



Oakview
TopCats

Oakview Elementary

**201 East Oakview Ave.
Centralia, WA 98531**

**Phone: (360) 330-7638
Fax: (360) 330-7812**

<http://www.centralia.wednet.edu/Oak/oak.html>

September 2, 2008

We want your child to be happy and successful at Oakview Elementary School. The cooperative efforts of teachers and parents play an important role in achieving this goal. Regular and effective communication is key.

From time to time you may wish to know more about your child's progress. You are invited to call and arrange an appointment with the principal, counselor or teacher. Teachers have regularly scheduled conference periods in addition to the "Conference Weeks" held in fall, winter and spring.

Our focus is on helping each student grow academically and socially during this important time. We seek to do so in a positive environment that rewards appropriate progress. Students of this age experiment with behaviors staff and parents sometimes find inappropriate. We try to direct students towards acceptable standards by:

- expecting them to know some basic social conduct appropriate to their age/development
- explaining our rules and expectations
- providing reminders as needed
- taking disciplinary action as described in this handbook

We encourage you to become actively involved in our school.

Sincerely,

The Oakview Elementary School Staff

Our family has reviewed the Oakview Student Handbook. We paid particular attention to the Student Management section and understand the process that will be used by the school when it deals with discipline matters. We understand that the student agenda needs to be signed every night as part of their 20-minute reading.

Student Signature

Parent Signature

Staff Roster

2008-2009

Principal

Mr. Carthum

Administrative Secretary

Mrs. Palmason

Counselor

Mrs. Pierce

4th Grade

Mrs. Gordon

Mrs. Hadaller-Walker

Mrs. Kapello

Ms. Miracle

Mr. Mollerstuen

Mrs. Strodemier

5th Grade

Miss Duncan

Mrs. Harjo

Mrs. Roberts

Mrs. Sherwood

Mr. Sprague

6th Grade

Mrs. Brannin

Mrs. Johnson

Mrs. Kinney

Mrs. McCarty

Mr. Quentin

Title I/Reading Specialist

Mrs. Painter

P.E.

Mrs. Pfaff

Music

Mr. Kretz (4th Gen.Mus/Choir)

Mr. Blaser (Beg. Band)

Mr. Blaser (Band)

Ms. Gage (Strings)

Mrs. Steward (Gen.Mus.)

Special Education

Mrs. Peters

Health Room Assistant

Mrs. McGregor

Paraprofessional

Mrs. Anderson

Mrs. Bear

Ms. Berry

Miss Burlingame

Mrs. Folsom

Mrs. Johnson

Mrs. Miller

Mrs. Shoemaker

Library

Mrs. Donahue

Solution Center

Mrs. Crowston-Sikel

Custodians

Mr. Dusenberry

Mr. Robertson

Speech

Mr. Draper

Oakview Elementary School's Mission Statement

The mission of Oakview School is to ensure that each student learns the essential skills necessary to be a responsible productive citizen, effective communicator, creative problem solver and life-long learner through a positive educational climate that promotes the potential of each student, encourages risk-taking and expands school/parent/community partnerships in our global society.

Our Goals

We will develop and implement plans which will challenge all students to reach their potential in all areas. We will explore and implement strategies to make global awareness an integral part of student learning. We will devise and implement strategies to achieve open communication and collaboration between school/parents/community. We will develop and implement training for staff and parents regarding skills necessary to accomplish the Oakview mission.

Parent Information Emergency Preparedness

School Closure due to Bad Weather Conditions: In the event of bad weather, the following radio stations will carry school closure news: KELA-AM 1470, KNBQ-KMNT-FM 102.9, and KITI-AM 1420. If you do not hear a notice, school will be open as usual. Under certain weather conditions, school will open one or two hours late. Only under severe conditions will school be closed.

In preparation or in case of emergency:

DO:

- Make sure the student's emergency information is up to date.
- Tune to one of the following radio stations:

KELA	1470 AM
KMNT- KNBQ	102.9 FM
KITI	1420 AM

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

DO NOT:

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

BE ASSURED:

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

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

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

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

Each classroom staff member will complete a checklist as follows:

- Account for all students.
- Attend to first aid needs of injured students and staff.
- Locate missing students and staff.
- Extinguish small fires before they get out of hand.
- Indicate areas of danger in immediate area.
- Calm and reassure frightened students.
- Direct students to wear identification tags.
- Pair up buddies.
- Prepare Emergency Status Report.
- Evacuate building to predetermined area.
- Establish communication with building Emergency Operating Center.
- Update Status Report.

These facts are provided for your information. Please direct any questions or comments to the administrator at the building where your child attends.

**OAKVIEW ELEMENTARY DAILY
SCHEDULE 2008 - 2009**

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

8:00 First Bell – Enter Building
 8:20 Warning Bell – Head to class
 8:25 School Begins – Tardy after this time
 8:55-9:55 Reading Block

A.M. Recess:

6th 9:55-10:10
 5th 10:10-10:25
 4th 10:25-10:40

Lunch: Lunch Recess:

6th	11:35-11:50	11:50-12:10
5th	11:55-12:10	12:10-12:30
4th	12:15-12:30	12:30-12:50

3:00 Student Dismissal

Hot Lunch Prices

\$2.00 per day (reg. price) - \$40.00 (20-day ticket)
 \$0.40 per day (reduced price)-\$8.00 (20 day ticket)

Milk Price

\$0.40 per day

Breakfast Prices

\$1.25 per day (regular price)
 \$0.30 per day (reduced price)

Lunch tickets may be purchased at the main office from
 8:00 – 8:20 a.m.

* Prices subject to change with out notification.

1:00 Dismissal on Friday Planning Days:

9/26/08	10/31/08	11/21/08	1/30/09
2/27/09	3/27/09	4/24/09	5/29/09

ADMINISTRATIVE POLICIES

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

If a student is absent from school a parent/guardian note stating the reason for the absence, date of absence and signature is required if the absence is to be excused. A call to our office by a parent/guardian will be accepted in place of a note (330-7638). **Our answering machine** is on early for your convenience. Unexcused absences will result in parent contact and if continued a parent conference will be scheduled. If a child receives 5 unexcused absences in one month or 10 in a year a truancy petition will be filed with the Prosecuting Attorneys office. For the purpose of truancy reporting every 3rd unexcused tardy to school/class will result in one day of truancy. If your student is late to school, he/she must have a note or be signed in by an adult. If they do not, it will be considered an unexcused tardy.

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

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

Visitors at School: We would like to ask that parents and visitors enter the building at the Oakview Avenue office entrance so that they can be signed in and issued a visitor button. We care about the safety of all students, so we require that all visitors wear a button. **Anyone not wearing a button will be asked to go to the office and check in.**

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

State Immunization: Students in grades K-12 in the State of Washington must show that they have been properly immunized against certain diseases when they enroll in school. Sixth grade students must submit proof of having a Varicella (Chickenpox) shot or a date of having Chickenpox before they begin the school year in the fall.

Food: All food brought into school for birthdays or class Celebrations will be **store bought**. Home cooked items will not be allowed.

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

Students who walk, ride a bike or are picked up after school are to **EXIT** through the front doors. The side door is for students who ride the bus only.

Picking up Students during the School Day: If your child needs to be dismissed during the school day, please send a note to the school stating when the child will leave and if someone other than a parent or guardian will be meeting the student. We will not allow anyone who is **not** on the emergency contact list to take a student without notification from the parent or guardian. Parents, or the party identified by parents, will need to report to the office to sign the student out. **Please allow time for your child to be released from class when you report to the office.** Students will not be allowed outside the school unless released by the appropriate school personnel. **The office must have approval of the residential parent before students can be released to leave the school grounds with a non-residential parent.**

Announcements of changes to pick up or bus changes are made at the **end** of the school day.

Students Going Home with a Friend: Students who wish to go home with a friend must have a note from their parent giving them permission. The note is to be presented at the school office before 8:25 a.m. Except for emergency or unusual situations, **the school phone will not be available for students to seek permission from parents once they are at school.**

Closed Campus: If a student, who rides the bus normally, needs to do some thing different like walk or ride a bike home they will need a note on file at the office. Students are not allowed to leave school grounds once they have arrived at school. After school once the student has left school grounds they may not come back onto campus to ride a bus home.

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

Student Patrol: We select students to help others cross the street at the crosswalk in front of the school and at the corner of Oakview and N. Tower. Students selected are those who have shown responsibility in conduct and school duties. This is a very important service to our school.

The crosswalk on North Pearl is not guarded by our patrol. Students west of North Pearl are expected to ride the school bus to and from school.

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

Animals at School: Under no circumstances are students to bring pets or any other animals to school.

Special School Programs Title 1: This program is federally funded for students who need extra help in developing their reading skills. Students who enter Title 1 are extensively tested to determine their needs and use the Title 1 assistance to meet them.

LAP (Learning Assistance Program) This program is funded by the State, for children who need extra help with their math skills. After students are extensively tested to determine their needs, a specific course of action is identified by staff.

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

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

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

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

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

Human Growth and Development: Each year in the spring all of our students are taught a unit on Human Growth and Development. Each grade level goes about this topic differently because of the age and maturity of our students.

The **4th grade** separates the boys and girls for a one period discussion mainly dealing with the onset of puberty and hygiene.

The **5th grade** separates the boys from the girls and invites two local physicians in for a one period discussion that goes more in depth of the changes each of their bodies are going through. In their homeroom class students go through the FLASH curriculum dealing with HIV/AIDS.

The **6th grade** is grouped heterogeneously by homeroom and goes through a unit in our FLASH curriculum.

We send home notification 30 days prior to the teaching of the Human Growth and Development of an open meeting for parents to attend to review and discuss the curriculum, at which time they may opt their child out of the program. Notification is also in our newsletter to inform parents. Parents may opt their child out of the program by signing a form that is available in the office.

CAMP CISPUS: All 6th Grade students and staff attend outdoor education at Camp Cispus in the early spring. Each student is responsible to pay a fee of **\$60.00**. A very limited number of partial scholarships will be available to families in need based on Free/Reduced lunch status. See the Principal for more information.

OAKVIEW STUDENT EXPECTATIONS

- Respect for staff, parents, fellow students and the school.
- Honesty and truthfulness.
- An effort to solve problems with others.
- Courtesy and politeness to all.
- Responsibility for their behavior and academic achievement.
- Service to others.
- A positive attitude as they strive for quality in themselves, their school and their community.
- Observation of school rules and the laws of our country.
- Students will need to read 20 minutes each night signed off by a parent in this agenda.

Dress Standards: Dress is the responsibility of parents and students. Cleanliness, neatness and appropriateness are the most important considerations of the school. We ask that students avoid wearing clothing that advertise smoking, drinking and offensive language or resemble gang attire. Shorts/skirts must be long enough that they meet a student's fingertips when arms are straight and extended downward from the shoulder. Tank tops, Belly shows, P.J's, cut-off shorts, muscle shirts, oversized pants, and sweats with writing on the bottom are inappropriate for school. No writing on self or tattoos visible which can/will disrupt the learning environment. Students may wear hats/hoods outside with the bills facing forward; however, wearing of hats/hoods is not allowed inside the building. No

sunglasses in the building. Parents will be notified of any problem.

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

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

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

- Enter the building when the first bell rings at 8:00 a.m. (Students who walk to school are dropped off by private car, or ride bicycles should not arrive before 8:00 a.m.)
- The first bus arrives at approximately 7:40. Students who ride bus 21/22 will be escorted to the gym where they will wait until 8:00.
- At 8:00 students will be excused from the gym to eat breakfast or check in with their teachers.
- Backpacks should be dropped off at classroom before going to designated area.
- If you are having breakfast, go directly to the breakfast area to eat before you join morning activities.
- In the morning, students are to make a choice between their classroom, library or outside. The hallways and bathrooms are not acceptable choices for social activities.
- Morning visits to the office area are for business only. Students should take care of office business between 8:00-8:20. When office business is finished, students may join friends in designated areas.

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

- Walk on the right side of the hall in a straight line without talking.
- Keep your hands and feet to yourself.
- Go directly to your destination.
- Allow others their personal space.
- Three minutes after a recess bell rings; students must have a pass that states the specific reason for hall use during class time.

Lavatory Use:

- A pass is needed to use the restrooms at all times
- Use the facilities properly and respectfully by keeping the walls, floor and stalls clean.
- Wash your hands and dispose of paper towels properly.
- Return to your designated area immediately.

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

Be courteous:

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

Be prepared:

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

Take responsibility for your own learning:

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

Take responsibility for your own actions:

- Allow others their personal space.
- Walk in the classroom and school building.
- Use a quiet voice and work quietly.
- Be courteous to others and monitor your own behavior accordingly.

Respect personal and public property.

- Handle books and property with care.
- Show respect for your property and others' belongings; use property carefully and return it to the proper place.
- Permission is necessary to touch or take property that belongs to others.
- Keep the work place neat and clean.
- Students are responsible for knowing miscellaneous playground rules which their teacher goes over and there is a copy in their classroom.

Think about what you put in your mouth:

- Chewing of gum, paper or candy are not appropriate practices.
- All food is eaten in the lunchroom unless special permission is given.
- Keep any foreign objects out of your mouth.

Playground Rules

Are gone over and posted in classrooms. Students are responsible for knowing them too.

Student Management Plan

Using responsibility training, the Solution Center is an area staffed for the purpose of providing opportunities for students to problem solve behavior issues, to explore needs and need-fulfilling behaviors, and to participate in developing a plan for success at school.

When a student is behaving in a way that interferes with the rights of others, the supervising adult has the option of referring him/her to the Solution Center for problem solving. A pass accompanies the child to indicate which level of intervention is requested. Here, students will be helped to understand why that behavior was creating a problem and learn to use more acceptable behaviors next time to fulfill their needs. At this point the student may be creating a written plan that ensures further success and safety.

Behavior Management Plan

- As part of the Solution Center the school counselor and staff provide a program that is small group instruction in anger management, ways to relate to peers, problem solving, responsibility issues and understanding feelings. Accountability processes are used in problems areas to help students work through issues of concern. Packets are completed and kept in students Solution Center file. Slips are sent home for parent's signature. Please go over it with your child, sign and return the following day to the Solution Center.

LEVEL I BEHAVIORS - Handled by staff

- talk-outs
- off-task
- minor infractions of recess rules

Menu of Interventions:

- warning
- discuss privately
- relocate
- removal of privilege
- isolation
- lose recess
- proximity control
- spend recess at the wall and/or writing lines on clipboard
- teach peer problem solving in classrooms-each Trimester
- positive recognition for appropriate behaviors
- training in responsibility for personal actions
- provide opportunities for students to make restitution
- parent contact-Phone call

LEVEL II BEHAVIORS - handled by staff or Solution Center

- repetitive Level I behaviors
- not willing to problem solve with staff
- repeated minor recess infractions
- insubordination

- unacceptable language
- inappropriate dress

LEVEL II BEHAVIORS - handled by Solution Center

- acting out behaviors that significantly disrupt the learning environment, including repeated Level II behavior
- recess or classroom:
- vulgar language
- intimidation, sexual harassment
- refusal to comply with adult on duty

Steps by staff or Solution Center:

- NCR form for behavior record sheets; (copies for: staff, administration, parent, Solution Center)
- Student interview conducted by Solution Center staff
- loss of privileges: recess/before school restrictions, assemblies,
- Trimester reward activities.
- behavior contract
- ISS w/ Parent conference
- change focus to a learning situation with relevant lesson in taking responsibility for actions
- student develops plan of appropriate choices, which can be included in behavior contract
- negotiate restitution
- consider other interventions, such as 504, special ed. referral, etc. parent contact
- Parent phone call / conference with parent

LEVEL III BEHAVIORS - managed by administration

- behaviors that significantly disrupt the learning and are a safety risk.
- repeated Level II behavior and or extreme level behaviors without
- progress in the Solution Center program
- weapons/use of weapons
- extreme and/or repeated sexual harassment
- assault on student or staff

Menu of Interventions:

- suspension from classroom for remainder of day or short term long term suspension w/ parent conference
- student/parent/principal or designee interview for return to building
- possible restitution to the victim
- reduced day - with alternative to earn way back to full day
- inform victim's parents of their right to call police and file assault charges.
- emergency expulsion
- any combination of the above.
- Parent phone call
- Parent conference

OUR GOALS

- We will develop and implement plans that will challenge all students to reach their potential in all areas.

- We will explore and implement strategies to make global awareness an integral part of student learning.
- We will devise and implement strategies to achieve open communication and collaboration between school /parents /community.
- We will develop and implement training for staff and parents regarding skills necessary to accomplish the Oakview mission.

Centralia Board Policy Regarding Exceptional Student Misconduct

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

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

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

Exceptional misconduct:

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

ITEMS NOT PERMITTED AT SCHOOL

Weapons (knives, guns, etc.) are not permitted at school nor are the ammunition of any gun or air gun allowed. Disciplinary action will be taken and law enforcement will be contacted. Other items include: Hair spray or other spray containers (for health, safety, and maintenance reasons), glass bottles or other glass items, water squirting devices (squirt guns, bottles, rings, flowers, etc.) or water balloons. Also, walkman radios, chains, radios, tape players, lasers, pagers, cell phones, toys, wheelie shoes, CD's, MP3 players etc and other non-educational items are not permitted at school. They will be taken and kept in the office until picked up by the student or parent after school.

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.

WEAPONS POSSESSION OR POSSESSION OF DANGEROUS OBJECTS: Students who possess a weapon or carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for safety of others shall be subject to discipline up to and including expulsion.

Possession includes, but/and is not limited to: having a weapon on district property or at a district-sponsored event located: in a space assigned to a student such as a desk; on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack); or under the student's control or accessible or available, such as hidden by the student.

In cases involving any student who is determined to have carried a firearm onto, or to have possessed a firearm on public school premises, public school-provided transportation or areas of facilities being used exclusively by public schools, shall be expelled from school for not less than one year under RCW 28A.600.010.

The principal is authorized to administer a range of consequences (discipline to expulsion) to any student who knowingly carries onto school property or possesses a dangerous weapon on the school premises, school provided transportation, or at any school sponsored activity. Prior to imposing any form of discipline, the administrator shall consider: the student's past discipline record, the perceived intent of the student possessing the weapon, the age of the student in question, and any other mitigating circumstances including the perceived threat to self and others (emotional as well as physical).

Firearms:

1. Emergency Expulsion and Law Enforcement Referral.

Other Dangerous Weapons (including paintball guns, other air or carbon dioxide powered guns, knives, sling

shots, chains, metal/brass knuckles, throwing stars, nun-chukka sticks or any other object determined to be a dangerous weapon.)

1. Short-Term OSS, Long-Term OSS or Expulsion depending upon severity. Possible law enforcement referral.
2. Expulsion

Note: Any object used in an effort to cause bodily injury will be considered a weapon. Explosive devices fall under this rule.

Weapons Free Schools

New state legislation prohibits dangerous weapons on elementary and secondary school premises, on school-provided transportation or at school-sponsored events and activities. Exceptions include activities such as historical firearm displays and weapon-safety instruction or on-duty law enforcement officers in the course of their duty. Violation will result in expulsion from school. A full copy of the legislation will be available in school offices. Ref. 9.41.280, Ch 87, Laws of 1995.

RCW @ 28A.600.020

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

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

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

(3) In order to preserve a beneficial learning environment for all students and to maintain good order and discipline in each classroom, every school district board of directors shall provide that written procedures are developed for administering discipline at each school within the district. Such procedure shall be developed with the participation of parents and the community, and shall provide that the teacher, principal

or designee, and other authorities designated by the board of directors, make every reasonable attempt to involve the parent or guardian and the student in the resolution of student discipline problems.

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

Drug Free Schools: Notice to Students and Parents

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

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

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

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

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

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

Corrective Action Required

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

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

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

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

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

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

Sexual Harassment

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

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in academic, work, or other school-related decisions affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

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

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

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate. Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline.

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

Board Policy 3100/5100

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

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

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

recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation.

This policy shall be posted in each district building in a place available to staff, students, volunteers, and visitors. The policy shall be reproduced in each student, staff, volunteer, and parent handbook.

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

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." Should parents desire their student to be excluded from such recognition, please notify the principal of your school and have a notation made in your student's records.

Family Educational Rights and Privacy Act

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

They are:

1. The right to inspect and review the student's educational records within 5 business days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Centralia School District to amend a record that they believe is inaccurate or misleading. They 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 decides not to amend the record as requested by 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; 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

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 student 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
PO Box 610
Centralia, WA 98531-0610.

3207 Prohibition of Harassment, Intimidation and Bullying

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any

intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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

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

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

harassment, intimidation or bullying also constitute violations of this policy.

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.