

# CSD Elementary (K-5) Summer School



## Student and Parent Handbook 2018

<b><u>Grades K-2</u></b>	<b><u>Grades 3-5</u></b>
Edison Elementary School 607 "H" Street Centralia, WA 98531 Phone: 360-330-7631	Oakview Elementary School 201 E. Oakview Avenue Centralia, WA 98531 Phone: 360-330-7638

# Communication

Transportation	
Hours of Operation	7:45 AM - 12:30 PM
Main Phone Line	360-330-7631

Edison Elementary Office	
Hours of Operation	7:45 AM - 12:30 PM
Main Phone Line	360-330-7631

Oakview Elementary Office	
Hours of Operation	7:45 AM - 12:30 PM
Main Phone Line	360-330-7638

District Office	
Hours of Operation	7:30 AM - 4:30 PM
Main Phone Line	360-330-7600
Fax	360-330-7604

District and School Websites	
District Website	<a href="http://www.centralia.k12.wa.us">http://www.centralia.k12.wa.us</a>

Centralia School District #401 complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. 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 Title IX Officer and Civil Rights Coordinator, Steven Warren, [stwarren@centralia.wednet.edu](mailto:stwarren@centralia.wednet.edu) (Director Human Resources), or Section 504 Coordinator, Kate Pothier, [kpothier@centralia.wednet.edu](mailto:kpothier@centralia.wednet.edu) (Director Special Education). The Compliance Officers listed can be reached at 2320 Borst Avenue, Centralia, WA 98531-0610, (360) 330-7600.

## Daily Schedule

### Monday - Thursday

>>> **NO SCHOOL FRIDAYS** <<<

- 8:00** Breakfast/Recess
- 8:25** Passing to class
- 8:30** Learning Block 1 begins  
(Tardy after 8:30, must check in at office)
- 10:00** Recess Starts
- 10:15** Learning Block 2 begins
- 11:45** Lunch/Dismissal
- 12:15** Lunch Ends/Bus Load up

**July 26th Field Trip** --- departs from school at 8:45a, *approximate* return 1:30p.

***Eligibility to participate in our end of summer school field trip requires students attend daily and be in good standing with student code of conduct. Students may be disqualified from the field trip if: (a) they have more than two (2) absences or (b) they have two office referrals.***

### **Student Attendance Expectations**

Summer School provides unique opportunities for additional academic growth and achievement. Therefore, being to school on time and ready **each day** is crucial.

Parents, your child needs you. They need you to decide that every school day is a day to attend and participate. They need you to get them up and ready for school

Please help your child to attend school every day that he or she possibly can. Students with regular school attendance have a greater opportunity to grow and achieve.

# **School-Wide Expectations**

**Be Responsible**

**Be Respectful**

**Be Safe**

## **Student Rights and Responsibilities**

Students have the right to learn and be safe at school. They also have the responsibility to maintain an environment that allows self and other to learn and be safe.

## **Expectations for All Educational Settings**

The same expectations for responsible, respectful, and safe behavior apply to all summer school settings—classroom, playground, cafeteria, bus, or any other school setting.

## **Attendance**

### **Administrative Policies for Absences and Tardies**

Regular and punctual attendance is extremely important to your child's daily success. It is vital that every effort be made to have your child at school on time every day. Students who arrive after class begins find themselves in the position of missing important learning opportunities. It is important that students be in class when instruction begins at 8:30. Students not in class by 8:30 will be counted as tardy. It will be an unexcused tardy unless a note is provided by the parent. A note indicating a family is running late or overslept will still be considered unexcused. Three unexcused tardies will be counted as one absence.

We recognize the fact, however, that emergencies and illnesses can cause a child to be tardy or absent. If this occurs, parents should contact the school by phone (360) 330-7631 (**EDISON**) / 360-330-7638 (**OAKVIEW**) or by note. All late arrivals **MUST** check in through the office before going to class. If a student has been absent and you have not telephoned the school to excuse the absence, a note explaining the absence should accompany the student upon his return to school. This note should be given to the child's teacher or to the attendance office. Students who return to school without a note or a phone call explaining the absence are counted as "unexcused". Absences and tardies are only **excused** for the following reasons: illness, health condition, family emergency or religious reasons. All other reasons will be recorded as unexcused. Please excuse your child's absence within 24 hours.

### **Appointments/Early Dismissals**

When a dental, medical, court, or family appointment makes it necessary for a student to leave school early, the student should bring a note to the office signed by his/her parent/guardian stating the reason and time for early dismissal. The student will be called from the classroom when the parent/guardian arrives at the office. For security reasons, parents/guardians must always come to the office to sign the student out of the building.

### **Excused Absence/Truancy**

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in a manner provided by the teacher.

- A. Participation in School-approved activity or instructional program.
- B. Absences due to: illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceedings.
- C. Absence for parental-approved activities. This category of absence shall be counted as excused for purposes agreed to by the principal and the parent/guardian.
- D. Absence resulting from disciplinary actions – or short-term suspension.
- E. Extended illness or health condition.
- F. Excused absence for chronic health condition.
- G. Excused Absences

The district shall initiate court petition procedures beginning with a parent conference and resulting in a court petition in cases of excessive absenteeism which adversely affect the student's educational progress.

### **Unexcused Absence/Truancy**

Unexcused absences or truancy will be referred to the office for disciplinary action in accordance with the consequence grid outlined in this handbook.

### **Tardies**

Tardiness and Early Departures are defined as not being in the classroom at the assigned start to the instructional day or secondary class period and/or leaving more than ten (10) minutes prior to the official end of the school day and/or class period.

If a student arrives more than ten (10) minutes late in the morning, or leaves more than ten (10) minutes prior to the end of the official end of the school day this will be counted as either a tardy (am) and/or an early departures (pm). When students have the accumulation of three (3) tardies and/or early departures it may equal one (1) day of unexcused absence for the purposes associated with court reporting requirements.

### **Late Arrivals AND Early Departures**

When an elementary student arrives to school or leaves school early by thirty (30) minutes or more, he/she will be charged with an absence.

Please review Centralia School District Board policy #3122 (Excused and Unexcused Absences) for the complete details.

### **Student Code of Conduct**

Summer School expects student conduct to contribute to a productive learning environment. Students are expected to 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 detention, school initiated withdrawal and/or referral to law enforcement for the following, but not limited to:

- Theft;
- Disruption of the school;
- Damage or destruction of school property or private property on school premises or during a school activity;
- Assault, harassment or threat of harm;
- Students shall not bring, possess, conceal or use a weapon of any type on or at a property—includes any type of weapon replica and any type of knife or blade;
- Unlawful possession or use of tobacco, alcohol or drugs, including drug paraphernalia;
- Violation of school or classroom rules;
- Persistent failure to comply with lawful directions of teachers and school officials.

### **Discipline and Due Process**

A student who violates the **Student Code of Conduct** shall be subject to disciplinary action. In most cases, the action will be progressive in nature, however, more severe violations may require skipping steps in the progression. The progression will follow these steps:

- Classroom offenses = teacher administers discipline (e.g. loss of privileges); repeated offenses will result in teacher communication with parent/guardian.
- Playground/Cafeteria/Bus offenses = staff administers discipline (e.g. loss of privileges); repeated offenses will result in teacher/office communication with parent/guardian.
- Ongoing classroom or playground (et al) offenses = referral to office. Administrator consequences applied including behavior contract.
- Two office referrals = loss of field trip opportunity
- Three or more office referrals = school initiated withdrawal

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of school staff.

### **Harassment, Intimidation and Bullying (H.I.B.) Information**

The Summer School Staff believes that harassment, intimidation and bullying are unacceptable behaviors and that every one of our students has a right to come to school without experiencing these behaviors. School-wide instruction in the **H.I.B.** program teaches students the skills to develop and support a positive learning environment for all.

Please review the following information along with the attached copies of the Centralia School Board policy # 3207 on H.I.B. and feel free to call the school office or speak with your child's teacher if you have any questions.

### **Definition of harassment, intimidation and bullying:**

*Repeated* behavior directed at an individual or group, characterized by an imbalance of power and intent to harm. The behavior may include physical or verbal aggression, rumors and gossip, and exclusion or threats of exclusion from the peer group.

**Examples of repeated behaviors associated with harassment, intimidation and bullying:**

- Name-calling
- Physical contact (kicking, hitting, shoving...)
- Threatening (verbal or written)
- Damaging property
- Invading personal space
- Excluding someone from a group or game
- Discrimination based on a person being perceived as different in some way.

**Examples of how to handle students who harass, intimidate, or bully you:**

- Stay away from them
- Walk away from them or tell them to leave you alone and walk away
- Ignore them
- Play with friendly students
- Don't fight back physically (it will escalate the problem)
- Report to your parent, teacher, playground supervisor, principal, bus driver....

**Information for parents if your student is being harassed, intimidated or bullied:**

- Listen carefully to your student
- Stay calm
- Get accurate details
- Review ways to handle bullying with your student
- If your student is different in some way, help him or her to be proud of that difference
- If the problem continues, seek help from your student's teacher
- If the problem continues, seek help from the school principal.

**If your student is harassing, intimidating or bullying others:**

- Find out all the facts from the school
- Talk to your student, but do not blame
- Emphasize that bullying is not acceptable in your family
- Role-play alternative behaviors
- Seek assistance from school or health professionals
- Be specific regarding consequences for continuing unacceptable behaviors
- Reward appropriate behavior

**Consequences of harassment, intimidation and bullying at Summer School:**

**First Offense:**

- Referral to school office
- Parents notified by telephone and/or letter

**Repeated Offenses:**

- Conference with school principal and parents
- Loss of involvement in school functions (recess, field trips, etc.)
- School initiated withdrawal
- Referral to law enforcement

**Note:** Levels are on a progressive scale, but for serious behavior problems a student can proceed straight to a higher level. For example, physical assault, even a first offense, may lead to out of school suspension or referral to law enforcement.

### **Bus Regulations**

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 safety of all passengers. Student conduct must be such that drivers are able to focus their full attention on driving the bus.

### **Dress Standards**

Dress is the responsibility of the parents. In as much as school is a formal activity, it is anticipated that parents would exercise this responsibility accordingly. Our goal is to have a school where learning takes place in a pleasant yet business like atmosphere. You can help us by having your child come to school dressed appropriately for school. We would appreciate your support in following these guidelines:

Shorts should be close to the knee, at least no shorter than mid-thigh.

Shirts and tops should cover the midriff and be to the waistline. Tank tops, spaghetti straps, and halter-tops are not allowed. Sleeveless shirts are okay.

Clothing depicting drugs, alcohol, violence, weapons, inappropriate pictures or slogans are not allowed.

For safety reasons, pants should be worn in a way that they are not dragging on the ground and can be stepped on.

No caps/hats are to be worn in the building.

Flip-flops and platform shoes should not be worn. While these are fine for adults, students run when they play. Both of these kinds of shoes can present hazards and can cause twisted or broken ankles. We recommend tennis/athletic shoes.

Students do a lot of sitting with their legs criss-crossed. This is expected in reading and done at various times of the day. With the style of some pants that students wear being lower at the waist, we have had a number of times where students feel embarrassed because of how low their pants go in the back within they sit on the floor with their legs criss-crossed. This exposes too much and we ask that parents have other pants available to wear to school.

### **School Closure Due to Weather Conditions**

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 on the Centralia School District Web Page: <http://www.centralia.k12.wa.us> Parents:

please discuss with your students what to do if school is closed, delayed, or dismissed earlier than regular time.

### **When picking up students**

Parents are asked to pick up children through the office 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 office when picking them up prior to end of day.

### **Recess**

We are often told by students that they are not to go out for recess. Our expectation is that all students who are at school will go out for their scheduled recess time. If there is a medical reason for your child staying in, please contact us and we will attempt to work out a solution.

### **Health Policy and Services**

#### **Nurse Services:**

A school nurse is available on a limited basis. She is happy to work with you regarding your child's health concerns. She can be contacted through the school office.

#### **Immunizations:**

Washington School Immunization law requires that students must present proof of immunization in order to be admitted to school. We will notify you if your child is out of compliance and work with you to update their records.

#### **Medication at School**

The school provides no medication for students. If your child needs to take medication (this includes over-the-counter medication such as cough drops, Tylenol, chapstick, or lotion) while at school, please contact our office as soon as possible for the Parent and Doctor Permission Slip. Students cannot possess any prescription or non-prescription medication at school. The medication must be kept in the school office while the child is in school. You may pick up a medication form at the school office prior to taking your child to the doctor's office. State law prohibits students from bringing medication to or from school. A parent or guardian must deliver it.

#### **Special Health Concerns:**

Please inform the school if your child has any special health concerns such as diabetes, asthma, severe allergies, seizures, orthopedic problems, heart condition, etc. The school nurse is available to work with students and parents in dealing with health problems. It is especially important that we have an emergency plan for conditions like bee sting allergy or asthma attack.

#### **Illness:**

Please keep your child home from school if he/she is not feeling well. We do not have facilities to care for ill children at school. If your child has a communicable disease please call and notify the school.

If your child should become ill at school, the office will contact you. If you are unavailable, we will attempt to contact any alternate numbers or emergency contacts. In order to insure that contact can be made, it is important that we have current phone numbers at all times. If any of your contact numbers or numbers of your emergency contacts change, please notify the office so we have current information at all times.

## **Volunteers**

Summer School does not have a set of volunteer opportunities. However, if you are interested in volunteering, you will first need to meet the summer school director and if volunteering is the next step, you will be asked to complete a volunteer packet, which includes a disclosure statement and a Washington State Patrol background check. The packets can be picked up from the office. Volunteer packets need to be turned in at least 72 hours prior to allow for time to process. Volunteers are asked to sign-in on the volunteer sheet in the office and pick up a volunteer badge before going to the classroom.

For safety reasons anyone who will be interacting with students will need to have a background check and be cleared by the office before you will be allowed to volunteer or escort a class on a field trip. Please note that even if you have filled out a form in the past a new one is required each school year.

## **Visitation and Volunteer Policies**

Summer School encourages the public to be actively involved with our school. We enjoy having volunteers work with our students and staff. To insure minimal disruptions by parents, visitors, and volunteers, smooth functioning of the school, and the safety of all our students and staff, we have the following guidelines for visitors and volunteers:

**\*All parents, visitors, and volunteers must sign in at the office each day upon arrival.**

If visiting the school, the principal may arrange times but only after he or she has conferred with the teacher. Drop-in visits are not allowed. Only prearranged visitations are allowed. As part of the visit, the visitor may be required to confer with the teacher before or after the observation to enhance the understanding of activities. Teachers will be given at least 24 hour notice of visitors to their classrooms

Approval to visit a classroom or to be a volunteer at Edison can be withheld by the principal if the classroom activities may be adversely affected by a visit or if we don't have volunteer activities that match the volunteer. If for any reason the visitor or volunteer's presence is deemed disruptive, the principal may withdraw his approval. In either case, the principal shall give reasons for the action.

## **Field Trip Supervision**

Approval of parents interested in going with classes on field trips is based upon the need for additional chaperones. If it is determined that additional assistance is needed, the following steps will take place. First, all volunteers must have a background check completed and approved. Second, there are usually a limited number of volunteers for each trip. Parents and

teachers must communicate early about going on the trips. Third, parents going as chaperones cannot take younger children. In order to provide adequate supervision on a trip the parent must not be supervising their other children. The school children are the priority on these trips.

### **Students Arriving Early**

Children should not arrive on the school grounds before 8:00, as there is no adult supervision prior to that time. All of the exterior doors remain locked each morning until the school opens at 8:00. Between 8:00-8:25 students should be outside or eating breakfast. Class begins at 8:30 each morning. Students eating breakfast should go to the cafeteria immediately upon their arrival so they will have time to finish eating prior to the beginning of class.

### **Changing a Student Pick Up Plan**

Changes to your child's end of day travel or way home **MUST** reach the office prior to 11:30a. Calls after 11:30 will not guarantee that your request be granted. If a student has not submitted a note or the school has not received a phone call, the student will go home according to the predetermined plan.

**\*Reminder: A custodial parent/guardian must be the one to notify the school of any changes.**

### **Early Student Pick Up**

If parents need to pick up a student early, please send a note to school with the student or call the office. This needs to be done before 11:30a. When you arrive at the school to pick up your child, we will then call them out of class. Students will need to be signed out properly. Students will NOT be released to emergency contacts unless the school was notified by note or phone call from the custodial parent/guardian.

### **Students Going Home with a Friend**

Students who wish to go home with a friend must have a note (with the address) from their parent giving them permission. The note is to be presented at the school office before 8:30a. 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.

### **Photo Opt-Out**

The Centralia School District often uses photos of students in District publications (newsletters, pamphlets, etc.), in news releases, and on District maintained websites or social media accounts. The purpose of this use is to help distribute information about the Centralia School District. If you do not want your child's image used in publications, news releases, or on websites/social media, please return the Photo Opt-Out Form to your Child's school. Please note, we cannot always control how other entities use images they obtain on their own.

### **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 very important if you child becomes ill or injured while at school.

## **Breakfast and Lunch**

The cafeteria at Summer School serves meals for breakfast and lunch each school day. These meals are free of charge and open to the public.

## **Animals on Campus**

Pets are not allowed at school without obtaining prior permission from the student's teacher and the school principal

## **Parties**

Teachers celebrate birthdays in different ways. If you are interested in planning a celebration for your child, please contact your child's teacher directly. If you choose to bring treats to school, they **must be store bought**. Homemade treats, while they are special, do not meet health code standards and are not legal to serve in schools.

## **Electronic Devices need to stay home**

Please know that all electronic devices are not allowed to be used at school. These items include, but are not limited to cell phones, smart watches, video games, and other electronic devices. If a student uses these items at school the following consequences will be provided:

Step 1: A staff member will take the device and return it when appropriate.

Step 2: The device will be turned in to the office and can be picked up at the end of the day by the student.

Step 3: A parent will need to sign for and pick up the device after school.

Step 4: Will result in disciplinary action.

Please know that we are trying to protect the learning environment by eliminating distractions. If a student has a device with them it should be turned off and stay in their backpack at all times. If left in the backpack we can't assure the safety of the device, or how it may be tempting if it is known that some students have these types of products in their backpacks.

## **Students' Acceptable Use of Technology**

Electronic information resources are available to qualifying students in the school district. These resources include the use of the computer and access to the local area network and internet services. Our internet system is being filtered by a proxy server. 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.

To qualify for electronic information resource services, students must be willing to abide by the rules of acceptable use. Acceptable use means that students will promise to use the computer and those special learning tools and programs, such as the internet, responsibly and respectfully. Acceptable use means promising to abide by the school and district rules as outlined here and as will be taught to students by teacher and computer specialists at school. The use of these electronic teaching and learning tools are designed to support your child's education. If rules are broken, a student may lose his/her privilege in using the computer and internet.

When using the computer to write, send or receive messages or information, always use kind and proper language and abide by rules of friendliness. Treat others and equipment with respect. Anything written or received electronically may be viewed by others with or without the other individual's knowledge. Abuse or vandalism of the equipment will not be tolerated. Show respect for property, others and self. The computer and electronic resources belong to the school district. Do not do things on the computer that would be against the rules, the law, or may be looked upon as dishonest. Use the computer and the internet for appropriate educational purposes only.

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, or personal photos when used with names. Keep personal and electronic information including your username and password private.

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

<http://www.centralia.k12.wa.us>

**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.O. 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.

**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 and substance being identified as a controlled substance by law or any substance purporting to 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 en route 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 in route between home and school

Corrective Action Required

Board Policy 2170P sets forth corrective action required if a student appears at school or at 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 action:

- 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 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 by a school administrator 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:** BP2170.3200 Drug Free Schools, Student Rights and Responsibilities: RCQ 28.A.210.310-31.170 Prohibition on Use of Tobacco Products on School Property

## 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.

**CENTRALIA SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE TO BOARD POLICY #3230**

**3230 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 locker, 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.

Locker Searches:

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the

search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to board policy governing personal searches.

## **BOARD POLICY**

**Board Policy #5100, Sexual Harassment**, requires that staff, volunteers, students, and parents will be informed that sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value.
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request.
3. Penalizing a person for refusing to submit to a sexual advance, providing a benefit to someone who does.
4. Making unwelcome, offensive or inappropriate sexually suggestive comments, gestures or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct.
5. Using derogatory sexual terms for a person.
6. Standing too close, inappropriately touching, cornering or stalking a person.
7. Displaying offensive or inappropriate sexual illustrations on school property.

The Washington State Legislature recently amended the state's school attendance law. The law requires that schools:

1. Notify a student's parents (by phone or letter) after one unexcused absence within any month.
2. Schedule a conference with parents after two unexcused absences in a month.
3. Take steps to eliminate or reduce the student's absences.
4. File a petition with the court the fifth unexcused absence in a month, or upon the tenth unexcused absence during the current school year. (RCW 28A.255.020 and .030)
5. The court may take action including:
  - a. Ordering detention for the student
  - b. Ordering community service, or
  - c. Imposing a fine upon parents,

Please help us assure that all our students attend school regularly and remember to send a note excusing absences for illness, accidents, emergencies, etc.

## **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 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  
U.S. Department of Education  
400 Maryland Avenue SW  
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 education 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 or the current school year. Written notice should be addressed to:

Assistant Superintendent  
Centralia School District  
P.O. Box 610  
Centralia, WA 98531-0610

# Non-Discrimination and Sexual Harassment

## **DISCRIMINATION**

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

Civil Rights Coordinator: Steve Warren, stwarren@centralia.wednet.edu, 2320 Borst Avenue, 330-7600]

Title IX Officer: Steve Warren, stwarren@centralia.wednet.edu, 2320 Borst Avenue, 330-7600

Section 504 Coordinator: Kate Pothier, kpothier@centralia.wednet.edu, 2320 Borst Avenue, 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](mailto: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](http://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](mailto: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](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)