading instruction that tests students to determine their reading level, places them in reading groups where they receive instruction at their level, and monitors their progress throughout the year to ensure they are making progress. For 90 minutes each day all teachers, including specialists, will host a reading group to help reduce class size across the building. This means that your child may receive reading instruction from trained staff members other than their homeroom teacher.

All students are required to read for 30 minutes each night, Monday through Thursday. Additional homework may be assigned as needed in other classes your child attends in order to strengthen their reading ability.

We are looking forward to a successful year with your child. We encourage you to become involved in our school.

Sincerely,
The Washington Elementary Staff

Our family has reviewed the Washington Student Handbook. We paid particular attention to the Student Management section and understand the process that will be used by the school when it deals with discipline matters. We understand that the student agenda needs to be signed every night as a part of the teacher and parent communication.

_____ Student Signature

_____ Parent Signature

_____ Date

Washington Elementary School's Mission Statement

The mission of Washington School, serving a unique and diverse student population, is to ensure that each student develop the essential skills needed to become a respectful, self-motivated learner through effective instructional programs and shared responsibilities among students, parents, school staff and community.

Staff Roster 2010-2011

Principal
Mrs. Vekich

Counselor
Mrs. Regina Brown

Secretary
Mrs. Connie Dickey

4th Grade
Ms. Chatwin
Mrs. Deitz
Mr. Ashmore
Mrs. Sprague

5th Grade
Ms. Close
Mrs. Holmes
Mrs. Peterson
Mrs. Smith
Mr. Mano

6th Grade
Mr. Garry
Mrs. Johnson/Mrs. Rothlin
Mrs. Parke
Mrs. Kristeen Johnson

Reading Facilitator
Mrs. Langford

P.E.
Mrs. Parnham

Educational Support Center
Mrs. Schwiesow

Specialized Learning Center
Mr. Creel
Mr. Johnson
Mrs. Carney

Music
Mr. Kretz (5th & 6th Choir)
Mr. L. Blaser (5th & 6th Band)
Mr. J. Blaser (5th & 6th Band)
Ms. Gage (Strings)
Mrs. Steward (4th – 6th Gen.Mus.)

ISS/Nurses Room
TBA
Mrs. McGregor

Paraeducators
Mrs. Wickert
Mrs. Bear
Mrs. Ponther-Wagner
Mrs. Charlene Johnson
Mrs. Reid
Mrs. Rueda
Mrs. Garry
Mrs. Morgan
Mrs. Humphries
Mr. Cella
Mrs. LeDuc

Library
Mrs. Kimball

Custodians
Rick Fink – Day
Yancey Clark - Night

**Centralia School District
Parent Information
Emergency Preparedness**

School Closure due to Bad Weather Conditions: In the event of bad weather, the following radio stations will carry school closure news: KELA-AM – 1470; KMNT-FM – 104.3; KITI-AM –1420; and LIVE 95.1. If you do not hear a notice, school will be open as usual. Under certain weather conditions, school will open one or two hours late. Only under severe conditions will school be closed. In preparation or in case of emergency:

DO:

- Make sure the student’s emergency information, a card at school, is up to date. **Update twice each year.**
- Tune to one of the following radio stations:

KELA	1470 AM
KMNT	104.3 FM
KITI	1420 AM
LIVE	95.1 FM

For accurate information: Be available for telephone contact from the school, district personnel, or telephone tree.

DO NOT:

- Call the school, district office, or transportation cooperative. Phone lines are needed for outgoing calls.
- Come to school until requested to do so, or drop students off more than 10 minutes prior to school opening.
- Transmit information (rumors) unless part of notification program (telephone tree)

BE ASSURED:

- Your child’s safety is the school’s first concern.
- Your preschool or K-12 student will not be sent home without prior notification to parent or designee.
- A comprehensive disaster preparedness plan is available for review at the school.

When picking up children: Parents are asked to pick up children through the command center only. It is very important for the school personnel to know who picked up each student. You will be expected to sign your student out at the command center.

Centralia School District staff members are trained to attend to injuries, anxiety, and other needs of students. Each building has a predetermined team to coordinate efforts in the following areas:

- Site supervision - communication, evaluation, and welfare management.

- Recorder / Information Accumulation - record happenings and communication.
- Site Safety - inspect the buildings for damage, barricade unsafe areas, etc.
- Population Welfare - check and monitor injuries, missing persons, and search and rescue.
- Medical / First Aid - supervise medical attention, prioritize injuries, assist search and rescue operations.

Each classroom staff member will complete a checklist as follows:

- Account for all students.
- Attend to first aid needs of injured students and staff.

Washington Elementary School

Daily Schedule 2010-2011

Before school: Breakfast is served 8:00-8:20

- * 8:00 First Bell—Students may enter building.
- * 8:20 Warning Bell – Head to class
- * 8:25 School Begins - In class, ready to learn.
- * 8:30-9:55 Success For All Reading

	Lunch:	Lunch Recess:
4th	11:30-11:45	11:45-12:00
6th	11:45-12:00	12:00-12:15
5th	12:00-12:15	12:15-12:30

3:00 Student Dismissal

1:00 Dismissal on Friday Planning Days:

9/24/10	10/29/10	11/19/10	1/28/11
2/25/11	3/25/11	4/29/11	5/27/11

Turn to page 15 for the complete up-to-date Centralia School District calendar for 2010–2011.

Hot Lunch Prices

\$2.00 per day (reg. price) - \$35.00 (20-days)
\$0.40 per day (reduced price)-\$8.00 (20 days)

Milk Price

\$0.40 per day

Breakfast Prices

\$1..25 per day (regular price)

Lunch/Breakfast tickets may be purchased at the main office.

ADMINISTRATIVE POLICIES

Absences: Attending Washington Elementary School is a right and responsibility of all students. State Law and School Board Policy Regulations require daily attendance. The family and the student both hold full responsibility for attendance. Unexcused absences from class may result in failure, removal from class/school or a juvenile petition filed for truancy or any combination of the above.

If a student is absent from school, a parent/guardian note stating the reason for the absence, date of absence and signature is required if the absence is to be excused. A call to our office by a parent/guardian will be accepted in place of a note (330-7641). Unexcused absences will result in parent contact and if continued, a parent conference will be scheduled. If a child receives 5 unexcused absences in one month or 10 in a year, a truancy petition will be filed with the Prosecuting Attorneys office. For the purpose of truancy reporting every 3rd unexcused tardy to school/class will result in one day of truancy. If your student is more than 10 minutes late to school, he/she must have a note or be signed in by an adult. If they do not, it will be considered an unexcused tardy.

The following are the **only** excused absences at Washington Elementary School: illness, doctor/dentist appointment, family emergency, and religious reasons.

Illness at School: Daily we have children who become ill at school. The normal procedure is for us to call home and ask parents come to school to pick up their child. We ask that you provide the school with an emergency name and phone number. This is useful if you are a working parent or if you have a trip planned for the day.

Medication at School: If your child needs medication at school, please contact our office as soon as possible for the Parent and Doctor Permission Slip we use for dispensing medicine. **We cannot legally give any form of medication, prescription or non-prescription, to students without this permission slip.** Students cannot possess any prescription or non-prescription medication at school without proper permission. State Law prohibits students from bringing medication to or from school. **A parent or guardian must deliver it.**

State 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 second MMR (Mumps/Measles/Rubella) shot before they begin the school year in the fall.**

Students Arriving Early: The building will open for students at 8:00 a.m. Students who walk to school or who arrive by private vehicle should not arrive before 8:00 a.m. Unless they need to eat breakfast or purchase lunch tickets, students can arrive as late as 8:20 a.m. and still be ready for class at 8:25 a.m.

Picking up Students during the School Day: If your child needs to be dismissed during the school day, please send a note to the school stating when the child will leave and if someone other than a parent or guardian will be meeting the student. Parents, or the party identified by parents, will need to report to the office to sign the student out. Please allow time for your child to be released from class when you report to the office. Students will not be allowed outside the school unless released by the appropriate school personnel. **The office must have approval of the residential parent before students can be released to leave the school grounds with a non-residential parent.**

Students Going Home with a Friend: Students who wish to go home with a friend must have a note from their parent giving them permission. The note is to be presented at the school office before 8:20 a.m. Except for emergency or unusual situations, the school phone will not be available for students to seek permission from parents once they are at school.

Closed Campus: If a student, who rides the bus normally, is going home in a different manner, they will need a note on file at the office. Students are not allowed to leave school grounds once they have arrived at school. Once the student has left school grounds, they may not come back onto campus to ride a bus home.

School Insurance: The insurance available through the school is appropriate only if regular family insurance is not available. School insurance will only pay in those cases where no other insurance is available.

Items from Home: We ask that students bring no items from home such as; toys, radios, tape players, recorders, CD's, skateboards, roller blades, etc. If these items are brought to school, we ask the teacher and/or student to bring them to the office for safe keeping until an adult can pick them up from school. We are not responsible for lost or stolen items brought from

home.

Safety Patrol: We select students to help others cross the street at the crosswalk in front of the school. Students selected are those who have shown responsibility in conduct and school duties.

Lost and Found: A barrel containing lost articles is kept at school. Please encourage your child to check the barrel for missing items. It is very helpful if students' personal items are labeled. Unclaimed items in the lost and found will be given to a local clothing bank periodically throughout the year.

SPECIAL SCHOOL PROGRAMS

SFA Reading (Success For All): Students are tested each fall and placed in a reading group according to their assessed reading level. All teachers will be teaching reading during a 90-minute block of time and class sizes will be reduced to maximize instructional effectiveness. Students will be retested every 8 weeks to measure progress. Those students needing extra assistance may receive 1:1 tutoring or small group tutoring in addition to their regular reading instruction. Our Family Support Team meets weekly to develop support plans for struggling students and their parents. All students are required to read at least 30 minutes each evening to help develop their reading fluency. Teachers have received extensive training for this program and will continue to receive support from our district and program consultants throughout the year. If you have any questions please contact your child's teacher, Mrs. Langford or Mrs. Vekich at the school.

Title 1: This program is Federally funded for students who need extra help in developing their reading skills. All students at Washington benefit from Title I sources through the Success For All reading curriculum.

LAP (Learning Assistance Program) This program is funded by the State, for children who need extra help with their math, reading and writing skills. Students are tested to determine their specific course of action.

Computers/Technology: We are proud to offer a wide range of access to technology as part of our overall education program. Compass Learning Lab: Students are placed at their instruction level by using computer software assessments. Teachers monitor student progress and assist students as they progress through the software at their level. Classroom Computers: All of our classrooms have computers available to students and teachers. They are used for a variety of purposes in the classroom, your child's teacher will be happy to explain how they are used..

Special Education: Enrollment in this program is based on several tests given by Student Support specialists, teachers, and psychologists. Placement is made after an IEP (Individualized Educational Program) is developed and signed by the parent.

Music: At the fifth and sixth grade levels, there will be a 30 minute period-scheduled daily for a music block. Students may choose to participate in general music, choir, band or strings. At the beginning of the year, fifth and sixth grade students will have the opportunity to make a choice for their music program after reviewing the options with the music instructors.

General Music is a class where emphasis is placed on basic music skills, vocal and instrumental music and movement. **Choir** focuses on vocal music and performance.

The **Band** program is available to fifth and sixth grade students. The **Strings** program is available to fourth, fifth and sixth grade students. Fourth grade string students meet 3 times per week. Fifth and sixth grade groups meet daily for 30-minute sessions. Students must supply their own instruments.

Physical Education All students receive 30 minutes of P.E. instruction two-three days a week. Tennis shoes are recommended.

Homework: It is the policy of the Centralia School District that homework will be required for all students. Research studies show that homework benefits achievement and attitudes, especially if it is commented on and graded. Performance can rise from average to nearly superior through homework. Homework relates to curriculum course goals and student learning objectives and not discipline or punishment. Homework extends learning time, allowing class time to be used for quality teacher/student interaction. Routine assignments should avoid weekends, holidays and vacation. Long-range assignments should not be due immediately following weekends, holidays or vacations. Following are daily guidelines when homework is assigned (3 to 4 nights a week): 4th grade – 40 minutes; 5th grade – 50 minutes; 6th grade – 60 minutes. All students are required to read 30 minutes, Monday through Thursday. The parents should sign agendas.

Parent-Teacher-Student Conferences: Twice a year, parents and students will have the opportunity to meet with their child's teacher to see how their student is doing in school. The fall conference is when goals are set for the current

school year. Spring conferences allow the parent/student/teacher to discuss what and how the goals were met throughout the school year.

Morning Procedures (8:00-8:20 a.m.): Students will honor the following procedures:

- Enter the building when the first bell rings at 8:00 a.m. No student should arrive before 8:00.
- The first bus arrives at approximately 8:00.
- If you are having breakfast, go directly to the breakfast area to eat before you join morning play activities.
- In the morning, students are to make a choice between their classroom, library, and gym or outside. The hallways and bathrooms are not acceptable choices for social activities.
- Morning visits to the office area are for business only. Students should take care of office business between 8:00-8:20.

Discipline: Discipline within the classroom is normally the responsibility of the teacher, and most incidents are managed within that setting. In those cases where the problem becomes more serious, the teacher and principal work together. When this happens, parents are notified of the problem in writing and/or verbally, if possible, and a solution is sought. Failure to obey the school rules shall be cause for disciplinary action. .

It is important that both school and family work together to help students manage their choices and behavior at school. When students reach a point where their behavior is continuously disruptive to the learning process for themselves and/or others, school staff, parents/guardians and the student must meet and work together to identify strategies that will result in success for the student at school.

Washington Student Expectations

- Respect for staff, parents, fellow students and the school.
- Honesty and truthfulness.
- An effort to solve problems with others.
- Courtesy and politeness to all.
- Responsibility for their behavior and academic achievement.
- Service to others.
- A positive attitude as they strive for quality in themselves, their school and their community.
- Observation of school rules and the laws of our country.
- Students will need to read 30 minutes nightly.

Use of Hallways: Use halls with respect to other people and property.

- Walk on the correct side of the hall in a straight line without talking.
- Keep your hands and feet to yourself.

- Go directly to your destination.
- Allow others their personal space.

Lavatory Use:

- Use the facilities properly and respectfully by keeping the walls, floor and stalls clean.
- Wash your hands and dispose of paper towels properly.
- Return to your designated area immediately.

Classroom Expectations: Use the following guidelines to monitor your behavior in your classroom.

Be Courteous:

- Follow classroom guidelines for recognition when you wish to speak.
- Listen attentively when someone is speaking.
- Use behavior that does not disrupt the educational process.

Be prepared:

- Bring Student Agenda, books, paper, sharpened pencils and completed assignments.
- Arrive quietly and on time.
- Go promptly to the designated area.
- Agenda's are signed each night by parent.

Take responsibility for your own learning:

- Listen and follow directions.
- Practice neatness when completing your work.
- Complete assignments on time.
- Participate and cooperate.
- Always do quality work.

Behavior Expectations - - Discipline Code & System

It is our goal to provide a safe, courteous, successful educational environment for all students and staff. All students have a right to an education, but remaining in class or school is a privilege for those students who follow the behavior expectations as outlined. .

General Playground Rules

- ❖ Obey directions given by the playground supervisor.
- ❖ Play games only in designated and approved areas.
- ❖ Use school equipment only, no toys or equipment from home.

- ❖ Keep hands, feet, and objects to self. Respect others space.
- ❖ Be courteous and a good sport.
- ❖ Students should refrain from spitting.
- ❖ Leave surfacing materials such as pea gravel on the ground.
- ❖ To reenter the building during recess, check with the playground supervisor.
- ❖ Students line up by classroom prior to reentering the building.
- ❖ Specific playground equipment procedures are taught and reviewed often.
- ❖ Stop and listen when whistle is blown.
 - Whistle sounded means freeze and make eye contact with the supervisor, listen for instruction.
- ❖ Items not allowed on the playground:
 - Food
 - Candy or Gum
 - Pens or Pencils

School Rules

A safe and orderly school environment is critical to facilitate learning. Students are expected to responsible, respectful, and reasonable in making behavioral choices. The following rules are intended to provide a basic set of guidelines and are by no means complete. For questions on any specific rules please contact your child's teacher or the principal.

1. Students shall maintain good order and discipline in the school environment at all times.
2. Students are not to threaten, intimidate, or use physical force against any student or staff member.
3. Students shall not damage or destroy school or private property, or steal, or attempt to steal property.
4. Vulgar or profane language, noises or gestures will not be allowed.
5. Before school, at recess, and after school students are to be in their rooms, the library, or outside unless with approved purpose from staff members.
6. Students are to comply with policies or directions given by a staff member.

7. Students shall be punctual and remain on the student campus from the time of arrival until excused by an authorized person.
8. Dress and appearance should be neat, clean, and appropriate for the day's activities; it shall not cause disruption of the educational process, or present health or safety problems.
9. At **no** time should a student have cell phones, gum /candy, toys, skateboards, recorders, disc players, Gameboys, baseball/football cards, electronic games and etc., at school, unless requested by a teacher.
10. Insubordination to a staff member will not be tolerated.
11. Students are to be prepared for class with required assignments and materials.
12. Students shall not possess tobacco, alcohol, or other illegal substances.
13. A student shall not knowingly possess, handle, or transmit any object that can be reasonably considered dangerous or a weapon.
14. When playing softball any student playing behind the batter must wear a catcher's mask.
15. Students will not bring animals to school.

Washington Elementary School

Hierarchy of Consequences

Disciplinary Guidelines

Level 1 Behaviors	Level 1 Consequences
Pushing/kicking/hitting Spitting Gossiping/spreading rumors Embarrassing or making someone look foolish Mocking or mimicking Name-calling Dirty looks Taunting Teasing about clothing or possessions Threatening to reveal personal information Graffiti Publicly challenging to do something Defacing property or clothing Playing a dirty trick	<p>Any of the following consequences:</p> <ul style="list-style-type: none"> Making amends Class meeting on topic Loss of privileges Parent notified <p style="text-align: center;">In-house suspension (student assigned for part or all of the day to another classroom with work to do)</p> <p>Pattern of level 1 offenses may result in consequences for Level 2 offenses and referral to intervention services.</p>
Level 2 Behaviors	Level 2 Consequences
Defacing property Stealing Demeaning physical acts that are not physically harmful Locking in a closed or confined space Ethnic slurs Setting up to take the blame Humiliating publicly Excluding from group Social rejection Teasing about appearance Intimidating telephone calls Taking possessions (lunch, clothing, toys) Extortion Sexual or racial taunting	<p>Parent contacted and any of the following consequences:</p> <ul style="list-style-type: none"> Loss of privileges (progressively more severe than Level 1) Making amends: <ul style="list-style-type: none"> • Repairing, cleaning, or replacing item (natural consequence) • Writing a report on the topic (race, theft, defacing property) <p>School or community service or monetary retribution</p> <p>In-house suspension (student assigned for part or all of the day to another classroom with work to do). Referral to one-on-one or small-group intervention sessions. Short-term suspension</p> <p>Pattern of Level 2 offenses may result in consequences for Level 3 offenses.</p>
Level 3 Behaviors	Level 3 Consequences
Physical violence/inflicting bodily harm Threatening with a weapon Maliciously excluding Manipulating social order to achieve rejection Malicious rumor mongering Threatening with total isolation by peer group Verbal threats of aggression against property or possessions Verbal threats of violence or inflicting bodily harm. Threats of using coercion against family or friends Coercion	<p>Required parent conference with teacher and principal and any of the following consequences:</p> <ul style="list-style-type: none"> Student behavior plan (for example, contract, functional behavioral analysis) Referral to one-on-one or small-group intervention sessions In-house suspension (student assigned for part or all of the day to another classroom with work to do). Out of School suspension Expulsion from school or school district <p>Criminal behavior will be referred to law enforcement for further action.</p>

School Dismissal Procedures

Walkers are dismissed at 3:00.

Fourth grade students exit the South end of the building. Fifth & Sixth grade students exit the North end of the building. Students with large musical instruments exit the front of the building Use crosswalks or crossing guards to cross Field Street. Students who live on the opposite side of the railroad tracks are to ride the bus. No student should walk across the tracks.

Bus students.

Office personnel will announce when the bus arrives. Students will wait in their classroom for their route number to be called. Students will walk down the hall to the bus to the bus loading area at the south end of building.

Centralia Board Policy Regarding Exceptional Student Misconduct

The following section is Centralia School District's definition of exceptional student misconduct according to Board Policy. This segment is located under Section 3300, "Students." Action was taken December 18, 1996.

The following guidelines are in effect for students to establish a range of corrective action that may be imposed as a consequence of exceptional misconduct. The superintendent's external and internal advisory committees have defined the areas of misconduct for which short or long-term suspension may be imposed without having imposed prior disciplinary action.

The appeal process for short and long-term suspension shall remain in effect for short and long term suspensions imposed as a result of this procedure.

Exceptional misconduct:

- Possession and/or use of alcohol or illegal chemical substance
- Possession and/or use of weapons or explosive devices
- Setting fire or damaging school property
- Extreme violent behavior
- Threatening or verbal abuse
- Assault
- Extreme failure to comply
- Intimidation/gang activity
- Robbery/theft
- Reckless endangerment
- Fighting

Possession of Weapons

Dangerous Weapons Notice: According to School Board Policy #4315 "Regulation of Dangerous Weapons on School Premises" it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or other areas of other facilities being used exclusively for school activities. This policy requires all school officials to notify a student's parents or guardians and appropriate law enforcement agencies when a known or suspected violation of this policy occurs. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis. A complete copy of this policy is available upon request in school and district offices.

RCW @ 28A.600.020

Government of schools, pupils, employees, rules and regulations for-Aim-Exclusion of student by teacher-Written procedures developed for administering discipline, scope.

(1) The rules adopted pursuant to RCW 28A.600.010 shall be interpreted to insure that the optimum learning atmosphere of the classroom is maintained, and the highest consideration is given to the judgment of qualified certified educators regarding conditions necessary to maintain the optimum-learning atmosphere.

(2) Any student who creates a disruption of educational process in violation of the building disciplinary standards while under a teacher's immediate supervision may be excluded by the teacher from his or her individual classroom and instructional or activity area for all of or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first: PROVIDED, that except in emergency circumstances, the teacher shall have first attempted one or more alternative forms of corrective action: PROVIDED FURTHER, that in no event without the consent of the teacher shall an excluded student be returned during the balance of that class or activity period.

(3) In order to preserve a beneficial learning environment for all students and to maintain good order and discipline in each classroom, every school district board of directors shall provide that written procedures are developed for administering discipline at each school within the district. Such procedure shall be developed with the participation of parents and the community, and shall provide that the teacher, principal or designee, and other authorities designated by the board of directors, make every reasonable attempt to involve the parent or guardian and the student in the resolution of student discipline problems.

Such procedures shall provide that students may be excluded from their individual classes or activities for periods of time in excess of that provided in subsection (2) of this section if such students have repeatedly disrupted the learning of other students: PROVIDED, that the procedures are consistent with the regulations of the state board of education and provide for early involvement of parents in attempts to improve the student's behavior: PROVIDED FURTHER, that pursuant to RCW 28A.400.110, the procedures shall assure that all staff work cooperatively toward consistent enforcement of proper student behavior throughout each school as well as within each classroom.

Centralia School District
Drug Free Schools: Notice to Students & Parents

This notice is being distributed to all students and parents as part of the compliance requirements of the Drug Free Schools/Workplace Legislation (P.L. 101-226). The legislation was enacted in 1989 and requires school districts to adopt Board Policies and Administrative Procedures relevant to the law. The board of directors of the Centralia School District adopted such policies in October 1990. Consumption of alcohol, use of controlled substances, or use of nicotine products is unlawful, wrong and harmful; it will not be allowed by students or staff on school premises or at school functions. Students who do not comply with standards of conduct may be suspended or expelled from school.

Student Conduct Standards

Board Policy 3200 sets forth policies and standards governing student conduct. Compliance with the following standards is mandatory:

Rule 6: Narcotics, Alcoholic Beverages, Stimulant Drugs, or Controlled Substances – A

student shall not knowingly possess, use, transmit, or distribute, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind; nor shall a student attempt to sell, transmit or distribute any substance being identified as a controlled substance by law or purporting to be a controlled substance by law:

1. on school grounds at any time;
2. During a school related activity off school grounds;
3. at any time when the student is enroute between home and school.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Rule 9: Tobacco – The Centralia School District believes that the adverse effects of using tobacco are both obvious and documented. Therefore, no student shall use or possess tobacco in any form:

1. on school grounds at any time;
2. during a school related activity off school grounds;
3. at any time when the student is enroute between home and school.

Corrective Action Required

Board Policy 2170P sets forth corrective action required if a student appears at school or a school sponsored function demonstrating behavior, which indicated that he/she may be under the influence of addictive substances and/or admits to an administrator that he/she is under the influence of addictive substances, the school will take the following actions.

- A. The parents will be notified to arrange for appropriate treatment.
- B. If the student's illegal use of addictive substances is confirmed, the school administration may request the assistance of an enforcement official in investigating the source of the addictive substance.
- C. Appropriate school disciplinary action will be taken.
- D. Counseling is available to students for substance abuse problems.

If school authorities find a student in possession of addictive substances at school, the addictive substances will be confiscated and turned over to law enforcement officials for investigation and disposal. Appropriate school disciplinary action will be taken regardless of law enforcement action.

If a school administrator receives information concerning sale or use of addictive substances outside of school, the information will be reported to law enforcement officials for their investigation.

Appropriate disciplinary action may include short-term suspension, emergency removal, or expulsion in accordance with BP 3200.

References: BP 2170, 3200 Drug Free Schools, Student Rights and Responsibilities; RCW 28.A.210.310-31.170 Prohibition on Use of Tobacco Products on School Property.

Harassment, Intimidation and Bullying

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

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

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, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks,

gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

Sexual Harassment

The Centralia School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, and others involved in school district activities.

Sexual Harassment occurs when:

1. Submitting to the harasser's sexual demands is stated or implied condition of obtaining an education or work opportunity or other benefit'
2. Submission to or rejection of sexual demands is a factor in academic, work, or other school-related decisions affecting an individual; or

3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment can occur adult to student, student to adult, student-to-student, adult-to-adult, male to female, male-to-male, female to female.

The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline.

The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy. All staffs are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complaints to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents, and volunteers, regarding this policy and the recognition and prevention of sexual harassment. At a minimum,

sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, volunteers, and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall review the use and efficacy of this policy and related procedures as needed. Recommendations for change of this policy, if applicable, shall be provided to the Board for their consideration.

The McKinney Vento Homeless Law

The Federal McKinney-Vento Homeless Assistance Act definition of "homeless":

Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who have a nighttime residence that is any of the following:

- In "doubled-up" situations, living in the home of another person, relatives or friends, due to loss of housing, economic hardship, or similar reason;
- Living in motels, hotels, RV parks, or campgrounds due to the lack of alternative adequate accommodations;
- Living in emergency, temporary or transitional shelters;
- Abandoned in hospitals;
- Awaiting foster care placement;
- Have a primary nighttime residence that is not ordinarily used as regular sleeping accommodations for human beings, such as living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Youth not residing with legal parent or guardian; and
- Runaways.

This also includes youth from 18 through 21 years of age who may still be eligible for

educational services in regular or special education.

The Federal McKinney-Vento Homeless Assistance Act requires:

- School districts ensure and provide **educational stability** for students in temporary and transitional housing situations.
- School districts ensure and provide **immediate access** to school for students in temporary and transitional housing situations.
- School districts **appoint a liaison** for students in temporary and transitional housing situations.
- School districts ensure that students in temporary and transitional housing situations have **access to Title I services**.

The Educational Rights of Students Who are in Temporary or Transitional Housing Situations:

- The right to stay in their school (school of origin), even if they move out of the school district. Students can remain in their school until the end of the school year even if they find permanent housing.
- The right to immediately enroll, attend classes, and fully participate in a neighborhood school in the area where they are living, without proof of residency, immunization records, or other medical records, school records, or other documents.
- The right to get transportation to their school of origin provided or arranged by the school district, or a joint effort between school districts.
- The right to attend school district pre-school programs.
- The right to access to all school services including free school meals, services for English language learners, special education, Title I services, vocational/technical education, gifted and talented services, and before and after-school care, as needed.
- The right to have disagreements over enrollment with the school settled quickly, and attend the school the student selects while the disagreement is being settled.
- The right to the same opportunity to meet the same high academic standards as all students.

DRESS CODE

Washington Elementary students are expected to dress appropriately to ensure a positive learning environment and a safe school community. Our School's dress code assists students as they prepare for the work place and CMS. Clothing should be neat, clean and decent. Washington Elementary reserves the right to revise the dress code pending new information on types of clothing, articles, or trademarks that may constitute a disruption to the educational environment or to the safety and well-being of our students.

Specific items of clothing/articles that are prohibited and are not to be worn at school or at school sponsored events may include:

- Clothing/articles that promotes or displays California professional sport team logos
- Any clothing or articles with L.A. on them
- Any clothing/article displaying the number 13.
- Any clothing or articles with South Side displayed on them.
- Bandanas
- Students are not allowed to wear hoods inside of the school building(s)
- Students are not allowed to wear gloves inside of the school building(s).
- Pants that drag excessively on the ground (this is for student's safety)
- Pants are to be worn at the waist –pants that are worn below the waist or show a student's underwear is prohibited.
- Clothing that promotes alcohol, drugs or tobacco.
- Clothing that promotes or displays violence, racist messages, or the Confederate flag
- Brief garments such as halter tops, tops with spaghetti straps, tube tops, show bare midriffs, or bare backs.
- Short skirts or shorts. Must be no shorter than finger-tip length.
- Belts must be secured in such a manner that no part of the belt is left hanging.
- Pants or shirts with large holes are prohibited.

1st Offense

A written warning will be issued to the student and they will be required to change their clothing. If it is an article that is prohibited student will be required to give the items to the staff member upon request and will be allowed to pick the article up in the office after school.

- 2nd Offense Student will be required to change clothes or hand over the prohibited article and may be assigned Saturday School.
- 3rd Offense Student will be required to change clothes or hand over the article and may be assigned an out-of-school suspension.

Additional actions/consequences may be applied.

GANG RELATED ACTIVITIES (Criminal Offense)

Gang activity is described as claiming membership in, association with, affiliation with, or participation in a gang or gang-related activities at school or during school-related functions. A gang is a self-formed association of peers having the following characteristics: a gang name and recognizable symbols, identifiable leadership, a geographic territory, a regular or recurrent meeting pattern, may be identified by law enforcement as a gang, and collective actions to engage in serious criminal, or violent behavior. The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by a student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang-related, and would disrupt or interfere with the school environment or activity, and/or educational objectives;
- Present a safety hazard to self, students, or staff;
- Create an atmosphere in which a student, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence or;
- Imply gang membership or affiliation by written communication, marks, drawings, painting, design, emblem upon any school or personal property, or one’s person.

Please refer to **RCW 28A.600.455** – Gang activity – Suspension or expulsion for and **WAC 148-120-100** Conduct violations for additional information on gang activities.

Searches of Students and Personal Property

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy.

Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's desk, as follows:

1. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. For the purpose of this policy, “contraband” means items, materials, or substances the possession of which is prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon.
2. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

No student shall be subject to a strip search or body cavity search by school staff.

Board Policy No. 3230

PE reminders-

On days that PE happens for your class, please make sure that shoes are tied and appropriate clothes are worn.

Agenda Use-

Agendas are required by all students at Washington Elementary School. Please review student notes each night and have parents sign that this has been checked. Agendas help create a “two-way” communication between home and school. **In addition, the agendas are used as hall passes for our students throughout the year.**