

LA CENTER  
ELEMENTARY SCHOOL

**Parent & Student Handbook**  
2020-2021



Student Hours

Monday, Tuesday, Thursday, Friday: 8:25 – 2:55  
Wednesday: 9:25 – 2:55 Office Hours: 7:30 – 4:00

Attendance Line: (360) 836-0237

Main Office: (360) 263-2134

KWRL (Bus): (360) 841-2023

*Our Mission:*

*To empower students  
to become life-long learners  
in an ever-changing world.*

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*La Center School District No. 101 complies with all state and federal rules and regulations and provides equal opportunity in programs and employment and does not unlawfully discriminate on the basis of race, color, national origin/language, marital status, sex, sexual orientation-including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures, contact Dave Holmes, Superintendent and Civil Rights Coordinator at PO Box 1840, La Center, WA 98629, (360)263-2131 or by email at [dave.holmes@lacenterschools.org](mailto:dave.holmes@lacenterschools.org)*

**CONTACT NUMBERS:**

District Office .....(360)263-2131  
Elementary Absence Line .....(360)836-0237  
Elementary Office .....(360)263-2134  
Elementary Fax Number .....(360)263-2133  
Middle School Office.....(360)263-2136  
High School Office .....(360)263-1700  
District Info Line.....(360)263-1172  
Community Education .....(360)263-2015  
K.W.R.L School Bus Co-op. ....(360)841-2023  
Parent Teacher Organization (P.T.O.).....bobcatsptok5@gmail.com

**P-5 STAFF:**

P-2 Principal ..... Michael Nolan  
3-5 Principal ..... Scott Lincoln  
Elementary Secretary..... Melissa Lile  
Assistant Secretary ..... Joyce Hantho  
Office Assistant ..... Tasha Clinton  
Counselors .....Lisa Halstrom, Tami Karchesky  
Kindergarten..... Jennifer Blankenship, Andi Dupper, Lisa Graham, Colleen Johnson, Lynette Lindblom,  
Amy Webberley  
First Grade ..... Nancy Buhrmester, Megan Cooper, Lois Englund, Miranda Gray, Rita Persic, Denise Skufca  
Second Grade ..... Kristina Billington, Megan Bright, Michelle Cuthbert, Jennifer Matanich, Laura Tomberlin  
Third Grade .....Liz Crandall, Nicole Dennis, Kat Lentz, Jessica Wanke, Shannon Warren  
Fourth Grade.....Carrie Cablay, Bonnie Lock, Kris McKinney, Teri Schlenz  
Fifth Grade ..... Karen Alanko, Kate Denney, Scott Holt, Glen Jones, Pete Poppert  
Art .....Andrea Lewis  
TOSA ..... Michelle Collins, Greg Hall  
Paras Darlene Bechtold, Mandy Cole, Alma Denney, Cynthia Elliott, Becky Gore, Rachel Gregg, Bo Knight,  
Christine Matzdorff, Tammy Meyer, Shelley Putnam, Deena Reed, Erin Smelser, Kelly Sullivan, Darci Taylor,  
Jessica Willoughby  
Special Education Teachers..... Katie Morehouse, Wendi Sumner, Teresa Warnke,  
Kimberly York  
Paras -Stefani Amstutz, Kristi Carter, Jackie Coleman, Heidi Hallstrom, Krystle Hinterlang, Becca McLachlan, Janelle  
Regis, Emily Seastone, Jennifer Stephens, Shannon Washburn  
Music ..... Tonya McCord,  
P.E. .... Pete Sloniker, Amy Wise  
K-12 Media Specialist ..... Lynn Cooke  
Library Teacher .....Kathy Griffith  
Library Technicians..... Mary Lynn Henderson, Maria Rolph  
ELL Para..... Melissa Flatt  
Resolution Room Para.....Susan Shufeldt  
School Nurse ..... Danielle Rivers, Erin Uskoski  
School Psychologist.....Brian Terletzky  
Speech ..... Sonya Young  
Kitchen Staff..... Donna Burnett, La Dona Brown, Christine Rew, Kirby Phillips  
Lunch Clerk/Cashier.....Dana Hantho  
Custodial .. Bill Bauman, Londa Brown, Melissa Hendrix, Nicole Mayfield, Tom Murphy, Tom Rice,  
Eric Stenberg, Matt Stimmel, Rob Williamson

### **AFTER SCHOOL PLANS/BUS CHANGES**

Parent communication is key in the success of getting your child where they need to go after school. To help ensure that your child is going to the correct location:

- Please send a note with your child if he or she will not be doing their normal routine after school. If we do not have parent communication, then the child's normal routine after school will be followed. If you are unable to send a note, please call the school before 2:00. It may be difficult to communicate changes to the classroom after that time.
- If the alternate plan is to ride a different school bus, please include the bus number and address to where the student is going. Call KWRL to confirm the bus number. 360-841-2023
- If at any time you would like to change your child's normal routine for after school plans, please call the elementary office and we will update our records and communicate the change with the teacher. Please call the elementary office to confirm the current plan we have on file for your child if you are unsure.
- Please send a note if your child will go to ASK after school if ASK is not an everyday plan for your child. Your child must be registered for the ASK program prior to attending.
- For busing questions such as drop off or pick up time, please contact KWRL at 360-841-2023.
- KWRL will not drop off kindergarten students at the bus stop if a parent, guardian or responsible adult is not present. If you would like to have your kindergarten student dropped off without an adult present, a signed note must be on file with KWRL.

### **ANIMALS**

Animals are permitted in classrooms for instructional purposes only. This guideline provides information that will promote health and safety for staff and students when animals are brought into the classroom. Inadequate understanding of animal disease and behavior can lead to unnecessary risks for students, staff, and animals. Animals that are UNACCEPTABLE for school even for instructional purposes are wild animals, poisonous animals, wolf-hybrids, strays, and aggressive animals. Because of diseases, students should not handle any of the following: birds of any kind, ferrets, reptiles and amphibians.

It is important that animals brought onto the school campus be clean and healthy to avoid risk of transmitting diseases. Owners need to provide proof of rabies vaccination, health certificates for dogs and cats, and proper restraint for animals. All animals must be handled by the person responsible for them to minimize the chances of students getting bit, scratched, etc. All animal visit must have been arranged with the classroom teacher before they are brought to the classroom.

### **ASSESSMENTS**

The State Superintendent of Public Instruction has mandated that the Smarter Balanced Assessment be administered to students in grades 3 through 8 and 10 in the spring. The La Center School District will also administer a math and reading assessment to all K-5 students in the fall, winter and spring. These assessments help us determine individual student's academic strengths and weaknesses. We then develop curriculum and instruction to meet individual students' needs.

Students in kindergarten through fifth grade will receive report cards on a semester schedule. Progress reports will be handed out during parent-teacher conferences in October and March.

### **ATTENDANCE**

The mission of the La Center School District is to provide a positive, caring environment founded on high standards where all students develop skills necessary to be responsible citizens, active learners and productive members of a

modern global community. Consistent attendance has been shown to help students develop this skill set which makes it an important part of our mission at La Center.

According to the national coalition, Attendance Works, chronic absence occurs when a student misses 18 days or more of school whether they are excused absences or not. Absences can affect social adjustment and academic success at school. It also has an impact on the classroom progress as a whole, when teachers are being asked to take valuable instruction time to help absent students catch up. Examples of letters sent home for 18 or more absences are in the back of the handbook. State law mandates that schools file a truancy petition with juvenile court when a student accumulates 7 unexcused absences in a month, or ten unexcused absences in a school year. If La Center Elementary School is not notified from a parent via a phone call or signed note excusing the absence, then the absence is determined to be unexcused. To ensure our attendance records are accurate before filing a petition, a letter will be sent after the first and seventh unexcused absence in a month and after the tenth unexcused absence in a school year. If you receive such a letter, please send a note of explanation or phone the school to discuss the status of the unexcused absences. If you have received the 18 or more absence letter, absences may only be excused by a doctor's note or assessment by our school nurse or office personnel.

#### **Attendance Line**

To report or excuse an absence, please call the attendance line, leaving your name, the student's name, their teacher, and the date and reason for the absence. If you want to skip the introduction just dial 1. For other inquiries or to talk with a staff member, please call the main line.

#### **Automated Absence Calls**

Parents of students absent will receive an automated call reporting the child's absence for that day. Absences not excused prior to 8:45 a.m. will receive the automated phone call.

#### **Late arrivals**

Being tardy is defined as arriving in class after the 8:25 a.m. bell on Monday, Tuesday, Thursday, Friday and 9:25 a.m., on Wednesday. The student is responsible for being punctual. When the bell rings, students are considered tardy if they are not in class. Students need to check in at the office for a tardy pass before going to class. The school appreciates parents' efforts to help their child develop a habit of being punctual.

#### **Early Departures**

When picking up your child early from school, please come to the office so staff can call for the student. This allows teachers to operate with the least amount of interruption and disturbance to the classroom. Students will not be released to anyone other than their parents, guardians or emergency contacts without special arrangements, such as a signed note from the parents or guardians. Anyone picking up a student must sign them out in the office. Please be prepared to show identification when picking up your children.

#### **Make-up Work**

It is the student's responsibility to see his/her teacher concerning make-up work if they are absent. To request missing assignments for more than one day, please call the office by 9:00 a.m. The teachers will need time to get any work to the office by 3:00. When it is known in advance that a student will be absent from school, the student should obtain assignments for make-up work from the teacher. There may be learning experiences that cannot be made up outside of school.

#### **Vacation Requests**

If your student will be out 2 or more days, please make sure the teacher and the office are notified. Vacation days are not recognized as excused absences without the approval of an administrator.

#### **BOBCAT AMBASSADORS**

The Bobcat Ambassador Program is designed to introduce 4<sup>th</sup> and 5<sup>th</sup> grade students to a school and community service process that will encourage them to pursue student government activities and community service in middle school and high school. They will receive training in team building, working collaboratively, respect and diversity. They will be asked to provide valuable service to our school and community by assisting with new student orientation and tours, fundraising and community service events, assemblies, and field day.

## **DIRECTORY INFORMATION**

Parents and students 18 years or older, have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. This includes addresses, birth date, birthplace, telephone number, dates of attendance, activities and sports participation, weight and height (if members of a sports team), awards received, and major fields of study. Notify the district in writing within ten (10) days of the publication of this notice. Such written notice shall be addressed to the school in which the named student is registered. **This is what gives the right to various organizations (college recruiters, military recruiters, etc.) To receive contact information on a student.**

## **DRESS CODE**

Students and their parents have the primary responsibility for determining if student attire is within the guidelines established. Dress or appearance that has the potential for causing disruption is not permitted. Clothing or accessories that advertise, promote or depict alcohol, tobacco, illegal drugs, display of profanity, vulgarity, or sexual innuendo are not appropriate for school.

Students should not wear clothing that is excessively revealing. Tube tops, halter tops, tank tops with straps that are narrower than one inch are not allowed. Any attire that exposes a student's midriff or has excessive holes or holes in revealing locations are not permitted. Shorts and skirts are permitted, but may be no shorter than the extended reach of the student's fingertips. For safety and health concerns, students must wear appropriate footwear at all times at school. Flip-flops are not appropriate for school.

The principal or his/her designee will have the final decision as to the potential for disruption at school, and the requirement that the attire be changed. Students wearing inappropriate attire may be sent home to change.

## **E-BOOKS/TABLETS/CELL PHONES**

Under the following guidelines, students may bring and utilize E-books (like Kindle, Nook, etc.), cell phones or tablets to be used in classrooms: only with teacher permission, and only used for reading, not playing games or using the internet (unless teacher permits and supervises for learning purposes). The E-book, cell phone or tablet must have the student's name on it and must be kept in the students backpack when not being used for an approved activity. The school is not responsible for any damage or loss.

## **EMERGENCY DRILLS**

Throughout the school year, a regular series of practice evacuation, earthquake, lockout and lockdown drills are scheduled for our elementary students and staff.

## **EMERGENCY INFORMATION**

Upon registration and at the beginning of each school year, your child will bring home a Family Emergency Plan to be used in case of an emergency early dismissal. Please return the form promptly. Be sure to update the office any time you have a change of address or new phone numbers. Reliable phone numbers for emergency contacts are also needed in case you cannot be reached.

## **FEES AND FINES**

All fees and fines, including planners, , field trips and food service, can be paid online with credit/debit card. Parents or students can also make payments with a check, credit/debit card at the school office. Please note, the school office does not accept cash. To pay online, go to the district website [www.lacenterschools.org](http://www.lacenterschools.org). Click on Payments. The user name and password can be obtained by calling the school office. There is no charge for these transactions.

An appropriate fee/fine will be assessed for lost or damaged textbooks or library books. Such fees/fines will take into consideration the cost of replacement and/or repair of the book. Report cards will be held at the end of the school year if students have an outstanding fee or fine.

## **HARRASSMENT, INTIMIDATION OR BULLYING**

In accordance with La Center School District Board Policy 3207 and Procedure 3207P, La Center Elementary is committed to providing a safe and civil educational environment. Students, employees, volunteers, and patrons are entitled to be free of harassment, intimidation, or bullying. These actions are defined in RCW 28A.640.010 and 28A.642.010 as any written, verbal, or physical act which:

- Physically harms a student or damages the student's property;
- Substantially interferes with a student's education;
- 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.

False reports or retaliation for harassment, intimidation, or bullying are also considered violations of this policy. Any student, parent/guardian or community member may report incidents verbally or in writing to any staff member. HIB Reporting Forms are found on the district website under District Policies and Procedures (3207F) or are available in the school office. All complaints will be thoroughly investigated following the procedures outlined in 3207P.

The district's HIB Compliance Officer is Lauri Landerholm, La Center Middle School Principal, (360) 263-2136, 700 E. 4th St., La Center, WA 98629.

## **HEALTH**

For the protection of all children, including your child, the following guidelines should be followed:

- Please do not send an obviously sick child to school.
- A child with a sore throat, severe cough or earache should not be sent to school. If your child has had vomiting, diarrhea or has had a fever of 100 degrees or more, wait 24 hours after the last symptom to send them to school.
- A child with a known communicable disease; chicken pox, impetigo, strep, scarlet fever, scabies, ringworm, pinkeye, etc., should not be sent to school without the specific approval and a note from your doctor.
- A child with head lice will not be admitted to school until louse-free. If a child has nits, treatment must be sought prior to attending the next day.

If a child becomes ill at school, symptoms are noted, but not treated and the parent is notified to pick up the child. In the event of a serious injury, parents are contacted for direction. If we are unable to contact parents or emergency contacts, medical assistance will be obtained. The school office should be made aware of children with known medical or health problems so that a care plan may be created.

## **Immunizations**

La Center Elementary follows the State of Washington student immunization law, which requires all students to be adequately immunized according to their age and grade level. Medically verified proof of immunization must be presented to the school before the registration will be processed. Students already enrolled and not in compliance with immunization policy will be required to provide medically verified proof of immunizations prior to attending at the beginning of each school year. Students not in compliance with the immunization policy will not be allowed to attend school. Here are some examples of medically verified immunization records:

- A Certificate of Immunization Status(CIS) printed from the Immunization Information System (IIS)
- A physical copy of the CIS form with a healthcare provider signature
- A physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by school staff

- A CIS printed from [MyIR](#)
- If you are requesting an exemption from one or more of the immunizations requirements, you must provide the school a completed Certificate of Exemption. Please keep in mind that if an outbreak of vaccine-preventable disease should occur, the student will be excluded from school for the duration of the outbreak if they are exempt from receiving that vaccination.

### **Medications at School**

Prescription and over-the-counter medications which must be given during school hours require a signed authorization form completed by a parent and physician. Authorization forms may be obtained from the school office. Authorized medications must be supplied in the original container and have a pharmacy label with instructions that match the physician's written authorization. Over-the-counter medications must be in an unopened container. Schools may only accept up to a 20-day supply. The medication must be transported to school by a parent or guardian, where it will be counted and signed in by the parent and school staff.

Only trained school staff may administer medications, which includes inhalers. No medications may be administered by injection except for an epi-pen injection, which may be administered by a trained staff member in a life-threatening emergency. We understand that some students may need to carry and self-administer insulin or asthma inhalers. An elementary student who carries and self-administers these medications must have a Medication Exception form completed in addition to the standard Authorization for Administration of Medication at School form. A backup supply of the same medication provided by the parent/guardian must be stored with school staff. This is in accordance with Washington State Law and La Center School District policy.

### **Life-Threatening Medical Condition**

State Law requires a medication/treatment order from a Licensed Health Professional before your child can attend school if they have a life-threatening health condition. Please fill out a Health History Form at the school office.

### **Insurance**

Student accident and sickness insurance is available through the school for a very nominal charge. Call the office for an application or for more information.

### **Medical History Form**

As per Policy No. 3414, pg. 1, "The District shall require that the parents or guardian complete a medical history form at the beginning of the school year." Upon registration and at the beginning of each school year, your child will bring home a Student Health History form. Please fill out and return the form promptly.

### **INTERNET USE AT SCHOOL**

All students in grades K-12 may at times be accessing the internet for academic purposes. If you do not want your student(s) to have access to the internet at school, please notify the office in writing.

### **LOST AND FOUND**

Clothing is displayed in the main hallway at the west end of the building. Parents, as well as students, are encouraged to check often. We send lost and found items to charity before winter break, spring break and at the end of the school year. We encourage you to label your children's outerwear. Items of value (eyeglasses, watches, etc.) are kept in a drawer in the office. Please call or come in to the office to check for these items.

### **NEWSLETTER**

Our school newsletters are emailed home and published on our website on a monthly basis. It includes information about student awards, activities and upcoming events. Classroom teachers also provide weekly or monthly newsletters. If you prefer a hard copy of the newsletter, please contact the office.



### **PHOTOGRAPH AUTHORIZATION**

Parents who object to their child(ren) being photographed or recorded for the purpose of public information and being identified in district publications, broadcast, newspapers, or television coverage are asked to submit a written refusal to the principal of the school their child(ren) attends.

### **PLAYGROUND/ ALLOWED ITEMS**

Only approved toys from home will be allowed at recess. The toys currently approved are: stuffed animals, dolls, action figures, marbles, toy phones, paper airplanes, Bakugan (without cards), cars and trucks-up to one foot long. Toy cars and trucks are only allowed in the bark chips near the bench, not by the swings or equipment to avoid injuries.

Please limit the amount of cash students carry to school to the amount needed for the day. It would be helpful if money (preferably checks) is placed in an envelope with the student's name, amount, and purpose stated on the outside.

No look-alike toy guns or weapons of any kind are allowed on campus. Students are not allowed to bring valuable items such as, MP3 players, portable video game devices, etc. to school. If students bring cell phones to school, they must be turned off during school hours and stored in their backpack. The school does not accept responsibility for any personal items that are brought to school.

### **SCHOOL APP**

Available for FREE for iPhone and Android, the District App gives quick access to the most commonly used features on our website (the school sites, skyward, payments, menus, etc.) as well as giving us the ability to send push notifications for both emergency and non-emergency information.

- APPLE/iPHONE App Link (go to this link on your phone): <https://apps.apple.com/.../la-center-school-dis.../id1496846457...>
- ANDROID App Link (go to this link on your phone): <https://play.google.com/store/apps/details...>

There is also a webpage to answer the most commonly asked questions about the app: <https://www.lacenterschools.org/lcdistrict-app/>

### **SCHOOL MEALS**

A breakfast and lunch account system is provided by the school for your convenience. We suggest that parents deposit a minimum of \$20 into their child's account. Each student has their own pin number. When students buy a meal, the amount is automatically deducted from their balance. Students will receive a reminder notice to replenish the account when their balance gets below the cost of 2 breakfasts or lunches and again at 1 lunch. Parents may also subscribe within their Skyward account to an automated email reminder of a low lunch balance. The email will be sent when a student's account reaches \$6.00.

Parents or students can make payments with a check, credit/debit card at the school office. Please note, the school office and cafeteria do not accept cash. Parents also have the option to add money to their child's lunch account online with a credit/debit card. To pay online, go to the district website [www.lacenterschools.org](http://www.lacenterschools.org). Click on **Payments**. The user name and password can be obtained by calling the office. There is no charge for these transactions.

Students may borrow from a sibling's account if necessary. Negative lunch balances will remain on a student's account until paid. Breakfast for all K-5 students is \$1.20. Student lunches are \$3.00 for K-5 students. Adult lunches are \$4.25. Single serve milk is 45¢. A free and reduced lunch program is available. Each student will receive an application at the beginning of the school year. You may also request an application from any school office at any time. (Prices are subject to change at the beginning of the school year.)

## **SCHOOL MESSENGER**

The School Messenger phone call system will be used to notify parents of school delays and closures, school emergencies, or to provide important information regarding school events or activities. Please contact the school office to update phone numbers or email addresses when changes occur.

## **SCHOOL BOARD AND DISTRICT POLICIES**

Please visit the district website [www.lacenterschools.org](http://www.lacenterschools.org) for information on School Board and district policies. For those without internet access, copies may be requested from any school office. Also, please refer to the district website for annual notifications. Information is available regarding attendance, bullying, student welfare as well as the district calendar, teacher web pages, school closures and delays, and elementary school information.

### **Nondiscrimination and Sexual Harassment:**

#### **DISCRIMINATION**

La Center 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 employees have been designated to handle questions and complaints of alleged discrimination:

Dave Holmes, Civil Rights Coordinator, 725 Highland Road, La Center, 360-263-2131

Matt Cooke, Title IX Officer, 725 Highland Road, La Center, 360-263-1700

Peter Rosenkranz, Section 504 Coordinator, 700 E 4<sup>th</sup> Street, La Center, 360-263-2136

**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: [www.lacenterschools.org](http://www.lacenterschools.org), policy 3210 and procedure 3210P.

#### **SEXUAL HARASSMENT**

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

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

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

#### **Examples of Sexual Harassment:**

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

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it on our website: [www.lacenterschools.org](http://www.lacenterschools.org), students- policy 3205 and procedure 3205P and staff- policy 5011 and procedure 5011P.

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

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

### **Complaint to the School District**

#### ***Step 1. Write Out 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 receive 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)

## **SCHOOL-WIDE BEHAVIOR PLAN**

### **Positive/Proactive Support**

At the beginning of the school year, students will be taught our school expectations: As a Bobcat learner, I am respectful of myself, others and things. Posters in all of the common areas will show examples of what the expectations look and sound like. The common areas include hallways, bathrooms, cafeteria, playground/field and classrooms. An example poster is included in the back of the handbook. Students, teachers and parents/guardians will sign a collaboration agreement at the beginning of the school year and return it to school by the due date. An example of the Collaboration Agreement is included in the back of the handbook. Expectations are also consistently reviewed throughout the school year.

### **Celebrate Student Successes**

Monthly Bobcat awards will recognize students that excel in the monthly theme. Bobcat Bucks will be earned in the classroom for good behavior. The Bobcat Store will be open to students to purchase special items with Bobcat Bucks on a quarterly basis.

Students will receive Bobcat Coins for respectful behavior. There will be a coin container located in the cafeteria for the coins to be deposited into. Once the container is full, the school will celebrate a special day, like crazy hair day. Students will come up with ideas for the special days and will vote on their favorites.

### **Response Support**

When students display behaviors that are not positive, the behavior will be noted. Behavior categories are white, yellow and red.

#### "White" Level One Behaviors may consist of:

- Disrespect of others: blurting out, making faces or rude gestures, lying, defiance, inappropriate language, distracting peers, taking others' property, not keeping hands or feet to yourself, not following teacher/staff directions, minor recess issues.
- Disrespect of self: lack of participation, refusal to work, self-inflicted harm, irresponsibility.
- Disrespect of things: destruction/misuse of property, low-level theft (pencils, snacks, books, etc.)

Level one behaviors generally occur in the classroom setting and parental communication is at the discretion of the teacher.

#### "Yellow" Level Two Behaviors may consist of:

- Disrespect of others: continuation of level one behaviors, harassment, bullying or cruel teasing, cheating, major recess issues.
- Disrespect of self: continuation of level one behaviors.
- Disrespect of things: continuation of level one behaviors.

Level two behaviors will be documented on a yellow "Behavior Follow-up Form" that will be sent home. Students will miss a recess a day until the form is returned to school (up to 3 days). Student or Resource Room attendant will call or contact his/her family explaining why he/she missed recess. If the form is still not returned to school, the Resource Room attendant or school administration will contact the family regarding the missing form.

"Red" Level Three Behaviors may consist of:

- Disrespect of others: continuation of level one and two behaviors.
- Disrespect of self: continuation of level one and two behaviors.
- Disrespect of things: continuation of level one and two behaviors.
- Students move directly to level three interventions if the following occurs: Student displays intentional physical aggression, insubordination to an adult, sexual harassment/inappropriate contact, legal issues such as weapons or high-level theft, or a student is a danger to themselves or others.

### **SUBSTANCE ABUSE POLICY**

All La Center Public Schools promote drug, alcohol, and tobacco free environments. In accordance with District Policy 2121, La Center Schools do not tolerate student use of drugs, alcohol, or tobacco. Students found in violation of the district's policies governing these items will be disciplined according to the district discipline guidelines.

### **TRAFFIC PLAN**

Parents are encouraged to have their students ride the school bus, walk or ride bikes, when possible to relieve traffic congestion before and after school. When that is not possible, please refer to the parking lot traffic guide on the next page. Dropping off or picking up your students at Holley Park is another option to avoid the parking lot.



## **TRANSPORTATION/KWRL BUS GUIDELINES**

### **Use of School Transportation**

All students that will ride a bus need to register each year with KWRL. Registration forms and information can be found at [www.kwrl.org](http://www.kwrl.org).

Students often use the school transportation system to go home with another student. Procedures have been established for the following:

- 1) Students need to bring a note from home stating where they are to go and include the date and signature of the parent or guardian. Notes are to be signed by personnel in the office. The student will then give it to the bus driver.
- 2) Students having parties who plan to have other students ride the bus to their house, need to make arrangements with KWRL at least one day in advance of the party date. Permission will be granted based on availability of space on the bus.
- 3) Once a student gets on the bus, they are not allowed to get off unless a school employee from the office removes them. If parents want to pick up students at the end of the day, please check in at the office.

### **Bus Discipline Procedures**

Pre-ticket misbehavior: When misconduct occurs, the bus driver will make every attempt to help a student change their behavior prior to issuing a referral. In the case of serious misconduct, drivers will make every attempt to resolve problems directly with students and their parents. Calling home, assigned seating, and parent-student-driver conferences are interventions that may be used prior to sending a bus referral to the principal. If the misconduct is not corrected, the following progression of disciplinary action will be imposed, although some infractions may warrant skipping to a more serious consequence:

- **First Referral:** A meeting is held between an administrator and student; discipline is at the discretion of the administrator.
- **Second Referral within a 60-day school period:** A meeting is held between bus driver, student and administrator. Student may receive a one to three day suspension from the bus as determined by an administrator.
- **Third Referral within a 90-day school period:** Student may receive a three to five day suspension\* from the bus as determined by an administrator.
- **Fourth Referral within a school year:** Student will receive a one to four week suspension from the bus as determined by an administrator.
- **Fifth Referral within a school year:** Student will receive a long-term suspension or expulsion from the bus as determined by an administrator.

*\* Students who are suspended from a bus are suspended from all busses for the time of the suspension.*

Emergency Suspensions: There may be unusual circumstances when a driver feels a student's misbehavior is so serious that it jeopardizes the safety of other students, and does not think that student should be allowed to ride the bus. In those cases, the driver needs the approval of KWRL Dispatcher/Assistant Director of Transportation. The parent will be contacted and a meeting with an administrator should occur the following day.

### **VISITORS/VOLUNTEERS/CHAPERONES**

All visitors entering the school must stop at the office to sign in and receive a pass prior to visiting. When visiting a classroom, an appointment should be made with the teacher prior to the visit to ensure that any special activities, such as tests, would not be interrupted. The office will confirm your appointment with the teacher. If you are visiting the classroom for a special event such as a party, you will be asked to wear a visitor badge.

The office will accept all items dropped off by parents and will email teachers to let them know the item is waiting in the office. Parents are asked to not drop off items in the classroom during school hours unless prearranged with the teacher.

We welcome volunteers in our building and appreciate any help offered. Our students greatly benefit from this assistance. Volunteers need to complete a volunteer packet and review school policies every year. Please complete the packet at least two weeks prior to volunteering. You will be asked to wear a volunteer badge when you sign in.

Chaperones attending a field trip should complete a volunteer packet two weeks before attending a field trip. This gives the school time to conduct a background check with Washington State Patrol. You will be notified if you are not approved to volunteer. We will not be able to verify a volunteer the day of a field trip. We recommend that siblings not attend field trips with chaperones.

### **VOTER REGISTRATION**

Voter registration is a community service provided by our school office. Anyone needing to register to vote or to change registration may pick up the forms in the office.

### **WEAPONS ON SCHOOL PREMISES**

It is a violation of District Policy 4210 and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. State law requires schools to expel for not less than one year students who bring firearms to school or possess them on school premises, school transportation, or facilities.



**UNEXCUSED ABSENCE WARNING LETTER EXAMPLE**



**La Center Elementary School**

PO Box 1810 • 700 E Fourth Street  
La Center, WA 98629  
Tel 360.263.2134 • Fax 360.263.2133

Date \_\_\_\_\_

Dear parent/guardian of \_\_\_\_\_,

The purpose of this letter is to notify you that your child has unexcused absences this month. Please see the dates below:

At three (3) unexcused absences, it is necessary to schedule a conference with you, your child and our school administrator to analyze the causes of the student’s absenteeism and to determine corrective measures. Absences may be excused by contacting the elementary office within 1 week of the absence. If the absences are not excused, please attend the required attendance meeting in the school library.

We would like to work together with you and your child to eliminate unexcused absences and increase the potential for success in school. Academic achievement is enhanced by regular attendance.

Students with unexcused absences will not be able to make up any school work missed on the day of the absence. In addition, at five (5) unexcused absences, you and your child will be required to enter into a formal attendance agreement with the school, and the student will need to complete a student needs and risk assessment. Upon further unexcused absences, the district may be required to file truancy proceedings with the Clark County Juvenile Court system.

Thank you very much for your immediate attention to this matter. I look forward to working together with you and your child to ensure good attendance habits.

Sincerely,

Scott Lincoln	Mike Nolan
3-5 Principal	P-2 Principal

18 OR MORE DOCTORS NOTE REQUIRED



**La Center Elementary School**

PO Box 1810 • 700 E Fourth Street  
La Center, WA 98629  
Tel 360.263.2134 • Fax 360.263.2133

Date \_\_\_\_\_

Dear parent/guardian of \_\_\_\_\_,

The mission of the La Center School District is to provide a positive, caring environment founded on high standards where all students develop skills necessary to be responsible citizens, active learners, and productive members of a modern global community.

Attendance is a very important aspect of that mission here at La Center Elementary School. The reverse side of this letter shows the attendance history of your child so far this school year.

Due to the high number of absences, excused or unexcused, it is necessary that we have a doctor's note excusing each absence from now on. Our district nurse, Danielle Rivers, or our office secretaries, are available to assess your child any day you feel he/she is too ill to come to school. If the nurse or office feels your student needs to return home, his/her absence will be considered excused. If your child receives seven (7) unexcused absences in a calendar month or ten (10) in a school year, the school is required by law to report those absences and file truancy documents with Clark County Juvenile Court. We are very concerned about your child's attendance at La Center and we hope to work with you as a team to assist him/her in continued academic success.

Please call the elementary office to schedule a meeting to discuss an action plan moving forward with Mike Nolan for K-2<sup>nd</sup> grade or Scott Lincoln for 3<sup>rd</sup> -5<sup>th</sup> grades.

Sincerely,

Scott Lincoln	Mike Nolan
3-5 Principal	P-2 Principal

# La Center Elementary School Collaborative Agreement

 **Our School Expectations:** 

**Bobcat Learners are Respectful of Self, Others and Things.**

 **As a student I will:**

**Show respect for myself, others and things.**

**Be on time and ready to learn every day.**

**Bring needed supplies and completed assignments.**

**Obey classroom, bus and school expectations.**

**Always do my best.**

 **As a parent/guardian I will:**

**Encourage a positive attitude towards school.**

**Show respect and support for my child, the staff and the school.**

**See that my child is on time and attends school ready to learn.**

**Be available to communicate with my child's teacher.**

**Play an active role in my child's learning at home.**

 **As a teacher I will:**

**Show respect, a positive attitude and support for students and families.**

**Be available to communicate with students and families.**

**Provides a safe and comfortable environment that is conducive to learning.**

**Enforce school and classroom expectations fairly and consistently.**

**Help students learn academics and problem solving skills.**

**I have reviewed the La Center Elementary Handbook and Collaborative Agreement.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this completed form to school no later than September \_\_, \_\_\_\_.**

Family Copy- please keep at home



# Bobcat Volume Scale



	<b>Out of Control</b> <b>Emergencies only</b>
	<b>Loud Crowd</b> <b>Presenting voice, everyone can hear you</b>
	<b>Formal Normal</b> <b>Normal conversation voice</b>
	<b>Low Flow</b> <b>Small group work, only the group can hear</b>
	<b>Spy Talk</b> <b>Whispering, only 1 person can hear you</b>
	<b>Silence is Golden</b> <b>Absolute silence, no one is talking</b>



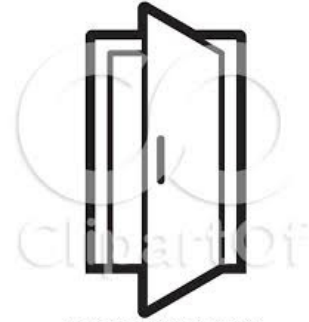
# Bobcats Show Respect



Use walking feet



Use time wisely



Mind  
your  
own business

## In The Bathroom

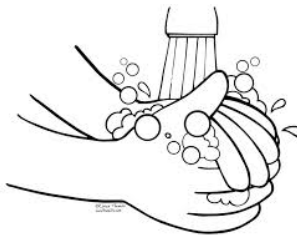


Shhhhh!

Quiet voices



Keep the  
restrooms  
clean



Keep soap and  
water in the sink



Wash your hands