

# Welcome to Jefferson Lincoln School

Welcome from all of us at Jefferson Lincoln School. We are very happy to have you as part of our school family. Our school is dedicated to the task of giving each child the best education possible and to help them to recognize the potential each has within themselves.

This handbook will help answer a few questions about our school. If you have concerns or questions please call and talk to us about them. You may also make an appointment for a conference if that works better for you.

## **JEFFERSON LINCOLN ELEMENTARY MISSION STATEMENT**

The mission of Jefferson Lincoln Elementary is to provide a positive learning community in which each student learns essential skills to maximize individual potential.

We will respect diversity  
and provide programs  
and services  
which emphasize high expectations  
for behavior and academic performance  
in partnership  
with students, parents, staff and community

## JEFFERSON LINCOLN SCHOOL STAFF

Ashley Goodman	Kindergarten	Samantha Laratonda	Speech
Coleen Bridges	Kindergarten	Merran Mahoney	Counselor
Taylor Ferrier	Kindergarten	Jen Halstead	Para Educator
Susan Muniz	Kindergarten	Shawn Merryman	Para Educator
Shawn Peters	Kindergarten	Susan Holmgren	Para Educator
Sarah Qualia	1st Grade	TBD	Para Educator
Marisa Anderson	1st Grade	Karen Shoemaker	Para Educator/Volunteers
Tiffany Kennedy	1st Grade	Sharon Price	Para Educator
Amber Luzier	1st Grade	Rachel Frankovich	Para Educator
Charity Layton	1st Grade	Debora Faircloth	Para Educator
Jenny Ashmore	2nd Grade	Martha Vlahosotiros	Para Educator
Dennis Lorton	2nd Grade	Linda Steele	Para Educator/Sped
Jeannine Canini	2nd Grade	Jean Shannon	Para Educator/Sped
Patricia Szramek	2nd Grade	Jesseca Crowston	Para Educator/Sped
Gloria Gonzales	3rd Grade	Sandra Pecor	Para Educator/Sped
Michelle Leslie	3rd Grade	Jaye Roberts	Para Educator/ELL
Ali Isaacson	3rd Grade	Lana Clark	Para Educator/Sped
Lindsay Bullock	3rd Grade	Becky Vedder	Para Educator/Sped
Hilary Prince	3rd Grade/Inst. Facilitator	Debra Frazier	Para Educator/Sped
Michelle Hewitt	3rd Grade/Inst. Facilitator	Sheri Johnstone	Para Educator/Sped
Darin Bullock	PE	Sarah Kendrick	Para Educator/Sped
Melanie Corey	SLC	Beth DeHaven	Librarian
Anne Shaefer	Music	Peggy Floyd	Nurse
Jane King	Special Education	Laura Martinez	Family Resource Advocate
Kelli DeMonte	Principal	John Sawyer	Custodian
Lori Taylor	Secretary	Darin Jungmayer	Custodian
Krystie Schueck	Office/Health Room		
Elizabeth Baker	Psychologist		

### Daily Schedule

Student Arrival	7:55am
First Bell	8:15am
Class Begins	8:20am
K Lunch/Recess	10:55-11:35am
1st Lunch/Recess	11:10-11:45am
2nd Lunch/Recess	11:25-12:00pm
3rd Lunch/Recess	11:40-12:15pm
Dismissal	2:55pm
Teacher Day Ends	3:30pm

### Office Hours

Doors open	7:55-4:00pm
Reach us by phone	7:30-3:30pm

## **JEFFERSON LINCOLN DISCIPLINE PLAN**

### **Expectations and Rules for Student Conduct Jefferson Lincoln Elementary**

The school board has set forth rules and expectations addressing student safety and security. Much like the rules that govern our cities, violations of these rules carry penalties, fines, consequences, and etc. that are prescribed by law. The purpose of penalties under these Federal, State, and Local laws is to ensure an orderly and safe society.

The Board of Education sets the standards for safety and security and has set penalties for violation of these standards. These standards address the safety and security of both children and school staff. They are not set up for interpretation at the local school level, just as the laws for our city, state, and/or county statutes are not set up for interpretation or revision by local school administrators.

### **DISTRICT RULES / SAFETY AND SECURITY RULES**

In accordance with student procedural and substantive Due process Rule Chapter 180-40 WAC, these are Conduct Rules that violation of, by students, could result in discipline and/or punishment.

1. Insubordination to adults on the school premises.
2. Profanity directed toward an adult on the school premises.
3. Profanity, slander, harassment, indecent gestures toward an adult employee of the school on or off the school premises.
4. Physical damage done to an employee's personal property on or off the school premises.
5. Any threats or attacks on any adult on the school premises.
6. Any threat or attack on any school employee on or off the school premises.
7. Destruction or damaging of school property.
8. Acts which may lead to injury of the student or other students.
9. Continued use of profanity or indecent gestures toward other students
10. Any type of indecent behavior.
11. Any continued violation of established school or classroom rules.
12. Theft of school or personal property.
13. Truancy from school

### **CONSEQUENCES FOR VIOLATION OF DISTRICT RULES**

Consequences for students involved in any of the proceeding behaviors will be subject to suspension, expulsion, and/or turned over to the appropriate law enforcement agency.

Adults involved in any of the proceeding behaviors will be turned over to the appropriate law enforcement agency.

### **DISCIPLINE**

Discipline in the classroom is normally the responsibility of the classroom teacher, who manages the majority of incidents in the classroom. In cases where the problems become serious, the teacher will call home to discuss the situation with parents/guardians.

Jefferson Lincoln is dedicated to a team approach in resolving issues, frequently consisting of the teacher, parents, the counselor, the principal, educational assistants and the school psychologist. This is the Family Support Team. Meetings will be set as needed throughout the school year.

## **SCHOOL RULES / SAFETY AND SECURITY RULES**

All district rules related to safety and security are in effect at all times at the local school level

### **RULES AND EXPECTATIONS SUPPORTING THE ORDERLY OPERATION OF THE SCHOOL AND THE EDUCATIONAL PROCESS:**

Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and others.
5. Help students develop responsibility and character.

### **JEFFERSON LINCOLN SCHOOL RULES**

1. Students are to treat others safely and respectfully.
2. Student actions, possessions, dress, etc. may not cause a problem for others.
3. Be safe, be respectful, be responsible

#### **Problem behaviors include, but are not limited to:**

Fighting; Harassment/Intimidation/Bullying; Lying; Cheating; Theft; Inappropriate language; Leaving school without permission; Vandalism

#### **Problems related to possessions include, but are not limited to:**

Weapons; Controlled substances; Electronic games, toys, etc.; Toys from home

#### **Problems related to dress include, but are not limited to:**

Tank tops (2-inch strap minimum); Bare midriffs; Short shorts / skirts; Undergarments not covered by clothing; Clothing depicting drugs, alcohol, tobacco; Clothing with inappropriate pictures or words; Attire defined as gang-related by the Centralia Police; Sagging or baggy pants (should be worn at waist level); Pant legs dragging on the ground; Attire creating an unnecessary disruption to learning; "Flip Flops" pose a safety hazard on the playground and in PE; Hats worn inside the building

4. If student actions, dress, or possessions cause a problem for others, he/she will be asked to help solve the problem.
5. If the student cannot solve the problem, or chooses not to, staff members will impose an appropriate consequence. Consequences will depend upon the situation and the people involved. Staff members will use their best judgment based upon the information they have at the time.
6. If students and/or parents feel that the consequences are unfair, they should request a due process hearing with the building principal.

A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question.

In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

## **CORE BELIEFS WHICH GUIDE ENFORCEMENT OF SCHOOL RULES AND EXPECTATIONS**

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The Jefferson Lincoln staff dedicates itself to following a set of core beliefs which provides a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

## **JEFFERSON LINCOLN ELEMENTARY STAFF CORE BELIEFS**

The following list of core beliefs outlines the professional actions and attitudes of all staff members in our school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students will be given the opportunity to do most of the thinking during disciplinary situations.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

**Jefferson Lincoln Elementary  
Three-way Pledge/Compact**

**THE TEACHER PLEDGE:**

I understand the importance of the school experience to every student and my role as a teacher and model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will teach grade level skills and concepts.
- I will teach all of the necessary concepts to your child before regular homework is assigned.
- I will strive to address the individual needs of your child.
- I will regularly communicate with you regarding your child's progress.

Teacher's signature \_\_\_\_\_ Date \_\_\_\_\_

**THE STUDENT PLEDGE:**

I realize that my education is important to me. It helps me develop the tools I need to become a happy and productive person. I also understand my parent(s) want to help me do my very best in school. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will get a good night's sleep and eat a healthy diet.
- I will get to class on time every day.
- I will ask for help when needed.
- I will return completed homework on time.
- I will be responsible for my own behavior.
- I will be a cooperative learner.
- I will learn and follow the school rules.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**THE PARENT/GUARDIAN PLEDGE:**

I realize that my child's school years are very important, and I understand that my participation in my child's education will help his or her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my abilities:

- I will provide a quiet place and time for my child to study.
- I will encourage my child to complete his/her homework.
- I will make sure my child gets an adequate night's sleep and a healthy diet.
- I will see to it that my child arrives at school on time every day.
- I will encourage my child to engage in reading activities for at least 20 minutes per day.
- I will attend Parent Conferences (or reschedule with the teacher).
- I will support the school district's homework, discipline, and attendance policies.
- I will communicate with the teacher when I have concerns about my child.
- I have read and understand the Jefferson Lincoln Core Beliefs

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

## **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.

## **VISITORS**

We would like to ask that parents and visitors enter the school at the Summa Street entrance (by the office) so that they can be signed in and issued a security pass. We care about the safety of all students, so we request that all visitors wear a security pass while in the building. **Anyone not wearing a pass will be asked to go to the office and check in. School visits and/or volunteer time must be pre-approved and background checks completed prior to the day(s) of the request.**

## **VOLUNTEERS**

Teachers use classroom volunteers at various times during the year for help with special projects, classroom parties and field trips. If you are interested in volunteering on a more regular basis please contact your child's teacher or our volunteer coordinator. Those people who wish to volunteer at Jefferson Lincoln will be required to complete a registration packet, which includes disclosure statements and a Washington State Patrol background check. The packet can be picked up in the office. Volunteers are asked to "sign-in" on the sheet in the office before going to the classroom.

## **SCHOOL CLOSURE DUE TO WEATHER CONDITIONS**

In the event of bad weather, the following radio stations will carry school closure news: KITI, KELA-AM, and KELA - FM. If you do not hear a notice, school will open as usual. Under certain weather conditions, school will open one hour late. Only under severe conditions will school be closed.

## **EARLY DISMISSAL TIMES**

Jefferson Lincoln elementary students will be dismissed at **12:55PM** on the early dismissal days. During conference weeks, dismissal will occur at **12:35PM** daily.

## **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.

## **ILLNESS AT SCHOOL**

Daily we have children who become ill at school. The normal procedure is for us to call home and have the parent come to school and pick up their child. If you are a working parent or have a trip planned for the day please let the school office know who will care for your child until you return.

## **LOST AND FOUND**

A box containing lost articles is kept at school. Please feel free to come and check the box for your missing items.

## **MORNING ARRIVAL**

Students should not arrive on the school's grounds before **7:55 AM** as there is no assigned supervision before that time.

## **MEDICATION AT SCHOOL**

If your child needs to take 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 give medication without written medical permission. All medication must be kept in the office.

## **HEAD LICE**

Head lice among school children remains a serious problem across the country. In order to keep the number of cases to a minimum, the Centralia School District has adopted the following policy: Children who have lice and/or nits will not be allowed in school until treated with an appropriate medicated shampoo and **all lice and nits have been removed from their hair**. THIS POLICY IS VERY STRICT, however the enforcement of it has allowed us to keep the occurrence of head lice among our students to a minimum.

## **STATE IMMUNIZATIONS**

Each student in grade K-12 in the State of Washington must be properly immunized to be allowed in school. All continuing students in the Centralia School district have been properly protected and the information recorded. If you are ever in need of your child's health record please call the school and we will be happy to assist you.

## **SCHOOL INSURANCE**

The accident insurance purchased through the school is from a private company. The school collects the premium and sends the money directly to the company. Due to the nature of the policy it only pays when no other insurance is in force.

## **ATTENDANCE**

Our state legislature, in 1995, passed Truancy Legislation (RCW28A.225) specifying procedures to be followed by school personnel to address unexcused absences by students. In the very simplest form:

1. After one unexcused absence within any month the parent will be notified either in writing or by phone.
2. After two unexcused absences within any month, a conference is held with the parent and student.
3. After 5 unexcused absences in any month, or 10 at any time during the school year, a petition will be filed with Lewis County Juvenile Court.
4. Excessive excused absences (20% or greater) will constitute letters and/or court petitions
5. According to Centralia School Board policy – 3 tardies will equal 1 unexcused absence

If you know in advance that your child is going to be absent, please notify the school office (330-7636). If you are not able to notify the school office by phone, please send a written excuse or telephone the office upon the student's return to school.

## **PERFECT ATTENDANCE AWARDS**

At the end of each school year we award students who have had perfect attendance with certificates. During the past few years we have had bicycles and scooters donated to the school to give away. We have used these for our perfect attendance students. Students' names are put in a drawing and the students drawn get the bike/scooter. In order to be considered for perfect attendance a student must attend school all day, every day. **Students who are tardy to school or leave early do not have perfect attendance.**

## **TARDINESS**

Classes begin promptly at 8:20 a.m. It is important that students arrive on time. Three unexcused tardies are equivalent to 1 unexcused absence.

## **PARENT/TEACHER CONFERENCES**

Conferences are scheduled for November and March. The primary focus of the November conference is a goal setting opportunity for you, your child, and the teacher. Teachers will be discussing your child's current performance levels and set goals for the year. The final conference in March, is for the purpose of assessing the completion of the goals set in November.



Parents or teacher may initiate additional conferences during the year as the need arises. As a parent do not hesitate to call the school for an appointment to see the teacher or principal.

**During conference weeks, students are on early release schedules. School dismisses at 12:35pm.**

### **CHANGING A STUDENT PICK UP PLAN**

If parents need to change the plan for how a student will get home, they **MUST** provide the change in writing or make a call to the office before 12:00 PM. If a student has not submitted a note or the school has not received a phone call, the student will go home according the predetermined plan.

### **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 12:00 PM.** 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 GOING HOME WITH A FRIEND**

Students who wish to go home with a friend must have a **note from their parents** giving them permission. The same note will allow them to ride on their friend's bus. Students may not call home to ask to go to a friend's house.

### **FREE AND REDUCED-PRICE MEALS**

All students whose family income falls within the guidelines set by the US Department of Agriculture may make application for free and reduced price meals. Applications are given to all students at the beginning of the school year.

Completed applications should be turned into the school office as soon as possible. According to Federal law, a student cannot receive the free lunch until the application is approved. Centralia School District receives many of these, especially in the beginning of the year. Thus, it takes some time to get this process completed.

### **BREAKFAST & LUNCH PRICES**

Breakfast	\$ 1.40
Lunch	\$ 2.40
Milk	\$ 0.40
Reduced Lunch	\$ .40
Reduced Breakfast	\$ .40

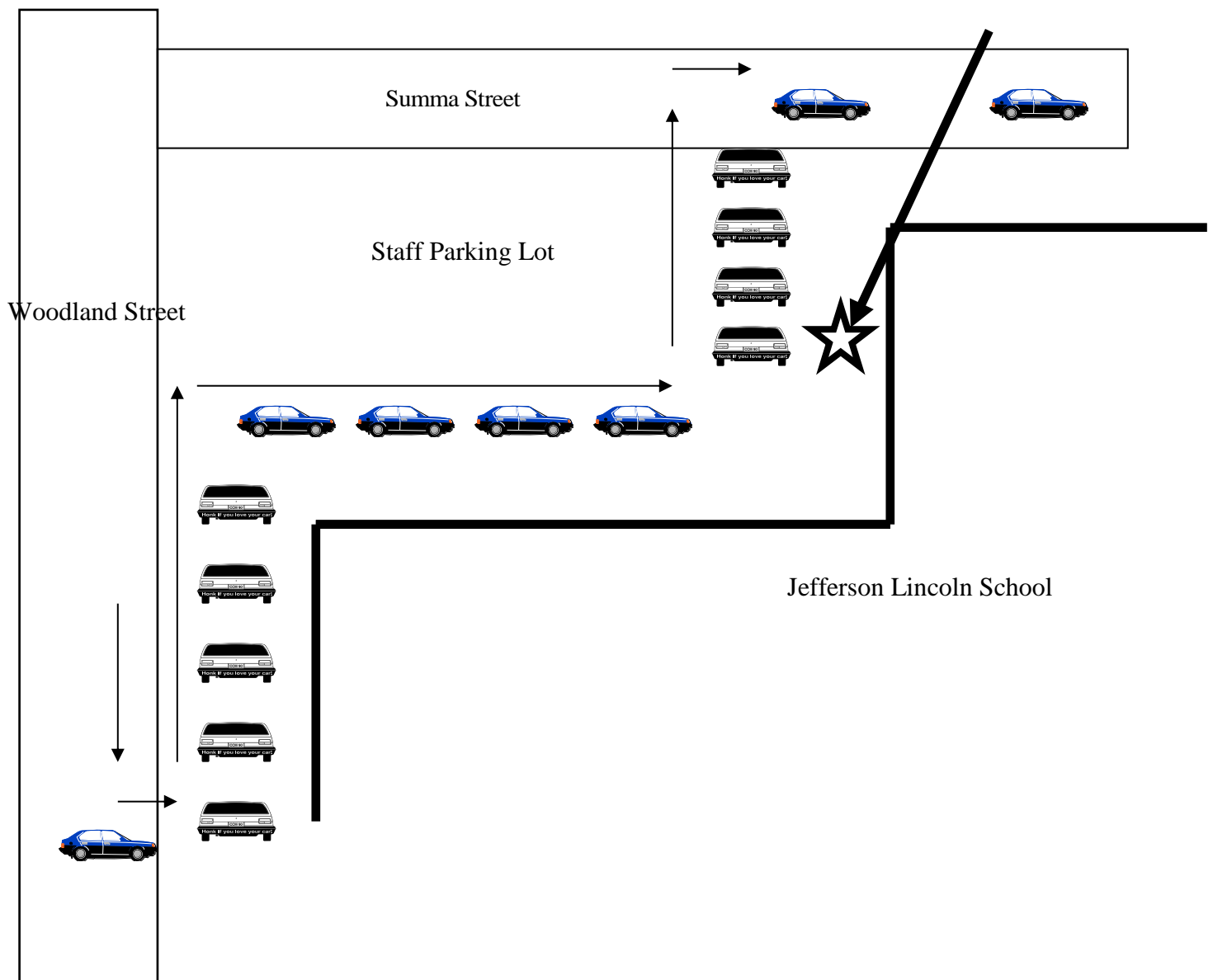
## PICK UP & DROP OFF PROCEDURES

Due to safety and security concerns at Jefferson Lincoln we have a pick-up & drop off procedure in place.

Parents will be able to drop students off directly in front of the building. This is a drive through area only from 7:55 am-8:25am.

Parents needing to enter the building should park in another area. All students being dropped off before school need to be unloaded at the curb in front of the building. Please do not drop students off on the other side of the street.

After school, students who will be picked up will be dismissed on the West side of the building near the staff parking lot. Students will be supervised until an approved adult checks them out. We encourage parents to use the circle parking lot to pick up their students. We will hand deliver them to the vehicle for those parents using this option. Parents parking vehicles to pick up students will need to wait for them just outside the west gym entrance.



## **School Safety is Important!**

*We want every student to feel welcome and safe at our school.*

All parents and visitors must stop at the office, sign in, and carry a security pass. Staff members will ask you to return to the office for it if you forget.

We also request all visitors and parents to Jefferson Lincoln please use the main front doors by the office.

### **BEFORE SCHOOL 7:55-8:15**

Our staff is available to meet the needs of students in the morning before school. We ask parents to write a note, call the teacher or principal immediately if your student and you are not feeling comfortable with the morning routine. **Students should not arrive at school before 7:55 a.m.**

The goal is to provide a school setting that is a warm and inviting place to "land" in the morning as well as throughout the day. We have tried to create places and choices for children from the moment they arrive. These include the following morning options:

#### **Outside Recess**

Playground balls, jump ropes, and big toy equipment are available.

#### **Breakfast**

Breakfast is served daily 7:55-8:15am. Students may invite a friend to sit with them for polite conversation.

#### **Choice Room**

On rainy days a room will be open for students choosing an inside area to play. Activities may include art, table games and math games.

#### **Library**

The library is open daily for students. Two computers housed in the library are available but usually shared in the morning. They are very popular!

#### **Classrooms**

Teachers are available in the morning to assist students, parents, and other staff members as needed. Often teachers reserve the morning for special tutoring, homework review, parent conferences, parent phone calls, and team meetings focusing on students of concern.

#### **Rainy Day Mornings**

A flag system is used as a signal to students, parents, and staff. The Rainy Day plan asks students to "come on in" to their classrooms. Limited use of the outside play shed, library, and choice room will also be available.

### **CROSSWALKS**

Please use the crosswalks in front of the school when crossing the street. Students will be required to cross at designated crosswalks. We appreciate parents modeling for students how and where to cross streets safely.

### **FIELD TRIP SUPERVISION**

Parents are encouraged to go with classes on field trips. Before that can happen there are a few requirements that must occur. 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.

**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

## **DIRECTORY INFORMATION**

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

It is the right of the parent of a student, or any student who has attained the age of 18, to refuse to permit the designations of any or all of the aforementioned categories of personally identifiable information with respect to that student as directory information. Any such students or parent must notify the school district in writing of such a refusal by October 1 of the current school year. Such written notice should be addressed to the Assistant Superintendent, Centralia School District, P.O. Box 610, Centralia, WA 98531-0610.

## **EQUAL RIGHTS COMPLIANCE**

The Centralia School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer/Section 504 Coordinator. 2320 Borst Avenue, PO Box 610 Centralia, WA 98531.

## **PHOTO/VIDEO CONSENT**

It is the duty and responsibility of the Centralia School district Board of Directors and its administration to keep the public informed about school programs and activities. In the course of developing informative videos, newsletters, periodicals, and other district publications, pictures of students, individually or in groups, may be used. At times, local newspapers come on campus to report stories and capture a student "in action". Parents are required to complete a Consent and Waiver form detailing the use of names and photographs.

## **USE OF TOBACCO AND NICOTENE SUBSTANCES**

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property at all times. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation. Any use of such products by staff, students, visitors, and community members shall be prohibited on school district property. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles.

## **CELL PHONES AND ELECTRONIC DEVICES**

The use of cell phones and electronic devices are prohibited during the school day. Students using these devices will have them removed and parents will need to pick them up at the school.

## **TITLE 1**

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

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

**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.

**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.

**Complaint Procedures**

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member. The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

- A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the superintendent which describes the problem, and a suggested solution. The superintendent/designee should send copies to the principal and staff member.
- B. The principal and staff member shall respond to the superintendent/designee in writing or in person.
- C. The superintendent/designee shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.
- D. If the matter is still not resolved, the superintendent/designee shall present the issue to the board. If the complaint is against a staff member, the complaint shall be handled in executive session in the presence of the staff member. The board shall attempt to make a final resolution of the matter. Any formal actions by the board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the board shall give written notice to the staff member of his/her rights to a hearing.

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.

## **SEXUAL HARASSMENT**

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.

Displaying offensive or inappropriate sexual illustrations on school property.

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>

## **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](mailto:stwarren@centralia.wednet.edu), 2320 Borst Avenue, 330-7600]

Title IX Officer: Steve Warren, [stwarren@centralia.wednet.edu](mailto:stwarren@centralia.wednet.edu), 2320 Borst Avenue, 330-7600

Section 504 Coordinator: Kate Pothier, [kpothier@centralia.wednet.edu](mailto: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>  
Spanish: <https://app.eduportal.com/documents/view/620594>



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

### **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 resolve 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)