Centralia School District

September Regular Board Meeting

Date and Time

Thursday September 25, 2025 at 5:00 PM PDT

Location

Centralia High School Performing Arts Center
813 Eshom Rd
Centralia, WA 98531

Thursday, September 25, 2025
Centralia High School Performing Arts Center
5:00 p.m. Board Meeting
Zoom: https://zoom.us/j/94092816516
Facebook: https://www.facebook.com/centraliaschooldistrict
Our Mission: Prioritize Students- Uphold High Expectations- Champion Hope- Cultivate Collaboration
Our Vision: All Students Achieve Academic and Personal Excellence

Agenda

Presenter

I. Opening Items

A. Call the Meeting to Order

B. Flag Salute

C. Record Attendance

Presenter

Tim Browning, President
Sarah Holmes, Director
Cameron McGee, Director
Kayla Mounts, Director
Deb Parnham, Director

D. Approval of the Agenda

II. Oath of Office- Student Board Representatives

III. Monthly Student Awards

On Target Award:

- Niko Ayala, Edison Elementary School
- Joaquin Balbuena, Futurus High School
- Evan Boehm, Washington Elementary School
- Jose Hernandez Jr. Centralia High School
- Jaxson Menke, Oakview Elementary School
- Timothy Puris, Jefferson Lincoln Elementary School
- Avileigh Smith, Fords Prairie Elementary School

The Tiger Way:

- Ariela Arteaga-Romero, Washington Elementary School
- Nora Barton, Futurus High School
- Manuel Pascual, Centralia High School
- Nakaia Zimmerman, Oakview Elementary School

The Golden "It" Award: Liam Bussanich, Washington Elementary School
The Golden "It" Award: Lucas Thummel, Centralia Middle School

Centralia "It" Award:
Neymar Corona, Centralia Middle School

IV. Monthly Staff Awards

The CHAMPS Award:

- Patty Cie, Oakview Elementary School
- Tiffany Kennedy, Washington Elementary School

Presenter

- Patricia McCowan, Edison Elementary
- Shannon McDermitt, Jefferson LincolnElementary School
- Teresa Ramirez, Centralia High School

The Catalyst Award:

- Lowye Chapman, Centralia High School
- Karen Date, Edison Elementary School
- Zuleyma Perez, Washington Elementary School
- Melissa Wienke, Fords Prairie Elementary School

V. Volunteer and Community Recognition

- LSCR Amazon Distribution Company - Donation
- The Centralia Pharmacy- Donation
- The Chronicle- Donation
- Costco-Donation
- Footsteps of Hope- Donation
- Kiddin Around- Donation
- Rogers Machinery Centralia- Donation
- Walmart Transportation Centralia- Donation
- Wellpoint Washington- Donation

VI. Public Comment

VII. Video Reports (Informational Only)

The following video reports have been provided to the Board of Directors in advance of this meeting for their individual review. These reports will not be presented or discussed during the meeting, but are included here for transparency and public access. Community members are encouraged to view the reports at their convenience using the links below. No formal action will be taken on these items during this meeting unless otherwise noted.

A. Summer School Presentation

B. Multilingual Learner Presentation

		Presenter
VIII.	**Reports to the Board**	
A.	Student Board Representative Report	L.Trousdale and K.Donahue, Student Reps
B.	Superintendent Report	Lisa Grant
C.	Strategic Plan Update	Lisa Grant
IX.	**Approval of Consent Agenda**	
A.	Previous Meeting Minutes	Lisa Grant
B.	Travel Requests	
C.	Personnel	Samantha Mitchell, Exec. Director of Human Resources
D.	Budget Status Report	Joe Vetter, Exec. Director of Fiscal Services
E.	Voucher Warrants	Joe Vetter, Exec. Director of Fiscal Services
X.	**New Business**	
A.	Consideration of Approval of First Reading of Board Policies	
B.	Consideration of Approval of Out of Endorsement Waiver Resolutions	Samantha Mitchell, Exec. Director of Human Resources
C.	Consideration of Approval of Student Handbooks	Lisa Grant
D.	Consideration of Approval of Special Education Contracts	Tammie Jensen-Tabor, Exec. Director of Special Services
XI.	**Board Member Reports**	

Presenter

XII. Closing Items

A. Future Meeting Schedule and Board Recommended Agenda Items for Future Meetings

Study Session
Thursday, October 9, 2025
5:00 p.m. at Centralia High School Performing Arts Center

Board Meeting
Thursday, October 23, 2025
5:00 p.m. at Centralia High School Performing Arts Center

B. Executive Session

To discuss the performance of a school district employee. RCW 42.30.110.

C. Adjourn Meeting

People with disabilities should contact the superintendent's office at least 24 hours in advance so that arrangements can be made for them to participate in board meetings.

Coversheet

Summer School Presentation

Section: VII. Video Reports (Informational Only)
Item: A. Summer School Presentation
Purpose:
Submitted by:
Related Material: Summer Learning- Dr. Jeff Broome.webm
Celebrating Summer School Success- Lisa Mathes.webm

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

Summer Learning- Dr. Jeff Broome.webm

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Celebrating Summer School Success- Lisa Mathes.webm

Coversheet

Multilingual Learner Presentation

Section: VII. Video Reports (Informational Only)
Item: B. Multilingual Learner Presentation
Purpose:
Submitted by:
Related Material: MLL Presentation- Niki Hart.webm

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

MLL Presentation- Niki Hart.webm

Coversheet

Strategic Plan Update

Section: VIII. Reports to the Board
Item: C. Strategic Plan Update
Purpose: Discuss
Submitted by:
Related Material: September Strategic Plan Update.pdf

STRATEGIC PLAN UPDATE

Aim High, Target Success

September 25, 2025

Aim High, Target Success

2025-26 PRIORITIES & FOCUS

Aim High, Target Success

Based upon staff feedback and data, the priorities for the 2025-2026 school year are high expectations and beliefs and instruction.



Our Vision: All Students Achieve Academic and Personal Excellence
Our Mission: Prioritize Students - Uphold High Expectations - Champion Hope - Cultivate Collaboration

CULTURE CODE

In Centralia School District
An educational professional is unequivocally committed to their personal success and the success of their students.
We:

- Believe Effort is Essential
- Communicate Expectations Clearly and Explicitly
- Hold Each Other to the Highest of Standards While Accepting Progress over Perfection
- Celebrate and Recognize Hard Work, Growth, and Success
- Believe Fun is Fuel

We are working to embed the culture code into all of our practices in order to create an environment that supports staff and student success

KEY PERFORMANCE INDICATORS - OUTCOMES

- **80%** of our students believe, "My teacher(s) helps me learn by challenging me with interesting activities in class".
- **80%** of our students believe, "The school is doing a good job of preparing me to succeed in my life".
- **80%** of our staff believe, "Our staff believe that all students can meet state standards".
- **95%** of our students getting no more than 1 behavior referral per trimester.
- **95%** of our 7-12 grade students will pass classes every trimester.
- **100%** of our students will show at least one year of growth.
- **100%** of our Multilingual, Special Education and Highly Capable students will show at least one year of growth.
- **75%** of our K-2 grade students will be proficient in reading according to iReady scores.
- **75%** of our K-6 grade students will be proficient in math according to iReady scores.

HIGH EXPECTATIONS & BELIEFS - ACTIONS

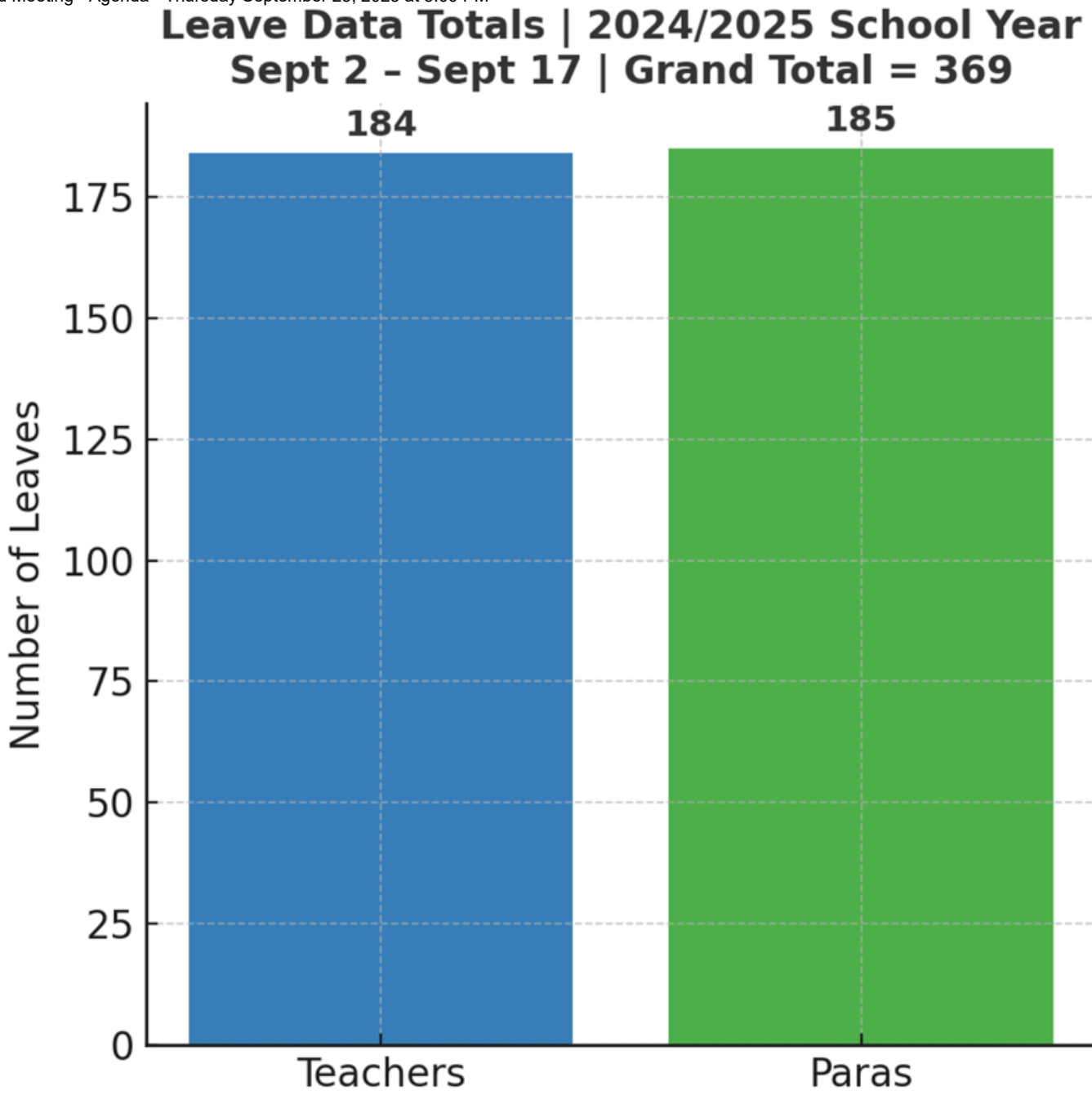
We are committed to holding high expectations and academic rigor grounded in an unwavering belief that all students can achieve excellence.

- **Classroom Structures & Behavior System (CHAMPS/DISC):** Staff will use CHAMPS/DISC structures and the district behavior matrices.
- **No Excuses University (Elementary):** Elementary schools will learn and implement NEU systems.
- **AVID (MS & HS):** Middle and High School will implement AVID systems.

POWERFUL CORE INSTRUCTION - ACTIONS

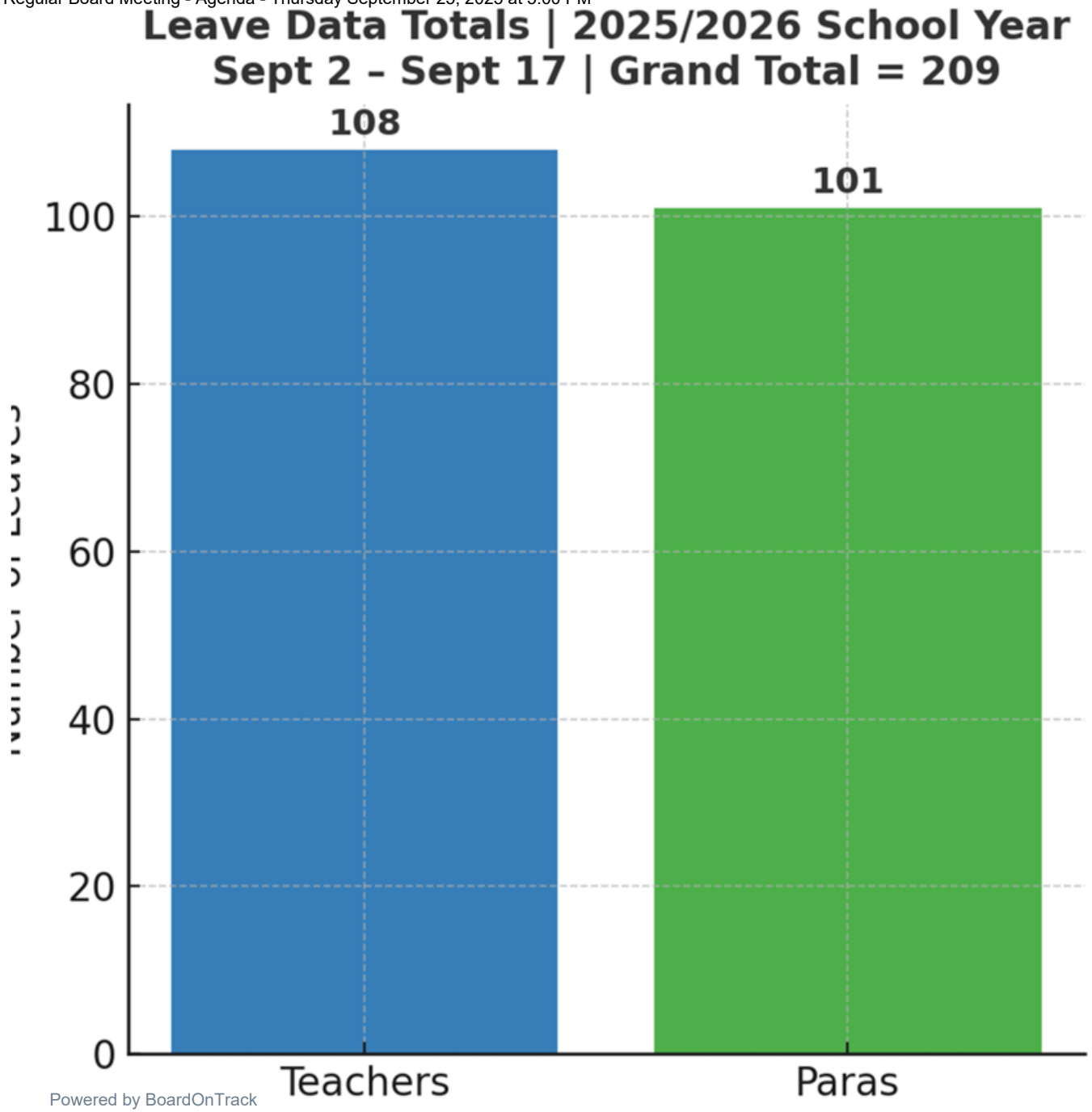
We are committed to utilizing effective pedagogy and instructional best practices.
Fully implement the K-2 Amplify foundational skills curriculum: Staff will use LETRS strategies to implement the Amplify adopted curriculum using the district scope/sequence and pacing guides.
Writing K-6: Staff will align their writing to grade level expectations and use writing as an extension of reading comprehension using the district scope/sequence and pacing guides.
Math (K-6): All staff will engage students using complex mathematical problems to support deep math understanding while using the district scope/sequence and pacing guides.
WICOR (7-12): All staff will use school-wide WICOR strategies focusing on the Universal Design for Learning (UDL) framework to ensure access points for all students.

STAFF ATTENDANCE 2024-25

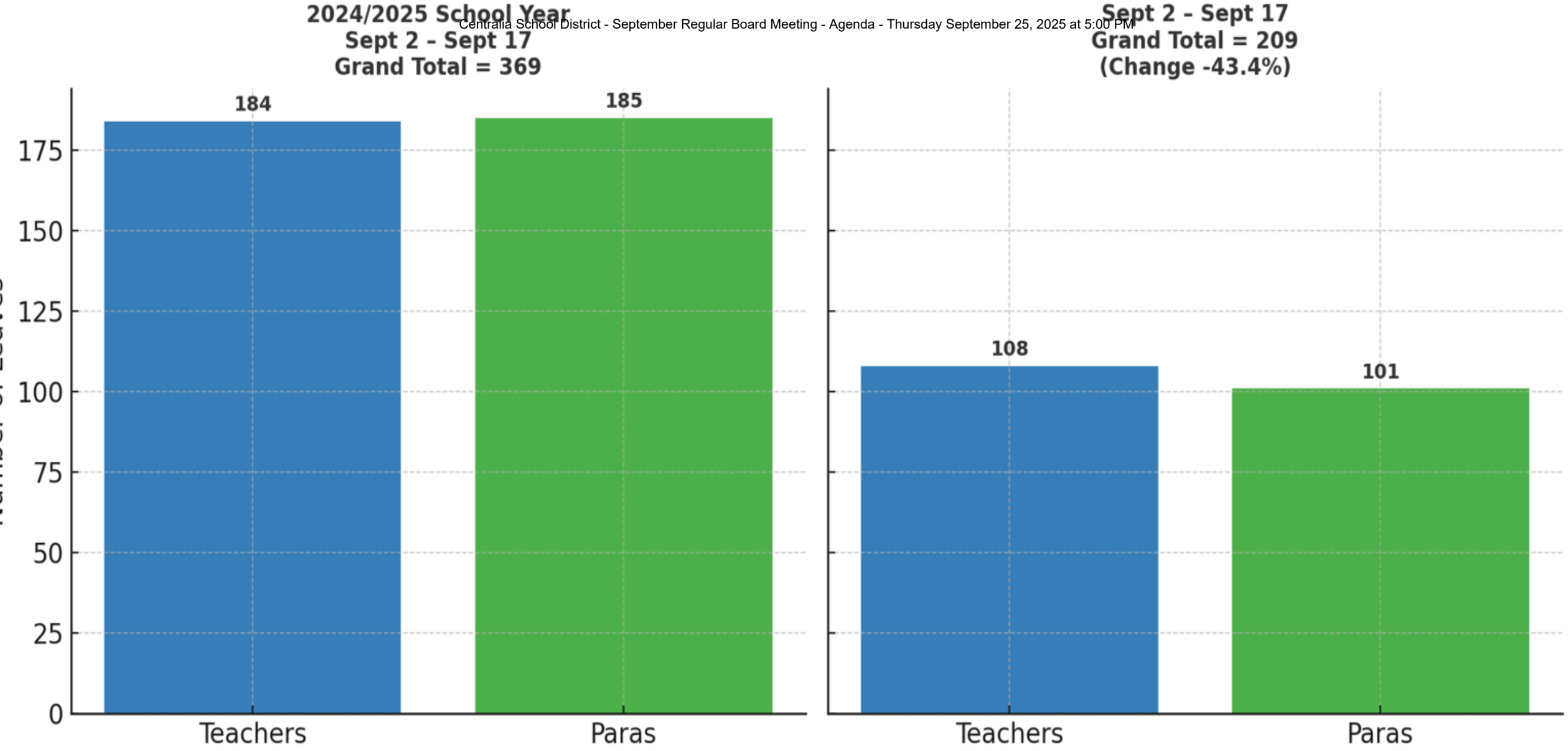


Aim High, Target Success

STAFF ATTENDANCE 2025-26



Aim High, Target Success



Average Daily Attendance: **95.99%**

m High, Target Success

LEAVE
Year-Over-Year Changes

TEACHERS

-41.3%

PARAPROFESSIONALS

-45.4%

Overall = -43.4%

Aim High, Target Success

SUBSTITUTES

2024-2025

182

2025-2026

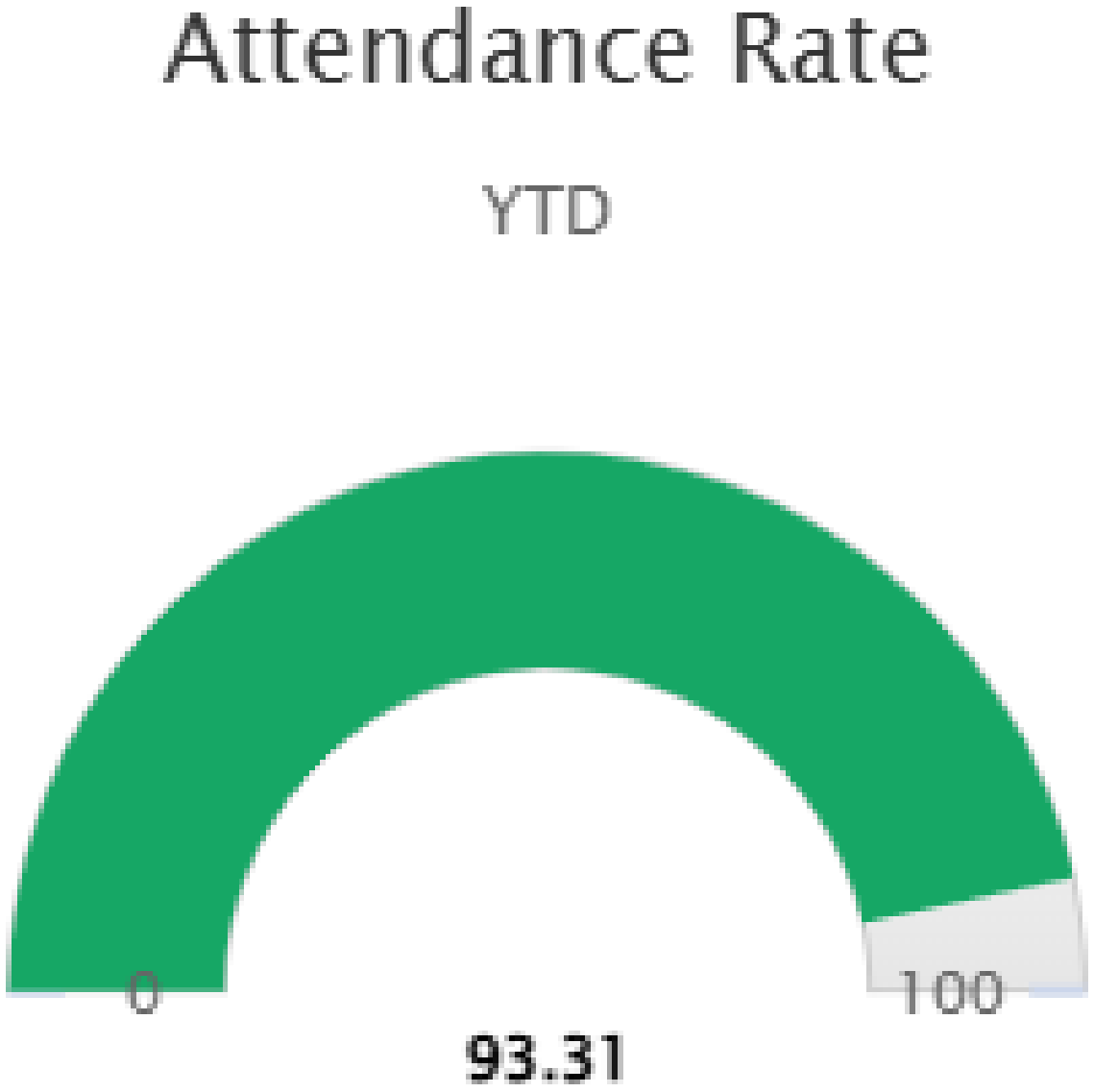
68

Certificated: 50

Classified: 18

Aim High, Target Success

STUDENT ATTENDANCE



Aim High, Target Success

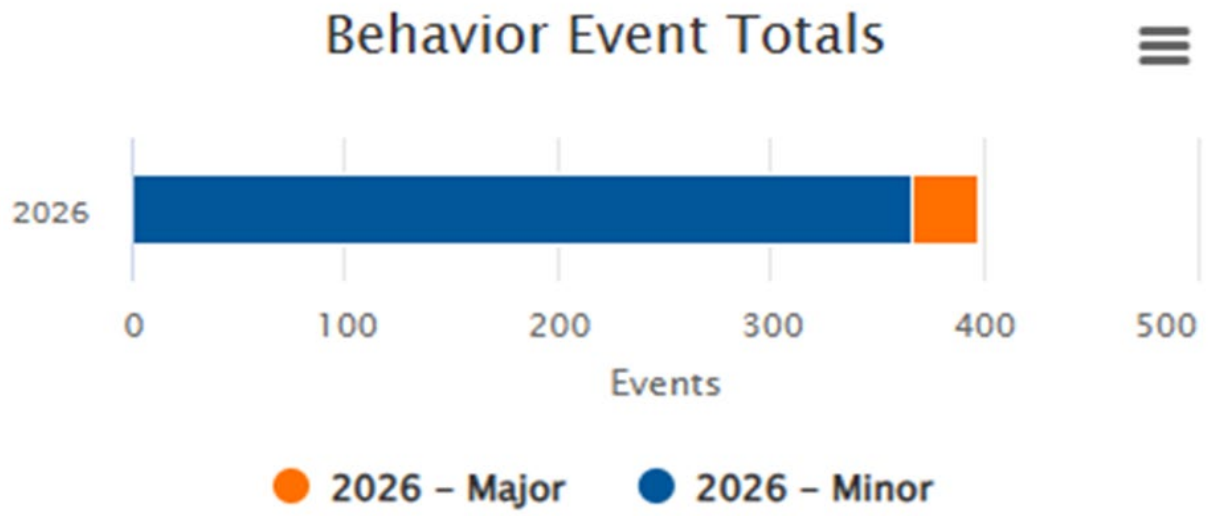
STUDENT ATTENDANCE
Year-Over-Year Changes

2024-2025	2025-2026
89.2%	93.31%

+ 4.11%

Aim High, Target Success

STUDENT BEHAVIOR



360 behavior referrals

37 positive referrals

Through September 17, 2025

STUDENT BEHAVIOR
Year-Over-Year Changes

2024-2025

359

69 positives

Top 3:

- **Failure to cooperate**
- **Disruptive conduct**
- **Physical contact**

2025-2026

361

37 positives

Top 3:

- **Electronic device violation** (151)
- **Disruptive conduct**
- **Failure to cooperate**

Aim High, Target Success

RESTRAINT & ISOLATION
Year-Over-Year Changes

2024-2025	2025-2026
Isolation: 2	Isolation: 0
Restraint:6	Restraint:2
TOTAL = 8	TOTAL = 2

Aim High, Target Success



QUESTIONS?

Aim High, Target Success

Coversheet

Previous Meeting Minutes

Section: IX. Approval of Consent Agenda
Item: A. Previous Meeting Minutes
Purpose: Vote
Submitted by:
Related Material: 9.11.25 Study Session Meeting Minutes.pdf

Study Session Meeting Minutes
Thursday, September 11, 2025
Centralia High School PAC
5:00p.m. Board Meeting

1. **CALL TO ORDER**

ATTENDANCE

Tim Browning, President; Kayla Mounts, Vice President; Sarah Holmes, Director; Deb Parnham, Director; Lisa Grant, Secretary; and Brittany Kindell, Recording Secretary.Cameron McGee, Director, was excused for the evening.

PLACE AND TIME OF MEETING

The Centralia School District Board of Directors met at the Centralia High School PAC. Tim Browning, President, called the Study Session to order at 5:00p.m.

2. **FLAG SALUTE**

Tim Browning led the pledge of allegiance.

3. **APPROVAL OF THE AGENDA**

Deb Parnham moved, and Sarah Holmes seconded the motion.
The motion carried with a unanimous vote.

4. **REPORTS TO THE BOARD**
   a. **School Improvement Plans (SIP) Summaries**
   All principals shared a high level overview of their SIP goals for the 2025-26 school year and the action plans that support each goal. The full SIP plans were approved at the August 2025 regular school board meeting.
   b. **Board Policy and Procedure Review**
      - Policy 3210 Nondiscrimination
      - Policy 5010 Nondiscrimination and Affirmative Action
      - Policy and Procedure 5260 Personnel Records
      - Policy and Procedure 2410 Graduation Requirements
      - Policy 2420 Grading and Progress Reports
      - Policy 3413 Notification and Dissemination of Information About Student Offenses and Notifications of Threats of Violence or Harm
      - Policy 1310 Policy Adoption, Manuals and Administrative Procedures
      - Policy 1111 Oath of Office
      - Policy 1815 Ethical Conduct for School Directors
      - Policy and Procedure 4060 Distribution of Information

   The Board will bring these policies back for a first reading on September 25, 2025.

5. FUTURE MEETING SCHEDULE AND BOARD RECOMMENDED AGENDA ITEMS FOR FUTURE MEETINGS

Regular Board Meeting
Thursday, September 25, 2025
5:00 p.m. at Centralia High School Performing Arts Center

Study Session
Thursday, October 9, 2025
5:00 p.m. at Centralia High School Performing Arts Center

6. ADJOURNMENT

The board meeting concluded for the evening, in consensus, at 7:05 p.m.

_____	_____
Tim Browning, President	Lisa Grant, Superintendent

Coversheet

Travel Requests

Section: IX. Approval of Consent Agenda
Item: B. Travel Requests
Purpose:
Submitted by:
Related Material: SkillsUSA Fall Leadership Conference- Student Travel.pdf

Submit by Email | Print Form

Centralia School District

Travel Request for Students, Clubs, Overnight Trips

Pre-approval from the Board of Directors is requires for any overnight stay, beyond 300 mile radius, or out of state travel (including Portland). This travel request must be submitted to the Superintendent, with supervisor's signature, at least seven (7) days prior to the Board of Director's Meeting.

Person(s) initiating travel request: Mitch Smith

Class or club involved (i.e. DECA, Band, Biology): Skills USA WOMS

Destination: Auburn WA

Date(s) of travel (note departure/return time): 10/23 - 10/25

Reason for travel: Attend Fall Leadership Camp

What is the ultimate goal of this experience : Attend Fall Leadership Camp

Mode of travel ((i.e. district vehicle, bus, air): District Pickup

Type of lodging (i.e. hotel, gym, private home): Cabins

Number of students participating: 4

Ratio of students to chaperones: 1 - 4

Note: If a bus or van is needed, a "Request fo District Vehicle" form still needs to be submitted to Transportation.

List names of chaperones: Mitch Smith

Estimated cost to district: 350.00

☒ General Fund ☒ A.S.B. Fund ☐ Grant Monies

Estimated cost to student(s): 1,200.00

☐ Check if fundraisers will help defray cost to students

Date submitted: Sept 6/25

S. [signature]

9-11-25

Supervisor's Approval Date

Superintendent's Approval Date

Date Board Approved (needed if overnight or beyond 300 mile radius or out of state) Date

Coversheet

Personnel

Section: IX. Approval of Consent Agenda
Item: C. Personnel
Purpose: Vote
Submitted by:
Related Material: Personnel Memo 9-25.pdf

TO: Lisa Grant

FROM: Samantha Mitchell

DATE: September 19, 2025

SUBJECT: New hires, transfers, and other personnel changes for September 25, 2025 approval by the Board

Certificated Hires

Continuing

Temporary

Classified Hires

Continuing

Taryn Abarta	JL	Special Education Paraeducator
Humberto Perez	OAK	FRA/LAP Paraeducator
Chelsie Sortor	OAK	Special Education/LAP Paraeducator
Julie Van Lierop	JL	Paraeducator

Temporary

Jennifer Hurley	JL	Special Education Paraeducator
Arthur Williamson	CHS/CMS	SLP Support Paraeducator

Coaches & Advisors

Jenny Ashmore	JL	Assessment Coordinator
Jenny Ashmore	JL	Leadership Stipend
Becky Barnes	CHS	Leadership Stipend
Brian Bartel	OAK	Leadership Stipend
Regina Brown	WA	½ of Assessment Coordinator
Natalie Chambers	FP	Assessment Coordinator
Christy Cothren	OAK	Leadership Stipend
Danika DeMonbrun	CHS	Assistant Volleyball Coach
Sarah Dulin	CHS	½ Stipend National Honor Society
Alicia Durham	CMS	Girls Soccer - Travel
LeighAnne Eiland	CHS	Graduation Success Coordinator
Jayme Evans	CMS	Leadership Stipend
Lori Green	JL	Leadership Stipend
Denyel Heap	OAK	Leadership Stipend
Marcy Heegeman	OAK	Leadership Stipend
Zach Hemond	CHS	Assistant Cross Country Coach
Trent Henning	CHS	Head Boys Golf Coach
Ashley Jeffries	JL	Leadership Stipend
Danette Jones	CHS	Leadership Stipend

Charity Layton	JL	Leadership Stipend
Manuel Leal	CHS	Assistant Girls Soccer Coach
Monica Lewis	CHS	Leadership Stipend
Lisa Mack	CHS	Student Store Supervision
Anna Martin	OAK	Leadership Stipend
Lisa Mathes	JL	Leadership Stipend
Shannon McDermitt	JL	Leadership Stipend
LeiLani Orning	OAK	Leadership Stipend
Shawn Peters	OAK	Assessment Coordinator
Jill Pilloud	JL	Leadership Stipend
Teresa Ramirez	CHS	Leadership Stipend
Teresa Ramirez	CHS	½ Stipend National Honor Society
Michelle Riffe	ED	½ of Assessment Coordinator
Kim Roberts	JL	Leadership Stipend
Levi Rodriguez	CHS	Annual Advisor Stipend
Miranda Rosenborg	JL	Leadership Stipend
Tammy Seaton	ED	Elementary Music Stipend (24-25 SY)
Tammy Seaton	ED	Elementary Music Stipend (25-26 SY)
James Segura-Mitchell	CHS	Sophomore Class Advisor
Alison Sharp	ED	Elementary Music Stipend (24-25 SY)
Alison Sharp	ED	Elementary Music Stipend (25-26 SY)
Ashley Shultz	CMS	Extended Day Contract
Heather Sprague	WA	½ of Assessment Coordinator
Kyle Sprague	CHS	Assistant Boys Golf Coach
Tucker Sutton	OAK	Leadership Stipend
Michelle Thomas	JL	Leadership Stipend
Aimee Turner	ED	½ of Assessment Coordinator Stipend
Jeff Webley	Sp. Ed.	Assessment Coordinator

Resignations/Retirements/Leaves of Absence

Employee Name	Position	Personnel Action	Effective Date
Heather Bonomi	Elem Food Serv Worker at WA	Resignation	September 25, 2025
Todd Cheney	Bus Driver at TR	Leave of Absence	September 2, 2025
Todd Cheney is requesting a leave of absence from September 2, 2025 through October 3, 2025.			
LeighAnne Eiland	Grad. Success Coord. at CHS	Leave of Absence	September 4, 2025
LeighAnne Eiland is requesting a leave of absence from September 4, 2025 through September 17, 2025.			
Sofia Huerta	Attendance Secretary at CHS	Leave of Absence	December 12, 2025
Sofia Huerta is requesting a leave of absence from December 12, 2025 through March 13, 2026.			
Rylee Johnson	1st Grade Teacher at JL	Leave of Absence	September 16, 2025
Rylee Johnson is requesting an intermittent leave of absence from September 16, 2025 through May 1, 2026.			
Stephanie Leisure	Bus Driver at TR	Leave of Absence	September 2, 2025
Stephanie Leisure is requesting a leave of absence from September 2, 2025 through September 23, 2025.			
Fred Mestaz	Bus Monitor at TR	Leave of Absence	September 2, 2025
Fred Mestaz is requesting a leave of absence from September 2, 2025 through September 18, 2025.			
Kim Pettit	T&L Secretary at DO	Leave of Absence	December 11, 2025
Kim Pettit is requesting a leave of absence from December 11, 2025 through December 19, 2025.			
Betty Rivas	Secondary FSW at CHS	Leave of Absence	September 2, 2025
Betty Rivas is requesting a leave of absence from September 2, 2025 through November 20, 2025.			
Roberta Sjoblom	Secondary FSW at CMS	Leave of Absence	September 2, 2025
Roberta Sjoblom is requesting a leave of absence from September 2, 2025 through October 21, 2025.			
Jesus Ulloa Gonzalez	Custodian at OAK	Leave of Absence	September 2, 2025
Jesus Ulloa Gonzalez is requesting an intermittent leave of absence from September 2, 2025 through June 12, 2026.			
Lane Wasson	PE Teacher at JL & ED	Leave of Absence	September 12, 2025
Lane Wasson is requesting an intermittent leave of absence from September 12, 2025 through March 26, 2026.			
Allison Watson	Behavior Paraeducator at JL	Resignation	August 25, 2025

Coversheet

Budget Status Report

Section: IX. Approval of Consent Agenda
Item: D. Budget Status Report
Purpose: Vote
Submitted by:
Related Material: July Budget Status 2025.pdf

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- ORIGINAL -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the CENTRALIA SCHOOL DISTRICT #401 School District for the Month of July, 2025

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	3,490,435	25,550.03	3,373,273.42		117,161.58	96.64
2000 LOCAL SUPPORT NONTAX	533,259	737,613.60	1,446,681.76		913,422.76-	271.29
3000 STATE, GENERAL PURPOSE	34,366,627	4,416,509.55	30,290,510.31		4,076,116.69	88.14
4000 STATE, SPECIAL PURPOSE	13,594,836	2,004,052.46	12,546,822.07		1,048,013.93	92.29
5000 FEDERAL, GENERAL PURPOSE	220,000	.00	35,626.15		184,373.85	16.19
6000 FEDERAL, SPECIAL PURPOSE	5,903,568	72,695.90	5,349,077.39		554,490.61	90.61
7000 REVENUES FR OTH SCH DIST	1,029,955	115,121.24	1,042,843.38		12,888.38-	101.25
8000 OTHER AGENCIES AND ASSOCIATES	146,000	.00	30,478.78-		176,478.78	20.88-
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	59,284,680	7,371,542.78	54,054,355.70		5,230,324.30	91.18
B. EXPENDITURES						
00 Regular Instruction	28,370,736	2,865,940.52	25,680,928.75	2,013,654.07	676,153.18	97.62
10 Federal Stimulus	0	.00	.00	30,031.99	30,031.99-	0.00
20 Special Ed Instruction	8,782,058	859,141.72	8,879,327.44	1,573,387.16	1,670,656.60-	119.02
30 Voc. Ed Instruction	3,086,517	301,888.88	3,460,479.40	316,933.11	690,895.51-	122.38
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	6,264,193	179,841.89	5,186,974.70	408,561.69	668,656.61	89.33
70 Other Instructional Pgms	117,288	9,329.36	143,872.80	8,272.52	34,857.32-	129.72
80 Community Services	60,000	16,764.37	422,965.21	5,462.37	368,427.58-	714.05
90 Support Services	13,150,651	870,051.64	11,630,046.23	942,667.53	577,937.24	95.61
Total EXPENDITURES	59,831,443	5,102,958.38	55,404,594.53	5,298,970.44	872,121.97-	101.46
C. OTHER FIN. USES TRANS. OUT (GL 536)	500,000	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	1,046,763-	2,268,584.40	1,350,238.83-		303,475.83-	28.99
F. TOTAL BEGINNING FUND BALANCE	4,634,106		5,098,556.18			
G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,587,343		3,748,317.35			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810	Restricted For Other Items	0	2,300.00
G/L 815	Restric Unequalized Deduct Rev	0	.00
G/L 821	Restrictd for Carryover	0	184,080.22
G/L 823	Restricted for Carryover of Tra	0	.00
G/L 825	Restricted for Skills Center	0	.00
G/L 828	Restricted for C/O of FS Rev	0	.00
G/L 830	Restricted for Debt Service	0	.00
G/L 835	Restrictd For Arbitrage Rebate	0	.00
G/L 840	Nonspnd FB - Invent/Prepd Itms	0	196,934.15
G/L 845	Restricted for Self-Insurance	0	.00
G/L 850	Restricted for Uninsured Risks	0	.00
G/L 870	Committed to Other Purposes	0	.00
G/L 872	Committd to Econmc Stabilizatn	0	.00
G/L 873	Committed to Depreciation Sub-F	0	.00
G/L 875	Assigned Contingencies	0	.00
G/L 884	Assigned to Other Cap Projects	0	.00
G/L 888	Assigned to Other Purposes	2,175	.00
G/L 890	Unassigned Fund Balance	3,585,168	310,084.08
G/L 891	Unassigned Min Fnd Bal Policy	0	3,054,918.90
	TOTAL	3,587,343	3,748,317.35

20--Capital Projects Fund-- FUND BALANCE -- SPI ACCOUNTS -- ORIGINAL -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the CENTRALIA SCHOOL DISTRICT #401 School District for the Month of July , 2025

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	258,607	62,823.79	860,930.74		602,323.74-	332.91
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	2,400,000	.00	.00		2,400,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	500,000	.00	1,000,000.00		500,000.00-	200.00
Total REVENUES/OTHER FIN. SOURCES	3,158,607	62,823.79	1,860,930.74		1,297,676.26	58.92
B. EXPENDITURES						
10 Sites	0	.00	767,999.66	228,697.61	996,697.27-	0.00
20 Buildings	5,000,000	243,404.90	2,346,126.78	2,840.09	2,651,033.13	46.98
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	180.46	1,959.41	0.00	1,959.41-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	5,000,000	243,585.36	3,116,085.85	231,537.70	1,652,376.45	66.95
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	1,841,393-	180,761.57-	1,255,155.11-		586,237.89	31.84-
F. TOTAL BEGINNING FUND BALANCE	6,157,335		6,670,589.64			
G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	4,315,942		5,415,434.53			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810	Restricted For Other Items	0	.00
G/L 825	Restricted for Skills Center	0	.00
G/L 830	Restricted for Debt Service	0	.00
G/L 835	Restrictd For Arbitrage Rebate	0	.00
G/L 840	Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850	Restricted for Uninsured Risks	0	.00
G/L 861	Restricted from Bond Proceeds	0	811,513.35-
G/L 862	Committed from Levy Proceeds	0	.00
G/L 863	Restricted from State Proceeds	2,400,000	3,198,114.53
G/L 864	Restricted from Fed Proceeds	0	.00
G/L 865	Restricted from Other Proceeds	0	825,170.05
G/L 866	Restrictd from Impact Proceeds	0	21,000.00
G/L 867	Restricted from Mitigation Fees	0	.00
G/L 869	Restricted fr Undistr Proceeds	0	.00
G/L 870	Committed to Other Purposes	0	.00
G/L 889	Assigned to Fund Purposes	1,915,942	2,182,663.30
G/L 890	Unassigned Fund Balance	0	.00
TOTAL		4,315,942	5,415,434.53

30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- ORIGINAL -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the CENTRALIA SCHOOL DISTRICT #401 School District for the Month of July, 2025

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	4,523,305	20,106.67	4,265,248.07		258,056.93	94.29
2000 Local Support Nontax	134,864	12,308.25	137,289.13		2,425.13-	101.80
3000 State, General Purpose	0	14.66	44,457.89		44,457.89-	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	4,658,169	32,429.58	4,446,995.09		211,173.91	95.47
B. EXPENDITURES						
Matured Bond Expenditures	1,620,000	.00	1,620,000.00	0.00	.00	100.00
Interest On Bonds	2,912,250	.00	2,912,250.00	0.00	.00	100.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	1,000	.00	350.00	0.00	650.00	35.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	4,533,250	.00	4,532,600.00	0.00	650.00	99.99
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)	124,919	32,429.58	85,604.91-		210,523.91-	168.53-
F. TOTAL BEGINNING FUND BALANCE	3,045,959		3,448,019.65			
G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,170,878		3,362,414.74			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	3,170,878		3,362,414.74			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	3,170,878		3,362,414.74			

40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- ORIGINAL -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the CENTRALIA SCHOOL DISTRICT #401 School District for the Month of July, 2025

A. REVENUES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	164,720	2,099.69	78,519.42		86,200.58	47.67
2000 Athletics	341,273	1,749.75	159,418.03		181,854.97	46.71
3000 Classes	21,950	.00	16,010.31		5,939.69	72.94
4000 Clubs	276,617	10.00	20,016.04		256,600.96	7.24
6000 Private Moneys	59,099	.00	1,140.00		57,959.00	1.93
Total REVENUES	863,659	3,859.44	275,103.80		588,555.20	31.85
B. EXPENDITURES						
1000 General Student Body	176,827	6,423.85	44,008.60	9,167.80	123,650.60	30.07
2000 Athletics	412,391	1,018.36	169,049.38	32,880.88	210,460.74	48.97
3000 Classes	18,400	500.00-	11,428.26	2,996.24	3,975.50	78.39
4000 Clubs	297,170	.00	36,361.04	27,136.08	233,672.88	21.37
6000 Private Moneys	78,022	.00	1,514.48	303.76	76,203.76	2.33
Total EXPENDITURES	982,810	6,942.21	262,361.76	72,484.76	647,963.48	34.07
C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B)	119,151-	3,082.77-	12,742.04		131,893.04	110.69-
D. TOTAL BEGINNING FUND BALANCE	450,000		525,282.31			
E. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE C+D + OR - E)	330,849		538,024.35			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	330,849		538,024.35			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	330,849		538,024.35			

90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- ORIGINAL -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the CENTRALIA SCHOOL DISTRICT #401 School District for the Month of July, 2025

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	40,000	6,968.79	70,130.37		30,130.37-	175.33
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	310,401	.00	.00		310,401.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	127,599.35	405,526.00		405,526.00-	0.00
9000 Other Financing Sources	0	.00	9,000.00		9,000.00-	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	350,401	134,568.14	484,656.37		134,255.37-	138.31
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	350,401	134,568.14	484,656.37		134,255.37-	138.31
D. EXPENDITURES						
Type 30 Equipment	1,250,000	406,959.51	605,058.16	0.00	644,941.84	48.40
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	1,250,000	406,959.51	605,058.16	0.00	644,941.84	48.40
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)	899,599-	272,391.37-	120,401.79-		779,197.21	86.62-
H. TOTAL BEGINNING FUND BALANCE	1,712,122		1,793,483.92			
I. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	812,523		1,673,082.13			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	812,523	1,673,082.13
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
TOTAL	812,523	1,673,082.13

********** End of report **********

Coversheet

Voucher Warrants

Section: IX. Approval of Consent Agenda
Item: E. Voucher Warrants
Purpose:
Submitted by:
Related Material: Voucher Warrants.pdf

Centralia School District #401

Affidavit covering payment of payroll, invoices, and voids for General Fund, Capital Projects Fund, Associated Student Body Fund, and Transportation Vehicle Fund

DATE: September 18, 2025

THIS IS TO CERTIFY, under penalty of perjury, that the undersigned has examined the attached vouchers and payroll, and that each of the invoices and vouchers were duly certified to have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law; that the extensions and additions of said invoices and vouchers have been checked by Financial Services Office staff and were found to be correct.

Joe Vetter, Executive Director of Financial Services

THIS IS TO CERTIFY that the warrants and electronic transfers of the Centralia School District No. 401, Lewis County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME		WARRANTS (INCLUSIVE)				AMOUNT
GENERAL:	Payroll Checks		to			
	Payroll Direct Deposit	900095164	to	900095638	$	4,017,700.73
	Payroll AP ACH	242500485	to	242500486	$	6,688.00
	Payroll CT Wire Transfer	202400142	to	202400149	$	1,208,353.55
	Payroll CT Wire Transfer	202500001		20250001	$	793.33
	Payroll Direct Deposits		to			
	Accounts Payable	50140850	to	50140862	$	59,382.72
	Accounts Payable	50140839	to	50140839	$	6,530.51
	Accounts Payable	50140831	to	50140838	$	15,496.65
	Accounts Payable	50140789	to	50140789	$	710.47
	Accounts Payable	50140767	to	50140788	$	843,497.05
	Accounts Payable	50140737	to	50140766	$	129,215.52
	Accounts Payable	50140790	to	50140830	$	325,197.16
	Accounts Payable	50140840	to	50140849	$	1,099,167.54
	Accounts Payable		to			
	Accounts Payable		to			
	Accounts Payable ACH	252600001	to	252600001	$	6,259.38
	Accounts Payable ACH	242500469	to	242500484	$	3,193.75
	Accounts Payable ACH	2425000487	to	242500509	$	22,020.65
	Accounts Payable ACH	252600002	to	252600002	$	58.58
	Accounts Payable ACH	252600003	to	25260014	$	6,307.92
	Accounts Payable ACH		to			
	Accounts Payable ACH		to			
	Accounts Payable ACH		to			
				TOTAL GENERAL FUND:	**$**	**7,750,573.51**
CAPITAL PROJECTS:	Accounts Payable	50201372	to	50201373	$	1,017.13
	Accounts Payable	50201374	to	50201375	$	37,016.04
	Accounts Payable		to			
	Accounts Payable		to			
				TOTAL CAPITAL PROJECTS FUND:	**$**	**38,033.17**
ASSOCIATED STUDENT BODY	Accounts Payable ACH		to			
	Accounts Payable ACH		to			
	Accounts Payable ACH		to			
	Accounts Payable	50404959	to	50404959	$	549.21
	Accounts Payable		to			
	Accounts Payable		to			
				TOTAL ASSOCIATED STUDENT BODY FUND:	**$**	**549.21**
TRANSPORTATION VEHICLE:	Accounts Payable		to			
	Accounts Payable		to			
	Accounts Payable ACH		to			
				TOTAL TRANSPORTATION VEHICLE FUND:	**$**	**-**

Board of Directors of Centralia School District No. 401

I, Dr. Lisa Grant, being duly sworn, depose and say that: I am the Secretary to the Board of Centralia School District No. 401, Lewis County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: COUNTY TREASURER - GF WARRANTS OUTSTANDING
Check Number 50814231 through 50814237
and for payment those Direct Deposits included in the following list and further described as follows: COUNTY TREASURER - GF WARRANTS OUTSTANDING
Direct Deposit Number 900095164 through 900095638
in the total amount of $4,017,700.73.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

4pacpv04.p CENTRALIA SCHOOL DISTRICT #401 9:50 AM 08/26/25
05.25.06.00.00-010051 PAY SUMMARY FOR EOM / End Of Month Ru - AFTER CALCS PAGE: 1
CHECK DATE: 08/29/2025 PERIOD ENDING DATE: 08/31/2025

Board Report

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
C013	TEACHER	287	182.0000		1377,745.57	
C013A	TEACHER	5	4.0000		23,092.61	
C023	TEMP TEACHER	6	5.0000		22,372.42	
C023B	TEMP TEACHER	2	2.0000		11,754.57	
C033	EXTENDED YEAR	68	41.0000		19,517.65	
C043	FACILITATOR	4	2.0000		18,330.26	
C053	DEPT HEAD	9	9.0000		1,136.30	
C073	NURSE	6	5.0000		24,245.22	
C083	LPN	1	1.0000		3,272.64	
C093	STIPEND	3	3.0000		1,134.22	
C103	SUPER FTE	1	1.0000		1,673.60	
C123	LEADERSHIP STIP	63	63.0000		9,991.90	
C123A	LEADERSHIP STIP	2	2.0000		295.16	
C153	ASB COORD	2	2.0000		640.89	
C173	ASSESSMENT CORD	10	10.0000		1,421.66	
C183	TECHNOLOGY CORD	8	8.0000		1,900.80	
C323	ANNUAL ADVISOR	3	2.0000		613.26	
C333	BAND	2	2.0000		927.64	
C403	ELEM MUSIC	4	4.0000		402.76	
C403A	ELEM MUSIC	3	3.0000		2,107.50	
C403B	ELEM MUSIC	2	2.0000		2,476.00	
C453	HONOR SOC AD	1	1.0000		145.50	
C463	CLASS ADVISOR	4	4.0000		501.86	
C483	STRINGS ADVISOR	1	1.0000		388.01	
C493	CHOIR ADVISOR	1	1.0000		615.63	
C493M	CHOIR ADV	1	1.0000		183.26	
C523	FFA ADVISOR	2	2.0000		534.14	
C673	LIBRARIAN	1	1.0000		9,165.13	
C683	COUNSELOR	13	11.0000		78,342.96	
C693	K12 COACH	7	1.0000		9,165.13	
C713	ACCTS PAYABLE	2	1.0000		3,011.76	94.49
C713A	ACCTS PAYABLE	2	1.0000		2,378.49	73.51
C723	PAYROLL	1	1.0000		7,667.97	168.00

CHECK DATE: 08/29/2025 PERIOD ENDING DATE: 08/31/2025

Board Report

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
C733A	HR COORDINATOR	1	1.0000		8,803.71	168.00
C743	TEMP CLASS	39	32.0000		55,070.00	
C743A	TEMP CLASS	3	3.0000		1,811.57	
C743B	Temporary Class	1	1.0000		77.28	
C763	BUS SERVICE WKR	1	1.0000		4,784.00	168.00
C764	BUS SERVICE WKR	1	1.0000		4,927.83	168.00
C774	ASST MECHANIC	1	1.0000		5,536.23	168.00
C774B	ASST MECHANIC	1	1.0000		-15.19	
C783	MECHANIC	1	1.0000		7.28	
C784	MECHANIC	4	4.0000		25,944.63	672.00
C784A	MECHANIC	1	1.0000		7,067.48	168.00
C814	GRNDS/MAINTNCE	6	3.0000		16,646.75	504.00
C834	COMPTR TECH	6	3.0000		21,071.95	504.00
C844	CUSTODIAN	15	15.0000		69,103.28	2016.00
C853	LIBRARY TECH	10	7.0000		19,782.40	
C873	OFFICE ASST	6	3.0000		9,336.40	
C883	SECRETARY	11	11.0000		55,745.67	936.00
C884	SECRETARY	1	1.0000		3,463.69	
C894	FOOD SVC DELVRY	1	1.0000		3,606.40	
C903	PARAEDUCATOR	98	66.0000		154,207.51	168.00
C903A	PARAEDUCATOR	14	12.0000		12,076.61	0.10
C903B	PARAEDUCATOR	1	1.0000		1,443.96	
C913	ASST DIR TRANSP	1	1.0000		7,949.84	168.00
C923	TRANSP DIR	1	1.0000		9,937.34	168.00
C933	MAINT DIR	1	1.0000		9,937.34	168.00
C943	FISCAL SVC DIR	1	1.0000		13,668.75	168.00
C953	CTAE DIR	2	1.0000		10,819.09	168.00
C963	ASST PRINCIPAL	5	3.0000		28,564.78	388.00
C973	PRINCIPAL	9	7.0000		94,961.92	1176.00
CAA3	SUPERINTENDENT	1	1.0000		17,937.50	168.00
CAC3	SECRETARY I	3	3.0000		13,835.71	312.00
CAD3	SECRETARY II	10	8.0000		23,943.35	168.00
CAE3	SECRETARY III	8	5.0000		17,971.26	
CAK4	ASE CERT	4	4.0000		1,159.20	
CAK4A	ASE CERT	1	1.0000		122.84	
CAO	BUS DRIVERS	23	23.0000		45,622.82	-0.20
CAO6	RTE TIME CHANGE	11	11.0000		9,884.96	0.10
CAO6A	RTE CHANGE 2	2	2.0000		2,761.22	0.10
CAO6B	RTE CHANGE 3	1	1.0000		564.36	
CAO7	ROUTE CHANGE	2	2.0000		2,389.98	
CAO8	ADD'L ROUTE	2	2.0000		926.79	
CAP	KITCHEN MANAGER	1	1.0000		3,963.70	
CAR	SEC LEAD FSW	2	2.0000		6,831.69	
CAS	SEC FSW	7	7.0000		13,779.13	
CAS2	SEC FSW	1	1.0000		140.63	
CAT	ELEM LEAD FSW	4	4.0000		7,812.00	
CAT2	ELEM LEAD FSW	1	1.0000		1,100.78	
CAU	ELEM FSW	10	10.0000		11,800.68	
CAU2	ELEM FSW	1	1.0000		429.92	
CBA	INST COACH	1	1.0000		8,792.76	
CBH	DISPATCHER	2	2.0000		8,473.09	288.00
CBK	EX DIR OF HR	2	1.0000		13,010.17	168.00

CHECK DATE: 08/29/2025 PERIOD ENDING DATE: 08/31/2025

Board Report

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
CBL	EX DIR SP ED	1	1.0000		13,668.75	168.00
CBM	OT	2	2.0000		16,219.13	
CBN	PT	1	1.0000		7,332.17	
CBO	PSYCH	1	1.0000		9,165.13	
CBP	SLP	1	1.0000		9,165.13	
CBS	BUS MONITOR	7	7.0000		7,100.87	0.10
CBS1	BM ROUTE CHANGE	7	7.0000		4,795.99	
CBS2	BM ROUTE CHANGE	3	3.0000		723.71	
CBT	DIR OF T & L	2	1.0000		13,668.75	168.00
CBV	SLPA	1	1.0000		628.68	
CBV1	SLPA	1	1.0000		2,033.20	
CBX	IEP STIPEND	29	27.0000		9,544.20	
CCB	DIR OF TECH	2	1.0000		9,937.34	168.00
CCD	ADMIN ENRICHMEN	20	14.0000		8,877.19	
CCH	RETIRE NOTICE	6	6.0000		11,146.62	
CCK	ACCT ASSISTANT	2	1.0000		4,583.52	168.00
CCL	LEAD MECH STIP	1	1.0000		416.63	
CCN2	ATHLETIC DIR	1	1.0000		11,942.17	168.00
CCP	MENTAL HEALTH	1	1.0000		5,023.20	
CCT	SECRETARY IV	4	1.0000		4,406.97	
CCZ	SAFETY & SECURI	2	1.0000		5,812.74	
CDB	E-SPORTS	1	1.0000		243.01	
CDE	DIR EXT DAYS	9	7.0000		1,173.49	
CDF	K-8 ATH PROG	1	1.0000		5,547.38	
CDI	TR COORD SP	1	1.0000		6,179.26	168.00
CDJ	DIR OF STEM	1	1.0000		5,825.46	84.00
CDK	CAREER & COLLEG	1	1.0000		3,802.76	
CDL	CERT EXP STIPEN	110	63.0000		22,671.90	
CDL2	CERT EXP STIPEN	1	1.0000		284.90	
CEA#2	ENRICHMENT STIP	324	208.0000		19,853.27	
CEA#3	DISTRICT DAYS	566	202.0000		52,026.18	
CEA#4	LONGEVITY STIP	53	52.0000		3,040.42	
CEA#8	SPANISH STIPEND	2	2.0000		126.94	
CEA2A	ENRICHMENT	5	4.0000		288.59	
CEA2B	ENRICHMENT STIP	2	2.0000		147.00	
CEA4A	LONGEVITY STIP	1	1.0000		34.49	
LWOP3	Leave w/o Pay	1	-2.7500		-98.04	-2.80
LWOP4	Leave w/o Pay	2	-96.0000		-2,932.00	-96.00
TBS3	BOARD STIPEND	4		18.0000	900.00	
TCEE3	CURRICULUM RATE	16		296.0000	12,529.68	296.10
TCIC	COLLEGE IN CLSR	5	5.0000		4,789.13	
TCLE3	CLASS EXTRA 613	6		232.0000	7,403.54	232.10
TCLE4	CLASS EXTRA 614	5		112.8300	3,094.86	111.80
TCP3	CERT PER DIEM	1		2.0000	169.54	2.00
TDT4	DRIVER TRNR 614	3		316.5000	9,702.89	316.60
TEVT4	EVT CERT TIME	1		41.7500	219.19	41.80
TMeal	Taxable Meal	1	1.0000		31.00	
TOV3	OVT HOURS 613	1		10.0000	467.40	10.00
TOV4	OVT HOURS 614	3		10.0000	247.73	3.00
TRG3	REGULAR PAY 613	1		1.0000	-196.00	
TSCL4	SUB CLSSFD 614	5		237.5000	4,401.70	237.50
TSS3	SUMMER SCHOOL	2		74.0000	1,609.13	74.00

CHECK DATE: 08/29/2025 PERIOD ENDING DATE: 08/31/2025

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PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
TSS4	SUMMER SCHOOL	4	145.0000		3,245.47	145.10
TTP4	TRIP PAY	3		16.4100	377.43	16.50
ZSLBB	SICK LEAVE BB	11	5900.4300		107,742.00	
ZVPE	PERS LV CASHOUT	27	388.8200		8,943.98	
	REPORT TOTAL	2145	7626.5000	1367.9900	2946,831.28	11963.90

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Board Report

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	2145	172,399.10
1FIT	Fed Inc Tax	FEDERAL TAX	2145	242,165.11
1FIT+	FIT Add Amount	FEDERAL TAX	400	15,452.00
1Med	Medicare	MEDICARE	2145	40,319.19
1PFML	WA PAID FML	PFML	2145	19,390.18
1ReE0	SERS Plan 0	RETIREMENT	231	
1ReE2	SERS Plan 2	RETIREMENT	296	34,545.37
1ReE3	SERS Plan 3	RETIREMENT	204	25,357.37
1ReP1	PERS Plan 1	RETIREMENT	4	
1ReT0	TRS Plan 0	RETIREMENT	208	
1ReT2	TRS Plan 2	RETIREMENT	808	67,760.81
1ReT3	TRS Plan 3	RETIREMENT	941	89,945.07
1WC	WORKERS COMP	WORKERS' COMP	2107	3,393.22
1WLTC	WA LTC	LONG-TERM CARE	2087	16,461.44
A1167	OMNI - ANNUITY	TSA-BEFORE TAX	36	6,640.00
A2114	PSE DUE-PUB SCH		78	2,267.31
A2115	PSE COPE DUES		12	56.00
A5PA	PSE ANNUAL DUE		78	48.00
A6PC	PSE ADD-PSE ADD		7	
ACH2	2ND ACH		40	10,925.00
ACH3	3RD ACH		1	200.00
CAA	Cent Adm Assoc		8	80.00
D2158	DRS - DEF COMP	TSA-BEFORE TAX	50	24,735.00
D2159	DCP 10%	TSA-BEFORE TAX	4	674.77
D2160	DCP ROTH	TSA-AFTER TAX	1	50.00
D2161	DCP ROTH %	TSA-AFTER TAX	1	321.53
DINFO	INFOARMOR		4	42.85
DLEGA	LEGALEASE		6	55.84
DNVPI	PET INSURANCE		1	62.51
G1158	DYNAMIC COLLECT		1	860.74
G1231	GARN-WA ST CS		7	1,610.00
G1244	GARN-GORD, AYLW		1	867.62
HCFSA	Medical FSA	OTH BEF TAX	39	3,268.35
HEHSA	Hlth Equity HSA	OTH BEF TAX	16	1,112.50
J0132	THORBECKES		167	5,360.05
KEYB	Key Bank		1	50.00
KP1ER	Kai WA Smt1 EMP	OTH BEF TAX	1	40.00
KP2ER	Kai WA Smt2 EMP	OTH BEF TAX	6	114.00
KP2FR	Kai WA Smt2 FAM	OTH BEF TAX	5	709.00
KP2SR	Kai WA Smt2 E/S	OTH BEF TAX	1	228.00
KP3CR	Kai WA Smt3 E/C	OTH BEF TAX	1	473.00
KP3ER	Kai WA Smt3 EMP	OTH BEF TAX	5	540.00
KW1CR	Kai WA Core1E/C	OTH BEF TAX	4	143.00
KW1ER	Kai WA Core1EMP	OTH BEF TAX	11	207.00
KW1FR	Kai WA Core1FAM	OTH BEF TAX	1	69.00
KW1SR	Kai WA Core1E/S	OTH BEF TAX	2	46.00
KW2CR	Kai WA Core2E/C	OTH BEF TAX	3	192.00
KW2ER	Kai WA Core2EMP	OTH BEF TAX	11	275.00
KW2FR	Kai WA Core2FAM	OTH BEF TAX	6	660.00
KW2SR	Kai WA Core2E/S	OTH BEF TAX	2	220.00
KW3CR	Kai WA Core3E/C	OTH BEF TAX	2	364.00
KW3ER	Kai WA Core3EMP	OTH BEF TAX	6	624.00
KW3FR	Kai WA Core3FAM	OTH BEF TAX	2	1,248.00

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CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
KW3SR	Kai WA Core3E/S	OTH BEF TAX	8	1,248.00
KWSCR	Kai WA SndChE/C	OTH BEF TAX	7	1,070.00
KWSER	Kai WA SndChEMP	OTH BEF TAX	11	854.00
KWSFR	Kai WA SndChFAM	OTH BEF TAX	4	757.00
LTD50	Emp Pd LTD 50%		71	554.85
LTD60	Emp Pd LTD 60%		431	5,010.04
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	7	708.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	12	995.00
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	10	1,620.00
PHSR	Prem Hgh PPOE/S	OTH BEF TAX	1	270.00
PMCR	Prem HMCrEPOE/C	OTH BEF TAX	2	30.00
PMER	Prem HMCrEPOEMP	OTH BEF TAX	3	59.00
PMSR	Prem HMCrEPOE/S	OTH BEF TAX	4	34.00
PSCR	Prem Std PPOE/C	OTH BEF TAX	15	966.00
PSER	Prem Std PPOEMP	OTH BEF TAX	20	894.00
PSFR	Prem Std PPOFAM	OTH BEF TAX	10	1,709.00
PSSR	Prem Std PPOE/S	OTH BEF TAX	1	208.00
S1127	DOLLAR-SCHOLAR		111	625.00
SECU	SCHOOL EMP CU		30	5,115.00
SECU2	SCHOOL EMP CU		2	70.00
T0	TEAMSTER - PT		124	4,283.50
T1	TEAMSTER - FT		44	2,374.00
T5	TEAMSTERS INIT		1	25.00
TP	FTT PENSION		53	7,452.00
U0115	UNITED WAY		22	278.00
V1CR	UMPACP-UWMedE/C	OTH BEF TAX	2	182.00
V1ER	UMPACP-UWMedEMP	OTH BEF TAX	3	208.00
V1FR	UMPACP-UWMedFAM	OTH BEF TAX	2	312.00
V1SR	UMPACP-UWMedE/S	OTH BEF TAX	2	491.00
VACR	UMP Achieve2E/C	OTH BEF TAX	43	3,942.00
VAER	UMP Achieve2EMP	OTH BEF TAX	91	6,550.00
VAFR	UMP Achieve2FAM	OTH BEF TAX	50	9,850.00
VASP	UMPAchiev2E/SPT		1	125.00
VASR	UMP Achieve2E/S	OTH BEF TAX	24	3,725.00
VEBAT	VEBA TAX DEF		21	107,631.49
VHSAC	UMP CDHP E/C	OTH BEF TAX	1	37.00
VHSAE	UMP CDHP EMP	OTH BEF TAX	9	105.00
VHSAF	UMP CDHP FAM	OTH BEF TAX	14	466.00
VHSAS	UMP CDHP E/S	OTH BEF TAX	8	168.00
VUCR	UMP Achieve1E/C	OTH BEF TAX	49	1,530.00
VUER	UMP Achieve1EMP	OTH BEF TAX	107	3,255.00
VUFR	UMP Achieve1FAM	OTH BEF TAX	74	4,490.00
VUSR	UMP Achieve1E/S	OTH BEF TAX	43	2,075.00
W0KA	WEA DUES - 1/2		2	63.34
W0KC	WEA DUES-FULL		271	15,589.25
W0KE	WEA DUES-FL NFC		125	6,435.00
W0KP	WEA-PAC		179	222.75
W1KZ	WSSRA DUES		62	210.00
WSECU	WA ST EMP CU		3	1,900.00
			18684	999,401.15

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Board Report

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT
1FIC	FICA	FICA	2145	172,399.10
1Med	Medicare	MEDICARE	2145	40,319.19
1PFML	WA PAID FML	PFML	2144	7,720.35
1ReE0	SERS Plan 0	RETIREMENT	232	
1ReE2	SERS Plan 2	RETIREMENT	287	46,788.23
1ReE3	SERS Plan 3	RETIREMENT	185	39,406.74
1ReT0	TRS Plan 0	RETIREMENT	186	
1ReT2	TRS Plan 2	RETIREMENT	808	82,893.53
1ReT3	TRS Plan 3	RETIREMENT	937	111,211.44
1UC	UNEMPLOYMENT	UNEMPLOY COMP	2145	9,251.40
1WC	WORKERS COMP	WORKERS' COMP	2107	15,873.47
SEBB	SEBB HCA		856	544,236.00
SRDP+	SRDP Medical +		1	770.00
			14178	1,070,869.45

********** End of report **********

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $793.33. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Wire Transfer Payments 202500001 through 202500001, totaling $793.33

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
202500001	DEPARTMENT OF REVENUE - LEASEH	09/15/2025	793.33
1	Wire Transfer Check(s) For a Total of		793.33

	0	Manual	Checks For a Total of 0.00
	1	Wire Transfer	Checks For a Total of 793.33
	0	ACH	Checks For a Total of 0.00
	0	Computer	Checks For a Total of 0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks	793.33
Less	0	Voided	Checks For a Total of 0.00
			Net Amount 793.33

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $6,307.92. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 252600003 through 252600014, totaling $6,307.92

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600003	ALLEN, CRYSTAL JO	09/12/2025	677.46
252600004	BROOME, JEFFREY J	09/12/2025	216.23
252600005	FOLGNER, CARISSA MARIE	09/12/2025	374.80
252600006	GRUND, MONICA SUE	09/12/2025	1,025.93
252600007	LOWE, JOSUE DAVID	09/12/2025	794.00
252600008	MCLEOD, AVERY JAY	09/12/2025	206.00
252600009	OLEARY, VIRGINIA LOUISE	09/12/2025	200.00
252600010	OSBORNE, LISSA MARIE	09/12/2025	1,000.00
252600011	PONDER, DARCY ALANE	09/12/2025	50.00
252600012	ROBERTS, KIMBERLY DAWN	09/12/2025	199.79
252600013	VEKICH, DANIELLE LYNN	09/12/2025	789.80
252600014	WALTON, LISA	09/12/2025	773.91

12 ACH Check(s) For a Total of 6,307.92

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	12	ACH	Checks For a Total of	6,307.92
	0	Computer	Checks For a Total of	0.00
Total For	12	Manual, Wire Tran, ACH & Computer Checks		6,307.92
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,307.92

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $58.58. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 252600002 through 252600002, totaling $58.58

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600002	BLANK, TREVOR JAMES	09/05/2025	58.58

1 ACH Check(s) For a Total of 58.58

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
1	ACH	Checks For a Total of	58.58
0	Computer	Checks For a Total of	0.00
Total For 1	Manual, Wire Tran, ACH & Computer Checks		58.58
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	58.58

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $1,099,167.54. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50140840 through 50140849, totaling $1,099,167.54

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50140840	BE GLAD LLC	09/05/2025	20,160.00
50140841	CENTRALIA COLLEGE	09/05/2025	200,264.51
50140842	CHEHALIS SCHOOL DISTRICT #302	09/05/2025	163,764.41
50140843	CODEHS INC	09/05/2025	4,245.00
50140844	DRY BOX INC	09/05/2025	189.01
50140845	ESD #113	09/05/2025	98,500.00
50140846	GRANT, LISA M	09/05/2025	1,000.00
50140847	NORTHWEST TEXTBOOK DEPOSITORY	09/05/2025	107,613.23
50140848	SCHOOLS INSURANCE ASSN OF WA	09/05/2025	493,431.38
50140849	TURNAROUND SCHOOLS INC	09/05/2025	10,000.00

10 Computer Check(s) For a Total of 1,099,167.54

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	10	Computer	Checks For a Total of	1,099,167.54
Total For	10	Manual, Wire Tran, ACH & Computer Checks		1,099,167.54
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,099,167.54

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $37,016.04. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 50201374 through 50201375, totaling $37,016.04

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50201374	A.C. MOATE INDUSTRIES INC.	09/05/2025	15,552.84
50201375	BERNARD COMMERCIAL INC	09/05/2025	21,463.20
2	Computer Check(s) For a Total of		37,016.04

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	37,016.04
Total For	2	Manual, Wire Tran, ACH & Computer Checks		37,016.04
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	37,016.04

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $325,197.16. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50140790 through 50140830, totaling $325,197.16

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50140790	ALWAYS SAFE & LOCK INC	08/29/2025	96.43
50140791	ANIXTER INC	08/29/2025	134.94
50140792	AQUATIC SPECIALTY SERVICES	08/29/2025	556.06
50140793	BOUND TO STAY BOUND, INC	08/29/2025	493.00
50140794	BRINGMAN, JIM	08/29/2025	1,000.00
50140795	CEN-CHE PUPIL TRANSPORTATION	08/29/2025	1,071.84
50140796	CENTRAL WELDING SUPPLY CO INC	08/29/2025	5,458.33
50140797	CENTRALIA ROTARY CLUB	08/29/2025	210.00
50140798	COLUMBIA ELECTRIC SUPPLY	08/29/2025	33.64
50140799	CULLIGAN	08/29/2025	119.35
50140800	CURFMAN CUSTOM FABRICATION LLC	08/29/2025	266.75
50140801	EDNETICS INC	08/29/2025	17,587.56
50140802	ESD #113	08/29/2025	159,600.15
50140803	FERGUSON-SEATTLE #3007	08/29/2025	21.11
50140804	HERMANSON COMPANY LLP	08/29/2025	3,277.37
50140805	JOHNSON CONTROLS FIRE PROTECTI	08/29/2025	22,284.53
50140806	JOSTEN'S	08/29/2025	1,051.82
50140807	KCDA	08/29/2025	7,175.74
50140808	KELLY SERVICES INC	08/29/2025	79,096.62
50140809	LANGUAGE LINE SERVICES	08/29/2025	283.53
50140810	LINCOLN CREEK LUMBER INC	08/29/2025	252.28
50140811	MUSIC & ARTS CENTER	08/29/2025	1,866.16
50140812	PAPE MACHINERY INC	08/29/2025	301.53
50140813	PNW KITCHEN PROS LLC	08/29/2025	1,785.30
50140814	POWER SHOP INC	08/29/2025	1,317.92
50140815	PROJECT LEAD THE WAY INC.	08/29/2025	2,176.20
50140816	SCHOOL NURSE SUPPLY INC.	08/29/2025	1,357.91
50140817	SECURITAS TECHNOLOGY CORPORATI	08/29/2025	86.18
50140818	SHERWIN WILLIAMS STORE #8653	08/29/2025	1,307.82
50140819	SONNENBERG, BARBARA JOANNE	08/29/2025	1,000.00
50140820	SOUND ENERGY SYSTEMS	08/29/2025	1,615.16
50140821	SOUTH PUGET SOUND COMMUNITY CO	08/29/2025	1,213.58
50140822	SWWMEA	08/29/2025	400.00

Check Nbr	Vendor Name	Check Date	Check Amount
50140823	TED BROWN MUSIC CO INC	08/29/2025	4,190.59
50140824	TENNANT SALES & SERVICE CO	08/29/2025	361.43
50140825	TERRACON CONSUTANTS INC	08/29/2025	118.36
50140826	THE FARM STORE INC	08/29/2025	534.79
50140827	TRAVERS SOUND SYSTEMS INC	08/29/2025	1,078.58
50140828	TUMWATER HIGH SCHOOL	08/29/2025	3,724.00
50140829	ULINE	08/29/2025	343.25
50140830	WSIPC	08/29/2025	347.35

41 Computer Check(s) For a Total of 325,197.16

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	41	Computer	Checks For a Total of	325,197.16
Total For	41	Manual, Wire Tran, ACH & Computer Checks		325,197.16
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	325,197.16

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $22,020.65. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 242500487 through 242500509, totaling $22,020.65

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500487	AHERN, TIMOTHY C	08/29/2025	1,000.00
242500488	ALLEN, CRYSTAL JO	08/29/2025	1,000.00
242500489	AMSTUTZ, JEREMY DANIEL	08/29/2025	1,000.00
242500490	BROOME, JEFFREY J	08/29/2025	1,000.00
242500491	ELLIS, STACI GAYE	08/29/2025	20.65
242500492	EMBREY, SCOT CHRISTOPHER	08/29/2025	1,000.00
242500493	FOLGNER, CARISSA MARIE	08/29/2025	1,000.00
242500494	GAGNON, SCOTT EARLE	08/29/2025	1,000.00
242500495	GREGORICH-BENNETT, LARA T	08/29/2025	1,000.00
242500496	GRUND, MONICA SUE	08/29/2025	1,000.00
242500497	HILLSTROM, ALLISON CAROL	08/29/2025	1,000.00
242500498	JENSEN-TABOR, TAMMIE M	08/29/2025	1,000.00
242500499	KINDELL, BRITTANY ROCHELLE	08/29/2025	1,000.00
242500500	KINGSLEY JR, GILBERT LAIRD	08/29/2025	1,000.00
242500501	LEWIS, MICHAEL LEE	08/29/2025	1,000.00
242500502	LOWE, JOSUE DAVID	08/29/2025	1,000.00
242500503	MITCHELL, SAMANTHA NOEL	08/29/2025	1,000.00
242500504	PIERCE, MARK S	08/29/2025	1,000.00
242500505	SNEED, KELLY JEAN	08/29/2025	1,000.00
242500506	VEDDER, DAVID J	08/29/2025	1,000.00
242500507	VEKICH, DANIELLE LYNN	08/29/2025	1,000.00
242500508	VETTER, JOSEPH CARL	08/29/2025	1,000.00
242500509	WOLFE, PAUL WARREN	08/29/2025	1,000.00
23	ACH	Check(s) For a Total of	22,020.65

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	23	ACH	Checks For a Total of	22,020.65
	0	Computer	Checks For a Total of	0.00
Total For	23	Manual, Wire Tran, ACH & Computer Checks		22,020.65
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	22,020.65

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 28, 2025, the board, by a _____ vote, approves payments, totaling $129,215.52. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50140737 through 50140766, totaling $129,215.52

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50140737	ADVANCED ENERGY SYSTEMS INC	08/22/2025	19,808.47
50140738	AWARDS WEST-PRINTWARES INC	08/22/2025	2,672.06
50140739	BENCHMARK EDUCATION COMPANY LL	08/22/2025	4,996.08
50140740	CAPITAL BUSINESS MACHINES INC	08/22/2025	855.70
50140741	CHRISTENSEN INC	08/22/2025	37,357.09
50140742	CHUCK SULLIVAN EXTERMINATORS I	08/22/2025	1,017.08
50140743	CIT	08/22/2025	4,360.28
50140744	CITY OF CENTRALIA	08/22/2025	7,164.35
50140745	CITY SANITARY CO	08/22/2025	254.64
50140746	DICK BLICK ART MATERIALS	08/22/2025	9,158.36
50140747	ERNN, INC.	08/22/2025	660.00
50140748	FOOD SERVICE EQUIPMENT	08/22/2025	245.68
50140749	LAEL'S LANDSCAPE & STONE LLC	08/22/2025	66.28
50140750	MARTIN, ANNA	08/22/2025	162.75
50140751	MOHORIC REFRIGERATION	08/22/2025	4,992.87
50140752	OLYMPIA JUNIOR PROGRAMS INC	08/22/2025	350.00
50140753	PORTER FOSTER RORICK	08/22/2025	6,950.00
50140754	QUADIENT LEASING USA INC	08/22/2025	224.11
50140755	QUADIENT FINANCE USA INC	08/22/2025	189.92
50140756	ROCHESTER 100 INC.	08/22/2025	695.11
50140757	SAFEWAY	08/22/2025	393.01
50140758	SCHINDLER ELEVATOR CORPORATION	08/22/2025	10,715.16
50140759	SCHOLASTIC INC (MAGAZINES/NEWS	08/22/2025	1,860.62
50140760	SIRS	08/22/2025	868.00
50140761	TEACHING STRATEGIES LLC	08/22/2025	3,450.64
50140762	THE CENTENNIAL HOTEL	08/22/2025	2,470.96
50140763	THE CHRONICLE	08/22/2025	283.20
50140764	US CELLULAR	08/22/2025	504.83
50140765	W.W. NORTON & COMPANY INC.	08/22/2025	4,428.27
50140766	WASA - WASHINGTON ASSN OF SCHO	08/22/2025	2,060.00
	30 Computer Check(s) For a Total of		129,215.52

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	30	Computer	Checks For a Total of	129,215.52
Total For	30	Manual, Wire Tran, ACH & Computer Checks		129,215.52
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	129,215.52

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 28, 2025, the board, by a _____ vote, approves payments, totaling $3,193.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 242500469 through 242500484, totaling $3,193.75

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500469	ALLEN, CRYSTAL JO	08/22/2025	1,086.29
242500470	ALVARADO, SARA A	08/22/2025	100.00
242500471	BETTERMAN, LINDA M	08/22/2025	156.15
242500472	BLANK, TREVOR JAMES	08/22/2025	436.00
242500473	BROOME, JEFFREY J	08/22/2025	60.49
242500474	CHAMBERLAIN, BRAD LEE	08/22/2025	75.00
242500475	DIETZ, AIMEE MARIE	08/22/2025	64.40
242500476	FAGERNESS, MELISSA DAWN	08/22/2025	135.45
242500477	LOWE, JOSUE DAVID	08/22/2025	197.00
242500478	MACK, LISA R	08/22/2025	32.20
242500479	MOLINE, ADAM DAVID	08/22/2025	79.73
242500480	PETERS, SHAWN A	08/22/2025	200.00
242500481	ROBERTS, DAVID L	08/22/2025	72.00
242500482	RODRIGUEZ, LEVI J	08/22/2025	206.00
242500483	TERPENING, ELIZABETH WYTHE	08/22/2025	9.24
242500484	VEKICH, DANIELLE LYNN	08/22/2025	283.80
16	ACH	Check(s) For a Total of	3,193.75

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	16	ACH	Checks For a Total of	3,193.75
	0	Computer	Checks For a Total of	0.00
Total For	16	Manual, Wire Tran, ACH & Computer Checks		3,193.75
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,193.75

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 28, 2025, the board, by a _____ vote, approves payments, totaling $549.21. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS OUTSTANDING:
Warrant Numbers 50404959 through 50404959, totaling $549.21

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50404959	AWARDS WEST-PRINTWARES INC	08/25/2025	549.21

1 Computer Check(s) For a Total of 549.21

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	549.21
Total For	1	Manual, Wire Tran, ACH & Computer Checks		549.21
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	549.21

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $6,688.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 242500485 through 242500486, totaling $6,688.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
242500485	OMNI GROUP	08/29/2025	6,640.00
242500486	PSE LOCAL DUES	08/29/2025	48.00
2	ACH	Check(s) For a Total of	6,688.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	2	ACH	Checks For a Total of	6,688.00
	0	Computer	Checks For a Total of	0.00
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	6,688.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,688.00

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	6,688.00	0.00	0.00	6,688.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $1,208,353.55. The payments are further identified in this document.

Total by Payment Type for Cash Account, CT WIRE TRANSFERS:
Wire Transfer Payments 202400142 through 202400149, totaling $1,208,353.55

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
202400142	PUB EMP RET SYST	08/29/2025	0.00
202400143	TEACHER RET SYST	08/29/2025	261,865.78
202400144	DRS TRS-3 EMPLOYEE CONTRIB	08/29/2025	89,945.07
202400145	DRS SERS PLAN 2&3 DEF BEN	08/29/2025	120,740.34
202400146	DRS SERS PLAN 3 DEF CONTRIB	08/29/2025	25,357.37
202400147	DRS DEFERRED COMP PROGRAM	08/29/2025	25,781.30
202400148	WA STATE SUPPORT REGISTRY	08/29/2025	1,610.00
202400149	COLUMBIA BANK PR DEP	08/29/2025	683,053.69
8	Wire Transfer Check(s) For a Total of		1,208,353.55

	0	Manual	Checks For a Total of	0.00
	8	Wire Transfer	Checks For a Total of	1,208,353.55
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	8	Manual, Wire Tran, ACH & Computer Checks		1,208,353.55
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,208,353.55

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	1,208,353.55	0.00	0.00	1,208,353.55

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $843,497.05. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50140767 through 50140788, totaling $843,497.05

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50140767	DOLLARS FOR SCHOLARS	08/29/2025	625.00
50140768	DYNAMIC COLLECTORS	08/29/2025	860.74
50140769	EMPLOY SECURITY WALTC	08/29/2025	16,461.44
50140770	ESD - PFML CARE CENTER	08/29/2025	27,110.53
50140771	ESD 113 WORKERS COMPENSATION	08/29/2025	19,266.69
50140772	ESD 113 UNEMPLOYMENT COOPERATI	08/29/2025	9,251.40
50140773	GORDON, AYLWORTH & TAMI, P.C.	08/29/2025	867.62
50140774	HCA-SEBB BENEFITS	08/29/2025	606,699.00
50140775	HCA-SEBB FLEX SPEND	08/29/2025	3,268.35
50140776	HEALTHEQUITY INC.	08/29/2025	1,112.50
50140777	INFOARMOR INC	08/29/2025	42.85
50140778	THE LEGALEASE GROUP	08/29/2025	55.84
50140779	NATIONWIDE VETERINARY PET INSU	08/29/2025	62.51
50140780	PUB SCHOOL EMPLOYEES OF WA	08/29/2025	2,323.31
50140781	The Standard Insurance Company	08/29/2025	5,564.89
50140782	TEAMSTERS LOCAL UNION 252	08/29/2025	6,682.50
50140783	THORBECKES	08/29/2025	5,360.05
50140784	UNITED WAY OF LEWIS COUNTY	08/29/2025	278.00
50140785	VEBA TRUST V CONTRIB ID# Y1299	08/29/2025	107,631.49
50140786	WA STATE SCHOOL RETIREES ASSN	08/29/2025	210.00
50140787	WEA PAYROLL DEDUCTIONS	08/29/2025	22,310.34
50140788	WESTERN CONFERENCE OF TEAMSTER	08/29/2025	7,452.00

22 Computer Check(s) For a Total of 843,497.05

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	22	Computer	Checks For a Total of	843,497.05
Total For	22	Manual, Wire Tran, ACH & Computer Checks		843,497.05
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	843,497.05

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	843,497.05	0.00	0.00	843,497.05

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 28, 2025, the board, by a _____ vote, approves payments, totaling $1,017.13. The payments are further identified in this document.

Total by Payment Type for Cash Account, CPF WARRANTS OUTSTANDING:
Warrant Numbers 50201372 through 50201373, totaling $1,017.13

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50201372	LEWIS COUNTY PUD # 1	08/25/2025	202.23
50201373	PACIFIC MOBILE STRUCTURES INC	08/25/2025	814.90

2 Computer Check(s) For a Total of 1,017.13

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	1,017.13
Total For	2	Manual, Wire Tran, ACH & Computer Checks		1,017.13
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,017.13

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of August 28, 2025, the board, by a _____ vote, approves payments, totaling $710.47. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50140789 through 50140789, totaling $710.47

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50140789	LIBRARIA	08/28/2025	710.47

1 Computer Check(s) For a Total of 710.47

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	710.47
Total For	1	Manual, Wire Tran, ACH & Computer Checks		710.47
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	710.47

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	710.47	710.47

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $15,496.65. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50140831 through 50140838, totaling $15,496.65

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50140831	AWARDS WEST-PRINTWARES INC	08/29/2025	4,972.85
50140832	BENCHMARK EDUCATION COMPANY LL	08/29/2025	1,119.25
50140833	CENTRAL WELDING SUPPLY CO INC	08/29/2025	41.25
50140834	CULLIGAN	08/29/2025	67.48
50140835	LINCOLN CREEK LUMBER INC	08/29/2025	44.43
50140836	PAPE KENWORTH NORTHWEST	08/29/2025	1,405.20
50140837	VENYOOZ INC	08/29/2025	5,602.00
50140838	WSIPC	08/29/2025	2,244.19

8 Computer Check(s) For a Total of 15,496.65

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
8	Computer	Checks For a Total of	15,496.65
Total For 8	Manual, Wire Tran, ACH & Computer Checks		15,496.65
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	15,496.65

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $6,259.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA Bank AP ACH:
ACH Numbers 252600001 through 252600001, totaling $6,259.38

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
252600001	SODEXO INC & AFFILIATES	09/02/2025	6,259.38
1	ACH	Check(s) For a Total of	6,259.38

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	6,259.38
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		6,259.38
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,259.38

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $6,530.51. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50140839 through 50140839, totaling $6,530.51

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50140839	BLAIR, DAVID M.	09/04/2025	6,530.51
1	Computer Check(s) For a Total of		6,530.51

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	6,530.51
Total For	1	Manual, Wire Tran, ACH & Computer Checks		6,530.51
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,530.51

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 25, 2025, the board, by a _____ vote, approves payments, totaling $59,382.72. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS OUTSTANDING:
Warrant Numbers 50140850 through 50140862, totaling $59,382.72

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
50140850	CITY OF CENTRALIA-UTILITIES	09/12/2025	34,243.10
50140851	CITY SANITARY CO	09/12/2025	5,336.33
50140852	COASTAL PUBLISHING GROUP INC	09/12/2025	940.50
50140853	EDNETICS INC	09/12/2025	5,756.04
50140854	JOES REFUSE	09/12/2025	760.49
50140855	LEMAY MOBILE SHREDDING	09/12/2025	79.73
50140856	PEREZ, ALISHA MARIE	09/12/2025	21.02
50140857	PUGET SOUND ENERGY	09/12/2025	4,309.98
50140858	QUADIENT FINANCE USA INC	09/12/2025	542.00
50140859	RECYCLE SERVICES	09/12/2025	2,183.00
50140860	REYES, BRIANA	09/12/2025	40.00
50140861	THORBECKES	09/12/2025	4,665.70
50140862	US CELLULAR	09/12/2025	504.83

13 Computer Check(s) For a Total of 59,382.72

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	13	Computer	Checks For a Total of	59,382.72
Total For	13	Manual, Wire Tran, ACH & Computer Checks		59,382.72
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	59,382.72

Coversheet

Consideration of Approval of First Reading of Board Policies

Section: X. New Business
Item: A. Consideration of Approval of First Reading of Board Policies
Purpose:
Submitted by:
Related Material:
Summary Sheet-Policy 1111.pdf
1111 Oath of Office_revised_Sept 2025.pdf
Summary Sheet-Policy 1310.pdf
1310 Policy Adoption Manuals and Administrative Policy_revised_Sept 2025.pdf
Summary Sheet- Policy 1815.pdf
1815 Ethical Conduct for School Directors_revised_Sept 2025.pdf
Summary Sheet- Policy 2420.pdf
2420 Grading and Progress Reports.pdf
Summary Sheet-Policy 3143.pdf
3143 Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm_july 2025.pdf
Summary Sheet- Policy 3210.pdf
3210 Nondiscrimination.pdf
Summary Sheet-Policy 3226.pdf
3226 Interviews and Interrogations of Students on School Premises_revised_july 2025.pdf
Summary Sheet-Policy 4060.pdf
4060 Distribution of Materials_reviewed_july 2025.pdf
Summary Sheet- Policy 5010.pdf
5010 Nondiscrimination and Affirmative Action.pdf
Summary Sheet- Policy 5260.pdf
5260 Personnel Records.pdf

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT: First Reading of Policy 1111, Oath of Office

BACKGROUND:
The proposed revisions to Policy 1111 adds a statement that the oath of each elected, re-elected, or appointed School Director includes a statement that the individual will support the laws of the state of Washington and the laws of the United Stated of America.

Policy 1111 was last revised in June 2022.

RATIONALE:

The revisions ensure the district is in compliance with state and federal laws and regulations.

FISCAL IMPACT:
None

BUDGET SOURCE:
Not applicable

DATA SOURCES:

RCW 28A.343.360
Washington State School Directors Association (WSSDA)

SUBMITTED BY:
Lisa Grant, Superintendent

RECOMMENDED ACTION:
Approval of the first reading and move to second and final reading.

Policy No. 1111
Board of Directors

CENTRALIA SCHOOL DISTRICT
BOARD POLICY #1111
OATH OF OFFICE

Each newly elected, re-elected, or appointed director will take an oath or affirmation to support the constitutions of the United States, the laws of the United States, the state of Washington, and the laws of the state of Washington and to faithfully discharge the duties of the office to the best of his or her ability at the December regular board meeting following the certified election. The oath or affirmation must be endorsed by and sworn before an officer authorized to administer oaths. After the oath or affirmation is made, it shall be filed with the county auditor.

Legal Reference: RCW 28A.343.360 Oath of office

Adoption Date: January 16, 1980
Centralia School District
Revised: October 20, 1982, December 21, 1994, August 18, 2010; June 8, 2022; October 2025
Classification: Optional

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT: First Reading of Policy 1310, Policy Adoption, Manuals, and Administrative Procedures

BACKGROUND:
Policy 1310 explains policy and procedure revisions and adoptions. The proposed revisions include adding a review at a Study session prior to the first reading. In addition, Engrossed substitute House Bill 1296 requires the addition of a section outlining the focus on every student's safety, access, and privacy. Language is required and the proposed language was added in a new section, Policy Interpretation.

Policy 1310 was last revised in June 2022.

RATIONALE:

The change in family notification is required by HB 1296. The review at a School Board Study Session is reflective of current practice.

FISCAL IMPACT:
None

BUDGET SOURCE:
Not applicable

DATA SOURCES:

Centralia School Board
Engrossed Substitute House Bill 1296
Washington State School Directors Association (WSSDA)

SUBMITTED BY:
Lisa Grant, Superintendent

RECOMMENDED ACTION:
Approval of the first reading and move to second and final reading.

Policy No. 1310
Board of Directors

CENTRALIA SCHOOL DISTRICT
BOARD POLICY #1310
POLICY ADOPTION, MANUALS, AND ADMINISTRATIVE PROCEDURES

Policy Adoption
Proposed new policies and proposed changes in existing policies will be presented in writing for reading and discussion. Policy revisions require a study session to review proposed revisions, and two readings at regular board meetings. The School Board will take action at the first reading to move the proposed revisions or not move to a second reading. The School Board will take action at the second reading of final approval. Unless it is deemed by the board that immediate action would be in the best interests of the district, the final vote for adoption will take place at the next succeeding regular board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. The board may invite oral statements from staff members or community as an order of business.

When the board of directors is considering a district policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district, the proposed policy shall be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. The board of directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption at the first and final reading is in the best interest of the district. No further action is required. All new or amended policies will become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended will be made a part of the minutes of the meeting at which action was taken and will also be included in the district's policy manual.

Non-substantive editorial revisions, changes in administrative procedures, legal and/or cross references need not be approved by the board.

Policy Interpretation
It is the policy of the state of Washington that policies and procedures adopted by school districts under Title 28A RCW must prioritize the protection of every student’s safety, access to the state’s statutory program of basic education as defined in RCW 28A.150.203, and privacy, to the fullest extent possible, except as required by state or federal law.

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Policy Manuals

The superintendent will develop and maintain a current policy manual which contains the policies of the district.

The manual is intended as both as a tool for district management as well as a source of information to community members, staff and others about how the district operates. To that end, the administrator will have ready access to the manual. In addition, a manual will be available as the superintendent may determine for the use of staff, students and community members.

All policies are available on the district website. They will be subject to recall at any time.

Administrative Procedures

The Board delegates to the Superintendent the function of specifying required actions and the detailed arrangements under which the schools will be operated. These rules and detailed arrangements constitute the administrative procedures governing the schools. They must be, in every respect, consistent with the policies adopted by the Board. The Board, itself will formulate and adopt administrative procedures only when specific State laws or regulation of the State Board of Education require Board action.

The superintendent will develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the board.

When a written procedure is developed, the superintendent will submit it to the board as an information item. Such procedures need not be approved by the board, though the board may request a revision when it appears that they are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance; however, on controversial topics, the superintendent may request prior board consultation.

Legal References:
RCW 28A.320.010 Corporate powers
RCW 28A.320.040 Bylaws for board and school government
Engrossed Substitute House Bill 1296 (2025), Section 101
RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc., adopted at

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public meetings — Notice— Secret voting prohibited

Adoption Date: January 16, 1980
Centralia School District
Revised: October 20, 1982; April 19, 1995; May 17, 1995; June 28, 1995; July 16, 1997; August 18, 2010; December 15, 2010, February 15, 2012; September 23, 2019; February 24, 2021; June 8, 2022; September 2025
Classification: Priority

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Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT: First Reading of Policy 1815, Ethical Conduct for School Board Members

BACKGROUND:
Policy 1815 describes the ethical behavior of a board member. The proposed revisions include changing the title “School director(s)” to “board member(s)”. The revisions also add the compliance of board members with Washington state and federal laws and regulations. A new statement is added that describes the consequences for willful or negligent noncompliance.

Policy 1815 was adopted in October 2021. This is the first revision of Policy 1815.

RATIONALE:

The revisions ensure the district is in compliance with state and federal laws and regulations.

FISCAL IMPACT:
None

BUDGET SOURCE:
Not applicable

DATA SOURCES:

Centralia School Board
Washington State School Directors Association (WSSDA)

SUBMITTED BY:
Lisa Grant, Superintendent

RECOMMENDED ACTION:
Approval of the first reading and move to second and final reading.

Policy: 1815
Section: 1000- Board of Directors

Ethical Conduct for ~~School Directors~~Board Members

~~**Policy Statement**~~

Each board ~~director~~ member has taken an oath of office to support the c~~C~~onstitutions of the United States, the laws of the United States, ~~and~~ Washington State, and the laws of Washington state. Further, each board member is subject to the Code of Ethics for Municipal Officers, chapter 42.23 RCW.

The ~~Centralia School~~ Board and each of its ~~school directors~~members ~~is~~ are committed to upholding the oath of office and to ethical behavior.

Ethical behavior is an individual responsibility.

Each ~~school director~~board member and the board as a whole will base their conduct on these core ethical principles:

- *Objectivity*- ~~School directors~~board members must place the public's interest before any private interest or outside obligation- choices need to be made on the merits.
- *Selflessness*- ~~School directors~~board members should not take actions or make decisions in the performance of their position in order to gain financial or other benefits for themselves, their family, or their friends.
- *Stewardship*- ~~School directors~~board members should conserve public resources and funds against misuse and abuse.
- *Transparency*- School directors must practice open and accountable government. They should be as open as possible about their decisions and actions, while protecting truly confidential information.
- *Integrity*- ~~School directors~~board members should not place themselves under any financial or other obligation to outside individual organizations that might inappropriately influence them in the performance of their official duties.

Failure to adhere to these core ethical principles or failure to comply with other policies adopted by the board or the law may result in the school board taking formal censure of the offending school director in accordance with 1825- Addressing School Board Director Violations. In addition, willful or negligent noncompliance with state law may result in further consequences, such as individual civil penalties, recall petitions, and forfeiture of office.

Cross References: 1111 – Oath of Office
1220 – Board Officers and Duties of Board Members
1610 – Conflicts of Interest

Policy: 1815
Section: 1000- Board of Directors

1825 – Addressing School Board Director Violations
5271 – Reporting Improper Governmental Action

Legal References:	RCW 28A.320.040 Bylaws for board and school government RCW 28A.635.050 – Certain corrupt practices of school officials RCW 42.20 – Misconduct of Public Officers
Management Resources:	2021 - October Issue

Adoption Date: **10.21**
Classification: **Discretionary**
Revised Dates: September 2025

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

9/18/25

SUBJECT: Board Policy 2420 Grading

BACKGROUND:

The update in board policy 2420 strengthens language that requires staff to communicate with legal guardians regarding their students' educational growth and development in accordance with RCW 28A.1550.240. The district will also inform parents if their students' progress could impact promotion to the next grade level.

FISCAL IMPACT:

This policy does not have a direct fiscal impact.

BUDGET SOURCE: No fiscal impact

DATA SOURCES:

RCW 28A.150.240(2)(g) Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty

RCW 28A.230.195 Test or assessment scores—Adjustments to instructional practices—Notification to parents

RCW 28A.600.030 Grading policies — Option to consider attendance

RCW 28A.605.005 Parental rights

RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent, or guardian – Withholding diplomas, — Suspension and restitution — Community service program as alternative — Publication of information on withheld diplomas — Rights protected

WAC 392-210 Student testing and evaluation - Washington state honors award program

WAC 392-415 Secondary education - Standardized high school transcript

SUBMITTED BY: Dr. Jeff Broome, Executive Director of Teaching and Learning

RECOMMENDED ACTION:

Please approve these changes to CSD Board Policy 2420.

Policy No. 2420
Instruction

CENTRALIA SCHOOL DISTRICT
BOARD POLICY #2420
GRADING AND PROGRESS REPORTS

The board believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school.

The district will inform parents or legal guardians about their students' academic progress, including the right to receive periodic reports on their students' educational growth and development in accordance with RCW 28A.1550.240 and to receive notice of their students' performance on state learning standard tests and assessments in accordance with RCW 28A.230.195. The district will also inform the parents or legal guardians whether their students' performance could threaten their ability to be promoted to the next grade level. Parents or legal guardians have the right to request an in-person meeting with their students' classroom teachers and principals to discuss any resources or strategies available to support and encourage their students' academic improvement.

The issuance of grades, written or electronic progress reports, and provide opportunities for parent conferences to serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. These written and verbal reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent.

The district shall comply with the marking/grading system incorporated into the statewide standardized high school transcript. Secondary students grade points shall be reported for each term; individually and cumulatively.

The superintendent or designee will establish a system of reporting student progress and shall require all staff members to comply with such a system as part of their teaching responsibility.

At the beginning of each term, each teacher shall specify in writing the student learning goals or standards for his/her respective courses. If participation is used as the basis of mastery of a goal or standard, a student's grades may be adversely affected provided on that day there was a graded participation activity. If the teacher does not advise students in writing, the teacher may not use attendance and participation in the grading process. students who feel that attendance or tardiness factors has been unfairly applied, , may appeal to the principal to determine a resolution.

Cross References:	3520 - Student Fees, Fines, or Charges
	3122 - Excused and Unexcused Absences

Policy No. 2420
Instruction

Legal References:	RCW 28A.150.240(2)(g) Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty
	RCW 28A.230.195 Test or assessment scores—Adjustments to instructional practices—Notification to parents
	RCW 28A.600.030 Grading policies — Option to consider attendance
	RCW 28A.605.005 Parental rights
	RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent, or guardian – Withholding diplomas, — Suspension and restitution — Community service program as alternative — Publication of information on withheld diplomas — Rights protected
	WAC 392-210 Student testing and evaluation - Washington state honors award program
	WAC 392-415 Secondary education - Standardized high school transcript
~~Legal References:~~	~~RCW 28A.150.240(2)(g) Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty~~
	~~RCW 28A.600.030 Grading policies — Option to consider attendance~~
	~~RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent, or guardian Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected~~
	~~WAC 392-210 Student testing and evaluation - Washington state honors award program~~
	~~WAC 392-415 Secondary education - Standardized high school transcript~~

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Adoption Date: February 20, 2008
Centralia School District
Revised: August 28, 2024; September 2025
Classification: Priority

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT: First Reading of Policy 3143, Notification and Dissemination of Information About Student Offenses and Notifications of Threats of Violence or Harm

BACKGROUND:

Policy 3143, Notification and Dissemination of Information About Student Offenses and Notification of Threats of Violence or Harm, outlines how the district will notify and communicate with agencies, law enforcement, and families. The proposed revisions add a new section, Notification of Criminal Action, outlining the process and timeline for schools to communicate with families when a student is alleged to have committed a criminal action on school property or at a school-sponsored activity. Immediate family notification is required.

Policy 3143 was last reviewed in April 2024.

RATIONALE:

The change is required per RCW.

FISCAL IMPACT:

None

BUDGET SOURCE:

Not applicable

DATA SOURCES:

RCW 13.04.155
Washington State School Directors Association (WSSDA)

SUBMITTED BY:

Lisa Grant, Superintendent

RECOMMENDED ACTION:

Approval of the first reading and move to second and final reading.

CENTRALIA SCHOOL DISTRICT
BOARD POLICY #3143
NOTIFICATION AND DISSEMINATION OF INFORMATION ABOUT STUDENT OFFENSES AND NOTIFICATION OF THREATS OF VIOLENCE OR HARM

The ~~Centralia School~~ District~~/Public School~~ is committed to providing a safe and secure environment for all its students and staff. All students, including those who have committed or been adjudicated for offenses, have constitutional rights to public education.

A. Notification of Student Offenses from County Sheriff's Office, Courts, Department of Social and Health Services, Department of Corrections, and Other School Districts.

The district receives notices and information about student offenders from several statutorily authorized sources, including the county sheriff's office, the courts, the department of social and health services, the department of corrections, and other school districts where the student previously enrolled. The district will take appropriate precautionary measures when it receives notices and information of student offenses from any of these sources. Student discipline, if any, will be consistent with 3241 – Student.

The superintendent, or his or her designee, and school principals play an important role in determining and implementing appropriate precautionary measures relating to notices and information about student offenses. If the superintendent, a designee of the superintendent, or a principal of a school receives student offense information under RCW 28A.225.330 (notifications from other school districts), 9A.44.138 (sheriff notifications to school districts), 13.04.155 (court notifications to school districts), 13.40.215 (department of children, youth, and families notifications to school districts), or 72.09.730 (department of corrections notifications to school districts), the following notification provisions will be followed.

1. Sex Offenses and Registered Sex or Kidnapping Offenders.

a. Superintendent or Designee. Upon receipt of information about sex offenses as defined in RCW 9.94A.030 or upon receipt of information about registered sex or kidnapping offenders pursuant to RCW 9A.44.138, the superintendent or his or her designee will provide the information to the principal of the school where the student is enrolled or will enroll—or, if not known, where the student was most recently enrolled.

b. Principals. When the principal receives the information described above, he or she must then disclose the information as follows.

If the student is classified as a risk level II or III, the principal shall provide the information received to every teacher of the student and to any other personnel who, in the judgment of the principal, supervises the student or for security purposes should be aware of the student's record.

If the student is classified as a risk level I, the principal shall provide the information received only to personnel who, in the judgment of the principal, for security purposes should be aware of the student's record.

c. Convicted Juvenile Sex Offenders Attendance at Victims School. Convicted juvenile sex offenders are prohibited from attending the elementary, middle, or high school attended by their victims or their victims' siblings. The parents or legal guardians of the convicted juvenile sex offender shall be responsible for providing transportation or covering other costs associated with or required by the sex offender's change in school.

The Department of Social and Health Services (DSHS) Sex Offender School Attendance Program assists with ensuring that juvenile sex offenders, committed to Juvenile Rehabilitation Administration (JRA), do not enroll in the same school as their victim or their victims' siblings. If there is a conflict in schools, DSHS program staff will work with JRA to have the offender moved to another school.

d. Collaboration. The principal or designee will consult and collaborate with department of corrections, juvenile justice staff, treatment providers, victim support groups, and families, as applicable, when working with students required to register as a sex or kidnapping offender.

e. Inquiries by the Public. Law enforcement agencies receive relevant information about the release of sex and kidnapping offenders into communities and decide when such information needs to be released to the public. Therefore, district and school staff will refer all inquiries by the public at large (including parents and students) regarding students required to register as a sex or kidnapping offender directly to law enforcement.

2. Violent Offenses, Firearms and Dangerous Weapons Crimes, Unlawful Possession or Delivery of Controlled Substances, or School Disciplinary Actions.

a. Superintendent or Designee. Upon receipt of information about a violent offense as defined in RCW 9.94A.030, any crime under chapter 9.41 RCW, unlawful possession or delivery, or both, of a controlled substance in violation of chapter 69.50 RCW, or a school disciplinary action, the superintendent or designee will provide the information to the principal of the school where the student is enrolled or will enrolled—or, if not known, where the student was most recently enrolled.

b. Principals. When the principal, receives the information described above, he or she, *has discretion* to share the information with a district staff member if, in the principal's judgment, the information is necessary for:

- The staff member to supervise the student;
- The staff member to provide or refer the student to therapeutic or behavioral health services; or
- Security purposes.

School principals and staff should use care not to allow a student's demographic or personal characteristics to bias the decision of whether to share information received.

Upon receipt of information about an adjudication in juvenile court for an unlawful possession of a controlled substance in violation of chapter 69.50 RCW, the principal *must* notify the student and the parent or legal guardian at least five days before sharing the information with a district staff member.

If either the student or the student's parent or legal guardian objects to the proposed sharing of the information, the student, the student's parent or legal guardian, or both, may, within five business days of receiving notice from the principal, appeal the decision to share the information with staff to the superintendent of the district in accordance with procedures developed by the district.

The superintendent shall have five business days after receiving an appeal under the above to make a written determination on the matter. Determinations by the superintendent under this subsection are final and not subject to further appeal.

A principal may not share adjudication information under this subsection with a district staff member while an appeal is pending.

3. Public Records Act.

Any information received by district staff under this section is exempt from disclosure under the public records act (chapter 42.56 RCW) and may not be further disseminated except as provided in RCW 28A.225.330, other statutes or case law, and the family and educational and privacy rights act of 1994 (20 U.S.C. Sec. 1232g et seq.).

4. Assignment of Student Offenders to Certain Classrooms.

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A student committing an offense under chapter 9A.36 (assault), 9A.40 (kidnapping, unlawful imprisonment, custodial interference, luring, trafficking, and coercion of involuntary servitude), 9A.46 (harassment), or 9A.48 RCW (arson, reckless burning, and malicious mischief) when the activity is directed toward the teacher, shall not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned.

A student who commits an offense under chapter 9A.36 (assault), 9A.40 (kidnapping, unlawful imprisonment, custodial interference, luring, trafficking, and coercion of involuntary servitude), 9A.46 (harassment), or 9A.48 RCW (arson, reckless burning, and malicious mischief), when directed toward another student, may be removed from the classroom of the victim for the duration of the student's attendance at that school or any other school where the victim is enrolled.

B. Notification of Threats of Violence or Harm.

Students and school employees who are subjects of threats of violence or harm will be notified of the threats in a timely manner. "Threats of violence or harm" means direct or indirect communications by any means of the intent to inflict physical harm upon a specific individual or individuals or that place a person in fear of the imminent likelihood of serious harm.

The district will assess and address potential threats of violence or harm in a manner consistent with Policy and Procedure 3225 – School-Based Threat Assessment , other safety policies, and comprehensive safe school plans. In instances where the threat is deemed moderate risk or high risk, or requires further intervention to prevent violence or serious harm, the school administrator shall notify the parent and/or guardian of any student who is the target/recipient of a threat as well as the parent and/or guardian of any student who made the threat. The district will ensure that the notice is in a language the parent and/or guardian understands, which may require language assistance for parents or guardians with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

The district may use information about a threat of harm or violence in connection with student discipline consistent with Policy and Procedure 3241 – Student Discipline.

The district, board, school officials, and school employees providing notice in good faith as required and consistent with the board's policies are immune from any liability arising out of such notification. A person who intentionally and in bad faith or maliciously, knowingly makes a false notification of a threat under this section is guilty of a misdemeanor punishable under RCW 9A.20.021.

C. Immunity.

Any school district or district employee who releases the information in compliance with federal and state law is immune from civil liability for damages unless it is shown that the school district or district employee acted with gross negligence or in bad faith.

D. Notification of Criminal Action

Upon receiving a report that a criminal action is alleged to have been committed against a student on school property during the school day or during a school-sponsored activity, including if there has been a shooting on school property, or that a student has been detained based on probable cause that they were involved in criminal activity on school property during the school day, the district will immediately notify the student's parents or legal guardians.

If a student brings a firearm or other weapon to school the District will take immediate steps to address it and will notify employees as soon as it is safe to do so. The District will use its discretion as to the number of details to share and will work with law enforcement and/or legal counsel as needed.

Cross References:

2161 - Special Education and Related Services for Eligible Students
2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
3120 – Enrollment
3140 - Release of Resident Students
3207 - Prohibition of Harassment, Intimidation, and Bullying
3225 - School-Based Threat Assessment
3231 - Student Records
3241 – Student Discipline
4020 - Confidential Communications
5281 - Disciplinary Action and Discharge
6513 - Workplace Violence Prevention

Legal References:

RCW 13.04.155 Notification to designated recipient of adjudication or conviction — Information exempt from disclosure ~~RCW 4.24.550 Sex offenders and kidnapping offenders — Release of information to public — Web site~~
~~RCW 9A.44.130 Registration of sex offenders and kidnapping offenders — Procedures — Definition — Penalties~~
~~RCW 13.04.155 Notification to school principal of conviction, adjudication, or diversion agreement — Provision of information to teachers and other personnel — Confidentiality~~
~~RCW 13.40.215 Juveniles found to have committed violent or sex offense or stalking — Notification of discharge, parole, leave, release, transfer, or escape — To whom given — School attendance — Definitions~~
~~RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules~~
~~RCW 28A.320.128 Notice and disclosure policies — Threats of violence — Student conduct — Immunity for good faith notice — Penalty~~
~~RCW 28A.600.460 Classroom discipline — Policies — Classroom placement of student offenders — Data on disciplinary actions~~
~~RCW 28A.320; 2020 c 167 § 1 — Notification provisions~~
~~RCW 72.09.345 Sex offenders — Release of information to protect public — End-of-sentence review committee — Assessment — Records access — Review, classification, referral of offenders — Issuance of narrative notices~~
~~WAC 392-400 Student Discipline~~
~~20 U.S.C. 1232g; 34 C.F.R. Part 99 Family Educational Rights and Privacy Act~~
~~Article IX, Section 1, Washington State Constitution~~

RCW 13.04.155 Notification to designated recipient of adjudication or conviction — Information exempt from disclosure

Management Resources:

2020 - August Issue
2019 - December Issue
2018 - December Issue
2018 - August Issue
2010 - October Issue
2010 - February Issue
2006 - December Issue
1999 - June Issue
1997 - August Issue

Adoption Date: September 17, 1997

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Centralia School District
Revised: May 18, 2011; October 23, 2019; April 24, 2024; September 2025
Classification: Priority

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Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Board Policy 3210 Non Discrimination

BACKGROUND:

Policy 3210 prohibits discrimination, harassment, and retaliation of students based on protected status (sex, race, ethnicity, creed, religion, color, national origin, veteran/military status, sexual orientation, gender identity/expression, disability, neurodivergence, homelessness, immigration/citizenship, or use of a service animal). Revised **April 24, 2024** to align with current law. It requires:

- A nondiscrimination statement with compliance officer contacts in district communications.
- Procedures for investigating discriminatory harassment and eliminating hostile environments.
- Annual publication of complaint procedures and multilingual access.
- Staff training on responsibilities.

RATIONALE:
Ensures compliance with RCW 28A.640, 28A.642, 49.60; WAC 392-190; Title IX; ADA; Title VI. Updates complaint procedures and publication requirements.

FISCAL IMPACT:
There is no direct fiscal impact to updating this policy.

BUDGET SOURCE:
NA

DATA SOURCES:
Samantha Mitchell, Executive Director of HR, Fiscal Services

SUBMITTED BY:
Samantha Mitchell, Executive Director of Human Resources

RECOMMENDED ACTION:
Approval of updates to Board Policy 3210 Non Discrimination

Policy No. 3210
Students

CENTRALIA SCHOOL DISTRICT
BOARD POLICY #3210
NONDISCRIMINATION

Nondiscrimination

The district is committed to complying with anti-discrimination laws.

Definition

"Protected status" is short for the phrase "sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability."

Nondiscrimination Statement

The district will adopt a nondiscrimination statement that must include the following:

1. Notice that the district may not discriminate in any programs or activities based on sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal.

2. The name or title, office address, and telephone number of the employee designated as the compliance officer under this policy, the Section 504 Coordinator, and the Title IX Coordinator.

3. Notice that the district provides equal access to the Boy Scouts of America and any other youth group listed in Title 36 of the United States Code as a patriotic society.

The district will include this statement in written announcements, notices, recruitment materials, employment application forms, and other publications made available to all students, parents, or employees.

The district may combine the statement described above with the notice described in Policy 3205.

Model Student Handbook Language

The district will adopt the model student handbook language described in RCW 28A.300.286 and include the language in any student, parent, employee, and volunteer handbook it or its schools publish and on its and its schools' websites.

Discriminatory Harassment

Students have a right to be free from discriminatory harassment. The district violates that right if the following conditions are met:

1. The alleged conduct is based on a student's protected status.

2. The alleged conduct creates a hostile environment. A hostile environment is created if the alleged conduct is sufficiently severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the district's course offerings, including any educational program or activity. A hostile environment could impact a student's life in many ways. Physical illness, anxiety about going to school, or a decline in grades or attendance could signal a hostile environment.

3. After receiving notice of the alleged conduct, the district fails to take prompt and appropriate action to investigate it or fails to take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects as appropriate. The district has notice of discriminatory harassment if a reasonable employee knew or, in the exercise of reasonable care, should have known about the harassment. Employees may have notice of discriminatory harassment if they receive an oral report from a student, parent, or other individual; receive a written complaint; witness harassing conduct; or become aware of harassment by members of the community or the media.

Harassing conduct may include verbal acts and name-calling, graphic and written statements, or other conduct that may be physically threatening, harmful, or humiliating.

When the district receives notice of potential discriminatory harassment, it will take prompt and appropriate action to investigate and, as applicable, take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects. Examples of the steps the district might take include imposing discipline, separating individuals, developing a safety plan, offering counseling, and providing additional training and instruction. These steps will not penalize the student who was harassed.

Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC.

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all students, parents, and employees of it. The district will provide the notice in a language each parent can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those with limited English proficiency.

The district will not adopt any policy, procedure, or practice that would limit a person's right to file a complaint under the complaint procedure.

Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district's compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.

The compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Training

The district will train all administrators, certificated personnel, and classroom personnel regarding their responsibilities under this policy and chapter 392-190 WAC. The training will aim to raise awareness of and eliminate bias based on sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

Any person who retaliates will be subject to appropriate discipline.

Cross References:

- 2020 - Course Design, Selection, and Adoption of Instructional Materials
- 2030 - Service Animals in Schools
- 2140 - Comprehensive School Counseling Program
- 2150 - Co-Curricular Program
- 2151 - Interscholastic Activities
- 3205 - Sexual Harassment of Students Prohibited
- 3206 - Pregnant and Parenting Students
- 3207 - Prohibition of Harassment, Intimidation, and Bullying of Students
- 3211 - Gender-Inclusive Schools
- 4217 - Effective Communication
- 4260 - Use of School Facilities

Legal References:	RCW 28A.300.286 Discrimination, harassment, intimidation, and bullying—Policies and complaint procedures—Posting of model student handbook language Chapter 392-190 WAC Equal Educational Opportunity—Unlawful Discrimination Prohibited Chapter 28A.640 RCW Sexual equality Chapter 28A.642 RCW Discrimination prohibition Chapter 49.60 RCW Discrimination—Human rights commission WAC 392-190-020 Training—Staff responsibilities—Bias awareness 20 U.S.C. § 7905 Boy Scouts of America Equal Access Act 42 U.S.C. §§ 12101-12213 Americans with Disabilities Act 20 U.S.C. §§ 1681–1688 Title IX of the Education Amendments of 1972 42 U.S.C. § 2000d, et seq. Title VI of the Civil Rights Act of 1964 34 CFR Part 100 Nondiscrimination Under Programs Receiving Federal Assistance Through the Department of Education Effectuation of Title VI of the Civil Rights Act of 1964 34 CFR 104 Nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance 34 CFR Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
Management Resources:	2016 - March Issue 2014 - December Issue 2013 - April Issue 2012 - December Issue 2011 - June Issue Policy News, August 2007 Washington's Law Against Discrimination

~~The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on gender, race, creed, religion, color, national origin, age, honorably discharged veterans or military status, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district offers classes in many career and technical education program areas under its open admissions policy. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs shall be free from sexual harassment. Appropriate auxiliary aids and services will be provided upon request to individuals with disabilities.~~

~~Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings, educational programming or any activity will not be toler-~~

~~ated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.~~

~~The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district's Section 504 and Title IX compliance officers.~~

~~The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure.~~

~~The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.~~

~~The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias based on the protected classes identified in this policy.~~

~~Cross References:~~

	~~Policy 2020~~	~~Curriculum Development and Adoption of Instructional Materials~~
	~~Policy 2030~~	~~Service Animals in Schools~~
	~~Policy 2140~~	~~Guidance and Counseling~~
	~~Policy 2150~~	~~Co-Curricular Program~~
	~~Policy 2151~~	~~Interscholastic Activities~~
	~~Policy 4260~~	~~Use of School Facilities~~
	~~Policy 4217~~	~~Effective Communication~~

~~Legal References:~~	~~Chapter 28A.640 RCW~~	~~Sexual Equality~~
	~~Chapter 28A.642 RCW~~	~~Discrimination prohibition~~
	~~Chapter 49.60 RCW~~	~~Discrimination Human rights commission~~
	~~WAC 392-190-20~~	~~Training-Staff responsibilities-Bias Awareness~~
	~~WAC 392-190-060~~	~~Compliance~~
	~~WAC 392-400-215~~	~~Student rights~~
	~~20 U.S.C. § 7905~~	~~Boy Scouts of America Equal Access Act~~
	~~42 U.S.C. §§ 12101-12213~~	~~Americans with Disabilities Act~~

~~Management Resources:~~

~~*Policy and Legal News,* March 2016~~
~~*Policy and Legal News,* April 2013~~
~~*Policy News, December 2012*~~
~~*Policy News*, June 2011~~
~~*Policy News,* August 2007~~

Adoption Date: January 19, 2000
Centralia School District
Revised: June 15, 2011; December 21, 2011; March 20, 2013; November 20, 2013; March 19, 2014; July 20, 2015: February 15, 2017; April 24, 2024
Classification: Essential

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT: First Reading of Policy 3226 and Procedure 3226, Interviews and Interrogations of Students on School Premises

BACKGROUND:
Policy and Procedure 3226 describe the district's process for the interviewing or interrogation of a student on school premises. The Legal References have been updated. No additional revisions to the policy are recommended.

The Procedure has been updated to add the immediate notification of a parent/guardian if a student is interviewed by law enforcement, Health Department Officials, or others. . The Procedure also clarifies communication is from the principal or principal's designee, not any staff member. The requirements for parent/guardian notification in varying situations is outlined.

Policy 3226 was last revised in February 2024.

RATIONALE:

The change in family notification is required by HB 1296. The review at a School Board Study Session is reflective of current practice.

FISCAL IMPACT:
None

BUDGET SOURCE:
Not applicable

DATA SOURCES:

RCW 28A.605.005
Engrossed Substitute House Bill 1296
Washington State School Directors Association (WSSDA)

SUBMITTED BY:
Lisa Grant, Superintendent

RECOMMENDED ACTION:
Approval of the first reading and move to second and final reading.

Policy No. 3226
Students

CENTRALIA BOARD POLICY #3226
INTERVIEWS AND INTERROGATIONS OF STUDENTS ON SCHOOL PREMISES

Although the district values its relationships with law enforcement, the Department of Children, Youth, and Families (DCYF) and the county health department, to minimize interruption of the instructional program, the district discourages interviews and interrogations of students on school premises. As a general rule, interviews and interrogations by any agency, including law enforcement, and the county health department(s) should take place at the agency or the student's home, rather than school premises.

However, there are limited circumstances when an interview of students at school is warranted, for example school-initiated investigations, child abuse investigations, and/or serious crime investigations. When an onsite interview or interrogation is warranted by the circumstances, the district will utilize the procedures and protocols associated with this policy, which were developed in cooperation with these agencies, and to ensure that students and parent(s)/guardian(s) are afforded all rights under law. The interviews of students as witnesses, victims, and suspects are treated differently.

In contrast to the limited circumstances noted above, the work of immigration agents does not overlap with the work or duties of the district. This is because the district's obligation to educate the children residing within its borders is not diminished by the children or parents' immigration status. The district supports the federal immigration enforcement policy that directs immigration agents to avoid questioning and arrests at sensitive locations, including schools. Therefore, staff shall not grant information or access to immigration agents unless the district Superintendent and/or General Counsel determine the request complies with Plvler v. Doe and other applicable laws according to the criteria in an associated procedure.

Cross References:

Policy 3231	Student Records
Policy 3432	Emergencies
Policy 3414	Infectious Diseases
Policy 4310	Working Relationships with Law Enforcement, DSHS and the Health Department

Legal References:

RCW 28A.605.005 Parental rights
RCW 28A.635.020 Willfully disobeying school administrative personnel or refusing to leave public property, violations, when—Penalty.
RCW 26.44.115 Child taken into custody under court order—Information to parents.
RCW 26.44.110 Information about rights—Custody without

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court order—Written statement required—Contents.

RCW 26.44.050 Abuse or neglect of child—Duty of law enforcement agency or department of ~~social and health services~~ children, youth, and families—Taking child into custody without court order, when~~.~~

RCW 26.44.030 Reports—Duty and authority to make—Duty of receiving agency—Duty to notify—Case planning and consultation—Penalty for unauthorized exchange of information—Filing dependency petitions—Investigations—Interviews of children—Records—Risk assessment process.

~~Legal Reference:~~

~~RCW 26.44.030~~	~~Interviews of children~~
~~RCW 26.44.050~~	~~Abuse or neglect of child — Duty of law enforcement agency or department of social and health services — Taking child into custody without court order, when.~~
~~RCW 26.44.110~~	~~Written statement required~~
~~RCW 26.44.115~~	~~Notice required~~
~~RCW 28A.635.020~~	~~Wilfully disobeying school administrative personnel or refusing to leave public property, violations, when — Penalty~~

Management Resources:

Policy and Legal News, July 2013	New interviews/interrogations of students on school premises policy
Policy News, February 1998	FERPA limits student records access
Policy News, April 2001	Compliance Office Provides FERPA Update

Adoption Date:December 18, 2013
Centralia School District
Revised: October 23, 2019; February 2024; September 2025
Classification: Priority

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT: First Reading of Policy and Procedure 4060, Distribution of Materials

BACKGROUND:
Policy 4060 describes the distribution of community materials to students. The procedure outlines the process and requirements. There are no proposed revisions to the policy. The proposed revisions to the procedure include the new state legal language regarding protected classes. The definition of protected classes was revised in the most recent legislative session. No other revisions to the Procedure are proposed.

Policy 4060 was last reviewed in August 2023. No revisions to the policy are proposed.

RATIONALE:

The revisions ensure the district is in compliance with state and federal laws and regulations.

FISCAL IMPACT:
None

BUDGET SOURCE:
Not applicable

DATA SOURCES:

Washington State School Directors Association (WSSDA)

SUBMITTED BY:
Lisa Grant, Superintendent

RECOMMENDED ACTION:
Approval of the first reading and move to second and final reading.

Policy No. 4060
Community Relations

CENTRALIA SCHOOL DISTRICT
BOARD POLICY #4060
DISTRIBUTION OF MATERIALS

The board recognizes that valuable social, recreational, and educational opportunities are available to families and students through nonprofit organizations and governmental entities providing services for students. The district may choose to make information available to students and families about these programs, provided that doing so does not interfere with the educational process.

Nonprofit organizations or governmental entities may submit information about activities for students for possible distribution through district channels, but any information distributed must meet certain standards and be approved according to the procedures accompanying this policy.

Cross References:	Board Policy 2340	Religious-Related Activities and Practices
	Board Policy 3220	Freedom of Expression

Management Resources:

	Policy News, April 2005	Distribution of Materials

Adoption Date: August 17, 2005
Centralia School District
Revised: August 23, 2023
Reviewed: September, 2025
Classification: Optional

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Board Policy 5010 Nondiscrimination and Affirmative Action

BACKGROUND:

Policy 5010 prohibits discrimination and harassment in all employment practices based on protected status (age, sex, race, religion, national origin, veteran/military status, sexual orientation, gender identity/expression, disability, neurodivergence, marital status, homelessness, immigration/citizenship, or service animal use).

It requires equal employment opportunity, reasonable disability accommodations, nondiscrimination for military service, an affirmative action plan, a complaint process under WAC 392-190, a designated compliance officer, and prohibits retaliation.

RATIONALE:
Ensures compliance with state/federal nondiscrimination laws (RCW 49.60, Title VII, Title IX, ADA, USERRA).

FISCAL IMPACT:
There is no direct fiscal impact to updating this policy.

BUDGET SOURCE:
NA

DATA SOURCES:
Samantha Mitchell, Executive Director of HR, Fiscal Services

SUBMITTED BY:
Samantha Mitchell, Executive Director of Human Resources

RECOMMENDED ACTION:
Approval of updates to Board Policy 5010 Nondiscrimination and Affirmative Action

Policy No. 5010
Personnel

CENTRALIA SCHOOL DISTRICT
BOARD POLICY #5010
NONDISCRIMINATION AND AFFIRMATIVE ACTION

Nondiscrimination and Affirmative Action

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Definition

"Protected status" is short for the phrase "age, sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability."

Nondiscrimination

The Centralia School district is committed to an educational and working environment free from discrimination and harassment based on a person's protected status. as ~~described in this policy. The policy and accompanying procedure prohibit discrimination and harassment of any staff member, volunteers, and contractors who work on behalf of the district.~~

The district will not deny any person the benefit of, or subject any person to discrimination in employment, recruitment, promotion, advancement, consideration, or selection in connection with employment based on their protected status.

The district will make all employment decisions in a non-discriminatory manner and will not limit, segregate, or classify any person in a way that could adversely affect their employment opportunities or status based on their protected status.

The district will not enter into any contractual or other relationship that directly or indirectly results in the discrimination of any person in connection with employment based on their protected status.

Equal Employment Opportunity

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. ~~Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.~~

Examples of Employment Discrimination

Employment discrimination may include the following:

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1. Unfair treatment based on an employee's protected status, including unfair or separate treatment in pay scale, assignment of duties, opportunities for advancement, conditions of employment, hiring practices, leaves of absence, hours of employment, and assignment of instructional and non-instructional duties.

2. Harassment based on an employee's protected status by supervisors, co-workers, or others in the workplace that is so severe or persistent that it creates a hostile environment.

3. Denial of a reasonable workplace accommodation that an employee needs because of religious beliefs or a disability.

4. Retaliation because an employee complained about employment discrimination or assisted with an employment discrimination investigation or lawsuit.

5. Making employment or placement decisions based on stereotypes or assumptions about one's protected status.

6. Discriminating against individuals married to or otherwise associated with people of a certain group.

7. Prohibiting an employee from using the restroom consistent with his or her gender identity.

These are examples of employment discrimination and are not an exhaustive list.

Discriminatory Harassment

The district prohibits discriminatory harassment in the workplace. Discriminatory harassment is unwelcome or offensive conduct directed toward a person based on their protected status that is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or offensive. Petty slights, annoyances, or isolated incidents, unless extremely serious, will not rise to the leave of discriminatory harassment.

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Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets, name-calling, physical assaults, threats, intimidation, ridicule, mockery, insults, put-downs, offensive objects or pictures, and interference with work performance.

When the district becomes aware of potential discriminatory harassment, it will promptly investigate the conduct and, as appropriate, take reasonable steps to prevent and promptly correct the harassing conduct.

Employment of Persons with Disabilities
To fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

1. The district will not discriminate against a qualified individual based on their disability, nor will the district limit, segregate, or classify any applicants for employment or any staff member in any way that adversely affects their opportunities or status because of

their disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.

2. The district will reasonably accommodate the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship.

Reasonable accommodations may include making facilities used by staff readily accessible and usable by persons with disabilities; job restructuring; part-time or modified work schedules; acquisition or modification of equipment or devices; the provision of readers or interpreters; and other similar actions.

An undue hardship means an accommodation would be unduly costly, extensive, substantial or disruptive or would fundamentally alter the nature or operation of the district. In determining whether an accommodation would impose an undue hardship on the district, the district may consider, among other things, the cost of the accommodation, the district's size, the district's financial resources, and the nature and structure of its operations.

3. The district will not use any employment tests or criteria that screen out persons with disabilities unless the test or criteria is clearly and specifically job-related, and the district will not use such tests or criteria if alternative tests or criteria that do not screen out persons with disabilities are available.

4. While the district may not make pre-employment inquiries as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.

~~Discriminatory harassment is unwelcome conduct that is:~~

1. ~~Directed toward a person based on a protected characteristic,~~
2. ~~Sufficiently severe or pervasive;~~
3. ~~Unreasonably interferes with a person's work environment or ability to perform job duties; and~~
4. ~~The cause of an intimidating, hostile, or offensive environment.~~

~~Examples of discriminatory harassment include, but are not limited to:~~

- ~~Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);~~
- ~~Disparaging remarks to or about a person's legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);Displaying negative or offensive posters or pictures about a legally protected characteristic;~~
- ~~Physical conduct toward a person due to that person's legally protected characteristic;~~
- ~~All communications, including those conveyed electronically, such as by e-mail, telephone, or a legally protected characteristic; or~~
- ~~Any other unwelcome conduct that implicated a legally protected characteristic.~~

~~In most instances, discriminatory harassment does not include supervisory or evaluative practices.~~

~~The board will designate a staff member to serve as the compliance officer.~~

~~The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women, and military veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.~~

~~The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities and women and military veterans, although under state law, racial minorities, and women may not be treated preferentially in public employment.~~

~~This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.~~

~~**Employment of Persons with Disabilities**~~

~~In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:~~

1. ~~No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects their opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.~~

2. ~~The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless the accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:~~

    1. ~~Making facilities used by staff readily accessible and usable by persons with disabilities; and~~

    2. ~~Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.~~

    ~~In determining whether an accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.~~

3. ~~The District will not use any employment tests or criteria that screens out persons with disabilities unless the test or criteria is clearly and specifically job-related. Also, the District will not use such tests or criteria if alternative tests or criteria (that do not screen out persons with disabilities) are available.~~

4. ~~While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.~~

5. ~~Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance as outlined in Board Procedures 5010.~~

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service of the United States, on the basis of that participation in a

uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Affirmative Action Program

The district will develop an affirmative action employment plan or program that includes appropriate provisions designed to eliminate discrimination based on protected status.

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Regarding sex discrimination, the district's affirmative action employment plan or program must include the requirements to maintain credential requirements for all personnel without regard to sex; make no differentiation in pay scale based on sex; make no differentiation in the assignment of school duties based on sex except where an assignment would involve duty areas or situations such as, but not limited to, a shower room, where persons might be disrobed; provide the same opportunities for advancement for males and females; and make no differentiation in conditions of employment based on sex, including, but not limited to, hiring practices, leaves of absence, hours of employment, and assignment of or payment for instructional or noninstructional duties.

Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC.

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all employees of it. The district will provide the notice in a language each employee can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those with limited English proficiency.

The district will not adopt any policy, procedure, or practice that would limit a person's right to file a complaint under the complaint procedure.

Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district's compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.

The compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

Any person who retaliates will be subject to appropriate discipline.

Cross References:

2030 - Service Animals in Schools
5011 - Sex Discrimination and Sex-Based Harassment of District Staff Prohibited
5270 - Resolution of Staff Complaints
5407 - Military Leave

Legal References:

RCW 28A.400.310 Law against discrimination applicable to districts□□□ employment practices
RCW 28A.640.020 Regulations, guidelines to eliminate discrimination □□□ Scope □□□ Sexual harassment policies
RCW 28A.642 Discrimination prohibition
RCW 49.60 Discrimination □□□ Human rights commission
RCW 49.60.030 Freedom from discrimination □□□ Declaration of civil rights
RCW 49.60.180 Unfair practices of employers
RCW 49.60.400 Discrimination, preferential treatment prohibited
RCW 73.16 Employment and Reemployment
WAC 392-190 Equal Education Opportunity □□□ Unlawful Discrimination Prohibited
WAC 392-190-0592 Public school employment □□□ Affirmative action program
42 USC □□□□2000e1 □□□ 2000e10 Title VII of the Civil Rights Act of 1964
20 USC □□□□1681 - 1688 Title IX Educational Amendments of 1972
42 USC 12101 □□□ 12213 Americans with Disabilities Act
8 USC □□1324 (IRCA) Immigration Reform and Control Act of 1986
38 USC □□□□ 4301-4333 Uniformed Services Employment and Reemployment Rights Act
29 USC□□ 794 Vocational Rehabilitation Act of 1973
34 CFR □□ 104 Nondiscrimination on the basis of handicap in

Programs or activities receiving federal financial assistance

38 USC ▯▯4212 Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA)

Management Resources:

2018 - May Policy Issue

2017 - April Issue

2014 - December Issue

2013 - June Issue

2011 - June Issue

2011 - February Issue

Policy News, August 2007 Washington▯▯▯s Law Against Discrimination

Policy News, June 2001 State Updates Military Leave Rights

Adoption Date: March 20, 1985
Centralia School District
Revised: November 16, 1994; October 17, 2001; June 15, 2011; December 21, 2011; November 20, 2013; July 20, 2016; March 21, 2018; October 28, 2020; April 2023; January 2025; September 2025
Classification: Priority

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Board Policy 5260 Personnel Records

BACKGROUND:

Policy 5260 requires secure personnel files for all staff, accessible to employees for review. Staff may request removal of irrelevant or erroneous information or place a rebuttal in their file. Records may be kept in paper or electronic format now.

RATIONALE:
Ensures compliance with RCW employee file access laws.

FISCAL IMPACT:
There is no direct fiscal impact to updating this policy.

BUDGET SOURCE:
NA

DATA SOURCES:
Samantha Mitchell, Executive Director of HR, Fiscal Services

SUBMITTED BY:
Samantha Mitchell, Executive Director of Human Resources

RECOMMENDED ACTION:
Approval of updates to Board Policy 5260 Personnel Records

Policy No. 5260
Personnel

CENTRALIA SCHOOL DISTRICT
BOARD POLICY #5260
PERSONNEL RECORDS

The district shall organize, compile, and maintain personnel records and files for each staff member of the district which will be kept secure under the authority of the superintendent/designee. The contents of the personnel files shall be available to the superintendent/designee and to those staff authorized by the superintendent/designee to organize, compile, and maintain the ~~personnel~~ files. Any confidential college or university credentials or other confidential pre-employment materials received by the district will be returned to the sender or maintained in personnel records, such as an application file. ~~Staff members who have access to the files shall be required to maintain the confidentiality of the files and their contents.~~

Any ~~certificated or classified~~ staff member shall be permitted, during normal District businesshours, to review the contents of their personnel file in the presence of an authorized staff member. Personnel files may be maintained by the District in hard copy and/or in an electronic format.

Annually, a staff member may request that the superintendent/designee review all information in the staff member's personnel file(s) that is regularly maintained by the District to determine if there is any irrelevant or erroneous information in the file(s) and may request to have such information removed. . The superintendent/designee shall determine if there is any irrelevant or erroneous information in the file(s), and shall remove all such information from the file(s). If a staff member does not agree with the superintendent's/designee's determination, the staff member may at their request have placed in the staff member's personnel file a statement containing the staff member's rebuttal or correction.

Cross References:	Board Policy 4040	Public Access to District Records
Legal References:	RCW 28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against – Right to inspect personnel file
	RCW 42.56.230	Personal information
	RCW 49.12.240	Employee inspection of personnel file
Management Resources:	2015 – October Policy Issue	

Adoption Date: October 21, 1998
Centralia School District
Revised: January 17, 2007; April 2023; September 2025

Classification:Priority

Coversheet

Consideration of Approval of Out of Endorsement Waiver Resolutions

Section: X. New Business
Item: B. Consideration of Approval of Out of Endorsement Waiver Resolutions
Purpose:
Submitted by:
Related Material: Summary Sheet- Out of Endorsement Waiver.pdf
Resolution 2025-16 Tesner Out of Endorsement Waiver.pdf
2025-17 Churchill Out of Endorsement Waiver.pdf

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Resolution No. 2025-16/17 Out of Endorsement Waivers

BACKGROUND:
The District must submit Out-of-Endorsement Waivers to the Office of Superintendent of Public Instruction (OSPI) to ensure classrooms remain staffed when certificated teachers are assigned outside their endorsement areas. The employee must also be on a plan of support that helps ensure the teacher is successful in teaching in the out of endorsement content area.

RATIONALE:

Most of the out-of-endorsement waivers are for secondary teachers who, because of the structure of their programs, are required to teach multiple subjects and are therefore often assigned courses outside their endorsed content areas. In addition, at the elementary level, waivers are needed for multilingual instruction due to shortages of teachers with this specific endorsement.

Vivian Tesner
Current Endorsement: Elementary Education
Assigned to teach: Multi-Lingual (Jefferson Lincoln Elementary)

Samuel Churchill
Current Endorsement: Elementary Education
Assigned to teach: Algebra, Geometry, Physical Science, Biology, Earth & Space (Futurus High School)

FISCAL IMPACT:
There is no fiscal impact.

BUDGET SOURCE:
NA

DATA SOURCES:
Samantha Mitchell, Executive Director of HR, Fiscal Services

SUBMITTED BY:
Samantha Mitchell, Executive Director of Human Resources

RECOMMENDED ACTION:
Approval of Resolutions 2025-16 & 17

CENTRALIA SCHOOL DISTRICT

Resolution No. 2025-16
Out of Endorsement Assignment Waiver

This is a resolution from the Centralia School District No. 401 Board of Directors for approval of an out of endorsement assignment for Vivian Tesner. The specific out-of-endorsement assignment is as follows:

Multi-Lingual

WHEREAS, Vivian Tesner is currently certified as an Elementary Education Teacher and has been assigned to teach Multi-lingual classes; and

WHEREAS, the Centralia School District does find it necessary to assign Vivian Tesner to teach Multi-lingual classes at Jefferson Lincoln Elementary School.

THEREFORE, BE IT RESOLVED that the Centralia School District Board of Directors hereby approve an out-of-endorsement waiver for Vivian Tesner, Certificate Number 611192F, for the 2025-26 school year.

DATED this 25th day of September 2025

BOARD OF DIRECTORS
CENTRALIA SCHOOL DISTRICT #401

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Secretary of the Board

CENTRALIA SCHOOL DISTRICT

Resolution No. 2025-17
Out of Endorsement Assignment Waiver

This is a resolution from the Centralia School District No. 401 Board of Directors for approval of an out of endorsement assignment for Samuel Churchill. The specific out-of-endorsement assignment is as follows:

Algebra
Geometry
Physical Science
Biology
Earth & Space

WHEREAS, Samuel Churchill is currently certified as a Elementary Education Teacher and has been assigned to teach Algebra, Geometry, Physical Science, Biology, Earth & Space classes; and

WHEREAS, the Centralia School District does find it necessary to assign Samuel Churchill to teach Algebra, Geometry, Physical Science, Biology, Earth & Space classes at Futurus High School.

THEREFORE, BE IT RESOLVED that the Centralia School District Board of Directors hereby approve an out-of-endorsement waiver for Samuel Churchill, Certificate Number 401263R, for the 2025-26 school year.

DATED this 25th day of September 2025

BOARD OF DIRECTORS
CENTRALIA SCHOOL DISTRICT #401

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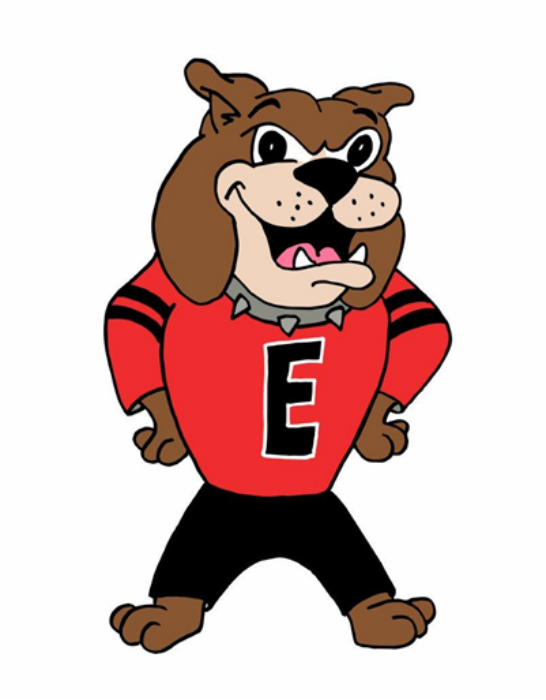
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Secretary of the Board

Coversheet

Consideration of Approval of Student Handbooks

Section: X. New Business
Item: C. Consideration of Approval of Student Handbooks
Purpose:
Submitted by:
Related Material: 25-26 Edison Student Handbook.pdf
25-26 Fords Prairie Student Handbook.pdf
25-26 Jefferson Lincoln Student Hanbook.pdf
25-26 Oakview Student Handbook.pdf
25-26 Washington Student Handbook.pdf
25-26 CMS Student Handbook.pdf
25-26 FHS Student Handbook.pdf
25-26 CHS Student Handbook.pdf

Edison Elementary



Student and Parent Handbook

2025-2026

Edison Elementary School

607 "H" Street

Centralia, WA 98531

Phone: 360-330-7631

Fax: 360-827-6399

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

Welcome to Edison Elementary!

Edison Students and Families,

Welcome to the 2025-26 school year! I am thrilled and honored to continue serving as the principal of Edison Elementary. We are eagerly anticipating the return of our students and can't wait to fill our classrooms with their energy and enthusiasm. Our entire team at Edison is dedicated to supporting you and your students throughout their educational journey. Please let us know how we can assist you every step of the way.

Centralia is not just a workplace for my family and me; it's our home. Every day, I am committed to making Edison Elementary a welcoming and inclusive environment that equips our students with the skills they need for their future, both socially and academically.

We Are Edison! In everything we do each and every day, our focus is always;

Inspiring Students to DO their Best, BE their Best and ALWAYS Improve!

This year, we are committed to celebrating our Edison community in numerous ways. We will offer various opportunities each month for families to engage in activities outside of school hours. Whether it's joining our PTO, participating in craft nights, attending community engagement events, or volunteering for our WATCH DOGS program, we want our families to be a part of our school as much as possible. Together, we are ALL Edison!

Each week families will receive an email update with information about what is happening at Edison Elementary. Please look for these updates in your email each Sunday evening at 7pm. Please let me know if there are items you would like added to this update, as we want to make sure all questions are answered and all pertinent information provided in a timely manner.

Information is always available at the following locations;

Website- https://www.centralia.k12.wa.us/site/default.aspx?DomainID=394
Facebook - https://www.facebook.com/EdisonElementaryCentralia
X (Twitter) - @CentEDPrincipal

Again, welcome to Edison Elementary!

Josh Lowe, Principal

Communication

Edison Elementary Office	
Hours of Operation	8:30 AM - 4:00 PM
Main Phone Line	360-330-7631
Fax	360-827-6399

District Office	
Hours of Operation	7:30 AM - 4:30 PM
Main Phone Line	360-330-7600
Fax	360-807-2888

District and School Websites	
District Website	http://www.centralia.k12.wa.us
School Website	http://www.centralia.k12.wa.us/ed
Facebook	https://www.facebook.com/EdisonElementaryCentralia
Twitter	Twitter - @CentEDPrincipal

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Bell Schedule

Subject to Change

Regular Daily Schedule		Early Release Wednesday	
8:55	Students may enter the building	8:55	Students may enter the building
9:00	First bell	9:00	First bell
9:10	Tardy bell	9:10	Tardy bell
11:30	K-2 – Lunch (Recess 11:50-12:10)	11:30	K-2 – Lunch (Recess 11:50-12:10)
11:55	3 & 4 – Lunch (Recess 12:15-12:35)	11:55	3 & 4 – Lunch (Recess 12:15-12:35)
12:20	5 & 6- Lunch (Recess 12:40-1:00)	12:20	5 & 6- Lunch (Recess 12:40-1:00)
1:00	All Grades back to class	1:00	All Grades back to class
3:30	Dismissal	2:00	Dismissal

Edison Elementary School Vision:

Inspiring Students to DO their Best, BE their Best and ALWAYS Improve!

Edison Elementary School Hours: 9:10 AM to 3:30 PM

Student Arrival:

Parents who drop their students off from their cars can do that along H Street. Staff will make every attempt to be outside helping students out of cars, and monitoring them as they make their way into the building. Students will arrive and go to our multipurpose room for breakfast. Please make sure your child does not arrive earlier than 8:55 as there is no supervision, and the doors are locked.

Student Dismissal:

The dismissal bell rings at **3:30 PM**

Students being picked up will be dismissed at the gate on Washington Street, at the back of the playground. Students will be released by teachers. **The office is no longer a pickup location for students after school.** If you are picking up your child, please wait along Washington Street facing 1st street. You can either be in your car or walk to the gate, but teachers need to verify who the student is going home with each day.

Bus riders will be walked to the buses by their teachers.

Walkers need to have a release form on file in the main office. Release forms will be available to families at any time in the main office beginning on our Meet the Teacher night. Walkers will be released by their teachers and are expected to cross in the crosswalks.

Students being dismissed early for an appointment, illness or family emergency, are excused from the school office to meet the parent or guardian after being signed out. It's important for students to finish the school day with their class. Please limit "early-outs" as much as possible.

IMPORTANT for End of Day Changes

After-school arrangements need to be made before students arrive at school if at all possible. Last minute or student-initiated "Go-Home" changes **cannot** be accommodated. End-of-day plans need to be finalized no later than 3:00pm, by custodial parent/guardian only, for us to guarantee that messages get to students in time. If the school has not heard from a custodial parent/guardian about end-of-day changes, students will be required to follow their regular go-home plans (bus, walk, pick-up, etc.).

Note: A student cannot be signed out—except in an emergency situation—after **3:00** due to increased disruption and safety concerns.

Student Attendance:

Students are expected to be on time each day and ready for school. Students are required by Washington State Law to attend school on a regular basis. Parents are responsible to see that their children attend school. Please help your child to attend school every day that he or she possibly can. Students with regular school attendance learn more and achieve more at school and in life. Your support is key to your child's success.

We are committed to your child's success and we want every child in class, on time, every day. The evidence is clear that attendance matters to students' futures. Please partner with us to make this happen!

Centralia School District Policy states**:** "Excessive absence" is now defined as a **combined total** (excused **and** unexcused) of **five** (5) absences within a quarter (45 days), **ten** (10) absences within a semester (90 days), and **eighteen** (18) absences in a year. **What does that mean to Edison families?** We will be reaching out to you if your child is approaching or reaches any of these thresholds for attendance.

School-Wide Expectations

"The Bulldog Way"

Bulldogs…

Act Responsibly

Respect Others

Keep Safe

Who's Who @ Edison Elementary

Kindergarten
Miss. Bell
Mrs. Ramsey

1st Grade
Mrs. Bearisto
Mrs. Leyde

2nd Grade
Mrs. Langan
Miss Lord

3rd Grade
Mrs. Reed
Mr. Sathre

4th Grade
Mr. Lorton
Ms. McCowan

5th Grade
Mrs. Styger
Mrs. Waber

6th Grade
Mrs. Baine
Mrs. Capps

Instructional Specialist
Mrs. Turner

PE
Mr. Mano
Mr. Wasson

Music/Band
Mr. Blaser
Ms. Seaton
Ms. Sharp

Health Room
Mr. Mjolsnes
Mrs. Mitchell

Library
Mrs. Arellanes

Custodian
Mr. Darren

Instructional Assistants
Mrs. Ahern
Mrs. Alviar
Ms. Atkins
Ms. Date
Ms. Finch
Mrs. Holm
Ms. Lewis
Ms. Lord
Mrs. Mena
Ms. Valerie

Kitchen Staff
Ms. Anaya
Ms. Freeborn
Ms. Lindsey

EL Program
Mrs. Hernandez-Guzman
Ms. Ayala

Special Education
Mr. Smith
Mrs. Zimmer

Principal
Mr. Lowe

Counselor
Ms. Riffe

Behavior Support
Ms. Craig
Mrs. Robb
Mrs. Holly

Administrative Secretary
Ms. Mortensen

Office Assistant
Mrs. Cruz

School District Nurse
Mrs. Floyd

Student Rights and Responsibilities

The discipline program at Edison Elementary is based on Love and Logic and Positive Behavior Intervention System (PBIS). The program is based on four key principles:

1. Share the control.
2. Share the thinking.
3. Use equal shares of empathy and consequences.
4. Protect and promote the self-concept.

Expectations for All Educational Settings

The same expectations for safe, respectful, and responsible behavior apply to all educational settings—classroom, virtual classroom, playground, cafeteria, library, gym, music, evening event or any other school setting—at Edison Elementary School.

Student Code of Conduct

Edison Elementary School expects student conduct to contribute to a productive learning climate. Students shall comply with school and district policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner during the school day and during school sponsored activities. This code of conduct also applies to students as pedestrians or bicyclists on their way to and from school.

Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement for the following, but not limited to:

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

IMPORTANT

Please note that weapons of any kind and tobacco and drug products are not legal on school property. This applies to adults as well as students and includes all legally possessed weapons and/or tobacco and drug products.

Discipline and Due Process:

**See Centralia School Board Policy 3240 and 3241 at http://www.centralia.k12.wa.us*

A student who violates the **Student Code of Conduct** shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of school staff.

Bus Regulations:

**See Centralia School Board Policy 6605 at http://www.centralia.k12.wa.us*

Riding the bus is a service and privilege provided by the school district to responsible students. Students failing to follow bus regulations are subject to having their bus privileges revoked. Bus rules are based on years of experience in the transportation of students and are designed for the safety of all passengers. Student conduct must be such that drivers are able to focus their full attention on driving the bus.

Playground Rules

It is impossible to make rules that will cover all circumstances governing play conduct on the playground. The following will address a few of the more obvious and immediate needs. Rules for areas and games will be taught and reviewed with students.

The playground duty person is in complete charge of the safety of the students and therefore has the authority to make decisions for the safety and wellbeing of the student using the playground. In carrying out this responsibility, games may be suspended or altered until the principal and/or staff review the situation and determine what is in the best interest of the students. Students will go to and from recess in an orderly manner as determined by the staff. Upon hearing the bell that ends the recess period, students are to immediately stop their recess activity, return equipment, and re-enter the school according to the procedure approved by their teacher. Students are not to leave the playground without permission from the recess duty or other staff. Students are to remain in visual sight of the duty person. An assortment of playground equipment is on the rack and placed outside the gym door.

Kids are not allowed to talk through the fence to any adults, including parents. This is for safety concerns as our recess duties do not always know the parents of students. If you need to talk with your student please come to the office, and we can bring the student up if necessary.

Student Dress Standards:

Edison Elementary School, like most schools, has student dress standards that students are expected to follow. These standards are not intended to infringe on the rights of individual expression, but to meet community standards for modesty, safety, and reduced disruption of the educational process. Students in violation of this policy will call home for appropriate clothing.

- All students must wear shoes at all times at school.
- All pants are to be worn at the waistline and must cover appropriately when sitting.
- Belts are to be inserted through belt loops on pants.
- Clothing or accessories of any type, may not advertise alcohol, drugs, or tobacco products. Any words, slogans, or pictures that are lewd, crude, obscene, objectionable, or depicting violence will not be allowed.
- Hats/hoodies are not to be worn inside the school building. Cold weather headgear will be allowed during inclement weather for **outdoor** activities/recess. No baseball caps.

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

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

Food at School:

Breakfast and Lunch Information:

The kitchen staff at Edison Elementary serves nutritious meals for breakfast and lunch each school day. Please note that gum, candy and energy drinks **are not allowed** at school. Soda or sugary drinks for lunch must be in reasonable portions. Students **will not be allowed** to take unfinished drinks or food out of the cafeteria unless they can be resealed appropriately. School breakfast and lunch are free for all students at Edison. However, if a student wants a milk only, he/she will be charged fifty cents.

Food and other allergies:

Due to severe airborne allergies, Edison Elementary is a fish and latex free facility. This includes latex balloons.

AM Coffee-Stand, Blended Energy Shakes and Similar Morning Drinks at School:

Many of our students arrive at school with frappes, hot chocolates, blended drinks, etc. These must be consumed before student goes to class. Students **will not be allowed** to take these into classrooms in the morning. They must finish them before school begins, or be thrown away.

Candy, Gum and Energy Drinks at School:

In an effort to maintain a safe and healthy learning environment, students **are not allowed** to bring or consume candy, gum or energy drinks at school. School staff, including all teachers, educational assistants and the school principal, may provide candy and/or gum or other treats (in moderation) for student rewards and/or to motivate specific students or groups of students. This policy applies before/after school and at breakfast/lunch.

Bringing Food to School:

All food brought into school for birthdays or class celebrations must be **commercially prepared** (store bought). Home cooked items are not allowed due to Health Department rules. Healthy snacks are strongly encouraged. Students do not have access to a microwave at school.

Personal Property at School:

Students often want to bring items of personal property to school. Many times this property is lost or damaged causing hurt feelings and other issues. We ask that parents carefully monitor their children in the choices that they make in bringing personal property to school. In all cases, the school is not responsible for these items should they be stolen, borrowed, traded, damaged, broken, etc. and the school does not facilitate remediation in any circumstance. This includes issues that occur on the buses as well. Students should leave toys and electronics at home.

Students' Cell Phone & Smart Watch use at School and use of School Phones:

Along with increased cell phone and smart watch use in our society, there is an increase in cell phone and smart watch ownership and use by students of all ages. We understand that parents may need to have contact with their children before and/or after school, and have created a policy that reflects that need. Please review the following information and let us know if you have questions.

- **A student's cell phone or smart watch must be turned off and in the student's backpack while on campus.** To have a cell phone at school, a backpack or school bag is required.
- A student's cell phone is to stay in his/her backpack throughout the school day and until they are off the school campus and/or off the school bus.
- A student's cell phone or smart watch will be confiscated if out during the school day without permission from staff. Phones and watches can be picked up in the school office by parents or guardians when the student has lost the item for violating this policy.

Note: Students are allowed to use **school** phones, with staff permission, as needed.

Other Electronic Devices

Please know the policy for all electronic devices is the same as for Students' cell phones. These items include, but are not limited to cell phones, smart watches, video games, and others.

Students' Acceptable Use of Technology

Electronic information resources are available to qualifying students in the school district. These resources include the use of the computer and access to the local area network and internet services. Our internet system is being filtered by a proxy server. Student use of the internet is monitored. Students who abuse acceptable use, which includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, gambling, chat rooms, and inappropriate language will be subject to appropriate consequences.

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

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

that would be against the rules, the law, or may be looked upon as dishonest. Use the computer and the internet for appropriate educational purposes only.

It is advised that students not tell or show others any personal or family information over the internet, such as: home address, phone numbers, passwords, or personal photos when used with names. Keep personal and electronic information including your username and password private.

The District Web Site is filled with important educational information and announcements from around the District and community. Bookmark the District's home page so that you be ready to check on changes in school start times and/or school cancellation during periods or severe weather. The District web site can be accessed at the following address: **http://www.centralia.k12.wa.us**

The Edison Elementary web site can be accessed on the drop-down menu at the top of the district home page. The Edison web site is packed with a wide variety of school information including important reminders and announcements, our school calendar and many details regarding our comprehensive educational program. You can also visit a number of teachers' and other staff members' Web Pages to check on news and events in classrooms and around the school.

Bicycles:
Bicycles are to be parked and locked in the bicycle racks. The school assumes no responsibility for damaged or stolen bikes. Students are always to ride on the right side of the street, not on sidewalks. Helmets are strongly encouraged.

Accident Insurance
Accident insurance will be available to those families wishing to purchase it. Information regarding this program is available in the office.

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

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

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

Health Screening:

Periodic vision and hearing screenings are conducted. These are quick screenings to identify problems that might interfere with learning. Parents will receive written notice of any problems noted. Please notify the school nurse if you suspect your child has a vision or hearing problem. Vision and hearing screenings **do not** take the place of professional examinations by your health care provider.

Illness:

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

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

Immunizations:

Washington School Immunization law requires that students must present proof of immunization in order to be admitted to school. All students new to the school on or after August 1, 2020 will need to provide medically verified immunization records on or before the student's first day of attendance. Students who are up to date with vaccine requirements do not need to turn in any additional immunization paperwork. Students actively catching up on immunizations must turn in a Certificate of Immunization Status (CIS) form with a parent or guardian signature acknowledging the student is in conditional status. Students must be up to date on their immunizations, having received all eligible doses before they can start school. When the next catch-up dose is due, the parent or guardian will need to turn in medically verified records within 30 days of the due date showing that the student has received the catch-up dose or doses. Students without immunization paperwork on the first day of school should not start school until the required paperwork is turned in.

School Pictures:

Pictures of students will be taken in fall and spring. All students will be photographed, but parents are not obligated to purchase student pictures. Package options will be available for those who wish to purchase.

Change of Address, Telephone Number, Work Schedule

Please notify the school immediately if there is a change in your address, telephone number, work schedule, childcare provider, or emergency contact person. This information is very important if you child becomes ill or injured while at school.

Animals on Campus

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

School Closure Due to Weather Conditions

If it is necessary to close school or delay the school starting time due to inclement weather, dangerous road conditions or any other emergency, a **"No School Announcement"** will be made over local radio and television stations. Current information is also available on the Centralia School District Web Page: http://www.centralia.k12.wa.us Parents: please discuss with your students what to do if school is closed, delayed, or dismissed earlier than regular time.

When picking up students early

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

Recess

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

Volunteers

Edison has a dedicated group of volunteers who help in the day-to-day operations in the classroom and office areas. If you are interested in volunteering, you will be asked to complete a volunteer packet, which includes a disclosure statement and a Washington State Patrol background check. The packets can be picked up from the office. Volunteer packets need to be turned in at least 72 hours prior to allow for time to process. Volunteers are asked to sign-in on the volunteer sheet in the office and pick up a volunteer badge before going to the classroom.

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

Visitation and Volunteer Policies

It is the intent of Edison Elementary staff to encourage the public to be actively involved with our school. We have a great school and we enjoy showing it off to visitors. We enjoy having volunteers work with our students and staff. To insure minimal disruptions by parents, visitors, and volunteers, smooth functioning of the school, and the safety of all our students and staff, we have the following guidelines for visitors and volunteers:

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

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

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

Field Trips

Parents are encouraged to go with classes on field trips. Before that can happen there are a few requirements that must occur. First, all volunteers must have a background check completed and approved. Second, there are usually a limited number of volunteers for each trip. Parents and teachers must communicate early about going on the trips. Third, **parents going as chaperones cannot take any other children.** Also, for the protection of your student we require that all students and chaperones ride the bus to and from all fieldtrips unless special arrangements have been made with the Principal prior to the fieldtrip. We need to make sure our students are properly supervised; the schoolchildren are the priority on these trips.

Students Arriving Early

Children should not arrive on the school grounds before 8:55am, as there is no adult supervision prior to that time. All of the exterior doors remain locked each morning until the bell rings at 8:55am. Class begins at 9:10 each morning.

For students who need to cross First Street, a crossing guard will be on duty at First and H and First and Washington beginning at 8:50am We require students cross First Street at that location.

Changing a Student Pick Up Plan

Changes to your child's end of day travel or way home **MUST** reach the office prior to 3:00pm. Calls after 3:00pm will not guarantee that your request be granted. If a student has not submitted a note or the school has not received a phone call, the student will go home according to the predetermined plan. **Reminder: A custodial parent/guardian must be the one to notify the school of any changes.**

Early Student Pick Up

If parents need to pick up a student early, please send a note to school with the student or call the office. **This needs to be done before 3:00pm**. When you arrive at the school to pick up your child, we will then call them out of class. Students will need to be signed out properly. **Students will NOT be released to emergency contacts unless the school was notified by note or phone call from the custodial parent/guardian.**

Students Going Home with a Friend

Students who wish to go home with a friend must have a note (with the address) from their parent giving them permission. **The note is to be presented at the school office before 9:10am.** 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.**

English Language Learners

The school provides special services for the bilingual students. A student or parent with questions about these services should contact the school.

Title I, LAP, and Special Education Services

Edison School provides support services for struggling learners. Parents are encouraged to become involved in the ongoing planning, review and improvement of the school's instructional program. Notification will be provided of scheduled meetings. Parents with questions should contact the school principal. NOTE: All Edison teachers and para-professionals have met the state qualifications and licensing criteria as per *No Child Left Behind* legislation.

Camp CISPUS:

6th Grade students and teaching staff attend outdoor education at Camp Cispus in the early spring. This is a wonderful opportunity and we want all students to participate in camp if possible. Each student is responsible to pay a camp fee (roughly $85.00; TBA). A limited number of partial scholarships will be available to families in need based on Free/Reduced lunch status. Information about Camp Cispus will come home throughout the year. In order for camp to be a safe and enjoyable experience for all participants, appropriate student behavior must be demonstrated throughout the school year. Failure to meet established behavior expectations could result in exclusion from camp. **Final decisions regarding camp participation will be made by the principal.**

Human Growth and Development:

Each year in the spring, sixth grade students are taught a unit on Human Growth and Development. Students are grouped heterogeneously by homeroom and go through a unit in our FLASH curriculum. Notification will be sent home prior to the teaching of the Human Growth and Development unit

announcing a family meeting to review and discuss the curriculum. Parents may choose for their student to not participate in the unit of study for his/her grade level. A form will be available in the school office that parents may complete for this purpose.

Homework Guidelines

Our Title 1 *student-parent-teacher Compact* notes our school-wide expectation for students to read at home for at least 20 minutes each day. Teachers may also assign homework as needed to reinforce and practice learning targets.

Note: When a student is out of school due to illness or family emergency, our focus is directly upon the student and/or family recovering health and wellness as soon as possible. To support this focus, teachers will carefully determine what assignments are essential for make-up when the student returns to school. Some assignments may be completed with a peer helper at school, while other assignments may be sent home as homework if the work is of a "practice" nature. Other assignments that were completed as a group project or that involved a classroom process for completion, may or may not be essential for the student to make-up. Generally, a student will have as many school days to make up essential work as days of his/her absence.

Our hope is that this will help keep the focus on students and families "recovering" and students returning to school as soon as possible.

Photo Opt-Out

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

Parties

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

Parents' Right to Know

Sec. 1111h6A of NCLB specifies a parent's right to know teacher qualifications:
At the beginning of each school year, a local educational agency that receives funds under Title I shall notify the parents of each student attending any school receiving funds under Title I that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

Family Educational Rights and Privacy Act (FERPA):

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

They are:

1. The right to inspect and review the student's educational records within 5 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 when the parent or eligible student believe that the records are inaccurate or misleading. A parent or eligible student should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District, after review, makes a decision not to amend the student's record as requested, District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; and/or a person or company with whom the District has contracted to perform.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office; U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-4605

Directory Information Notice:

Centralia School District, in order to protect the privacy of parents and students and to comply with federal requirements, designates the following categories of personally identifiable information from student records as directory information: name, address, telephone numbers, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous 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 categories of personally identifiable information with respect to that student as directory information. Any parent (or student) must notify the school district in writing of this refusal by October 1 of the current school year. Written notice should be addressed to:

Human Resources Department
Centralia School District
P.O. Box 610
Centralia, WA 98531-0610

Prohibition of Harassment, Intimidation, and Bullying

See Centralia School Board Policy #3207 at http://www.centralia.wednet.edu

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities.

The Centralia School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — a verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education?
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- 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 and weight.
"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including:, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.
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.

Training

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.
It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.
The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Non-Discrimination and Sexual Harassment

DISCRIMINATION, COMPLAINT and APPEAL PROCEDURES

Centralia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or 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: Civil Rights Coordinator and Title IX Coordinator: Sam Mitchell (smitchell@centralia.wednet.edu) and Section 504 Coordinator: Tammie Jensen-Tabor, (tjensen-tabor@centralia.wednet.edu) (360) 330-7600, 2320 Borst Avenue, Centralia, WA 98531-0610. You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: English: https://app.eduportal.com/documents/view/409669 Spanish: https://app.eduportal.com/documents/view/620594 Procedure: https://app.eduportal.com/documents/view/409670

Gender-Inclusive Schools

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in

accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

You can report gender expression or identity based 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. For a copy of your district's gender-inclusive policy and procedure, contact your school's front office or district office, or view it online here: https://app.eduportal.com/documents/view/840322

SEXUAL HARASSMENT

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

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

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

Students	https://app.eduportal.com/documents/view/619523
Procedure:	https://app.eduportal.com/documents/view/619525
Staff:	https://app.eduportal.com/documents/view/409786
Procedure:	https://app.eduportal.com/documents/view/409787

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. *Write Our Your Complaint*
In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: *School District Investigates Your Complaint*
Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: *School District Responds to Your Complaint*
In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District
If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | ***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, 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.

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 | www.ed.gov/ocr

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Signature Page

After reading and discussing the information in this handbook, please sign, date and return the bottom portion of this page to your child's teacher.

Edison Student/Parent Handbook Signature Page

Our family has reviewed the Edison Student/Parent Handbook. We paid particular attention to the Edison Expectations and the Student Code of Conduct sections.

Student Signature _____

Parent/Guardian Signature _____

Date _____

Centralia School District

Elementary Student and Family Handbook

Our Vision:

All Students Achieve Academic and Personal Excellence!

Our Mission:

Prioritize Students- Uphold High Expectations- Champion Hope- Cultivate Collaboration

Edison Elementary	Principal Josue Lowe	360-330-7631
Fords Prairie Elementary	Principal David Robers	360-330-7633
Jefferson Lincoln Elem	Principal Monica Grund	360-330-7636
Oakview Elementary	Principal Crystal Allen	360-330-7638
Washington Elementary	Principal Danielle Vekich	360-330-7641











Welcome to your neighborhood elementary school!

As we prepare for the upcoming school year, it is our goal to offer students and their families a safe place to learn, to grow and to be a citizen in our community. This handbook will aid in answering your questions and offering clarification.

There are a few things that I would like to highlight as they are extremely important.

- Attendance:
  - Attendance is critical to learning! Doors open at 8:50 with learning starting at 9:10. Getting to school on time sets the intention to learn.
  - Scheduling appointments for after school is helpful so that the loss of learning is minimized.
  - If your child(ren) is ill, please call the office and let us know.
- **Safety:**
  - Our top priority outside of learning is safety! We take safety seriously and maintain our procedures and protocols for all visitors for all occasions.
  - When arriving at your student's school, press the button on the wall inside the vestibule to contact the office staff. Someone will get to you as quickly as possible and will help you with your request.

- **Communication:**
  - Have a question? Give us a call or send an email. We are happy to help answer questions and will get back to you as quickly as we can.
  - Family newsletters go home via email and a link via text. Please take the time to read through each newsletter as there is important information about upcoming events, reminders, etc. (If you're not receiving them, please call the office and we can reset an "opt out" on our broadcasting program.

It's going to be a fantastic year; one filled with learning, fun and growth. We strive to achieve our vision of **All Students Achieve Academic and Personal Excellence!**

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Animals on Campus: Animals are not allowed on campus without prior approval of the principal. This includes walking to drop off or pick up students with dogs on leashes. There are students and adults that may not feel comfortable around animals or may be allergic.

Arrival & Dismissal Times and Procedures: Children should not arrive on the school grounds before 8:55am, as there is no adult supervision prior to that time. All of the exterior doors remain locked each morning until the bell rings at 8:55am. Class begins at 9:10 each morning.

Daily Schedule

9:10 - 3:30

Early Release Wednesday
9:10 - 2:00

Attendance: Washington State Law states that students are expected to attend school every day that school is in session, with some exceptions, such as when children are sick. Parents are responsible to ensure that their children attend school. Students with regular school attendance learn more and achieve more at school and in life. The evidence is clear that attendance matters to students' futures.

We are committed to your child's success and we want every child in class, on time, every day. Please partner with us to make this happen; your support is key!

IMPORTANT for End of Day Changes

After-school arrangements need to be made before students arrive at school if at all possible. Last minute or student-initiated "Go-Home" changes cannot be accommodated. End-of-day plans need to be finalized no later than 2:30pm, by adults only, for us to guarantee that messages get to students in time. ***If the school has not heard from a custodial parent/guardian about end-of-day changes, before 2:30pm, students will be required to follow their regular go-home plans (bus, walk, pick-up, etc.).*

Note: A student cannot be signed out—except in an emergency situation—after **3:00** due to increased disruption and safety concerns.

Behavior Matrices: All classrooms will be teaching/following the grade level expectations outlined in that grade's Behavior Matrix. A Behavior Matrix is a 4 quadrant grid that identifies the specific behavior expectations for a grade level along with the good and bad consequences that come from following or not following those expectations.

A behavior matrix for each grade level can be found at the end of this document.

Bicycles: Bicycles are to be parked and locked in the bicycle racks. The school assumes no responsibility for damaged or stolen bikes. Students are always to ride on the right side of the street, not on the sidewalk. Helmets are strongly encouraged.

Breakfast and Lunch: Breakfast and hot lunch are served at school daily and all Centralia School District students receive meals for free. Monthly menus are provided and are available on the district website under the "Food Service" tab. Extra milk or milk acquired without a meal is not free and costs .50 c. Please fill out your income survey flier which allows us to continue to offer free meals to students in Centralia.

Bus Regulations: **See Centralia School Board Policy 6605 at http://www.centralia.k12.wa.us*
Riding the bus is a service and privilege provided by the school district to responsible students. Students failing to follow bus regulations are subject to having their bus privileges revoked. Bus rules are based on years of experience in the transportation of students and are designed for the safety of all passengers. Student conduct must be such that drivers are able to focus their full attention on driving the bus.

Camp CISPUS: 6th Grade students and teaching staff attend outdoor education at Camp Cispus in the early spring. This is a wonderful opportunity and we want all students to participate in camp if possible. Depending on outside funding or grant opportunities, there may be a fee for

students to attend camp. Camp fees in recent years have amounted to roughly $85.00 though the exact amount will be announced well before the date for camp approaches. A limited number of partial scholarships will be available to families in need based on Free/Reduced lunch status. Information about Camp Cispus will come home throughout the year, beginning at "Meet Your Teacher" night. In order for camp to be a safe and enjoyable experience for all participants, appropriate student behavior must be demonstrated throughout the school year. Failure to meet established behavior expectations could result in exclusion from camp. Final decisions regarding camp participation will be made by the principal.

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

Change of Address, Telephone Number, Work Schedule:
Please notify the school immediately if there is a change in your address, telephone number, work schedule, childcare provider, or emergency contact person. This information is important if your child becomes ill or injured while at school.

Counseling: A certified elementary school counselor is available to consult with students in a wide variety of areas, including academics, social, emotional and behavioral. Parental permission is needed for ongoing visits and forms are available in the office or can be obtained from the counselor.

Directory Information Notice: Centralia School District, in order to protect the privacy of parents and students and to comply with federal requirements, designates the following categories of personally identifiable information from student records as directory information: name, address, telephone numbers, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous 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 categories of personally identifiable information with respect to that student as directory information. Any parent (or student) must notify the school district in writing of this refusal by October 1 of the current school year. Written notice should be addressed to:

Human Resources Department
Centralia School District
P.O. Box 610
Centralia, WA 98531-0610

Discipline and Due Process: **See Centralia School Board Policy 3240 and 3241 at http://www.centralia.k12.wa.us* A student who violates the **Student Code of Conduct** shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of school staff.

Discrimination, Complaint and Appeal Procedures: Centralia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or 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: Civil Rights Coordinator and Title IX Coordinator: Samantha Mitchell (samitchell@centralia.wednet.edu) and Section 504

Coordinator: Tammie Jensen-Tabor, (tjensen-tabor@centralia.wednet.edu) (360) 330-7600, 2320 Borst Avenue, Centralia, WA 98531-0610.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:
English: https://app.eduportal.com/documents/view/409669
Spanish: https://app.eduportal.com/documents/view/620594
Procedure: https://app.eduportal.com/documents/view/409670

Dress Code: Dress standards that students are expected to follow are not intended to infringe on the rights of individual expression, but are established to meet community standards for modesty, safety, and reduced disruption of the educational process. Students in violation of this policy will call home for appropriate clothing as necessary.

- All students must wear shoes at all times while at school.
- No halter tops, tops with spaghetti straps, or tops that leave the midriff or undergarments exposed are allowed. A good rule of thumb for straps is 3-finger width.
- All pants are to be worn at the waistline and must cover appropriately when sitting.
- Belts are to be inserted through belt loops on pants.
- All shorts and skirts need to come to the lower-section of the thigh or longer and must stay down regardless of the activity the student is engaged in (PE, recess, sitting on floor, etc.). A good rule of thumb is 'fingertip length' – if your child is standing with arms hanging relaxed at the sides of the body, clothing should be well below his/her fingertips.
- Clothing or accessories of any type, may not advertise alcohol, drugs, or tobacco products. Any words, slogans, or pictures that are lewd, crude, obscene, objectionable, or depicting violence will not be allowed.
- Hats/hoodies are not to be worn inside the school building. Cold weather headgear will be allowed during inclement weather for **outdoor** activities/recess. No baseball caps.
- ANY clothing or accessory identified as "gang related" will not be allowed.

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

Exceptional Misconduct: The following section is Centralia School District's definition of exceptional student misconduct according to Board Policy 3240

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, emergency expulsion, or expulsion. Exceptional misconduct includes the following:

- Arson
- Assault, if the assault involves
    - Injury to another
    - Bodily fluids; or
    - A weapon
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff

- Cumulative violations
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another
- Harassment/intimidation/bullying of others
- Knowingly possessing stolen property; Page 5 of 17 Procedure 3240P
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time
- Threats of violence to other students or staff
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and District Policy.

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

They are:
1. The right to inspect and review the student's educational records within 5 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 when the parent or eligible student believe that the records are inaccurate or misleading. A parent or eligible student should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District, after review, makes a decision not to amend the student’s record as requested, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the

District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; and/or a person or company with whom the District has contracted to perform.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:
   Family Policy Compliance Office; U.S. Department of Education
   400 Maryland Avenue, SW Washington, D.C. 20202-4605

Harassment, Intimidation and Bullying: CENTRALIA SCHOOL DISTRICT BOARD POLICY #3207 PROHIBITION OF HARASSMENT, INTIMIDATION OR BULLYING

The Centralia School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (HIB Reporting form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Lisa Grant, lgrant@centralia.wednet.edu, 360.330.7600) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of

unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens

when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit centraliaschooldistrict.org.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit centraliaschools.org.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

> Concerns about discrimination:
> Civil Rights Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)
>
> Concerns about sex discrimination, including sexual harassment:
> Title IX Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)
>
> Concerns about disability discrimination:
> Section 504 Coordinator: Tammie Jensen-Tabor, Executive Director of Special Services; 2320 Borst Avenue, Centralia; tjensen-tabor@centralia.wednet.edu; 360.330.7600)

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent, the school board, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit centraliaschooldistrict.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

As defined in legislation, "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted, — a verbal, or physical act, including but not limited to one shown to be motivated by **any characteristic in RCW 28A.640.010 and 28A.642.010**, or other distinguishing characteristics, when an act:

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

This policy recognizes that 'harassment', 'intimidation', and 'bullying' are separate but related behaviors. Each must be addressed appropriately'.

'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 and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions - Harassment- refers to any malicious act, which causes harm to any person's physical or mental well-being.

Intimidation - refers to implied or overt threats of physical violence.

Bullying - refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying.

Harassment, intimidation or bullying can take many forms including:, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

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.

Training
This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure.

Prevention
The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions
Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive school climate.
The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans
If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations
Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.
It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer
The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. Page 3 of 3 Policy No. 3207 Students The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References: Policy 2161
Special Education and Related Services for Eligible Students

Policy 3200 Rights and Responsibilities
Policy 3210 Nondiscrimination
Policy 3240 Student Conduct
Policy 3241 Classroom Management, Corrective Action and Punishment
Policy 5011 Sexual Harassment
Legal Reference: RCW 28A.300.285 Harassment, intimidation and bullying prevention policies
WAC 392-190-059 Harassment, intimidation and bullying prevention policy and procedure – School districts.
Management Resources:
Policy News, December 2014
Office for Civil Rights Dear Colleague
Letter: Responding to Bullying of Students
with Disabilities (OCR 10/21/2014)
Policy News, December 2010 Harassment, Intimidation and Bullying Policy Strengthened
Policy News, April 2008 Cyberbullying Policy Required
Policy News, April 2002 Legislature Passes and Anti-Bullying Bill

Adoption Date: December 18, 2002
Centralia School District
Revised: May 21, 2008; June 15, 2011; January 20, 2016, April 22, 2020
Classification: Essential

Human Growth and Development: In the spring of each year, fifth and sixth grade students are taught a unit on Human Growth and Development.

Students are grouped heterogeneously by homeroom and are taught a unit in our FLASH curriculum. Notification will be sent home prior to the teaching of the Human Growth and Development unit announcing parent's opportunity to review and discuss the curriculum. Parents may choose for their student to not participate in the unit of study for his/her grade level. A form will be available in the school office that parents may complete for this purpose

Lost and Found: Articles found in and around the school should be turned into the lost and found area where the owners may claim their property. Students and parents are encouraged to check this area as needed. Labeling all of your child's coats, sweatshirts and other items with their name will be helpful in having lost items returned. Items left unclaimed after school dismisses for the school year will be donated.

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

Health Screening: Periodic vision and hearing screenings are conducted. These are quick screenings to identify problems that might interfere with learning. Parents will receive written notice of any problems noted. Please notify the school nurse if you suspect your child has a vision or hearing problem. Vision and hearing screenings **do not** take the place of professional examinations by your healthcare provider.

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

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

Immunizations: Washington School Immunization law requires that students must present proof of immunization in order to be admitted to school. All students new to the school on or after August 1, 2020 will need to provide medically verified immunization records on or before the student's first day of attendance. Students who are up to date with vaccine requirements do not need to turn in any additional immunization paperwork. Students actively catching up on immunizations must turn in a Certificate of Immunization Status (CIS) form with a parent or guardian signature acknowledging the student is in conditional status. Students must be up to date on their immunizations, having received all eligible doses before they can start school. When the next catch-up dose is due, the parent or guardian will need to turn in medically verified records within 30 days of the due date showing that the student has received the catch-up dose or doses. Students without immunization paperwork on the first day of school should not start school until the required paperwork is turned in.

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

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

Parents' Right to Know: Sec. 1111h6A of NCLB specifies a parent's right to know teacher qualifications:

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

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

Parent-Teacher Conferences: Parents will be invited during the school year to meet with their child's teacher to discuss the student's progress in fall and in spring. Please make every effort to keep the appointments for the time they are made. Conferences are an integral part of the school's reporting program and are designed to give parents an accurate and objective report of their child's academic and behavioral progress. Parents should not hesitate to ask questions about any concerns they may have.

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

Personal Property at School: Students often want to bring items of personal property to school. At times this property is lost or damaged causing hurt feelings and other issues. We ask that parents carefully monitor their children in the choices they make in bringing personal property to school. In all cases, the school is not responsible for these items should they be stolen, borrowed, traded, damaged, broken, etc. and the school does not facilitate remediation in any circumstance. This includes issues that occur on the buses as well. Students should leave toys and electronics at home.

Photo and 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". To omit your child from publication, parents are required to complete a Consent and Waiver form detailing the use of names and photographs. The form can be found at: https://www.centralia.k12.wa.us/cms/lib/WA01001473/Centricity/Domain/27/2022F%20Electronic%20Resources%20-Photo%20Opt%20Out%20Form%20-%20English.pdf

Playground Rules: It is impossible to make rules that will cover all circumstances governing play conduct on the playground. The following will address a few of the more obvious and immediate needs. Rules for areas and games will be taught and reviewed with students.

The playground duty person is in complete charge of the safety of the students on the playground and therefore has the authority to make decisions for the safety and wellbeing of the student using the playground. In carrying out this responsibility, games may be suspended or

altered until the principal and/or staff review the situation and determine what is in the best interest of the students. Students will go to and from recess in an orderly manner as determined by the staff. Upon hearing the bell that ends the recess period, students are to immediately stop their recess activity, return equipment, and re-enter the school according to the procedure approved by their teacher. Students are not to leave the playground without permission from the recess duty or other staff. Students are to remain in visual sight of the duty person. An assortment of playground equipment for student use is located on the playground.

School Closure: If it is necessary to close school or delay the school starting time due to inclement weather, dangerous road conditions or any other emergency, a **"No School Announcement"** will be made over local radio and television stations. Current information is also available on the Centralia School District Web Page at: http://www.centralia@wednet.edu Parents: Please discuss with your students what to do if school is closed, delayed or dismissed earlier than regular time.

School Improvement Plan: Each Centralia School maintains an annual School Improvement Plan (SIP). This plan outlines the needs and goals which are the focus of our work each year. You may find our plan on our school website, or contact the office for more information.
School Pictures: Individual pictures of students will be taken in fall and spring. All students will be photographed, but parents are not obligated to purchase student pictures. Package options will be available for those who wish to purchase.

School Supplies:

Centralia School District School Supply Lists 2025-2026

ALL students need
backpack
headphones/earbuds
ream of white copy paper

Kindergarten
1 box gallon size zip bags (Boys)
1 box quart size zip bags (Girls)
4 boxes crayons regular size 24 pack (Crayola)
1 container baby wipes unscented (optional)
4 dry erase markers black/blue (optional) EXPO
4 glue sticks
2 large box tissues
36 pencils #2 (Ticonderoga)

1st Grade
1 box gallon size zip bags (Boys)
1 box sandwich size zip bags (Girls)
2 box tissues (regular size)
2 boxes crayons 24 count (Crayola)
1 colored markers (12 count)
1 container baby wipes unscented (optional)
2 dry erase markers black/blue (optional) EXPO
4 large glue sticks
1 pair scissors (FISKARS)
1 pencil box
36 pencils #2 (Ticonderoga)

2nd Grade
1 box gallon size zip bags (Boys)
1 box quart size zip bags (Girls)
2 boxes crayons Crayola (24 count)
1 colored pencils
3 composition notebooks (wide ruled-not spiral)
1 container baby wipes unscented (optional)
5 dry erase markers black/blue (optional) EXPO
2 large box tissues
5 large glue sticks
1 pair scissors (FISKARS)
1 pencil box (no larger than 9 X 6 inches)
24 pencils #2 (Ticonderoga)
2 pink erasers (no pencil top erasers)

3rd Grade
1 box colored markers (12 count)
1 box crayons (Crayola)
1 box gallon size zip bags
2 box tissues (large)
1 colored pencils
1 container baby wipes unscented (optional)
4 dry erase markers black/blue (optional) EXPO
1 highlighters (package)
2 large glue sticks
1 pair scissors (FISKARS)
24 pencils #2 (Ticonderoga)
1 plastic pencil box
3 spiral notebooks (wide ruled)
1 two pocket paper folders

4th Grade
1 box of crayons (Crayola)
1 box tissues
1 colored pencils
1 container baby wipes unscented (optional)
1 dry erase markers black/blue (optional) EXPO
2 large glue sticks
2 large pink erasers
3 notebooks with lined paper
1 pair scissors (FISKARS)
1 pencil pouch
12 pencils #2 (Ticonderoga)
1 two pocket paper folders

5th Grade
1 box of colored pencils
2 box tissue
3 composition books
1 container baby wipes unscented (optional)
2 containers of sanitizing wipes
1 dry erase markers black/blue (optional) EXPO
1 highlighters (package)
4 large glue sticks
2 large pink erasers
1 package of lined paper
1 pair scissors (FISKARS)
36 pencils #2 (Ticonderoga)
3 spiral notebooks (wide ruled)

6th Grade
1 box tissue
1 colored pencils
4 composition books
1 container baby wipes unscented (optional)
1 dry erase markers black/blue (optional) EXPO
1 highlighters (multi-colored)
24 pencils #2 (Ticonderoga)

If you need assistance with school supplies, please contact our school counselor.

School Visitors: Parents are welcome to visit at school. We need your support! When visiting, always check in through the school office and obtain a visitor's pass. This procedure contributes to schoolwide student safety.
School Volunteers: As you may know, we have an approval procedure for volunteers that must be cleared prior to working in classrooms, escorting field trips and other volunteer duties. This procedure complies with State and District policies and expectations to ensure student safety.

The following is an outline of the procedure:
1. Any adult, parent or family member that is interested in volunteering in classrooms or escorting/attending field trips or volunteering in other ways at school will let their child's teacher know of their interest and will pick up a volunteer background check form from the office that will need to be completed and returned to the office. This form must be completed and returned annually.
2. The name of each volunteer will be added to the schoolwide volunteer list which will allow each individual to volunteer in classrooms or escort/attend field trips for the remainder of that school year.
3. All volunteers, including field trip volunteers, must check-in at the school office to sign-in and receive a visitor's pass on the day of their visit to school.

Volunteer Notes:
- The background check process takes time to complete. Please do not wait until the day before (or even a few days before) a field trip to begin the process.
- Younger siblings are not allowed to attend with the volunteer and/or visit during instructional time due to the potential for disruption of teaching and learning.
- Family pets are not allowed on the school campus and/or on field trips.

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

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

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:
Students https://app.eduportal.com/documents/view/619523
Procedure: https://app.eduportal.com/documents/view/619525

Staff: https://app.eduportal.com/documents/view/409786
Procedure: https://app.eduportal.com/documents/view/409787

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT
If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve 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 received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.
You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at

OSPI:

Email: Equity@k12.wa.us I ***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, 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.

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 I TDD: 1-800-877-8339 I OCR.Seattle@ed.gov I www.ed.gov/ocr
Washington State Human Rights Commission
1-800-233-3247 I TTY: 1-800-300-7525 I www.hum.wa.gov

Students' Acceptable Use of Technology: Electronic information resources are available to students at Oakview. These resources include the use of the computer, technological programs and access to the Local Area Network and Internet services. To use district technology students must be willing to abide by the rules of acceptable use. Acceptable use means that students promise to use technology responsibly and respectfully, to abide by school and district rules as outlined here and taught by teachers and other staff. The use of these electronic teaching and learning tools are designed to support your child's education.

The Internet server at Centralia Schools are filtered by a proxy server and student use of the Internet is monitored. Students who abuse acceptable use, which includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, gambling, chat rooms and inappropriate language will be subject to appropriate consequences including loss of access to technology.

It is advised that students not tell or show others any personal or family information over the Internet, such as: home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers. Keep personal and electronic information, including your username and password, private.

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

School websites can be accessed on the drop-down menu at the top of the district home page. Each site contains a wide variety of school information including important reminders and announcements, school calendars and other details regarding our comprehensive educational program. You may also visit staff web pages for news and events about specific classrooms.

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

tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles.

Title 1 Schoolwide Letter:

Dear Parent or Guardians,

This elementary school receives Title 1 funding for school wide support from the federal Department of Education. This supplementary help, which is in addition to your child's regular classroom instruction, may be provided in reading or math as needed. Throughout our school, support for students may occur within or outside of the classroom. Students may be supported individually or in small group settings. Should your child be in need of additional support, the building team will coordinate those services.

As parents, you are entitled to request information regarding the qualifications of teachers and paraeducators at our school. Additionally, should you have concerns that you feel are not legally addressed, you may file a citizen's complaint. A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

This form can be found at:
http://www.k12.wa.us/TitleI/FamilyInvolvement/pubdocs/HandoutCitizenComplaintSchoolDistrictESDSubgrantee.pdf

If you do not wish your student to receive additional support services, please let us know. Should you have any questions, please contact any of us or your child's classroom teacher.

Behavior Matrices By Grade Level

Kindergarten Classroom Behavior Matrix

Expected Classroom Behavior	Incentives and Rewards
1. Listen to others 2. Follow directions quickly 3. Safe Body (keep body to self) 4. Use an appropriate voice 5. Stay on task 6. Cooperate kindly with others 7. Treat materials with respect 8. Raise your hand 9. Accept consequences quickly and quietly	● Specific Praise or compliments ● Positive phone calls or notes home ● Giving the student an additional responsibility or having him/her run an errand (Classroom Jobs) ● Whole-class “cheer” or applause ● Extra recess or other desired activity ● Hugs, “high fives”, pats on the back ● Special time with principal, teacher, or other staff ● Sticker charts ● Whole class behavior incentive chart (i.e. filling up a gumball machine, filling up a 10 frame, etc.) ● Small snacks ● Table Points ● Token System-tickets, classroom cash, paws, etc.
Intensity 1 Offenses	Corrective Responses
● Tattling ● Cheating (i.e. during games/cooperative play) ● Inappropriate tone or volume of voice ● Lying ● Touching things that are not yours ● Not being in a designated or specified area ● Talking with Neighbors/Others without Permission ● Poor attitude/Rudeness ● Calling/Shouting/Blurting out answers ● Running instead of walking from place to place ● Intentionally not following directions correctly (i.e. Scribbling on purpose) ● Rocking, tilting, falling out of seat ● Non-speech noises that disrupt the class ● Horseplay/Play Fighting/Rambunctious Play (i.e. throwing things at centers) ● Inappropriate Language - General (i.e. Calling people stupid, bathroom talk)	● Teacher visual, non-verbal, or physical prompt ● Teacher proximity (or student moves closer to teacher) ● Teacher redirect ● Teacher warning- verbal or written ● Teacher uses a prompt of expectations ● Student is given a choice to pick a different spot ● Students needs to apologize to teacher/student ● Teacher pauses the activity for the student to watch the other students to learn expected behavior ● Go back and try again/practice appropriate behavior ● Positive praise others that are showing the appropriate behavior
Intensity 2 Offenses **persistent, on-going, repetitive Intensity 1 behavior may also fall into this category** ● Name calling ● Teasing ● Hands inappropriately on another student (i.e. poking, invading another student’s space) ● Inappropriate language (i.e. cussing) and/or	Classroom Based Consequences ● Time-out in class or in another room (i.e. buddy room of the same grade or office) ● Move the student to another spot in the classroom ● Loss of the opportunity to earn reward (i.e. loses job, doesn’t get a ticket or snack) ● Write in discipline log/book (write up a minor)

hand gestures ● Arguing with the teacher/Talking back ● Inappropriate Physical, Aggressive Behavior - Instinctive Reaction/No Injury (i.e. Grabs materials out of another students hands) ● Leaving the room without permission ● Vandalism - Minor (Item of lesser cost and damage that can be repaired)- Scribbles on table, pushing tip of marker in) ● Stealing - Minor (Item of lesser cost and damage that can be repaired) ● Minor Fit Throwing- throwing self down, screaming, refusal lasting less than 5 minutes	● Student needs to model/practice the appropriate behavior ● Students needs to write an action/remediation plan- Conference with staff ● Teacher ends activity for the student; Teacher has him/her watch the other students instead to learn desired behaviors ● Loss of free time/center time ● Student needs to repair or replace damaged items ● Phone contact with parent ● Notes home written by the teacher/student ● Loss of Recess - Revisit Expectation at Recess
<u>Intensity 3 Offenses</u> **persistent, on-going, repetitive Intensity 2 behavior may also fall into this category** ● Vandalism - Major- including tearing apart classroom materials (i.e. bulletin boards, calendar, books, etc.) ● Stealing - Major (Item of greater cost with clear intent to steal) ● Throwing furniture/materials with intent to hurt ● Sexually inappropriate behavior (i.e touching others or self/showing private parts) ● Inappropriate Physical - Aggressive Behavior ● Physically Threatening Behavior ● Any form of harassment	<u>Out of Class Consequences</u> ● In-school suspension ● Out-of-school suspension ● Call to the office to escort ● Parent/Teacher Conference ● Parent/Teacher/Student Conference ● Detention ● Loss of extra privileges ● Students needs to repair or replace damaged items ● Letter to home ● Phone contact with parent

First Grade Classroom Behavior Matrix

Expected Classroom Behaviors:	**Incentives & Rewards:**
1. Demonstrate good listening 2. Raise hand to speak or stand 3. Stay on task 4. Use an appropriate tone & volume 5. Follow directions quickly and the first time 6. Keep hands, feet, and body to self (personal space) 7. Use classroom materials appropriately 8. Walking feet 9. Use kind words and actions 10. Be honest 11. Take responsibility for actions and statements	Brain Break Praise or compliments Positive phone calls or notes home (parent & student) Treasure box - daily, weekly PBIS ticket Extra recess, free time (free reading time, free computer time, free game time) Feedback tools (stickers, happy note, certificates) Class parties, snacks Award certificates/Badges Letting the student visit the principal for a special treat or reward Giving the student an additional responsibility or having him/her run an errand (Classroom Jobs) Whole-class “cheer” or applause Whole-class behavior incentive chart (i.e. filling up a gumball machine, filling up a 10 frame, etc)
Intensity 1 (Annoying) Behaviors: Tattling Touching things Not listening/not paying attention Inappropriate tone Not being in own space Leaving seat Talking out of turn Talking to peers (constant) Not following directions Running in class Poor attitude Teasing Blurting out Non-speech noises Distracting others	**Intensity 1 Corrective Response:** Student is moved to another seat in the classroom Teacher visual, non-verbal, or physical prompt Teacher proximity Teacher redirect Teacher warning Teacher uses a “Stop & Think” prompt Teacher recognizes nearby student demonstrating correct behavior
Intensity 2 Behaviors: Persistent Level 1 Intensity Behaviors Name calling Horseplay Physical contact Intimidating another student Hands inappropriately on another child Physical aggression Lying	**Intensity 2 Classroom-based Consequence Options:** Student models the appropriate behavior Time-out in class Phone contact with parent Loss of free time (on a graduated scale) Loss of recess Student apologizes to teacher/class Student develops an action/remediation plan Teacher ends activity for the student; student watches the remainder of the activity Note sent home with parent signature required
Intensity 3 Behaviors:	**Intensity 3 Out of Class Consequence**

Persistent Level 2 Intensity Behaviors Throwing furniture Inappropriate behavior (touching others or self/showing private parts) Vandalism Defiance Bullying Stealing Inappropriate Physical Aggression With Intent/No Injury Inappropriate/Disrespectful Touching Inappropriate language - antisocial Leaving the room Spitting	**Options:** Parent/Student/Teacher/Admin Conference In-school suspension Out-of-school suspension Loss of recess Loss of free time Phone contact with parent Loss of extra privileges Student develops an action/remediation plan Restitution

Second Grade Classroom Behavior Matrix

Expected Classroom Behavior	**Incentives and Rewards**
1. Active listening 2. Follow directions the first time 3. Stay in your own space 4. Raise your hand and wait patiently 5. Use appropriate voice level 6. Calm body (walking) 7. Self regulate 8. Use kind words and actions 9. Collaborate and problem solve kindly 10. Treat people and property with respect 11. Focus on completing your own work 12. Positive self talk 13. Take personal responsibility for words and actions 14. Be honest	● Praise or compliments ● Positive phone calls or notes home ● Treasure box - daily, weekly ● Recognition in front of the class (the principal, a school assembly) ● Extra recess, free time, free reading time, free computer time, free game time ● Special lunch with teacher (from classroom or another teacher in the school) ● Award Certificates/Badge ● Special recognition from the principal, counselor, PBIS para, etc. ● Classwide Reward - Art Hub, Reading with Flashlights, computer time, etc. ● PBIS Tickets
Intensity 1 Offenses	**Corrective Responses**
● Talking out of turn ● Tattling ● Touching things that are not yours ● Passive off-task behavior (e.g. head on desk, staring out the window) ● Not listening/not paying attention ● Not following directions correctly ● Leaving seat without permission ● Inappropriate tone or volume of voice ● Non-speech noises that disrupt the class ● Not being in designated or specified area ● Running in class	● Teacher visual, non-verbal, or physical prompt ● Teacher proximity ● Teacher redirect ● Teacher warning ● Teacher uses a “Stop & Think” prompt ● The ‘Teacher Look’

● Rocking, tilting, falling out of seat ● Calling/shouting/blurting out answers ● Socializing with peers without permission	
Intensity 2 Offenses ● Arguing with the teacher/Talking back ● Continually distracting others ● Passive defiance ● Poor attitude/Rudeness ● Horseplay/ Play Fighting ● Hands inappropriately on another student (Poking, invading another student's space) ● Pushing/Inappropriate physical contact - no injuries ● Lying ● Name calling ● Inappropriate language - general ● Inappropriate hand gestures ● Vandalism - Minor (Item of lesser cost and damage that can be repaired)	**Classroom Based Consequences** ● Move the student to another seat in the classroom ● Teacher ends the activity for the student ● Student needs to model the appropriate behavior ● Time-out in another class ● Time out in class ● Loss of free time (on a graduated scale) ● Notes home written by teacher ● Loss of extra privileges ● Letter to parent written by student ● Phone call home by teacher and/or student ● Student needs to repair or replace damaged items ● Use restorative practices to problem solve
Intensity 3 Offenses ● Inappropriate language - Antisocial ● Any form of Harassment ● Vandalism - Major (Item of greater cost and damage that cannot be repaired) ● Stealing - Major (Item of greater cost with clear intent to steal) ● Throwing furniture/dangerous materials ● Inappropriate Physical- Aggressive Behavior - With Intent/No Injury ● Inappropriate behavior (e.g., touching others or self/showing private parts) ● Physically Threatening Behavior ● Inappropriate Physical-Aggressive Behavior - Minor Injury ● Bullying/Cyberbullying ● Inappropriate/Disrespectful Touching ● Computer/Technology Violations - Major	**Out of Class Consequences (Chosen in Collaboration with Admin)** ● Out-of-school suspension ● In-school suspension ● Parent/Student/Teacher Conference ● Student needs to repair or replace damaged items ● Loss of extra privileges (in another setting) ● Loss of recess ● Phone contact with parent ● Loss of free time (in another setting) ● Student needs to model the appropriate behavior ● Write an action/remediation plan at parent conference

Third Grade Classroom Behavior Matrix

Expected Classroom Behaviors 1. Active listening 2. Follow directions the first time	Incentives and Rewards: ❖ Praise or compliments

3. Begin and complete work promptly and appropriately 4. Stay in your own space 5. Treat people and property with respect 6. Use kind and appropriate words 7. Positive self talk 8. Be aware of your feelings and others' 9. Be honest 10. Take responsibility for your actions and statements 11. Accept consequences quickly and appropriately 12. Apologize appropriately	❖ Positive phone calls or notes home ❖ Award Certificates/Badge ❖ Giving the student an additional responsibility or having him/her run an errand ❖ Letting the class have 5 minutes at the end of the class period as free time ❖ Extra recess, free time, free reading time, free computer time, free game time ❖ Rewards/tangible feedback (pencils, grab bag, tokens, points, special bookmarks) ❖ Rewards/Acknowledgements (Student of the Week, class cheer, special job or designation) ❖ Opportunities to do a desired "job" in classroom or school (e.g., sort papers, help the Custodian, run an errand to the office) ❖ Earn a special class position (e.g., line leader, be excused to go home first) ❖ Hugs, "high fives," applause, pats on the back ❖ Special lunch with teacher (from classroom or another teacher in the school) ❖ Treasure box - daily, weekly
<u>Level 1 Offenses</u> ❖ Not listening/not paying attention ❖ Tattling ❖ Passive off-task behavior (e.g. head on desk, staring out the window) ❖ Calling/shouting/blurting out answers ❖ Talking out of turn ❖ Inappropriate tone or volume of voice ❖ Touching things that are not yours ❖ Distracting others ❖ Leaving seat without permission ❖ Non-speech noises that disrupt the class ❖ Rocking, tilting, falling out of seat ❖ Teasing	<u>Teacher Corrective Responses</u> ❖ Teacher visual, non-verbal, or physical prompt ❖ Teacher proximity ❖ Teacher redirect ❖ Teacher warning ❖ Teacher uses a "Stop & Think" prompt ❖ Student is moved to another seat in the classroom
<u>Level 2 Offenses</u>	<u>Classroom-based Consequences</u>

❖ Repeated and increased intensity 1 behavior ❖ Lying ❖ Inappropriate language and noises ❖ Passive defiance/not following directions ❖ Cheating ❖ Staring/attempting to non-verbally intimidate another student ❖ Arguing with the teacher/Talking back ❖ Continually distracting others ❖ Not getting to your designated work spot quickly and staying there ❖ Repeated aggressive behavior- no injury ❖ Vandalism - Minor (Item of lesser cost and damage that can be repaired) ❖ Stealing - Minor (Item of lesser cost and damage that can be repaired)	❖ Referral ❖ Loss of free time (on a graduated scale) ❖ Time out in class ❖ Teacher calls home ❖ Time-out in another class ❖ Loss of recess ❖ Write an action/remediation plan ❖ Student models the appropriate behavior ❖ Student repairs or replaces damaged or stolen items ❖ Activity ends for the student ❖ Student writes letter to parent ❖ Phone contact with parent ❖ Teacher directed short break out of room
<u>Level 3 Offenses</u> ❖ Active defiance ❖ Not being in a designated or specified area (out of class) ❖ Physically Threatening Behavior ❖ Inappropriate Physical Behavior ❖ Bullying/Cyberbullying ❖ Inappropriate language - Antisocial (e.g. racial, sexual) ❖ Inappropriate/Disrespectful Touching ❖ Sexually inappropriate behavior (e.g., touching others or self/showing private parts) ❖ Sexual harassment ❖ Throwing furniture/materials ❖ Computer/Technology Violations - Major ❖ Vandalism - Major (Item of greater cost and damage that cannot be repaired) ❖ Stealing - Major (Item of greater cost with clear intent to steal)	<u>Out-of-Class Consequences</u> ❖ Student repairs or replaces damaged items ❖ Student writes letter to parent ❖ Parent/teacher (and possibly student) conference ❖ Loss of recess ❖ Student writes an action/remediation plan ❖ Send to the office ❖ In-school suspension ❖ Out-of-school suspension ❖ Student models the appropriate behavior ❖ Activity ends for the student ❖ Phone contact with parent ❖ Teacher calls home

Fourth & Fifth Grades Classroom Behavior Matrix

Expected Classroom Behaviors:	**Incentives & Rewards:**
1. Follow adult directions quickly and consistently the first time 2. Walk in the classroom 3. Discuss disagreements in a calm manner 4. Treat people and property with dignity and respect 5. Talk with peers using an appropriate volume, pitch and tone of voice 6. Begin and complete work promptly, appropriately and consistently 7. Bring all needed materials to school each day* 8. Ask adults for help to solve serious problems and/or stay safe 9. Tell the truth and take responsibility for your own actions and statements 10. Accept both positive and negative consequences appropriately	● Choice Time (computer, free write, drawing, free reading, game, arts/crafts) ● Praise or compliments/positive parent calls or notes home ● Extra recess ● Class parties ● Award coupons ● Food/Treats/Stickers ● Recognition in front of the class (the principal, a school assembly) ● Award Certificates/Badge ● Whole class “cheer” or applause ● Special lunch with teacher (from classroom or another teacher in the school) ● Letting the student visit the principal for a special treat or reward (Schoolwide) ● Recognizing the student as “Student of the Day or Month” ● Side hugs, “high fives”, applause, pats on the shoulder, fist bumps
Intensity 1 Behaviors: ● Passive off-task behavior (e.g. head on desk, staring out the window, not listening, not paying attention) ● Tattling ● Touching things that are not yours ● Inappropriate tone or volume of voice ● Talking without permission ● Blurting and/or non-speech noises that disrupt the class ● Lying/cheating ● Not following directions ● Rocking/tilting/falling out of seat ● Leaving seat without permission ● Passive defiance ● Computer/Technology Violations (Minor) ● Horseplay/Play fighting/Running in class ● Inappropriate language ● Distracting others	**Intensity 1 Teacher Corrective Response:** ● Teacher visual, non-verbal, or physical prompt ● Teacher proximity ● Teacher redirect ● Teacher warning ● Student/teacher private conversation ● Student is moved to another seat in the classroom ● Student apologizes to teacher/class/student
Intensity 2 Behaviors: ● Repeated Intensity 1 behaviors ● Non-sexual harrassment ● Name-calling/Teasing ● Staring/attempting to non-verbally intimidate another student ● Poor Attitude/Verbal Rudeness	**Intensity 2 Classroom-based Consequence:** ● Loss of free time ● Teacher ends the activity for the student ● Document behavior in discipline log/book/Skyward - written by teacher ● Loss of recess assigned by teacher ● Letter to parent - written by the student

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- Inappropriate Physical Contact - No injuries
- Inappropriate Physical-Aggressive Behavior - Instinct Reaction
- Hands inappropriately on another student (Poking, invading another student's space)
- Inappropriate/Disrespectful Touching
- Out of designated area/Leaving room without permission
- Inappropriate hand gestures/non-speech noises
- Spitting on the floor
- Active defiance
- Arguing with the teacher/talking back
- Continual Swearing
- Stealing - Minor (Item of lesser cost with clear intent to steal)
- Vandalism - Minor (Item of lesser cost and damage that can be repaired)

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(signature required)
- Message home - written by the teacher (signature required)
- Loss of extra privileges
- Phone contact with parent
- Teacher calls home with student from the classroom
- Parent/teacher conference
- Parent/student/teacher conference

Intensity 2 Classroom-based Restitution
- Students writes an action/remediation plan
- Student needs to repair or replace damaged items

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Intensity 3 Behaviors:
- Repeated intensity 2 behaviors
- Sexual misconduct (e.g., verbal, touching others or self/showing private parts)
- Inappropriate Physical Contact
- Inappropriate language - Antisocial (e.g. racial, sexual)
- Bullying/Cyberbullying/Hazing
- Spitting on others-intentionally
- Physically Threatening or Aggressive Behavior with intent
- Throwing furniture/dangerous materials
- Continual active defiance
- Computer/Technology Violations (Major)
- Stealing - Major (Item of greater cost with clear intent to steal)
- Vandalism - Major (Item of greater cost and damage that cannot be repaired)

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Intensity 3 Out of Class Consequence:
(Consequences in this section, though handled by administration, are meant to be collaborative.)
- Out-of-school suspension
- In-school suspension
- Detention
- Parent/student/teacher/principal conference
- Parent/teacher/principal conference
- Student needs to repair or replace damaged items
- Student needs to write an action/remediation plan
- Message home - written by the principal (signature required)
- Loss of recess
- Loss of extra privileges
- Letter to parent - written by student signed by parents and returned to principal
- Principal phone contact with parent
- Document behavior in discipline log/book/Skyward by principal

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Sixth Grade Classroom Behavior Matrix

Expected Classroom Behaviors

1. Follow directions quickly the first time
2. Treat others and their property with dignity and respect
3. Attend class on time with materials daily
4. Focus on completing work in a timely way
5. Keep arms, feet and body in your own space
6. Act safely
7. Wait to be called on to speak
8. Discuss and disagree in a respectful manner
9. Use appropriate language and voice level for the area or situation
10. Ask adults for help to solve serious problems (teasing, bullying, peer pressure) or stay safe
11. Tell the truth and take responsibility for your actions and statements
12. Accept consequences and make things right

Incentives and Rewards

- Praise or compliments
- Positive email or phone calls home
- Give the student an opportunity to be a peer tutor/class helper
- Earn free time at the end of the week/period
- Treats/PBIS tickets
- Special class activity (game, party, etc.)
- Special student recognition (announcements, positive behavior board)
- Special lunch table/area
- PBIS drawing (t-shirts, prizes, etc.)
- “No homework/no worksheet” pass

Level 1 Offenses

- Tattling
- Disengagement (e.g. head on desk, staring out the window, not listening, not paying attention)
- Talking out of turn/blurting out
- Off task behaviors that disrupt learning (talking, making noises, gestures, etc.)
- Touching things that are not yours
- Wearing a hood
- Wandering/out of seat/not being in designated area
- Not following classroom procedures

Teacher Corrective Responses

- Teacher visual, verbal, non-verbal, or physical prompt
- Teacher proximity
- Teacher redirect
- Teacher warning
- Teacher uses a “Stop & Think” prompt
- 1:1 private conversation

Level 2 Offenses

- Repeated Intensity 1 behaviors
- Horseplay/play fighting
- Computer/technology violations
- Passive defiance
- Lying/cheating
- Arguing with the teacher/talking back
- Teasing
- Verbal/non-verbal intimidation of another student
- Minor vandalism
- Stealing minor items (pens, notebooks, etc.)
- Denial of a reasonable request
- Electronic device violation

Classroom-Based Consequences

Intensity 1 Corrective Response and/or:

- Detention/service
- Parent/Student/Teacher conference with Principal
- Student needs to write an action plan
- Student needs to repair or replace damaged items
- Team meeting with Teacher/Counselor/Administration/Parent
- Behavior plan
- Electronic device to the office per electronic device policy
- Restitution

Level 3 Offenses

- Repeated Intensity 2 behaviors
- Harassment/Intimidation/Bullying (HIB)

Out-of-Class Consequences

Intensity 2 Consequences and/or:

- Removal from classroom/send to office

● Vandalism - major (item of greater cost and/or damage that cannot be repaired) ● Stealing major items ● Throwing furniture/ materials ● Sexually inappropriate behavior/harassment ● Inappropriate physical behavior ● Profanity towards staff /student ● Inappropriate language (e.g. racial, sexual) ● Truancy/skipping class ● Refusal to identify self to adult staff	● Parent/Student/Teacher conference with Principal ● Student needs to write an action plan ● Student needs to repair or replace damaged items ● Team meeting with Teacher/ Counselor/Administration/Parent ● Behavior plan ● In-school/out of school suspension ● HIB processes and procedures ● Restitution

Centralia School District

Elementary Student and Family Handbook

Our Vision:

All Students Achieve Academic and Personal Excellence!

Our Mission:

Prioritize Students- Uphold High Expectations- Champion Hope- Cultivate Collaboration

Edison Elementary	Principal Josue Lowe	360-330-7631
Fords Prairie Elementary	Principal David Robers	360-330-7633
Jefferson Lincoln Elem	Principal Monica Grund	360-330-7636
Oakview Elementary	Principal Crystal Allen	360-330-7638
Washington Elementary	Principal Danielle Vekich	360-330-7641









Welcome to your neighborhood elementary school!

As we prepare for the upcoming school year, it is our goal to offer students and their families a safe place to learn, to grow and to be a citizen in our community. This handbook will aid in answering your questions and offering clarification.

There are a few things that I would like to highlight as they are extremely important.

- *Attendance:*
  - *Attendance is critical to learning! Doors open at 8:50 with learning starting at 9:10. Getting to school on time sets the intention to learn.*
  - *Scheduling appointments for after school is helpful so that the loss of learning is minimized.*
  - *If your child(ren) is ill, please call the office and let us know.*
- ***Safety:***
  - *Our top priority outside of learning is safety! We take safety seriously and maintain our procedures and protocols for all visitors for all occasions.*
  - *When arriving at your student's school, press the button on the wall inside the vestibule to contact the office staff. Someone will get to you as quickly as possible and will help you with your request.*

- ***Communication:***
  - *Have a question? Give us a call or send an email. We are happy to help answer questions and will get back to you as quickly as we can.*
  - *Family newsletters go home via email and a link via text. Please take the time to read through each newsletter as there is important information about upcoming events, reminders, etc. (If you're not receiving them, please call the office and we can reset an "opt out" on our broadcasting program.*

It's going to be a fantastic year; one filled with learning, fun and growth. We strive to achieve our vision of ***All Students Achieve Academic and Personal Excellence!***

Jefferson Lincoln Staff Roster:

Monica Grund	Principal
Jessica Ahern	Building Secretary
Krystie Schueck	Office Assistant
Gabriel Criquit Matos	Family Resource
Cristal Hermenegildo	Kindergarten
Lori Green	Kindergarten
Rylee Johnson	1st grade
Jill Pilloud	1st grade
Denney Vullo	1st grade
Callie Bissonnette	2nd grade
Michelle Thomas	2nd grade
Brent Eacker	3rd grade
Ashley Jeffries	3rd grade
Miranda Rosenborg	4th grade
Morigan Eidinger	4th grade
Catherine Wilson	4th/5th grade
Kim Roberts	5th grade
Melanie Land	6th grade
Shannon McDermitt	6th grade
Vanessa Valencia	Library
Tyler Gedney	PE
Lane Wasson	PE
Cheryl Gorton	Music

Stephanie Shiflett	Special Education
Patricia Badgley	IAC
Lisa Mathes	ILC
Vivian Tesner	Multi-language Facilitator
Jenny Ashmore	Instructional Facilitator
Larry Crowley	Counselor
Charity Layton	Behavior Specialist
Rana Justice	Occupational Therapist
Staci Ellis	Physical Therapist
	Psychologist
Laura McGann	Building Para
Steve Turner	Building Para
Julie Van Lierop	Building Para
Open	Building Para
OPEN	IAC Para
Linda Steele	IAC Para
Taryn Abarta	ILC Para
Lana Clark	ILC Para
Lori Johnson	1:1 Para (ILC)
Jennifer Hurley	Resource Para
Alisha Perez	ML Para
Carissa Kaut	Behavior Para

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Animals on Campus: Animals are not allowed on campus without prior approval of the principal. This includes walking to drop off or pick up students with dogs on leashes. There are students and adults that may not feel comfortable around animals or may be allergic.

Arrival & Dismissal Times and Procedures: Children should not arrive on the school grounds before 8:55am, as there is no adult supervision prior to that time. All of the exterior doors remain locked each morning until the bell rings at 8:55am. Class begins at 9:10 each morning.

Daily Schedule
9:10 - 3:30

Early Release Wednesday
9:10 - 2:00

Attendance: Washington State Law states that students are expected to attend school every day that school is in session, with some exceptions, such as when children are sick. Parents are responsible to ensure that their children attend school. Students with regular school attendance learn more and achieve more at school and in life. The evidence is clear that attendance matters to students' futures.

We are committed to your child's success and we want every child in class, on time, every day. Please partner with us to make this happen; your support is key!

IMPORTANT for End of Day Changes

After-school arrangements need to be made before students arrive at school if at all possible. Last minute or student-initiated "Go-Home" changes cannot be accommodated. End-of-day plans need to be finalized no later than 2:30pm, by adults only, for us to guarantee that messages get to students in time. ***If the school has not heard from a custodial parent/guardian about end-of-day changes, before 2:30pm, students will be required to follow their regular go-home plans (bus, walk, pick-up, etc.).*

Note: A student cannot be signed out—except in an emergency situation—after **3:00** due to increased disruption and safety concerns.

Behavior Matrices: All classrooms will be teaching/following the grade level expectations outlined in that grade's Behavior Matrix. A Behavior Matrix is a 4 quadrant grid that identifies the specific behavior expectations for a grade level along with the good and bad consequences that come from following or not following those expectations.

A behavior matrix for each grade level can be found at the end of this document.

Bicycles: Bicycles are to be parked and locked in the bicycle racks. The school assumes no responsibility for damaged or stolen bikes. Students are always to ride on the right side of the street, not on the sidewalk. Helmets are strongly encouraged.

Breakfast and Lunch: Breakfast and hot lunch are served at school daily and all Centralia School District students receive meals for free. Monthly menus are provided and are available on the district website under the "Food Service" tab. Extra milk or milk acquired without a meal is not free and costs .50 c. Please fill out your income survey flier which allows us to continue to offer free meals to students in Centralia.

Bus Regulations: **See Centralia School Board Policy 6605 at http://www.centralia.k12.wa.us*

Riding the bus is a service and privilege provided by the school district to responsible students. Students failing to follow bus regulations are subject to having their bus privileges revoked. Bus rules are based on years of experience in the transportation of students and are designed for the safety of all passengers. Student conduct must be such that drivers are able to focus their full attention on driving the bus.

Camp CISPUS: 6th Grade students and teaching staff attend outdoor education at Camp Cispus in the early spring. This is a wonderful opportunity and we want all students to participate in camp if possible. Depending on outside funding or grant opportunities, there may be a fee for students to attend camp. Camp fees in recent years have amounted to roughly $85.00 though the exact amount will be announced well before the date for camp approaches. A limited number of partial scholarships will be available to families in need based on Free/Reduced lunch status. Information about Camp Cispus will come home throughout the year, beginning at "Meet Your Teacher" night. In order for camp to be a safe and enjoyable experience for all participants, appropriate student behavior must be demonstrated throughout the school year. Failure to meet established behavior expectations could result in exclusion from camp. Final decisions regarding camp participation will be made by the principal.

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

Change of Address, Telephone Number, Work Schedule:
Please notify the school immediately if there is a change in your address, telephone number, work schedule, childcare provider, or emergency contact person. This information is important if your child becomes ill or injured while at school.

Counseling: A certified elementary school counselor is available to consult with students in a wide variety of areas, including academics, social, emotional and behavioral. Parental permission is needed for ongoing visits and forms are available in the office or can be obtained from the counselor.

Directory Information Notice: Centralia School District, in order to protect the privacy of parents and students and to comply with federal requirements, designates the following categories of personally identifiable information from student records as directory information: name, address, telephone numbers, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous 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 categories of personally identifiable information with respect to that student as directory information. Any parent (or student) must notify the school district in writing of this refusal by October 1 of the current school year. Written notice should be addressed to:

Human Resources Department
Centralia School District
P.O. Box 610
Centralia, WA 98531-0610

Discipline and Due Process: **See Centralia School Board Policy 3240 and 3241 at* *http://www.centralia.k12.wa.us* A student who violates the **Student Code of Conduct** shall be

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

Discrimination, Complaint and Appeal Procedures: Centralia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or 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: Civil Rights Coordinator and Title IX Coordinator: Tabitha Whiting (twhiting@centralia.wednet.edu) and Section 504 Coordinator: Tammie Jensen-Tabor, (tjensen-tabor@centralia.wednet.edu) (360) 330-7600, 2320 Borst Avenue, Centralia, WA 98531-0610.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:
English: https://app.eduportal.com/documents/view/409669
Spanish: https://app.eduportal.com/documents/view/620594
Procedure: https://app.eduportal.com/documents/view/409670

Dress Code: Dress standards that students are expected to follow are not intended to infringe on the rights of individual expression, but are established to meet community standards for modesty, safety, and reduced disruption of the educational process. Students in violation of this policy will call home for appropriate clothing as necessary.

- All students must wear shoes at all times while at school.
- No halter tops, tops with spaghetti straps, or tops that leave the midriff or undergarments exposed are allowed. A good rule of thumb for straps is 3-finger width.
- All pants are to be worn at the waistline and must cover appropriately when sitting.
- Belts are to be inserted through belt loops on pants.
- All shorts and skirts need to come to the lower-section of the thigh or longer and must stay down regardless of the activity the student is engaged in (PE, recess, sitting on floor, etc.). A good rule of thumb is 'fingertip length' – if your child is standing with arms hanging relaxed at the sides of the body, clothing should be well below his/her fingertips.
- Clothing or accessories of any type, may not advertise alcohol, drugs, or tobacco products. Any words, slogans, or pictures that are lewd, crude, obscene, objectionable, or depicting violence will not be allowed.
- Hats/hoodies are not to be worn inside the school building. Cold weather headgear will be allowed during inclement weather for **outdoor** activities/recess. No baseball caps.
- ANY clothing or accessory identified as "gang related" will not be allowed.

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

Exceptional Misconduct: The following section is Centralia School District's definition of exceptional student misconduct according to Board Policy 3240

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, emergency expulsion, or expulsion. Exceptional misconduct includes the following:

- Arson
- Assault, if the assault involves
    - Injury to another
    - Bodily fluids; or
    - A weapon
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff
- Cumulative violations
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another
- Harassment/intimidation/bullying of others
- Knowingly possessing stolen property; Page 5 of 17 Procedure 3240P
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time
- Threats of violence to other students or staff
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and District Policy.

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

They are:
1. The right to inspect and review the student's educational records within 5 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 when the parent or eligible student believe that the records are inaccurate or misleading. A parent or eligible student should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District, after review, makes a decision not to amend the student's record as requested, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; and/or a person or company with whom the District has contracted to perform.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

    Family Policy Compliance Office; U.S. Department of Education
    400 Maryland Avenue, SW Washington, D.C. 20202-4605

Harassment, Intimidation and Bullying: CENTRALIA SCHOOL DISTRICT BOARD POLICY #3207 PROHIBITION OF HARASSMENT, INTIMIDATION OR BULLYING

The Centralia School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (HIB Reporting form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the

report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Lisa Grant, lgrant@centralia.wednet.edu, 360.330.7600) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit centraliaschooldistrict.org.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit centraliaschools.org.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:
Civil Rights Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

Concerns about disability discrimination:
Section 504 Coordinator: Tammie Jensen-Tabor, Executive Director of Special Services; 2320 Borst Avenue, Centralia; tjensen-tabor@centralia.wednet.edu; 360.330.7600)

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent, the school board, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both

the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit centraliaschooldistrict.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

As defined in legislation, "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted, — a verbal, or physical act, including but not limited to one shown to be motivated by **any characteristic in RCW 28A.640.010 and 28A.642.010**, or other distinguishing characteristics, when an act:

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

This policy recognizes that 'harassment', 'intimidation', and 'bullying' are separate but related behaviors. Each must be addressed appropriately'.

'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 and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions - Harassment- refers to any malicious act, which causes harm to any person's physical or mental well-being.

Intimidation - refers to implied or overt threats of physical violence.

Bullying - refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying.

Harassment, intimidation or bullying can take many forms including:, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

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.

Training
This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure.

Prevention
The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions
Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive school climate.
The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans
If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations
Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. Page 3 of 3 Policy No. 3207 Students The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 5011	Sexual Harassment
Legal Reference:	RCW 28A.300.285	Harassment, intimidation and bullying prevention policies
	WAC 392-190-059	Harassment, intimidation and bullying prevention policy and procedure – School districts.
Management Resources:		
	Policy News, December 2014	
	Office for Civil Rights Dear Colleague Letter: Responding to Bullying of Students with Disabilities (OCR 10/21/2014)	
	Policy News, December 2010	Harassment, Intimidation and Bullying Policy Strengthened
	Policy News, April 2008	Cyberbullying Policy Required
	Policy News, April 2002	Legislature Passes and Anti-Bullying Bill

Adoption Date: December 18, 2002
Centralia School District
Revised: May 21, 2008; June 15, 2011; January 20, 2016, April 22, 2020
Classification: Essential

Human Growth and Development: In the spring of each year, fifth and sixth grade students are taught a unit on Human Growth and Development.

Students are grouped heterogeneously by homeroom and are taught a unit in our FLASH curriculum. Notification will be sent home prior to the teaching of the Human Growth and Development unit announcing parent's opportunity to review and discuss the curriculum. Parents may choose for their student to not participate in the unit of study for his/her grade level. A form will be available in the school office that parents may complete for this purpose

Lost and Found: Articles found in and around the school should be turned into the lost and found area where the owners may claim their property. Students and parents are encouraged to check this area as needed. Labeling all of your child's coats, sweatshirts and other items with

their name will be helpful in having lost items returned. Items left unclaimed after school dismisses for the school year will be donated.

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

Health Screening: Periodic vision and hearing screenings are conducted. These are quick screenings to identify problems that might interfere with learning. Parents will receive written notice of any problems noted. Please notify the school nurse if you suspect your child has a vision or hearing problem. Vision and hearing screenings **do not** take the place of professional examinations by your healthcare provider.

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

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

Immunizations: Washington School Immunization law requires that students must present proof of immunization in order to be admitted to school. All students new to the school on or after August 1, 2020 will need to provide medically verified immunization records on or before the student's first day of attendance. Students who are up to date with vaccine requirements do not need to turn in any additional immunization paperwork. Students actively catching up on immunizations must turn in a Certificate of Immunization Status (CIS) form with a parent or guardian signature acknowledging the student is in conditional status. Students must be up to date on their immunizations, having received all eligible doses before they can start school. When the next catch-up dose is due, the parent or guardian will need to turn in medically verified records within 30 days of the due date showing that the student has received the catch-up dose or doses. Students without immunization paperwork on the first day of school should not start school until the required paperwork is turned in.

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

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

Parents' Right to Know: Sec. 1111h6A of NCLB specifies a parent's right to know teacher qualifications:

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

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

Parent-Teacher Conferences: Parents will be invited during the school year to meet with their child's teacher to discuss the student's progress in fall and in spring. Please make every effort to keep the appointments for the time they are made. Conferences are an integral part of the school's reporting program and are designed to give parents an accurate and objective report of their child's academic and behavioral progress. Parents should not hesitate to ask questions about any concerns they may have.

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

Personal Property at School: Students often want to bring items of personal property to school. At times this property is lost or damaged causing hurt feelings and other issues. We ask that parents carefully monitor their children in the choices they make in bringing personal property to school. In all cases, the school is not responsible for these items should they be stolen, borrowed, traded, damaged, broken, etc. and the school does not facilitate remediation in any circumstance. This includes issues that occur on the buses as well. Students should leave toys and electronics at home.

Photo and 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". To omit your child from publication, parents are required to complete a Consent and Waiver form detailing the use of names and photographs. The form can be found at: https://www.centralia.k12.wa.us/cms/lib/WA01001473/Centricity/Domain/27/2022F%20Electronic%20Resources%20-Photo%20Opt%20Out%20Form%20-%20English.pdf

Playground Rules: It is impossible to make rules that will cover all circumstances governing play conduct on the playground. The following will address a few of the more obvious and immediate needs. Rules for areas and games will be taught and reviewed with students.

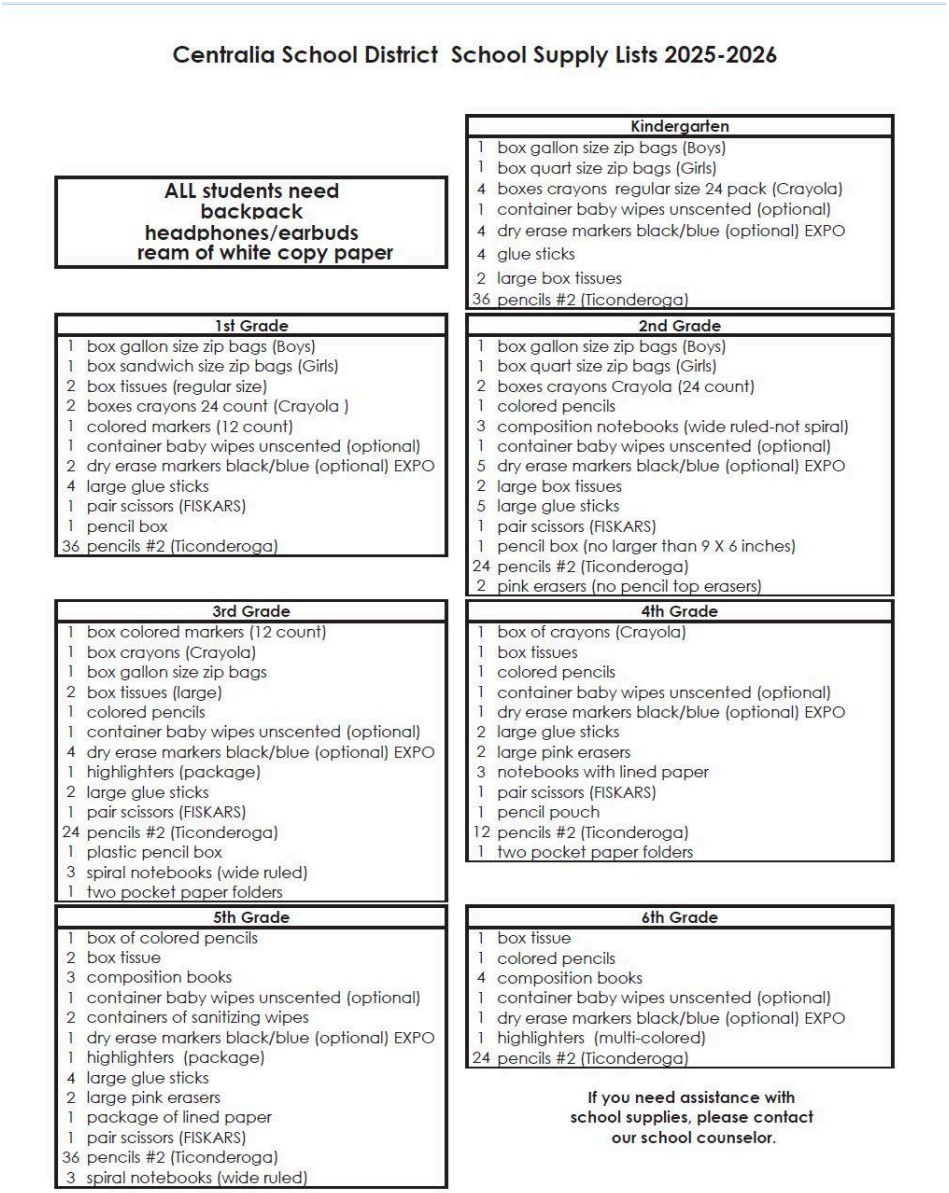
The playground duty person is in complete charge of the safety of the students on the playground and therefore has the authority to make decisions for the safety and wellbeing of the student using the playground. In carrying out this responsibility, games may be suspended or altered until the principal and/or staff review the situation and determine what is in the best interest of the students. Students will go to and from recess in an orderly manner as determined by the staff. Upon hearing the bell that ends the recess period, students are to immediately stop

their recess activity, return equipment, and re-enter the school according to the procedure approved by their teacher. Students are not to leave the playground without permission from the recess duty or other staff. Students are to remain in visual sight of the duty person. An assortment of playground equipment for student use is located on the playground.

School Closure: If it is necessary to close school or delay the school starting time due to inclement weather, dangerous road conditions or any other emergency, a **"No School Announcement"** will be made over local radio and television stations. Current information is also available on the Centralia School District Web Page at: http://www.centralia@wednet.edu Parents: Please discuss with your students what to do if school is closed, delayed or dismissed earlier than regular time.

School Improvement Plan: Each Centralia School maintains an annual School Improvement Plan (SIP). This plan outlines the needs and goals which are the focus of our work each year. You may find our plan on our school website, or contact the office for more information.
School Pictures: Individual pictures of students will be taken in fall and spring. All students will be photographed, but parents are not obligated to purchase student pictures. Package options will be available for those who wish to purchase.

School Supplies:



Centralia School District School Supply Lists 2025-2026

ALL students need
backpack
headphones/earbuds
ream of white copy paper

Kindergarten
1 box gallon size zip bags (Boys)
1 box quart size zip bags (Girls)
4 boxes crayons regular size 24 pack (Crayola)
1 container baby wipes unscented (optional)
4 dry erase markers black/blue (optional) EXPO
4 glue sticks
2 large box tissues
36 pencils #2 (Ticonderoga)

1st Grade
1 box gallon size zip bags (Boys)
1 box sandwich size zip bags (Girls)
2 box tissues (regular size)
2 boxes crayons 24 count (Crayola)
1 colored markers (12 count)
1 container baby wipes unscented (optional)
2 dry erase markers black/blue (optional) EXPO
4 large glue sticks
1 pair scissors (FISKARS)
1 pencil box
36 pencils #2 (Ticonderoga)

2nd Grade
1 box gallon size zip bags (Boys)
1 box quart size zip bags (Girls)
2 boxes crayons Crayola (24 count)
1 colored pencils
3 composition notebooks (wide ruled-not spiral)
1 container baby wipes unscented (optional)
5 dry erase markers black/blue (optional) EXPO
2 large box tissues
5 large glue sticks
1 pair scissors (FISKARS)
1 pencil box (no larger than 9 X 6 inches)
24 pencils #2 (Ticonderoga)
2 pink erasers (no pencil top erasers)

3rd Grade
1 box colored markers (12 count)
1 box crayons (Crayola)
1 box gallon size zip bags
2 box tissues (large)
1 colored pencils
1 container baby wipes unscented (optional)
4 dry erase markers black/blue (optional) EXPO
1 highlighters (package)
2 large glue sticks
1 pair scissors (FISKARS)
24 pencils #2 (Ticonderoga)
1 plastic pencil box
3 spiral notebooks (wide ruled)
1 two pocket paper folders

4th Grade
1 box of crayons (Crayola)
1 box tissues
1 colored pencils
1 container baby wipes unscented (optional)
1 dry erase markers black/blue (optional) EXPO
2 large glue sticks
2 large pink erasers
3 notebooks with lined paper
1 pair scissors (FISKARS)
1 pencil pouch
12 pencils #2 (Ticonderoga)
1 two pocket paper folders

5th Grade
1 box of colored pencils
2 box tissue
3 composition books
1 container baby wipes unscented (optional)
2 containers of sanitizing wipes
1 dry erase markers black/blue (optional) EXPO
1 highlighters (package)
4 large glue sticks
2 large pink erasers
1 package of lined paper
1 pair scissors (FISKARS)
36 pencils #2 (Ticonderoga)
3 spiral notebooks (wide ruled)

6th Grade
1 box tissue
1 colored pencils
4 composition books
1 container baby wipes unscented (optional)
1 dry erase markers black/blue (optional) EXPO
1 highlighters (multi-colored)
24 pencils #2 (Ticonderoga)

If you need assistance with school supplies, please contact our school counselor.

School Visitors: Parents are welcome to visit at school. We need your support! When visiting, always check in through the school office and obtain a visitor's pass. This procedure contributes to schoolwide student safety.
School Volunteers: As you may know, we have an approval procedure for volunteers that must be cleared prior to working in classrooms, escorting field trips and other volunteer duties. This procedure complies with State and District policies and expectations to ensure student safety.

The following is an outline of the procedure:
1. Any adult, parent or family member that is interested in volunteering in classrooms or escorting/attending field trips or volunteering in other ways at school will let their child's teacher know of their interest and will pick up a volunteer background check form from the office that will need to be completed and returned to the office. This form must be completed and returned annually.
2. The name of each volunteer will be added to the schoolwide volunteer list which will allow each individual to volunteer in classrooms or escort/attend field trips for the remainder of that school year.
3. All volunteers, including field trip volunteers, must check-in at the school office to sign-in and receive a visitor's pass on the day of their visit to school.

Volunteer Notes:
- The background check process takes time to complete. Please do not wait until the day before (or even a few days before) a field trip to begin the process.
- Younger siblings are not allowed to attend with the volunteer and/or visit during instructional time due to the potential for disruption of teaching and learning.
- Family pets are not allowed on the school campus and/or on field trips.

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

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

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:
Students https://app.eduportal.com/documents/view/619523
Procedure: https://app.eduportal.com/documents/view/619525

Staff: https://app.eduportal.com/documents/view/409786
Procedure: https://app.eduportal.com/documents/view/409787

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT
If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve 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 received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.
You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at

OSPI:

Email: Equity@k12.wa.us | ***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, 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.

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 | www.ed.gov/ocr
Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Students' Acceptable Use of Technology: Electronic information resources are available to students at Oakview. These resources include the use of the computer, technological programs and access to the Local Area Network and Internet services. To use district technology students must be willing to abide by the rules of acceptable use. Acceptable use means that students promise to use technology responsibly and respectfully, to abide by school and district rules as outlined here and taught by teachers and other staff. The use of these electronic teaching and learning tools are designed to support your child's education.

The Internet server at Centralia Schools are filtered by a proxy server and student use of the Internet is monitored. Students who abuse acceptable use, which includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, gambling, chat rooms and inappropriate language will be subject to appropriate consequences including loss of access to technology.

It is advised that students not tell or show others any personal or family information over the Internet, such as: home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers. Keep personal and electronic information, including your username and password, private.

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

School websites can be accessed on the drop-down menu at the top of the district home page. Each site contains a wide variety of school information including important reminders and announcements, school calendars and other details regarding our comprehensive educational program. You may also visit staff web pages for news and events about specific classrooms.

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

tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles.

Title 1 Schoolwide Letter:

Dear Parent or Guardians,

This elementary school receives Title 1 funding for school wide support from the federal Department of Education. This supplementary help, which is in addition to your child's regular classroom instruction, may be provided in reading or math as needed. Throughout our school, support for students may occur within or outside of the classroom. Students may be supported individually or in small group settings. Should your child be in need of additional support, the building team will coordinate those services.

As parents, you are entitled to request information regarding the qualifications of teachers and paraeducators at our school. Additionally, should you have concerns that you feel are not legally addressed, you may file a citizen's complaint. A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

This form can be found at:
http://www.k12.wa.us/TitleI/FamilyInvolvement/pubdocs/HandoutCitizenComplaintSchoolDistrictESDSubgrantee.pdf

If you do not wish your student to receive additional support services, please let us know. Should you have any questions, please contact any of us or your child's classroom teacher.

Behavior Matrices By Grade Level

Kindergarten Classroom Behavior Matrix

Expected Classroom Behavior 1. Listen to others 2. Follow directions quickly 3. Safe Body (keep body to self) 4. Use an appropriate voice 5. Stay on task 6. Cooperate kindly with others 7. Treat materials with respect 8. Raise your hand 9. Accept consequences quickly and quietly	Incentives and Rewards ● Specific Praise or compliments ● Positive phone calls or notes home ● Giving the student an additional responsibility or having him/her run an errand (Classroom Jobs) ● Whole-class “cheer” or applause ● Extra recess or other desired activity ● Hugs, “high fives”, pats on the back ● Special time with principal, teacher, or other staff ● Sticker charts ● Whole class behavior incentive chart (i.e. filling up a gumball machine, filling up a 10 frame, etc.) ● Small snacks ● Table Points ● Token System-tickets, classroom cash, paws, etc.
Intensity 1 Offenses ● Tattling ● Cheating (i.e. during games/cooperative play) ● Inappropriate tone or volume of voice ● Lying ● Touching things that are not yours ● Not being in a designated or specified area ● Talking with Neighbors/Others without Permission ● Poor attitude/Rudeness ● Calling/Shouting/Blurting out answers ● Running instead of walking from place to place ● Intentionally not following directions correctly (i.e. Scribbling on purpose) ● Rocking, tilting, falling out of seat ● Non-speech noises that disrupt the class ● Horseplay/Play Fighting/Rambunctious Play (i.e. throwing things at centers) ● Inappropriate Language - General (i.e. Calling people stupid, bathroom talk)	Corrective Responses ● Teacher visual, non-verbal, or physical prompt ● Teacher proximity (or student moves closer to teacher) ● Teacher redirect ● Teacher warning- verbal or written ● Teacher uses a prompt of expectations ● Student is given a choice to pick a different spot ● Students needs to apologize to teacher/student ● Teacher pauses the activity for the student to watch the other students to learn expected behavior ● Go back and try again/practice appropriate behavior ● Positive praise others that are showing the appropriate behavior
Intensity 2 Offenses **persistent, on-going, repetitive Intensity 1 behavior may also fall into this category** ● Name calling ● Teasing ● Hands inappropriately on another student (i.e. poking, invading another student’s space) ● Inappropriate language (i.e. cussing) and/or	Classroom Based Consequences ● Time-out in class or in another room (i.e. buddy room of the same grade or office) ● Move the student to another spot in the classroom ● Loss of the opportunity to earn reward (i.e. loses job, doesn’t get a ticket or snack) ● Write in discipline log/book (write up a minor) ● Student needs to model/practice the

hand gestures ● Arguing with the teacher/Talking back ● Inappropriate Physical, Aggressive Behavior - Instinctive Reaction/No Injury (i.e. Grabs materials out of another students hands) ● Leaving the room without permission ● Vandalism - Minor (Item of lesser cost and damage that can be repaired)- Scribbles on table, pushing tip of marker in) ● Stealing - Minor (Item of lesser cost and damage that can be repaired) ● Minor Fit Throwing- throwing self down, screaming, refusal lasting less than 5 minutes	appropriate behavior ● Students needs to write an action/remediation plan- Conference with staff ● Teacher ends activity for the student; Teacher has him/her watch the other students instead to learn desired behaviors ● Loss of free time/center time ● Student needs to repair or replace damaged items ● Phone contact with parent ● Notes home written by the teacher/student ● Loss of Recess - Revisit Expectation at Recess
<u>Intensity 3 Offenses</u> **persistent, on-going, repetitive Intensity 2 behavior may also fall into this category** ● Vandalism - Major- including tearing apart classroom materials (i.e. bulletin boards, calendar, books, etc.) ● Stealing - Major (Item of greater cost with clear intent to steal) ● Throwing furniture/materials with intent to hurt ● Sexually inappropriate behavior (i.e touching others or self/showing private parts) ● Inappropriate Physical - Aggressive Behavior ● Physically Threatening Behavior ● Any form of harassment	<u>Out of Class Consequences</u> ● In-school suspension ● Out-of-school suspension ● Call to the office to escort ● Parent/Teacher Conference ● Parent/Teacher/Student Conference ● Detention ● Loss of extra privileges ● Students needs to repair or replace damaged items ● Letter to home ● Phone contact with parent

First Grade Classroom Behavior Matrix

Expected Classroom Behaviors: 1. Demonstrate good listening 2. Raise hand to speak or stand 3. Stay on task 4. Use an appropriate tone & volume 5. Follow directions quickly and the first time 6. Keep hands, feet, and body to self (personal space) 7. Use classroom materials appropriately 8. Walking feet 9. Use kind words and actions 10. Be honest 11. Take responsibility for actions and statements	**Incentives & Rewards:** Brain Break Praise or compliments Positive phone calls or notes home (parent & student) Treasure box - daily, weekly PBIS ticket Extra recess, free time (free reading time, free computer time, free game time) Feedback tools (stickers, happy note, certificates) Class parties, snacks Award certificates/Badges Letting the student visit the principal for a special treat or reward Giving the student an additional responsibility or having him/her run an errand (Classroom Jobs) Whole-class “cheer” or applause Whole-class behavior incentive chart (i.e. filling up a gumball machine, filling up a 10 frame, etc)
Intensity 1 (Annoying) Behaviors: Tattling Touching things Not listening/not paying attention Inappropriate tone Not being in own space Leaving seat Talking out of turn Talking to peers (constant) Not following directions Running in class Poor attitude Teasing Blurting out Non-speech noises Distracting others	**Intensity 1 Corrective Response:** Student is moved to another seat in the classroom Teacher visual, non-verbal, or physical prompt Teacher proximity Teacher redirect Teacher warning Teacher uses a “Stop & Think” prompt Teacher recognizes nearby student demonstrating correct behavior
Intensity 2 Behaviors: Persistent Level 1 Intensity Behaviors Name calling Horseplay Physical contact Intimidating another student Hands inappropriately on another child Physical aggression Lying	**Intensity 2 Classroom-based Consequence Options:** Student models the appropriate behavior Time-out in class Phone contact with parent Loss of free time (on a graduated scale) Loss of recess Student apologizes to teacher/class Student develops an action/remediation plan Teacher ends activity for the student; student watches the remainder of the activity Note sent home with parent signature required
Intensity 3 Behaviors:	**Intensity 3 Out of Class Consequence**

Persistent Level 2 Intensity Behaviors Throwing furniture Inappropriate behavior (touching others or self/showing private parts) Vandalism Defiance Bullying Stealing Inappropriate Physical Aggression With Intent/No Injury Inappropriate/Disrespectful Touching Inappropriate language - antisocial Leaving the room Spitting	**Options:** Parent/Student/Teacher/Admin Conference In-school suspension Out-of-school suspension Loss of recess Loss of free time Phone contact with parent Loss of extra privileges Student develops an action/remediation plan Restitution

Second Grade Classroom Behavior Matrix

Expected Classroom Behavior	**Incentives and Rewards**
1. Active listening 2. Follow directions the first time 3. Stay in your own space 4. Raise your hand and wait patiently 5. Use appropriate voice level 6. Calm body (walking) 7. Self regulate 8. Use kind words and actions 9. Collaborate and problem solve kindly 10. Treat people and property with respect 11. Focus on completing your own work 12. Positive self talk 13. Take personal responsibility for words and actions 14. Be honest	● Praise or compliments ● Positive phone calls or notes home ● Treasure box - daily, weekly ● Recognition in front of the class (the principal, a school assembly) ● Extra recess, free time, free reading time, free computer time, free game time ● Special lunch with teacher (from classroom or another teacher in the school) ● Award Certificates/Badge ● Special recognition from the principal, counselor, PBIS para, etc. ● Classwide Reward - Art Hub, Reading with Flashlights, computer time, etc. ● PBIS Tickets
Intensity 1 Offenses	**Corrective Responses**
● Talking out of turn ● Tattling ● Touching things that are not yours ● Passive off-task behavior (e.g. head on desk, staring out the window) ● Not listening/not paying attention ● Not following directions correctly ● Leaving seat without permission ● Inappropriate tone or volume of voice ● Non-speech noises that disrupt the class ● Not being in designated or specified area ● Running in class	● Teacher visual, non-verbal, or physical prompt ● Teacher proximity ● Teacher redirect ● Teacher warning ● Teacher uses a “Stop & Think” prompt ● The ‘Teacher Look’

● Rocking, tilting, falling out of seat ● Calling/shouting/blurting out answers ● Socializing with peers without permission	
Intensity 2 Offenses ● Arguing with the teacher/Talking back ● Continually distracting others ● Passive defiance ● Poor attitude/Rudeness ● Horseplay/ Play Fighting ● Hands inappropriately on another student (Poking, invading another student's space) ● Pushing/Inappropriate physical contact - no injuries ● Lying ● Name calling ● Inappropriate language - general ● Inappropriate hand gestures ● Vandalism - Minor (Item of lesser cost and damage that can be repaired)	**Classroom Based Consequences** ● Move the student to another seat in the classroom ● Teacher ends the activity for the student ● Student needs to model the appropriate behavior ● Time-out in another class ● Time out in class ● Loss of free time (on a graduated scale) ● Notes home written by teacher ● Loss of extra privileges ● Letter to parent written by student ● Phone call home by teacher and/or student ● Student needs to repair or replace damaged items ● Use restorative practices to problem solve
Intensity 3 Offenses ● Inappropriate language - Antisocial ● Any form of Harassment ● Vandalism - Major (Item of greater cost and damage that cannot be repaired) ● Stealing - Major (Item of greater cost with clear intent to steal) ● Throwing furniture/dangerous materials ● Inappropriate Physical- Aggressive Behavior - With Intent/No Injury ● Inappropriate behavior (e.g., touching others or self/showing private parts) ● Physically Threatening Behavior ● Inappropriate Physical-Aggressive Behavior - Minor Injury ● Bullying/Cyberbullying ● Inappropriate/Disrespectful Touching ● Computer/Technology Violations - Major	**Out of Class Consequences (Chosen in Collaboration with Admin)** ● Out-of-school suspension ● In-school suspension ● Parent/Student/Teacher Conference ● Student needs to repair or replace damaged items ● Loss of extra privileges (in another setting) ● Loss of recess ● Phone contact with parent ● Loss of free time (in another setting) ● Student needs to model the appropriate behavior ● Write an action/remediation plan at parent conference

Third Grade Classroom Behavior Matrix

Expected Classroom Behaviors 1. Active listening 2. Follow directions the first time	Incentives and Rewards: ❖ Praise or compliments ❖ Positive phone calls or notes home

3. Begin and complete work promptly and appropriately 4. Stay in your own space 5. Treat people and property with respect 6. Use kind and appropriate words 7. Positive self talk 8. Be aware of your feelings and others' 9. Be honest 10. Take responsibility for your actions and statements 11. Accept consequences quickly and appropriately 12. Apologize appropriately	❖ Award Certificates/Badge ❖ Giving the student an additional responsibility or having him/her run an errand ❖ Letting the class have 5 minutes at the end of the class period as free time ❖ Extra recess, free time, free reading time, free computer time, free game time ❖ Rewards/tangible feedback (pencils, grab bag, tokens, points, special bookmarks) ❖ Rewards/Acknowledgements (Student of the Week, class cheer, special job or designation) ❖ Opportunities to do a desired "job" in classroom or school (e.g., sort papers, help the Custodian, run an errand to the office) ❖ Earn a special class position (e.g., line leader, be excused to go home first) ❖ Hugs, "high fives," applause, pats on the back ❖ Special lunch with teacher (from classroom or another teacher in the school) ❖ Treasure box - daily, weekly
<u>Level 1 Offenses</u> ❖ Not listening/not paying attention ❖ Tattling ❖ Passive off-task behavior (e.g. head on desk, staring out the window) ❖ Calling/shouting/blurting out answers ❖ Talking out of turn ❖ Inappropriate tone or volume of voice ❖ Touching things that are not yours ❖ Distracting others ❖ Leaving seat without permission ❖ Non-speech noises that disrupt the class ❖ Rocking, tilting, falling out of seat ❖ Teasing	<u>Teacher Corrective Responses</u> ❖ Teacher visual, non-verbal, or physical prompt ❖ Teacher proximity ❖ Teacher redirect ❖ Teacher warning ❖ Teacher uses a "Stop & Think" prompt ❖ Student is moved to another seat in the classroom
<u>Level 2 Offenses</u> ❖ Repeated and increased intensity 1 behavior ❖ Lying	<u>Classroom-based Consequences</u> ❖ Referral ❖ Loss of free time (on a graduated scale) ❖ Time out in class

❖ Inappropriate language and noises ❖ Passive defiance/not following directions ❖ Cheating ❖ Staring/attempting to non-verbally intimidate another student ❖ Arguing with the teacher/Talking back ❖ Continually distracting others ❖ Not getting to your designated work spot quickly and staying there ❖ Repeated aggressive behavior- no injury ❖ Vandalism - Minor (Item of lesser cost and damage that can be repaired) ❖ Stealing - Minor (Item of lesser cost and damage that can be repaired)	❖ Teacher calls home ❖ Time-out in another class ❖ Loss of recess ❖ Write an action/remediation plan ❖ Student models the appropriate behavior ❖ Student repairs or replaces damaged or stolen items ❖ Activity ends for the student ❖ Student writes letter to parent ❖ Phone contact with parent ❖ Teacher directed short break out of room
<u>Level 3 Offenses</u> ❖ Active defiance ❖ Not being in a designated or specified area (out of class) ❖ Physically Threatening Behavior ❖ Inappropriate Physical Behavior ❖ Bullying/Cyberbullying ❖ Inappropriate language - Antisocial (e.g. racial, sexual) ❖ Inappropriate/Disrespectful Touching ❖ Sexually inappropriate behavior (e.g., touching others or self/showing private parts) ❖ Sexual harassment ❖ Throwing furniture/materials ❖ Computer/Technology Violations - Major ❖ Vandalism - Major (Item of greater cost and damage that cannot be repaired) ❖ Stealing - Major (Item of greater cost with clear intent to steal)	<u>Out-of-Class Consequences</u> ❖ Student repairs or replaces damaged items ❖ Student writes letter to parent ❖ Parent/teacher (and possibly student) conference ❖ Loss of recess ❖ Student writes an action/remediation plan ❖ Send to the office ❖ In-school suspension ❖ Out-of-school suspension ❖ Student models the appropriate behavior ❖ Activity ends for the student ❖ Phone contact with parent ❖ Teacher calls home

Fourth & Fifth Grades Classroom Behavior Matrix

Expected Classroom Behaviors:	**Incentives & Rewards:**
1. Follow adult directions quickly and consistently the first time 2. Walk in the classroom 3. Discuss disagreements in a calm manner 4. Treat people and property with dignity and respect 5. Talk with peers using an appropriate volume, pitch and tone of voice 6. Begin and complete work promptly, appropriately and consistently 7. Bring all needed materials to school each day* 8. Ask adults for help to solve serious problems and/or stay safe 9. Tell the truth and take responsibility for your own actions and statements 10. Accept both positive and negative consequences appropriately	● Choice Time (computer, free write, drawing, free reading, game, arts/crafts) ● Praise or compliments/positive parent calls or notes home ● Extra recess ● Class parties ● Award coupons ● Food/Treats/Stickers ● Recognition in front of the class (the principal, a school assembly) ● Award Certificates/Badge ● Whole class “cheer” or applause ● Special lunch with teacher (from classroom or another teacher in the school) ● Letting the student visit the principal for a special treat or reward (Schoolwide) ● Recognizing the student as “Student of the Day or Month” ● Side hugs, “high fives”, applause, pats on the shoulder, fist bumps
Intensity 1 Behaviors:	**Intensity 1 Teacher Corrective Response:**
● Passive off-task behavior (e.g. head on desk, staring out the window, not listening, not paying attention) ● Tattling ● Touching things that are not yours ● Inappropriate tone or volume of voice ● Talking without permission ● Blurting and/or non-speech noises that disrupt the class ● Lying/cheating ● Not following directions ● Rocking/tilting/falling out of seat ● Leaving seat without permission ● Passive defiance ● Computer/Technology Violations (Minor) ● Horseplay/Play fighting/Running in class ● Inappropriate language ● Distracting others	● Teacher visual, non-verbal, or physical prompt ● Teacher proximity ● Teacher redirect ● Teacher warning ● Student/teacher private conversation ● Student is moved to another seat in the classroom ● Student apologizes to teacher/class/student
Intensity 2 Behaviors:	**Intensity 2 Classroom-based Consequence:**
● Repeated Intensity 1 behaviors ● Non-sexual harrassment ● Name-calling/Teasing ● Staring/attempting to non-verbally intimidate another student ● Poor Attitude/Verbal Rudeness	● Loss of free time ● Teacher ends the activity for the student ● Document behavior in discipline log/book/Skyward - written by teacher ● Loss of recess assigned by teacher ● Letter to parent - written by the student

● Inappropriate Physical Contact - No injuries ● Inappropriate Physical-Aggressive Behavior - Instinct Reaction ● Hands inappropriately on another student (Poking, invading another student's space) ● Inappropriate/Disrespectful Touching ● Out of designated area/Leaving room without permission ● Inappropriate hand gestures/non-speech noises ● Spitting on the floor ● Active defiance ● Arguing with the teacher/talking back ● Continual Swearing ● Stealing - Minor (Item of lesser cost with clear intent to steal) ● Vandalism - Minor (Item of lesser cost and damage that can be repaired)	(signature required) ● Message home - written by the teacher (signature required) ● Loss of extra privileges ● Phone contact with parent ● Teacher calls home with student from the classroom ● Parent/teacher conference ● Parent/student/teacher conference **<u>Intensity 2 Classroom-based Restitution</u>** ● Students writes an action/remediation plan ● Student needs to repair or replace damaged items
<u>Intensity 3 Behaviors:</u> ● Repeated intensity 2 behaviors ● Sexual misconduct (e.g., verbal, touching others or self/showing private parts) ● Inappropriate Physical Contact ● Inappropriate language - Antisocial (e.g. racial, sexual) ● Bullying/Cyberbullying/Hazing ● Spitting on others-intentionally ● Physically Threatening or Aggressive Behavior with intent ● Throwing furniture/dangerous materials ● Continual active defiance ● Computer/Technology Violations (Major) ● Stealing - Major (Item of greater cost with clear intent to steal) ● Vandalism - Major (Item of greater cost and damage that cannot be repaired)	**<u>Intensity 3 Out of Class Consequence:</u>** *(Consequences in this section, though handled by administration, are meant to be collaborative.)* ● Out-of-school suspension ● In-school suspension ● Detention ● Parent/student/teacher/principal conference ● Parent/teacher/principal conference ● Student needs to repair or replace damaged items ● Student needs to write an action/remediation plan ● Message home - written by the principal (signature required) ● Loss of recess ● Loss of extra privileges ● Letter to parent - written by student signed by parents and returned to principal ● Principal phone contact with parent ● Document behavior in discipline log/book/Skyward by principal

Sixth Grade Classroom Behavior Matrix

Expected Classroom Behaviors

1. Follow directions quickly the first time
2. Treat others and their property with dignity and respect
3. Attend class on time with materials daily
4. Focus on completing work in a timely way
5. Keep arms, feet and body in your own space
6. Act safely
7. Wait to be called on to speak
8. Discuss and disagree in a respectful manner
9. Use appropriate language and voice level for the area or situation
10. Ask adults for help to solve serious problems (teasing, bullying, peer pressure) or stay safe
11. Tell the truth and take responsibility for your actions and statements
12. Accept consequences and make things right

Incentives and Rewards

- Praise or compliments
- Positive email or phone calls home
- Give the student an opportunity to be a peer tutor/class helper
- Earn free time at the end of the week/period
- Treats/PBIS tickets
- Special class activity (game, party, etc.)
- Special student recognition (announcements, positive behavior board)
- Special lunch table/area
- PBIS drawing (t-shirts, prizes, etc.)
- “No homework/no worksheet” pass

Level 1 Offenses

- Tattling
- Disengagement (e.g. head on desk, staring out the window, not listening, not paying attention)
- Talking out of turn/blurting out
- Off task behaviors that disrupt learning (talking, making noises, gestures, etc.)
- Touching things that are not yours
- Wearing a hood
- Wandering/out of seat/not being in designated area
- Not following classroom procedures

Teacher Corrective Responses

- Teacher visual, verbal, non-verbal, or physical prompt
- Teacher proximity
- Teacher redirect
- Teacher warning
- Teacher uses a “Stop & Think” prompt
- 1:1 private conversation

Level 2 Offenses

- Repeated Intensity 1 behaviors
- Horseplay/play fighting
- Computer/technology violations
- Passive defiance
- Lying/cheating
- Arguing with the teacher/talking back
- Teasing
- Verbal/non-verbal intimidation of another student
- Minor vandalism
- Stealing minor items (pens, notebooks, etc.)
- Denial of a reasonable request
- Electronic device violation

Classroom-Based Consequences

Intensity 1 Corrective Response and/or:

- Detention/service
- Parent/Student/Teacher conference with Principal
- Student needs to write an action plan
- Student needs to repair or replace damaged items
- Team meeting with Teacher/Counselor/Administration/Parent
- Behavior plan
- Electronic device to the office per electronic device policy
- Restitution

Level 3 Offenses

- Repeated Intensity 2 behaviors
- Harassment/Intimidation/Bullying (HIB)

Out-of-Class Consequences

Intensity 2 Consequences and/or:

- Removal from classroom/send to office

- Vandalism - major (item of greater cost and/or damage that cannot be repaired)
- Stealing major items
- Throwing furniture/ materials
- Sexually inappropriate behavior/harassment
- Inappropriate physical behavior
- Profanity towards staff /student
- Inappropriate language (e.g. racial, sexual)
- Truancy/skipping class
- Refusal to identify self to adult staff
- Parent/Student/Teacher conference with Principal
- Student needs to write an action plan
- Student needs to repair or replace damaged items
- Team meeting with Teacher/ Counselor/Administration/Parent
- Behavior plan
- In-school/out of school suspension
- HIB processes and procedures
- Restitution

Problem Solving Procedure

There may be occasions when families or scholars have a concern. It is important to contact the school to help clarify or address the situation. Difficulties can often be resolved quickly when staff are notified and made aware of the concern. Additionally, we encourage students if there is a problem at school to speak to an immediate adult for problem solving.

Please use the information below to direct your inquiry such that we can respond in ways that are helpful and show our mutual interest in your child:

If you have concerns about your child's academic progress or learning in the classroom, please contact the teacher. The teacher will partner with you to ensure a reasonable solution and/or next step is in place to support your child. You can also connect with our instructional facilitator, Jenny Ashmore. She can work with you to design a learning plan to meet your child's needs.
If you have any questions or concerns regarding academic programs, including our special education, ELL, and highly capable programs, please contact our instructional facilitator, Jenny Ashmore.

If you have any questions involving behavior plans, student support or student conflict please contact our Behavior Specialist, Charity Layton. If you have concerns about discipline, or other non-academic matters, please direct your concern to the principal, Monica Grund.

If your child needs social or emotional support, including help resolving peer conflicts, please contact the school counselor, Larry Crowley.
If you have concerns regarding school lunch, please contact nutrition services.
For transportation concerns, please contact the transportation department.

You are welcome to contact the principal for any unresolved matters. If for some reason one is not available we work together as a team to provide support.

Centralia School District

Oakview Student and Family Handbook 2025-2026

TOPCATS

are learning today, and leading tomorrow

Our Vision:

All Students Achieve Academic and Personal Excellence!

Our Mission:

Prioritize Students- Uphold High Expectations- Champion Hope- Cultivate Collaboration

Welcome to Oakview! We are excited to welcome you as a "TopCat" at the best school in the Centralia School District!

As we prepare for the upcoming school year, it is our goal at Oakview to offer students and their families a safe place to learn, to grow and to be a citizen in our community. This handbook will aid in answering your questions and offering clarification on "all things" Oakview.

There are a few things that I would like to highlight as they are extremely important.

- *Attendance:*
  - *Attendance is critical to learning! Doors open at 8:50 with learning starting at 9:10. Getting to school on time sets the intention to learn.*
  - *Scheduling appointments for after school is helpful so that the loss of learning is minimized.*
  - *If your child(ren) is ill, please call the office and let us know.*
- ***Safety:***
  - *Oakview's top priority outside of learning is safety! We take safety seriously at Oakview and maintain our procedures and protocols for all visitors for all occasions.*
  - *When arriving at Oakview, press the button on the wall inside the vestibule to contact the office staff. Someone will get to you as quickly as possible and will help you with your request.*
  - *Dismissal procedures are included in this handbook. Please read through them so that you understand our procedures.*
- ***Communication:***
  - *Have a question? Give us a call or send an email. We are happy to help answer questions and will get back to you as quickly as we can.*
  - *Family newsletters go home via email and a link via text every Sunday afternoon at 4:00 pm. Please take the time to read through each newsletter as there is important information about upcoming events, reminders, etc. (If you're not receiving them, please call the office and we can reset an "opt out" on our broadcasting program.*

It's going to be a fantastic year at Oakview; one filled with learning, fun and growth. We strive to achieve our vision of ***All Students Achieve Academic and Personal Excellence!***

Powered by BoardOnTrack

Sincerely,
Crystal Allen, Principal

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Oakview 2024 - 2025 Staff List

Crystal Allen	Principal	Stuart DesRochers	PE
Heidi Palmason	Building Secretary	Ali Sharp	Music
Melissa Sikel	Office Assistant	Annie Conzatti	Library
	Liaison		SPED
		Isis Albert	Multi-language
Sarah Loyer	Preschool	Shawn Peters	Instructional Facilitator
Hannah Dailey	Special Ed	Tatum Salas	Counselor
		Hollie Myhr	Behavior Specialist
Norma Vazquez	Kindergarten	Chris Mjolsnes	Nurse
Anna Martin	Kindergarten		
Christy Cothren	1st grade		
	1st grade	Kelley Burlingame	Para
Tucker Sutton	2nd grade	Brenda Cleveland	Para
Michelle Leslie	2nd grade	Susan Curry	Para
Autumn Gunsolley	3rd grade	Dianne Perkins	Para
LeiLani Orning	3rd grade	Heather Wulfman	Para
Ben Bange	4th grade	Ayla Withey	Para
Brian Bartel	4th grade	Humberto Perez	Para / FRA
Patty Cie	5th grade	Chelsie Sortor	Para
Marcy Heegeman	5th grade		
Denyel Heap	6th grade		
Rebekah Thomas	6th grade		

Animals on Campus: Animals are not allowed on campus without prior approval of the principal. This includes walking to drop off or pick up students with dogs on leashes. There are students and adults that may not feel comfortable around animals or may be allergic.

Arrival & Dismissal Times and Procedures: Children should not arrive on the school grounds before 8:55am, as there is no adult supervision prior to that time. All of the exterior doors remain locked each morning until the bell rings at 8:55am. Class begins at 9:10 each morning.

Daily Schedule
9:10 - 3:30

Early Release Wednesday
9:10 - 2:00

Attendance: Washington State Law states that students are expected to attend school every day that school is in session, with some exceptions, such as when children are sick. Parents are responsible to ensure that their children attend school. Students with regular school attendance learn more and achieve more at school and in life. The evidence is clear that attendance matters to students' futures.

We are committed to your child's success and we want every child in class, on time, every day. Please partner with us to make this happen; your support is key!

IMPORTANT for End of Day Changes

After-school arrangements need to be made before students arrive at school if at all possible. Last minute or student-initiated "Go-Home" changes cannot be accommodated. End-of-day plans need to be finalized no later than 2:30pm, by adults only, for us to guarantee that messages get to students in time. ***If the school has not heard from a custodial parent/guardian about end-of-day changes, before 2:30pm, students will be required to follow their regular go-home plans (bus, walk, pick-up, etc.).*

Note: A student cannot be signed out—except in an emergency situation—after **3:00** due to increased disruption and safety concerns.

Behavior Matrices: All classrooms will be teaching/following the grade level expectations outlined in that grade's Behavior Matrix. A Behavior Matrix is a 4 quadrant grid that identifies the specific behavior expectations for a grade level along with the good and bad consequences that come from following or not following those expectations.

A behavior matrix for each grade level can be found at the end of this document.

Bicycles: Bicycles are to be parked and locked in the bicycle racks. The school assumes no responsibility for damaged or stolen bikes. Students are always to ride on the right side of the street, not on the sidewalk. Helmets are strongly encouraged.

Breakfast and Lunch: Breakfast and hot lunch are served at school daily and all Centralia School District students receive meals for free. Monthly menus are provided and are available on the district website under the "Food Service" tab. Extra milk or milk acquired without a meal is not free and costs .50 c. Please fill out your income survey flier which allows us to continue to offer free meals to students in Centralia.

Bus Regulations: **See Centralia School Board Policy 6605 at http://www.centralia.k12.wa.us*

Riding the bus is a service and privilege provided by the school district to responsible students. Students failing to follow bus regulations are subject to having their bus privileges revoked. Bus rules are based on years of experience in the transportation of students and are designed for the safety of all passengers. Student conduct must be such that drivers are able to focus their full attention on driving the bus.

Camp CISPUS: 6th Grade students and teaching staff attend outdoor education at Camp Cispus in the early spring. This is a wonderful opportunity and we want all students to participate in camp if possible. Depending on outside funding or grant opportunities, there may be a fee for students to attend camp. Camp fees in recent years have amounted to roughly $85.00 though the exact amount will be announced well before the date for camp approaches. A limited number of partial scholarships will be available to families in need based on Free/Reduced lunch status. Information about Camp Cispus will come home throughout the year, beginning at "Meet Your Teacher" night. In order for camp to be a safe and enjoyable experience for all participants, appropriate student behavior must be demonstrated throughout the school year. Failure to meet established behavior expectations could result in exclusion from camp. Final decisions regarding camp participation will be made by the principal.

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

Change of Address, Telephone Number, Work Schedule:
Please notify the school immediately if there is a change in your address, telephone number, work schedule, childcare provider, or emergency contact person. This information is important if your child becomes ill or injured while at school.

Counseling: A certified elementary school counselor is available to consult with students in a wide variety of areas, including academics, social, emotional and behavioral. Parental permission is needed for ongoing visits and forms are available in the office or can be obtained from the counselor.

Directory Information Notice: Centralia School District, in order to protect the privacy of parents and students and to comply with federal requirements, designates the following categories of personally identifiable information from student records as directory information: name, address, telephone numbers, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous 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 categories of personally identifiable information with respect to that student as directory information. Any parent (or student) must notify the school district in writing of this refusal by October 1 of the current school year. Written notice should be addressed to:

Human Resources Department
Centralia School District
P.O. Box 610
Centralia, WA 98531-0610

Discipline and Due Process: **See Centralia School Board Policy 3240 and 3241 at* *http://www.centralia.k12.wa.us* A student who violates the **Student Code of Conduct** shall be

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

Discrimination, Complaint and Appeal Procedures: Centralia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or 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: Civil Rights Coordinator and Title IX Coordinator: Tabitha Whiting (twhiting@centralia.wednet.edu) and Section 504 Coordinator: Tammie Jensen-Tabor, (tjensen-tabor@centralia.wednet.edu) (360) 330-7600, 2320 Borst Avenue, Centralia, WA 98531-0610.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:
English: https://app.eduportal.com/documents/view/409669
Spanish: https://app.eduportal.com/documents/view/620594
Procedure: https://app.eduportal.com/documents/view/409670

Dress Code: Dress standards that students are expected to follow are not intended to infringe on the rights of individual expression, but are established to meet community standards for modesty, safety, and reduced disruption of the educational process. Students in violation of this policy will call home for appropriate clothing as necessary.

- All students must wear shoes at all times while at school.
- No halter tops, tops with spaghetti straps, or tops that leave the midriff or undergarments exposed are allowed. A good rule of thumb for straps is 3-finger width.
- All pants are to be worn at the waistline and must cover appropriately when sitting.
- Belts are to be inserted through belt loops on pants.
- All shorts and skirts need to come to the lower-section of the thigh or longer and must stay down regardless of the activity the student is engaged in (PE, recess, sitting on floor, etc.). A good rule of thumb is 'fingertip length' – if your child is standing with arms hanging relaxed at the sides of the body, clothing should be well below his/her fingertips.
- Clothing or accessories of any type, may not advertise alcohol, drugs, or tobacco products. Any words, slogans, or pictures that are lewd, crude, obscene, objectionable, or depicting violence will not be allowed.
- Hats/hoodies are not to be worn inside the school building. Cold weather headgear will be allowed during inclement weather for **outdoor** activities/recess. No baseball caps.
- ANY clothing or accessory identified as "gang related" will not be allowed.

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

Exceptional Misconduct: The following section is Centralia School District's definition of exceptional student misconduct according to Board Policy 3240

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, emergency expulsion, or expulsion. Exceptional misconduct includes the following:

- Arson
- Assault, if the assault involves
    - Injury to another
    - Bodily fluids; or
    - A weapon
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff
- Cumulative violations
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another
- Harassment/intimidation/bullying of others
- Knowingly possessing stolen property; Page 5 of 17 Procedure 3240P
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time
- Threats of violence to other students or staff
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and District Policy.

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

They are:
1. The right to inspect and review the student's educational records within 5 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 when the parent or eligible student believe that the records are inaccurate or misleading. A parent or eligible student should write to the school principal, clearly identify the part of the record they want

changed, and specify why it is inaccurate or misleading. If the District, after review, makes a decision not to amend the student's record as requested, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; and/or a person or company with whom the District has contracted to perform.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

    Family Policy Compliance Office; U.S. Department of Education
    400 Maryland Avenue, SW Washington, D.C. 20202-4605

Harassment, Intimidation and Bullying: CENTRALIA SCHOOL DISTRICT BOARD POLICY #3207 PROHIBITION OF HARASSMENT, INTIMIDATION OR BULLYING

The Centralia School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (HIB Reporting form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Lisa Grant, lgrant@centralia.wednet.edu, 360.330.7600) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit centraliaschooldistrict.org.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit centraliaschools.org.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

Concerns about disability discrimination:
Section 504 Coordinator: Tammie Jensen-Tabor, Executive Director of Special Services; 2320 Borst Avenue, Centralia; tjensen-tabor@centralia.wednet.edu; 360.330.7600)

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent, the school board, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity

- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit centraliaschooldistrict.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

As defined in legislation, "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted, — a verbal, or physical act, including but not limited to one shown to be motivated by **any characteristic in RCW 28A.640.010 and 28A.642.010**, or other distinguishing characteristics, when an act:

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

This policy recognizes that 'harassment', 'intimidation', and 'bullying' are separate but related behaviors. Each must be addressed appropriately'.

'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 and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions - Harassment- refers to any malicious act, which causes harm to any person's physical or mental well-being.

Intimidation - refers to implied or overt threats of physical violence.

Bullying - refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying.

Harassment, intimidation or bullying can take many forms including:, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

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.

Training
This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure.

Prevention
The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions
Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive school climate.
The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans
If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations
Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.
It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer
The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. Page 3 of 3 Policy No. 3207 Students The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 5011	Sexual Harassment
Legal Reference:	RCW 28A.300.285	Harassment, intimidation and bullying prevention policies
	WAC 392-190-059	Harassment, intimidation and bullying prevention policy and procedure – School districts.

Management Resources:

Policy News, December 2014

Office for Civil Rights Dear Colleague Letter: Responding to Bullying of Students with Disabilities (OCR 10/21/2014)

Policy News, December 2010	Harassment, Intimidation and Bullying Policy Strengthened
Policy News, April 2008	Cyberbullying Policy Required
Policy News, April 2002	Legislature Passes and Anti-Bullying Bill

Adoption Date: December 18, 2002
Centralia School District
Revised: May 21, 2008; June 15, 2011; January 20, 2016, April 22, 2020
Classification: Essential

Human Growth and Development: In the spring of each year, fifth and sixth grade students are taught a unit on Human Growth and Development.

Students are grouped heterogeneously by homeroom and are taught a unit in our FLASH curriculum. Notification will be sent home prior to the teaching of the Human Growth and Development unit announcing parent's opportunity to review and discuss the curriculum. Parents may choose for their student to not participate in the unit of study for his/her grade level. A form will be available in the school office that parents may complete for this purpose

Lost and Found: Articles found in and around the school should be turned into the lost and found area where the owners may claim their property. Students and parents are encouraged to check this area as needed. Labeling <u>all</u> of your child's coats, sweatshirts and other items with their name will be helpful in having lost items returned. Items left unclaimed after school dismisses for the school year will be donated.

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

<u>Health Screening:</u> Periodic vision and hearing screenings are conducted. These are quick screenings to identify problems that might interfere with learning. Parents will receive written notice of any problems noted. Please notify the school nurse if you suspect your child has a

vision or hearing problem. Vision and hearing screenings **do not** take the place of professional examinations by your healthcare provider.

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

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

Immunizations: Washington School Immunization law requires that students must present proof of immunization in order to be admitted to school. All students new to the school on or after August 1, 2020 will need to provide medically verified immunization records on or before the student's first day of attendance. Students who are up to date with vaccine requirements do not need to turn in any additional immunization paperwork. Students actively catching up on immunizations must turn in a Certificate of Immunization Status (CIS) form with a parent or guardian signature acknowledging the student is in conditional status. Students must be up to date on their immunizations, having received all eligible doses before they can start school. When the next catch-up dose is due, the parent or guardian will need to turn in medically verified records within 30 days of the due date showing that the student has received the catch-up dose or doses. Students without immunization paperwork on the first day of school should not start school until the required paperwork is turned in.

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

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

Parents' Right to Know: Sec. 1111h6A of NCLB specifies a parent's right to know teacher qualifications:

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

Parent-Teacher Conferences: Parents will be invited during the school year to meet with their child's teacher to discuss the student's progress in fall and in spring. Please make every effort to keep the appointments for the time they are made. Conferences are an integral part of the school's reporting program and are designed to give parents an accurate and objective report of their child's academic and behavioral progress. Parents should not hesitate to ask questions about any concerns they may have.

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

Personal Property at School: Students often want to bring items of personal property to school. At times this property is lost or damaged causing hurt feelings and other issues. We ask that parents carefully monitor their children in the choices they make in bringing personal property to school. In all cases, the school is not responsible for these items should they be stolen, borrowed, traded, damaged, broken, etc. and the school does not facilitate remediation in any circumstance. This includes issues that occur on the buses as well. Students should leave toys and electronics at home.

Photo and 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". To omit your child from publication, parents are required to complete a Consent and Waiver form detailing the use of names and photographs. The form can be found at: https://www.centralia.k12.wa.us/cms/lib/WA01001473/Centricity/Domain/27/2022F%20Electronic%20Resources%20-Photo%20Opt%20Out%20Form%20-%20English.pdf

Playground Rules: It is impossible to make rules that will cover all circumstances governing play conduct on the playground. The following will address a few of the more obvious and immediate needs. Rules for areas and games will be taught and reviewed with students.

The playground duty person is in complete charge of the safety of the students on the playground and therefore has the authority to make decisions for the safety and wellbeing of the student using the playground. In carrying out this responsibility, games may be suspended or altered until the principal and/or staff review the situation and determine what is in the best interest of the students. Students will go to and from recess in an orderly manner as determined by the staff. Upon hearing the bell that ends the recess period, students are to immediately stop their recess activity, return equipment, and re-enter the school according to the procedure approved by their teacher. Students are not to leave the playground without permission from the recess duty or other staff. Students are to remain in visual sight of the duty person. An assortment of playground equipment for student use is located on the playground.

School Closure: If it is necessary to close school or delay the school starting time due to inclement weather, dangerous road conditions or any other emergency, a **"No School Announcement"** will be made over local radio and television stations. Current information is also available on the Centralia School District Web Page at: http://www.centralia@wednet.edu

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

School Improvement Plan: Each Centralia School maintains an annual School Improvement Plan (SIP). This plan outlines the needs and goals which are the focus of our work each year. You may find our plan on our school website, or contact the office for more information.
School Pictures: Individual pictures of students will be taken in fall and spring. All students will be photographed, but parents are not obligated to purchase student pictures. Package options will be available for those who wish to purchase.

School Supplies:

School Visitors: Parents are welcome to visit at school. We need your support! When visiting, always check in through the school office and obtain a visitor's pass. This procedure contributes to schoolwide student safety.

School Volunteers: As you may know, we have an approval procedure for volunteers that must be cleared prior to working in classrooms, escorting field trips and other volunteer duties. This procedure complies with State and District policies and expectations to ensure student safety.

The following is an outline of the procedure:
1. Any adult, parent or family member that is interested in volunteering in classrooms or escorting/attending field trips or volunteering in other ways at school will let their child's teacher know of their interest and will pick up a volunteer background check form from the office that will need to be completed and returned to the office. <u>This form must be completed and returned annually.</u>
2. The name of each volunteer will be added to the schoolwide volunteer list which will allow each individual to volunteer in classrooms or escort/attend field trips for the remainder of that school year.
3. All volunteers, including field trip volunteers, must check-in at the school office to sign-in and receive a visitor's pass on the day of their visit to school.

<u>Volunteer Notes:</u>
- The background check process takes time to complete. Please do not wait until the day before (or even a few days before) a field trip to begin the process.
- Younger siblings are not allowed to attend with the volunteer and/or visit during instructional time due to the potential for disruption of teaching and learning.
- Family pets are not allowed on the school campus and/or on field trips.

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

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:
- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:
Students https://app.eduportal.com/documents/view/619523
Procedure: https://app.eduportal.com/documents/view/619525

Staff: https://app.eduportal.com/documents/view/409786
Procedure: https://app.eduportal.com/documents/view/409787

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT
If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve 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 received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.
You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us I ***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, 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.

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 I TDD: 1-800-877-8339 I OCR.Seattle@ed.gov I www.ed.gov/ocr
Washington State Human Rights Commission
1-800-233-3247 I TTY: 1-800-300-7525 I www.hum.wa.gov

Students' Acceptable Use of Technology: Electronic information resources are available to students at Oakview. These resources include the use of the computer, technological programs and access to the Local Area Network and Internet services. To use district technology students must be willing to abide by the rules of acceptable use. Acceptable use means that students promise to use technology responsibly and respectfully, to abide by school and district rules as outlined here and taught by teachers and other staff. The use of these electronic teaching and learning tools are designed to support your child's education.

The Internet server at Centralia Schools are filtered by a proxy server and student use of the Internet is monitored. Students who abuse acceptable use, which includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, gambling, chat rooms and inappropriate language will be subject to appropriate consequences including loss of access to technology.

It is advised that students not tell or show others any personal or family information over the Internet, such as: home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers. Keep personal and electronic information, including your username and password, private.

The District Website is filled with important educational information and announcements from around the District and community. Bookmark the District's home page so that you will be ready to check on changes in school start times and/or school cancellation during periods of severe

weather. The District Web site can be accessed at the following address: http://www.centralia.wednet.edu

School websites can be accessed on the drop-down menu at the top of the district home page. Each site contains a wide variety of school information including important reminders and announcements, school calendars and other details regarding our comprehensive educational program. You may also visit staff web pages for news and events about specific classrooms.

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

Title 1 Schoolwide Letter:

Dear Parent or Guardians,

This elementary school receives Title 1 funding for school wide support from the federal Department of Education. This supplementary help, which is in addition to your child's regular classroom instruction, may be provided in reading or math as needed. Throughout our school, support for students may occur within or outside of the classroom. Students may be supported individually or in small group settings. Should your child be in need of additional support, the building team will coordinate those services.

As parents, you are entitled to request information regarding the qualifications of teachers and paraeducators at our school. Additionally, should you have concerns that you feel are not legally addressed, you may file a citizen's complaint. A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

This form can be found at:
http://www.k12.wa.us/TitleI/FamilyInvolvement/pubdocs/HandoutCitizenComplaintSchoolDistrictESDSubgrantee.pdf

If you do not wish your student to receive additional support services, please let us know. Should you have any questions, please contact any of us or your child's classroom teacher.

Behavior Matrices By Grade Level

Kindergarten Classroom Behavior Matrix

Expected Classroom Behavior 1. Listen to others 2. Follow directions quickly 3. Safe Body (keep body to self) 4. Use an appropriate voice 5. Stay on task 6. Cooperate kindly with others 7. Treat materials with respect 8. Raise your hand 9. Accept consequences quickly and quietly	Incentives and Rewards ● Specific Praise or compliments ● Positive phone calls or notes home ● Giving the student an additional responsibility or having him/her run an errand (Classroom Jobs) ● Whole-class “cheer” or applause ● Extra recess or other desired activity ● Hugs, “high fives”, pats on the back ● Special time with principal, teacher, or other staff ● Sticker charts ● Whole class behavior incentive chart (i.e. filling up a gumball machine, filling up a 10 frame, etc.) ● Small snacks ● Table Points ● Token System-tickets, classroom cash, paws, etc.
Intensity 1 Offenses ● Tattling ● Cheating (i.e. during games/cooperative play) ● Inappropriate tone or volume of voice ● Lying ● Touching things that are not yours ● Not being in a designated or specified area ● Talking with Neighbors/Others without Permission ● Poor attitude/Rudeness ● Calling/Shouting/Blurting out answers ● Running instead of walking from place to place ● Intentionally not following directions correctly (i.e. Scribbling on purpose) ● Rocking, tilting, falling out of seat ● Non-speech noises that disrupt the class ● Horseplay/Play Fighting/Rambunctious Play (i.e. throwing things at centers) ● Inappropriate Language - General (i.e. Calling people stupid, bathroom talk)	Corrective Responses ● Teacher visual, non-verbal, or physical prompt ● Teacher proximity (or student moves closer to teacher) ● Teacher redirect ● Teacher warning- verbal or written ● Teacher uses a prompt of expectations ● Student is given a choice to pick a different spot ● Students needs to apologize to teacher/student ● Teacher pauses the activity for the student to watch the other students to learn expected behavior ● Go back and try again/practice appropriate behavior ● Positive praise others that are showing the appropriate behavior
Intensity 2 Offenses **persistent, on-going, repetitive Intensity 1 behavior may also fall into this category** ● Name calling ● Teasing ● Hands inappropriately on another student (i.e. poking, invading another student’s space) ● Inappropriate language (i.e. cussing) and/or hand gestures ● Arguing with the teacher/Talking back ● Inappropriate Physical, Aggressive Behavior -	Classroom Based Consequences ● Time-out in class or in another room (i.e. buddy room of the same grade or office) ● Move the student to another spot in the classroom ● Loss of the opportunity to earn reward (i.e. loses job, doesn’t get a ticket or snack) ● Write in discipline log/book (write up a minor) ● Student needs to model/practice the appropriate behavior ● Students needs to write an action/remediation

Instinctive Reaction/No Injury (i.e. Grabs materials out of another students hands) ● Leaving the room without permission ● Vandalism - Minor (Item of lesser cost and damage that can be repaired)- Scribbles on table, pushing tip of marker in) ● Stealing - Minor (Item of lesser cost and damage that can be repaired) ● Minor Fit Throwing- throwing self down, screaming, refusal lasting less than 5 minutes	plan- Conference with staff ● Teacher ends activity for the student; Teacher has him/her watch the other students instead to learn desired behaviors ● Loss of free time/center time ● Student needs to repair or replace damaged items ● Phone contact with parent ● Notes home written by the teacher/student ● Loss of Recess - Revisit Expectation at Recess
<u>Intensity 3 Offenses</u> **persistent, on-going, repetitive Intensity 2 behavior may also fall into this category** ● Vandalism - Major- including tearing apart classroom materials (i.e. bulletin boards, calendar, books, etc.) ● Stealing - Major (Item of greater cost with clear intent to steal) ● Throwing furniture/materials with intent to hurt ● Sexually inappropriate behavior (i.e touching others or self/showing private parts) ● Inappropriate Physical - Aggressive Behavior ● Physically Threatening Behavior ● Any form of harassment	<u>Out of Class Consequences</u> ● In-school suspension ● Out-of-school suspension ● Call to the office to escort ● Parent/Teacher Conference ● Parent/Teacher/Student Conference ● Detention ● Loss of extra privileges ● Students needs to repair or replace damaged items ● Letter to home ● Phone contact with parent

First Grade Classroom Behavior Matrix

Expected Classroom Behaviors:	**Incentives & Rewards:**
1. Demonstrate good listening 2. Raise hand to speak or stand 3. Stay on task 4. Use an appropriate tone & volume 5. Follow directions quickly and the first time 6. Keep hands, feet, and body to self (personal space) 7. Use classroom materials appropriately 8. Walking feet 9. Use kind words and actions 10. Be honest 11. Take responsibility for actions and statements	Brain Break Praise or compliments Positive phone calls or notes home (parent & student) Treasure box - daily, weekly PBIS ticket Extra recess, free time (free reading time, free computer time, free game time) Feedback tools (stickers, happy note, certificates) Class parties, snacks Award certificates/Badges Letting the student visit the principal for a special treat or reward Giving the student an additional responsibility or having him/her run an errand (Classroom Jobs) Whole-class “cheer” or applause Whole-class behavior incentive chart (i.e. filling up a gumball machine, filling up a 10 frame, etc)
Intensity 1 (Annoying) Behaviors: Tattling Touching things Not listening/not paying attention Inappropriate tone Not being in own space Leaving seat Talking out of turn Talking to peers (constant) Not following directions Running in class Poor attitude Teasing Blurting out Non-speech noises Distracting others	**Intensity 1 Corrective Response:** Student is moved to another seat in the classroom Teacher visual, non-verbal, or physical prompt Teacher proximity Teacher redirect Teacher warning Teacher uses a “Stop & Think” prompt Teacher recognizes nearby student demonstrating correct behavior
Intensity 2 Behaviors: Persistent Level 1 Intensity Behaviors Name calling Horseplay Physical contact Intimidating another student Hands inappropriately on another child Physical aggression Lying	**Intensity 2 Classroom-based Consequence Options:** Student models the appropriate behavior Time-out in class Phone contact with parent Loss of free time (on a graduated scale) Loss of recess Student apologizes to teacher/class Student develops an action/remediation plan Teacher ends activity for the student; student watches the remainder of the activity Note sent home with parent signature required
Intensity 3 Behaviors:	**Intensity 3 Out of Class Consequence Options:**

Persistent Level 2 Intensity Behaviors Throwing furniture Inappropriate behavior (touching others or self/showing private parts) Vandalism Defiance Bullying Stealing Inappropriate Physical Aggression With Intent/No Injury Inappropriate/Disrespectful Touching Inappropriate language - antisocial Leaving the room Spitting	Parent/Student/Teacher/Admin Conference In-school suspension Out-of-school suspension Loss of recess Loss of free time Phone contact with parent Loss of extra privileges Student develops an action/remediation plan Restitution

Second Grade Classroom Behavior Matrix

Expected Classroom Behavior	**Incentives and Rewards**
1. Active listening 2. Follow directions the first time 3. Stay in your own space 4. Raise your hand and wait patiently 5. Use appropriate voice level 6. Calm body (walking) 7. Self regulate 8. Use kind words and actions 9. Collaborate and problem solve kindly 10. Treat people and property with respect 11. Focus on completing your own work 12. Positive self talk 13. Take personal responsibility for words and actions 14. Be honest	● Praise or compliments ● Positive phone calls or notes home ● Treasure box - daily, weekly ● Recognition in front of the class (the principal, a school assembly) ● Extra recess, free time, free reading time, free computer time, free game time ● Special lunch with teacher (from classroom or another teacher in the school) ● Award Certificates/Badge ● Special recognition from the principal, counselor, PBIS para, etc. ● Classwide Reward - Art Hub, Reading with Flashlights, computer time, etc. ● PBIS Tickets
Intensity 1 Offenses	**Corrective Responses**
● Talking out of turn ● Tattling ● Touching things that are not yours ● Passive off-task behavior (e.g. head on desk, staring out the window) ● Not listening/not paying attention ● Not following directions correctly ● Leaving seat without permission ● Inappropriate tone or volume of voice ● Non-speech noises that disrupt the class ● Not being in designated or specified area ● Running in class ● Rocking, tilting, falling out of seat ● Calling/shouting/blurting out answers	● Teacher visual, non-verbal, or physical prompt ● Teacher proximity ● Teacher redirect ● Teacher warning ● Teacher uses a “Stop & Think” prompt ● The ‘Teacher Look’

● Socializing with peers without permission	
Intensity 2 Offenses ● Arguing with the teacher/Talking back ● Continually distracting others ● Passive defiance ● Poor attitude/Rudeness ● Horseplay/ Play Fighting ● Hands inappropriately on another student (Poking, invading another student's space) ● Pushing/Inappropriate physical contact - no injuries ● Lying ● Name calling ● Inappropriate language - general ● Inappropriate hand gestures ● Vandalism - Minor (Item of lesser cost and damage that can be repaired)	**Classroom Based Consequences** ● Move the student to another seat in the classroom ● Teacher ends the activity for the student ● Student needs to model the appropriate behavior ● Time-out in another class ● Time out in class ● Loss of free time (on a graduated scale) ● Notes home written by teacher ● Loss of extra privileges ● Letter to parent written by student ● Phone call home by teacher and/or student ● Student needs to repair or replace damaged items ● Use restorative practices to problem solve
Intensity 3 Offenses ● Inappropriate language - Antisocial ● Any form of Harassment ● Vandalism - Major (Item of greater cost and damage that cannot be repaired) ● Stealing - Major (Item of greater cost with clear intent to steal) ● Throwing furniture/dangerous materials ● Inappropriate Physical- Aggressive Behavior - With Intent/No Injury ● Inappropriate behavior (e.g., touching others or self/showing private parts) ● Physically Threatening Behavior ● Inappropriate Physical-Aggressive Behavior - Minor Injury ● Bullying/Cyberbullying ● Inappropriate/Disrespectful Touching ● Computer/Technology Violations - Major	**Out of Class Consequences (Chosen in Collaboration with Admin)** ● Out-of-school suspension ● In-school suspension ● Parent/Student/Teacher Conference ● Student needs to repair or replace damaged items ● Loss of extra privileges (in another setting) ● Loss of recess ● Phone contact with parent ● Loss of free time (in another setting) ● Student needs to model the appropriate behavior ● Write an action/remediation plan at parent conference

Third Grade Classroom Behavior Matrix

Expected Classroom Behaviors 1. Active listening 2. Follow directions the first time 3. Begin and complete work promptly and appropriately	Incentives and Rewards: ❖ Praise or compliments ❖ Positive phone calls or notes home ❖ Award Certificates/Badge ❖ Giving the student an additional responsibility

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4. Stay in your own space
5. Treat people and property with respect
6. Use kind and appropriate words
7. Positive self talk
8. Be aware of your feelings and others'
9. Be honest
10. Take responsibility for your actions and statements
11. Accept consequences quickly and appropriately
12. Apologize appropriately
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or having him/her run an errand
❖ Letting the class have 5 minutes at the end of the class period as free time
❖ Extra recess, free time, free reading time, free computer time, free game time
❖ Rewards/tangible feedback (pencils, grab bag, tokens, points, special bookmarks)
❖ Rewards/Acknowledgements (Student of the Week, class cheer, special job or designation)
❖ Opportunities to do a desired "job" in classroom or school (e.g., sort papers, help the Custodian, run an errand to the office)
❖ Earn a special class position (e.g., line leader, be excused to go home first)
❖ Hugs, "high fives," applause, pats on the back
❖ Special lunch with teacher (from classroom or another teacher in the school)
❖ Treasure box - daily, weekly
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<u>Level 1 Offenses</u>
❖ Not listening/not paying attention
❖ Tattling
❖ Passive off-task behavior (e.g. head on desk, staring out the window)
❖ Calling/shouting/blurting out answers
❖ Talking out of turn
❖ Inappropriate tone or volume of voice
❖ Touching things that are not yours
❖ Distracting others
❖ Leaving seat without permission
❖ Non-speech noises that disrupt the class
❖ Rocking, tilting, falling out of seat
❖ Teasing
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<u>Teacher Corrective Responses</u>
❖ Teacher visual, non-verbal, or physical prompt
❖ Teacher proximity
❖ Teacher redirect
❖ Teacher warning
❖ Teacher uses a "Stop & Think" prompt
❖ Student is moved to another seat in the classroom
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<u>Level 2 Offenses</u>
❖ Repeated and increased intensity 1 behavior
❖ Lying
❖ Inappropriate language and noises
❖ Passive defiance/not following directions
❖ Cheating
❖ Staring/attempting to non-verbally intimidate another student
❖ Arguing with the teacher/Talking back
❖ Continually distracting others
❖ Not getting to your designated work spot
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<u>Classroom-based Consequences</u>
❖ Referral
❖ Loss of free time (on a graduated scale)
❖ Time out in class
❖ Teacher calls home
❖ Time-out in another class
❖ Loss of recess
❖ Write an action/remediation plan
❖ Student models the appropriate behavior
❖ Student repairs or replaces damaged or stolen items
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quickly and staying there ❖ Repeated aggressive behavior- no injury ❖ Vandalism - Minor (Item of lesser cost and damage that can be repaired) ❖ Stealing - Minor (Item of lesser cost and damage that can be repaired)	❖ Activity ends for the student ❖ Student writes letter to parent ❖ Phone contact with parent ❖ Teacher directed short break out of room
<u>Level 3 Offenses</u> ❖ Active defiance ❖ Not being in a designated or specified area (out of class) ❖ Physically Threatening Behavior ❖ Inappropriate Physical Behavior ❖ Bullying/Cyberbullying ❖ Inappropriate language - Antisocial (e.g. racial, sexual) ❖ Inappropriate/Disrespectful Touching ❖ Sexually inappropriate behavior (e.g., touching others or self/showing private parts) ❖ Sexual harassment ❖ Throwing furniture/materials ❖ Computer/Technology Violations - Major ❖ Vandalism - Major (Item of greater cost and damage that cannot be repaired) ❖ Stealing - Major (Item of greater cost with clear intent to steal)	<u>Out-of-Class Consequences</u> ❖ Student repairs or replaces damaged items ❖ Student writes letter to parent ❖ Parent/teacher (and possibly student) conference ❖ Loss of recess ❖ Student writes an action/remediation plan ❖ Send to the office ❖ In-school suspension ❖ Out-of-school suspension ❖ Student models the appropriate behavior ❖ Activity ends for the student ❖ Phone contact with parent ❖ Teacher calls home

Fourth & Fifth Grades Classroom Behavior Matrix

Expected Classroom Behaviors:	**Incentives & Rewards:**
1. Follow adult directions quickly and consistently the first time 2. Walk in the classroom 3. Discuss disagreements in a calm manner 4. Treat people and property with dignity and respect 5. Talk with peers using an appropriate volume, pitch and tone of voice 6. Begin and complete work promptly, appropriately and consistently 7. Bring all needed materials to school each day* 8. Ask adults for help to solve serious problems and/or stay safe 9. Tell the truth and take responsibility for your own actions and statements 10. Accept both positive and negative consequences appropriately	● Choice Time (computer, free write, drawing, free reading, game, arts/crafts) ● Praise or compliments/positive parent calls or notes home ● Extra recess ● Class parties ● Award coupons ● Food/Treats/Stickers ● Recognition in front of the class (the principal, a school assembly) ● Award Certificates/Badge ● Whole class “cheer” or applause ● Special lunch with teacher (from classroom or another teacher in the school) ● Letting the student visit the principal for a special treat or reward (Schoolwide) ● Recognizing the student as “Student of the Day or Month” ● Side hugs, “high fives”, applause, pats on the shoulder, fist bumps
Intensity 1 Behaviors: ● Passive off-task behavior (e.g. head on desk, staring out the window, not listening, not paying attention) ● Tattling ● Touching things that are not yours ● Inappropriate tone or volume of voice ● Talking without permission ● Blurting and/or non-speech noises that disrupt the class ● Lying/cheating ● Not following directions ● Rocking/tilting/falling out of seat ● Leaving seat without permission ● Passive defiance ● Computer/Technology Violations (Minor) ● Horseplay/Play fighting/Running in class ● Inappropriate language ● Distracting others	**Intensity 1 Teacher Corrective Response:** ● Teacher visual, non-verbal, or physical prompt ● Teacher proximity ● Teacher redirect ● Teacher warning ● Student/teacher private conversation ● Student is moved to another seat in the classroom ● Student apologizes to teacher/class/student
Intensity 2 Behaviors: ● Repeated Intensity 1 behaviors ● Non-sexual harassment ● Name-calling/Teasing ● Staring/attempting to non-verbally intimidate another student ● Poor Attitude/Verbal Rudeness ● Inappropriate Physical Contact - No injuries	**Intensity 2 Classroom-based Consequence:** ● Loss of free time ● Teacher ends the activity for the student ● Document behavior in discipline log/book/Skyward - written by teacher ● Loss of recess assigned by teacher ● Letter to parent - written by the student (signature required)

● Inappropriate Physical-Aggressive Behavior - Instinct Reaction ● Hands inappropriately on another student (Poking, invading another student's space) ● Inappropriate/Disrespectful Touching ● Out of designated area/Leaving room without permission ● Inappropriate hand gestures/non-speech noises ● Spitting on the floor ● Active defiance ● Arguing with the teacher/talking back ● Continual Swearing ● Stealing - Minor (Item of lesser cost with clear intent to steal) ● Vandalism - Minor (Item of lesser cost and damage that can be repaired)	● Message home - written by the teacher (signature required) ● Loss of extra privileges ● Phone contact with parent ● Teacher calls home with student from the classroom ● Parent/teacher conference ● Parent/student/teacher conference **Intensity 2 Classroom-based Restitution** ● Students writes an action/remediation plan ● Student needs to repair or replace damaged items
Intensity 3 Behaviors: ● Repeated intensity 2 behaviors ● Sexual misconduct (e.g., verbal, touching others or self/showing private parts) ● Inappropriate Physical Contact ● Inappropriate language - Antisocial (e.g. racial, sexual) ● Bullying/Cyberbullying/Hazing ● Spitting on others-intentionally ● Physically Threatening or Aggressive Behavior with intent ● Throwing furniture/dangerous materials ● Continual active defiance ● Computer/Technology Violations (Major) ● Stealing - Major (Item of greater cost with clear intent to steal) ● Vandalism - Major (Item of greater cost and damage that cannot be repaired)	**Intensity 3 Out of Class Consequence:** *(Consequences in this section, though handled by administration, are meant to be collaborative.)* ● Out-of-school suspension ● In-school suspension ● Detention ● Parent/student/teacher/principal conference ● Parent/teacher/principal conference ● Student needs to repair or replace damaged items ● Student needs to write an action/remediation plan ● Message home - written by the principal (signature required) ● Loss of recess ● Loss of extra privileges ● Letter to parent - written by student signed by parents and returned to principal ● Principal phone contact with parent ● Document behavior in discipline log/book/Skyward by principal

Sixth Grade Classroom Behavior Matrix

Expected Classroom Behaviors

1. Follow directions quickly the first time
2. Treat others and their property with dignity and respect
3. Attend class on time with materials daily
4. Focus on completing work in a timely way
5. Keep arms, feet and body in your own space
6. Act safely
7. Wait to be called on to speak
8. Discuss and disagree in a respectful manner
9. Use appropriate language and voice level for the area or situation
10. Ask adults for help to solve serious problems (teasing, bullying, peer pressure) or stay safe
11. Tell the truth and take responsibility for your actions and statements
12. Accept consequences and make things right

Incentives and Rewards

- Praise or compliments
- Positive email or phone calls home
- Give the student an opportunity to be a peer tutor/class helper
- Earn free time at the end of the week/period
- Treats/PBIS tickets
- Special class activity (game, party, etc.)
- Special student recognition (announcements, positive behavior board)
- Special lunch table/area
- PBIS drawing (t-shirts, prizes, etc.)
- “No homework/no worksheet” pass

Level 1 Offenses

- Tattling
- Disengagement (e.g. head on desk, staring out the window, not listening, not paying attention)
- Talking out of turn/blurting out
- Off task behaviors that disrupt learning (talking, making noises, gestures, etc.)
- Touching things that are not yours
- Wearing a hood
- Wandering/out of seat/not being in designated area
- Not following classroom procedures

Teacher Corrective Responses

- Teacher visual, verbal, non-verbal, or physical prompt
- Teacher proximity
- Teacher redirect
- Teacher warning
- Teacher uses a “Stop & Think” prompt
- 1:1 private conversation

Level 2 Offenses

- Repeated Intensity 1 behaviors
- Horseplay/play fighting
- Computer/technology violations
- Passive defiance
- Lying/cheating
- Arguing with the teacher/talking back
- Teasing
- Verbal/non-verbal intimidation of another student
- Minor vandalism
- Stealing minor items (pens, notebooks, etc.)
- Denial of a reasonable request
- Electronic device violation

Classroom-Based Consequences

Intensity 1 Corrective Response and/or:

- Detention/service
- Parent/Student/Teacher conference with Principal
- Student needs to write an action plan
- Student needs to repair or replace damaged items
- Team meeting with Teacher/Counselor/Administration/Parent
- Behavior plan
- Electronic device to the office per electronic device policy
- Restitution

Level 3 Offenses

- Repeated Intensity 2 behaviors
- Harassment/Intimidation/Bullying (HIB)
- Vandalism - major (item of greater cost and/or

Out-of-Class Consequences

Intensity 2 Consequences and/or:

- Removal from classroom/send to office
- Parent/Student/Teacher conference with

damage that cannot be repaired) ● Stealing major items ● Throwing furniture/ materials ● Sexually inappropriate behavior/harassment ● Inappropriate physical behavior ● Profanity towards staff /student ● Inappropriate language (e.g. racial, sexual) ● Truancy/skipping class ● Refusal to identify self to adult staff	Principal ● Student needs to write an action plan ● Student needs to repair or replace damaged items ● Team meeting with Teacher/ Counselor/Administration/Parent ● Behavior plan ● In-school/out of school suspension ● HIB processes and procedures ● Restitution

Centralia School District

Elementary Student and Family Handbook

Our Vision:

All Students Achieve Academic and Personal Excellence!

Our Mission:

Prioritize Students- Uphold High Expectations- Champion Hope- Cultivate Collaboration

Edison Elementary	Principal Josue Lowe	360-330-7631
Fords Prairie Elementary	Principal David Robers	360-330-7633
Jefferson Lincoln Elem	Principal Monica Grund	360-330-7636
Oakview Elementary	Principal Crystal Allen	360-330-7638
Washington Elementary	Principal Danielle Vekich	360-330-7641











Welcome to your neighborhood elementary school!

As we prepare for the upcoming school year, it is our goal to offer students and their families a safe place to learn, to grow and to be a citizen in our community. This handbook will aid in answering your questions and offering clarification.

There are a few things that I would like to highlight as they are extremely important.

- Attendance:
  - Attendance is critical to learning! Doors open at 8:50 with learning starting at 9:10. Getting to school on time sets the intention to learn.
  - Scheduling appointments for after school is helpful so that the loss of learning is minimized.
  - If your child(ren) is ill, please call the office and let us know.
- **Safety:**
  - Our top priority outside of learning is safety! We take safety seriously and maintain our procedures and protocols for all visitors for all occasions.
  - When arriving at your student's school, press the button on the wall inside the vestibule to contact the office staff. Someone will get to you as quickly as possible and will help you with your request.

- **Communication:**
  - Have a question? Give us a call or send an email. We are happy to help answer questions and will get back to you as quickly as we can.
  - Family newsletters go home via email and a link via text. Please take the time to read through each newsletter as there is important information about upcoming events, reminders, etc. (If you're not receiving them, please call the office and we can reset an "opt out" on our broadcasting program.

It's going to be a fantastic year; one filled with learning, fun and growth. We strive to achieve our vision of **All Students Achieve Academic and Personal Excellence!**

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Animals on Campus: Animals are not allowed on campus without prior approval of the principal. This includes walking to drop off or pick up students with dogs on leashes. There are students and adults that may not feel comfortable around animals or may be allergic.

Arrival & Dismissal Times and Procedures: Children should not arrive on the school grounds before 8:55am, as there is no adult supervision prior to that time. All of the exterior doors remain locked each morning until the bell rings at 8:55am. Class begins at 9:10 each morning.

Daily Schedule

9:10 - 3:30

Early Release Wednesday
9:10 - 2:00

Attendance: Washington State Law states that students are expected to attend school every day that school is in session, with some exceptions, such as when children are sick. Parents are responsible to ensure that their children attend school. Students with regular school attendance learn more and achieve more at school and in life. The evidence is clear that attendance matters to students' futures.

We are committed to your child's success and we want every child in class, on time, every day. Please partner with us to make this happen; your support is key!

IMPORTANT for End of Day Changes

After-school arrangements need to be made before students arrive at school if at all possible. Last minute or student-initiated "Go-Home" changes cannot be accommodated. End-of-day plans need to be finalized no later than 2:30pm, by adults only, for us to guarantee that messages get to students in time. ***If the school has not heard from a custodial parent/guardian about end-of-day changes, before 2:30pm, students will be required to follow their regular go-home plans (bus, walk, pick-up, etc.).*

Note: A student cannot be signed out—except in an emergency situation—after **3:00** due to increased disruption and safety concerns.

Behavior Matrices: All classrooms will be teaching/following the grade level expectations outlined in that grade's Behavior Matrix. A Behavior Matrix is a 4 quadrant grid that identifies the specific behavior expectations for a grade level along with the good and bad consequences that come from following or not following those expectations.

A behavior matrix for each grade level can be found at the end of this document.

Bicycles: Bicycles are to be parked and locked in the bicycle racks. The school assumes no responsibility for damaged or stolen bikes. Students are always to ride on the right side of the street, not on the sidewalk. Helmets are strongly encouraged.

Breakfast and Lunch: Breakfast and hot lunch are served at school daily and all Centralia School District students receive meals for free. Monthly menus are provided and are available on the district website under the "Food Service" tab. Extra milk or milk acquired without a meal is not free and costs .50 c. Please fill out your income survey flier which allows us to continue to offer free meals to students in Centralia.

Bus Regulations: **See Centralia School Board Policy 6605 at http://www.centralia.k12.wa.us*
Riding the bus is a service and privilege provided by the school district to responsible students. Students failing to follow bus regulations are subject to having their bus privileges revoked. Bus rules are based on years of experience in the transportation of students and are designed for the safety of all passengers. Student conduct must be such that drivers are able to focus their full attention on driving the bus.

Camp CISPUS: 6th Grade students and teaching staff attend outdoor education at Camp Cispus in the early spring. This is a wonderful opportunity and we want all students to participate in camp if possible. Depending on outside funding or grant opportunities, there may be a fee for

students to attend camp. Camp fees in recent years have amounted to roughly $85.00 though the exact amount will be announced well before the date for camp approaches. A limited number of partial scholarships will be available to families in need based on Free/Reduced lunch status. Information about Camp Cispus will come home throughout the year, beginning at "Meet Your Teacher" night. In order for camp to be a safe and enjoyable experience for all participants, appropriate student behavior must be demonstrated throughout the school year. Failure to meet established behavior expectations could result in exclusion from camp. Final decisions regarding camp participation will be made by the principal.

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

Change of Address, Telephone Number, Work Schedule:
Please notify the school immediately if there is a change in your address, telephone number, work schedule, childcare provider, or emergency contact person. This information is important if your child becomes ill or injured while at school.

Counseling: A certified elementary school counselor is available to consult with students in a wide variety of areas, including academics, social, emotional and behavioral. Parental permission is needed for ongoing visits and forms are available in the office or can be obtained from the counselor.

Directory Information Notice: Centralia School District, in order to protect the privacy of parents and students and to comply with federal requirements, designates the following categories of personally identifiable information from student records as directory information: name, address, telephone numbers, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous 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 categories of personally identifiable information with respect to that student as directory information. Any parent (or student) must notify the school district in writing of this refusal by October 1 of the current school year. Written notice should be addressed to:

Human Resources Department
Centralia School District
P.O. Box 610
Centralia, WA 98531-0610

Discipline and Due Process: **See Centralia School Board Policy 3240 and 3241 at http://www.centralia.k12.wa.us* A student who violates the **Student Code of Conduct** shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of school staff.

Discrimination, Complaint and Appeal Procedures: Centralia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or 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: Civil Rights Coordinator and Title IX Coordinator: Tabitha Whiting (twhiting@centralia.wednet.edu) and Section 504 Coordinator:

Tammie Jensen-Tabor, (tjensen-tabor@centralia.wednet.edu) (360) 330-7600, 2320 Borst Avenue, Centralia, WA 98531-0610.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:
English: https://app.eduportal.com/documents/view/409669
Spanish: https://app.eduportal.com/documents/view/620594
Procedure: https://app.eduportal.com/documents/view/409670

Dress Code: Dress standards that students are expected to follow are not intended to infringe on the rights of individual expression, but are established to meet community standards for modesty, safety, and reduced disruption of the educational process. Students in violation of this policy will call home for appropriate clothing as necessary.

- All students must wear shoes at all times while at school.
- No halter tops, tops with spaghetti straps, or tops that leave the midriff or undergarments exposed are allowed. A good rule of thumb for straps is 3-finger width.
- All pants are to be worn at the waistline and must cover appropriately when sitting.
- Belts are to be inserted through belt loops on pants.
- All shorts and skirts need to come to the lower-section of the thigh or longer and must stay down regardless of the activity the student is engaged in (PE, recess, sitting on floor, etc.). A good rule of thumb is 'fingertip length' – if your child is standing with arms hanging relaxed at the sides of the body, clothing should be well below his/her fingertips.
- Clothing or accessories of any type, may not advertise alcohol, drugs, or tobacco products. Any words, slogans, or pictures that are lewd, crude, obscene, objectionable, or depicting violence will not be allowed.
- Hats/hoodies are not to be worn inside the school building. Cold weather headgear will be allowed during inclement weather for **outdoor** activities/recess. No baseball caps.
- ANY clothing or accessory identified as "gang related" will not be allowed.

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

Exceptional Misconduct: The following section is Centralia School District's definition of exceptional student misconduct according to Board Policy 3240

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, emergency expulsion, or expulsion. Exceptional misconduct includes the following:

- Arson
- Assault, if the assault involves
    - Injury to another
    - Bodily fluids; or
    - A weapon
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff

- Cumulative violations
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another
- Harassment/intimidation/bullying of others
- Knowingly possessing stolen property; Page 5 of 17 Procedure 3240P
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time
- Threats of violence to other students or staff
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and District Policy.

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

They are:
1. The right to inspect and review the student's educational records within 5 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 when the parent or eligible student believe that the records are inaccurate or misleading. A parent or eligible student should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District, after review, makes a decision not to amend the student’s record as requested, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the

District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; and/or a person or company with whom the District has contracted to perform.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:
   Family Policy Compliance Office; U.S. Department of Education
   400 Maryland Avenue, SW Washington, D.C. 20202-4605

Harassment, Intimidation and Bullying: CENTRALIA SCHOOL DISTRICT BOARD POLICY #3207 PROHIBITION OF HARASSMENT, INTIMIDATION OR BULLYING

The Centralia School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (HIB Reporting form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Lisa Grant, lgrant@centralia.wednet.edu, 360.330.7600) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of

unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens

when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit centraliaschooldistrict.org.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit centraliaschools.org.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:
Civil Rights Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

Concerns about disability discrimination:
Section 504 Coordinator: Tammie Jensen-Tabor, Executive Director of Special Services; 2320 Borst Avenue, Centralia; tjensen-tabor@centralia.wednet.edu; 360.330.7600)

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent, the school board, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit centraliaschooldistrict.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

As defined in legislation, "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted, — a verbal, or physical act, including but not limited to one shown to be motivated by **any characteristic in RCW 28A.640.010 and 28A.642.010**, or other distinguishing characteristics, when an act:

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

This policy recognizes that 'harassment', 'intimidation', and 'bullying' are separate but related behaviors. Each must be addressed appropriately'.

'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 and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions - Harassment- refers to any malicious act, which causes harm to any person's physical or mental well-being.

Intimidation - refers to implied or overt threats of physical violence.

Bullying - refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying.

Harassment, intimidation or bullying can take many forms including:, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

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.

Training
This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure.

Prevention
The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions
Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive school climate.
The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans
If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations
Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.
It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer
The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. Page 3 of 3 Policy No. 3207 Students The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References: Policy 2161
Special Education and Related Services for Eligible Students

Policy 3200 Rights and Responsibilities
Policy 3210 Nondiscrimination
Policy 3240 Student Conduct
Policy 3241 Classroom Management, Corrective Action and Punishment
Policy 5011 Sexual Harassment
Legal Reference: RCW 28A.300.285 Harassment, intimidation and bullying prevention policies
WAC 392-190-059 Harassment, intimidation and bullying prevention policy and procedure – School districts.
Management Resources:
Policy News, December 2014
Office for Civil Rights Dear Colleague
Letter: Responding to Bullying of Students
with Disabilities (OCR 10/21/2014)
Policy News, December 2010 Harassment, Intimidation and Bullying Policy Strengthened
Policy News, April 2008 Cyberbullying Policy Required
Policy News, April 2002 Legislature Passes and Anti-Bullying Bill

Adoption Date: December 18, 2002
Centralia School District
Revised: May 21, 2008; June 15, 2011; January 20, 2016, April 22, 2020
Classification: Essential

Human Growth and Development: In the spring of each year, fifth and sixth grade students are taught a unit on Human Growth and Development.

Students are grouped heterogeneously by homeroom and are taught a unit in our FLASH curriculum. Notification will be sent home prior to the teaching of the Human Growth and Development unit announcing parent's opportunity to review and discuss the curriculum. Parents may choose for their student to not participate in the unit of study for his/her grade level. A form will be available in the school office that parents may complete for this purpose

Lost and Found: Articles found in and around the school should be turned into the lost and found area where the owners may claim their property. Students and parents are encouraged to check this area as needed. Labeling all of your child's coats, sweatshirts and other items with their name will be helpful in having lost items returned. Items left unclaimed after school dismisses for the school year will be donated.

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

Health Screening: Periodic vision and hearing screenings are conducted. These are quick screenings to identify problems that might interfere with learning. Parents will receive written notice of any problems noted. Please notify the school nurse if you suspect your child has a vision or hearing problem. Vision and hearing screenings **do not** take the place of professional examinations by your healthcare provider.

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

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

Immunizations: Washington School Immunization law requires that students must present proof of immunization in order to be admitted to school. All students new to the school on or after August 1, 2020 will need to provide medically verified immunization records on or before the student's first day of attendance. Students who are up to date with vaccine requirements do not need to turn in any additional immunization paperwork. Students actively catching up on immunizations must turn in a Certificate of Immunization Status (CIS) form with a parent or guardian signature acknowledging the student is in conditional status. Students must be up to date on their immunizations, having received all eligible doses before they can start school. When the next catch-up dose is due, the parent or guardian will need to turn in medically verified records within 30 days of the due date showing that the student has received the catch-up dose or doses. Students without immunization paperwork on the first day of school should not start school until the required paperwork is turned in.

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

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

Parents' Right to Know: Sec. 1111h6A of NCLB specifies a parent's right to know teacher qualifications:

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

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

Parent-Teacher Conferences: Parents will be invited during the school year to meet with their child's teacher to discuss the student's progress in fall and in spring. Please make every effort to keep the appointments for the time they are made. Conferences are an integral part of the school's reporting program and are designed to give parents an accurate and objective report of their child's academic and behavioral progress. Parents should not hesitate to ask questions about any concerns they may have.

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

Personal Property at School: Students often want to bring items of personal property to school. At times this property is lost or damaged causing hurt feelings and other issues. We ask that parents carefully monitor their children in the choices they make in bringing personal property to school. In all cases, the school is not responsible for these items should they be stolen, borrowed, traded, damaged, broken, etc. and the school does not facilitate remediation in any circumstance. This includes issues that occur on the buses as well. Students should leave toys and electronics at home.

Photo and 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". To omit your child from publication, parents are required to complete a Consent and Waiver form detailing the use of names and photographs. The form can be found at: https://www.centralia.k12.wa.us/cms/lib/WA01001473/Centricity/Domain/27/2022F%20Electronic%20Resources%20-Photo%20Opt%20Out%20Form%20-%20English.pdf

Playground Rules: It is impossible to make rules that will cover all circumstances governing play conduct on the playground. The following will address a few of the more obvious and immediate needs. Rules for areas and games will be taught and reviewed with students.

The playground duty person is in complete charge of the safety of the students on the playground and therefore has the authority to make decisions for the safety and wellbeing of the student using the playground. In carrying out this responsibility, games may be suspended or

altered until the principal and/or staff review the situation and determine what is in the best interest of the students. Students will go to and from recess in an orderly manner as determined by the staff. Upon hearing the bell that ends the recess period, students are to immediately stop their recess activity, return equipment, and re-enter the school according to the procedure approved by their teacher. Students are not to leave the playground without permission from the recess duty or other staff. Students are to remain in visual sight of the duty person. An assortment of playground equipment for student use is located on the playground.

School Closure: If it is necessary to close school or delay the school starting time due to inclement weather, dangerous road conditions or any other emergency, a **"No School Announcement"** will be made over local radio and television stations. Current information is also available on the Centralia School District Web Page at: http://www.centralia@wednet.edu Parents: Please discuss with your students what to do if school is closed, delayed or dismissed earlier than regular time.

School Improvement Plan: Each Centralia School maintains an annual School Improvement Plan (SIP). This plan outlines the needs and goals which are the focus of our work each year. You may find our plan on our school website, or contact the office for more information.
School Pictures: Individual pictures of students will be taken in fall and spring. All students will be photographed, but parents are not obligated to purchase student pictures. Package options will be available for those who wish to purchase.

School Supplies:

Centralia School District School Supply Lists 2025-2026

ALL students need
backpack
headphones/earbuds
ream of white copy paper

Kindergarten
1 box gallon size zip bags (Boys)
1 box quart size zip bags (Girls)
4 boxes crayons regular size 24 pack (Crayola)
1 container baby wipes unscented (optional)
4 dry erase markers black/blue (optional) EXPO
4 glue sticks
2 large box tissues
36 pencils #2 (Ticonderoga)

1st Grade
1 box gallon size zip bags (Boys)
1 box sandwich size zip bags (Girls)
2 box tissues (regular size)
2 boxes crayons 24 count (Crayola)
1 colored markers (12 count)
1 container baby wipes unscented (optional)
2 dry erase markers black/blue (optional) EXPO
4 large glue sticks
1 pair scissors (FISKARS)
1 pencil box
36 pencils #2 (Ticonderoga)

2nd Grade
1 box gallon size zip bags (Boys)
1 box quart size zip bags (Girls)
2 boxes crayons Crayola (24 count)
1 colored pencils
3 composition notebooks (wide ruled-not spiral)
1 container baby wipes unscented (optional)
5 dry erase markers black/blue (optional) EXPO
2 large box tissues
5 large glue sticks
1 pair scissors (FISKARS)
1 pencil box (no larger than 9 X 6 inches)
24 pencils #2 (Ticonderoga)
2 pink erasers (no pencil top erasers)

3rd Grade
1 box colored markers (12 count)
1 box crayons (Crayola)
1 box gallon size zip bags
2 box tissues (large)
1 colored pencils
1 container baby wipes unscented (optional)
4 dry erase markers black/blue (optional) EXPO
1 highlighters (package)
2 large glue sticks
1 pair scissors (FISKARS)
24 pencils #2 (Ticonderoga)
1 plastic pencil box
3 spiral notebooks (wide ruled)
1 two pocket paper folders

4th Grade
1 box of crayons (Crayola)
1 box tissues
1 colored pencils
1 container baby wipes unscented (optional)
1 dry erase markers black/blue (optional) EXPO
2 large glue sticks
2 large pink erasers
3 notebooks with lined paper
1 pair scissors (FISKARS)
1 pencil pouch
12 pencils #2 (Ticonderoga)
1 two pocket paper folders

5th Grade
1 box of colored pencils
2 box tissue
3 composition books
1 container baby wipes unscented (optional)
2 containers of sanitizing wipes
1 dry erase markers black/blue (optional) EXPO
1 highlighters (package)
4 large glue sticks
2 large pink erasers
1 package of lined paper
1 pair scissors (FISKARS)
36 pencils #2 (Ticonderoga)
3 spiral notebooks (wide ruled)

6th Grade
1 box tissue
1 colored pencils
4 composition books
1 container baby wipes unscented (optional)
1 dry erase markers black/blue (optional) EXPO
1 highlighters (multi-colored)
24 pencils #2 (Ticonderoga)

If you need assistance with school supplies, please contact our school counselor.

School Visitors: Parents are welcome to visit at school. We need your support! When visiting, always check in through the school office and obtain a visitor's pass. This procedure contributes to schoolwide student safety.
School Volunteers: As you may know, we have an approval procedure for volunteers that must be cleared prior to working in classrooms, escorting field trips and other volunteer duties. This procedure complies with State and District policies and expectations to ensure student safety.

The following is an outline of the procedure:
1. Any adult, parent or family member that is interested in volunteering in classrooms or escorting/attending field trips or volunteering in other ways at school will let their child's teacher know of their interest and will pick up a volunteer background check form from the office that will need to be completed and returned to the office. This form must be completed and returned annually.
2. The name of each volunteer will be added to the schoolwide volunteer list which will allow each individual to volunteer in classrooms or escort/attend field trips for the remainder of that school year.
3. All volunteers, including field trip volunteers, must check-in at the school office to sign-in and receive a visitor's pass on the day of their visit to school.

Volunteer Notes:
- The background check process takes time to complete. Please do not wait until the day before (or even a few days before) a field trip to begin the process.
- Younger siblings are not allowed to attend with the volunteer and/or visit during instructional time due to the potential for disruption of teaching and learning.
- Family pets are not allowed on the school campus and/or on field trips.

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

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

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:
Students https://app.eduportal.com/documents/view/619523
Procedure: https://app.eduportal.com/documents/view/619525

Staff: https://app.eduportal.com/documents/view/409786
Procedure: https://app.eduportal.com/documents/view/409787

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT
If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve 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 received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.
You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at

OSPI:

Email: Equity@k12.wa.us I ***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, 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.

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 I TDD: 1-800-877-8339 I OCR.Seattle@ed.gov I www.ed.gov/ocr
Washington State Human Rights Commission
1-800-233-3247 I TTY: 1-800-300-7525 I www.hum.wa.gov

Students' Acceptable Use of Technology: Electronic information resources are available to students at Oakview. These resources include the use of the computer, technological programs and access to the Local Area Network and Internet services. To use district technology students must be willing to abide by the rules of acceptable use. Acceptable use means that students promise to use technology responsibly and respectfully, to abide by school and district rules as outlined here and taught by teachers and other staff. The use of these electronic teaching and learning tools are designed to support your child's education.

The Internet server at Centralia Schools are filtered by a proxy server and student use of the Internet is monitored. Students who abuse acceptable use, which includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, gambling, chat rooms and inappropriate language will be subject to appropriate consequences including loss of access to technology.

It is advised that students not tell or show others any personal or family information over the Internet, such as: home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers. Keep personal and electronic information, including your username and password, private.

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

School websites can be accessed on the drop-down menu at the top of the district home page. Each site contains a wide variety of school information including important reminders and announcements, school calendars and other details regarding our comprehensive educational program. You may also visit staff web pages for news and events about specific classrooms.

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

tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles.

Title 1 Schoolwide Letter:

Dear Parent or Guardians,

This elementary school receives Title 1 funding for school wide support from the federal Department of Education. This supplementary help, which is in addition to your child's regular classroom instruction, may be provided in reading or math as needed. Throughout our school, support for students may occur within or outside of the classroom. Students may be supported individually or in small group settings. Should your child be in need of additional support, the building team will coordinate those services.

As parents, you are entitled to request information regarding the qualifications of teachers and paraeducators at our school. Additionally, should you have concerns that you feel are not legally addressed, you may file a citizen's complaint. A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

This form can be found at:
http://www.k12.wa.us/TitleI/FamilyInvolvement/pubdocs/HandoutCitizenComplaintSchoolDistrictESDSubgrantee.pdf

If you do not wish your student to receive additional support services, please let us know. Should you have any questions, please contact any of us or your child's classroom teacher.

Behavior Matrices By Grade Level

Kindergarten Classroom Behavior Matrix

Expected Classroom Behavior	Incentives and Rewards
1. Listen to others 2. Follow directions quickly 3. Safe Body (keep body to self) 4. Use an appropriate voice 5. Stay on task 6. Cooperate kindly with others 7. Treat materials with respect 8. Raise your hand 9. Accept consequences quickly and quietly	● Specific Praise or compliments ● Positive phone calls or notes home ● Giving the student an additional responsibility or having him/her run an errand (Classroom Jobs) ● Whole-class “cheer” or applause ● Extra recess or other desired activity ● Hugs, “high fives”, pats on the back ● Special time with principal, teacher, or other staff ● Sticker charts ● Whole class behavior incentive chart (i.e. filling up a gumball machine, filling up a 10 frame, etc.) ● Small snacks ● Table Points ● Token System-tickets, classroom cash, paws, etc.
Intensity 1 Offenses	Corrective Responses
● Tattling ● Cheating (i.e. during games/cooperative play) ● Inappropriate tone or volume of voice ● Lying ● Touching things that are not yours ● Not being in a designated or specified area ● Talking with Neighbors/Others without Permission ● Poor attitude/Rudeness ● Calling/Shouting/Blurting out answers ● Running instead of walking from place to place ● Intentionally not following directions correctly (i.e. Scribbling on purpose) ● Rocking, tilting, falling out of seat ● Non-speech noises that disrupt the class ● Horseplay/Play Fighting/Rambunctious Play (i.e. throwing things at centers) ● Inappropriate Language - General (i.e. Calling people stupid, bathroom talk)	● Teacher visual, non-verbal, or physical prompt ● Teacher proximity (or student moves closer to teacher) ● Teacher redirect ● Teacher warning- verbal or written ● Teacher uses a prompt of expectations ● Student is given a choice to pick a different spot ● Students needs to apologize to teacher/student ● Teacher pauses the activity for the student to watch the other students to learn expected behavior ● Go back and try again/practice appropriate behavior ● Positive praise others that are showing the appropriate behavior
Intensity 2 Offenses **persistent, on-going, repetitive Intensity 1 behavior may also fall into this category** ● Name calling ● Teasing ● Hands inappropriately on another student (i.e. poking, invading another student’s space) ● Inappropriate language (i.e. cussing) and/or	Classroom Based Consequences ● Time-out in class or in another room (i.e. buddy room of the same grade or office) ● Move the student to another spot in the classroom ● Loss of the opportunity to earn reward (i.e. loses job, doesn’t get a ticket or snack) ● Write in discipline log/book (write up a minor)

hand gestures ● Arguing with the teacher/Talking back ● Inappropriate Physical, Aggressive Behavior - Instinctive Reaction/No Injury (i.e. Grabs materials out of another students hands) ● Leaving the room without permission ● Vandalism - Minor (Item of lesser cost and damage that can be repaired)- Scribbles on table, pushing tip of marker in) ● Stealing - Minor (Item of lesser cost and damage that can be repaired) ● Minor Fit Throwing- throwing self down, screaming, refusal lasting less than 5 minutes	● Student needs to model/practice the appropriate behavior ● Students needs to write an action/remediation plan- Conference with staff ● Teacher ends activity for the student; Teacher has him/her watch the other students instead to learn desired behaviors ● Loss of free time/center time ● Student needs to repair or replace damaged items ● Phone contact with parent ● Notes home written by the teacher/student ● Loss of Recess - Revisit Expectation at Recess
<u>Intensity 3 Offenses</u> **persistent, on-going, repetitive Intensity 2 behavior may also fall into this category** ● Vandalism - Major- including tearing apart classroom materials (i.e. bulletin boards, calendar, books, etc.) ● Stealing - Major (Item of greater cost with clear intent to steal) ● Throwing furniture/materials with intent to hurt ● Sexually inappropriate behavior (i.e touching others or self/showing private parts) ● Inappropriate Physical - Aggressive Behavior ● Physically Threatening Behavior ● Any form of harassment	<u>Out of Class Consequences</u> ● In-school suspension ● Out-of-school suspension ● Call to the office to escort ● Parent/Teacher Conference ● Parent/Teacher/Student Conference ● Detention ● Loss of extra privileges ● Students needs to repair or replace damaged items ● Letter to home ● Phone contact with parent

First Grade Classroom Behavior Matrix

Expected Classroom Behaviors:	**Incentives & Rewards:**
1. Demonstrate good listening 2. Raise hand to speak or stand 3. Stay on task 4. Use an appropriate tone & volume 5. Follow directions quickly and the first time 6. Keep hands, feet, and body to self (personal space) 7. Use classroom materials appropriately 8. Walking feet 9. Use kind words and actions 10. Be honest 11. Take responsibility for actions and statements	Brain Break Praise or compliments Positive phone calls or notes home (parent & student) Treasure box - daily, weekly PBIS ticket Extra recess, free time (free reading time, free computer time, free game time) Feedback tools (stickers, happy note, certificates) Class parties, snacks Award certificates/Badges Letting the student visit the principal for a special treat or reward Giving the student an additional responsibility or having him/her run an errand (Classroom Jobs) Whole-class “cheer” or applause Whole-class behavior incentive chart (i.e. filling up a gumball machine, filling up a 10 frame, etc)
Intensity 1 (Annoying) Behaviors: Tattling Touching things Not listening/not paying attention Inappropriate tone Not being in own space Leaving seat Talking out of turn Talking to peers (constant) Not following directions Running in class Poor attitude Teasing Blurting out Non-speech noises Distracting others	**Intensity 1 Corrective Response:** Student is moved to another seat in the classroom Teacher visual, non-verbal, or physical prompt Teacher proximity Teacher redirect Teacher warning Teacher uses a “Stop & Think” prompt Teacher recognizes nearby student demonstrating correct behavior
Intensity 2 Behaviors: Persistent Level 1 Intensity Behaviors Name calling Horseplay Physical contact Intimidating another student Hands inappropriately on another child Physical aggression Lying	**Intensity 2 Classroom-based Consequence Options:** Student models the appropriate behavior Time-out in class Phone contact with parent Loss of free time (on a graduated scale) Loss of recess Student apologizes to teacher/class Student develops an action/remediation plan Teacher ends activity for the student; student watches the remainder of the activity Note sent home with parent signature required
Intensity 3 Behaviors:	**Intensity 3 Out of Class Consequence**

Persistent Level 2 Intensity Behaviors Throwing furniture Inappropriate behavior (touching others or self/showing private parts) Vandalism Defiance Bullying Stealing Inappropriate Physical Aggression With Intent/No Injury Inappropriate/Disrespectful Touching Inappropriate language - antisocial Leaving the room Spitting	**Options:** Parent/Student/Teacher/Admin Conference In-school suspension Out-of-school suspension Loss of recess Loss of free time Phone contact with parent Loss of extra privileges Student develops an action/remediation plan Restitution

Second Grade Classroom Behavior Matrix

Expected Classroom Behavior	**Incentives and Rewards**
1. Active listening 2. Follow directions the first time 3. Stay in your own space 4. Raise your hand and wait patiently 5. Use appropriate voice level 6. Calm body (walking) 7. Self regulate 8. Use kind words and actions 9. Collaborate and problem solve kindly 10. Treat people and property with respect 11. Focus on completing your own work 12. Positive self talk 13. Take personal responsibility for words and actions 14. Be honest	● Praise or compliments ● Positive phone calls or notes home ● Treasure box - daily, weekly ● Recognition in front of the class (the principal, a school assembly) ● Extra recess, free time, free reading time, free computer time, free game time ● Special lunch with teacher (from classroom or another teacher in the school) ● Award Certificates/Badge ● Special recognition from the principal, counselor, PBIS para, etc. ● Classwide Reward - Art Hub, Reading with Flashlights, computer time, etc. ● PBIS Tickets
Intensity 1 Offenses	**Corrective Responses**
● Talking out of turn ● Tattling ● Touching things that are not yours ● Passive off-task behavior (e.g. head on desk, staring out the window) ● Not listening/not paying attention ● Not following directions correctly ● Leaving seat without permission ● Inappropriate tone or volume of voice ● Non-speech noises that disrupt the class ● Not being in designated or specified area ● Running in class	● Teacher visual, non-verbal, or physical prompt ● Teacher proximity ● Teacher redirect ● Teacher warning ● Teacher uses a “Stop & Think” prompt ● The ‘Teacher Look’

● Rocking, tilting, falling out of seat ● Calling/shouting/blurting out answers ● Socializing with peers without permission	
Intensity 2 Offenses ● Arguing with the teacher/Talking back ● Continually distracting others ● Passive defiance ● Poor attitude/Rudeness ● Horseplay/ Play Fighting ● Hands inappropriately on another student (Poking, invading another student's space) ● Pushing/Inappropriate physical contact - no injuries ● Lying ● Name calling ● Inappropriate language - general ● Inappropriate hand gestures ● Vandalism - Minor (Item of lesser cost and damage that can be repaired)	**Classroom Based Consequences** ● Move the student to another seat in the classroom ● Teacher ends the activity for the student ● Student needs to model the appropriate behavior ● Time-out in another class ● Time out in class ● Loss of free time (on a graduated scale) ● Notes home written by teacher ● Loss of extra privileges ● Letter to parent written by student ● Phone call home by teacher and/or student ● Student needs to repair or replace damaged items ● Use restorative practices to problem solve
Intensity 3 Offenses ● Inappropriate language - Antisocial ● Any form of Harassment ● Vandalism - Major (Item of greater cost and damage that cannot be repaired) ● Stealing - Major (Item of greater cost with clear intent to steal) ● Throwing furniture/dangerous materials ● Inappropriate Physical- Aggressive Behavior - With Intent/No Injury ● Inappropriate behavior (e.g., touching others or self/showing private parts) ● Physically Threatening Behavior ● Inappropriate Physical-Aggressive Behavior - Minor Injury ● Bullying/Cyberbullying ● Inappropriate/Disrespectful Touching ● Computer/Technology Violations - Major	**Out of Class Consequences (Chosen in Collaboration with Admin)** ● Out-of-school suspension ● In-school suspension ● Parent/Student/Teacher Conference ● Student needs to repair or replace damaged items ● Loss of extra privileges (in another setting) ● Loss of recess ● Phone contact with parent ● Loss of free time (in another setting) ● Student needs to model the appropriate behavior ● Write an action/remediation plan at parent conference

Third Grade Classroom Behavior Matrix

Expected Classroom Behaviors 1. Active listening 2. Follow directions the first time	Incentives and Rewards: ❖ Praise or compliments

3. Begin and complete work promptly and appropriately 4. Stay in your own space 5. Treat people and property with respect 6. Use kind and appropriate words 7. Positive self talk 8. Be aware of your feelings and others' 9. Be honest 10. Take responsibility for your actions and statements 11. Accept consequences quickly and appropriately 12. Apologize appropriately	❖ Positive phone calls or notes home ❖ Award Certificates/Badge ❖ Giving the student an additional responsibility or having him/her run an errand ❖ Letting the class have 5 minutes at the end of the class period as free time ❖ Extra recess, free time, free reading time, free computer time, free game time ❖ Rewards/tangible feedback (pencils, grab bag, tokens, points, special bookmarks) ❖ Rewards/Acknowledgements (Student of the Week, class cheer, special job or designation) ❖ Opportunities to do a desired "job" in classroom or school (e.g., sort papers, help the Custodian, run an errand to the office) ❖ Earn a special class position (e.g., line leader, be excused to go home first) ❖ Hugs, "high fives," applause, pats on the back ❖ Special lunch with teacher (from classroom or another teacher in the school) ❖ Treasure box - daily, weekly
<u>Level 1 Offenses</u> ❖ Not listening/not paying attention ❖ Tattling ❖ Passive off-task behavior (e.g. head on desk, staring out the window) ❖ Calling/shouting/blurting out answers ❖ Talking out of turn ❖ Inappropriate tone or volume of voice ❖ Touching things that are not yours ❖ Distracting others ❖ Leaving seat without permission ❖ Non-speech noises that disrupt the class ❖ Rocking, tilting, falling out of seat ❖ Teasing	<u>Teacher Corrective Responses</u> ❖ Teacher visual, non-verbal, or physical prompt ❖ Teacher proximity ❖ Teacher redirect ❖ Teacher warning ❖ Teacher uses a "Stop & Think" prompt ❖ Student is moved to another seat in the classroom
<u>Level 2 Offenses</u>	<u>Classroom-based Consequences</u>

❖ Repeated and increased intensity 1 behavior ❖ Lying ❖ Inappropriate language and noises ❖ Passive defiance/not following directions ❖ Cheating ❖ Staring/attempting to non-verbally intimidate another student ❖ Arguing with the teacher/Talking back ❖ Continually distracting others ❖ Not getting to your designated work spot quickly and staying there ❖ Repeated aggressive behavior- no injury ❖ Vandalism - Minor (Item of lesser cost and damage that can be repaired) ❖ Stealing - Minor (Item of lesser cost and damage that can be repaired)	❖ Referral ❖ Loss of free time (on a graduated scale) ❖ Time out in class ❖ Teacher calls home ❖ Time-out in another class ❖ Loss of recess ❖ Write an action/remediation plan ❖ Student models the appropriate behavior ❖ Student repairs or replaces damaged or stolen items ❖ Activity ends for the student ❖ Student writes letter to parent ❖ Phone contact with parent ❖ Teacher directed short break out of room
<u>Level 3 Offenses</u> ❖ Active defiance ❖ Not being in a designated or specified area (out of class) ❖ Physically Threatening Behavior ❖ Inappropriate Physical Behavior ❖ Bullying/Cyberbullying ❖ Inappropriate language - Antisocial (e.g. racial, sexual) ❖ Inappropriate/Disrespectful Touching ❖ Sexually inappropriate behavior (e.g., touching others or self/showing private parts) ❖ Sexual harassment ❖ Throwing furniture/materials ❖ Computer/Technology Violations - Major ❖ Vandalism - Major (Item of greater cost and damage that cannot be repaired) ❖ Stealing - Major (Item of greater cost with clear intent to steal)	<u>Out-of-Class Consequences</u> ❖ Student repairs or replaces damaged items ❖ Student writes letter to parent ❖ Parent/teacher (and possibly student) conference ❖ Loss of recess ❖ Student writes an action/remediation plan ❖ Send to the office ❖ In-school suspension ❖ Out-of-school suspension ❖ Student models the appropriate behavior ❖ Activity ends for the student ❖ Phone contact with parent ❖ Teacher calls home

Fourth & Fifth Grades Classroom Behavior Matrix

Expected Classroom Behaviors:	**Incentives & Rewards:**
1. Follow adult directions quickly and consistently the first time 2. Walk in the classroom 3. Discuss disagreements in a calm manner 4. Treat people and property with dignity and respect 5. Talk with peers using an appropriate volume, pitch and tone of voice 6. Begin and complete work promptly, appropriately and consistently 7. Bring all needed materials to school each day* 8. Ask adults for help to solve serious problems and/or stay safe 9. Tell the truth and take responsibility for your own actions and statements 10. Accept both positive and negative consequences appropriately	● Choice Time (computer, free write, drawing, free reading, game, arts/crafts) ● Praise or compliments/positive parent calls or notes home ● Extra recess ● Class parties ● Award coupons ● Food/Treats/Stickers ● Recognition in front of the class (the principal, a school assembly) ● Award Certificates/Badge ● Whole class “cheer” or applause ● Special lunch with teacher (from classroom or another teacher in the school) ● Letting the student visit the principal for a special treat or reward (Schoolwide) ● Recognizing the student as “Student of the Day or Month” ● Side hugs, “high fives”, applause, pats on the shoulder, fist bumps
Intensity 1 Behaviors: ● Passive off-task behavior (e.g. head on desk, staring out the window, not listening, not paying attention) ● Tattling ● Touching things that are not yours ● Inappropriate tone or volume of voice ● Talking without permission ● Blurting and/or non-speech noises that disrupt the class ● Lying/cheating ● Not following directions ● Rocking/tilting/falling out of seat ● Leaving seat without permission ● Passive defiance ● Computer/Technology Violations (Minor) ● Horseplay/Play fighting/Running in class ● Inappropriate language ● Distracting others	**Intensity 1 Teacher Corrective Response:** ● Teacher visual, non-verbal, or physical prompt ● Teacher proximity ● Teacher redirect ● Teacher warning ● Student/teacher private conversation ● Student is moved to another seat in the classroom ● Student apologizes to teacher/class/student
Intensity 2 Behaviors: ● Repeated Intensity 1 behaviors ● Non-sexual harrassment ● Name-calling/Teasing ● Staring/attempting to non-verbally intimidate another student ● Poor Attitude/Verbal Rudeness	**Intensity 2 Classroom-based Consequence:** ● Loss of free time ● Teacher ends the activity for the student ● Document behavior in discipline log/book/Skyward - written by teacher ● Loss of recess assigned by teacher ● Letter to parent - written by the student

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- Inappropriate Physical Contact - No injuries
- Inappropriate Physical-Aggressive Behavior - Instinct Reaction
- Hands inappropriately on another student (Poking, invading another student's space)
- Inappropriate/Disrespectful Touching
- Out of designated area/Leaving room without permission
- Inappropriate hand gestures/non-speech noises
- Spitting on the floor
- Active defiance
- Arguing with the teacher/talking back
- Continual Swearing
- Stealing - Minor (Item of lesser cost with clear intent to steal)
- Vandalism - Minor (Item of lesser cost and damage that can be repaired)

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(signature required)
- Message home - written by the teacher (signature required)
- Loss of extra privileges
- Phone contact with parent
- Teacher calls home with student from the classroom
- Parent/teacher conference
- Parent/student/teacher conference

Intensity 2 Classroom-based Restitution
- Students writes an action/remediation plan
- Student needs to repair or replace damaged items

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Intensity 3 Behaviors:
- Repeated intensity 2 behaviors
- Sexual misconduct (e.g., verbal, touching others or self/showing private parts)
- Inappropriate Physical Contact
- Inappropriate language - Antisocial (e.g. racial, sexual)
- Bullying/Cyberbullying/Hazing
- Spitting on others-intentionally
- Physically Threatening or Aggressive Behavior with intent
- Throwing furniture/dangerous materials
- Continual active defiance
- Computer/Technology Violations (Major)
- Stealing - Major (Item of greater cost with clear intent to steal)
- Vandalism - Major (Item of greater cost and damage that cannot be repaired)

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Intensity 3 Out of Class Consequence:
(Consequences in this section, though handled by administration, are meant to be collaborative.)
- Out-of-school suspension
- In-school suspension
- Detention
- Parent/student/teacher/principal conference
- Parent/teacher/principal conference
- Student needs to repair or replace damaged items
- Student needs to write an action/remediation plan
- Message home - written by the principal (signature required)
- Loss of recess
- Loss of extra privileges
- Letter to parent - written by student signed by parents and returned to principal
- Principal phone contact with parent
- Document behavior in discipline log/book/Skyward by principal

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Sixth Grade Classroom Behavior Matrix

Expected Classroom Behaviors

1. Follow directions quickly the first time
2. Treat others and their property with dignity and respect
3. Attend class on time with materials daily
4. Focus on completing work in a timely way
5. Keep arms, feet and body in your own space
6. Act safely
7. Wait to be called on to speak
8. Discuss and disagree in a respectful manner
9. Use appropriate language and voice level for the area or situation
10. Ask adults for help to solve serious problems (teasing, bullying, peer pressure) or stay safe
11. Tell the truth and take responsibility for your actions and statements
12. Accept consequences and make things right

Incentives and Rewards

- Praise or compliments
- Positive email or phone calls home
- Give the student an opportunity to be a peer tutor/class helper
- Earn free time at the end of the week/period
- Treats/PBIS tickets
- Special class activity (game, party, etc.)
- Special student recognition (announcements, positive behavior board)
- Special lunch table/area
- PBIS drawing (t-shirts, prizes, etc.)
- “No homework/no worksheet” pass

Level 1 Offenses

- Tattling
- Disengagement (e.g. head on desk, staring out the window, not listening, not paying attention)
- Talking out of turn/blurting out
- Off task behaviors that disrupt learning (talking, making noises, gestures, etc.)
- Touching things that are not yours
- Wearing a hood
- Wandering/out of seat/not being in designated area
- Not following classroom procedures

Teacher Corrective Responses

- Teacher visual, verbal, non-verbal, or physical prompt
- Teacher proximity
- Teacher redirect
- Teacher warning
- Teacher uses a “Stop & Think” prompt
- 1:1 private conversation

Level 2 Offenses

- Repeated Intensity 1 behaviors
- Horseplay/play fighting
- Computer/technology violations
- Passive defiance
- Lying/cheating
- Arguing with the teacher/talking back
- Teasing
- Verbal/non-verbal intimidation of another student
- Minor vandalism
- Stealing minor items (pens, notebooks, etc.)
- Denial of a reasonable request
- Electronic device violation

Classroom-Based Consequences

Intensity 1 Corrective Response and/or:

- Detention/service
- Parent/Student/Teacher conference with Principal
- Student needs to write an action plan
- Student needs to repair or replace damaged items
- Team meeting with Teacher/Counselor/Administration/Parent
- Behavior plan
- Electronic device to the office per electronic device policy
- Restitution

Level 3 Offenses

- Repeated Intensity 2 behaviors
- Harassment/Intimidation/Bullying (HIB)

Out-of-Class Consequences

Intensity 2 Consequences and/or:

- Removal from classroom/send to office

● Vandalism - major (item of greater cost and/or damage that cannot be repaired) ● Stealing major items ● Throwing furniture/ materials ● Sexually inappropriate behavior/harassment ● Inappropriate physical behavior ● Profanity towards staff /student ● Inappropriate language (e.g. racial, sexual) ● Truancy/skipping class ● Refusal to identify self to adult staff	● Parent/Student/Teacher conference with Principal ● Student needs to write an action plan ● Student needs to repair or replace damaged items ● Team meeting with Teacher/ Counselor/Administration/Parent ● Behavior plan ● In-school/out of school suspension ● HIB processes and procedures ● Restitution

CENTRALIA MIDDLE SCHOOL

Student Handbook 2025–2026



“Strong Minds, Brave Hearts, Bright Futures”

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OFFICE INFORMATION and BELL SCHEDULE

CMS Website:
https://cms.centraliaschooldistrict.org/
Address:
701 Johnson Rd. Centralia, Wa 98531
Phone **360-330-7619**

Principal	Lara Gregorich-Bennett
Asst. Principal	Scott Gagnon
Secretary	Alicia Durham
Secretary	Jean Shannon
Secretary	Tiffany Leone
Counselor	Drew Kostelnik
Counselor	Ashley Shultz
True North Counselor	Rick Miranda
Title IX Compliance Officer	Dr. Lisa Grant

Below are the regular bell schedules for M/T/Th/F and Early Release on Wednesdays

There will be other alternate schedules based on specific circumstances (assemblies, field trips, 2 hour delays etc.)

Regular Bell Schedule		50
Period	**Start**	**End**
Bell	7:40	
1	7:45	8:35
2	8:38	9:28
3	9:31	10:21
8th Lunch	**10:21**	**10:57**
4	11:00	11:50
4	10:24	11:14
7th Lunch	**11:14**	**11:50**
5	11:53	12:43
6	12:46	1:36
7	1:39	2:30

Wed. Early Release (90)		37
Period	**Start**	**End**
Bell	7:40	
1	7:45	8:22
2	8:25	9:02
3	9:05	9:42
5	9:45	10:22
8th Lunch	**10:22**	**10:58**
4	11:01	11:40
4	10:25	11:04
7th Lunch	**11:04**	**11:40**
6	11:43	12:21
7	12:24	1:00

CMS FINES & FEES

A.S.B. Fees:

- ASB card $ 20.00
- School annual $ 25 with ASB/$ 30 without
- School dance admission $ 5 with ASB/$8 without

Sports Fees:

- Athletic Fee for students participating in sports $ 30.00 per sport $35.00 for football

Those who play sports must also have an A.S.B. card.

Music Fees:

- Orchestra (instrument rental) $ 40.00
- Band - (instrument rental) $ 40.00

Those who participate in the music program must also have an A.S.B. card. *Financial assistance is available on a case by case basis. Speak with your student's counselor for more information. Available rentals are limited.*

Chromebooks	Fee
Screen Replacement	$210
Broken/Lost Charger	$40
Keyboard Repair	$140
Key Replacement (per key)	$60
Bottom Case Repair	$80
Headphone Jack Repair	$70
Battery Replacement	$100
Logic Board Replacement	$230
Internal Components (fan, trackpad, etc.)	$80
Complete Device Replacement (Lost/Damaged beyond repair)	$300

Internet Devices	Fee
Broken/Lost MiFi	$100
Lost/Broken MiFi Charger	$40
Broken/Lost Cradlepoint	$600
Lost/Broken Cradlepoint Charger	$40

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LUNCH PROGRAM:

CMS participates in a free breakfast and lunch program. Below are the prices for extra items.

- First Breakfast $0.00 – All income levels
- Second Breakfast $1.60 (on the same day)
- First Lunch $0.00 – All income levels
- Second Lunch $2.70 (on the same day)
- Milk $0.40

BUILDING INFORMATION

DOORS OPEN TO STUDENTS 15 MINUTES PRIOR TO THE SCHOOL DAY

SCHOOL RULES MOST FREQUENTLY ASKED ABOUT:

See "*Discipline Policy*" on page 13 for more details about consequences

1) **Headphones, and earbuds are not to be worn at school**. Upon arrival at school, they are required to be placed in your backpack or locker (athletes only). They cannot be carried or worn during the school day. See "*Cell Phone Policy*" for cell phone/earbuds expectations)
2) Eating is allowed only in the commons. Teachers may invite students into their rooms to eat during lunch or breakfast. As a general rule - **food and drink are only allowed in the commons.**
3) **Coffee/Energy Drinks are allowed ONLY before school in the commons.** Coffee and energy drinks seen opened after this time will be confiscated and thrown away.
4) Clear bottles with **water only** are allowed in classrooms.
5) **No permanent markers** of any kind are allowed at school.
6) **Gum** is allowed at school, but a teacher may request that gum not be chewed in their classroom. **NO GUM IN THE GYM AT ANY TIME!**
7) **Personal belongings** such as toys, blankets, large amounts of money, or other items that distract from the learning process are not allowed at school.
8) Students are considered **tardy** if they are not in class and ready to learn when the bell rings at the end of the passing period.
9) CMS is a closed campus. **Students are required to remain on the school grounds** from the time of arrival until officially excused. Leaving school grounds will result in discipline.
10) **The school will not be liable** in the event of lost, stolen, or damaged electronic devices or other items. Please leave these items at home.
11) **During class time, students are expected to be in their assigned classroom.** Students are not to "visit" other classrooms or interrupt the learning in other classrooms in any way. If you are using a hall pass, you are expected to go to your destination only and then return to your class as quickly as possible. This holds especially true when there are guest teachers in the building.
12) **Yes, students are REQUIRED to properly identify themselves to staff members.** When asked for their name, a student must give their name to any staff member who requests it.
13) FERPA – Family Educational Rights to Privacy Act. Copies are available at the main office and provided in the beginning of the year newsletter.

GENERAL CMS INFORMATION

ALL STUDENTS WILL BE ISSUED A STUDENT HANDBOOK IN THE FALL. IF LOST, ADDITIONAL COPIES MAY BE REQUESTED FROM THE OFFICE FOR REVIEW.

CLASSROOM SUPPLY EXPECTATIONS

STUDENTS WILL BRING THE FOLLOWING SUPPLIES TO EVERY CLASS (INCLUDING HEALTH AND FITNESS):

1) **PENS AND/OR PENCILS**
2) **AVID BINDER**
3) **NOTEBOOK PAPER**

ASSEMBLIES

Various assemblies will be scheduled throughout the school year. Students are expected to follow the established protocol.
Remember that there are guests in the stands at many of our assemblies.

- Students will walk to and from assemblies with their teacher.
- Students will quietly follow their teacher and sit with your teacher in the assigned section.
- Students will fill every seat - do not try to save a space for a friend.
- When the speaker picks up the microphone everyone is to be respectful and quiet.
- Please pay courteous attention to the speaker.
- Do not shout or whistle when showing appreciation for performances; clapping is the acceptable way.
- Stay seated until information is given for returning to class.
- Walk promptly and quietly with your teacher back to class.

BICYCLE SAFETY AND REGULATIONS

Bicycles must be locked in the bike racks and WALKED on and off the school campus, including sidewalks and crosswalks.

BUSES AND BUS PASSES

Parent/Guardian must sign contact transportation to set up bus route before their student will be able to ride a bus. Students riding school buses to and from school are to follow all rules of the Centralia School District. Referrals from a bus driver may result in losing the privilege of riding on school transportation.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students should have all personal portable **electronic devices turned off and stored in a backpack** while on campus.

The school phone, located at the ASB window, is a toll free phone for students. This phone may be used before school, at lunch, after school, and in the event of an emergency. The school phone is not to be used during class time. If a student must use their cell phone to text or call their guardian, they may ask their teacher to come to the office to do so.

Any student who attempts to use their cell device during the school day will result in the device being confiscated. Excuses such as, "it fell out of my pocket," "my parent was calling/texting me," " I was turning it off," "I was just checking the time," or "I was just putting it away" are not valid excuses. Cell phones seen hanging out of pockets will also be subject to consequences. This includes classrooms, hallways, the commons, bathrooms, etc. Headphones must also be stored in backpack.

Consequences/Steps for violation of the school electronic device policy:

- **Step 1:** A staff member will turn the phone into the office to be picked up by the student at the end of the day. The student will be reminded of the expectations.
- **Step 2**: The device will be turned into the office and can be picked up by the student at the end of the day. The parent/guardian will be notified by staff via phone, letter, or email.
- **Step 3**: A parent will be required to pick up the device after school.
- **Step 4:** Parent will be required to pick up, and the administrator/student/parent will create a plan for their electronic device.

School is a place of business and learning where work needs to be done. Students are not allowed to use any electronic device to photograph or record another student on school property at any time without that person's permission. **Students choosing to photograph or record another person**

on school property without that person's permission will be subject to discipline and possible suspension.

Any student who takes pictures or videos at school that contain images of unwilling persons, inappropriate matters, or have been taken in inappropriate areas (bathrooms, locker rooms, etc.), and posts those pictures or videos online or makes them public in any way, will be subject to further discipline and may be referred to the Centralia Police Department.

CLOSED CAMPUS

CMS is a closed campus. Students are required to remain on the school grounds from the time of arrival until officially excused. Leaving school grounds will result in discipline.

SCHOOL CLOSURE/DELAY

When the Centralia Schools are closed due to inclement weather conditions and/or other emergency conditions, the superintendent, in cooperation with the Pupil Transportation supervisor, will decide if schools will be closed or delayed. The decision will be transmitted to the following radio stations by 6:00 a.m. the morning of the closure: KITI 1420 AM, KELA 1470 AM, KMNT 104.3 FM. The school district website and Facebook page also post this information. In the event of a delay/late start, students are expected to be at school at the appropriate time.

FIRE/EVACUATION DRILL PROCEDURE

Fire/evacuation drill activities are very serious. Drills will be held at least once a month. Please read this carefully as the life you save could be your own.

When the fire bell sounds:

1. All students shall walk quickly, quietly, and in an orderly fashion from their rooms to the exit specified.
2. Running and yelling are not allowed.
3. The teacher will be the last to leave the room and will accompany their class out of the building.
4. Once outside the building, students will stand alphabetically and quietly in line. The teacher will take attendance to see that all students are present.
5. Running and horseplay while outside are not allowed under any circumstances.
6. Students will remain in line until they are told to return to class. Then students will return quietly to class with their teacher.

FITNESS EDUCATION

Physical fitness and the development of muscular movement, self-discipline, and self-understanding, are reached through each individual's active daily participation in our fitness education program. Parents are to encourage their students to participate at whatever capacity they are able during exercise.

In severe cases of injury or illness, the student should discuss their problem with their instructor and arrange for an alternate activity. Participating in a limited manner is always better than watching inactively from the sidelines. The standard uniform is sweats or shorts, T-shirt, socks, and athletic shoes (no black-soled running shoes that can leave marks on the floor may be worn). School dress standards apply to P.E. attire as well. See the Student Dress Standards section for details. **ALL CLOTHING SHOULD BE CLEARLY LABELED WITH THE STUDENT'S NAME.**

Fitness education is a participation class. Students are expected to suit up every day and participate unless prior arrangements have been made with the instructor. Refusal to participate and/or properly dress will result in a parent contact and a consequence. Students will need a lock to secure their belongings during class. You can check one out from the teacher, or supply your own. If you supply your own, you **must** give your teacher the combination or extra key.

GRADE REPORTS

Students receive grade reports shortly after the end of each trimester. These reports are mailed home each trimester. Additionally, students receive mid-quarter progress reports that are to be taken home to be reviewed by parents. Grades can be checked on Skyward. Passwords are provided to parents and students during the first week of school. Students and parents are asked to check grades online regularly for up-to-date information.

HALL PASSES

If you leave the classroom during class time, you must have a hall pass. If you are stopped in the hall by a staff member and do not have a pass, you will be expected to return to class. If you will be leaving class you will be required to sign out when you leave and when you return.

HEALTH AND ACCIDENTS

The school attempts to protect the health of students at all times. If you are ill or have an accident during the school day, talk to the teacher or adult who is responsible for you at that time. They will send you to the office for further care if needed. When a student is ill, every effort will be made to send the student home.

In case of emergencies, we have district nurses that are either on site or close by. If a student is injured at school, the parents or guardian will be notified immediately so that they may transport the child to a doctor. If this is not possible and an emergency situation exists, the child will be taken by ambulance to the hospital emergency room.

A student who becomes ill at school needs to go directly to the office. The office staff will contact the parents or the nurse when needed. Students are not to remain in the restroom if they are ill.

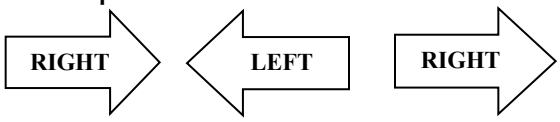
PE LOCKER ROOMS

PE Lockers are provided as a privilege. Lockers are district property and may be inspected unannounced periodically.

- When you obtain your locker, learn the combination of the lock, **do not tell anyone your combination**, and do not leave your locker with the lock set in the unlock position.
- If your locker doesn't open, go to the office if time allows, BUT DO NOT BE LATE FOR CLASS. A locker combination that won't work is not an excuse for tardiness.
- **Do not trade lockers or share lockers. Disciplinary action may occur if there is a failure to comply.**

Locker combinations are changed each year. **Locker combinations are not to be shared with other students.** Students are responsible for cleanliness of lockers. Items placed on the inside of the doors must be appropriate and fastened with tape. No items are allowed on the outside of the locker. Periodic locker inspections will be held.

How to open lockers:



Turn your lock to the right several times and stop on the first number of your combination. Turn it to the left past your first number and stop on your second number. Turn right and stop on your third number. Now OPEN! IF YOU HAVE LOCKER PROBLEMS, CHECK WITH THE CUSTODIAN, (or) MAIN OFFICE.

Do not leave or bring valuables to school. **The school is not accountable for lost / stolen personal items. If you are concerned about an item, leave it at home.**

Students are not allowed in the locker rooms without adult supervision.

LOITERING

Students are expected to leave school property immediately at the end of school. Students staying after school for assistance from a teacher or participation in a school activity must remain supervised by a staff member. Otherwise, we ask students to leave school property due to safety concerns and a lack of direct supervision.

LOST AND FOUND

Lost articles may be claimed upon proper identification in the office. It is recommended that you have articles of clothing and **all possessions clearly marked** with your name. **Those articles not claimed within reasonable time will be given to charity.**

LUNCH

All food is to be eaten in the Commons or in the library during lunch, with permission. In addition to our cafeteria food, some snacks are available to the students. **Food and drinks are not to be consumed in classrooms, in the hallways, or outside.**

LUNCHROOM PROCEDURES

- Food and drinks may be consumed in the commons area only.
- No cuts are allowed in the lunch line.
- Students may not save seats for other students.
- Keep hands, feet, objects and food to yourself.
- Have your ASB card or PIN number ready.
- Money may be deposited to your account at the food service office or ASB office.
- Refrain from loud talking or screaming while eating.
- In order to be dismissed to your lunch break activity, your table must be cleaned and wiped down and area cleaned up of all trash.
- If you would like to do an outside activity (football, basketball, soccer, volleyball) you must pick up a designated pass from an adult in the commons **before school**.

    - If there are no passes left for the activity that day, you will not be able to participate.
- Passes will be handed to an adult as you are released to the field.
- At the end of lunch, students will be required to sit back at their table and re-center/re-focus before being dismissed to 4th or 5th period.
- If you drop or spill food, please clean it up. Get the assistance of the custodian, if necessary.

REDUCED AND FREE LUNCH PROGRAM

Centralia Middle School provides a free breakfast/lunch program for students. See information on the Fees page for the cost of extra meals or drinks. Students will not be allowed to charge more than 2 extra lunches. If it continues to be an issue, parents will be contacted.

MEDICATION AT SCHOOL

All medications, prescription or over-the-counter require an "Authorization for Administering Medication at School" form signed by parent / guardian and prescribing doctor. Some examples of over-the-counter medication include cough drops, ibuprofen, aspirin, and Tums. The authorization form **must** be on file at school before medication can be administered.

Prescription medication accepted in the health room must be properly labeled and in the original pharmacy container. Over-the-counter medication accepted must be in its original manufacturer's packaging. Medication is collected directly from the parent/guardian; students should not transport medication to school.

Medication is stored and dispensed in the health room by the school nurse or a designated staff member trained by a Centralia School District RN and approved by the school principal. **Medication of any type may not be kept in student lockers at any time.**

Injectable medications, for students susceptible to a predetermined, life-threatening situation, like an Epipen for an insect sting, are administered by a licensed nurse or RN trained designated staff member. The parent submits a written statement which grants a trained, designated staff member authority to act according to the current and written prescription from a licensed healthcare professional with Washington state prescriptive authority.

All procedures will be in accordance with mandated Washington state law guidelines.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students at Centralia Middle School are not allowed to engage in affectionate hugging and kissing. In most cases, students will receive warnings before discipline is administered. Parents will be notified if PDA becomes a recurrent problem.

REFUSAL TO IDENTIFY ONE'S SELF TO SCHOOL PERSONNEL Any teacher, administrator, or other school district personnel has the legal right to request that persons on school grounds or at school-related activities identify themselves. No student shall fail to provide their name and other pertinent information to any school personnel. Violators will be subject to discipline.

SUBSTITUTE/GUEST TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impression of our school will be carried into the community. Be certain that you give good impressions by **being polite, helpful, and as considerate more so** than you would be to your regular teacher.

SCHEDULE CHANGES

Any student/parent initiated changes in your class schedule must be approved by an administrator and the parent. Considerations will be taken from counselors and teachers but the final approval will come from an administrator. An appointment with the counselor is required to discuss any proposed schedule change. Schedule changes are generally not made after the first week of a semester. Some schedule changes may involve a conference with the administration.

STUDENT SCHOOL TELEPHONE

Students staying for after school activities should make arrangements for transportation in advance. Unless it is an emergency, we request students do not ask to use the school's student phone during class time. They may come to the office during lunch to make arrangements with home. Messages will be sent to the student from the office as needed.

TECHNOLOGY USE

Use of the school's computers and other technological tools is a privilege. A computer-use agreement, signed by the student and a parent, must be on file. The right to use computers and other tools will be revoked if students do not follow the established building policies.

This year students will be assigned their own individual Chromebook they will be responsible for for the entire year. Refer to technology fees/fines (page 4) to see what students/families will be required to pay for repairs. **All students will be required to submit an Acceptable Use Agreement to check out a Chromebook. That form can be found** here : AUA Form

The following are expectations for one to one Chromebook use:

1. Bring Your Chromebook Daily
- Bring your charged Chromebook to school every day.
- It is part of your learning tools—like a pencil or notebook.

2.. Handle with Care
- Carry your Chromebook with two hands or in a case.
- Never throw, drop, or leave it on the floor, furniture, or outside.
- Keep food and drinks away.

3. Use it for School Work
- Use your Chromebook for classwork, research, and assignments.
- Avoid games, social media, or unrelated videos during school unless a teacher gives permission.

4. Keep it Secure
- Never share your password.
- Do not change settings, backgrounds, or install extensions unless approved.
- Do not let other students use your device.

5. Respect Digital Etiquette
- Use appropriate language and tone in all online communication.
- Follow your school's Acceptable Use Policy at all times.

6. Take Care at Home
- Store it in a safe place when not in use.
- Keep it plugged in and charging overnight.
- Report any issues (like damage or malfunctions) as soon as possible.

7. Follow Teacher Directions
- Only use your Chromebook when and how your teacher allows.
- Close your device when asked. Pay attention to instruction.

8. Lost or Damaged Chromebooks
- Intentional/Unintentional damage may result in fines or restricted use.

9. Internet is a Privilege
- The internet is for learning. Misuse may result in disciplinary action or loss of access.

Discipline consequences may be given if non-educational items are viewed, downloaded or transferred. This includes, but is not limited to, email, games, images, YouTube and other videos, music/audio, sexually explicit materials, profanity, illegal materials, chat rooms, subscriptions, and the ordering of any item. Additional consequences may be applied if there is a violation of local, state, or federal law. (See the Technology Use Agreement.)

VISITORS

All visitors must sign in at the front office and obtain a visitor's badge to wear during their visit. When the badge is displayed. In most cases appointments need to be made for a visit. Staff can be contacted by a phone call or through an email request. Students are not permitted to bring friends to school. No student visitors are allowed at CMS. Siblings are not allowed to attend class either.

CMS - DRESS FOR SUCCESS

CMS DRESS STANDARDS

The responsibility for the dress and appearance of a student rests primarily with the student and their parents/guardians. Student Dress will only be regulated when, in the judgment of school administrators, there is a disruption to the learning process.

Dress & Grooming Guidelines

- Clothing includes a shirt with pants or skirt, or the equivalent, and shoes.
- Shirts and dresses must have solid, non-see through fabric in the front and on the

sides. Length of garment must cover all private areas - when seated, standing, or other movement. Length of shirt should cover the majority of the midriff.
- Clothing must cover undergarments (waistbands & bra straps **excluded**)
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoods may be worn at school as long as the face can be seen. Staff may expect removal of headwear in their class.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

It is expected that -
- Clothing is free from advertising or advocating the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing is free from pornography, nudity or sexual acts.
- No gang affiliation
- Clothing is free from hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing is free from threats to the health or safety of any other student or staff.
- Costumes, blankets, and toys are not permitted during the school day

Consequences for wearing inappropriate items can include:
- You will be asked to change. If you do not have a change of clothes a change will be provided to you.
- Parents and students will be invited to meet with administrators to plan for future success.

ATTENDANCE/TARDY POLICY

ATTENDANCE

Good school attendance is extremely important for students to benefit fully from their school experience.

EXCUSED ABSENCE

Legal excuses for absences are illness, doctor appointments, school-related activities approved by staff, **pre-arranged absences**, and if a child has been suspended or expelled. If your child is absent please call the attendance office the morning of the absence at 330-7619. (Messages should be left if the phone is not answered). Absences must be verified within two school days by telephone contact or a note from parent/guardian. Schoolwork makeup for excused absences will be given based on the number of days missed. (See Make-up Work policy below.)

Verification of an absence requires:
- The date of absence(s)
- The reason for absence(s)
- A note from a parent/guardian explaining the absence and signed by the guardian

Pre-arranged absence: All pre-arranged absences must have the approval of the student's teachers and building administration. The absence must be cleared by the attendance office three days prior to the absence. Failure to verify absence(s) within the three-day limit will result in the absence(s) being classified as truancy.

MAKE-UP WORK

If you were absent and missed an assignment, it is your responsibility to make arrangements for make-up work. ***The standard practice is to allow one day to make up one missed day.*** Know what the policy is for your teacher.

UNEXCUSED ABSENCE

Any absence for which no note has been provided or no contact from a parent has occurred, or any absence for which a note has been provided but the absence does not fall into one of the categories

above, is considered unexcused. Schoolwork makeup for unexcused absences is at the discretion of the teacher.

TARDIES

CMS Tardy Policy

This year there will be bells to signify the start of each class period. You will be considered tardy if you are not in class when this bell rings.

Tardies could be considered different for each teacher. Some may require you to be in your seat when the bell rings

After **5 tardies** in a Trimester, students will serve lunch detention. Each successive tardy will be lunch detention and contact home.

If the problem persists, a plan of action will be made for the specific student. Consequences could include:

- Signing a Tardy Agreement
- Community Service
- Parent/Administrator Conference
- ISS
- Staff escort between classes
- Modified Passing period (per specific student)

BECCA Bill

If a student accumulates excessive excused absences and/or unexcused absences, for partial or full days, and/or unexcused tardies, the school district is required by WA State Law (The "Becca Bill") to file a petition with the juvenile court alleging a violation of the law. A petition will be filed according to the CSD board policy. Under most circumstances the student is then scheduled for a court hearing by the Lewis County Juvenile Court. At this hearing, a juvenile court judge/commissioner may take jurisdiction over the attendance of the student.

WITHDRAWING FROM SCHOOL

If your child is withdrawing and/or moving to another school district, the following procedure should be followed:

- A parent/guardian must contact the office regarding the withdrawal.
- Obtain a withdrawal form from the attendance office.
- Return all books to your teachers and library.
- Return the form to the attendance office for final clearance.
- Your records will be sent to your new school upon request from the new school.

BOARD POLICY REFERENCES

Compulsory Attendance: 3121
Excused and Unexcused Absences: 3122

DISMISSAL

Following dismissal, all hallways are to be cleared within 10 minutes unless a student is involved in a school-supervised activity or working with a teacher.

Students returning to school for school-related activities such as home sports games or a concert will be allowed to enter the area 15 minutes prior to the start time of the event.

Once students arrive on campus, they are expected to remain on campus. After school, if students leave campus, they may not come back on campus to ride the bus home.

ASB – STUDENT ACTIVITIES AND SPORTS

ASSOCIATED STUDENT BODY (ASB)

ASB is an organization through which students express their opinions, assist in the administration of the school, and participate in the management of school enterprises. ASB promotes leadership, initiative, and self-control among its members. The function of the ASB is to promote student activities and provide fund-raising opportunities to support these activities.

DANCES

All CMS dances are chaperoned by school staff and administrators. Dances are sponsored by the ASB to provide students with a positive social activity. All dances are held in the school commons. Only CMS students may participate in school dances. Also, CMS students are not allowed at Centralia High School dances.

DANCE RULES:

- Students must be in attendance at school the day of the dance, in accordance with the rules for activities code participation.
- Students must bring their ASB card to enter. If ASB card is lost or missing student can bring another form of I.D. that can be cross referenced with a name list.
- Students will not be allowed to enter dances more than 30 minutes after the starting time and they must remain at the dance unless their parents come to the door to pick them up.
- Only seventh and eighth grade CMS students will be allowed to attend CMS dances. There will be no guests allowed at any CMS dance.
- Students who are assigned ISS or OSS on the day of the dance will not be allowed to attend the dance that day.
- Repeat discipline will be reviewed on a case by case basis.
- Students need to be picked up within ten minutes after the dance ends. Supervision ends fifteen minutes after the end of all dances.
- Student dress and discipline codes are enforced at all dances.

END OF YEAR ACTIVITIES

- At the end of the year, a spring reward activity will be provided for students who exhibit good behavior, have adequate grades and have good attendance for each trimester. **Requirements for attending end of Trimester Rewards days and other fun activities may be subject to change.**
- 8th grade dance – only CMS 8th graders are allowed to attend as long as they are not on a current suspension.
- All school rules are in place during these activities.

ATHLETICS

Centralia Middle School offers an excellent athletic program for its students. We are very proud of our teams and the fine sportsmanship they demonstrate. If you are planning to participate in athletics, you must complete the following requirements:

1. Fill out an athletic clearance form, turn in a physical form from a doctor, and sign the athletic handbook.
2. Purchase an ASB card and pay the athletic fee.
3. Maintain eligibility requirements as stated in the athletic code.
4. Gain student and parent signatures on the athletic handbook.
5. Students who are absent, or who have ISS or OSS, are not allowed to attend practice, or participate in games, matches, or meets on the day of the occurrence.
6. Coaches will be informed regarding absences, tardies, solutions, ISS/OSS for the purpose of coaching interventions. Coaching interventions may include loss of participation in games, practices, matches, or meets.

Each participating student must sign an Athletic Code agreement and must follow the rules of this code, both at school and at home. A student who breaks one or more of the rules may be suspended from the sport in which he or she is participating for the remainder of the sports season. Sports in the Centralia School District are governed by the Washington Interscholastic Activities Association (WIAA) rules. Complete details regarding these rules are available in our school office.

ATHLETIC/ACTIVITY SEASONS

Cross Country, Football, Girls' Soccer	Aug - Oct
Girls Basketball/Wrestling	Oct - Dec
Boys Basketball	Jan - Feb
Volleyball, Boys' Soccer	Feb - April
Boys and Girls Track	April - May

ATTENDANCE AND PARTICIPATION

CMS student athletes will follow Centralia School district co-curricular activities code.

CMS DISCIPLINE POLICY

DISCIPLINE PHILOSOPHY

Students are expected to be positive participants in relation to the school community. The same behavior that is expected of students at school is also expected of them both before and after school hours on school grounds and at all school sponsored activities. The expectations that the school community has of students today teach

them the expectations they will have as a responsible adult in the future.

A student's actions should be directed to improving the school and the school's learning environment. There may be times when a student has difficulty acting in a positive manner. When this occurs, they will be guided with concern and respect through reflecting, owning, and solving the problem or situation.

The middle school has developed the following "Principles of Discipline" so students and parents know how the staff will relate with the students.

PRINCIPLES OF DISCIPLINE

When students create a problem for themselves or others, the staff will intervene to stop or change that behavior. How the staff reacts to these mistakes and how the staff intervenes can help the students learn and grow. The staff believes in the following principles:

- The student and the situation will be handled on an individual basis. At the middle school, we believe that every situation is unique. Different strategies work for different students and different situations. Teachers are also unique, so different teachers may use different strategies.
- The student will be encouraged to make decisions to solve problems and will live with the consequences of those decisions. School staff will always advise or guide students to do what they believe is best for the student and the school.
- The student will be guided through a problem-solving process where they will learn to recognize the rights of others and acquire appropriate decision-making skills. The staff will teach and model respect for each other and responsibility for our actions.
- The student will take ownership for actions and feelings and will be left with a feeling that he/she has some control. Students have alternatives, or choices. With these choices, students have control of their consequences.
- The student will receive guidance for understanding the situation and time for reflection.
- Students will be given the opportunity to maintain their respect and self-esteem. A student's self-concept can be enhanced even during situations in which students are being disciplined or required to meet firm expectations.
- An equal balance of consequences and concern replace punishment whenever possible. Students need to understand the relationship between their decisions and the consequences that result. Consequences will be given showing genuine concern for the student's problem. This alleviates some power struggles and encourages self-reflection.

Board Policy No. 3240 addresses issues involving disciplining students at CMS.

TIGER BEHAVIOR

Students are recognized as having rights and responsibilities like any other US citizen. The Centralia School District (CSD) respects their right to an education and rights of citizenship. It shall be the responsibility and duty of each student to pursue their course of studies and comply with written rules of the CSD.

The rules, regulations and due process procedures of the CSD are designed to protect all members of the educational community, students, teachers, parents, and administrators in the exercise of their rights and duties.

STUDENT INCIDENT REPORTS

Students are encouraged to communicate issues or concerns to teachers and/or school staff members. If an issue arises that a student is concerned about, the student should fill out a Student Incident Report. These forms can be found in the office and allow students to give detailed information regarding a specific issue or event. These forms will be used by office staff, counselors, and school administrators to help the student resolve an issue or begin investigating an event.

INAPPROPRIATE BEHAVIORS

Sometimes students behave inappropriately. At the middle school level, three basic areas of concern have been identified: (A) Minor Offenses (B) Major Offenses and (C) Attendance. All consequences are handled on an individual basis. Progressive discipline will be utilized as the volume of discipline increases for individual students.

MINOR CLASSROOM AND BUILDING OFFENSES

Most classroom discipline problems involve students disrupting or distracting those attempting to learn or teach. Building discipline problems

generally involve students not showing respect for others and their environment. Interventions that are imposed for inappropriate behavior are based on the 'Principles of Discipline' as noted previously.

Minor Offenses include behaviors such as:

- Disruption
- Defiance
- Tardies
- Dress code violation
- Electronic device violation
- Horseplay
- Inappropriate Language

MAJOR OFFENSES

Major offenses include any behaviors or actions that can endanger health, possibly cause harm to self or others, cause a significant or continual disruption to the learning environment, or damage property. Engaging in the following behaviors - or any activity prohibited by law - is not tolerated on school property, at any school-sponsored activity, or areas within the supervisory control of the school. Law enforcement officials may be contacted when a major offense occurs. Disciplinary action will be taken by school authorities regardless of whether or not criminal charges result.

Major offenses include behaviors such as:

- Fighting
- Drugs/Alcohol
- Vapes/Tabacco
- Threats
- Weapons
- Assault
- Harassment/Intimidation/Bullying
- Truancy
- Academic Dishonesty

Gang/Gang like Behavior – RCW 28A.600.455 addresses the issue of gang activity in schools. Students and staff members should not feel intimidated by the behavior of any student who exhibits behavior that would denote gang affiliation. Such behavior would include using gang signs, verbal remarks proclaiming gang affiliation, writings on notebooks etc., certain types of clothing, and visible marks or drawings on the body. This behavior will result in discipline as outlined above. The following steps will be utilized when appropriate in determining alleged misconduct or violations:

- The administrator shall investigate the alleged misconduct or violation.
- If the alleged misconduct or violation is serious, the administrator will give oral or written notice of the incident to the student and to the parents as soon as possible after the incident as to what the consequence will be.
- In the event of an appeal, parents will be notified of the time and place where a hearing will be conducted by the principal.
- The principal shall render a decision as soon as possible after the hearing and inform the student and parents.
- Parents have a right to also appeal to the district office if they wish to.

DISCIPLINE LEVELS

Minor – ***These offenses will usually result in lower level discipline such as student-teacher conferences, parent notification, classroom exclusion, referral to the counselor, detention, etc. These may be considered major offenses, depending on severity and number of violations. Some items include:***

Dishonesty	Electronic device	Loitering
Disrespect	Failure to Cooperate	Restricted Area
Disruptive conduct	Inappropriate Language	Tardiness/Truancy
Dress Code	Intentionally obstructing traffic (normal pedestrian or other)	Technology

Major – ***This level of offense has a high likelihood of ISS/OSS (See below) depending on the circumstances. Police contact may also be made in some circumstances. Items with an asterisk may result in removal from the school for up to the remainder of the school year.***

Academic dishonesty/plagiarism
Alcohol/Drugs/Tobacco/Vaporizer, etc.*
Contributing to conflict
Danger to self or others
Defiance of school personnel
Destruction of property
Failure to cooperate
False alarm (i.e. bomb threat, etc.) *
Fighting/Violence/Assault w/no injury *
Forgery
Gang-related behavior
Harassment/Intimidation/Bullying
Inappropriate language (profanity)
Leaving school grounds
Lewd behavior
Multiple minor incidents
Physical contact
Possession of drug paraphernalia*
Possession of stolen property
Pornography
Public display of affection
Theft

Exceptional Misconduct – ***This level of offense is the most disruptive to the educational environment and can result in removal from school for up to the remainder of the school year. These will also result in contact with police.***

Arson*
Assault with injury, bodily fluids, or weapons*
Bomb threat, false fire alarms, firecrackers*
Bring any substance claiming that it is a drug*
Causing intentional and substantial damage or destruction to property
Possession, or distribution of drugs* (including prescription & over the counter medication)
Possession of stolen property
Possession of a weapon or facsimile*
Robbery/Breaking and Entering
Threats of physical aggression towards a staff member or volunteer*
Trespassing

It will be at the discretion of the Principal or Vice-Principal to administer consequences for any violation of the Centralia Middle School Discipline Plan. Every situation is unique; therefore, the administrator will have discretion to develop different strategies for different students and different situations. The consequences may be more severe or less severe than indicated by the policy, including suspensions or recommending expulsion.

CONSEQUENCES

Our middle school is in the business of helping students learn academics as well as socially acceptable behavior. When students' behavior is

unacceptable for the educational process, the middle school staff expects the students to reflect on, take responsibility for, and accept consequences for their behavior. By allowing students to problem solve with teachers they will be given the opportunity to resolve the issue.

The staff will respond to inappropriate behaviors in a variety of ways, which may include student-teacher conferences, loss of privileges, peer mediation, parent notification, behavior contract, community service or restitution, de-escalation, mentoring, classroom exclusion, referral to the counselor, etc.

DETENTION

Detention can be issued by administration for any minor infraction throughout the building and on campus. Detention is given to students who do not follow school rules and/or are disrespectful. Detentions can be served during, before or after school. In many cases detention will be served during school hours. Further discipline will be issued if a student does not serve their assigned detention. **Staff will contact parents when students are sent out of class.**

CLASSROOM EXCLUSION (CE)

Every student at the middle school is unique so each problem requires different strategies for guidance. Classroom Exclusion provides flexibility for students to have time and guidance in solving a problem that they have created. Classroom Exclusions last for part of a class period or the remainder of the day. The student will be allowed to turn in work the next day for full credit earned.

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension provides flexibility for students to have time and guidance in solving a problem that they have created. The intervention may be for a few class periods or a few days,

depending on what school officials believe is in the student's best interest. During in-school suspension, the student will be tutored and receive full credit for the work completed.

OUT OF SCHOOL SUSPENSION (OSS)

If the administrator determines that a student's presence is seriously detrimental to the best interests of the school, he/she will be suspended in accordance with administrative rules and procedures. Suspension temporarily removes the student from school grounds and all school functions. In special situations, suspensions may be continued until specific pending action occurs, such as a court hearing, a medical or mental examination, or incarceration by court action. The following procedure shall be used in each case:

- The student is to be notified of the charge and the reason for suspension.
- Parents will be contacted and notified of the student's dismissal immediately.
- A parent conference will be necessary before the student is readmitted.
- Daily assignments missed during suspension may be made up for credit.
- Suspensions are at the discretion of the appropriate school authorities.

EXPULSION

Expulsion is the denial of a student to participate in any instructional or school activity for a period of time as determined by the school board. Expulsion shall not extend beyond the end of the current semester or school year. Exception: A weapons violation may result in expulsion into the next school year. Causes for expulsion include, but are not limited to, the following:

- Criminal Acts
- Continuous, failure to comply with the stated conduct standards. (See Major Offenses)
- Open defiance of school authority
- Behavior that places students or staff in danger

The administration will make any recommendations for expulsion to the superintendent.

DISCIPLINE GRIEVANCE PROCESS

Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified. Any suspensions of ten (10) days or less will continue throughout the grievance process. Any suspensions of eleven (11) days or more will not be imposed until completion of the grievance process

Parents' Right to Know

Sec. 1111h6A of NCLB specifies a parent's right to know teacher qualifications:
At the beginning of each school year, a local educational agency that receives funds under Title I shall notify the parents of each student attending any school receiving funds under Title I that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

CENTRALIA SCHOOL DISTRICT
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 School/Work-place Registration (P.L. 101-225). 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 will not be allowed by students or staff on school premises or at school functions. Students who do not comply with standards of conduct may be suspended or expelled from school.

Student Conduct Standards
Board Policy 3240 sets forth policies and standards governing student conduct. Compliance with the following standards is mandatory:

Alcohol, Chemical Substances and Tobacco Products – A student will not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, vape pen, juul, or tobacco product:

1. On school grounds when school is in session;
2. On school grounds within a reasonable period of time before or after school hours;
3. During a school related activity on school grounds;
4. During a school related activity off school grounds;
5. At any time when the student is en-route between home and school.

These products are prohibited on school property by all persons. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Board Policy 4215: Tobacco – Tobacco products and delivery devices includes, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, nicotine delivery devices, or chemicals that are not FDA-approved to help people quit using tobacco devices that produce the same flavor or physical effect of nicotine substances; and any other smoking equipment, device, material or innovation. Any use of such products by staff, students, visitors and community members shall be prohibited on school district property. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles.

Corrective Action Required
Corrective action is required if a student appears at school or at a school sponsored function demonstrating behavior which indicated that he/she may be under the influence of addictive substances and/or admits to an administrator that he/she is under the influence of addictive substances, the school will take the following action:

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

If school authorities find a student in possession of addictive substances at school, the addictive substances will be confiscated and turned over to law enforcement officials for investigation and disposal. Appropriate school disciplinary action will be taken by a school administrator regardless of law enforcement action. If a school administrator receives information concerning sale or use of addictive substances outside of school, the information will be reported to law enforcement officials for their investigation. Appropriate disciplinary action may include short-term suspension, long-term suspension, emergency removal, or expulsion in accordance with BP 3241.

References: BP 5201, 32410 Drug Free Schools, Student Rights and Responsibilities; RCW 28A.210.310-31.170 Prohibition on Use of Tobacco Products on School Property, RCW 28A.170.075 Substance Abuse Prevention and Intervention; Amendments of 1989 Drug Free Schools and Community Act; 20 USC 3171 et. seq.

Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (HIB Reporting form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report. If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Lisa Grant, lgrant@centralia.wednet.edu, 360.330.7600) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy [3207] and Procedure [3207P].*

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit centraliaschooldistrict.org.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit centraliaschools.org.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

Concerns about disability discrimination:
Section 504 Coordinator: Tammie Jensen-Tabor, Executive Director of Special Services; 2320 Borst Avenue, Centralia; tjensen-tabor@centralia.wednet.edu; 360.330.7600)

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent, the school board, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

District HIB Prohibition Policy -- 3207
District HIB Procedures (Prohibition of Harassment, Intimidation and Bullying)- 3207P
District HIB Incident Reporting Form –3207F

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)
The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit centraliaschooldistrict.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:
Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Weapons Possession or Possession of Dangerous Objects

Dangerous Weapons Notice: According to School Board Policy "Regulation of Dangerous Weapons on School Premises" (Board Policy #4210), 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.

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 intent to intimidate another or warrants alarm for safety of others shall be subject to discipline up to and including expulsion. Possession includes, but 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 locker or desk, on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); 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/assistant 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, explosives, sling shots, dirks or daggers, clubs or sticks, chains, metal/brass knuckles, throwing stars, nunchaku 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

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

Non-Discrimination and Sexual Harassment

Centralia School District #401 complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and other opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX Officer and Civil Rights Coordinator, Tabitha Whiting, twhiting@centralia.wednet.edu (Director Human Resources), or Section 504 Coordinator, Tammie Tabor-Jensen, ttabor@centralia.wednet.edu (Director Special Education). The Compliance Officers listed can be reached at 2320 Borst Avenue, Centralia, WA 98531-0610, (360) 330-7600.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

English: https://app.eduportal.com/documents/view/409669
Spanish: https://app.eduportal.com/documents/view/620594
Procedure: https://app.eduportal.com/documents/view/409670

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

Students https://app.eduportal.com/documents/view/619523
Procedure: https://app.eduportal.com/documents/view/619525

Staff: https://app.eduportal.com/documents/view/409786
Procedure: https://app.eduportal.com/documents/view/409787

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve 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 received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us **|** ***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, 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.

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 | www.ed.gov/ocr

Futurus
Student Handbook
2025-2026

HOME OF THE KNIGHTS

906 Johnson Road, Centralia, WA 98531
360.827.6430 (main); 360.807.2895 (fax)

Website: https://fhs.centraliaschooldistrict.org/

This handbook is written to help students and parents understand our policies and procedures. We believe in establishing partnerships with our students and parents. You can show support by reviewing this handbook together. The safety and wellbeing of our students is of utmost importance.

Centralia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or 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: Civil Rights Coordinator & Title IX Coordinator: Tabitha Whiting twhiting@centralia.wednet.edu and Section 504 Coordinator: Tammy Jensen-Tabor, jensen-tabor@centralia.wednet.edu (360) 330-7600, 2320 Borst Avenue, Centralia, WA 98531-0610.

FUTURUS HIGH SCHOOL
Home of the Knights

Personalized Pathway School of Choice
906 Johnson Rd
Centralia, WA 98531
https://fhs.centraliaschooldistrict.org/

Welcome Knights,

We are excited for the new school year and helping all of our students achieve personal and academic success. We have experienced significant growth at FHS and last year was our first year expanding to allow for fully online students. We have a great team at FHS who are all dedicated to empowering each student to do their best, reach their full potential, and positively impact our community.

In the Centralia School District and at Futurus High School, we are committed to prioritizing students, upholding high expectations for everyone, being champions of hope, and cultivating collaboration. As a school of choice, FHS is a great place to find your own path and achieve your unique goals. We believe in you and are here to support you on your path to graduation and beyond. No dream is too big!! We can do this TOGETHER!

Our staff is looking forward to partnering with students, families, staff, and community members to make this another great year at FHS. Please reach out anytime with questions. I love connecting with people and would welcome time to get to know our families and community members. Reach out anytime.

Sincerely,

Allison Hillstrom

FHS Building Principal & Director of STEM & Academies

Phone: 360-827-6426

Email: ahillstrom@centralia.wednet.edu

Office Phone: (360) 827-6430

Fax: (360) 807-2895

As a District and as a school, we are privileged to partner with you to help your child achieve academic and personal excellence. We are committed to realizing our vision by prioritizing students, upholding high expectations, championing hope, and cultivating collaboration.

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HIB & DISCRIMINATION

OUR SCHOOL PROTECTS STUDENTS FROM HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (HIB Reporting form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Lisa Grant, lgrant@centralia.wednet.edu, 360.330.7600) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy [3207] and Procedure [3207P]*.

OUR SCHOOL STANDS AGAINST DISCRIMINATION

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit centraliaschooldistrict.org.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts,

e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit centraliaschools.org.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

> Concerns about discrimination:
> Civil Rights Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)
>
> Concerns about sex discrimination, including sexual harassment:
> Title IX Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)
>
> Concerns about disability discrimination:
> Section 504 Coordinator: Tammie Jensen-Tabor, Executive Director of Special Services; 2320 Borst Avenue, Centralia; tjensen-tabor@centralia.wednet.edu; 360.330.7600)
>
> Concerns about discrimination based on gender identity:
> Gender-Inclusive Schools Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

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What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent, the school board, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

WHO ELSE CAN HELP WITH HIB OR DISCRIMINATION CONCERNS?

Office of Superintendent of Public Instruction (OSPI)
All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)
The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481

OUR SCHOOL IS GENDER-INCLUSIVE

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change

- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit centraliaschooldistrict.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Samantha Mitchell, Executive Director of Human Resources; 2320 Borst Avenue, Centralia; smitchell@centralia.wednet.edu; 360.330.7600)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

ABOUT FUTURUS HIGH SCHOOL (in-person and virtual options)

FHS Mission & Vision

Vision statement: Futurus High school, and its community, is a school where students are engaged in a unique learning environment where all students are supported to achieve personal and academic success and which emperors them to be responsible citizens, independent thinkers, academic achievers, and lifelong learners.

Mission statement:

- To empower students to grow in confidence and self-worth by creating a supportive and family-like atmosphere where students can grow socially, emotionally, and academically.
- To provide a unique learning environment and instructional support to meet the varied needs of the students we serve.
- To foster a close working relationship between home, school, and community.
- To prioritize students, uphold high expectations, champion hope, and cultivate collaboration.

Who attends FHS High School?

Futurus High School is a small Alternative Learning Experience (ALE) for high schoolers grades 9th-12th. Students in the district elect to attend FHS for the following reasons: small school environment and smaller class sizes, more individualized attention from staff, opportunity to earn more than 3 credits per semester providing the opportunity to be an early or on-time graduate, independent pacing using an online learning platform, schedule flexibility, virtual option while still staying connected to the community, and more time with teachers when needing additional academic support.

What does it mean to be an alternative school?

FHS falls under the laws regarding ALE schools in WA State. It is also a school of choice where the diploma and transcript do not reference FHS as an alternative school. Our goal is for 100% of our students to graduate on time and our team is committed to ensuring all students are set-up for academic and personal success. Students are still required to meet the same district and state requirements as those attending Centralia High School (CHS) and we believe all of our students are capable of meeting those expectations. Our district and FHS team prioritizes students, upholds high expectations, cultivates collaboration, and champions hope for all students. Students are required to make adequate progress and meet all state enrollment requirements, including completing required state testing, to remain eligible for our alternative program.

What is the difference between the in-person and virtual options at FHS?

- Our in-person program is where students attend school on the FHS campus for a minimum of 3 hours a day, either attending the morning or afternoon session. Students should also complete work from home as needed to ensure they meet all progress goals. Our in-person option allows students to access in-person support from teachers and provides an additional point of contact and accountability.
- Our virtual option is fully online with required weekly check-ins between students and their advisory teacher. This option provides a little more flexibility and autonomy for students. Students who need extra support would need to connect with teachers in-person or virtually. Virtual students are allowed on campus as needed to get additional support. Space may be limited for our virtual option and works best for students who are able to create and maintain a consistent schedule working from home.
- ALL students must meet progress requirements, state requirements (including completing state testing), and maintain academic integrity to stay eligible for our fully online option.

What is the environment of FHS?

FHS is a very peaceful school where students become friends, get along, support one another, and build strong relationships with the staff. We maintain an extremely positive school environment where students thrive with the guidance of the staff in a community committed to helping all students succeed and realize their full-potential.

Is transportation provided?

The district provides transportation to/from FHS in the mornings and afternoons using our district bus schedule. There is no transportation provided by the school for students who attend in person and leave or arrive mid-day, but Lewis Country transit offers several options. Please reach out to our front office for more information: 360-827-6430. Students who use our district bus system are dropped off and picked up at Centralia Middle School students walk to and from FHS. The New Market bus stop (@ 7:00 a.m.) is between Thorbecks and Centralia MS. There is no district New Market transportation for students attending the afternoon session at New Market.

Things to remember…

- *Our #1 rule is: "Do not distract others from learning and completing work."*
- *We use magic words such as hello, please, you're welcome, I'm sorry, excuse me, and thank you.*
- *We help our students understand how important it is to be and stay organized, respect their belongings and those of others, and to respect their personal space and that of others around them.*
- *The most successful students prioritize attendance, making consistent progress, complete work with integrity, and consistent communication with FHS staff.*
- *We are a school of choice that caters to all high school students within the district, as well as its surrounding districts. Space is limited for out of district students.*
- *Our mission is to provide all students with the opportunity to realize academic personal success and provide support and options toward graduation and earning their high school diploma.*
- *We want all of our students to choose and be successful, but we are not always the right fit for every student. Students who do not make adequate progress will be provided with other schooling alternatives.*

FHS IN-PERSON SCHOOL SCHEDULE

FHS students choosing the in-person option choose to attend either morning or afternoon sessions, but are welcome to stay all day if they choose.

MONDAYS & FRIDAYS (Advisory Schedule)

Morning Session	Start	End	Minutes	Notes:
Student check-in, teacher office hours & student independent work	7:30	8:00	30	Students can use this time to get additional support from teachers and/or complete work before class starts. All students MUST check-in and put their cell phones away in their assigned locker. No cell phones allowed past the front desk.
Period 1	8:00	8:30	30	Students rotate through each classroom and are required to follow their class rotation unless specific allowances are made with staff.
Period 2	8:35	9:05	30	
Period 3	9:10	9:40	30	
PE/Walk or Study Hall	9:40	10:10	30	Optional - Students can earn PE credit during this time along with community service hours if a student chooses to help pick up cash. Students who choose not to participate in the PE/community service option will use this time as a study hall to complete work.
Advisory	10:15	11:00	45	Students can earn credit for Advisory as part of their elective credits. It's a time for teachers and students to connect on progress, sign monthly reports, get help, and work on high school and beyond plans. We also use this time to invite guest speakers to share with the students. Students' participation and engagement with advisory time will determine the amount of advisory credit earned.
LUNCH for Morning & Afternoon Students				11:00-11:30
Afternoon Session	**Start**	**End**	**Minutes**	**Notes:**
Period 1	11:30	12:00	30	Students rotate through each classroom and are required to follow their class rotation unless specific allowances are made with staff.
Period 2	12:05	12:35	30	
Period 3	12:40	1:10	30	
PE/Walk or Study Hall	1:10	1:40	30	Optional - Students can earn PE credit during this time along with community service hours if a student chooses to help pick up cash. Students who choose not to participate in the PE/community service option will use this time as a study hall to complete work.
Advisory	1:45	2:30	45	Students can earn credit for Advisory as part of their elective credits. It's a time for teachers and students to connect on progress, sign monthly reports, get help, and work on high school and beyond plans. We also use this time to invite guest speakers to share with the students. Students' participation and engagement with advisory time will determine the amount of advisory credit earned.

TUESDAYS & THURSDAYS All in-person students work from home on Wednesdays				
Morning Session	**Start**	**End**	**Minutes**	**Notes:**
Student check-in, teacher office hours & student independent work	7:30	8:00	30	See notes from Mon/Fri Schedule

Period 1	8:00	8:45	45	
Period 2	8:50	9:35	45	
PE/Walk or Study Hall	9:40	10:10	30	
Period 3	9:40	9:40	45	
Advisory	10:15	11:00	45	
LUNCH for Morning & Afternoon Students				11:00-11:30
Afternoon Session	**Start**	**End**	**Minutes**	**Notes:**
Period 1	11:30	12:00	30	See notes from Mon/Fri Schedule
Period 2	12:05	12:35	30	
PE/Walk or Study Hall	1:10	1:40	30	
Period 3	12:40	1:10	30	
Advisory	1:45	2:30	45	

FHS Student Schedule Options

Each student is expected to maintain 27 hours and 45 minutes of work per week for a full-time equivalent per ALE law. The syllabi for each class is written into the Washington Student Learning Plan (WSLP) required by ALE rules for each student. Students have the following schedule options with the majority of students enrolled in the first option as it provides the most support and accountability:

1. Futurus High School ½ Day or All Day - 8:00 am to 2:30 (see schedule options on previous pages for in-person)
2. New Market Skills Center & Futurus High School - (0.6 FTE @ NMSC) + (1.0 FTE @ Futurus) = 1.6FTE combined per Skill Center Rules
    a. District bus transportation provided to and from in front of CMS for the morning New Market session.
    b. In-person students would come for the afternoon session from 11:30-2:30 and virtual students would work from home in the afternoons after New Market.
3. Futurus High School & Centralia High School - (0.2 - 0.4 FTE @ CHS) + (0.6 – 0.8 FTE)
    a. FHS students are allowed to take up to 2 classes at CHS. The in-person schedule is dependent upon courses being taken at CHS.
4. Running Start through Centralia College - (0.2 – 1.0 FTE @ CC) + (0.8 – 0.2 FTE @ FHS)
    a. Scheduled through CC and FHS.

➢ Students can also earn work study credits if they have a job. Students should connect with the FHS schools counselor if they are interested in knowing more.

*****Futurus VIRTUAL students are fully online using the Edmentum Courseware program with weekly check-ins required with their advisory teacher.**

NOTE: Students who fall behind in meeting minimum progress requirements are placed on an intervention (per ALE rules) where they will have one month to improve, otherwise placed on the next

intervention. After three interventions where a student is still not making adequate progress, a student may be released from FHS.

ENROLLMENT PROCESS & REQUIREMENTS

The Enrollment Process Includes:

- Complete the FHS enrollment forms on the Futurus website.
- Meet in-person with administration if space is available. (If a returning student was on an intervention at the end of the prior school year and did not meet their goals, a meeting with administration is required). Discuss goals and graduation timeline based on courses completed.
- If a student is not currently enrolled in the Centralia School District, they will need to complete the registration process through the Centralia High School website.
- If a student is an out of district student, they may also need to complete a choice form with their school district. FHS has limited space for choice-in students.
- A review of transcripts and all documentation required in the enrollment process.
- Review of prior standardized testing scores. It is recommended that all students have at least an 8th grade reading level to ensure success in the online Edmentum Courseware classes.
- If enrollment is approved, the student and family will get a welcome email from administration with an official start date, important information, reminder of expectations, and goals for the year.

Enrollment Agreements & Expectations

FHS STAFF Agreements:

1. All teachers are available during the hours of 7:30am and 3:00pm (Wednesdays by appointment) any day school is in session;
2. All teachers will share total time spent on APEX and/or progress with students and parents/guardians at least monthly;
3. All teachers are available through district email, virtual meetings, in-person, GoGuardian messages, and by school phone: 360.827.6430;
4. All staff will prioritize students, hold high expectations, champion hope, and cultivate collaboration.

STUDENT Agreements: All STUDENTS (virtual or in-person) of Futurus High School, understand and agree to uphold the following expectations:

1. Work responsibly and in such a way that does not distract others from learning.
2. Understand that not making adequate progress hinders a student's eligibility to continue with our program.
3. Make at least one year's progress in one year's time by completing a minimum of at least 6 APEX classes each trimester, which is 18 classes each year. Students who are credit deficient and not on track to graduate on time are required to complete at least 7 classes each trimester. Students who have fewer than 18 classes left to complete to graduate can work at a slower, but still reasonable pace.
4. Log at least an average of 7 to 15 hours in Edmentum Courseware each week (about 2-3+ hours a day).
5. Attend school regularly (in-person students). In-person schedule options are 8-11 or 11:30-2:30 each school day except for Wednesdays when students are allowed to work from home.

6. When on campus, cell phones must be either left in a car or locked in an assigned cell phone locker. No cell phones are allowed past the office area without special permission.
7. Virtual students agree to create and maintain a consistent and effective routine working from home logging enough time in Edmentum to meet minimum progress requirements.
8. Virtual students are required to maintain at least weekly contact with teachers through email, phone, or in-person contact. Virtual students are allowed on campus as needed for support and help.
9. Demonstrate academic integrity by completing assignments honestly and independently without the inappropriate use of unapproved outside resources.
10. Take notes either using printed guided notes, a notebook, or in a digital format. Be prepared to share notes with teachers prior to taking a quiz or unit test. Copying and pasting large chunks of content from Edmentum courses is not considered an acceptable form of note taking.
11. Wednesdays are work from home days for all students. All students, including in-person students, agree to use their time on Wednesdays wisely to meet all progress goals.
12. In-person students agree to work from home as needed to meet all progress goals if time at school is not sufficient.
13. Communicate immediately with teachers when stuck or in need of support. All students agree to advocate for themselves when they need additional support.
14. Check school email every school day and respond to emails as appropriate.
15. Actively engage in learning activities and contribute positively to school culture.
16. Respect all members of the school community, including peers, teachers, staff, and visitors.
17. Embrace diversity and treat others with empathy, kindness, and understanding.
18. Take responsibility for individual actions and choices, both inside and outside of school.
19. Get plenty of rest each night by making responsible choices with technology and activities.
20. Use time wisely if in-person when on campus. Futurus is not a place to nap.
21. Agree to follow all **school rules not stated in this form such as:**
    - Follow all school rules and regulations outlined in this handbook.
    - Adhere to the dress code policy, maintaining a neat and appropriate appearance.
    - Refrain from disruptive behavior, including but not limited to, bullying, harassment, or violence.
    - Use technology responsibly and in accordance with school guidelines.
    - Keep the school environment clean and orderly, respecting school property and facilities.
    - Seek assistance from the school counselor, teachers or FHS staff when facing challenges or conflicts.

FHS PARENT/GUARDIAN Agreements: Families are an integral part of a student's academic and personal success. The most effective parent/guardian partnerships include the following:

1. Keep in regular communication with the school. If you have a preference on how best to communicate with you other than emails, please reach out. **Email is our primary way to communicate.**
2. Read school emails and respond to school voicemails in a timely manner. We sent out newsletters almost weekly. If you are not receiving any emails, we may not have the correct information. Please reach out to the school to make sure we have the correct contact information.
3. Reach out as soon as you have a question, comment, or problem. We are here to help.
4. Help ensure students get adequate rest each night. It is very important to limit access to technology at night. Research has proven that teenagers do not have the skills needed to use technology responsibly, especially at night.
5. Connect with your student regularly to check on progress or how we can best support them.

6. Encourage daily attendance (for in-person students).
7. Encourage a regular and organized at home work routine (for virtual students and/or in-person students who need to do additional work from home).
8. Keep track of any attendance notifications and communicate with the school within 48 hours in the event of an absence. The school office number is 360-827-6430.
9. Remind your student to take care of their Chromebook and bring it charged each day to school if they are in-person. There is a fine for any lost, stolen, or damaged Chromebooks and chargers.
10. Attend all parent/teacher conferences.
11. Meet with staff as needed throughout the year to ensure your student is properly challenged and accountable.

FHS STAFF DIRECTORY

To contact FHS Staff dial 360.827.6430
Email first initial and last name @centralia.wednet.edu, such as: ahillstrom@centralia.wednet.edu

Name	Position	Email
Allison Hillstrom	Building Principal	ahillstrom@centralia.wednet.edu
Linda Smith	Secretary	lmsmith@centralia.wednet.edu
Mikayla Reed	Registrar	mreed@centralia.wednet.edu
Natasha Babka	CSD McKinney Vento/FC Liaison	nbabka@centralia.wednet.edu
Meri Wold	SPED Teacher	mwold@centralia.wednet.edu
Brady Churchill	Teacher Math & Science	bchurchhill@centralia.wednet.edu
Ted Seeley	Teacher History, English, & PE	tseeley@centralia.wednet.edu
Tanja Kern	Teacher Personal Finance, Electives, CTE	tkern@centralia.wednet.edu
Amy Hendrickson	Counselor	ahendrickson@centralia.wednet.edu

LIFE AT FHS

FHS students are allowed to take part in extracurricular activities such as Centralia High School games, dances, and other extracurricular programs and activities. Please refer to and comply with CHS Student Handbook policy related to such activities.

Please note that some information below doesn't apply to virtual students who don't attend classes on campus.

OUR #1 RULE: Do not distract others from learning.

ACADEMIC INTEGRITY

All students are expected to complete work authentically and without the use of unauthorized outside tools and resources. In-person students caught cheating may be required to sit in particular places in each classroom to take tests. Virtual students caught cheating may lose the privilege of taking tests remotely and/or lose the opportunity to remain fully online. Repeated offences may result in being withdrawn from FHS.

ACCIDENTS

Any accident, which occurs in the building, on the grounds of the campus, at practice sessions, on the way to or from school, or at any other school-sponsored event, must be reported immediately to the teacher, coach, supervisor, or administrator in charge. This policy is designed for everyone's protection as well as the school's.

ADVISORY CLASS & CREDIT

All students, virtual and in-person, can earn advisory credits that count towards their elective credits. Credit earned is based on attendance for in-person students or weekly contact for virtual students. In addition, to earn full advisory credit each trimester, students must engage in all required activities such as completing monthly progress reports with advisors, reflecting on lessons taught in advisory, or participating in advisory activities such as guest speakers. Teachers will make expectations clear in their Google Classroom.

CELL PHONES

Students are not allowed to use cell phones on campus without permission or special circumstances. All in-person or visiting virtual students must lock their cell phone up in an assigned cell phone locker when entering the building or choose not to bring it into the building at all. Repeated violations of this policy may result in suspension or other escalating consequences.

COMMUNICATION

Our school functions best with regular and consistent communication with families and students. Email is our primary form of communication. All students are required to check their school email at least daily and respond to messages in a timely manner. Teachers and staff will respond to all emails within 48 school hours if not sooner. It is best practice for parents/guardians to also check for school emails and/or voicemails at least daily.

COUNSELING

FHS has a part time counselor to assist students in determining their educational goals, planning their classes to take for goal completion, and making appropriate decisions concerning vocational, social and personal objectives during the schooling years.

Student Counseling Services Include:

Academic Progress
Career Development
Personal / Social Development
Transcript evaluation
Graduation Planning

Parents are invited to consult with our counselor, teachers, or administrator concerning their student. Conferences with the student, parent, teachers and counselors are often helpful in giving information, in planning, and in formulating goals and objectives.

FINES/OBLIGATIONS

Prior to receiving a diploma, or having records transferred to another school district, all fines must be cleared through the Futurus office. Students on the obligation list will not be allowed to participate in school sports at CHS or other school activities until all obligations are cleared. Please pay all fines at the Futurus office. *(Reference: SB Policy 3520 Student Fees, Fines, and Charges)*

GOOGLE CLASSROOM

All FHS students will use Google classroom on at least a weekly basis as a way to stay updated on important information and assignments.

GRADING & GRADUATION REQUIREMENTS

FHS uses the same grading scale and graduation requirements as CHS. Please refer to the CHS Handbook for more information.

INTERVENTIONS

In line with state policy for ALE schools like FHS, students who do not make adequate progress each month or who are struggling with repeated behavior issues will be placed on an intervention plan that outlines specific goals and supports moving forward. Students who are still unsuccessful after 3 interventions may be withdrawn from our alternative program and we will assist families in finding alternative educational options.

LEARNING ENVIRONMENT

In-person: The most successful in-person students prioritize attendance, use their time wisely while on campus, and focus on their learning. Students should come well rested and with their school issued chromebook and charger. Sleeping at school is not an option. Our number one rule is that students do not distract others from learning.

Virtual: The most successful virtual students are those that create and maintain a regular school routine with parents/guardians that provide appropriate boundaries, expectations, and support at home. Virtual students must maintain at least weekly contact with their advisory teacher, but it should be more often than that if a student is doing the work needed to stay eligible for enrollment.

Virtual and in-person students are required to take and be prepared to show notes to teachers before a CST (end of unit test) is unlocked. Notes can be handwritten or digital.

LOST & FOUND

Students are urged to turn in any items found to the Futurus office. Students who have lost items may check before or after school or during their lunch break.

MEDICATION

Students who take prescribed medicine, or over-the-counter medication during regular school hours need to fill out a Medical Authorization Form. Parents/guardians must bring prescription medication to the Futurus office.

Medication will then be dispensed to the student as needed. Failure to follow this procedure could result in disciplinary action. *(Reference: SB Policy 3419F Medication at School)*

NEW MARKET SKILLS CENTER

All New Market students and their parents/guardians are required to attend an orientation meeting through New Market. New Market students who miss the bus, or if there is an altered schedule, should still maintain their work in their FHS classes.

NOTES

All students are required to take notes while learning. Notes can be used by students on all quizzes and tests and teachers are allowed to require students to show their notes before opening a student's quiz or test. Virtual students can send in digital copies or photos of notes. Photos of written problem solving used complete math tests may also be required at a teacher's discretion.

PARKING REGULATIONS

In order to ensure a safe and orderly parking situation, students/drivers must obey all posted signs and directional markings in the parking lot. Students driving vehicles on campus before, during, or after school, and/or to school-sponsored activities in a reckless or dangerous manner (in excess of 10 mph in the parking lot on posted speed limits on roads near the school) may be subject to school discipline and/or citation from the police. Driving and/or parking lot privileges may be revoked. Failure to follow driving policies will result in the vehicle being towed away at the owner's expense. *(Reference: SB Policy 3243P Student Driving)*
Drivers

DISCIPLINE STEPS: PARKING REGULATIONS	
1st Offense	Verbal warning
2nd Offense	Phone call home to parent/guardian and potential loss of parking privilege
3rd Offense	Problem solving meeting with parent/guardian and potential loss of privilege
4th Offense	Vehicle can be towed at owner's expense

PROGRESS

Making minimum adequate progress is a requirement to stay enrolled in our alternative program. All students must make at least one year's progress in one year's time by completing a minimum of at least 6 APEX classes each trimester, which is 18 classes each year. Students who are credit deficient and are not on track to graduate on time are required to take 7 classes each trimester. Students who have fewer than 18 classes left to complete to graduate can work at a slower, but still reasonable pace. Students with less than 3 credits left to graduate must complete all required credits within one trimester unless they are participating in New Market or Running Start. Students who do not make adequate progress are considered unsatisfactory on a monthly report and placed on an intervention plan. If after 3 interventions a student continues to be unsuccessful at meeting minimum progress goals, the student may be withdrawn from the program.

SCHOOL BUS REGULATIONS

Riding on the school bus is a privilege. Students are expected to follow all school and school bus rules and regulations while riding the bus and while waiting at their bus stops. Bus stops are designated by the Centralia/Chehalis Pupil Transportation Cooperative, and any disciplinary actions will be handled through them. Call 360.330.7628 for more information. *(Reference: SB Policy 6605 Student Safety Walking to School and Riding Buses)*

Students may obtain a school bus pass to ride another bus. They will need to present a note giving permission from their parents to the Main Office at Centralia Middle School prior to 2:00 pm. If requests are not submitted before 2:00 pm, students will not be given a bus pass.

SCHOOL CALENDAR & KEY DATES

Click here to view the full district calendar.

Date	Event	Date	Event
Sept 2nd	First Day of School	Jan 19th	M.L. King Jr. Day
Oct 6th	No School - Teacher PD	Feb 16th	Presidents' Day
Oct 23rd & 24th	Fall Conference Days	Mar 13th	No School - Trimester Break
Nov 11th	Veterans Day	Apr 2nd & 3rd	Spring Conference Days
Nov 26th	Morning session only - 2 hour early release	Apr 6th-10th	Spring Break
Nov 27th-28th	Thanksgiving Break	May 25th	Memorial Day
Dec 1st	No School - Trimester Break	June 9th	Futurus Graduation
Dec 19th	Morning session only - 2 hour early release	June 12th	Half Day & Last Day of School
Dec 22nd-Jan 2nd	Winter Break		

SENIOR CAPSTONE PROJECT

All seniors complete a senior capstone project that fulfills the last 0.5 12th grade English requirement for graduation. Seniors must complete and pass their capstone project to be eligible to walk at graduation. The school counselor and teachers work together with students to ensure all requirements are met. Seniors can start and complete their senior project in any trimester their senior year. It's recommended that students complete the project in either the 1st or 2nd trimester instead of waiting until the 3rd trimester to finish it.

STATE REQUIRED STANDARDIZED TESTING

As a public school in Washington, we are required to administer the State of Washington Assessments, which are computer based tests to students in grades 10 and 11. Staff will inform you of testing locations and rules. Students may be required to test more than one time per year on the Washington Assessment Exams. **It is a requirement of any actively enrolled students to attend and participate in all assessments when requested by administration or Advisory Teacher.** Juniors and seniors need to take the state standardized Math and/or ELA test(s) if 1) they did not complete it in 10th grade, or 2) their previous year's score did not meet state requirements and the requirements of another graduation pathway have not yet been met.

TELEPHONE MESSAGES

In the case of an emergency, students will be notified immediately if a parent/guardian contacts the Futurus office; 360.827.6430. To reduce disruptions to classes, only phone messages from members of the immediate family will be delivered to students. In special circumstances, students can be excused from class to contact a parent or guardian.

VISITORS

No person may visit, enter, or remain on a public school campus or grounds without the express consent of the administration.

Adult visitors should, when possible, provide a 24-hour notice. Former students visiting teachers/staff may be allowed before or after school. All others must gain clearance through the Futurus office. Our guidelines prevent any visitor whose purpose is social in nature.

Persons without such permission who insist on remaining on campus after a verbal warning, or who return following such a warning, will be referred to the legal authorities for prosecution on charges of criminal trespass and/or creating a disturbance.

This policy includes boy/girlfriends of students during lunch or break periods. Non-students of Futurus are welcome at regularly sponsored school functions, but not for social visits during school hours.

WEDNESDAYS

All Wednesdays are work from home days for in-person students. Students agree to use their time at home on Wednesdays to complete required work and ensure they are on track to meet all progress goals.

WRITTEN STUDENT LEARNING PLANS

All FHS students (in-person and virtual) are required to have a written student learning plan (WSLP). Each student will have a custom learning plan created in collaboration with their advisory teacher according to their graduation requirement needs. This plan will help determine a student's schedule and keep their graduation pathway clearly defined.

ATTENDANCE

FHS in-person students are required to attend either the morning or afternoon sessions on all school days.
Virtual students are fully online, but are still required to connect with their teacher(s) on at least a weekly basis.
Attendance for virtual students is based on weekly contact.
Some information below only applies to FHS students.

Students who are considered absent unexcused for 20 consecutive days or do not login to the online learning platform within 20 days after their start date may be automatically withdrawn from our alternative program.

Daily attendance and active participation in each class are critical steps towards the educational success of each student. Attendance is taken regularly and records are used as legal documentation of a student's attendance. Students and their parents/guardians must accept full responsibility for regular school attendance for in-person students and accountability for virtual students. You may reach or leave a message for the Futurus office at 360.827.6430. There is a recording available for after-school hours.

Parents are required to call the school to report their student's excused absences within 48 hours of the absence. Unexcused absences are considered truancies and may result in disciplinary action or truancy proceedings.

ARRIVING LATE TO SCHOOL

Students must have a parent/guardian note or contact to be excused when late.

COMPULSORY ATTENDANCE/BECCA BILL

Parents of any child between 8 and 18 years old must have their child attend public school, and the child has the responsibility to attend school full time unless the child is:

1. In private school, extension program, or education center;
2. Receiving home-based instruction;
3. Excused by the district superintendent for physical or mental disabilities, or is in a residential school;
4. Sixteen (16) years of age or older and:
    a. Is regularly and lawfully employed, and either the parent/guardian agrees that the child should not be required to attend school, or the child is emancipated in accordance with RCW 13.64;
    b. Has already met graduation requirements; or
    c. Has received a certificate of educational competence.

If a child fails to attend school without valid justification, the school shall:

- After **one unexcused absence** when the child fails to attend school, the school will inform the parent/guardian in writing or by telephone.
- Between the **second and fifth unexcused absence** we will take a data informed action to help improve attendance.
- After **three unexcused absences in a month** a conference will be set up with the parent and student to analyze the causes of the absences.
- After **five excused absences in a month or ten excused absences in a year** a conference will be scheduled with the student and parent to analyze the cause of the absences.

Parents will be notified in writing **after the 5th unexcused absence and again at the 10th unexcused absence** in a school year. The school will file a BECCA petition with the Juvenile Court after the 5th truancy in a month (truancies are counted by class periods) and/or after the 10th unexcused absence in a school year.

UNEXCUSED ABSENCES

Unexcused absence means that the student has failed to attend the majority of hours or periods in an average school day. *(See information Tardies and Truancies in the discipline section) References: SB Policy 3121 Compulsory Attendance; RCW 28A.225 Compulsory School Attendance and Admission)*

EXCUSED ABSENCES

Absences must be verified within **two school days (48 hours)** by telephone contact or note from a parent or guardian. Verification requires date of absence(s), reason for absence(s), and if by note, parent or guardian signature. **Failure to verify absence(s) within the 48-hour limit will result in the absences being classified as truancies**. Students and parents should pre-arrange any absences for appointments, family events, trips, etc. Pre-arranged absence forms are available in the Futurus office.

The following are valid excuses for absences *(WAC 392-401-020)*. Missed work assignments and activities may be made up in a manner provided by the teacher. When possible, the parent is expected to notify the school office

on the morning of the absence and send a signed note of explanation with the student on his/her return to school. Pre-arranged absences are normally excused if a student's grades and absentee record warrant it. If a student is absent with parent approval, but not pre-arranged, make-up work is at the discretion of the teacher. In general, students are allowed one day per each day excused to make up missing work, including assessments.

- Participation in a school-approved activity. To be excused, this absence must be authorized by a staff member and the affected teacher(s) must be notified prior to the absence.
- Absence caused by illness, health condition, or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependence or mental health) for the student or person for whom the student is legally responsible for.
- Extended illness or health condition. If a student is confined at home or in a hospital for an extended period, the school shall arrange for assignments to be completed at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty. Medical documentation is required.
- Excused absence for chronic health condition. Students with chronic health conditions that interrupt regular attendance may qualify for placement in a limited attendance and participation program. The student and their parent/guardian shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program will need to be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.
- Family emergencies including, but not limited to, a death or illness in the family.
- Religious or cultural purpose including observances of religions or cultural holidays or participation in religious or cultural instruction.
- Court, judicial, proceeding, court-ordered activity, or jury service.
- State recognized search and rescue activities consistent with RCW 28A.225.055.
- Absence resulting from disciplinary actions including suspensions, expulsions, or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving additional educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.

An excused absence is to be verified by the parent or school authority responsible for the absence. The school reserves the right to authenticate all excuses, including calling doctors, dentists, or requiring medical documentation, etc. *(Reference: SB Policy 3122/P Excused and Unexcused Absences)*

ILLNESS AT SCHOOL

When students become ill and need assistance, they are expected to report directly to the Futurus office. Every attempt will be made to contact parents/guardians so the student can be released and escorted home. **Parents/guardians must sign their ill student out through the Futurus office before the student can leave the school, or the student will be considered truant and in violation of the closed campus policy.**

LEAVING CAMPUS

Students who leave school on a regularly scheduled basis for programs such as Running Start, New Market Skills Center, work, or grade school experience may be registered once in the trimester in order to leave campus. Everyone else must have parent/guardian permission to leave school and **must be checked out though the Futurus office prior to leaving campus.** Students who are not checked out through the Futurus office will be considered truant. *(See Truancy on pages 45-46 in the discipline section of this handbook.) (Reference: SB Policy 3242 Closed Campus)*

SELF SIGN-OUT

This privilege allows students who are 18 years and older to apply for self sign-out. This allows students to excuse their own absences and sign themselves in or off campus without parent/guardian permission. **An application must be completed and returned to the Futurus office for administrative approval or denial**. This privilege may be revoked if abused by the student. *(Reference: SB Policy 3122/P Excused and Unexcused Absences)*

TARDIES

(Please refer to Tardies and Truancy in the discipline section)

TRUANT/SKIPPING

(Please refer to Truancy in the discipline section)

COUNSELING & ADVISING

The FHS Counselor provides many helpful services for students and parents. They include, but are not limited to:

Academics: Grades and Credit Analysis
ACT and SAT Registration
Alternatives to FHS (Enrollment in CHS, GED, Running Start)
Centralia College
Change of Student/Parent Contact Information
College Entrance Requirements
Conflict Resolution
CPS (Child Protective Services) Referrals
Drug and Alcohol Referrals
Family Counseling Support
Fifth-Year Plan: What to Do After High School?
Financial Aid for College
Free and Reduced Lunch Forms
GED Release
Graduation Requirements
Homeless Help
Medical Insurance for Students and Families
NCAA Registration
New Market Skills Center
Password and ID numbers for Skyward
PSAT/SAT/ACT Scoring
Running Start
Scholarships
Selective Service Registration
Signatures for Insurance Forms
Social Skills
Staffing with a Teacher
Stress Management
Technical Schools
Transcripts (see FHS Registrar)

APPEAL PROCEDURES RELEVANT TO GRADES

If a student receives a trimester/course grade which he/she feels is unjustified or unfair, the student may take the following steps. *(Reference: SB Policy 2420 Grading and Progress Reports)*

1. File a written appeal with the teacher within five (5) school days of having received the report card. The written appeal should include all information pertinent to the situation: class attendance records, etc.
2. If not satisfied with the teacher's decision, a student may request a conference with the teacher and the principal or his/her designee. The conference is to be scheduled within three (3) class days of the request, will consist of a review of the written appeal, plus comments from all concerned. The principal will determine whether or not the student's appeal will be upheld or denied.
3. If a denial is issued from the above action, and the student is still not satisfied, he/she may contact the superintendent within three (3) school days of the denial.
4. Failure to conform to a written appeals timeline constitutes a waiver of student and parent/guardian right of appeal.

EDUCATIONAL RESPONSIBILITIES

Staff: Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. Together with the cooperation and support of parents, conditions within the school setting must be conducive to learning.

Students: A fundamental responsibility of students is to pursue his/her course of studies. This requires that all students consistently attempt to make academic progress by doing work assigned by teachers and staff, both in the classroom and at home. Failure to make academic progress in classes, especially in conjunction with behavior detrimental to the learning process, may result in removal from individual courses, and/or modified or shortened schedules. Per ALE rules a student not making satisfactory progress can be released from FHS and will need to find another learning environment more suitable. (Reference: WAC 180-40-210)

GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is calculated by adding the number of honor points assigned each grade and dividing by the total number of grades attempted. Pass (P), No-credit (N), and/or Withdrawal (W) grades are not counted.

GPA CHART							
Grade	**Points**	**Grade**	**Points**	**Grade**	**Points**	**Grade**	**Points**
A	4.0	B+	3.3	C+	2.3	D+	1.3
A-	3.7	B	3.0	C	2.0	D	1.0
		B-	2.7	C-	1.7	F	0

GRADUATION CREDIT POLICY

Students may participate in Futurus graduation ceremonies who fully meet the graduation requirements as defined below. Students enrolled in college-level classes at the beginning of the college spring quarter, or who are enrolled in below senior-level courses at the high school and need those credits for graduation, will have diplomas held until all required courses are completed. This will allow the student to participate in graduation.

GRADUATION REQUIREMENTS

Graduation requirements have been established in order that students may acquire skills, knowledge, and attitudes necessary for their next career steps. Each trimester of course work successfully completed equals ½ credit (0.5) credit. *(Reference SB Policy 2410 High School Graduation Requirements)*.

All required classes and graduation requirements must be met before a diploma is issued. Due to the changing nature of graduation requirements, please refer to the CHS counseling center web site for the most up to date graduation requirements:
https://chs.centraliaschooldistrict.org/apps/pages/index.jsp?uREC_ID=3722380&type=d&pREC_ID=2430775

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TESTING

The state legislature passes laws that determine graduation requirements. One of the requirements is that students pass state-required tests, or state-approved alternatives. For more information on graduation requirements, please see your school counselor or visit: https://www.k12.wa.us/student-success/testing/state-testing/washington-state-smarter-balanced-assessment-consortium

HOMELESS ASSISTANCE ACT

Natasha Babka is the CSD McKinney Vento Homeless Liaison

The ***Federal McKinney-Vento Homeless Assistance Act*** defines "homeless" as children and youth who lack a fixed, regular, and adequate nighttime residence. This includes students who have a nighttime residence that is any of the following *(Reference: SB Policy 3115 Homeless Students Enrollment Rights, Services, and Transportation)*:

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

This also includes youth from 18 through 21 years of age who may still be eligible for educational services in regular or special education. The ***Federal McKinney Vento Homeless Assistance Act*** requires that school districts:

- Ensure and provide educational stability for students in temporary and transitional housing situations.
- Ensure and provide immediate access to school for students in temporary and transitional housing situations.
- Appoint a liaison for students in temporary and transitional housing situations.
- Ensure that students in temporary and transitional housing situations have access to Title I services.

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

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

- The right to the same opportunity to meet the same high academic standards as all students.

MINIMUM COLLEGE ADMISSION STANDARDS

Please check with each individual university, college, tech school or other for admission requirements.

Helpful websites:
The Washington State Board of Education: http://www.sbe.wa.gov/our-work/graduation-requirements
Washington Student Achievement Council: https://www.wsac.wa.gov/college-admissions

PROGRESS REPORTS

Progress reports are produced through APEX on a weekly basis and sent to the parent and the student each week. Parents are encouraged to provide their email addresses for automatic notices. Parents may also speak with their student's advisor after weekly progress meetings with students. Report cards will be sent home every 12 weeks (trimester).

STUDENT RECORDS

The Centralia School District may **release personally identifiable photographs and directory-related records or files** about an individual student. Parents of students or adult students may request that any or all of the above-mentioned categories of information not be released without their prior consent. If such a request is made, it must be in writing and will be maintained in the student's permanent file.

According to the *Family Education Rights and Privacy Act (FERPA),* parents of students or adult students have the **right to inspect and review their student's cumulative folder, discipline files and other student records, and receive an interpretation of those records from school personnel**. The student's cumulative folder will be retained for two (2) years after graduation or five (5) years after discontinuance of high school enrollment.

Student records, including the student's discipline record, will be released to another school where the student has enrolled or intends to enroll. *(Reference: SB Policy 3231P Student Records)*

DISCIPLINE

The following discipline rules and regulations apply to students while they are on school grounds and while they are at school-sponsored/co-sponsored events. This includes students during school hours, immediately before or after school hours, or at any other time the school is being used by a school group; at school-sponsored activities on or off school grounds; off school grounds when a student is in route between home and school on lawful school days; on the school bus; or when the student is on any school property at any other time. **A student's misconduct may result in exclusion from home or away activities and competitions in which Futurus teams, clubs, or other groups are participating. When a student's misconduct violates state law, school officials may need to notify the appropriate law enforcement authorities.** If this occurs, school officials will contact parents either by phone, email, or certified letter. **All disciplinary actions must be completed before any student can participate in any school social functions. This includes attending CHS dances, games, or other student activities of any kind.**

EXPECTED BEHAVIORS:

At Futurus, we value respectfulness, resilience, supporting each other, accountability, and responsibility.

- **Respectfulness & Resilience**

    - Show respect for self and others including respecting others' privacy and using appropriate language.
    - Respect materials, school property, the classroom, classroom environment, and the property of others.
    - Appropriately advocate for yourself and problem solve to complete a task
- **Offer support to others**
    - Actively work with others to achieve class tasks
    - Advocate for self and others appropriately
    - Take notice when something seems wrong - see something, say something
- **Accountability**
    - Attend consistently, punctually, and bring necessary materials
    - Accept responsibility for your words and actions
- **Responsibility**
    - Control emotions, thoughts, behaviors, and actions to empower you to make decisions, solve problems, and respond appropriately
    - Follow directions promptly

STUDENT RIGHTS & RESPONSIBILITIES CODE

The underlying philosophy of the Centralia School District regarding discipline is to maintain a secure learning environment, keep children in school, and at the same time, encourage positive social adjustment on behalf of students, parents and the community. In addition to rights established by law *(Reference: WAC 72-120-015 Student Rights)*, each student served by the school district possesses the following rights:

1. An equal education opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, gender, sexual orientation, marital status, previous arrest, previous incarceration, or physical, mental, or sensory handicap.
2. Freedom of speech and press, peaceful assembly, and redress of grievances subject to reasonable limitations on time, place, and manner of exercising such rights.
3. Freedom from unreasonable search or seizures.
4. Freedom from unlawful interference in their pursuit of an education.

EXCEPTIONAL MISCONDUCT

Areas of misconduct for which long-term suspension or expulsion may be imposed without having prior disciplinary actions are *(Reference: SB Policy 3241/P Classroom Management, Corrective Actions or Punishment)*:\

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

APPEAL PROCEDURES RELEVANT TO DISCIPLINE

Student Due Process Procedures: Grievance, Hearing, and Appeal:

The administrator and teachers of Futurus desire to treat each student fairly and firmly in instances of misbehavior. Parental understanding, support and cooperation are absolutely essential to their efforts. Students

and their parents have the following rights and obligations when a form of discipline is imposed because of a student's behavior.

The following will be used as a guideline in determining disciplinary consequences for various infractions of school rules. Deviation from these guidelines may be made in response to extreme situations or extenuating circumstances. Furthermore, the listed infractions are not intended to be exclusive nor do they limit an administrator's prerogative to recommend other consequences up to and including expulsion. Offenses may be skipped depending on the severity of the student's actions. ***(Reference: SB Policy 3241 Classroom Management, Corrective Actions, or Punishment)***

Short-Term Suspensions: Parents and students have a right to an informal conference with the building principal or their designee for the purpose of resolving a grievance. If the differences are not resolved, parents and student, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the District Superintendent. If the grievance is still not resolved, the parent and student, upon two (2) business days' prior notice, shall have the right to present a written grievance to the School Board at their next regular meeting. *Note: The discipline action or short-term suspension will continue during the grievance procedures unless the building principal or their designee elects to postpone such action.*

Long-Term Suspension or Expulsion: Problems are best resolved at the building level. Therefore, hearings for long-term suspensions, emergency expulsions, or expulsions are initially held at the building level. If differences are not resolved at that level, it is possible for a district-level hearing to be held. In the event the district-level hearing does not resolve the differences, parents have a right to appeal to the School Board and these procedures are provided for parents to do so. In general the law provides for:

1. **A written notice relating the opportunity for a hearing** is to be delivered in person or by certified mail (within 24 hours in cases of emergency expulsion). The notice will:
    - Be in the predominant language of the family,
    - State the alleged misconduct and the rules violation,
    - State the corrective action proposed,
    - State the rights of the student to a hearing and the time limit within which the parents/student must reply.
2. **A request for a hearing will be accepted in writing** within three (3) school business days (10 days in the case of emergency expulsion). If the request is not received within three (3) days (10 days in the case of emergency expulsion), the student waives his/her right to a hearing and the corrective action will be imposed. *Note: The student remains in school until the time limit cited for a request for an opportunity for a hearing has expired and during the hearing and appeal procedure.* An emergency expulsion may be continued during the hearing if the emergency situation still exists.
3. If a request is received, **the hearing will be scheduled as soon as possible** and no later than three (3) school business days.
4. **Students and parents have a right to**:
    - Inspect any evidence in advance of the hearing
    - Be represented by legal counsel
    - Question and confront witnesses
    - Give their explanation of the alleged misconduct
    - Present relevant evidence and witnesses
5. **A written decision** stating the hearing officer's conclusions and the form of the corrective action to be imposed, if any, will be provided to the student and parents.
6. **Appeals may be made to the School Board** within three (3) school business days after the date of the hearing decision. The Board will schedule and hold an informal conference to review the matter. Any appeal of the Board's decision must be made through the courts.

INFRACTIONS/CONSEQUENCES

ALCOHOL/DRUGS/NICOTINE/TOBACCO/VAPORIZERS

Career Long / Criminal Offense / Exceptional Misconduct

Actions taken by staff in dealing with student use of alcohol, and the use and abuse of controlled illegal, addictive, or harmful substances including marijuana (cannabis) and anabolic steroids, will have as their first concern the welfare of the student involved and the other students in the school. Although a helping relationship rather than an investigative and punitive approach will be emphasized, necessary and appropriate disciplinary action will be taken when laws or school regulations are violated. Law enforcement agencies will be called upon for investigative and consultative assistance where illegal drug or alcohol activity has occurred. *As per RCW 69.50.102, RCW 69.50.101, RCW 66.04.010.*

Prohibitions Relating to Alcohol, Illegal Drugs, Tobacco, E-Cigarettes/Vapor Devices, "Vapor Pens", Non-Prescription Inhalers, Over-the-Counter Medications, Diet Aids, and Performance Enhancers
(Centralia School Board Policy #4215 Use of Tobacco and Nicotine Products and Delivery)
Drugs at school and school-sponsored activities constitute a danger to students and may result in long-term suspension or expulsion. The following is unlawful, wrong, and harmful and will not be allowed by students or staff on school premises at any time, during a school-related activity off school grounds, or at any time when the student is enroute between home and school:

- Alcohol and illegal drugs/controlled substances
    - Use, possession, sale, or distribution
    - Being under the influence or show evidence of having used
- Nicotine products, including matches, lighters and e-cigarettes/vaporizers
    - Use or possession
    - Show evidence of having used
- Drug paraphernalia
    - Possession
- Over-the-counter medications, diet aides, or performance enhancers such as anabolic steroids
    - Use, possession, sale, or distribution
    - Being under the influence or show evidence of having used
    - Use of a medication authorized by a medical prescription from a registered physician shall not be considered a violation of this rule
- **Substances intended to look like drugs** or displayed to other students as if to represent drugs may be treated as illegal drugs
    - Use, possession, sale, or distribution

Law enforcement authorities will be notified as appropriate at any stage.

Discipline for Alcohol/Drug Violations
If a student appears at school or a school-sponsored function demonstrating behavior, which indicates 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:

- The parents will be notified to arrange for appropriate treatment;
- If the student's illegal use of addictive substances is confirmed, the school administration may request the assistance of a law enforcement official in investigating the source of the addictive substance;
- Appropriate school disciplinary action will be taken.

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. If a school administrator receives information concerning the 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. Possible loss of activity privileges may result and Activities Code enforcement may occur when appropriate. Dance privileges may be revoked indefinitely. *(References: SB Policy 2121/P Substance Abuse Program; SB Policy 3240/P Student Conduct; SB Policy 3241/P Classroom Management, Corrective Actions, or Punishment; WAC 148-120-100; RCW 28.A.210.310-31.170 Prohibition on Use of Tobacco Products on School Property)*

ALCOHOL/DRUGS/NICOTINE/TOBACCO/VAPES - Possible consequences may include:	
☐	Referral to get a Drug & Alcohol assessment and follow through with a treatment plan.
☐	Short-term suspension (1-10 days OSS) may be considered with multiple infractions or the student/parents refuse a Drug and Alcohol assessment.
☐	Long-term suspension (10-20 days OSS) will be considered if there has been multiple infractions with controlled substances over their career.
☐	Expulsion hearing may be held if there are repeated infractions or there was distribution/sharing of controlled substances.
☐	Alternative research-based Drug & Alcohol interventions may be considered upon mutual agreement of the administration and parents.
☐	Behavior contract may be developed to ensure the safety of Futurus High School.
☐	All infractions will result in a referral to law enforcement.

ARSON

Career Long / Criminal Offense / Exceptional Misconduct

An intentional or unintentional act which results in the combustion of materials on school property. *(Reference: SB Policy 3240 Student Conduct; WAC 148-120-100 Conduct Violations)*

ARSON - Possible consequences may include:	
☐	Emergency expulsion, investigation, long-term suspension, law enforcement referral

ASSAULT

Career Long / Criminal Offense

Physical and/or verbal attack by one person (or group of persons) upon another person who does not wish to engage in the conflict and who has not provoked the attack. Assault may be considered a crime and law enforcement may be notified. *(References: SB Policy 3240/P Student Conduct; SB Policy 3241/P Classroom Management, Corrective Actions, or Punishment; WAC 148-120-100 Conduct Violations)*. ***Note: Stink bombs are a form of assault and a criminal offense.***

ASSAULT - Possible consequences may include:	
☐	Up to expulsion, depending upon the severity of the assault.

ASSEMBLIES/PLAYS/PROGRAMS (DISRUPTION OF)

Assemblies are held for educational programs, student/staff recognition and for the enjoyment of students and faculty. It is the responsibility of each student to maintain high standards of conduct and to give every courtesy to the speaker and to the program. Student attendance at assemblies is an expectation. Students who choose to disrupt the assembly may lose the privilege of attending other assemblies through the remainder of the school year. Students who elect to skip the assemblies will be considered truant. *(Reference: SB Policy 3240/P Student Conduct; WAC 148-120-100 Conduct Violations)*

DISRUPTION OF ASSEMBLIES/PLAYS/PROGRAMS - Possible consequences may include:	
☐	One hour detention and removal from assembly/play/performance/program.
☐	The student will lose the privilege to attend/participate in any assemblies, plays, performance, or programs for the remainder of the school year. This will also include coming to school dances or attending another school dance as a guest.

CHEATING & PLAGIARISM

Year-long Violation

Academic honesty is an important value in our student's education and one that will help to develop positive characteristics. Doing their own work and being truthful about the context of their work is expected from all Futurus students. *(Reference: SB Policy 3240/P Student Conduct; WAC 148-120-100 Conduct Violations)*

CHEATING & PLAGIARISM - Possible consequences may include:	
☐	The student may receive a zero (0) on his/her test, project, or assignment. The zero will be averaged into the student's grade. Parents will be contacted and a notice will be sent to the office and placed in the student's guidance record.
☐	The student will lose the privilege to attend/participate in any assemblies, plays, performance, or programs for the remainder of the school year. This will also include coming to school dances or attending another school dance as a guest.

CLOSED CAMPUS VIOLATION

Year-Long Violation

Centralia School District policy provides for a closed campus. Following their arrival, students are to remain on campus until their dismissal at the end of the school day. **Students may leave campus if they have properly checked out through the Futurus office or if they are involved in an off-campus educational program, i.e., Running Start and New Market Skills Center.** Any unsupervised areas of the campus are deemed off limits. No student is to be in the parking lot during the academic day unless he/she has been given permission through the Futurus office. Students must have parental permission prior to leaving campus, and students **must sign out through the Futurus office.** Parents are responsible for contacting the Futurus office prior to their student leaving campus. Failure to do so will result in disciplinary action for closed campus and truancy. *(Centralia School Board Policy #3242 Closed Campus)*

CLOSED CAMPUS VIOLATION - Possible consequences may include:	
☐	2 lunch detentions
☐	1 week of lunch detentions
☐	Administrative decision

CLOSED CAMPUS/STUDENT DRIVING

Semester-Long Violation

It is the responsibility of the driver of the vehicle to make sure his/her passengers have been cleared to leave campus or he/she will face the following escalating consequences *(Reference: SB Policy 3242 Closed Campus):*

CLOSED CAMPUS/STUDENT DRIVING - Possible consequences may include:	
☐	One hour of detention and loss of parking permit for one week
☐	Loss of parking permit for one month and one week of lunch detention
☐	Administrative decision - depending on the severity of the offense, action may range from detention to expulsion

COMPUTER/INTERNET ACCESS

Career Long / Criminal Offense

Futurus offers computer and Internet access for student's use in their classroom studies. This is a privilege, not a right, and any inappropriate usage may result in disciplinary action and cancellation of these privileges. Violations will be cumulative. Depending on the offense, criminal charges may be filed. *(References: SB Policy 2022: Electronic Resources; WAC 148-120-100 Conduct Violations)*

Prior to students being allowed to have computer and Internet access at Futurus, students and their parents are required to read the **Permission to Access Internet information packet and sign and return the Internet Use Agreement Form to the library.** System monitors have access to all materials on the network and will be monitoring students' usage. Futurus reserves the right to remove a user account on the network. Any user identified as a security risk or having a history of problems with other computer systems, may be denied access to the Futurus network. *Note: Students are required to report an administrator immediately if anyone is trying to contact them for illicit or suspicious activities.*

Criminal and Prohibited Usage of Computer/Internet (includes but is not limited to):

- Revealing user ID and passwords to others or gaining access to another user's ID and/or password
- Editing or changing files/emails of others, or reading someone else's email
- Reposting personal communication without the author's prior consent
- Using the network for personal and/or private business or political lobbying
- Using false names or pseudonyms
- Playing games or using Internet messaging (Note: chat is prohibited unless authorized by a teacher for classroom purposes)
- Using school equipment to dial into other networks or bulletin board systems (BBS), local or remote, that was not approved by the teacher
- Using profanity, obscenity, or other language which may be offensive to another
- Downloading or uploading pirated or illegal software in violation of copyright law
- Using the Internet for personal financial gain or any commercial or illegal activity
- Uploading or creating computer viruses, which is a criminal offense
- Destroying or modifying data or committing any form of vandalism
- Developing programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing device
- Sending hate mail or chain letters, harassment, discriminatory remarks, and other antisocial behaviors. *Please see cyberbullying in the discipline section under Harassment, Intimidation, Bullying (HIB).*
- Accessing or processing pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network
- Transmitting any materials in violation of state, federal and/or copyright laws

COMPUTER/INTERNET ACCESS - Possible consequences may include:	
☐	Student is reminded of the agreement and parent/guardian may be contracted. Student will lose his/her account for one week. Depending on the offense, additional consequences may be applied.
☐	Student will lose his/her account for 1 month. Parent or guardian will be notified.
☐	Student will lose his/her account for the remainder of the school or permanently. Parent/guardian will be notified.

CONDUCT BRINGING DISCREDIT TO Futurus

Behavior conducted by a student while at school or away which, because of an obvious connection of the student to Futurus, would cause embarrassment or discredit to the school. *(References: SB Policy 3240/P Student Conduct; WAC 148-120-100 Conduct Violations)*

CONDUCT BRINGING DISCREDIT TO Futurus - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from detention to expulsion.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities are subject to the same treatment of Student Rights, Responsibilities, and Regulations as non-disabled student with modifications identified below *(Reference: SB Policy 2162P, Education of Students with Disabilities under Section 504; WAC 180-40)*

Procedures outlined in the statement of Student Rights, Responsibilities, and Regulations are applicable when the action proposed or taken does not exceed the short-term timelines in the statement of Student Rights, Responsibilities, and Regulations.

When considering the imposition of long-term suspension or expulsion for a disabled student, which would constitute a significant change of placement, a group meeting must be held prior to imposing the action, which complies with established criteria. These criteria may be obtained upon request in the Futurus office or from the Special Education Cooperative.

DISRESPECT TOWARDS STUDENTS & STAFF

We expect students to treat others as they wish to be treated. Students who are disrespectful may face the following consequences:

DISRESPECT TOWARDS STUDENTS & STAFF - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from detention to expulsion.

DISTRIBUTION AND/OR POSTING OF MATERIAL

Any distribution and/or posting of materials throughout the school must be approved and stamped by the Futurus office. *(Reference: SB Policy 3220P Freedom of Expression)*

DISTRIBUTION AND/OR POST OF MATERIAL - Possible consequences may include:	
☐	Student will be required to remove all materials, and may be assigned detention
☐	1 day ISS
☐	Depending on the severity of the offense, action may range from detention to expulsion

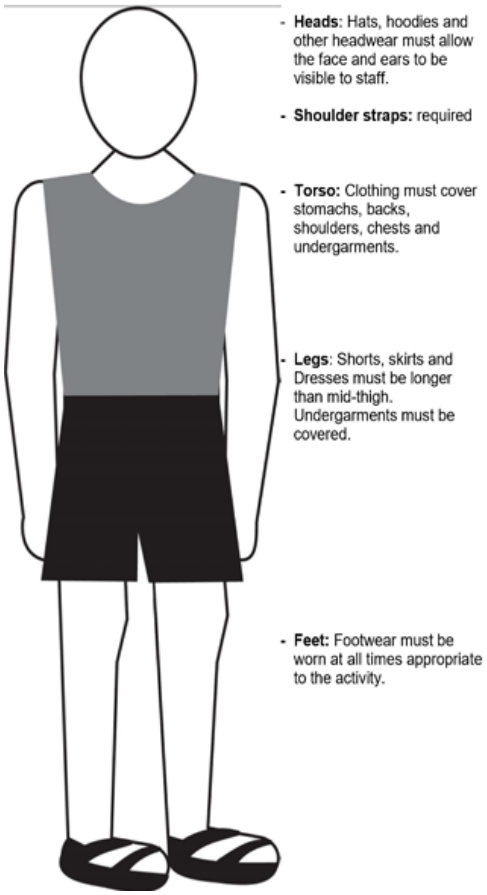
DRESS CODE

FHS students are expected to dress appropriately to ensure a positive learning environment and a safe school community. The Dress Code at FHS helps students prepare for the workplace. Clothing should be neat, clean, and decent. *(Reference: SB Policy 3224/P Student Dress)* FHS reserves the right to revise the Dress Code pending new information on types of clothing, articles, or trademarks that may constitute a disruption to the educational environment or to the safety and wellbeing of FHS students. **If a staff member deems a particular student's clothing to be disruptive to the learning environment, the Dress Code policy will be enforced.**

The shaded portion of the figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

Clothing/articles that are prohibited and are not to be worn at school or at school-sponsored events include:

- Clothing/articles that are gang related and/or display LA, the number 13, or South Side
- Bandannas (orange, black, and white bandannas are allowed during Homecoming Week and designated Spirit Days)
- Students are prohibited from wearing hoods/hats that obscure the eyes or face while in the building
- Belts must be secured in such a manner that no part of the belt is left hanging below the knee or dragging on the ground
- Pants that drag excessively on the ground (this is for student's safety)
- Flags word around the body in any manner
- Clothing/articles that promote alcohol, drugs, tobacco, violence, sexual and/or racist messages, display violence, contain swear words, images that allude to swear words, or the Confederate flag
- No brief or provocative clothing - clothing must be made of opaque material (not see through or sheer) and conceal the entire body from the armpit to beyond the bottom curve of the buttock while in any position (standing, seated, etc.). Holes in clothing are permitted outside of the areas of required coverage.
- Brief or revealing garments such as halter tops, tank tops, tops with spaghetti straps, tube tops, muscle shirts, tops that show cleavage, bare midriffs, or bare backs are not allowed.



- Undergarments worn on the lower half of the body must be covered
- Skirts or shorts must be no shorter than the tip of fingertips when the arm is fully extended.
- Pants or shirts with holes that are revealing or provocative are prohibited (holes in pants must be lower than fingertip length)
- No face paints (except on designated school spirit days)
- No masks that cover the entire head
- No sunglasses may be worn in the building unless a documented medical condition exists.
- No trench coats may be worn in building
- No robes or blankets

DRESS CODE VIOLATIONS - Possible consequences may include:	
☐	Student will be given three choices: 1) change clothes; 2) call a family member to get a change of clothes; or 3) use school provided clothing
☐	Refusal of the choices above will range from detention to suspension

ELECTRONIC DEVICES & CELL PHONES

Year-Long Violation

FHS discourages students from bringing any electronic devices to school. FHS assumes no responsibility for lost, stolen, or damaged devices. The student assumes all responsibility if a device is lost, stolen, broken or is taken away by a staff member. *(References: SB Policy 2022: Electronic Resources; SB Policy 3245 Students and Telecommunication Devices)* Parents/guardians are encouraged to utilize the Futurus office number to relay any messages that may be urgent in nature to their child (360-827-6430). We will do our best to relay any urgent information to your child quickly..

Electronic devices **other than cell phones**, including iPods, MP3 players, disc players, cameras, video cameras, handheld game stations, and laptops, are allowed at the teachers' discretion. Every teacher has individual classroom rules regarding electronic devices. **Please contact the teacher for a copy of his/her rules.** Students in violation of classroom rules regarding electronic devices other than cell phones are subject to consequences.

CELL PHONES

Cell phones are only permitted at lunch time while at Futurus High School and must be turned off and kept in the school designated location upon entering the building. Research is clear that students are more engaged without access to their cell phones and other electronic devices. If the student elects to not follow the rules, and his/her cell phone, or a borrowed cell phone is taken away, disciplinary consequences will be applied to the student who was using the phone and also the student who loaned the phone. If a student refuses to give his/her cell phone or electronic device to a staff member upon request, additional consequences will be applied. This will be considered a refusal to comply and discipline will be assigned accordingly.

ELECTRONIC DEVICES & CELL PHONES - Possible consequences may include:	
☐	1st & 2nd offenses: Student will turn in cell phone to staff member. The cell phone will be returned at the end of the school day. Offenses will be documented in Skyward and parent/guardian will be contacted.
☐	3rd+ offenses: Student will turn in cell phone to staff a member. The cell phone will be returned to the student at the end of the school day. Offenses will be documented in Skyward, parents/guardians will be contacted, and the student and parent/guardian will meet with the building administrator or administrator's designee.
☐	If the violations continue beyond 4 offenses, the student and parent/guardian will meet to discuss

	additional consequences.

FALSE ALARMS

Career Long / Criminal Offense

Endangering the safety of others by falsely announcing or reporting a fire alarm, bomb, or weapon on school property. This includes, but is not limited to, pulling a fire alarm, creating a disturbance during a lock-down, or exaggerating or embellishing a dangerous situation. *(Reference: SB Policy 3432P Emergencies; WAC 148-120-100 Conduct Violations)*

FALSE ALARMS - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from detention to expulsion. Possible referral to law enforcement.

FALSIFICATION OF SCHOOL DOCUMENTS

A student found falsifying data or information will receive a zero (0) on that assignment or project. Teacher Aides (TAs) involved in falsifying documents may be removed from their position with a loss of credit. Depending on the offense, the following consequences may apply *(Reference: WAC 148-120-100 Conduct Violations)*:

FALSIFICATION OF SCHOOL DOCUMENTS - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from detention to expulsion.

FIGHTING

Career Long / Criminal Offense

A verbal or physical altercation **between two or more people** causing a disruption to the educational process. Students who observe a fight and fail to disperse upon request, and those contributing to the escalation of the fight by shouting or making inflammatory comments, are subject to discipline up to and including suspension. Fighting offenses are cumulative. *[Reference: SB Policy 3239 Gang Activity; SB Policy 6605P Student Safety Walking to School and Riding Buses (Student Conduct); WAC 148-120-100 Conduct Violations]*

FIGHTING - Possible consequences may include:	
☐	May be referred to counseling/anger management at the expense of the parent/guardian.
☐	Short-term suspension (0-10 days OSS) may be used if the student has had prior verbal or physical “aggressive behaviors”
☐	Emergency expulsion may be used in order to keep the campus safe while investigating the conflict and creating a plan for repairing harm.

FORGERY

Career Long / Criminal Offense

A student shall tell the truth and present himself/herself honestly. A student shall not forge any signature, make false entry, or alter any documents, either paper or electronic, that are used or intended to be used in connection with Futurus. Forgery may constitute a crime, and legal authorities will be notified. *(Reference: WAC 148-120-100 Conduct Violations)*

FORGERY - Possible consequences may include:	
☐	Administrative decision - Depending on the severity of the offense, action may range from detention to expulsion.

GANG-RELATED ACTIVITIES

Career Long / Criminal Offense

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

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

(References: SB Policy 3239 Gang Activity; RCW 28A.600.455 Gang Activity—Suspension or Expulsion; WAC 148-120-100 Conduct Violations)

GANG-RELATED ACTIVITIES - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from short-term suspension to expulsion.
☐	Referral to law enforcement.

HARASSMENT/INTIMIDATION/BULLYING (HIB)

Career Long / Criminal Offense / EXCEPTIONAL MISCONDUCT

(References: SB Policy 3207/P Prohibition of Harassment, Intimidation, and Bullying; WAC 148-120-100 Conduct Violations)

Bullying/Intimidation

When one person forces another person to do or say something that is inappropriate or disruptive to the school environment. Bullying typically leaves the victim feeling uncomfortable or coerced. Regardless of intent, intimidating actions or words are harmful to both the recipient and Futurus. Students who direct profanity towards, bully, or intimidate others are subject to consequences.

Cyberbullying

Bullying conducted via electronic means by a student while on school grounds during the school day. Electronic means is defined as "any communication where there is the transmission of information by wire, radio, cell phone, optical cable, electromagnetic, or other similar means." Cyberbullying can take different forms, such as, teasing, threats or intimidation that takes place online, etc... The bullying behavior can take the form of harassing emails, insulting text messages or photos (sexting or sending sexually provocative photos) on cell phones, messages left

in a public online forum, embarrassing photos or illustrations posted to web sites, and nasty comments left on online networking sites.

Discrimination
To unfairly treat another person or group on the basis of prejudice or bias. State and federal law prohibits discrimination. Futurus complies with all non-discrimination rules and regulations and does not allow discrimination against students on the basis of race, color, religion, national origin, gender, sexual orientation, or disability. This holds true both at Futurus and at all Futurus co-curricular events.

Harassment
Intentional acts, statements, or conduct with the purpose or effect of negatively interfering with a student's school performance, or creating an intimidating, hostile, or offensive school community.

Lewd Conduct
Any indecent, sexually suggestive or obscene act, expression, or gesture. Students shall not possess, distribute, or attempt to acquire pornographic material. Exposing one's buttocks or private areas at school or at a school-sponsored event is prohibited.

Racism
Any acts, statements, or conduct, deliberate or otherwise, that targets one race or ethnicity. This may include deliberate and/or unwelcome words, terms, gestures, symbols, graffiti, pictures, offensive photographs, disparaging remarks about someone, offensive jokes, or teasing.

Sexual Harassment
Includes all unwanted, uninvited, and non-reciprocal sexual attention. This may include, but is not limited to:

- Sexually suggestive looks or gestures
- Pressure for dates or sex
- Sexual jokes, pictures, or teasing
- Deliberately touching, cornering, or pinching someone
- Sexually demeaning comments
- Attempts to kiss or fondle

HARASSMENT/INTIMIDATION/BULLYING (HIB) - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from a verbal warning to expulsion. Criminal charges may be filed.

LYING TO SCHOOL AUTHORITIES

Students who present false information to staff members will be considered lying.
Futurus students are to be truthful at all times. Students electing to be dishonest will incur disciplinary action(s).

LYING TO SCHOOL AUTHORITIES - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from a verbal warning to expulsion.

PORNOGRAPHY

Career Long / Criminal Offense

Any student in the possession of pornography or accessing inappropriate or pornographic sites on the Internet will be subject to school discipline. All pornographic materials will be confiscated. Students accessing pornographic sites on the Internet will lose their Internet privileges for a period of time to be determined by the staff and administration. Pornography offenses are cumulative. *(References: SB Policy 2022: Electronic Resources; WAC 148-120-100 Conduct Violations)*

PORNOGRAPHY - Possible consequences may include:	
☐	1-5 day suspension & parents/guardians notified
☐	Loss of privilege (restricted internet access for a period of time)
☐	Long-term suspension for the remainder of the school year
☐	Depending on the severity of the offense, referral to law enforcement

PROFANITY DIRECTED AT A STAFF MEMBER

Career Long / Criminal Offense

The use of profane language (cussing/swearing) or gesturing directed at a staff member. *(Reference: WAC 148-120-100 Conduct Violations)*

PROFANITY DIRECTED AT A STAFF MEMBER - Possible consequences may include:	
☐	Problem solving conference with a building administrator or designee. Parent/guardian called.
☐	Students will develop a restorative plan to repair harm and prevent it from happening again.
☐	Classroom exclusion of 1-5 days served

PROFANITY/LANGUAGE/OBSCENE BEHAVIOR

Profanity, cursing, swearing, abusive, or offensive gesturing at school, as in the workplace, is neither acceptable nor tolerated at Futurus. This includes profanity in general conversation. Profanity directed at an individual constitutes harassment, intimidation, and bullying (HIB). Students may be disciplined for the use of profane language or obscene behavior that occurs during the regular school day, at school-sponsored activities, or any time that this improper conduct takes place on school property. *(Reference: SB Policy 3207 Prohibition of Harassment, Intimidation, and Bullying; WAC 148-120-100 Conduct Violations)*

PROFANITY/LANGUAGE/OBSCENE BEHAVIOR - Possible consequences may include:	
☐	Problem solving conference with a building administrator or designee. Parent/guardian called.
☐	Students will develop a restorative plan to repair harm and prevent it from happening again.
☐	Profanity or obscene language may meet the definition of a “verbal assault” or “harassment/intimidation/bullying” (HIB) with the resulting consequences.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public displays of affection (PDA) are overly affectionate displays that make others uncomfortable and are inappropriate at school. *(References: SB Policy 3240P Student Conduct; WAC 148-120-100 Conduct Violations)*

PUBLIC DISPLAYS OF AFFECTION (PDA) - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from a verbal warning to suspension. Could qualify as Lewd Conduct.

RECKLESS ENDANGERMENT/HORSEPLAY

Career Long / Criminal Offense / Exceptional Misconduct

Whether or not it is intentional, reckless endangerment/horseplay is behavior which would be considered under reasonable circumstances to cause oneself or others to be placed in potentially dangerous circumstances. This also includes hitting or tapping anyone in the testicles and twisting or pinching another student's nipples. As well as any unwanted touching. Extenuating circumstances may warrant immediate suspension or expulsion. *(References: SB Policy 3240P Student Conduct; WAC 148-120-100 Conduct Violations)*

RECKLESS ENDANGERMENT/HORSEPLAY - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from detention to expulsion

REFUSAL TO COMPLY WITH A REASONABLE REQUEST

Exceptional Misconduct

Refusal to comply with a reasonable request is when a student is requested by staff to serve detention, leave the classroom, report to the office, or report to another specific location and the student refuses to go or does not report to the location to where they were sent. It also applies to students who refuse to identify themselves to any staff member. Included in this category is a cell phone/electronic device violation in which the student refuses to turn over their device to a staff member and also students who refuse to do school work during class time.

REFUSAL TO COMPLY WITH A REASONABLE REQUEST - Possible consequences may include:	
☐	Problem solving conference with student, administration or designee, and parent/guardian.
☐	Depending on severity of the offense, suspension (0-10 days) at administrative discretion

REFUSAL TO SUBMIT TO AN AUTHORIZED SEARCH

If a school authority has a reason to believe that a student is in possession of an illegal substance or item, a search is justified. Refusal to submit to a search is grounds for disciplinary action and will be regarded as an extreme refusal to comply. *(Reference: SB Policy 3230 Student Privacy and Searches)*

REFUSAL TO SUBMIT TO AN AUTHORIZED SEARCH - Possible consequences may include:	
☐	Student may be assumed to be in possession of the suspected contraband resulting in consequences related to the alleged item(s).
☐	Long-term suspension up to expulsion may be used if the refusal to submit to an authorized search poses a potential threat to the safety of the campus.

REPEATED MISCONDUCT/VIOLATIONS

Exceptional Misconduct

Students who habitually show a willful disregard for the rules and the learning of others will not be tolerated, and consequences for serious offenses will be compounded. *(References: SB Policy 3240P Student Conduct; WAC 148-120-100 Conduct Violations)*

REPEATED MISCONDUCT/VIOLATIONS - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from detention to expulsion

SCHOOL ENVIRONMENT (DISRUPTION OF THE EDUCATIONAL PROCESS)

The school community at Futurus allows for each student to learn in an orderly and uninterrupted educational environment. Should a student be disruptive in class and disturb the rights of the teacher to teach or other students to learn, then the following consequences may be applied *(References: SB Policy 3240P Student Conduct; WAC 148-120-100 Conduct Violations*):

DISRUPTION OF THE EDUCATIONAL PROCESS - Possible consequences may include:	
☐	Problem solving conference with student, administration or designee, and parent/guardian.
☐	Depending on the severity of the offense, action may range from detention to expulsion

SEXUAL EXPLOITATION OF CHILDREN - RCW 9.68A

Criminal Offense

SEXUAL EXPLOITATION OF CHILDREN - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from detention to expulsion. Referral to law enforcement.

SKATEBOARDS, BIKES, & ROLLER SKATES

Skateboards, roller blades, roller skates, wheeled shoes, or personal transportation items are not allowed on campus. Students may ride a bike or skateboard to school, but is to be placed in the bike rack or designated storage area and used only to arrive at and leave from school. We strongly encourage students to bring a lock and secure their bikes while at school as the school district is not responsible for lost or stolen items.

SKATEBOARDS, BIKES, & ROLLER SKATES - Possible consequences may include:	
☐	Confiscated until the end of the school day
☐	Confiscated for up to 30 days, student may pick up in the Futurus office
☐	Confiscated until the end of the year and must be picked-up by a parent/guardian

TARDIES

Tracked by trimester/class

Tardies are not tolerated—FHS encourages all students to take their education seriously and make every effort to get to class on time. Students will be considered tardy if they arrive after school/class has begun. Note: Please see Truant/Skipping for discipline steps. *(References: SB Policy 3121 Compulsory Attendance; RCW 28A.225 Compulsory School Attendance and Admission)*

THEFT

Career Long / Criminal Offense/Exceptional Misconduct

Theft is taking property that does not belong to you. *(References: SB Policy 3240P Student Conduct; WAC 148-120-100 Conduct Violations)*

THEFT - Possible consequences may include:	
☐	Depending on the severity of the offense, action may range from detention to expulsion. Student may have to make restitution for loss of property and may be referred to law enforcement.

TOBACCO (SEE ALCOHOL/DRUGS/NICOTINE/TOBACCO/VAPORIZERS)

Career Long / Criminal Offense / Exceptional Misconduct

TRUANCY (UNEXCUSED ABSENCE/SKIPPING CLASS)

Tracked by semester

Students who accumulate excessive truancies will have additional consequences as defined by RCW 28A.225, commonly called the “Becca Bill.” Truancies are deliberately avoiding school, or class without a valid reason, the act of which parents generally have no knowledge. Leaving a class without a teacher's permission is also considered a truancy. In compliance with the Compulsory Attendance Law, the school is required to file a petition with the court at the 5th truancy in a month, and/or the 10th truancy in a school year *(References: SB Policy 3121 Compulsory Attendance; RCW 28A.225 Compulsory School Attendance and Admission)*

Note: As a school of choice, chronic offenders risk being dropped from Futurus High School.

TRUANCY - Possible consequences may include:	
☐	Problem solving conference with administrator or designee and student.
☐	Problem solving conference with administrator, student, and parent/guardian
☐	Attendance contract
☐	Filing of BECCA Bill

VANDALISM

Career Long / Criminal Offense / Exceptional Misconduct

Destroying or defacing objects and materials that belong to the school district, to another student, to a staff member, or to a district contractor. *(References: SB Policy 3241 Classroom Management, Corrective Actions, or Punishment; WAC 148-120-100 Conduct Violations)*

VANDALISM - Possible consequences may include:

☐	Restitution - cleaning up, fixing, or replacing what was vandalized
☐	Restitution - community service hours to others having to clean up, fix, or replace what was vandalized
☐	Administrative decision - depending on the severity of the offense, actions may range from detention to expulsion.

WEAPONS

Career Long / Criminal Offense / Exceptional Misconduct

Possession or use of a dangerous weapon or object used to inflict bodily injury to another. The principal or designee will determine if an object is a weapon under this rule. Possession of a firearm will result in immediate expulsion for one year, as required by law. The expulsion may be modified by the superintendent through the appeal process. Weapons must not be brought onto campus by any student. Weapons in a student's car will be considered in the student's possession. All incidents involving weapons will be referred to the appropriate law enforcement agency and will involve a parent/guardian contact. *(References: SB Policy 3241 Classroom Management, Corrective Actions, or Punishment; WAC 148-120-100 Conduct Violations)*

Firearms

WEAPONS: Firearms- Possible consequences may include:	
☐	Expulsion up to one year

Other Firearms (including paintball guns and other weapons that are designed or can be modified to expel a projectile by use of air, compressed gas, or other explosives)

WEAPONS: Other Firearms- Possible consequences may include:	
☐	Emergency expulsion to expulsion

Other Weapons (including air or carbon dioxide powered guns, knives, metal/brass knuckles, peppery spray, mace or other personal protection spray devices, lighters, matches, laser pointers, explosives [including ammunition or fireworks], or other implements determined to be a weapon)

WEAPONS: Other Weapons - Possible consequences may include:	
☐	Short term suspension to expulsion

WEAPONS-FREE SCHOOL

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 firearms displays, weapons safety instruction, and on-duty law enforcement officers in the course of their duty. Violation will result in expulsion from school. *(Reference RCW 9.41.280; SB Policy #4210 Regulation of Dangerous Weapons on School Premises)*

SEARCH & SEIZURE POLICY

To maintain order and discipline in the school, and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. *(Reference: SB Policy 3230/P Student Privacy and Searches)*

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

PERSONAL SEARCHES

A student's person and/or personal effects (i.e. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the individual is in possession of illegal or unauthorized materials (i.e. cigarettes, drugs, weapons, stolen items, etc.) or has violated or is violating a law or school rule(s). If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same gender, with another adult witness present when feasible.

SEIZURE OF ILLEGAL MATERIALS

If properly conducted searches yield illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

SCHOOL ACTIVITIES/ATHLETICS

(Reference: SB Policy 2151/P Interscholastic Athletics)

Sports activities are available at Centralia High School (CHS) for any Futurus student residing in Centralia School District boundaries. They must speak with the CHS Activities Secretary. Note that all CHS, FHS, ASB, and WIAA rules, eligibility requirements, discipline, and appeal rights apply (please refer to the CHS Student Handbook for more information).

GLOSSARY OF TERMS

Behavior Contract
An agreement that clearly states the behavior expectations of a student. The student agrees to abide by these expectations. If a student violates the contract by demonstrating unacceptable behavior, the student will receive further consequences, including short to long-term suspension.

Cyberbullying
Teasing, threatening or intimidating that takes place online. The bullying behavior can take the form of harassing emails, insulting text messages on cell phones, messages left in a public online forum, embarrassing photos or illustrations posted to web sites, and nasty comments left on online networking sites.

Confiscation
The act of taking away items that are inappropriate for school (i.e., tobacco products, electronic devices, weapons, etc.).

Criminal Activity
An illegal activity that warrants the involvement of law enforcement. Criminal activities are noted in the discipline section.

Detention
Intervention assigned by teachers or administrators as a disciplinary action to give students an opportunity to reflect on inappropriate behavior, have a time-out, de-escalate emotions, and/or make up for missed class time. Detention is served during lunch daily and after school from 2:30-4:00 pm every Monday through Thursday. Teachers have the right to request that the student serves his/her detention with the teacher. Note: Students are responsible for after-school transportation.

Discipline
What students are lacking in order to comply with reasonable requests while at school. For this lack of discipline they can receive consequences.

Discrimination
Unfair treatment of another person or group on the basis of prejudice or bias. State and federal law prohibits discrimination. FHS complies with all non-discrimination rules and regulations and does not allow discrimination against students on the basis of race, color, religion, national origin, gender, sexual orientation, or disability. This holds true both at FHS and at all FHS co-curricular events.

Emergency Expulsion
Emergency removal from a class, subject, or activity. A student may be removed immediately by a certified teacher or an administrator and sent to the Futurus office, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing threat or substantial disruption of the class, subject, activity, or educational process of the student's school. The removal from classes, subjects, or activities shall continue only until:

- The danger or threat ceases, or
- An administrator acts to impose discipline, imposes short-term suspension, initiates long-term suspension or an expulsion, or imposes an emergency expulsion

An administrator shall meet with the student as soon as possible following the student's removal and take or initiate appropriate action or discipline. In no case shall the student's opportunity for such a meeting be delayed beyond the commencement of the next school day. Prior to or at the time the student is returned to class(es) or activity(ies), an administrator shall notify the teacher who removed the student of the action that has been taken or initiated. *(Reference: WAC 180-40-290 Emergency Removal)*

Harassment, Intimidation, and Bullying (HIB)
When one person forces another person to do or say something that is inappropriate or disruptive to the school environment. Intentional acts, statements, or conduct, which has the purpose or effect of negatively interfering with an individual's school performance, or creating an intimidating, hostile, or offensive school community. Bullying typically leaves the victim feeling uncomfortable or coerced. Regardless of intent, intimidating actions or words are harmful to both the recipient and to the FHS school community. Students who direct profanity towards others, bully or intimidate others are subject to consequences.

Lewd Contact
Any indecent, sexually suggestive or obscene act, expression, or gesture. Students shall not possess, distribute, or attempt to acquire pornographic material. Exposing one's buttocks or private areas at school or a school-sponsored event is prohibited.

Plagiarism
(1) Copying word-for-word from a source without enclosing the material in quotation marks and indicating the source; (2) copying ideas and other content without correctly indicating the source, even if you have abstracted, summarized, or paraphrased the material; (3) changing only a few words, phrases, sentences, or sections, but otherwise copying directly from a source and passing it off as your own. Plagiarism may be: (1) inadvertent, committed as a result of ignorance or carelessness; (2) intentional, committed in a conscious attempt to defraud the reader; or (3) repeated and intentional, committed despite previous warnings.

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Racism
Any actions, statements, or conduct, deliberate or otherwise, that target one race or ethnicity with deliberate and/or unwelcome words, terms, gestures, symbols, graffiti, pictures, offensive photographs, disparaging remarks about someone, insulting jokes, or teasing.

Sexual Harassment
Includes all unwanted, uninvited, and non-reciprocal sexual attention. This may include, but is not limited to:

- Sexually suggestive looks or gestures
- Pressure for dates or sex
- Sexual jokes, pictures, or teasing
- Deliberately touching, cornering, or pinching someone
- Sexually demeaning comments
- Attempts to kiss or fondle

Short-Term Suspension
Short-term suspensions will vary from 1-10 days due to a student's behavior and the consequence is assigned by an administrator.

Staffing
A student's behavior may require a conference (also known as a Staffing) between the student, his/her parent, counselor, teachers, and an administrator. Parents may request a Staffing by contacting their student's counselor. A Staffing may also be requested by the student's teacher(s), counselor, or an administrator. The Staffing allows everyone to express concerns and look for alternatives that may assist the student to become successful in school.

SCHOOL BOARD POLICIES

Expectations, rules, and regulations at FHS are derived from policies and procedures established by the Board of Directors of Centralia School District. All School Board policies are available online on the school district website at www.centralia.k12.wa.us, and print versions are available at the School Board office:

Centralia School District
2320 Borst Avenue
P.O. Box 610
Centralia, WA 98531
330.330.7600 (office); 360.330.7604 (fax)

Lisa Grant, Superintendent
Jeff Broome, Director of Teaching and Learning

Some of the more frequently used School Board policies are excerpted in the following section for easy reference.

2121p SUBSTANCE ABUSE

Date: December 21, 2011; Revised: May 15, 2013

Actions taken by staff in dealing with student use of alcohol and the use and abuse of controlled illegal, addictive or harmful substances including marijuana (cannabis) and anabolic steroids will have as their first concern the welfare of the student involved and the other students in the school. Although a helping relationship rather than an investigative and punitive approach will be emphasized, necessary and appropriate disciplinary action will be taken when laws or school regulations are violated. Law enforcement agencies will be called upon for investigative and consultative assistance where illegal drug or alcohol activity has occurred.

Note: Sections on Prevention, Instruction, Guidance Services, School Climate, and Intervention are available in the full version of this School Board policy.

Corrective Action
If a student appears at school or at a school-sponsored function demonstrating behavior which indicates that he/she may be under the influence of an addictive substances and/or admits to an administrator that he/she is under the influence of an addictive substances, the school will take the following action:
The parents will be notified to arrange for appropriate treatment.
If the student's illegal use of addictive substances is confirmed, the school administration may request the assistance of a law enforcement official in investigating the source of the addictive substance.

Appropriate school disciplinary action will be taken.

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

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

3121 COMPULSORY ATTENDANCE

Adoption Date: December 17, 1980; Revised: November 20, 1996; December 17, 1997; October 21, 1998; February 17, 1999; November 17, 1999; March 21, 2012; Classification: Essential

Parents of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A.205 RCW, or is receiving home-based instruction.

Exception may be granted by the superintendent in the following circumstances:

A. The student is physically or mentally unable to attend school;
B. The student is attending a residential school operated by the Department of Social and Health Services;
C. The student's parents have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process;
D. The student is sixteen years of age, regularly and lawfully employed and either has parent permission or is emancipated pursuant to chapter 13.64 RCW;
E. The student has met graduation requirements;
F. The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The district shall not require enrollment for either (a) a minimum number of semesters or trimesters or (b) a minimum number of courses in a semester or trimester which exceeds the enrollment time or courses necessary for a student to meet established course, credit, and test requirements for high school graduation. Note: Legal references are available in the full School Board Policy online.

3122P EXCUSED AND UNEXCUSED ABSENCES (Becca Bill)

Date: October 1995; Revised: November 1998; November 1999; October 2001; October 2002; December 21, 2011; April 17, 2013

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian or, in certain cases, students, to document a student's excused absences.

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

- **Participation in school-approved activity or instructional program**. To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- **Absence due to: illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State recognized search-and-rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.** When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school. Adult students (those over eighteen) living on their own or with parent and school approval and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of their absences with a note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug, or alcohol treatment; and all students have that right for family planning and abortion. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one makeup day for each day of absence.

- **Absence for parental-approved activities.** This category of absence shall be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and PE classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent parent/guardian-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course.
- **Absence resulting from disciplinary actions or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.
- **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.
- **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.
- **Excused Absences.** The district may initiate court petition procedures beginning with a parent conference and resulting in a court petition in cases of excessive excused absences which adversely affect the student's educational process. For the purpose of this policy, excessive excused absence may be defined as excused absences exceeding twenty percent (20%) of the total days in a school year (or) total days in a month. The building principal/designee will be responsible for making the final decision to file a petition with the court for excessive unexcused absences.

Unexcused Absences: Unexcused absences fall into two categories:

A. Submitting an excuse which does not constitute an excused absence as defined previously
B. **Failing to submit, whether by phone, email or in writing**, any type of excuse statement signed by the parent/guardian or note from an adult student.
    a. **Each unexcused absence shall be followed by a telephone call or warning letter to the parent/guardian** of the student phone number listed in Skyward. Each notice shall be in writing in English or in the primary language of the parent. A student's grade shall not be affected if no graded activity is missed during such an absence.
    b. **After two unexcused absences within any month**, the district will make every attempt to hold a conference between the parent, student and principal. At such a conference the principal or designee, student and parent will consider:
        i. Adjusting the student's program;
        ii. Providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
        iii. Transferring the student to another school;
        iv. Assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or,
        v. Imposing other corrective actions that are deemed to be appropriate.
    c. **Not later than the student's fifth unexcused absence in a month**, the district shall enter in-to an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
    d. **If the above action fails to correct the attendance problem**, the student shall be declared a habitual absentee.
    e. **No later than the seventh (7th) unexcused absence within any month during the current school year or upon the tenth (10th) unexcused absence during the current school year**, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The petition consists of written notification to the court alleging that:
        i. **The student has unexcused absences in the current school year**. While petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, but a petition may be filed earlier; also unexcused absences accumulated in another school or school district shall be counted when preparing the petition;
        ii. **Actions taken by the school district have not been successful** in substantially reducing the student's absences from school; and
        iii. **Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school**. The petition will include the student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school. Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.
        iv. If the allegations in the petition are established by a preponderance of the evidence, **the court shall grant the petition and enter an order assuming jurisdiction to intervene** for a period of time determined by the court,

after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

v. **If the court assumes jurisdiction, the school district shall periodically report to the court** any additional unexcused absences by the student, actions taken by the school district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

f. **Any student who presents false evidence,** with or without the consent of his/her parent/guardian, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used and potential further disciplinary action.

g. High school students who are late to class shall be considered truant and be marked with an unexcused absence if they arrived unexcused after the first 10 minutes of class.

h. Students who are absent with no excuse for three or more periods in a day will be considered absent for a day for purposes of filing a Becca petition with the courts.

i. When high school students are absent without excuse for one or two periods in a school day, these periods may be accumulated so that three (3) periods of unexcused absence will count as one day of unexcused absence for the purpose of filing a Becca petition with the courts.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conferencing, or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be placed on an intervention. All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action. *(See Policy #3241, Classroom Management, Corrective Actions or Punishment.)*

3207P PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

Adoption Date: December 18, 2002; Revised: May 21, 2008; June 15, 2011; Classification: Essential

The Centralia School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — a verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Nothing 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, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions: Harassment, intimidation, or bullying can take many forms including:, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

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.

Note*: Information on Training, Prevention, and Interventions can be found in the complete School Board policy online.*

Retaliation/False Allegations: Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer: The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

Note: *Legal references are available in the full School Board Policy online.*

3230P STUDENT PRIVACY AND SEARCHES

Adoption Date: May 21, 2008; Revised: August 20, 2008; March 21, 2012; Classification: Priority

At certain ages, students attain the right to decide for themselves what records will remain confidential, even from their parents, and what activities the student will participate in. At age eighteen students become legal adults and must approve any disclosure of information about themselves from school records, except directory information if a request for confidentiality has not been filed. Students at age eighteen may also sign releases, authorizations or permission slips to participate in school activities, and may sign themselves out of school and authorize their own absences. Students between sixteen and eighteen who have been granted legal emancipation from their parents or guardians have the same rights as eighteen year old students. Students over fourteen years of age have the right to keep private from everyone any district records indicating that they have been tested or treated for a sexually transmitted disease. Students thirteen years and older have confidentiality rights in records regarding drug, alcohol or mental health treatment. All students have confidentiality rights in family planning or abortion records.

A. **Searches of Students and Personal Property:** Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff will take particular care to respect students' privacy.

   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 will have the authority to conduct reasonable searches on school property as provided by board policy.

   A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.

   Prior to conducting a search, school officials will 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 will 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 will be subject to a strip search or body cavity search by school staff. School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized. The superintendent will develop procedures regulating searches of students and their personal property.

B. **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. No right nor expectation of privacy exists for any student as to the use of any space issued or as-signed to a student by the school and such lockers and other spaces are subject to search in accordance with district policy.

   No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety, or welfare of the occupants of the school building or the building itself. Any student's locker, desk, or other storage area will 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 will be conducted according to board policy governing personal searches.

   All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches.

Note: *Legal references are available in the full School Board Policy online.*

3420P STUDENT CONDUCT

Date: October 15, 1997; Revised: January 30, 2012

Respect for the Law and the Rights of Others: The student is responsible as a citizen to observe the laws of the United States, the: state of Washington, and/or its subdivisions. While in the school, the student will respect the rights of others. Students who involve themselves in

criminal acts on school property, off school property at school-supervised events, or off school property — and which acts have a detrimental effect upon the maintenance and operation of the schools or the district — are subject to disciplinary action by the school and prosecution under the law.

Compliance with Rules: Students will comply with all rules adopted by the district. Failure to do so will be cause for corrective action. The rules will be enforced by school officials:

- On the school grounds during and immediately before or immediately after school hours,
- On the school grounds at any other time when the school is being used by a school group(s), or
- Off the school grounds at a school activity, function, or event, or
- Off the school grounds if the actions of the student materially or substantially affect the educational process.

Alteration of Records: A student who falsifies, alters, destroys a school record or any communication between home and school will be subject to corrective action.

Cheating: Any student who knowingly submits work of others represented as his/her own will be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others.

Attendance: A student will not be absent or tardy from classes without an approved excuse. Such a student will be subject to corrective action or punishment.

Alcohol, Chemical Substances and Tobacco Products: A student will not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product.

Disruptive Conduct: A student will not intentionally cause a substantial and material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Occupying a school building or school grounds in order to deprive others of its use;
- Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
- Setting fire to or substantially damaging school property;
- Using, or threatening to use, firearms, explosives or other weapons on the school premises, including use by an unauthorized student of a personal protection spray device, or use of such device in other than self-defense as defined by state law;
- Preventing students from attending a class or school activity;
- Blocking normal pedestrian or vehicular traffic on a school campus;
- Interfering seriously with the conduct of any class or activity; and
- Gambling or encouraging other students to gamble.

Damage or Theft of Property: A student will not intentionally or with gross carelessness damage school or private property.

Extortion, Assault or Causing Physical Injury: A student will not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.

Gang Activity: A student will not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

Leaving Campus during School Hours: A student will not leave the school campus during the school day unless excused by the school office.

Loitering: A student will be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted.

Vulgar or Lewd Conduct: Any lewd, indecent or obscene act or expression is prohibited.

Weapons and Dangerous Instruments: A student will not possess or transmit any object that can reasonably be considered a firearm, air gun or a dangerous weapon. Violation of this rule with a firearm will result in a minimum one year expulsion, unless modified by the superintendent. Students over eighteen years of age and students between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices. No one under eighteen years of age may transmit such devices, nor may they be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of this rule.

Centralia School District
2320 Borst Avenue, PO Box 610, Centralia, WA 98531
360.330.7600 (office); 360.330.7604 (fax)
www.centralia.k12.wa.us

Dr. Lisa Grant, Superintendent

Centralia High School

813 Eshom Road, Centralia, WA 98531-1599
360.330.7605 (office); 360.330.7613 (fax)
https://chs.centraliaschooldistrict.org (web)

ALMA MATER

FOUR YEARS TOGETHER IN OUR SCHOOL
WHERE ALL OUR HEARTS ABIDE
BY GRADUATION TORN APART
WE'RE SCATTERED FAR AND WIDE

BUT STILL WHEN TWO OR THREE SHOULD MEET
AND MEMORIES CARRY BACK
WE'LL SING TO PRAISE THE HONOR OF
OUR FIGHTING ORANGE AND BLACK

The tune of the CHS "Alma Mater" is from "Navy Blue & Gold" composed by J.W. Crosley in 1923 for the U.S. Naval Academy alma mater. Lyricist unknown.

FIGHT SONG

FIGHT CENTRALIA, FIGHT CENTRALIA,
WIN THAT VICTORY
WE'RE THE TIGERS, ORANGE AND BLACK,
FOREVER WE WILL BE, RAH! RAH! RAH!

FIGHT CENTRALIA, FIGHT CENTRALIA,
FIGHT ON FOR YOUR FAME!
FIGHT, TIGERS, FIGHT, FIGHT, FIGHT, TO
WIN THIS GAME,
C! H! S!

The tune of the CHS "Fight Song" is from "On Wisconsin" composed by William T. Purdy in 1909 as the University of Wisconsin football song and eventually became the official state song of Wisconsin in 1959. Lyricist unknown.

This handbook was written to help students and parents understand our policies and procedures. We believe in establishing partnerships with our students and parents. You can show support by reviewing this handbook together. The safety and wellbeing of our students is of utmost importance.

CENTRALIA HIGH SCHOOL

We Are All About…
Inspiring Hope · Being Consistent · Being Present

Scot Embrey
Principal

Heather Cheek
Assistant Principal

Kelly Sneed
Assistant Principal

Tim Ahern
Athletic Director
Dean of Students

Austin Baker
Career and Technical Education Director

Centralia High School
813 Eshom RD
Centralia
WA 98531

Tel: 360-330-7605
Fax: 360-330-7613
www.CentraliaSchools.org

Dear Tiger Students and Families,

I am honored to be your principal. I want us to build upon the success we had last year and strive to be the World's Greatest High School…….why would we set our expectations any lower? In order to get us off on the right foot, we need our students to follow through with the following three expectations: Be on time and attend regularly, Be a force in the classroom; in other words, expect to achieve at high levels and earn all of your credits, and Be connected to your school; join sports, clubs, choir, band, leadership, and attend school events. Of course, our role as a school will be to support students with learning the skills and habits to achieve all three of these expectations.

This school year, as part of the work to ensure our students are achieving excellence, they will work with the student leadership group to clearly define what core beliefs they believe in. By doing this, it better ensures students understand their "Why" and they have a clear understanding for why they attend high school and why achieving at high levels academically and personally creates a better future for them after high school. We will keep families updated about our students' progress defining core beliefs and will communicate them with you.

I am looking forward to teaming with our families and would encourage all families to reach out if you ever have a question, concern or positive comment. I also would encourage you to stay well informed about high school events and information by checking out our school website and the following links:

- https://www.centraliaschooldistrict.org/
- https://instagram.com/centraliaasb?igshid=MzRlODBiNWFlZA==
- https://www.facebook.com/CentHS?mibextid=LQQJ4d
- **Twitter: @CentHSPrincipal**

Lastly, I wanted to let families know about the important dates coming up for students and it is critical you attend these events. The following are important events for the beginning of the year:

CENTRALIA HIGH SCHOOL

We Are All About...
Inspiring Hope · Being Consistent · Being Present

Scot Embrey
Principal

Heather Cheek
Assistant Principal

Kelly Sneed
Assistant Principal

Tim Ahern
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813 Eshom RD
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- 9th grade Orientation – Monday, August 28th
  - 2:00-6:00pm for students with **dinner provided**
  - 5:00-6:00pm parent meeting in the performing art center with **dinner provided** following the meeting
- Open House – Monday, August 28th, 6:30-8:00pm for 10th-12th to pick up class schedules and visit their teachers. 9th grade can attend but this will be the same information as shared during the 9th grade Orientation
- 1st Day of School – Wednesday, August 30th **(this is a full day of school)**
- 2nd Day of School – Thursday, August 31st
- No School – **Friday, September 1st and Monday, September 4th**

Sincerely,

Scot Embrey -- sembrey@centralia.wednet.edu
Kelly Sneed – ksneed@centralia.wednet.edu
Heather Cheek / hcheek@centralia.wednet.edu
Tim Ahern – tahern@centralia.wednet.edu
Austin Baker – abaker@centralia.wednet.edu

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BELL SCHEDULES

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WARNING BELL	7:35
1ST Period	7:40-8:35
2nd Period	8:40-9:35
3rd Period -- Study Hall (unclaimed students remain in 2nd period classroom)	9:40-10:05
4th Period	10:10-11:05
5th Period / 1st Lunch	
Lunch	11:05-11:35
Class	11:40-12:35
5th Period / 2nd Lunch	
Class	11:05-12:05
Lunch	12:05-12:35
6th Period	12:40-1:35
7th Period	1:40-2:35

EARLY RELEASE (WEDNESDAY – NO CLUB/STUDY HALL)	
WARNING BELL	7:35
1ST Period	7:40-8:25
2nd Period	8:30-9:15
3rd Period	9:20-10:05
4th Period	10:10-10:55
5th Period	11:00-11:45
6th Period	11:50-12:35
Lunch	12:35-1:05

Wednesday Activity Schedule	
WARNING BELL	7:35
1st Period	7:40-8:25
2nd Period	8:30-9:15
3rd Period -- Club Time (unclaimed students remain in 2nd period classroom)	9:15-9:35
4th Period	9:40-10:20
5th Period	10:25-11:05
6th Period	11:10-11:50
7th Period	11:55-12:35
Lunch	12:35-1:05
Buses Leave	1:10

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CHS STAFF DIRECTORY

HOW TO CONTACT CHS STAFF

- **Dial** 360.330.7605 and, when prompted, enter the extension (Ext).
- **Email** first initial and last name @centralia.wednet.edu, such as: sembrey@centralia.wednet.edu

ADMINISTRATION OFFICE

NAME	POSITION	EXT	EMAIL
Scot Embrey	**Principal**	**6302**	sembrey@centralia.wednet.edu
Kelly Sneed	Asst Principal	6327	ksneed@centralia.wednet.edu
Jodie Triana	Principal's Secretary	6269	jtriana@centralia.wednet.edu
Lowye Chapman	G.O. Center Secretary / Discipline	6298	lchapman@centraliawednet.edu
Stasia Habersetzer	ASB Secretary	6129	shabersetzer@centralia.wednet.edu
Carissa Folgner	CTE Director	6032	cfolgner@centralia.wednet.edu
Lisa Walton	CTE Secretary	6336	lwalton@centralia.wednet.edu
Tim Ahern	Athletic Director	6260	tahern@centralia.wednet.edu
Ryan Stockdale	Athletic Secretary	6301	rstockdale@centrali.wednet.edu

ATTENDANCE OFFICE / DETENTION

Sofia Huerta	Attendance Secretary	6103	shuerta@centrali.wednet.edu

CAREER CENTER

Richard Sanchez	Career Center Coordinator	6016	A131	rsanchez@centrali.wednet.edu

COUNSELING CENTER

Marilyn Haskins	Counseling Secretary	360-827-7609	6016		mhaskins@centralia.wednet.edu
Mikaela Gronseth	Counselor	360-827-6259	6309	A120	migronseth@centralia.wednet.edu
Rose Waterfield-Taylor	Counselor	360-827-6308	6121	A127	rwaterfield@centralia.wednet.edu
LeighAnne Eiland	Graduation Success	360-827-6309	6039	A128	leiland@centralia.wednet.edu
Margie Weaver	Counselor	360-827-6273	6275	A122	mweaver@centrali.wednet.edu
Tina Christenson	Registrar	360-827-6261	6261	A129	tchristenson@centralia.wednet.edu

STUDENT SUPPORT

Ashley Myers	Student Support		6136	amyers@centrali.wednet.edu
June Lee	Student Support		6136	jlee@centrali.wednet.edu
Jared Patton	Student Support		6136	jpatton@centrali.wednet.edu

LIBRARY/TEXTBOOK CHECK-OUT

Kelsi Mack	Library Tech	LIB	6073	kmack@centralia.wednet.edu

NURSING OFFICE

Peggy Floyd	School Nurse, RN	A124	6271	pfloyd@centralia.wednet.edu

SCHOOL PSYCHOLOGIST

Holly Finley	School Psychologist	A 119	6138	hfinley@centralia.wednet.edu

TEACHERS AND PARAEDUCATORS

NAME	PROGRAM/POSITION	RM	EXT	EMAIL
Doug Ashmore	PE / Coach	Gym	6170	dashmore@centralia.wednet.edu
Rebekah Barnes	English	208	6157	rbarnes@centralia.wednet.edu
Louis Blaser	Music / Band Director	406	6102	lblaser@centralia.wednet.edu
David Bligh	Social Studies	214	6126	dbligh@centrali.wednet.edu
Austin Danielson	Social Studies	211	6166	adanielson@centralia.wednet.edu
Danika Demonbrun	English	205		ddemonbrun@centralia.wednet.edu
Christina Dichoso	CTE Family & Consumer Sci	112	6117	cdichoso@centralia.wednet.edu
Sarah Dulin	Math	307	6118	sdulin@centralia.wednet.edu
Ana Garibay	EL Paraeducator	210	6148	agaribay@centralia.wednet.edu
Phaedra Hazelton	Math	306	6133	phazelton@centralia.wednet.edu
Zack Hemond	Science	102	6149	zhemmond@centralia.wednet.edu

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NAME	PROGRAM/POSITION	RM	EXT	EMAIL
Karen Herndon	ML Support & Paraeducator	A124	6027	kherndon@centrali.wednet.edu
Lauri Johnson	Choir	405	6135	ljohnson@centralia.wednet.edu
Toby Johnson	Math	304	6052	tjohnson@centralia.wednet.edu
Pete Kendall	Photography	111	6123	pkendall@centralia.wednet.edu
Jeanine Kiefel	Science	301	6177	jkiefel@centralia.wednet.edu
Jake LeDuc	Special Education	204	6142	ljeduc@centralia.wednet.edu
Brandon Lewis	English	209	6144	blewis@centralia.wednet.edu
Monica Lewis	Science	311	6041	mlewis@centralia.wednet.edu
Lisa Mack	CTE Business Education	402	6139	lmack@centralia.wednet.edu
Benjamin McGray	English	203	6070	bmcgray@centralia.wednet.edu
Avery McLeod	Pottery	404	6108	amcleod@centralia.wednet.edu
Kendra Meek	CTE Agrisciences	316	6127	kmeek@centralia.wednet.edu
Renee Minsch	Paraeducator	107	6163	rminsch@centralia.wednet.edu
Madeline Moss	Paraeducator	107	6163	mmoss@centralia.wednet.edu
Mark Mounts	Social Studies	104	6033	mmounts@centralia.wednet.edu
Teresa Ramirez	Social Studies	213	6124	tramirez@centralia.wednet.edu
Jessica Reinitz	Paraeducator	107	6163	jreinitz@centralia.wednet.edu
Susan Rice	Math	310	6107	srice@centralia.wednet.edu
Sabrina Richmond	Spanish	206	6147	srichmond@centralia.wednet.edu
Levi Rodriguez	Art / Computer Science	403	6182	lrodriguez@centralia.wednet.edu
Jon Rooklidge	Social Studies	105	6162	jrooklidge@centralia.wednet.edu
Adrienne Ross	Special Education	308	6113	aross@centralia.wednet.edu
James Segura-Mitchell	PE	Gym		jseguramitchell@centralia.wednet.edu
Lucily Sleipness	Math	305	6137	lsleipness@centralia.wednet.edu
Mitch Smith	CTE Woodshop / Construction	318	6168	msmith@centralia.wednet.edu
Jeannette Southmayd	Paraeducator	107	6163	jsouthmayd@centralia.wednet.edu
Kyle Sprague	English	212	6160	ksprague@centralia.wednet.edu
Lyndsey Swardz	Spanish	104	6196	lswardz@centralia.wednet.edu
Moon St. Clair	Paraeducator	215	6163	mst.clair@centralia.wednet.edu
Josiah Thurston	English	210	6051	jthurston@centralia.wednet.edu
Brian Taylor	Welding Instructor	317	6169	btaylor@centralia.wednet.edu
Marilyn Trujillo	Spanish	101		mtrujillo@centralia.wednet.edu
Krista Ulrigg	Math	315	6141	kulrigg@centralia.wednet.edu
Lance Ulrigg	CTE Business Ed	110	6175	lulrigg@centralia.wednet.edu
Delia Wittlake	ML	207	6074	dwittake@centralia.wednet.edu

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Non-Discrimination and Sexual Harassment

DISCRIMINATION

Centralia School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The Centralia School District offers classes in many career and technical education program areas such as business, agriculture, and construction trades under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact Scot Embrey, Centralia High School Principal, 813 Eshom Rd., Centralia WA 98531, 360.330.7605 - Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. This holds true for all district employment and other opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Civil Rights Coordinator, Samantha Mitchell, smitchell@centralia.wednet.edu, Title IX Officer Samantha Mitchell, smitchell@centralia.wednet.edu or Section 504 Coordinator, Tammie Jenson-Tabor, tjensen-tabor@centralia.wednet.edu, (Executive Director Special Education). The Compliance Officers listed can be reached at 2320 Borst Avenue, Centralia, WA 98531-0610, (360) 330-7600.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

English: https://app.eduportal.com/documents/view/409669
Spanish: https://app.eduportal.com/documents/view/620594
Procedure: https://app.eduportal.com/documents/view/409670

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

Students: https://app.eduportal.com/documents/view/619523
Procedure: https://app.eduportal.com/documents/view/619525

Staff: https://app.eduportal.com/documents/view/409786
Procedure: https://app.eduportal.com/documents/view/409787

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1. *Write 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 received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions have 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 | ***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, 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.

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 | www.ed.gov/ocr

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov
Centralia School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The Centralia School District offers classes in many career and technical education program areas such as business, agriculture, and construction trades under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact Scot Embrey, Centralia High School Principal, 813 Eshom Rd., Centralia WA 98531, 360.330.7605 - Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. This holds true for all district employment and other opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Civil Rights Coordinator and Title IX Officer Samantha Mitchell, smitchell@centralia.wednet.edu or Section 504 Coordinator, Tammie Tabor-Jansen, tjensen-tabor@centralia.wednet.edu (Director Special Education). The Compliance Officers listed can be reached at 2320 Borst Avenue, Centralia, WA 98531-0610, (360) 330-7600.

El Distrito Escolar de Centralia #401 cumple con todas las reglas y regulaciones federales y estatales y no discrimina en la base de sexo, raza, creencia, religión, color, origen nacional, edad, estado de veterano o militar, orientación sexual incluyendo la expresión de género o identidad, la presencia de cualquiera incapacidad sensorial, mental o física, o el uso de perro entrenado de lazarillo o de animal de servicio por una persona con una incapacidad en sus programas y actividades y provee acceso igual a los Boy Scouts y otros grupos designados para jóvenes. Este también es cierto para todos los empleos y oportunidades del distrito. Deben dirigir sus preguntas o quejas de discriminación presunta al Oficial de Título IX/RCW28.A640, el Director Ejecutivo de los Recursos Humanos – Coordinadora de Sección 504, Tammie Jensen-Tabor, Directora Ejecutiva de la Educación Especial, 2320 Borst Avenue, Post Office Box 610, Centralia, WA 98531-0610, (360) 330-7600.Deben dirigir sus preguntas o quejas de discriminación presunta al Oficial de Título IX/RCW28.A640,, el Director Ejecutivo de los Recursos Humanos – Coordinadora de Sección 504, Tammie Jensen-Tabor, Directora Ejecutiva de la Educación Especial, 2320 Borst Avenue, Post Office Box 610, Centralia, WA 98531-0610, (360) 330-7600.

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LIFE IN THE JUNGLE

ACCIDENTS

Any accident, which occurs in the building, on the grounds of the campus, at practice sessions, on the way to or from school, or at any other school-sponsored event, must be reported immediately to the teacher, coach, supervisor or administrator in charge. This policy is designed for your protection, as well as, the schools'.

ASB CARDS

All sports and clubs require that students have an ASB card to be a member of that particular organization. There is a fee for the card. ASB cards allow a reduced rate at dances, away athletic events, yearbook prices, free admittance to all home athletic and some activity events, and free copies of the student newspaper. Students who lose their cards may request a replacement card from the ASB office. All students, including athletes, are required to show their current year ASB Cards to the ticket taker at events. A clear photo of their current ASB Card on their cell phone is acceptable at all home events and activities. Those students not showing their current ASB Card will be charged the student ticket price.

ASB & CLASS OFFICERS

ASB and Class Officers are required to follow and sign the Activities/Athletics Code. *(Reference: SB Policy 3510 Associated Student Bodies)*

ASB Officers

President …….…….. Ayana Saucedo & Sawyer Sexsmith
Vice President ……..……..…..…… Mackenzie Erickson & Ronny Phillips-Dark
Secretary……..…….. Elizabeth Snell
Treasurer……..….. Erik Mendoza
Historian…….. Miakoda Sanchez
Activities Coordinator……. Brooklyn Sprague
Social Media Coordinator……. Neela Haywood
Running Start Rep…….. Suki Bringman
School Board Rep ……..…….. Kycen Donahue
School Board Rep Elect ……. Liliyan Trousdale

Senior Class Officers

President …….…….. Lourdes Rodriguez
Vice President ……..……..…..…… Lily Bonomi
Secretary……..…….. Sophio Hoyos
Treasurer……..….. Makenna Horst
Historian…….. Natalia Rosales-Norris

Junior Class Officers

President …….……. Ceiana Arelong
Vice President ……..……...…… Abby Webley
Secretary……..…….. Alyssa Hicks-Avron
Treasurer……..…. Aniela Gunn
Historian…… Lua Hudson

Sophomore Class Officers

President …….…….. Sydney Styger
Vice President ……..……..…..…… An Nguyen
Secretary……..…….. Georgia Davidson
Treasurer……..….. Tazmin Woolf
Historian…….. Colt Hume

Freshman Class Officers

President …….……..
Vice President ……..……..…..……
Secretary……..……..
Treasurer……..…..
Historian……..

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ASSEMBLIES, PLAYS, & PROGRAMS

Assemblies, plays and programs are held for the education and enjoyment of students and staff. Awards assemblies are held to recognize students and faculty efforts and achievements. CHS students are expected to maintain high standards of conduct and to give every courtesy to the speaker and to the program. Dates may vary depending on unforeseen circumstances.

DANCES

Prior to the Dance

- Students must have all detentions and other disciplinary actions cleared.
- Students must have their ID card when purchasing tickets.
- At the door, students must present their ID card and guest pass (if the student has a guest).
- Leave all belongings in the car or at home except for your ID card. A small clutch/purse is acceptable and may be subject to a search by a school official. Coat checks will generally not be available at CHS dances.

Dress Code Requirements

- Strapless Dress
  - Must be stable and stay in place at all times.
  - Students must be able to touch both their collar bone and the top of the dress with open hand closed fingers (approximately four inches – see diagram).
- Back of Dress
  - Dress may not be lower than the middle of the back.
- Dress Length
  - Dresses may not be shorter than mid-thigh.
  - Extremely fitted dresses rise easily and must be worn with spandex shorts underneath.
- No Undergarments Showing/Straps are ok.
- Tops, Shirts & Blouses
  - Scoop neck or v-neck cut tops cannot be more than 5" from the collar bone.
  - No tube tops, backless bib tops or bra like tops.
  - No low-cut dresses or excessive cleavage.
- Shoes – Must be clean and dance appropriate.
- Hemline and/or slits on dresses must be at or below the mid-thigh.



Dancing Regulations

- No grabbing, touching or rubbing another person in a distasteful or unwanted way.
- No bending at the hips.

Consequences

- Dancing Violations: the students will be warned once. A second offense will result in the student being removed from the dance, parent/guardian will be called, a letter will be mailed home to parents explaining the reason, and that student will not be allowed to attend the next dance.
- Dress-code violations: the student will not be permitted to enter the dance but will be given the choice to return home and change.
- A 3rd career offense with these guidelines will result in a permanent dance exclusion.

The latest time a student will be allowed to enter dance is 10 pm. Students are expected to be picked up no later than 30 minutes after dance. Failure to do so may result in loss of privileges to attend future dances. Students whose schedules have been reduced to three (3) classes or less due to disciplinary actions, are required to meet with Mr. Eacker to obtain approval to attend a dance. **Remember, ALL rules and regulations that apply during school time apply at the dances also.**

FINES/OBLIGATIONS

Prior to receiving a diploma or having records transferred to another school district, all fines must be cleared through the ASB office. Students on the obligation list will not be allowed to participate in school sports or other activities until all obligations are cleared. Please pay all fines at the ASB office. *(Reference: SB Policy 3520 Student Fees, Fines, and Charges)*

HALL PASSES

For the safety of our students, CHS requires all students to carry a hall pass from a staff member anytime they are out of their classroom. *Note: Students are not allowed to use cell phones during class, and that includes being in the hallway during class.*

LIBRARY

The goal of the library is to provide an attractive, safe, and orderly place for students and teachers to find and use library resources. The library is open before and after school, during break and during both lunches. During class time, students not supervised by their teachers are required to have an official library pass to work in the library. Most books are circulated for two weeks. Encyclopedias, dictionaries, and other books from the reference shelves, current magazines and other designated items are due the next school day before 1st period begins. Fines may apply for overdue materials (unless there are excused absences involved). Students with any overdue library material will not be allowed to check out additional items. *(Reference: SB Policy 2021 Library Media Centers)*

LOCKERS

Lockers and locks are provided for students. Students who are assigned a lock are responsible to pay to replace the lock if they are damaged or stolen. Having a locker is a privilege and students are expected to keep them clean and in good working order. Students are advised not to share their locker or to give their combinations to other students. *Note: Students also receive a PE locker and should secure their personal items during PE class.*

LOST AND FOUND

Students are urged to turn in any items found to the Main Office. Students who have lost items may check before or after school or during their lunch break.

LUNCHROOM REGULATIONS

The commons is the designated area for eating meals and drinking beverages. During regularly scheduled class periods, food is not allowed in the classroom unless its presence and/or consumption is directly related to an instructional objective outlined by the teacher. Following simple rules of courteous behavior makes the lunchroom pleasant.

MEDICATION

Students who take prescribed medicine, or over the counter medication during regular school hours need to check their medication in with the Nursing Office staff. Medication will then be dispensed to the student as needed. Failure to follow this procedure could result in disciplinary action being taken. *(Reference: SB Policy 3419F Medication at School)*

NEW MARKET SKILLS CENTER

All New Market students and their parents/guardians are required to attend an orientation meeting. New Market students who miss the bus, or if there is an altered schedule, are to report to the G.O. Center until CHS classes begin.

PARKING REGULATIONS

In order to ensure a safe and orderly parking situation, students will follow these regulations. Failure to do so will result in the vehicle being towed away at the owner's expense. *(Reference: SB Policy 3243P Student Driving)*

1. In order to park on the school grounds, students must register their vehicles in the office. Parking fee is paid in the ASB office. Students will be issued a parking pass, which must be visibly displayed in the front windshield.
2. Vehicles must be parked properly in the student area within marked spaces. Do not park in areas marked: freight/bus loading zones, any area marked "No Parking" or "Reserved," the slots labeled for handicapped without displaying a "Handicapped" license, outside marked parking spaces or across the lines, in the visitor area, in the fire lanes, in the kitchen parking area or in any other area behind the school without permission. Students are prohibited from driving or parking on grassy areas.
3. Drivers must obey all posted signs and directional markings in the parking lot. Students driving vehicles on campus before, during, or after school, and/or to school-sponsored activities in a reckless or dangerous manner (in excess of 10 mph) may be subject to school discipline and or citation from the Security Officer. Driving privileges may be suspended or revoked for unsafe driving behavior without a previous warning.
4. All late arrival/early dismissal students are to be registered in the Activities Office each trimester***. Students are not to be out in the parking lot during lunch or class time and cannot occupy a car during school time.*** Prior to exiting the building, students need to check out at the attendance window where they will receive an exit slip to carry with them as they leave.

DISCIPLINE STEPS: PARKING REGULATIONS	
1st Offense	Verbal Correction and/or Written notice
2nd Offense	Loss or Parking Privilege or Lunch Detention (Call Parents)
3rd Offense	Problem Solving Conference or Loss of Privilege (school year)
4th Offense	Vehicle will be towed at owner's expense

SCHOOL BUS REGULATIONS

Riding on the school bus is a privilege. Students are expected to follow all school and school bus rules and regulations while riding the bus and while waiting at their bus stops. Bus stops are designated by the Centralia/Chehalis Pupil Transportation Cooperative, and any disciplinary actions will be handled through them. Call 360.330.7628 for more information. *(Reference: SB Policy 6605 Student Safety Walking to School and Riding Buses).* Students may obtain a school bus pass to ride another bus. They will need to **present a note** giving permission from their parents **to the Attendance Office prior to 2:00 pm. If requests are not submitted before 2:00 pm, students will not be able to obtain a bus pass.**

SCHOOL CALENDAR 2023-2024 & KEY DATES

DATE	CALENDAR EVENT
August 30	First Day of School
September 1	No School
September 4	No School – Labor Day
October 12-13	No School – Conferences
October 30	No School – Teacher PD Day
November 10	No School Veteran's Day
November 22	Two Hour Early Release
November 23-24	Thanksgiving Break
November 27	No School – Trimester Break
December 19	Two Hour Early Release
Dec. 20 – Jan. 2	Winter Break

DATE	CALENDAR EVENT
January 15	No School – MLK Jr. Day
February 19	Presidents' Day
March 8	No School – Trimester Break
April 1-5	Spring Break
April 8	No School – Teacher PD Day
April 25-26	No School – Conferences
May 24	Snow make-up day
May 27	Memorial Day
June 7	CHS Graduation
June 14	Last Day of School

Dismissal Times
Wednesday Dismissal
@12:35 pm – lunch provided 12:35-1:05pm
2 Hour Early Release
Dismissal @ 12:35pm--lunch at 12:05pm
Regular Dismissal
@2:35pm

TELEPHONE MESSAGES

In the case of an emergency, the student will be notified immediately if a parent/guardian contacts the Attendance Secretary. To reduce disruptions to classes, phone messages from members of the immediate family only will be delivered to students. This will normally be during the sixth (6th) period, or the last period of the day for the student. Students are not to be excused from class to make telephone calls except in the case of an emergency.

TEXTBOOK CHECK-OUT, RETURNS, & FINE POLICY

Textbook fines will be assessed for lost or damaged textbooks according to the textbook fine system established by the CHS Textbook Committee. A student will be charged if textbooks are returned with damages beyond repair. (Books can range from $25 to $125 and above.) All textbook and other library materials must be returned and fines paid in full for a student to receive final grades, diploma, and copy of transcript for transfer, and athletic/extra-curricular eligibility. *(Reference: SB Policy 3520 Student Fees, Fines, Charges)*

No person may visit, enter, or remain on a public school campus or grounds without the express consent of the administration.

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VISITORS

Adult visitors shall provide 24-hour notice. Former students wishing to visit teachers/staff may be allowed to do so before or after school. All others must gain clearance through the Attendance Office. Our guidelines prevent any visitor whose purpose is social in nature. Persons without such permission who insist on remaining on campus after a verbal warning, or who return following such a warning, will be referred to the legal authorities for prosecution on charges of criminal trespass and/or creating a disturbance. Non-students of CHS are welcome at regularly sponsored school functions, but not for social visits during school hours.

ATTENDANCE

Daily attendance and active participation in each class are critical steps towards the educational success of each student. Teachers take attendance every class period. Attendance is recorded using the Skyward program. These records are used as legal documentation of a student's attendance at CHS. Students and their parents must accept full responsibility for regular school attendance. You may reach or leave a message for the Attendance Secretary at 360.330.7608. There is a recording available for after-school hours.

Parents are required to call the school to report their student's excused absences within 48 hours of the absence. Unexcused absences are considered truancies and may result in disciplinary actions.

ARRIVING LATE TO SCHOOL

Any student entering school after the 7:40 am warning bell **must sign in** at the Attendance Office with a parent excuse. Students with a parent excuse will be given a hall pass to get into class.

COMPULSORY ATTENDANCE/BECCA BILL

Parents of any child between 8 and 18 years old must have their child attend public school and the child has the responsibility to attend school full time unless the child is (RCW 28A.225; BP3121):

1. In private school, extension program, or education center;
2. Receiving home-based instruction;
3. Excused by the district superintendent for physical or mental disabilities, or is in a residential school;
4. Sixteen (16) years of age or older and:
   a) Is regularly and lawfully employed, and either the parent agrees that the child should not be required to attend school, or the child is emancipated in accordance with RCW 13.64;
   b) Has already met graduation requirements; or
   c) Has received a certificate of educational competence.

If a child fails to attend school without valid justification, the school shall:

1. After **one unexcused absence** when the child fails to attend school we will notify the parent in writing or telephone.
2. Between the **second and fifth unexcused absence** we will take a data informed action to help improve attendance.
3. After **three unexcused absences** in a month a conference will be setup with the parent and student to analyze the causes of the absences.
4. After **five unexcused absences** the school will explore changing programs, courses, alternative schools, assist the student in obtaining supplementary services and/or refer to the community engagement board (CEB).
5. After **five excused absences in a month or ten excused absences** in a year a conference will be scheduled with the student and parent to analyze the cause of the absences.

Parents will be notified in writing after the **5th unexcused absence** and again at the **10th unexcused absence** in a school year. The school will file a BECCA petition with the Juvenile Court after the 5th truancy in a month (truancies are counted by class periods) and/or after the 10th unexcused absence in a school year.

Unexcused absence means that the student has failed to attend the majority of hours or periods in an average school day. *See Tardies and Truancies in the Discipline section. References: SB Policy 3121 Compulsory Attendance; RCW 28A.225 Compulsory School Attendance and Admission)*

EXCUSED ABSENCES

Absences must be verified within **two school days (48 hours)** by telephone contact or note from a parent or guardian. Verification requires date of absence(s), reason for absence(s), and if by note, parent or guardian signature. **Failure to verify absence(s) within the 48-hour limit will result in the absences being classified as truancies**. Students and parents should pre-arrange absences for appointments, family events, trips, etc. Pre-arranged absence forms are available in the Attendance Office. Students may not be able to make up any work missed during an unexcused absence.

The following are valid excuses for absences. (WAC 392-401-020) Missed work assignments and activities may be made up in a manner provided by the teacher.

1. **Participation in a school-approved activity.** To be excused, this absence must be authorized by a staff member and the affected teacher(s) must be notified prior to the absence.
2. **Illness, health condition or medical appointment** (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
3. **Family emergency** including, but not limited to, a death or illness in the family;
4. **Religious or cultural purpose** including observance of a religious or cultural holiday or participation in religious or cultural instruction; 5. **Court, judicial proceeding,** court-ordered activity, or jury service;
6. **Post-secondary, technical school or apprenticeship** program visitation, or scholarship interview;
7. State-recognized **search and rescue** activities consistent with RCW 28A.225.055;
8. Absences due to **suspensions, expulsions or emergency expulsions** imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
9. Absences due to student **safety concerns**, including absences related to threats, assaults, or bullying;
10. Absences due to a student's **migrant status**;
11. **Other:** An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
12. **Extended illness or health condition.** If a student is confined at home or in a hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course, which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

13. **Excused absence for chronic health condition.** Students with chronic health conditions, which interrupt regular attendance, may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program will need to be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

An excused absence is to be verified by the parent or school authority responsible for the absence. The school reserves the right to authenticate all excuses including calling doctors, dentists, etc. *(Reference: SB Policy 3122/P Excused and Unexcused Absences)*

HOMEWORK REQUESTS
For excused absences, students shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher, except in participation type classes (a student's grade may be affected because of the student's inability to make up the activities conducted during a class period). Students and/or parents may request homework for excused absences by calling the Attendance Office at 360.330.7608. All homework ordered before 10:00 am may be picked up the same day at 3:00 pm in the Administration Office. Students may be able to access assignments from their teachers' web sites/Google Classroom or request homework assignments by emailing their teachers—this is up to the teachers' discretion.

Another student may pick up the homework after 3:00 pm. Homework will not be delivered to students in class for transport home. Homework ordered after 10:00 am will be available the next school day at 3:00 pm. *Note**:** Students who fail to pick up and complete work while they are absent may lose credit for that work.*

ILLNESS AT SCHOOL
When students become ill and need assistance, they are expected to report directly to the Nurse's Office. The Nurse's Office is located in the Counseling Center. Every attempt will be made to contact parents so the student can be released and escorted home. **Parents must sign their ill student out through the Attendance Office before the student can leave the school or the student will be considered truant and in violation of the closed campus policy.**

LEAVING CAMPUS
Students who leave school on a regularly scheduled basis such as Running Start, New Market Skills Center, work, or grade school experience may be registered once in the trimester in order to leave campus. Everyone else must have parental permission to leave school and **must be checked out though the Attendance Office prior to leaving campus**. Students who are not checked out through the Attendance Office will be considered truant. (Refer to truancy in discipline section of this handbook.) *(Reference: SB Policy 3242 Closed Campus)*

PARTICIPATION & ATTENDANCE
Most classes include participation grades, as well as tests and daily scores. Any absence results in loss of participation points. It is very possible for a student to do passing work on tests and assignments, but miss enough participation points to fail the class. **Be sure to find out the teacher's expectations for each class you are attending.** *Note: Teachers are not required to accept a large volume of past-due work at the end of a grading or eligibility period caused by excessive absences.*

SELF SIGN-OUT
This privilege allows students who are 18 years and older to apply for self sign-out. This allows students to excuse their own absences and sign themselves in or off campus without parental permission. **An application must be completed and returned to the Attendance Office for administrative approval or denial.** This privilege may be revoked if abused by the student. *(Reference: SB Policy 3122/P Excused and Unexcused Absences)*

TARDIES – See Tardies in Discipline Section.

TRUANT/SKIPPING – **SEE PAGE 34.**

UNEXCUSED ABSENCES
Unexcused absences are when a parent knows the whereabouts of a student, but the absence does not qualify as an excused absence. Work for lost time is allowed at the discretion of the teacher. *(Reference: SB Policy 3122/P Excused and Unexcused Absences)*

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COUNSELING CENTER (Website—Click Here)

The counselors at CHS provide many helpful services for you. They include, but are not limited to:

- Academics: Grades and Credit Analysis
- ACT and SAT Registration
- Alternatives to CHS (Enrollment in CAPS, GED, TEEN Program)
- Centralia College
- Change of Student/Parent Contact Information
- College Entrance Requirements
- Conflict Resolution
- CPS (Child Protective Services) Referrals
- Drug and Alcohol Referrals
- Family Counseling Support
- Fifth-Year Plan: What to Do After High School?
- Financial Aid for College
- Financial Assistance via Saul Haas
- Free and Reduced Lunch Forms
- GED Release
- Graduation Requirements
- Homeless Help
- Medical Insurance for Students and Families
- NCAA Registration
- New Market Skills Center
- Online Course Registration
- Password and ID numbers for Skyward
- PSAT / SAT Scoring
- Running Start
- Scholarships
- Selective Service Registration
- Signatures for Insurance Forms
- Social Skills
- Staffing with a Teacher
- Stress Management
- Summer School Registration
- Technical Schools
- Transcripts
- Tutoring

APPEAL PROCEDURES RELEVANT TO GRADES

When a student receives a trimester grade which he/she feels is unjustified or unfair, the student may take the following steps. *(Reference: SB Policy 2420 Grading and Progress Reports)*

1. **File a written appeal with the teacher within five (5) school days** of having received the report card. The written appeal will include all information pertinent to the situation: class attendance records, etc.
2. If not satisfied, with the teacher's decision, a student may **conference with the teacher and the principal** or his/her designee. The conference is to be scheduled within three (3) class days of the request, will consist of a review of the written appeal plus comments from all concerned. The principal will determine whether or not the student's appeal will be upheld or denied.
3. If a denial is issued from the above action and the student is still not satisfied, he/she may **contact the superintendent within three (3) school days** of the denial.
4. Failure to conform to a written appeals timeline constitutes a waiver of student and parent/guardian right of appeal.

Students who pass the ELA or math and science part of state testing may apply for half a grade increase in a core CHS English or math or science course taken during Freshman or Sophomore year. Honors and AP English courses are prohibited from grade increases based on SBAC scores. See: http://www.k12.wa.us/assessment/StateTesting/ for all state testing.

CLASS OR SCHEDULE CHANGE TRANSFER POLICY

All transfers initiated by a student **must occur during the first five (5) days of the trimester.** Typically, these are the first week of September, first week of December, and mid-March (please refer to the District Calendar for trimester dates). If the transfer occurs then, there is no penalty or change in grades or credit. **The student is required to make up all missing work in the class into which he/she transfers**.

All affected teachers must approve for the transfer to be completed. Students will not receive any credit in the class they have left and receive a maximum of one half the credit for the class into which they are moving. (For example, a typical class is .5 credits, and if a transfer occurs after the third week, credit of .25 is the maximum that can be earned that trimester.) This must be signed and approved by all parties: student, parent, counselor, and administrator. Students leaving a class with an F grade after the first week of a new trimester will receive an F on their transcript for that class. This policy does not apply to new students to the district, students moving up in a subject area (from Math 1 to Math 2, for example), or for a student moved at the request of a counselor, administrator, or teacher. Any exceptions to this policy must be made with the approval of an administrator and counselor.

Educational Responsibilities:

- **Staff:** Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. Together with the cooperation and support of parents, conditions within the school setting must be conducive to learning.
- **Students:** A fundamental responsibility of students is to pursue his/her course of studies. This requires that all students consistently attempt to make academic progress by doing work assigned by teachers and staff, both in the classroom and at home. Failure to make academic progress in classes, especially in conjunction with behavior detrimental to the learning process, may result in removal from individual courses, and/or modified or shortened schedules. *(Reference: WAC 18040-210)*

Procedures for Changing a Class: The student checks with his/her counselor to see if the change is feasible. Students obtain a Schedule Request Form from their counselor or the registrar. Then, the student completes all parts of the form, obtains the signatures, and returns it to the Counseling Center. The counselor will then call the student to the office and complete the transfer on the computer. **Until this is done, the student needs to attend the classes he/she had prior to the change.**

GRADE POINT AVERAGE (GPA)

The grade point average is calculated by adding the number of honor points assigned each grade and dividing by the total number of grades attempted. Pass (P), No credit (N), and/or Withdrawal (W) grades are not counted.

GRADE POINT AVERAGE (GPA) CHART							
GRADE	HONOR POINTS	GRADE	HONOR POINTS	GRADE	HONOR POINTS	GRADE	HONOR POINTS
A	4.0	B+	3.3	C+	2.3	D+	1.3
A-	3.7	B	3.0	C	2.0	D	1.0
		B-	2.7	C-	1.7	F	0.0

GRADUATION CREDIT POLICY

Students may participate in CHS graduation ceremonies are students who fully meet the graduation requirements as defined below. Students enrolled in college-level classes at the beginning of the college spring quarter or who are enrolled in below senior-level courses at the high school and need those credits for graduation, will have diplomas held until all required courses are completed. This will allow the student to participate in graduation. All students must earn within one (1) credit of overall credit total to walk and participate in graduation. Ex., 33 credits to graduate, 32 credits to walk and participate. There are specific date and time requirements. See counselors, and senior letter for yearly specifics.

GRADUATION REQUIREMENTS

Graduation requirements have been established in order that students may acquire skills, knowledge, and attitudes necessary for their next career steps. The following classes must be completed before a diploma will be issued. Each trimester of course-work successfully completed equals ½ credit (0.5) credit. *(Reference SB Policy 2410 High School Graduation Requirements)*

Due to the changing nature of graduation requirements at print time, please refer to the counseling center web site for the most up to date graduation requirements for all classes: https://chs.centraliaschooldistrict.org/apps/pages/index.jsp?uREC_ID=3722380&type=d&pREC_ID=2430775

GRADUATION TESTING AND PROJECT REQUIREMENTS

In addition to the all credit requirements, ***https://chs.centraliaschooldistrict.org/apps/pages/index.jsp?uREC_ID=3722380&type=d&pREC_ID=2430775,*** students must complete the following project requirements, as well as pass the following testing assessments:

- To qualify for graduation, ALL STUDENTS MUST:
  1. Pass the following state-required tests: http://www.k12.wa.us/assessment/StateTesting/
  2. Complete a **Senior Project** (including job shadow) and Senior Paper
  3. Complete a **Senior Presentation**
  4. Complete a cumulative **Senior Portfolio**
  5. Complete a **High School and Beyond Plan**

For more information on graduation requirements, please see your school counselor or visit http://k12.wa.us./graduationrequirements/CAA-CIA or http://www.k12.wa.us/assessment/CAAoption/default.aspx on the OSPI website.

SENIORS: TO SEE ALL OF THE ACADEMIC AND SOCIAL CELEBRATIONS AND REQUIREMENTS FOR YOUR YEAR, PLEASE READ "THE SENIOR LETTER", POSTED ON OUR WEB SITE IN THE COUNSELING CENTER.

HOMELESS ASSISTANCE ACT

Natasha Babka is the CHS McKinney Vento Homeless Liaison The federal ***McKinney-Vento Homeless Assistance Act*** defines "homeless" as children and youth who lack a fixed, regular, and adequate nighttime residence. This includes students who have a nighttime residence that is any of the following *(Reference: SB Policy 3115 Homeless Students Enrollment Rights, Services, and Transportation):*

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

This also includes youth from 18 through 21 years of age who may still be eligible for educational services in regular or special education. The ***Federal McKinney Vento Homeless Assistance Act*** requires that school districts:

- Ensure and provide educational stability for students in temporary and transitional housing situations.
- Ensure and provide immediate access to school for students in temporary and transitional housing situations.
- Appoint a liaison for students in temporary and transitional housing situations.
- Ensure that students in temporary and transitional housing situations have access to Title I services.

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

- The right to stay in their school (school of origin), even if they move out of the school district. Students can remain in their school until the end of the school year even if they find permanent housing.
- The right to immediately enroll, attend classes, and fully participate in a neighborhood school in the area where they are living, without proof of residency, immunization records, or other medical records, school records, or other documents.
- The right to get transportation to their school of origin provided or arranged by the school district, or a joint effort between school districts.
- The right to attend school district pre-school programs.

- The right to access all school services including free school meals, services for English language learners, special education, Title I services, vocational/technical education, gifted and talented services, and before and after-school care, as needed.
- The right to have disagreements over enrollment with the school settled quickly, and attend the school the student selects while the disagreement is being settled.
- The right to the same opportunity to meet the same high academic standards as all students.

MINIMUM COLLEGE ADMISSION STANDARDS
Please check with each individual university, college, tech school or other for admission requirements.

Helpful websites:
The Washington State Board of Education: http://www.sbe.wa.gov/our-work/graduation-requirements
Washington Student Achievement Council: https://www.wsac.wa.gov/college-admissions

PROGRESS REPORTS
To stay current with student grades, parents are encouraged to login to Skyward Family Access on the Centralia School District website on a regular basis. For all login and password information, call the Counseling Center. Printed grades are available three (3) times per year; end of trimester grades are mailed home. Grades are available at any time through Family Access in Skyward.

SENIOR HONORS CRITERIA
Senior honors are awarded to students meeting the following criteria:
- **Valedictorian:** The student that has the highest academic rank based on his/her GPA. He/she delivers the valedictory address (inspiration and farewell) at graduation.
- **Salutatorian:** The student with the second (2nd) highest academic rank based on their GPA. He/she delivers the salutation address (welcome) at graduation.
- **Top Ten Honors:** Please refer to counseling website for updated requirements.

Students with any questions should see their counselor.

Honor Cords: Honor cords are worn with the cap and gown at graduation and are awarded to students who have achieved a cumulative GPA greater than 3.00 at the end of the second trimester during senior year.

Departmental Honors: Departmental Honors recognize graduating seniors who have excelled in a specific course of study. Any student who meets the criteria may apply; written applications are available from the instructor. Final selection for all department honors will be determined by department staff based on: aptitude, attitude, total performance, and class contribution. **All application materials are due to the department head on or before April 15.**

Selection for Departmental Honors is based on the following criteria:

Agriculture:
- Number of and success achieved in agriculture classes completed
- Completion of CTE classes other than agriculture
- Demonstration of excellence as determined by the grades earned
- Outstanding participation in leadership activities

Art:
- Participation of a minimum of three years in the art department
- Completion of a broad variety of art courses
- Achievement of a 3.5 GPA in art courses
- Presentation of a portfolio of at least ten works
- Demonstrated participation in art outside the classroom such as school clubs, community organizations, and involvement in personal projects

Band:
- Superior scholarship in music classes
- Near perfect attendance in class and at performances
- Superior musicianship
- Leadership in band
- Participation in at least two solo/ensemble contests, with ratings of excellent or better
- Selection to one or more honors groups
- Four years of continuous membership in the band

Business Education:
- Successful completion of two years of business courses with a 3.4 GPA or above
- Demonstration of a positive attitude toward and respect for department staff, equipment, and school policy
- Active and upstanding membership of Future Business Leaders of America (FBLA)

Career & Technical Education (CTE):
- Demonstration of good citizenship in and out of school
- Successful completion of 1½ credits in a technology specialty area
- GPA of 3.75 in technology courses
- Submission of a well-written paper stating qualifications

Drama:
- Successful completion of high school productions
- Participation in other drama experience in the community
- Number of drama classes taken during high school
- Crew work done for high school performances will be considered
- Exhibition of a mature professional attitude

Educational Achievement Award:

- Student is enrolled in Special Education
- Completion of graduation requirements
- Academic and personal growth through achievement of goals and objectives
- A cumulative GPA of 3.0 or better
- Participation in extra-curricular activities

English:

- Cover letter of application stating why the student feels he/she deserves the honor,
- Collection of the student's best work (essays, creative writing, writing done for other classes, etc.)
- Transcript

Foreign Language:

- Being on track to graduate
- Taking at least three years of high school Spanish
- Maintaining a > 3.9 GA in their Spanish courses

Instrumental Music:

- High school record and attendance in band courses
- Exhibition of outstanding musicianship
- Demonstration of outstanding leadership in instrumental music
- Music upgrading promotion among peers

Mathematics:

- Completion of Integrated Math 1 through 4, and AP Calculus or equivalent, with a GPA of 3.5 or higher in all the above classes
- Pass mathematics honors exam with 90% or better
- Written response to a question related to mathematics in the world today.

Photography:

- Participation in at least two years of photography
- Achievement of at least a 3.5 GPA in photography courses
- Presentation of a portfolio consisting of at least 10 works approved by the instructor
    - The portfolio should demonstrate a broad knowledge of varied photographic techniques, as well as a clear understanding of photographic print and presentation quality
    - The portfolio should demonstrate a consistently illustrated theme
- Participation in at least one photographic competition or exhibition
- Demonstrated participation in photography outside the classroom such as school clubs, community organizations, or personal projects
- A resume detailing academic and work experience, with an emphasis upon the student's abilities as a photographer

Physical Education (PE):

- Completion of two required physical education courses and additional health and physical education courses during the junior or senior year
- A 3.75 GPA or better in PE courses

Publications:

- Member in good standing of the school newspaper and/or yearbook at least two years
- Mastery of journalism skills from writing to layout and camera use
- Exhibition of leadership and cooperative spirit toward common goal of *Columns* and/or yearbook production.

Science:

- Completion of four of five science courses
- Application to the Science Department highlighting achievements in science
- Aptitude in science area

Social Studies:

- Positive contribution to social studies classes
- A 3.7 GPA or better in social studies courses
- Has taken all social studies courses offered at CHS
- Participation in National History Day competition, social studies projects, and contests such as essay writing, Junior Statesman, Boys and Girls State
- Participation in and submission of evidence of service learning or citizenship projects
- Make formal application in writing prior to April 15

Vocal Music:

- Four years of continuous membership in vocal music courses at high school level,
- participation in at least three solo contests, with ratings of excellent or better as a soloist or small ensemble member
- Held a leadership role in a choir class
- Near-perfect attendance in class and at all performances
- Auditioned for All State/All Northwest Choir
- Superior scholarship in music classes
- Explanation of what role music has made in your life and how high school has been different because of choir classes

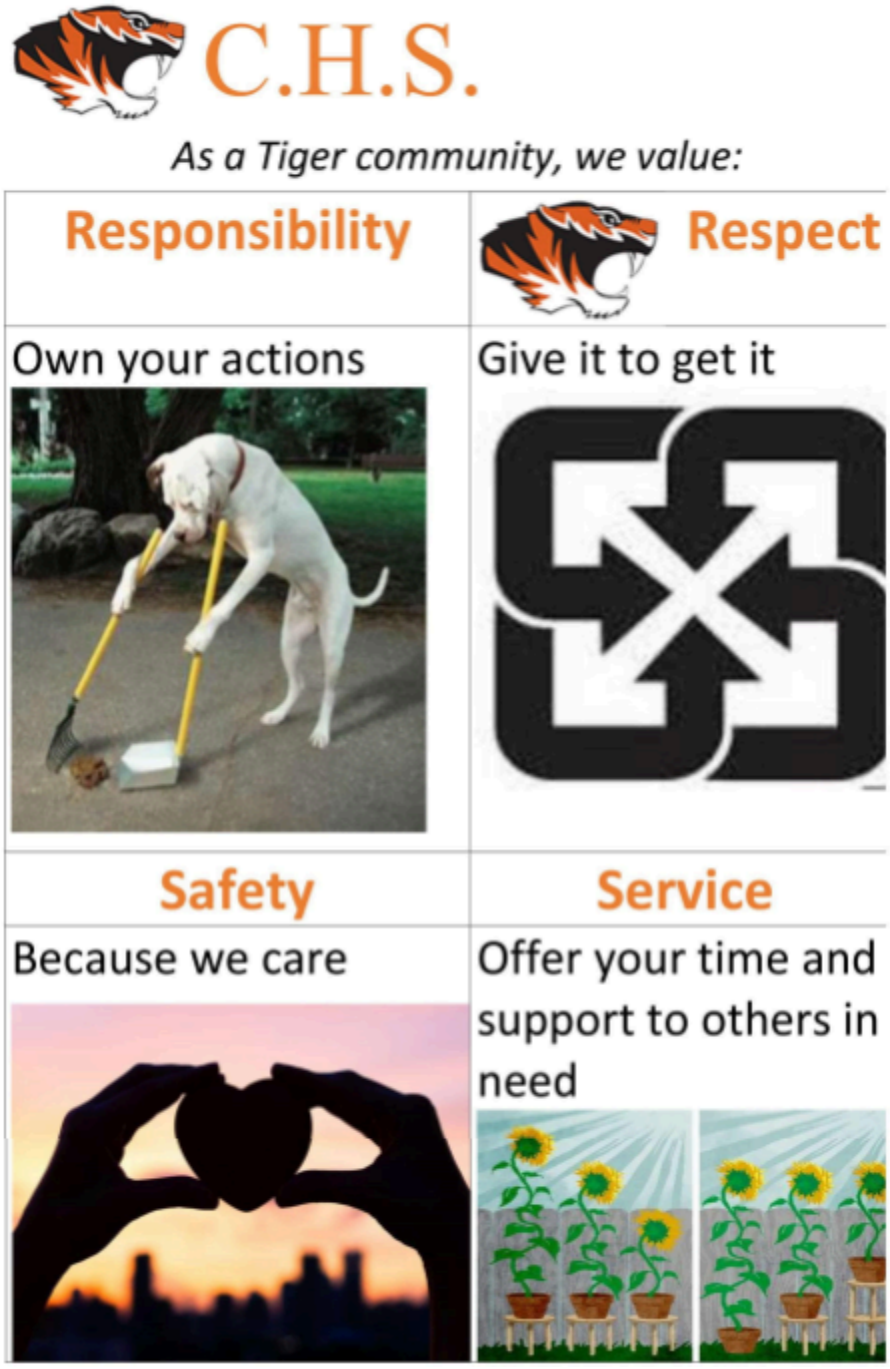
STUDENT RECORDS

The Centralia School District may **release personally identifiable photographs and directory-related records or files** about an individual student. Parents of students or adult students may request that any or all of the above-mentioned categories of information not be released without their prior consent. If such a request is made, it must be in writing and will be maintained in the student's permanent file.

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According to the *Family Education Rights and Privacy Act (FERPA)*, parents of students or adult students have **the right to inspect and review their student's cumulative folder, discipline files and other student records,** and receive an interpretation of those records from school personnel. The student's cumulative folder will be retained for two (2) years after graduation or five (5) years after discontinuance of high school enrollment.

Student records, including the student's discipline record, will be released to another school where the student has enrolled or intends to enroll. *(Reference: SB Policy 3231P Student Records)*



DISCIPLINE

These rules and regulations apply to students while they are on school grounds and while they are at school-sponsored/co-sponsored events. This includes students during school hours, immediately before or after school hours, or at any other time the school is being used by a school group; and at school-sponsored activities on or off school grounds; off school grounds when a student is enroute between home and school on lawful school days; on the school bus; or when the student is on any school property at any other time. **A student's misconduct may result in exclusion from home or away activities and competitions in which CHS teams, clubs, or other groups are participating. When a student's misconduct violates state law, school officials may need to notify the appropriate law enforcement**

authorities. If this occurs, school officials will contact parents either by phone or certified letter. **All discipline actions must be completed before any student can participate in any school social functions. This includes attending dances, games and student activities of any kind.**

STUDENT RIGHTS & RESPONSIBILITIES CODE

The underlying philosophy of the Centralia School District regarding discipline is to maintain a secure learning environment, keep children in school, and at the same time, encourage positive social adjustment on behalf of students, parents and the community. In addition to rights established by law *(Reference: WAC 72-120-015 Student Rights)*, each student served by the school district possesses the following rights:

1. An equal education opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, gender, sexual orientation, marital status, previous arrest, previous incarceration, or physical, mental, or sensory handicap.
2. Freedom of speech and press, peaceful assembly, and redress of grievances subject to reasonable limitations on time, place, and manner of exercising such rights.
3. Freedom from unreasonable search or seizures.
4. Freedom from unlawful interference in their pursuit of an education.

EXCEPTIONAL MISCONDUCT

Areas of misconduct for which long-term suspension or expulsion may be imposed **without** having prior disciplinary actions are *(Reference: SB Policy 3241/P Classroom Management, Corrective Actions or Punishment)***:**

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

APPEAL PROCEDURES RELEVANT TO DISCIPLINE

Student Due Process Procedures: Grievance, Hearing, and Appeal:

The administrators and teachers of CHS desire to treat each student fairly and firmly in instances of misbehavior. Parent understanding, support and cooperation are absolutely essential to their efforts. Students and their parents have the following rights and obligations when a form of discipline is imposed because of a student's behavior.

The following will be used as a guideline in determining disciplinary consequences for various infractions of school rules. Deviation from these guidelines will be made in response to extreme situations or extenuating circumstances. Furthermore, the listed infractions are not intended to be exclusive nor do they limit the building administrator's prerogative to recommend other consequences up to and including expulsion. Offenses may be skipped depending on the severity of the student's actions. ***(Reference: SB Policy 3241 Classroom Management, Corrective Actions, or Punishment)***

Short-Term Suspensions: Parents and students have a right to an informal conference with the building principal or their designees for the purpose of resolving a grievance. If the differences are not resolved, parents and student, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the Superintendent. If the grievance is still not resolved, the parent and student, upon two business days' prior notice, shall have the right to present a written grievance to the School Board at their next regular meeting. *Note: The discipline action or short-term suspension will continue during the grievance procedures unless the principal or their designee elects to postpone such action.*

Long-Term Suspension or Expulsion: Problems are best resolved at the building level. Therefore, hearings for long-term suspensions, emergency expulsions, or expulsions are initially held at the building level. If the differences are not resolved at that level, it is possible for a district level hearing to be held. In the event the district level hearing does not resolve the differences, parents have a right to appeal to the School Board and these procedures are provided for parents to do so. In general the law provides for:

1. **A written notice relating the opportunity for a hearing** is to be delivered in person or by certified mail (within 24 hours in cases of emergency expulsion). The notice will:
   - Be in the predominant language of the family,
   - State the alleged misconduct and the rules violation,
   - State the corrective action proposed,
   - State the rights of the student to a hearing and the time limit within which the parents/student must reply.
2. **A request for a hearing will be accepted in writing** within three (3) school business days (10 days in the case of emergency expulsion). If the request is not received within three (3) days (10 days in the case of emergency expulsion), the student waives his/her right to a hearing and the corrective action will be imposed. *Note: The student remains in school until the time limit cited for a request for an opportunity for a hearing has expired and during the hearing and appeal procedure.* An emergency expulsion may be continued during the hearing if the emergency situation still exists.
3. If a request is received, **the hearing will be scheduled as soon as possible** and no later than three (3) school business days.
4. **Students and parents have a right to**:
   - Inspect any evidence in advance of the hearing
   - Be represented by legal counsel
   - Question and confront witnesses
   - Give their explanation of the alleged misconduct
   - Present relevant evidence and witnesses
6. **A written decision** stating the hearing officer's conclusions and the form of the corrective action to be imposed, if any, will be provided to the student and parents.
7. **Appeals may be made to the School Board** within three school business days after the date of the hearing decision. The Board will schedule and hold an informal conference to review the matter. Any appeal of the Board's decision must be made through the courts.

INFRACTIONS/CONSEQUENCES

ALCOHOL/DRUGS/NICOTINE/TOBACCO/VAPORIZERS

CAREER LONG / CRIMINAL OFFENSE / EXCEPTIONAL MISCONDUCT

Actions taken by staff in dealing with student use of alcohol and the use and abuse of controlled illegal, addictive, or harmful substances including marijuana (cannabis) and anabolic steroids will have, as their first concern, the welfare of the student involved and the other students in the school. Although a helping relationship rather than an investigative and punitive approach will be emphasized, necessary and appropriate disciplinary action will be taken when laws or school regulations are violated. Law enforcement agencies will be called upon for investigative and consultative assistance where illegal drug or alcohol activity has occurred. As per RCW
69.50.102, RCW 69.50.101, RCW 66.04.010

Prohibitions Relating to Alcohol, Illegal Drugs, Tobacco, E-Cigarettes/Vapor Devices, "Vapor Pens", Non-Prescribed Inhalers, Over-the-Counter Medications, Diet Aids, and Performance Enhancers (*Centralia School Board Policy #4215 Use of Tobacco and Nicotine Products and Delivery)*
Drugs at school and school-sponsored activities constitute a danger to students and may result in long-term suspension or expulsion. The following is unlawful, wrong, and harmful and will not be allowed by students or staff on school premises at any time, during a school-related activity off school grounds, or at any time when the student is enroute between home and school:

- Alcohol and illegal drugs/controlled substances
    a. Use, possession, sale, or distribution
    b. Being under the influence or show evidence of having used
- Nicotine products, including matches, lighters and e-cigarettes/vaporizers
    a. Use or possession
    b. Show evidence of having used
- Drug paraphernalia
    a. Possession
- Over-the-counter medications, diet aides, or performance enhancers such as anabolic steroids
    a. Use, possession, sale, or distribution
    b. Being under the influence or show evidence of having used
    c. Use of a medication authorized by a medical prescription from a registered physician shall not be considered a violation of this rule
- **Substances intended to look like drugs** or displayed to other students as if to represent drugs may be treated as illegal drugs a. Use, possession, sale, or distribution

Investigation and Treatment Resources
CHS will utilize the educational, social, legal and other professional resources and agencies, as deemed appropriate, to assist in the detection, assessment, treatment and aftercare, as determined by and to the degree indicated by such agencies and resources for each individual student so identified. However, CHS recognizes the willingness of any student who had violated school rules pertaining to drugs and alcohol to participate in specific intervention opportunities as determined by appropriate school officials and will also determine the school's willingness to assist the student in furthering his/her education. *Note: Drug/alcohol assessment is the responsibility of the parent and is not free, but county funds are sometimes available for this and many assessment counselors are willing to work on a sliding scale.*

Law Enforcement
Law enforcement authorities will be notified as appropriate at any stage. Alcohol Information School or an assessment may be assigned when appropriate.

Discipline for Alcohol/Drug Violations
If a student appears at school or a school-sponsored function demonstrating behavior, which indicates 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:

- The parents will be notified to arrange for appropriate treatment.
- 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.
- Appropriate school disciplinary action will be taken.

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. If a school administrator receives information concerning the 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. Possible loss of activity privileges may result and Activities Code enforcement may occur when appropriate. Dance privileges may be revoked indefinitely. *(References: SB Policy 2121/P Substance Abuse Program; SB Policy 3240/P Student Conduct; SB Policy 3241/P Classroom Management, Corrective Actions, or Punishment; WAC 148-120-100; RCW 28.A.210.310-31.170 Prohibition on Use of Tobacco Products on School Property)*

ALCOHOL/DRUGS/NICOTINE/TOBACCO/VAPES – Possible consequences may include:	
☐	Referral to get a Drug & Alcohol assessment and follow through with the treatment plan.
☐	Short-Term Suspension (1 – 10 Days OSS) may be considered with multiple infractions or the student/parents refuse a Drug and Alcohol assessment.
☐	Long-term suspensions (10 – 20 Days OSS) will be considered if there has been multiple infractions with controlled substance over their career.
☐	Expulsion hearing may be held if there are repeated infractions or there was distribution/sharing of controlled substances.
☐	Alternative research-based Drug & Alcohol interventions may be considered upon mutual agreement of the Administration and Parents.
☐	Behavior contract may be developed to ensure the safety of Centralia High School.
☐	All infractions will result in a referral to law enforcement.

ARSON

CAREER LONG / CRIMINAL OFFENSE / EXCEPTIONAL MISCONDUCT

An intentional or unintentional act which results in the combustion of materials on school property. *(Reference: SB Policy 3240 Student Conduct; WAC 148-120-100 Conduct Violations)*

ARSON- Possible Consequences may include:	
☐	Emergency expulsion; investigation, long-term suspension, Law enforcement referral
☐	Emergency expulsion; investigate; expulsion; Law enforcement referral

ASSAULT

CAREER LONG / CRIMINAL OFFENSE / EXCEPTIONAL MISCONDUCT

Physical and/or verbal ***attack by one person*** (or group of persons) upon another person who does not wish to engage in the conflict and who has not provoked the attack. Assault may be considered a crime and law enforcement may be notified. *(References: SB Policy 3240/P Student Conduct; SB Policy 3241/P Classroom Management, Corrective Actions, or Punishment; WAC 148-120-100 Conduct Violations). Note: Stink bombs are a form of assault and a criminal offense.*

ASSAULT- Possible Consequences may include:	
☐	Up to expulsion, depending upon the severity of the assault.
☐	Expulsion

ASSEMBLIES/PLAYS/PERFORMANCES/PROGRAMS (DISRUPTION OF)

Assemblies are held for educational programs, student/staff recognition and for the enjoyment of students and faculty. It is the responsibility of each student to maintain high standards of conduct and to give every courtesy to the speaker and to the program. Student attendance at assemblies is an expectation. Students who choose to disrupt the assembly may lose the privilege of attending other assemblies through the remainder of the school year. Students who elect to skip the assemblies will be considered truant. *(Reference: SB Policy 3240/P Student Conduct; WAC 148-120-100 Conduct Violations)*

DISRUPTION OF ASSEMBLIES/PLAYS/PROGRAMS-Possible Consequences may include:	
☐	One hour detention and removal from assembly/play/performance/program.
☐	The student will lose the privilege to attend/participate in any assemblies, plays, performances, or programs for the remainder of the school year. This will also include coming to school dances or attending another schools dance as a guest.

CHEATING AND PLAGIARISM

YEAR-LONG VIOLATION

Academic honesty is an important value in our student's education and one that will help to develop positive characteristics. Doing their own work and being truthful about the context of their work is expected from all CHS students. *(Reference: SB Policy 3240/P Student Conduct; WAC 148-120-100 Conduct Violations)*

CHEATING AND PLAGIARISM- Possible Consequences may include:	
☐	Student may receive a zero (0) on his/her test, project, or assignment. The zero will be averaged into the student's grade. Parents will be contacted and a notice will be sent to the office and placed in the student's guidance record.
☐	Student may receive an F for the course that trimester if the cheating or plagiarism occurred in the same class during the same trimester. If the cheating or plagiarism occurs in another class during the same trimester, then a Staffing will occur with the student, his/her parent/guardian, staff members, and an administrator.
☐	May result in an F for the remainder of the trimester (in any class)

CLOSED CAMPUS VIOLATION

YEAR-LONG VIOLATION

Centralia School District policy provides for a closed campus. Following their arrival, students are to remain on campus until their dismissal at the end of the school day. **Students may leave campus if they have properly checked out through the Attendance Office or if they are involved in an off-campus educational program, i.e., Running Start and New Market Skills Center**.

Any unsupervised areas of the campus are deemed off limits to include the north end of campus, the area to the west of the school around the barn, by the dumpsters and the parking lot. The only approved location is between the bus drop off and the grassy area outside of the commons. No student is to be in the parking lot during the academic day unless they have been given permission through the Attendance Office.

Students must have parental permission prior to leaving campus and students **must sign out through the Attendance Office**. Parents are responsible to contact the Attendance Office prior to their student leaving campus. Failure to do so will result in disciplinary action for closed campus and truancy. ***Centralia School Board Policy #3242 Closed Campus***

NOTE: Centralia Church of God which is across the street is private property. No student is allowed to be on church property before or after school. This includes the steps in front of church.

CLOSED CAMPUS VIOLATIONS- Possible Consequences may include:	
☐	2 lunch detentions
☐	1 week of lunch detentions
☐	Administrative decision

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CLOSED CAMPUS/STUDENT DRIVING

YEAR-LONG OFFENSE

It is the responsibility of the driver of the vehicle to make sure his/her passengers have been cleared to leave campus or he/she will face the following escalating consequences *(Reference: SB Policy 3242 Closed Campus):*

CLOSED CAMPUS/STUDENT DRIVING- Possible Consequences may include:	
☐	One hour of detention and loss of parking permit for one week
☐	Loss of parking permit for one month and one week of lunch detention
☐	Administrative decision – Depending on severity of the offense, action may range from detention to expulsion

COMPUTER/INTERNET ACCESS

CAREER LONG / CRIMINAL OFFENSE

CHS offers computer and Internet access for student's use in their classroom studies. This is a privilege, not a right, and any inappropriate usage may result in disciplinary action and cancellation of computer/Internet privileges. Violations will be accumulated and will follow the student throughout their career at CHS.

Depending on the offense, criminal charges may be filed. *(References: SB Policy 2022: Electronic Resources; WAC 148-120-100 Conduct Violations)*

Prior to student's being allowed to have access at CHS, students and their parents are required to read the **Permission to Access Internet** information packet and sign and return the **Internet Use Agreement Form** to the library. System monitors have access to all materials on the network and will be monitoring students' usage. CHS reserves the right to remove a user account on the network. Any user identified as a security risk or as having a history of problems with other computer systems, may be denied access to the CHS network. *Note: Students are required to contact a school administrator immediately if any individual is trying to contact them for illicit or suspicious activities.*

Criminal and Prohibited Usage of Computer/Internet *(includes but is not limited to):*

1. Revealing user ID and passwords to others or gaining access to another person's user ID and/or password
2. Editing or changing files/emails of others, or reading someone else's email
3. Reposting personal communication without the author's prior consent
4. Using the network for personal and/or private business or political lobbying
5. Using false names or pseudonyms
6. Playing games or using Internet messaging—chat is prohibited unless authorized by a teacher for classroom purposes
7. Using school equipment to dial into other networks or bulletin board systems (BBS), local or remote, that was not approved by the teacher
8. Using profanity, obscenity, or other language, which may be offensive to another user
9. Downloading and uploading pirated or illegal software in violation of copyright law
10. Using the network for personal financial gain or any commercial or illegal activity
11. Uploading or creating computer viruses, which is a criminal offense
12. Destroying or modifying data or committing any form of vandalism
13. Developing programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing device
14. Sending hate mail or chain letters, harassment, discriminatory remarks, and other antisocial behaviors. *Please see cyberbullying in the discipline section under Harassment, Intimidation, Bullying (HIB).*
15. Accessing or processing pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network 16. Transmitting any materials in violation of state, federal and/or copyright laws.

COMPUTER/INTERNET ACCESS- Possible Consequences may include:	
☐	Student is reminded of the agreement and parent/guardian may be contacted. Student will lose his/her account for one week. Depending on the offense, additional consequences may be applied.
☐	Student will lose his/her account for 1 month. Parent or guardian will be notified.
☐	Student will lose his/her account for the remainder of the school or permanently. Parent/guardian will be notified.

CONDUCT BRINGING DISCREDIT TO CHS

Behavior conducted by a student while at school or away which, because of an obvious connection of the student to CHS, would cause embarrassment or discredit to the school. *(References: SB Policy 3240/P Student Conduct; WAC 148-120-100 Conduct Violations)*

CONDUCT BRINGING DISCREDIT TO CHS- Possible Consequences may include:	
☐	Depending on severity of the offense, action may range from detention to expulsion

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities are subject to the same treatment of Student Rights, Responsibilities and Regulations, as non-disabled student with modifications identified below *(Reference: SB Policy 2162P, Education of Students with Disabilities under Section 504; WAC 180-40)*

Procedures outlined in the statement of Student Rights, Responsibilities and, Regulations are applicable when the action proposed or taken does not exceed the short term timelines in the statement of Student Rights, Responsibilities and, Regulations.

When considering the imposition of long-term suspension or expulsion for a disabled student, which would constitute a significant change of placement, a group meeting must be held prior to imposing the action, which complies with established criteria. These criteria may be obtained upon request from the CHS Administration

DISRESPECT TOWARDS STUDENTS AND STAFF

Our expectation is that students treat others as they wish to be treated. Students who are disrespectful may face the following consequences:

DISRESPECT TOWARDS STUDENTS AND STAFF- Possible Consequences may include:
Depending on severity of the offense, action may range from detention to expulsion

DISTRIBUTION AND/OR POSTING OF MATERIAL

Any distribution and/or posting of materials throughout the school must be approved and stamped by the Activities Office. *(Reference: SB Policy 3220P Freedom of Expression)*

DISTRIBUTION AND/OR POSTING OF MATERIAL- Possible Consequences may include:
Student will be required to remove all materials, and may be assigned detention.
1 day ISS
Depending on severity of the offense, action may range from detention to expulsion

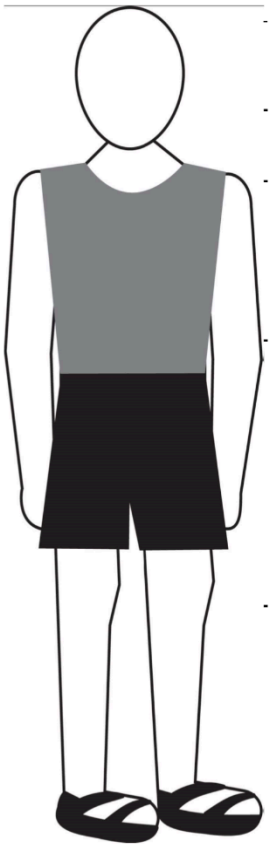
DRESS CODE

CHS students are expected to dress appropriately to ensure a positive learning environment and a safe school community. The dress code at CHS assists students as they prepare for the work place. **Clothing should be clean.** *(Reference: SB Policy 3224/P Student Dress)*

The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

CHS Dress Code

Our dress code is meant to support a safe, positive learning environment.



- **Heads**: Hats, hoodies and other headwear must allow the face and ears to be visible to staff.
- **Shoulder straps:** required
- **Torso:** Clothing must cover stomachs, backs, shoulders, chests and undergarments.
- **Legs**: Shorts, skirts and Dresses must be longer than mid-thigh. Undergarments must be covered.
- **Feet:** Footwear must be worn at all times appropriate to the activity.

Other Guidelines

- Clothing promoting drugs, alcohol, tobacco, violence, is sexually suggestive, or has inappropriate writing is prohibited.
- Jewelry posing a safety hazard is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.
- Students identified as being associated with a gang by police or the school will have additional Dress Code restrictions.
- Fabric covering breasts, genitals, and buttocks must be opaque.
- No sunglasses in building; No displaying confederate flags;
- CHS may adopt more restrictive policies to address the needs of their school community.

CHS reserves the right to revise the dress code pending new information on types of clothing, articles, or trademarks that may interfere with the educational environment or to the safety and well-being of CHS students. **If a staff member deems a particular student's clothing to interfere with the learning environment, the Dress Code policy will be enforced.**

Clothing/articles that are prohibited and are not to be worn at school or at school-sponsored events include:

Bandannas (orange, black, and white bandannas are allowed only during Homecoming Week and designated SPIRIT days)

Belts must be secured in such a manner that no part of the belt is left hanging below the knee or dragging on the ground.

Clothing or articles that ***promote or include any connotations alluding to alcohol, drugs, tobacco, or gang affiliation.***

Clothing articles ***that promote or display violence, sexual and/or racist messages, contain swear words, images that allude to swear words, or the Confederate Flag.***

Flags worn around the body in any manner.

No brief clothing. Garments must be made of opaque material (not see through) and conceal the entire body from the armpit to beyond the bottom curve of the buttock while in any position (standing, seated, etc.). Holes in clothing are permitted outside of the areas of required coverage.

Undergarments worn on the lower half of the body must be covered.

No face paints (except on designated school spirit days)

No masks that cover the entire head

No pajamas, robes, or blankets (except on designated school spirit days)

No sunglasses may be worn in building (except on designated school spirit days)

No trench coats may be worn in building.

Student will be given three choices: 1) Change clothes; 2) Call parents to get change of clothes; or 3) Use school provided clothing;
Refusal to do one of these three choices will range from detention to suspension.

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ELECTRONIC DEVICES AND CELL PHONES

SCHOOL-YEAR-LONG OFFENSE

CHS discourages students from bringing any electronic devices to school. CHS assumes no responsibility for lost, stolen or damaged devices. The student assumes all responsibility if a device is lost, stolen, broken, or taken away by a staff member. *(References: SB Policy 2022: Electronic Resources; SB Policy 3245 Students and Telecommunication Devices)*. If a parent needs to contact their student for an emergency, they may call the attendance office at 360.330.7608 and a message will be sent to the student immediately.

Students are expected to have their cell phone off and put away during instruction time (bell to bell) including when the student is out of the classroom during the instructional period. Students are permitted to use their cell phones before school, during passing time, during lunch, and after school. If a student is in violation of this policy during instruction time, the following steps will be taken.

1. The student will be reminded of the CHS phone policy and asked to put their phone away. If the student does not comply with their teacher's request, the student will be asked to place their phone on the teacher's desk or other designated space. If the student complies with this request, they will receive their phone back at the end of the class period.
2. If the student does not comply, the student and the student's phone will be sent to the GO Center. The phone will be held in the GO Center until the end of the school day. If the teacher does not send the student and phone to the GO center or if there is a substitute that day and a discipline referral is received, the student will choose between turning their phone in for the day or two lunch detentions.
3. If the student continues to be in violation of the CHS cell phone policy and receives a discipline referral, the student will turn their phone in to the GO Center prior to the start of school and pick their phone up at the end of the school day. The student will turn phone in to the GO center daily until the end of the grading period.

If the student elects to not follow the rules and their cell phone or a borrowed cell phone is taken away, the consequences below will be followed for not only the student who was using the phone but also the students who loaned the phone:

ELECTRONIC DEVICES AND CELL PHONES- Possible Consequences may include:	
☐	1st Offence: Student will turn in cell phone to teacher. Teacher will return cell phone to student at the end of the period. Teacher will document the offence in Skyward and contact parent.
☐	2nd Offence: Student will turn in cell phone to the teacher and the teacher will turn in the cell phone to the GO Center. The student can pick up the cell phone at the end of the school day. Teacher will document the offence in Skyward and contact parent.
☐	3rd Offence: Student will turn in cell phone to the teacher and the teacher will turn in the cell phone to the GO Center. The student can pick up the cell phone at the end of the school day and will be required to turn in the phone to the GO Center for 5 days. Teacher will document the offence in Skyward and contact parent. Student will be required to meet with an administrator and a parent.
☐	4th Offence: Student will turn in cell phone to the teacher and the teacher will turn in the cell phone to the GO Center. The student can pick up the cell phone at the end of the school day and will be required to turn in the phone to the GO Center for the rest of the trimester. Teacher will document the offence in Skyward and contact parent. Student will be required to meet with an administrator and a parent.

FAILURE TO COMPLETE DISCIPLINE

A student assigned detention will be notified in person and asked to sign and acknowledgement of their consequences on their discipline referral. A student assigned detention is expected to serve in a timely fashion. The student will have one additional day more than the number of assigned detentions to complete them. (If a student is given two detentions, they will have three days to serve them.) If a student fails to complete their detentions on time, they will be assigned an additional detention. Detentions are assigned in 30-minute increments. Students may serve detention before school, during study hall or club time, during lunch or after school. Arrangements must be made in advance for the student to serve detentions after school, before school, and during study hall/club time. If a student's lunch detentions are not completed within five school days, one half day of ISS shall be assigned. The student's parent will be contacted in advance. Once a student has served a half day of ISS, their lunch detentions shall be counted as served. If a student refuses to serve the half day of ISS, the student's discipline shall be converted to Out of School Suspension (OSS) and the student will be sent home for the day. Students who fail to complete their assigned discipline by the completion date(s) are refusing to comply with a reasonable request.

Note: Students may not be allowed to participate in or attend any school activities which include dances, games, club activities, or sports until discipline have been served, or parent conference with an Administrator has occurred.

FAILURE TO COMPLETE DISCIPLINE- Consequences include:	
☐	Parent and student conference with an Administrator.
☐	ISS and loss of school activities until time is made up.

FAILURE TO PURSUE STUDIES

A student is required to pursue a program of study. This includes regular class attendance, coming prepared with materials, participating in class activities, and completing assigned work. (*Note: Additional offenses may result in removal from class).*

FAILURE TO PURSUE STUDIES- Possible Consequences may include:	
☐	Staffing with counselors, administrator, parent(s), student, and teachers
☐	Change in program, courses or enrollment in an alternative school may be needed.

FALSE ALARMS

CAREER LONG / CRIMINAL OFFENSE

Endangering the safety of others by falsely announcing or reporting a fire alarm, bomb, or weapon on school property. This includes but is not limited to pulling a fire alarm, creating a disturbance during a lock-down, or exaggerating or embellishing a dangerous situation. *(Reference: SB Policy 3432P Emergencies; WAC 148-120-100 Conduct Violations)*

FALSE ALARMS- Possible Consequences may include:	
☐	Short-term suspension to emergency expulsion. Possible referral to law enforcement.
☐	Long-term suspension to emergency expulsion. Possible referral to law enforcement.

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FALSIFICATION OF SCHOOL DOCUMENTS

A student found falsifying data or information will receive a zero (0) on that assignment or project. Student Teacher Aides (TAs) involved in falsifying documents may be removed from their position with a loss of credit. Depending on the offense, the following consequences may apply *(Reference: WAC 148-120-100 Conduct Violations)*:

FALSIFICATION OF SCHOOL DOCUMENTS- Possible Consequences may include:
Depending on severity of the offense, action may range from detention to expulsion

FIGHTING

CAREER LONG / CRIMINAL OFFENSE / EXCEPTIONAL MISCONDUCT A

verbal or physical ***altercation between two or more people*** causing a disruption to the educational process. Students who observe a fight and fail to disperse upon request and those contributing to the escalation of the fight by shouting or making inflammatory comments are subject to discipline up to and including suspension. Fighting offenses will accumulate through an individual's career at the high school. *[Reference: SB Policy 3239 Gang Activity; SB Policy 6605P Student Safety Walking to School and Riding Buses (Student Conduct); WAC 148-120-100 Conduct Violations]*

FIGHTING- Possible Consequences may include:
May be referred to counseling/Anger Management at the expense of the parents.
Short Term Suspension (0 – 10 Days OSS) may be used if the student has had prior verbal or physical "Aggressive Behaviors"
Emergency Expulsion may be used in order to keep the campus safe while investigating the conflict and creating a plan for repairing harm.

FORGERY

CAREER LONG / CRIMINAL OFFENSE A

student shall tell the truth and present himself/herself honestly. A student shall not forge any signature, make false entry or alter any documents, either paper or electronic, that is used or intended to be used in connection with CHS. Forgery may constitute a crime, and legal authorities will be notified. *(Reference: WAC 148-120-100 Conduct Violations)*

FORGERY- Possible Consequences may include:
Administrative decision – Depending on severity of the offense, action may range from detention to expulsion

GANG-RELATED ACTIVITIES

CAREER LONG / CRIMINAL OFFENSE / EXCEPTIONAL MISCONDUCT

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

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

(References: SB Policy 3239 Gang Activity; RCW 28A.600.455 Gang Activity—Suspension or Expulsion; WAC 148-120-100 Conduct Violations)

GANG-RELATED ACTIVITIES- Possible Consequences may include:
Short-term suspension to expulsion, depending on severity of incident
Long-term suspension to expulsion
Referral to law enforcement

HALL PASSES

TRIMESTER-LONG VIOLATION

It is the student's responsibility to have a hall-pass and display it while in the hallway during class. The hall passes (modifications will be made with students with health conditions; teachers will be notified). This will be monitored by the teacher, and at teacher discretion. Passes and students should not be out the first 10 minutes and the last 10 minutes of class time, please. Students called out of class for nurse, or school reasons will not have to use a pass. Repeated infractions may result in restricted hallway privileges.

HALL PASS VIOLATION- Possible Consequences may include:
Verbal warning/correction.
Detention may be served in the morning, during lunch, after school in planning room or with the teacher.
Repeated infractions may result in restricted hallway privileges.

HARASSMENT/INTIMIDATION/BULLYING (HIB)

CAREER LONG / CRIMINAL OFFENSE / EXCEPTIONAL MISCONDUCT

(References: SB Policy 3207/P Prohibition of Harassment, Intimidation, and Bullying; WAC 148-120-100 Conduct Violations)

BULLYING/INTIMIDATION: When one person forces another person to do or say something that is inappropriate or disruptive to the school environment. Bullying typically leaves the victim feeling uncomfortable or coerced. Regardless of intent, intimidating actions or words are harmful to both the recipient and CHS. Students who direct profanity towards others, bully, or intimidate others are subject to consequences.

CYBERBULLYING: Bullying conducted via electronic means by a student while on school grounds during the school day. Electronic means is defined as "any communication where there is the transmission of information by wire, radio, cell phone, optical cable, electromagnetic, or other similar means." Cyberbullying can take different forms, such as, teasing, threats or intimidation that takes place online, etc... The bullying behavior can take the form of harassing emails, insulting text

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messages or photos (sexting or sending sexually provocative photos) on cell phones, messages left in a public online forum, embarrassing photos or illustrations posted to web sites, and nasty comments left on online networking sites.

DISCRIMINATION: To unfairly treat another person or group on the basis of prejudice or bias. State and federal law prohibits discrimination. CHS complies with all non-discrimination rules and regulations and does not allow discrimination against students on the basis of race, color, religion, national origin, gender, sexual orientation, or disability. This holds true both at CHS and at all CHS co-curricular events.

HARASSMENT: Intentional acts, statements, or conduct, which has the purpose or effect of negatively interfering with an individual's school performance, or creating an intimidating, hostile or offensive school community.

LEWD CONDUCT: Any indecent, sexually suggestive or obscene act, expression or gesture. Students shall not possess, distribute or attempt to acquire pornographic material. Exposing one's buttocks or private areas at school or at a school-sponsored event is prohibited.

RACISM: Any acts, statements or conduct, deliberate or otherwise, that targets one race or ethnicity. This may include deliberate and/or unwelcome words, terms, gestures, symbols, graffiti, pictures, offensive photographs, disparaging remarks about someone or offensive jokes, or teasing.

SEXUAL HARASSMENT: Includes all unwanted, uninvited and non-reciprocal sexual attention. This may include, but is not limited to:

- Sexually suggestive looks or gestures
- Pressure for dates or sex
- Sexual jokes, pictures, or teasing
- Deliberately touching, cornering or pinching someone
- Sexually demeaning comments
- Attempts to kiss or fondle

HARASSMENT, INTIMIDATION, BULLYING (HIB)
Depending on severity, consequences will range from a verbal warning to expulsion from CHS. Criminal charges may be filed.

LYING TO SCHOOL AUTHORITIES

Students who present false information to staff members will be considered lying.
CHS students are to be truthful at all times. Students electing to be dishonest will incur disciplinary action(s).

LYING TO SCHOOL AUTHORITIES
Action may range from detention to expulsion

PORNOGRAPHY

CAREER LONG / CRIMINAL OFFENSE

Any student in the possession of pornography will be subject to school discipline. Students accessing inappropriate or pornographic sites on the Internet will likewise be subject to school discipline. All pornographic materials will be confiscated. Students accessing pornographic sites on the Internet will lose their Internet privileges for a period of time to be determined by the staff and administration. Pornography offenses will accumulate through an individual's career at the high school. *(References: SB Policy 2022: Electronic Resources; WAC 148-120-100 Conduct Violations)*

PORNOGRAPHY- Possible Consequences may include:
1 - 5-day suspension & parents notified;
Loss of Privilege (Restricted Internet Access for a period of time)
Long- term suspension for the remainder of the school year

PROFANITY DIRECTED AT A STAFF MEMBER

CAREER LONG / CRIMINAL OFFENSE

The use of profane language (cussing/swearing) or gesturing, directed at a staff member. *(Reference: WAC 148-120-100 Conduct Violations)*

DISCIPLINE STEPS: PROFANITY DIRECTED AT A STAFF MEMBER- Possible Consequences may include:
Problem solving conference with an administrator. Parents will be called.
Students will develop a plan to repair harm and prevent this from happening again.
Classroom Exclusion of 1-5 Days served in Planning Room from class.

PROFANITY/LANGUAGE/OBSCENE BEHAVIOR

Profanity, cursing, swearing, abusive or offensive language or gesturing at school, as in the work place, is neither acceptable nor tolerated at CHS. This includes profanity in general conversation. Profanity directed at an individual constitutes Harassment, Intimidation, or Bullying (HIB). Students may be disciplined for the use of profane language or obscene behavior that occurs during the regular school day, at school-sponsored activities, or any time that this improper conduct takes place on school property. *(Reference: SB Policy 3207 Prohibition of Harassment, Intimidation, and Bullying; WAC 148-120-100 Conduct Violations)*

PROFANITY/LANGUAGE/OBSCENE BEHAVIOR- Possible Consequences may include:
1 lunch detention, parents notified
3 lunch detentions, parents notified
Profanity or obscene language may meet the definition of a "verbal assault" or "Harassment/Intimidation/Bullying" with the resulting consequences.

PUBLIC DISPLAYS OF AFFECTION (PDAS)

Public displays of affection (PDAs) are overly affectionate displays that make others uncomfortable and are inappropriate at school. *(References: SB Policy 3240P Student Conduct; WAC 148-120-100 Conduct Violations)*

PUBLIC DISPLAYS OF AFFECTION (PDAs)- Possible Consequences may include:
1 lunch detention

☐	1 week lunch detention
☐	Depending on severity of the offense could qualify as Lewd Conduct

RECKLESS ENDANGERMENT/HORSEPLAY

CAREER LONG / CRIMINAL OFFENSE / EXCEPTIONAL MISCONDUCT

Whether or not it is intentional, reckless endangerment/horseplay is behavior which would be considered under reasonable circumstances to cause oneself or others to be placed in potentially dangerous circumstances. This includes unsupervised football anywhere on campus. This also includes hitting or tapping anyone in the testicles and twisting or pinching another student's nipples. Extenuating circumstances may warrant immediate suspension or expulsion. *(References: SB Policy 3240P Student Conduct; WAC 148-120-100 Conduct Violations)*

RECKLESS ENDANGERMENT/HORSEPLAY- Possible Consequences may include:	
☐	Depending on severity of the offense, action may range from detention to expulsion

REFUSAL TO COMPLY WITH A REASONABLE REQUEST

EXCEPTIONAL MISCONDUCT

Refusal to comply with a reasonable request is when a student is requested by school personnel to leave the classroom, to report to the GO Center, to report to another specific location and the student refuses to go or does not report to the location to where they were sent. It also applies to students who refuse to identify themselves to any school personnel.

DISCIPLINE STEPS: REFUSAL TO COMPLY WITH A REASONABLE REQUEST- Possible Consequences may include:	
☐	Problem solving conference with Administrator and Parent and/or student.
☐	Suspension (0-10 days) Administrative Discretion

REFUSAL TO SUBMIT TO AN AUTHORIZED SEARCH

If a school authority has a reason to believe that a student is in possession of an illegal substance or item, a search is justified. Refusal to submit to a search is grounds for disciplinary action and will be regarded as an extreme refusal to comply. *(Reference: SB Policy 3230 Student Privacy and Searches)*

REFUSAL TO SUBMIT TO AN AUTHORIZED SEARCH- Possible Consequences may include:	
☐	Student may be assumed to be in possession of the suspected contraband results in those appropriate consequences.
☐	Long-term suspension may be used if the refusal to submit to an authorized search poses a potential threat to the safety of the campus.
☐	Emergency Expulsion may be used if the refusal to submit to an authorized search poses a potential threat to the safety of the campus.

REPEATED MISCONDUCT/VIOLATIONS

EXCEPTIONAL MISCONDUCT

Students who habitually show a willful disregard for the rules and the learning of others will not be tolerated, and consequences for serious offenses will be compounded. *(References: SB Policy 3240P Student Conduct; WAC 148-120-100 Conduct Violations)*

REPEATED MISCONDUCT/VIOLATIONS- Possible Consequences may include:	
☐	Depending on severity of the offense, action may range from detention to expulsion

SCHOOL ENVIRONMENT (DISRUPTION TO THE EDUCATIONAL PROCESS)

The school community at CHS allows for each student to learn in an orderly and uninterrupted educational environment. Should a student be disruptive in class and disturb the rights of the teacher to teach or other students to learn, then the following consequences may be applied *(References: SB Policy 3240P Student Conduct; WAC 148-120-100 Conduct Violations)*:

DISRUPTION TO THE EDUCATIONAL PROCESS- Possible Consequences may include:	
☐	Student will be sent to the GO Center for remainder of the class
☐	Student will be removed for 3 class sessions from that class
☐	Short term Suspension (1 – 10 days) if the infraction causes a sustained disruption to the educational environment.

SEXUAL EXPLOITATION OF CHILDREN-RCW 9.68A

SEXUAL EXPLOITATION OF CHILDREN- Possible Consequences may include:	
☐	Depending on severity of the offense, action may range from detention to expulsion. Referral to law enforcement.

SKATEBOARDS, BIKES, AND ROLLER SKATES

Skateboards, roller blades, roller skates, wheeled shoes, or personal transportation items are not to be ridden on campus. Students may ride a bike to school, but is to be placed in the bike rack and used only to arrive at and leave from school. We strongly encourage students to bring a lock and secure their bikes while at school as the school district is not responsible for lost or stolen items.

SKATEBOARDS, BIKES, AND ROLLER SKATES- Possible Consequences may include:	
☐	Confiscated until the end of the school day
☐	Confiscated for up to 30 days, student may pick up in the GO Center
☐	Confiscated until parent retrieves at the end of year

TARDIES

OFFENSE BY THE TRIMESTER AND CLASS

Tardies are not tolerated-CHS encourages all students to take their education seriously and make every effort to get to class on time. Students that arrive at their classroom after the second bell or are found in the hall without a hall pass will be considered tardy. CHS has provided five minutes between every class to allow students to go to their lockers or use the restroom facilities.

Any student not in class at the bell will be escorted to an administration area where we will record their tardy for that period. Once the tardy is recorded students will relinquish their electronic device (cell phone) for the remainder of the day. Students will then be given a class admit slip and sent to class. Students will be able to collect their cell phone at the end of the day but will not have use of it for the balance of the school day.

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TARDIES- Possible Consequences may include:
Students will turn in cell phone when tardy
Detentions in addition to loss of privilege
Meeting with parent/guardian, student and Attendance

TEACHER AIDES (TAS)

Teacher/office aides (TAs) are not allowed outside their classroom/office without a TA pass. *Note: TAs are not to be on their cell phones while carrying out their TA responsibilities.*

TEACHER AIDES (TAs)- Possible Consequences may include:
TA will be returned to his/her classroom
TA will be returned to their classroom and assigned detention
Loss of TA position for the remainder of the school year and loss of credit

THEFT

CAREER LONG / CRIMINAL OFFENSE / EXCEPTIONAL MISCONDUCT

Theft is taking property that does not belong to you. *(References: SB Policy 3240P Student Conduct; WAC 148-120-100 Conduct Violations)*

THEFT- Possible Consequences may include:
Depending on severity of the offense, action may range from detention to expulsion, and student may have to make restitution for loss of property

TOBACCO (SEE ALCOHOL/DRUGS/NICOTINE/TOBACCO/VAPES PG 22)

CAREER LONG / CRIMINAL OFFENSE / EXCEPTIONAL MISCONDUCT

TRUANT (UNEXCUSED ABSENCE/SKIPPING CLASS)

OFFENSE BY SCHOOL YEAR

Students who accumulate excessive truancies will have additional consequences as defined by RCW 28A.225, commonly called the "Becca Bill." Truancies are deliberately avoiding school, study hall/FLEX, or class without a valid reason, the act of which parents generally have no knowledge. Leaving a class without a teacher's permission is also considered a truancy. In compliance with the Compulsory Attendance Law, the school is required to file a petition with the court at the 5th truancy in a month, and/or the 10th truancy in a school year *(References: SB Policy 3121 Compulsory Attendance; RCW 28A.225 Compulsory School Attendance and Admission). Note: Chronic offenders risk being dropped from a course with loss of credit.*

TRUANT (UNEXCUSED ABSENCE/SKIPPING CLASS) Possible Consequences may include
Detention time to be served during lunch, before or after school.
Problem Solving Conference (Counselor & Student; Administrator & Student)
Attendance Contract (Administrator, Student, and Parent)
Meeting with parent/guardian, student, and Attendance Secretary. Parent and student will receive information on the "Becca Bill," and the student will be placed on an Attendance Contract. The student will be assigned detention. Excessive skipping/tardy or late to class may result in filing of BECCA Bill.

VANDALISM

CAREER LONG / CRIMINAL OFFENSE / EXCEPTIONAL MISCONDUCT

Destroying or defacing objects and materials that belong to the school district, to another student, to a staff member or to a district contractor. *(References: SB Policy 3241 Classroom Management, Corrective Actions, or Punishment; WAC 148-120-100 Conduct Violations)*

DISCIPLINE STEPS: VANDALISM- Possible Consequences may include:
Restitution – Cleaning up, fixing or replacing what was vandalized.
Restitution – Hours of Community service to compensate for others having to fix and/or clean up vandalism.
Administrative decision – Depending on severity of the offense, action may range from detention to expulsion;

WEAPONS

CAREER LONG / CRIMINAL OFFENSE / EXCEPTIONAL MISCONDUCT

Possession or use of a dangerous weapon or object used to inflict bodily injury to another. The principal or designee will determine if an object is a weapon under this rule. Possession of a firearm will result in immediate expulsion for one year as required by law. The expulsion may be modified by the superintendent through the appeal process. Weapons must not be brought onto campus by any student. Weapons in a student's car will be considered in the student's possession. All incidents involving weapons will be referred to the appropriate law enforcement agency and will involve a parent contact. *(References: SB Policy 3241 Classroom Management, Corrective Actions, or Punishment; WAC 148-120-100 Conduct Violations)*

FIREARMS:

DISCIPLINE STEPS: FIREARMS- Possible Consequences may include:
Expulsion up to one year

OTHER FIREARMS (including paintball guns and other weapons that are designed or can be modified to expel a projectile by use of air, compressed gas, or explosives):

DISCIPLINE STEPS: OTHER FIREARMS- Possible Consequences may include:
Emergency expulsion to expulsion

OTHER WEAPONS (including air or carbon dioxide powered guns, knives, metal/brass knuckles, pepper spray, mace or other personal protection spray devices, lighters, matches, laser pointers, explosives [including ammunition and fireworks], or other implements determined to be a weapon):

DISCIPLINE STEPS: OTHER WEAPONS- Possible Consequences may include:	
	Short-term suspension to expulsion

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WEAPONS FREE SCHOOL: 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 firearms display and weapons safety instruction or on-duty law enforcement officers in the course of their duty. Violation will result in expulsion from school. *Reference: RCW 9.41.280; SB Policy #4210 Regulation of Dangerous Weapons on School Premises*

SEARCH AND SEIZURE POLICY

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. *(Reference: SB Policy 3230/P Student Privacy and Searches)*

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities, for the purpose of returning school property or for health and safety reasons at any time without notice, without student consent and without a search warrant. School officials may also search student lockers when they have reasonable cause to believe that items are concealed in the locker that violates the law or school rules. When school officials have reasonable cause to believe that the locker contains prohibited items, the locker is subject to search.

PERSONAL SEARCHES

A student's person and/or personal effects (i.e. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the individual is in possession of illegal or unauthorized materials (i.e. cigarettes, drugs, stolen items, etc.) or has violated or is violating a law or school rule(s). If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same gender, with another adult witness present when feasible.

SEIZURE OF ILLEGAL MATERIALS

If properly conducted searches yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

SCHOOL ACTIVITIES/ATHLETICS

(Reference: SB Policy 2151/P Interscholastic Athletics)

MISSION STATEMENT

The objective at Centralia High School is to provide a program of meaningful and enjoyable activities which encourages maximum participation and sets high standards of citizenship for participating students. These high personal standards for conduct promote maximum achievement, safe performances and fulfill responsibilities as student leaders by setting a positive example for other students. Emphasis will be placed on maintaining academic standards, individual accountability and a commitment to excellence.

ACADEMIC STANDARDS FOR ATHLETICS/ACTIVITIES

Students must be passing in all classes to participate in any activity. Weekly grade checks will be made in conjunction with Study Hall assignments.

- Students failing one class at grade check will be on probation until the next grade check. If still failing at the next grade check, he/she will be held out of games, shows, banquets, competitions and/or conferences until passing in all classes.
- Students failing two or more classes at grade check will be ineligible to participate in games, shows, banquets, competitions and/or conferences until passing in all classes. Students will be allowed to participate in turnouts, practices and meetings.

The student will become eligible immediately after bringing a passing grade report to the athletic director or the activities director.

Trimester failures will allow students to participate in turnouts, practices and meetings but will hold them out of games, events, shows, banquets, conferences and/or competitions for a period of two (2) weeks for one (1) failure, five(5) weeks for two (2) or more failures. If the student is passing all classes, he/she will be eligible on either the 3rd or 6th Monday of the new trimester. (See WIAA Rule 18.7.4, 18.7.6)

GENERAL RULES FOR ATHLETICS/ACTIVITIES

The opportunity to participate in co-curricular activities in the Centralia School District is a privilege available to all students. Because of the public nature of athletic and activities programs sponsored by the Centralia School District, students choosing to participate are expected to conduct themselves in a manner that will reflect the high standards and mission of the Centralia School District.

Covered activities: Co-curricular activities are activities that provide activities outside of the regular school day: athletics, student government, performance groups, clubs and other extra-curricular activities not listed.
Effective date: Students will be held to the standards of this activities code beginning the first day of participation in an activity and/or the first day of school, whichever occurs first, through the last day of school, as well as all summertime school-sponsored activities.

Attendance: A student who is not in attendance for **ALL** of the regularly scheduled classes is not eligible to participate, practice or compete on that day, unless permission is granted through the Athletic Director's office or the Principal's office. In case of doctor or dental appointments, funerals, school trips, etc., normal attendance procedures are to be followed.

Suspension/Detention: Students who have out of school suspension will be ineligible for practice, games and events for that particular day(s). Students will be deemed ineligible during this time. Any student who has detention time to make up and does not make the time up by the due date, will be deemed ineligible and will not be able to participate in the days practice sessions, interscholastic events or other designated school events.

Travel: Students driving to their event in a private vehicle for the purpose of competition or designated activity will not be allowed. Unless permission is granted by a coach or chaperone, students must return on designated school provided transportation. Students may be released to parents/guardians only after written authorization is presented to the coach/advisor by the parents/guardians prior to departure for home. We urge parents and guardians to make limited use of this option and only for exceptional reasons.

Activity Specific Rules: A student shall observe any additional rules stipulated by the coach/supervisor of each particular activity, provided that such rules do not alter or reduce any provision of this code. Additional rules not covered in this code must be approved by the Athletic and Activities Directors and distributed in writing to participating students and parents prior to the first day of turnout for the particular activity.

A.S.B.: Students participating in activities or clubs which utilize ASB monies at CHS must purchase an ASB card. Students should check with the club advisor to see if this requirement is in effect for their club.

STUDENT CONDUCT STANDARDS FOR ALL ACTIVITY PROGRAMS .....

CENTRALIA SCHOOL DISTRICT - ATHLETICS CODE OF CONDUCT

MISSION STATEMENT

The objective of the Centralia School District (CSD) is to provide programs of meaningful and enjoyable activities which encourages maximum participation and sets high standards of citizenship for participating students. These high personal standards for conduct promote maximum achievement, safe performances and fulfill responsibilities as student leaders by setting a positive example for other students. Emphasis will be placed on maintaining academic standards, individual accountability, and a commitment to excellence.

GENERAL RULES

This CSD 'Code of Conduct' is for grades 7-12 and is established to provide students and families involved in extra-curricular activities and athletics programs including but not limited to Washington Interscholastic Activities Association (WIAA) sanctioned programs and events clear guidelines for the appropriate behaviors and expectations on and off campus. The opportunity to participate in extra-curricular activities at both Centralia High School (CHS) and Centralia Middle School (CMS) is a privilege available to all students. Because of the public nature of athletic and activities programs sponsored by the CSD, students choosing to participate are expected to conduct themselves in a manner that will reflect the high standards and mission of the CSD and eligibility in such programs will be established under the rules and guidelines as outlined in this code of conduct as well as set forth by the WIAA.

Covered activities: Extra-curricular activities are activities that provide activity outside of the regular school day: athletics, student government, etc.

Effective date: Students will be held to the standards of this activities code beginning the first day of participation in an activity and/or the first day of school, whichever occurs first, through the last day of school, as well as all summertime school-sponsored activities.

Attendance: A student who is not in attendance for **ALL** of the regularly scheduled classes **on time** is not eligible to participate, practice or compete on that day, unless permission is granted through the Athletic Director's office or the Principal's office. In case of doctor or dental appointments, funerals, school trips, etc., normal attendance procedures are to be followed.

Suspension/Detention: Students who have out of school suspension will be ineligible for practice, games and events for that particular day(s). Students will be deemed ineligible during this time. Any student who has detention time to make up and does not make the time up by the due date, will be deemed ineligible and will not be able to participate in the days practice sessions, interscholastic events or other designated school events.

Travel: Students driving to their event in a private vehicle for the purpose of competition or designated activity will not be allowed unless permission is granted by the head coach or athletic office. Students may be released to parents/guardians only after written authorization is presented to the coach/advisor by the parents/guardians prior to departure for home. We urge parents and guardians to make limited use of this option and only for exceptional reasons.

Activity Specific Rules: A student shall observe any additional rules stipulated by the coach/supervisor of each particular activity, provided that such rules do not alter or reduce any provision of this code. Additional rules not covered in this code must be approved by the Athletic/Activities Director and distributed in writing to participating students and parents prior to the first day of turnout for the particular activity.

A.S.B.: Students participating in activities or clubs which receive ASB monies at CHS or CMS, must purchase an ASB card. Students should check with the club advisor to see if this requirement is in effect for their club.

ACADEMIC STANDARDS FOR ALL ACTIVITY PROGRAMS

Students must be passing *5 of 6 classes (CHS) /*6 of 7 classes at (CMS) to participate in any activity. Bi-weekly grade checks will be made in conjunction with Study Hall assignments to determine eligibility.

- *Students failing one class at grade check will be on probation until the 'next' grade check. If still failing at the 'next' grade check, he/she will be held out of games, shows, banquets, competitions and/or conferences until passing in all classes.
- Students failing two or more classes at grade check will be ineligible to participate in games, shows, banquets, competitions and/or conferences until academic standards are met.

The student will become eligible immediately after bringing a passing grade report to the athletic or activities director.

Any student with two or more failing grades from the 'previous trimester' will be placed on academic suspension or probation as outlined by WIAA 'Previous Semester' policies (See WIAA "Previous Semester/Trimester" Rule 18.8.6).

STUDENT CONDUCT STANDARDS FOR ALL ACTIVITY PROGRAMS

**Centralia Middle School seasons are approximately half the duration of High School seasons, duration of discipline as outlined below may be reduced by up to 50% of the documented duration to reflect the middle school season.*

A student/athlete is expected to be a good citizen at school and in the community.

1. Theft of, and/or malicious damage to, property of the Centralia School District, property of another school district, or property of another student at a time when such property is on a school district premises.

   1st Offense: The student will be suspended from athletic/activity participation for thirty (30) calendar days, may be reducible to a minimum of ten (10) calendar days provided the student requests an appeal in writing to the Activities Review Board.

   2nd Offense: The student will be suspended from athletic/activity participation for forty-five (45) calendar days.

   3rd Offense: The student will be suspended from all athletic/activity programs for the remainder of the school year and all summertime school-sponsored activities.

2. The possession, distribution, or consumption of alcohol, tobacco, or marijuana including the possession and/or use of electronic delivering devices (e-cigarettes, vaporizers, etc.) is prohibited.

   1st Offense: The student will be suspended from athletic/activity participation for sixty (60) calendar days, may be reducible to a minimum of twenty (20) calendar days provided the student requests an appeal in writing to the Activities Review Board and agrees to obtain an assessment, follow the recommendations and get a UA. (All assessments and UA's will be at a cost to the student/parent). Negative results of a second UA will be required at the end of the suspension for the student to become eligible.

2nd Offense: The student will be suspended from athletic/activity participation for ninety (90) calendar days.

3rd Offense: The student will be suspended from all athletic/activity programs for one (1) calendar year.

3. The unauthorized possession, sale, and/or use of legend drugs (drugs obtained through prescription) and controlled substances, including anabolic steroids, is prohibited.

1st Offense: The student will be suspended from athletic/activity participation for ninety (90) calendar days or one sports season (WIAA 18.24.2), whichever is longer, may be reducible provided the student requests an appeal in writing to the Activities Review Board and agrees to obtain an assessment and follow the recommendations of the assessment.

2nd Offense: The student will be suspended from all athletic/activity programs for one (1) calendar year.

3rd Offense: The student will be permanently suspended from all athletic/activity programs.

4. Harassment/Intimidation/Bullying (HIB), inappropriate use of social media and other types of student conduct not covered in the Athletic Code of Conduct that calls for disciplinary action. Upon confirmation by building administration the following discipline will be administered. The student will be suspended from athletic/activity participation for a period up to ninety (90) calendar days, which may be reducible provided the student requests an appeal in writing to the Activities Review Board.

BULLYING/INTIMIDATION: When one person forces another person to do or say something that is inappropriate or disruptive to the school environment. Bullying typically leaves the victim feeling uncomfortable or coerced. Regardless of intent, intimidating actions or words are harmful to both the recipient and CHS. Students who direct profanity towards others, bully, or intimidate others are subject to consequences.

CYBERBULLYING: Bullying conducted via electronic means by a student. Electronic means is defined as “any communication where there is the transmission of information by wire, radio, cell phone, optical cable, electromagnetic, or other similar means.” Cyberbullying can take different forms, such as, teasing, threats or intimidation that takes place online, etc... The bullying behavior can take the form of harassing emails, insulting text messages or photos (sexting or sending sexually provocative photos) on cell phones, messages left in a public online forum, embarrassing photos or illustrations posted to web sites, and nasty comments left on online networking sites.

DISCRIMINATION: To unfairly treat another person or group on the basis of prejudice or bias. State and federal law prohibits discrimination. CHS complies with all non-discrimination rules and regulations and does not allow discrimination against students on the basis of race, color, religion, national origin, gender, sexual orientation, or disability.

HARASSMENT: Intentional acts, statements, or conduct, which has the purpose or effect of negatively interfering with an individual’s performance, or creating an intimidating, hostile or offensive atmosphere.

LEWD CONDUCT: Any indecent, sexually suggestive or obscene act, expression or gesture. Students shall not possess, distribute or attempt to acquire pornographic material.

RACISM: Any acts, statements or conduct, deliberate or otherwise, that targets one race or ethnicity. This may include deliberate and/or unwelcome words, terms, gestures, symbols, graffiti, pictures, offensive photographs, disparaging remarks about someone or offensive jokes, or teasing.

SEXUAL HARASSMENT: Includes all unwanted, uninvited and non-reciprocal sexual attention.

SOCIAL MEDIA: Social media sites, platforms, tools, activities and networks facilitate widespread Internet communication and interaction among users. Participants should use Social Media to stay connected and share knowledge and information. CHS encourages the proper use of Social Media while keeping appropriate content at the forefront in connection with Social Media use.

SPECTATOR CONDUCT AT EVENTS: Parent and family member support is a vital part of the educational experience for all student-athletes. Ensuring a safe and welcoming environment for all spectators and student-athletes is of the utmost importance in Centralia School District. It is expected that spectators refrain from any acts of poor sportsmanship and treat all officials and game managers with respect. In partnership with the WIAA, we are committed to fostering supportive environments for all student-athletes to compete in positive, safe, student-focused environment. Any spectator who does not conduct themselves in a respectful manner may be removed from the facility.

*Students begin each school year with no violations **except in the case of an alcohol or drug violation.** Alcohol and drug violations will accumulate throughout a student's high school career. (One alcohol or drug violation as a freshman and one as a junior are two (2) violations). The Activities Review Board will have access to all career violations during an appeal, regardless of the category of the offense(s).*

APPEAL PROCESS

The student and his/her parents may accept the decision or initiate an appeal on behalf of their student. The student and his/her parents have three (3) business days to file a written notice of appeal with the Athletic or Activities Director. A hearing must convene on the appeal within five (5) business days of receipt of the notice of appeal. The discipline action shall continue during the appeal procedure set forth unless the Athletic or Activities Director elects to postpone such action. Following the hearing, a final decision will be communicated to the student and his/her parents.

I have read and understand the terms of the Centralia High School Athletics Code of Conduct and I agree to abide by its rules and the proper enforcement of sanctions under such code.

_____	_____	_____
Student Signature	Student Name (Printed)	Date

I agree to abide by the rules and give my permission for this student to participate in the co-curricular activities of Centralia High School.

_____	_____	_____
Parent Signature	Parent Name (Printed)	Date

ACTIVITIES ADVISORS

ACTIVITIES ADVISORS 2023-2024	
ORGANIZATION	**ADVISOR(S)**
Seniors – Class of 2024	LeighAnne Eiland
Juniors – Class of 2025	Brandon Lewis
Sophomores – Class of 2026	Avery McLeod
Freshmen – Class of 2027	Danika Jensen
Annual/Yearbook	Danette Jones
Art Club	Avery McLeod
ASB Government	Josh Rodland
Band Club	Louie Blaser
Bowling Club	Stasia Habersetzer
Choir Club	Lauri Johnson
FBLA	Lisa Mack
FCCLA/Tiger Cubs Club	Christina Dichoso
FFA	Kendra Meek
Gay Straight Alliance	Kelsi Mack
HOLA Club	TBD
National Honors Society	Zach Hemond
Photo Club	Pete Kendall
SkillsUSA Metals	Brian Taylor
SkillsUSA Woods	Mitchell Smith
Sports Medicine Club	Stephanie Durbin

ACTIVITIES/CLUB MEETING REQUIREMENTS .....

Advisors: Someone must cover your class if you are in a meeting. The following criteria must be provided to the Activities Director or Activities Secretary.

BEFORE a meeting can be scheduled:
An agenda must be turned into the Activities Office two days prior to the meeting.

An updated listing of students' names (members) belonging to your club must be provided to the Activities Advisor(s) and the Attendance Office.

The meeting date, time, and location are reported in the bulletin one day in advance.

A roll call sheet is turned in to the Attendance Office as soon as the meeting ends.

ACTIVITIES ADVISORS

FALL SPORTS		
SPORT	**START DATE**	**HEAD COACH**
Football	August 20, 2025	Tyler Gedney
Boys' Golf	August 25, 2025	Trent Henning
Boys' Tennis	August 25, 2025	Keith Hopkins
Girls' Soccer	August 25, 2025	Luis Magana
Girls' Volleyball	August 25, 2025	Marti Smith
Cross Country	August 25, 2025	Ryan Stockdale
Girls' Swimming	August 25, 2025	Chie Bringman
Fall Cheerleading	August 25, 2025	Sydni Galligher

WINTER SPORTS		
SPORT	**START DATE**	**HEAD COACH**
Boys' Basketball	November 17, 2025	Jordan Thomas
Girls' Basketball	November 17, 2025	Austin Danielson
Boys' Wrestling	November 17, 2025	Scott Phillips
Girls' Wrestling	November 17, 2025	Scott Phillips
Winter Cheerleading	November 17, 2025	Sydni Galligher
Girls' Bowling	November 3, 2025	Stasia Habersetzer

SPRING SPORTS		
SPORT	**START DATE**	**HEAD COACH**
Girls' Golf	March 2, 2025	Hal Gronseth
Track	March 2, 2025	Tim Penman
Boys' Baseball	March 2, 2025	Jake LeDuc
Boys' Soccer	March 2, 2025	Noel Vasquez
Girls' Fastpitch	March 2, 2025	David Orr
Girls' Tennis	March 2, 2025	Scott Snyder

Click here for CHS Team Schedules

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GLOSSARY OF TERMS

Behavior Contract: An agreement that clearly states the behavior expectations of a student. The student agrees to abide by these expectations. If a student violates the contract by demonstrating unacceptable behavior, the student will receive further consequences, including short to long-term suspension.

Cyberbullying: is a form of teasing, threats or intimidation that takes place online. The bullying behavior can take the form of harassing emails, insulting text messages on cell phones, messages left in a public online forum, embarrassing photos or illustrations posted to web sites and nasty comments left on online networking sites.

Confiscation: The act of taking away items that are inappropriate for school (i.e., tobacco products, electronic devices, weapons, etc…).

Criminal Activity: An illegal activity that warrants the involvement of law enforcement. Criminal activities are noted in the Infractions/Consequences section.

Detention: Intervention assigned by teachers or administrators as a disciplinary action to give students an opportunity to reflect on inappropriate behavior, have a time out, de-escalate emotions, and/or make up for missed class time. Detention is served during lunch and after school from 2:30-4:00 pm every Monday through Thursday. Teachers have the right to request that the student serves his/her detention with the teacher. *Note: Students are responsible for after-school transportation.*

Discipline: Action taken to correct inappropriate behavior and clarify expected behavior.

Discrimination: To unfairly treat another person or group on the basis of prejudice or bias. State and federal law prohibits discrimination. CHS complies with all non-discrimination rules and regulations and does not allow discrimination against students on the basis of race, color, religion, national origin, gender, sexual orientation, or disability. This holds true both at CHS and at all CHS co-curricular events.

Emergency Expulsion: Emergency removal from a class, subject, or activity. A student may be removed immediately by a certified teacher or an administrator and sent to an administrator; provided, that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing threat or substantial disruption of the class, subject, activity, or educational process of the student's school. The removal from classes, subjects, or activities shall continue only until:

- The danger or threat ceases, or
- An administrator acts to impose discipline, imposes short-term suspension, initiates long-term suspension, or an expulsion, or imposes an emergency expulsion pursuant to this chapter.

An administrator shall meet with the student as soon as possible following the student's removal and take or initiate appropriate action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond the commencement of the next school day. Prior to or at the time the student is returned to class(es) or activity(ies), an administrator shall notify the teacher who removed the student of the action that has been taken or initiated. *(Reference: WAC 180-40-290 Emergency Removal)*

FLEX/Study Hall: An opportunity for students earning a C grade or better in all classes to have 30 minutes, up to four (4) times per week, for flexible use of the time. Students may work in study groups, make-up PE classes, etc. Any student with a D or F grade in any class will be required to attend guided Study Hall with their 2nd teacher or the teacher that claims them. Students with a D or an F in a class will be automatically claimed to the class with the lowest grade for the week. All students will attend Study Hall until the third week of the first trimester. Grades will be reviewed and students will be moved in and out of FLEX/Study Hall based on the grades they are earning weekly. Grades available on Sunday morning will be used to determine Flex/Study Hall attendance for the week.

Harassment, Intimidation, and Bullying (HIB): When one person forces another person to do or say something that is inappropriate or disruptive to the school environment. Intentional acts, statements, or conduct, which has the purpose or effect of negatively interfering with an individual's school performance, or creating an intimidating, hostile, or offensive school community. Bullying typically leaves the victim feeling uncomfortable or coerced. Regardless of intent, intimidating actions or words are harmful to both the recipient and to the CHS school community. Students who direct profanity towards others, bully or intimidate others are subject to consequences.

Lewd Contact: Any indecent, sexually suggestive or obscene act, expression, or gesture. Students shall not possess, distribute or attempt to acquire pornographic material. Exposing one's buttocks or private areas at school or a school-sponsored event is prohibited.

Plagiarism: (1) copying word-for-word from a source without enclosing the material in quotation marks and indicating the source; (2) copying ideas and other content without correctly indicating the source, even if you have abstracted, summarized, or paraphrased the material; (3) changing only a few words, phrases, sentences, or sections, but otherwise copying directly from a source and passing it off as your own. Plagiarism may be: (1) inadvertent, committed as a result of ignorance or carelessness; (2) intentional, committed in a conscious attempt to defraud the reader; or (3) repeated and intentional, committed despite previous warnings.

Racism: Any acts, statements or conduct, deliberate or otherwise, that targets one race or ethnicity. This may include deliberate and/or unwelcome words, terms, gestures, symbols, graffiti, pictures, or offensive photographs, disparaging remarks about someone or offensive jokes or teasing.

Sexual Harassment: Includes all unwanted, uninvited, and non-reciprocal sexual attention. This may include, but is not limited to:

- Sexually suggestive looks or gestures
- Pressure for dates or sex
- Sexual jokes, pictures, or teasing
- Deliberately touching, cornering, or pinching someone
- Sexually demeaning comments
- Attempts to kiss or fondle

Short-Term Suspension: Short-term suspensions will vary from 1-10 days due to a student's behavior and the consequence is assigned by an administrator.

Staffing: A student's behavior may require a conference (also known as a Staffing) between the student, his/her parent, counselor, teachers, and an administrator. Parents may request a Staffing by contacting their student's counselor. A Staffing may also be requested by the student's teacher(s), counselor, or an administrator. The Staffing allows everyone to express concerns and look for alternatives that may assist the student to become successful in school.

SCHOOL BOARD POLICIES

Expectations, rules, and regulations at CHS are derived from policies and procedures established by the Board of Directors of Centralia School District. School Board policies can be found on the school district web site and print versions are available at the School Board office.

Centralia School District

2320 Borst Avenue

P.O. Box 610

Centralia, WA 98531

360.330.7600 (office); 360.330.7604 (fax)

https://www.centraliaschooldistrict.org/

Lisa Grant, Superintendent

Jeff Broome, Director of Teaching and Learning

All School Board policies are available online *(see above web site)*. Some of the more frequently used School Board policies are excerpted below for easy reference.

2121P SUBSTANCE ABUSE

Date: December 21, 2011; Revised: May 15, 2013

Actions taken by staff in dealing with student use of alcohol and the use and abuse of controlled illegal, addictive or harmful substances including marijuana (cannabis) and anabolic steroids will have as their first concern the welfare of the student involved and the other students in the school. Although a helping relationship rather than an investigative and punitive approach will be emphasized, necessary and appropriate disciplinary action will be taken when laws or school regulations are violated. Law enforcement agencies will be called upon for investigative and consultative assistance where illegal drug or alcohol activity has occurred.

Note: Sections on Prevention, Instruction, Guidance Services, School Climate, and Intervention are available in the full version of this School Board policy.

Corrective Action

If a student appears at school or at a school-sponsored function demonstrating behavior which indicates that he/she may be under the influence of an addictive substances and/or admits to an administrator that he/she is under the influence of an addictive substances, the school will take the following action:

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

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

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

3121 COMPULSORY ATTENDANCE

Adoption Date: December 17, 1980; Revised: November 20, 1996; December 17, 1997; October 21, 1998; February 17, 1999; November 17, 1999; March 21, 2012; Classification: Essential

Parents of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A.205 RCW, or is receiving homebased instruction.

Exception may be granted by the superintendent in the following circumstances:

A. The student is physically or mentally unable to attend school;
B. The student is attending a residential school operated by the Department of Social and Health Services;
C. The student's parents have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process; D. The student is sixteen years of age, regularly and lawfully employed and either has parent permission or is emancipated pursuant to chapter 13.64 RCW;
E. The student has met graduation requirements;
F. The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The district shall not require enrollment for either (a) a minimum number of trimesters or (b) a minimum number of courses in a trimester which exceeds the enrollment time or courses necessary for a student to meet established course, credit, and test requirements for high school graduation. https://app.eduportal.com/documents/view/409646

3122P EXCUSED AND UNEXCUSED ABSENCES (BECCA BILL)

Date: October 1995; Revised: November 1998; November 1999; October 2001; October 2002; December 21, 2011; April 17, 2013

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian or, in certain cases, students, to document a student's excused absences.

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

A. **Participation in school-approved activity or instructional program.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
B. **Absence due to: illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State recognized search-and-rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.** When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written

note upon the student's return to school. Adult students (those over eighteen) living on their own or with parent and school approval and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of their absences with a note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug, or alcohol treatment; and all students have that right for family planning and abortion. A parent may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one makeup day for each day of absence.

C. **Absence for parental-approved activities.** This category of absence shall be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and PE classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent parent/guardian-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course.

D. **Absence resulting from disciplinary actions or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.

E. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

F. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

G. **Excused Absences.** The district may initiate court petition procedures beginning with a parent conference and resulting in a court petition in cases of excessive excused absences which adversely affect the student's educational process. For the purpose of this policy, excessive excused absence may be defined as excused absences exceeding twenty percent (20%) of the total days in a school year (or) total days in a month. The building principal/designee will be responsible for making the final decision to file a petition with the court for excessive unexcused absences.

Unexcused Absences: Unexcused absences fall into two categories:

A. Submitting an excuse which does not constitute an excused absence as defined previously

B. **Failing to submit, whether by phone, email or in writing,** any type of excuse statement signed by the parent/guardian or note from adult student.

1. **Each unexcused absence shall be followed by a telephone call or warning letter** to the parent/guardian of the student. Each notice shall be in writing in English or in the primary language of the parent. A student's grade shall not be affected if no graded activity is missed during such an absence.
2. **After two unexcused absences within any month**, the district will make every attempt to hold a conference between the parent, student and principal. At such a conference the principal or designee, student and parent will consider: (a) Adjusting the student's program;
   (b) Providing more individualized instruction; preparing the student for employment with specific vocational experience or both; (c) Transferring the student to another school;
   (d) Assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or, (e) Imposing other corrective actions that are deemed to be appropriate.
   (f) Not later than the student's fifth unexcused absence in a month, the district shall enter in-to an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
3. **If the above action fails to correct the attendance problem**, the student shall be declared a habitual absentee. The principal or designee shall interview the student and his/her family and prescribe corrective action which may include suspension for the current trimester and expulsion.

   No later than the seventh (7th) unexcused absence within any month during the current school year or upon the tenth (10th) unexcused absence during the current school year, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The petition consists of written notification to the court alleging that:
   (a) **The student has unexcused absences in the current school year**. While petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, but a petition may be filed earlier; also unexcused absences accumulated in another school or school district shall be counted when preparing the petition;
   (b) **Actions taken by the school district have not been successful** in substantially reducing the student's absences from school; and
   (c) **Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school**. The petition will include the student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school. Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.
   (d) If the allegations in the petition are established by a preponderance of the evidence, **the court shall grant the petition and enter an order assuming jurisdiction to intervene** for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.
   (e) **If the court assumes jurisdiction, the school district shall periodically report to the court** any additional unexcused absences by the student, actions taken by the school district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.
4. **A student who has been expelled for attendance violations may petition** the superintendent or designee for readmission. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
5. **Any student who presents false evidence**, with or without the consent of his/her parent/guardian, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used and potential further disciplinary action.
6. *(Note: This section not applicable to high school students.)*
7. High school students who are late to class shall be considered truant and be marked with an unexcused absence.
8. *(Note: This section not applicable to high school students.)*
9. Students who are absent with no excuse for three or more periods in a day will be considered absent for a day for purposes of filing a Becca petition with the courts.
10. When high school students are absent without excuse for one or two periods in a school day, these periods may be accumulated so that three (3) periods of unexcused absence will count as one day of unexcused absence for the purpose of filing a Becca petition with the courts.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conferencing, or disciplinary action is ineffective in changing the student's attendance behavior, he/she may be suspended from the class. All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment. *(See Policy #3241, Classroom Management, Corrective Actions or Punishment.)*

3207P PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING (HIB) .....

Adoption Date: December 18, 2002; Revised: May 21, 2008; June 15, 2011; Classification: Essential

The Centralia School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. **"Harassment, intimidation or bullying"** means any intentionally written message or image — including those that are electronically transmitted — a verbal, or

physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Nothing 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, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions: Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

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.

Note: *Information on Training, Prevention, and Interventions can be found in the complete School Board policy online.*

Retaliation/False Allegations: Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer: The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

Note: Legal references are available in the full School Board Policy online.

3230P STUDENT PRIVACY AND SEARCHES

Adoption Date: May 21, 2008; Revised: August 20, 2008; March 21, 2012; Classification: Priority

At certain ages, students attain the right to decide for themselves what records will remain confidential, even from their parents, and what activities the student will participate in. At age eighteen students become legal adults and must approve any disclosure of information about themselves from school records, except directory information if a request for confidentiality has not been filed. Students at age eighteen may also sign releases, authorizations or permission slips to participate in school activities, and may sign themselves out of school and authorize their own absences. Students between sixteen and eighteen who have been granted legal emancipation from their parents or guardians have the same rights as eighteen year old students. Students over fourteen years of age have the right to keep private from everyone any district records indicating that they have been tested or treated for a sexually transmitted disease. Students thirteen years and older have confidentiality rights in records regarding drug, alcohol or mental health treatment. All students have confidentiality rights in family planning or abortion records.

A. **Searches of Students and Personal Property:** Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff will take particular care to respect students' privacy.

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 will have the authority to conduct reasonable searches on school property as provided by board policy.

A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.

Prior to conducting a search, school officials will 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 be-longings, 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 will 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 will be subject to a strip search or body cavity search by school staff. School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized. The superintendent will develop procedures regulating searches of students and their personal property.

B. **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. No right nor expectation of privacy exists for any student as to the use of any space issued or as-signed to a student by the school and such lockers and other spaces are subject to search in accordance with district policy.

No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety, or welfare of the occupants of the school building or the building itself. Any student's locker, desk, or other storage area will 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 will be conducted according to board policy governing personal searches.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches. *Note: Legal references are available in the full School Board Policy online.*

3420P STUDENT CONDUCT

Date: October 15, 1997; Revised: January 30, 2012

Respect for the Law and the Rights of Others: The student is responsible as a citizen to observe the laws of the United States, the: state of Washington, and/or its subdivisions. While in the school, the student will respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property — and which acts have a detrimental effect upon the maintenance and operation of the schools or the district — are subject to disciplinary action by the school and prosecution under the law.

Compliance with Rules: Students will comply with all rules adopted by the district. Failure to do so will be cause for corrective action. The rules will be enforced by school officials:

- On the school grounds during and immediately before or immediately after school hours,
- On the school grounds at any other time when the school is being used by a school group(s), or
- Off the school grounds at a school activity, function, or event, or
- Off the school grounds if the actions of the student materially or substantially affect the educational process.

Alteration of Records: A student who falsifies, alters, destroys a school record or any communication between home and school will be subject to corrective action.

Cheating: Any student who knowingly submits work of others represented as his/her own will be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others.

Attendance: A student will not be absent or tardy from classes without an approved excuse. Such a student will be subject to corrective action or punishment.

Alcohol, Chemical Substances and Tobacco Products: A student will not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product.

Disruptive Conduct: A student will not intentionally cause a substantial and material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Occupying a school building or school grounds in order to deprive others of its use;
- Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
- Setting fire to or substantially damaging school property;
- Using, or threatening to use, firearms, explosives or other weapons on the school premises, including use by an unauthorized student of a personal protection spray device, or use of such device in other than self-defense as defined by state law;
- Preventing students from attending a class or school activity;
- Blocking normal pedestrian or vehicular traffic on a school campus; Interfering seriously with the conduct of any class or activity; and Gambling or encouraging other students to gamble.

Damage or Theft of Property: A student will not intentionally or with gross carelessness damage school or private property.

Extortion, Assault or Causing Physical Injury: A student will not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.

Gang Activity: A student will not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

Leaving Campus during School Hours: A student will not leave the school campus during the school day unless excused by the school office.

Loitering: A student will be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted.

Vulgar or Lewd Conduct: Any lewd, indecent or obscene act or expression is prohibited.

Weapons and Dangerous Instruments: A student will not possess or transmit any object that can reasonably be considered a firearm, air gun or a dangerous weapon. Violation of this rule with a firearm will result in a minimum one year expulsion, unless modified by the superintendent. Students over eighteen years of age and students between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices. No one under eighteen years of age may transmit such devices, nor may they be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of this rule.

Coversheet

Consideration of Approval of Special Education Contracts

Section: X. New Business
Item: D. Consideration of Approval of Special Education Contracts
Purpose:
Submitted by:
Related Material: Summary Sheet- Amergis Healthcare.pdf
amergis contract.pdf
Summary Sheet- Aya Healthcare.pdf
aya contract.pdf
Summary Sheet- DePuye-Phillips Consultant.pdf
depuye contract.pdf
Summary Sheet- EPIC Special Education Staffing.pdf
epic contract.pdf
Summary Sheet- LinkUp Speech Language Pathology.pdf
linkup contract.pdf
Summary Sheet- Olympic Academy.pdf
oa contract_Redacted.pdf
Summary Sheet- Soliant Supplemental Staffing.pdf
soliant contract.pdf
Summary Sheet- Sounds of Success Speech-Language Pathologist.pdf
sos contract.pdf

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Contract for services between Amergis Healthcare Staffing, Inc. and Centralia School District.

BACKGROUND:
Amergis Healthcare Staffing, Inc. is a contracting agency which provides staff to school districts when a qualified candidate is not able to be directly hired.

RATIONALE:
Centralia School District was not able to find direct hires and therefore Amergis Healthcare Staffing, Inc., as one of several staff agencies, found qualified and suitable candidates for the position of Speech Language Pathologist (SLP).

FISCAL IMPACT:
$145,000 (based on anticipated hours and number of current students)

BUDGET SOURCE:
2100- State Special Education

DATA SOURCES:
Individual student evaluations and agreed upon IEP needs.

SUBMITTED BY:
Tammie Jensen-Tabor

RECOMMENDED ACTION:
Board approval

Amergis Healthcare Staffing

This **Master Services Agreement** ("Agreement") is entered into on this August 1st, 2025 "**Effective Date,"**, by and between **Centralia School District** located at 2320 Borst Avenue, Centralia, Washington 98531 referred to in this Agreement as ("Customer") and **Amergis Healthcare Staffing, Inc.,** a Maryland Corporation including its affiliates and subsidiaries, with an office located at 4301 South Pine St, Suite 505, Tacoma, WA, 98409, United States of America referred to in this Agreement as ("Amergis"). Customer or Amergis may be referred to herein as a "Party" or jointly as the "Parties."

RECITALS

WHEREAS, Customer operates a School located in Washington;

WHEREAS, Amergis operates a staffing agency that provides supplemental healthcare staffing services to Customer; and

THEREFORE, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties, and intending to be legally bound, Customer and Amergis hereby agree to the following terms and conditions.

ARTICLE I. DEFINITIONS

1.1 Definitions. As used in this Agreement, the following terms shall have the meanings specified below unless the context otherwise requires. Capitalized terms, acronyms and phrases used in the staffing industry (i.e. HR) and business process outsourcing services industries or other pertinent business context that are not defined will be interpreted in accordance with their then-generally understood meaning:

"Assignment" means the healthcare services to be performed by Personnel at the Work Site at the direction of and for the duration as specified by the Customer.

"Assignment Confirmation" is a document specifying additional details and Bill Rate for any individual Personnel matched for the Customer.

"Bill Rate" means the amount billed to Customer for services performed by Personnel charged per hour pursuant to this Agreement, any Statement of Work, subsequent Amendment or Customer Assignment Confirmation.

"On Call/Call Back Rates" means those rates, as applicable and as more specifically set forth on the Assignment Confirmation, for hours where Personnel may be called back for previously unscheduled hours to the Work Site to perform assigned duties.

"Contractor" means either independent contractor(s) or legal entity(ies) being utilized by Amergis to provide Services. An Amendment to this Agreement will be executed if 1099 Contractors are requested to be provided to Customer.

"Per Diem Personnel" means a licensed and/or unlicensed clinical and other non-clinical employee of Amergis that provides services on an as-needed basis as requested by Customer.

"Personnel" means a licensed and/or unlicensed clinical and other non-clinical employee of Amergis providing temporary staffing services to Customer under Customer's direction and control pursuant to the terms of this Agreement.

"Services" means the supplemental staffing Services provided by Amergis to Customer, as more specifically set forth in any accompanying Statement of Work.

"Supplies" means any and all necessary medical or non-medical supplies to be used in administering and/or providing Services as set forth in this Agreement, including, but not limited to personal protective equipment ("PPE").

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"Travel Personnel" means Personnel providing Assignment Services whose home of record is greater than or equal to fifty (50) miles from the Work Site.

"Travel-Expense Payment" is an allowance paid to Travel Personnel per day or per diem for lodging, meals, and/or incidental expenses incurred when travelling.

"Week" pursuant to **Section 6.1 "Invoicing Week"** means a seven-day period beginning Sunday and ending Saturday. Amergis timekeeping considers all shifts as occurring completely on the day in which the shift begins.

"Work Site" means any physical location Customer assigns Personnel to render Services.

ARTICLE II. TERM

2.1 Term. This Agreement will commence on the Effective Date and will continue for a period of one (1) year unless earlier terminated by either Party in accordance with the terms hereof.

2.2 Renewal. This Agreement shall automatically renew at the end of the term for successive one (1) year terms unless either Party provides written notice at least thirty (30) days prior to the end of the term or renewal term, as applicable, of such Party's decision not to automatically renew this Agreement.

ARTICLE III. NATURE AND SCOPE OF SERVICES

3.1 Services and Statement of Work. Amergis agrees to provide the Services to Customer in accordance with the applicable Statement of Work, Attachment "A". For each engagement at a Work Site, the Parties will complete a Statement of Work containing a detailed description of the Services, which when signed by the Parties is deemed incorporated and subject to the terms outlined in this Agreement. Amergis will onboard and credential Personnel as set forth in Attachment "B" Assignment Onboarding.

3.2 Changes. From time to time, requests for additions, deletions, or revisions to this Agreement or the Statement(s) of Work may be made. The Party that wishes to make a Change shall deliver to the other Party a written request that contains as much detail as is reasonably practicable regarding the nature and scope of the Change and the fees associated with any proposed Change (each such request, a "**Change Request**"). The Parties shall work together to agree on the terms that will govern any Change, provided, however, that no Change shall be implemented until such time as the Parties agree to the applicable Change Request in writing. The Parties will negotiate in good faith to reach agreement on applicable development costs and/or operational fees, if any, that will apply to such Change.

3.3 Amergis as Employer. Amergis acknowledges and agrees that its Personnel are Amergis employees and shall be treated as such, and not as employees of Customer. Amergis agrees that it (i) is responsible for providing any wages or other benefits to its Personnel; (ii) will make all appropriate tax, social security, Medicare, and other withholding deductions and payments with respect to its Personnel; (iii) will provide workers' compensation insurance coverage for its Personnel; (iv) will make all appropriate unemployment tax payments with respect to its Personnel; and (v) will take any additional actions legally required to establish that the Personnel whose Services are provided under this Agreement are employees of Amergis.

3.4 Patient Care. Customer is responsible for the management of patient care and will orient Personnel to all protocols and procedures at each Work Site related to patient care and safety. If Customer requests Amergis to staff any position with oversight over Amergis Personnel, Customer Personnel, or the management of patient care, Customer shall orient the supervisory Personnel to Customer's clinical policies and protocols necessary for the management role. Customer shall oversee all decisions concerning patient care.

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3.5 Availability of Personnel. The Parties agree that Amergis' duty to supply Personnel is subject to the availability of qualified Personnel. The failure of Amergis to provide Personnel shall not constitute a breach of this Agreement if the requested Personnel are not available. To the extent that Amergis is unable to provide the modality of Personnel requested by Customer, Amergis will provide Customer with a higher skilled Personnel. Amergis will bill Customer at that Personnel's fair market value rate for the modality provided.

ARTICLE IV. WORK SITE REQUIREMENTS AND OBLIGATIONS

4.1 Oversight of Personnel. Customer will identify the specific Services to be performed by Personnel at its Work Site(s) and shall direct and oversee the performance of Personnel while on assignment. Customer will provide Personnel with Orientation to Customer's protocols, policies, procedures, and instructions regarding confidentiality and OSHA requirements. Time spent in orientation shall be counted as hours worked and billed at the hourly rate applicable to the position assigned. Customer agrees to document Personnel Work Site specific training, which includes the date and type of training conducted and verification of Work Site specific training and will provide Amergis with documentation of the orientation, upon request.

4.2 Supplies. Customer will provide all necessary Supplies to Personnel in performance of this Agreement. Customer shall be responsible for disposing of all medical waste and biohazard produced by the Services and will comply with all applicable local, state, and federal rules, regulations, and laws governing such disposal. Customer will provide furniture necessary to perform job duties and provide reasonable access to telephones for business use. Amergis will not be responsible for the proper maintenance of any property supplied by Customer.

4.3 Float Policy. Subject to prior written notification, Customer may Float Personnel, if Personnel satisfies the Customer's qualifications for a float assignment. If Customer Floats Personnel, the Personnel must perform the duties of the revised assignment as if the revised assignment were the original assignment. Customer will provide the Personnel with additional orientation regarding the Float assignment as necessary. If Personnel Floats to a staff classification that has a lower Bill Rate, then the Bill Rate that was applicable to the original Personnel assignment remains the applicable Bill Rate. If Personnel Floats to a staff classification that has a higher Bill Rate, the Bill Rate that is applicable to the newly assigned staff classification is the applicable Bill Rate for as long as the Personnel continues to work in that float assignment.

4.4 Right to Dismiss. If at any time Customer, in its reasonable judgment, determines that the staffing Services provided by any Personnel hereunder is inadequate, unsatisfactory or has failed to comply with Customer's rules, regulations, or policies, Customer shall immediately advise Amergis. Amergis will remove Personnel from Customer's Work Site as requested. Customer will cooperate with Amergis and provide reasonable detail(s) for the dismissal. Customer will provide Amergis with any reports it provides to any governing oversight agency(ies) as a result of Amergis Personnel's conduct, including all drug screens conducted, results of peer review, and/or documentation of Customer's investigation(s).

4.5 Work Environment and OSHA. Customer will provide a clean and properly maintained workspace(s) for Amergis to conduct the Services that will enable Amergis to safely provide Services to patient(s). Customer will orient Personnel to the specific exposure control plan(s), emergency action plan(s), and/or protocol(s) of the Customer as it pertains to all federal OSHA requirements and equivalent state agency requirements, directives, or standards, with respect to blood borne pathogens, other emergent matters, and any of the Customer's specific policies and procedures for safety, hazardous communications and/or operations instructions. Customer will be responsible for all OSHA recordkeeping, logging, and reporting responsibilities required by law pertinent to Services provided under this Agreement.

4.6 Notification of Incidents and Claims. Customer agrees to notify Amergis of any incident involving Amergis Personnel within forty-eight (48) hours of its occurrence. Customer agrees to provide Amergis documentation of any investigation conducted. Amergis and Customer agree to notify each other in writing of any asserted claim relating to this Agreement within ten (10) days of either discovery of the occurrence upon which the claim may be based or learning of the claim. Indemnity to Customer shall not cover any claims or liabilities in which there is a failure to give the indemnifying party prompt notice of any incident within forty-eight (48) hours of its occurrence.

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4.7 Timekeeping. Amergis reserves the right to utilize MaxView, a proprietary web-based timekeeping system, for the provision of Services and is not required and/or mandated to use paper-based timekeeping records, unless otherwise required by applicable law. Personnel will submit hours worked to Customer via MaxView. This electronic timesheet will be accepted as verification of time worked. Customer will be notified via electronic mail regarding the hours submitted and agrees to review and approve the submitted hours on a weekly basis, each Monday by noon local time. Customer approved hours will be utilized for the weekly payroll and billing. Any non-approved hours will be discussed between Customer and Amergis. Customer and Amergis agree to cooperate in good faith to ensure that all Personnel time is properly captured to ensure compliance with applicable local, state, and federal wage and hour laws.

4.8 Record Access. In instances where Customer and/or Work Site is Medicare and/or Medicaid certified, Amergis agrees that in accordance with Section 952 of the Omnibus Budget Reconciliation Act of 1980, its contracts, books, documents, and records will be made available to the Comptroller General of the United States, the United States Department of Health and Human Services and their duly authorized representatives ("USDHHS") until the expiration of four (4) years after the date on which such Services were furnished under this Agreement.

4.9 Assignment Confirmation. Each individual Personnel assigned to Customer may be confirmed by a Customer Assignment Confirmation ("Confirmation") if requested by Customer. The Confirmation will be sent via electronic mail or other agreed upon means by Customer and Amergis. The Bill Rate contained therein pertains to the named Personnel only and for the duration listed therein. The Confirmation controls for the Personnel named therein if in conflict with rates or terms in this Agreement or any applicable Statement of Work.

4.10 Assignment Cancellation. Customer agrees to utilize Personnel for the specified period of time and bill rates as outlined in any Assignment Confirmation or in this Agreement or Statement of Work. Should Customer staffing needs change and Customer wishes to cancel Personnel already being utilized on contract, Customer must give Amergis fourteen (14) days' notice before cancellation date. If Customer does not provide required notice, Customer will be required to pay Amergis a fee equal to: the sum of seventy-two (72) hours of such Personnel's rate subtracted by any hours worked by Assignment Personnel after notice is given (calculated as Assignment Bill Rate x 72 Hours - Hours Worked after cancelation notice). Amergis reserves the right to cancel any Assignment with written notification to the Customer. Amergis will endeavor to provide fourteen (14) days' notice to the Customer.

ARTICLE V. HIRING OF PERSONNEL

5.1 Non-Solicitation. To the extent allowed by applicable law, for a period of twelve (12) months following the date on which any Personnel either: (i) interviewed with Customer for purposes of Customer qualifying a candidate or applicant for a role or position or (ii) last worked a shift under this Agreement, or a subsequent Assignment through this Agreement, Customer agrees that it will take no steps to solicit, recruit, hire, or employ as its own employees, or as a contractor, those Personnel provided or introduced by Amergis during the term of this Agreement. Customer understands and agrees that Amergis is not an employment agency and that Personnel are assigned to the Customer to render temporary service(s) and are not assigned to become employed by the Customer. Customer further acknowledges and agrees that there is a substantial investment in business related costs incurred by Amergis in recruiting, onboarding, training, and employing Personnel, which necessarily includes recruiting, qualifying, credentialing, training, retaining, and supervising Personnel. In the event that Customer, or any Customer affiliate, subsidiary, department, division, Work Site, or any other agent of Customer or agent acting on behalf of Customer solicits, hires, or employs any Personnel, Customer will be in material breach of this Agreement.

5.2 Conversion Fee. To the extent allowed by applicable law, customer may hire or contract with any Amergis Personnel provided by Amergis once each Personnel has completed a minimum number of hours of work for Customer through Amergis, according to the Conversion Table below:

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Tiers:	Staff Type:	Temp-to-Perm Hour Requirement:
Tier 1	Para Educator	910 Hours
Tier 2	Special Education Teacher, General Education Teacher, RN, LPN, CNA, Social Worker, Behavior Technician	1,440 Hours
Tier 3	SLP, PT, OT, COTA, PTA, Teacher for Deaf and Hard of Hearing, Orientation and Mobility Specialist, School Psychologist, Teacher for Visually Impaired, Sign Language Interpreter	2,880 Hours

Aggregate Hours Worked By Tier 1 Personnel	Conversion Fee
After Completions of 0 – 180 hours	25% of annualized starting salary
After Completions of 181 – 360 hours	20% of annualized starting salary
After Completions of 361 – 540 hours	15% of annualized starting salary
After Completions of 541 – 720 hours	10% of annualized starting salary
After Completions of 721 - 910 hours	5% of annualized starting salary
After Completions of 911 hours or more	0% of annualized starting salary

Aggregate Hours Worked By Tier 2 Personnel	Conversion Fee
After Completions of 0 – 280 hours	25% of annualized starting salary
After Completions of 281 – 560 hours	20% of annualized starting salary
After Completions of 561 – 840 hours	15% of annualized starting salary
After Completions of 841 – 1,120 hours	10% of annualized starting salary
After Completions of 1121 - 1440 hours	5% of annualized starting salary
After Completions of 1441 hours or more	0% of annualized starting salary

Aggregate Hours Worked By Tier 3 Personnel	Conversion Fee
After Completions of 0 – 360 hours	40% of annualized starting salary
After Completions of 361 – 720 hours	35% of annualized starting salary
After Completions of 721 – 1080 hours	30% of annualized starting salary
After Completions of 1081 – 1440 hours	25% of annualized starting salary
After Completions of 1441 - 1800 hours	20% of annualized starting salary

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After Completions of 1801 – 2160 hours	15% of annualized starting salary
After Completions of 2161 – 2520 hours	10% of annualized starting salary
After Completions of 2521 – 2880 hours	5% of annualized starting salary
After Completions of 2881 hours or more	0% of annualized starting salary

5.3 Breach of Conversion of Personnel Section. In the event that Customer hires or contracts with any Personnel in accordance with the requirements set forth above but does not notify Amergis, the conversion fee that applies is the lesser of 150% of that set forth in the Conversion Table above or the highest amount allowed by applicable law.

5.4 Compliance with Staffing Laws. Amergis and Customer acknowledge that certain states have enacted, and in the future may enact, laws, rules and regulations governing Amergis, Customer and/or the Services contemplated by this Agreement (collectively, "State Staffing Laws"). Accordingly, the terms of the Agreement are hereby amended to the extent necessary to comply with applicable State Staffing Laws and any terms contrary to such State Staffing Laws are deemed void and unenforceable. If Customer has Worksites located in multiple states, the laws of the state in which that Worksite resides shall determine whether any State Staffing Law applies to such Worksite.

ARTICLE VI. INVOICING, PAYMENT, AND TAXES

6.1 Invoicing. Amergis will supply Personnel under this Agreement at the rate(s) listed in the Statement of Work(s) or Confirmation(s) for this Agreement. Amergis will submit invoices to Customer every week for Personnel provided to Customer during the preceding week. Customer Invoices shall be submitted to the following electronic mail address or by the applicable agreed upon timecard application. Customer approved hours will be invoiced for the Invoicing Week.

Invoicing Contact: Jillian Stray | Trevor Blank
Invoicing Address: 2320 Borst Avenue, PO Box 610 Centralia, WA 98531
Invoicing E-mail: jstray@centralia.wednet.edu | accountspayable@centralia.wednet.edu
Invoicing Phone: (Jillian) – 360.330.7601 | (Trevor/fiscal) – 360.330.7600

6.2 Payment. All amounts are due and payable within thirty (30) days from the date of invoice. Amergis' preferred payment is via electronic payment (EFT). If Customer is unable to pay electronically, Customer will send all payments to the address set forth on the invoice. Amergis reserves the right to accept or deny payment via credit card on a case-by case basis. Customer will be responsible for an additional surcharge of the lesser of 4% or the maximum amount allowed under applicable law for administrative/processing fee on all accepted payments made via credit card. If any portion of an amount billed by Amergis under this Agreement is subject to a good faith dispute between the Parties, Customer shall give written notice to Amergis of the amounts it disputes ("Disputed Amounts") upon the discovery of the billing dispute and include in such written notice the specific details and reasons for disputing each item. Written notice of a dispute must be provided within fourteen (14) days from date of invoice or the invoice amount is presumed to be valid. Customer shall pay by the due date all undisputed amounts, including, in the event of a billing rate dispute, the amount of the Services at the lower billing rate. Billing disputes shall be subject to the Dispute Resolution section herein.

6.3 Late Payment. Payments not received within thirty (30) days from the applicable invoice date will be considered to be in default and will accumulate interest, until paid, at the rate of one and one-half percent (1.5%) per month on the unpaid balance, equating to an annual percentage rate of eighteen percent (18%), or the maximum rate permitted by applicable law, whichever is less.

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6.4 Annual Rate Increases. Customer agrees to and accepts annual rate increases at the percentage listed in the Statement of Work attached as Attachment "A" of this Agreement.

6.5 Customer Bankruptcy or Insolvency. Customer agrees that in the event Customer files bankruptcy, (i) to the extent Amergis pays the salary and other direct labor costs of Personnel it provides to Customer and such amounts incurred within one-hundred eighty (180) days prior to bankruptcy are not paid by Customer to Amergis prior to bankruptcy, and/or (ii) Customer is the assignee of claims held by such Personnel against Customer for such amounts incurred within one-hundred eighty (180) days prior to bankruptcy, then Amergis has a claim against Customer in bankruptcy for the amount of such salary and other direct labor costs, which is entitled to a priority under 11 U.S.C. §507(a)(4). All pre-bankruptcy conduct, including amounts due and actions related to payment that could be brought by Customer are released.

6.6 Assurances. In the event Amergis, in good faith, becomes concerned about impending bankruptcy or other insolvency by Customer, the Parties agree that Amergis may request in writing from Customer a prepayment deposit in the amount equal to the average of two weeks of Services, which Amergis may apply to outstanding invoices in the event that Customer fails to timely pay such invoices. Customer agrees to provide the requested prepayment deposit within five (5) days. In the event that Amergis applies the prepayment deposit in accordance with this Section at such time that concern about Customer's impending insolvency remains, Customer agrees to replenish the prepayment deposit within five (5) days of receipt of written notice of its application.

6.7 Transaction Taxes. Customer shall be responsible for any sales tax, gross receipts tax, excise tax or other state taxes applicable to the Services provided by Amergis. If Customer provides Amergis with a valid tax exemption certificate in accordance with local laws covering the Services provided by Amergis, Amergis will not collect Transaction Taxes.

ARTICLE VII. RELATIONSHIP OF THE PARTIES

7.1 Independent Legal Entities. Amergis and Customer are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Neither Amergis nor Customer nor any of their respective agents or employees shall control or have any right to control the activities of the other Party in carrying out the terms of this Agreement.

7.2 Conflict of Interest. By entering into this Agreement, the Parties agree that all conflicts of interest shall be and have been disclosed to the other Party for review in accordance with that Party's policies and procedures. A conflict of interest occurs when a Customer employee or Personnel has professional or personal interests that compete with his/her/their ability to provide Services to or on behalf of Amergis or Customer. Such competing interests may make it difficult for the Customer employee or Personnel to fulfill his/her/their duties impartially.

ARTICLE VIII. TRAVEL DELIVERY AND ADDITIONAL SERVICE OFFERINGS

8.1 Travel Delivery Services. In addition to the Services outlined in Article III and any applicable Statement of Work, Amergis can provide travel delivery services through its national delivery hubs.

8.2 Travel Personnel Coordination. Amergis will be solely responsible for coordinating Travel Personnel's travel assignments to Customer including housing, payroll, and related functions. Amergis reserves the right to cancel the term of Travel Personnel with written notification to Customer. Amergis will endeavor to provide a qualified replacement for cancelled Travel Personnel within fourteen (14) days from the date of notification.

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8.3 Travel Personnel Expense Reimbursement. The rates paid to Amergis by Customer for Travel Personnel include amounts to reimburse Amergis for Travel-Expense Payments Amergis makes to Travel Personnel. Amergis will provide Customer with sufficient information regarding such Travel-Expense Payments in accordance with section 274(d) of the Internal Revenue Code. Customer is subject to any applicable limitations on deduction under section 274 of the Internal Revenue Code and regulations promulgated thereunder.

8.4 Assignment or Subcontracting. Amergis can assign or subcontract this Agreement with written notice to Customer. Should Customer request Locum Tenens providers from Amergis, the Parties shall enter into a separate Agreement, Statement of Work for Locum Tenens coverage, or Assignment Confirmation to define the scope and duration of Contractor Assignments.

(a) Sunburst. The Parties may agree to utilize Amergis' in-house workforce solution, Sunburst, by mutual written agreement ("MSP Opt-In"), after which Attachment "C" shall take effect and govern the scope of work for the managed service provider offering ("MSP"). For the purpose of this Section, email correspondence between the Parties indicating mutual intent to utilize Sunburst shall be sufficient to effectuate the MSP Opt-In. In absence of such MSP Opt-In, Attachment "C" shall not take effect.

(b) Locum Tenens division. Amergis may utilize the services of Contractors if Customer (i) requests practitioners who are contracted with Amergis Locum Tenens, LLC ("Locum Tenens division"); or (ii) in the event Customer makes a request for an urgent volume of staff and the use of Contractors is necessary to meet the requirements under this Agreement.

8.5 Per Diem Personnel. Customer will use its best efforts to request Per Diem Personnel at least twenty-four (24) hours prior to reporting time in order to assure prompt arrival of assigned Per Diem Personnel. All information regarding reporting time and assignment will be provided by Customer to Amergis at the time of the initial call. Amergis and Customer will use commercially reasonable efforts to execute a Customer Assignment Confirmation for each Per Diem Personnel.

(a) Per Diem Personnel Short-notice Requests. Amergis will bill Customer for the entire shift if an order for Per Diem Personnel is made less than two (2) hours prior to the start of the shift, as long as the Per Diem Personnel report for work within a reasonably prompt period of time under existing conditions after receiving notice of the assignment.

(b) Per Diem Personnel Order Cancellation. If Customer changes or cancels an order for Per Diem Personnel less than two (2) hours prior to the start of a shift, Amergis will bill Customer for two (2) hours at the established fee for each scheduled Per Diem Personnel. Amergis will be responsible for contacting Per Diem Personnel prior to reporting time.

ARTICLE IX. INSURANCE

9.1 Amergis Insurance. Amergis will maintain (at its sole expense), or require the Contractors it utilizes under this Agreement to maintain, valid policies of insurance evidencing general and professional liability coverage of not less than $1,000,000 per occurrence and $3,000,000 in the aggregate, covering temporary staffing Services provided by Personnel. Amergis will provide a certificate of insurance evidencing such coverage upon written request by Customer.

9.2 Customer Insurance. Customer will maintain, at its sole expense valid policies of general and professional liability insurance with minimum limits of $1,000,000 per occurrence and $3,000,000 annual aggregate. Customer will give Amergis prompt written notice of any material change in Customer coverage.

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ARTICLE X. INDEMNIFICATION

10.1 Indemnification by Amergis. Amergis agrees, at its own expense, to indemnify, defend, and hold harmless Customer and its parent, subsidiaries, Affiliates, directors, officers, employees, and agents against any and all third-party losses, liabilities, judgments, awards, and costs (including reasonable attorneys' fees and expenses) to the extent arising out of or relating to:

(a) bodily injury (including death) or any real or tangible property loss or damage as a direct result of Amergis' employees' negligent acts or omissions in the performance of Services under this Agreement; or

(b) any breach by Amergis of its obligations set forth herein and any applicable Statement of Work.

10.2 Indemnification by Customer – Customer agrees, at its own expense, to indemnify, defend, and hold harmless Amergis and its parent, subsidiaries, affiliates, directors, officers, employees, and agents against any and all third-party losses, liabilities, judgments, awards, and costs (including reasonable attorneys' fees and expenses) to the extent arising out of or relating to:

(a) bodily injury (including death) or any real or tangible property loss or damage as a direct result of Customer's employees' negligent acts or omissions in the performance of Services under this Agreement; or

(b) any Transaction Taxes levied, assessed, or imposed by any taxing authority as a result of, or in connection with this Agreement, whatever the source and regardless of whether invoiced to or remitted by Customer.

10.3 Indemnification Procedures – The Party seeking indemnification under this section (the "**Indemnified Party**") shall notify the other Party (the "**Indemnifying Party**") promptly after the Indemnified Party receives notice of a claim for which indemnification is sought under this Agreement; provided, however, that no failure to so notify the Indemnifying Party shall relieve the Indemnifying Party of its obligations under this Agreement except to the extent that it can demonstrate damages directly attributable to such failure. To the extent permitted by law, the Indemnifying Party shall have authority to defend or settle the claim; provided, however, that the Indemnified Party, at its sole discretion and expense, shall have the right to participate in the defense and/or settlement of the claim, and provided further, that the Indemnifying Party shall not settle any such claim imposing any liability or other obligation on the Indemnified Party without the Indemnified Party's prior written consent.

ARTICLE XI. LIMITATION OF LIABILITY

11.1 Limitation on Liability. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, RELIANCE OR SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING DAMAGES FOR LOST PROFITS, LOSS OF USE, BUSINESS INTERRUPTION, OR LOSS OF DATA IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT REGARDLESS OF THE FORM OF ACTION WHETHER IN CONTRACT, WARRANTY, STRICT LIABILITY OR TORT AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

11.2 Cap on Damages. THE TOTAL AGGREGATE LIABILITY OF EACH PARTY TO THE OTHER PARTY FOR DAMAGES UNDER THIS AGREEMENT OR OTHERWISE SHALL NOT EXCEED THE SUM OF ALL FEES PAID OR PAYABLE TO AMERGIS BY CUSTOMER FOR SERVICES RENDERED DURING THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE MONTH IN WHICH SUCH

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LIABILITY AROSE. MULTIPLE CLAIMS UNDER THIS AGREEMENT WILL NOT ENLARGE THIS LIMIT. THIS LIMITATION OF LIABILITY SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY EXCLUSIVE REMEDY HEREIN.

ARTICLE XII. DISPUTE RESOLUTION

12.1 Dispute Resolution. Except as otherwise provided in this Agreement, any dispute between the Parties regarding the interpretation or enforcement of this Agreement or any of its terms shall be addressed by good faith negotiation between the Parties.

12.2 Dispute Resolution Process. To initiate such negotiation, a Party must provide to the other Party written notice of the dispute that includes both a detailed description of the dispute or alleged nonperformance and the name of an individual who will serve as the initiating Party's representative in the negotiation. The other Party shall have ten (10) business days to designate its own representative in the negotiation. The Parties' representatives shall meet at least once within forty-five (45) days after the date of the initiating Party's written notice in an attempt to reach a good faith resolution of the dispute. Upon agreement, the Parties' representatives may utilize other alternative dispute resolution procedures such as private mediation to assist in the negotiations.

12.3 Inability to Resolve. If the Parties have been unable to resolve the dispute within forty-five (45) days of the date of the initiating Party's written notice, either Party may pursue any remedies available to it under this Agreement, at law, in equity, or otherwise, including, but not limited to, instituting an appropriate proceeding before a court of competent jurisdiction.

ARTICLE XIII. CONFIDENTIALITY AND USAGE OF DATA

13.1 Confidentiality.

(a) Amergis/Customer Information. The Parties recognize and acknowledge that, by virtue of entering into this Agreement and providing Services hereunder, the Parties will have access to certain information, which may be considered confidential or trade secret information (collectively "Information") such that a Party may derive independent economic value, actual or potential, from the Information not being generally known to the public or to other persons or entities, which are not a party to this Agreement. This Information may include, without limitation, information with respect to the Party's customers, vendors, cost structure, and/or business strategy, or business methods at any time used, developed, or disclosed by the Party. Each of the Parties agree that neither it, nor its staff shall, at any time either during or subsequent to the termination of this Agreement, disclose the Information to others, use, copy, or permit the Information to be copied, except pursuant to duties for or on behalf of the other Party as defined within this Agreement. A Party may disclose the Information pursuant to a governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar request, provided that the other Party promptly notifies the non-disclosing Party, in writing of such request or demand for disclosure, and no later than within forty-eight (48) hours of receipt of such request, so that the non-disclosing Party, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Information.

(b) Disclosure of Amergis/Customer Partnership. From time to time, Amergis lists or mentions its customers in its marketing, communication, and business initiatives barring any restrictions and obligations as set forth in this Agreement. Customer agrees that Amergis may disclose the partnership between Amergis and Customer, and use Customer's name for such marketing, communication, and business purposes and initiatives. The Parties will make all commercially reasonable efforts to facilitate and coordinate press announcements, press releases, and other joint-marketing efforts related to this Agreement and the Amergis/Customer partnership. If either Party reasonably objects to use or disclosure of said partnership in such initiative(s), the other Party may ask the Party that developed the marketing or promotional content to edit or adjust such materials, and such Party will not unreasonably disagree.

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(c) Patient Information. Neither Party nor its employees shall disclose any financial or medical information regarding patients to any third-party, except where permitted or required by law or where such disclosure is expressly approved by Customer, Amergis, and if required, the patient, in writing. Further, each Party and its employees shall comply with the other Party's policies and obligations regarding the confidentiality of patient information.

13.2 HIPAA/HITECH Obligations. To the extent that Customer may be a "Covered Entity" as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and would therefore be subject to applicable requirements, including, but not limited to, requirements to enter into certain contracts with their "business associates," by HIPAA, the Parties acknowledge that a business associate agreement is not needed due to the nature of Services provided by Amergis. Specifically, the Parties acknowledge that under HIPAA, Personnel provided hereunder are considered part of Customer's workforce and to that end, all Protected Health Information ("PHI") is created, viewed, used, maintained and otherwise stored and safeguarded in Customer's work environment. The Parties further acknowledge that PHI is not exchanged between the Parties in order for Amergis to provide Personnel or render Services, as part of Customer's temporary workforce.

Notwithstanding the foregoing, Amergis and all Personnel provided to Customer hereunder shall comply with confidentiality requirements and/or other applicable laws and regulations with regard to any and all information directly or indirectly accessed or used by Amergis Personnel.

13.3 Aggregate Statistical Usage. Customer acknowledges and agrees that Amergis will collect data related to the performance of the Services for the purposes of aggregation and the creation of a centralized benchmarking mechanism. Notwithstanding anything to the contrary in this Agreement, Customer acknowledges and agrees that Amergis shall have a perpetual right to collect, use, and disclose the data collected relating to the Services and derived from Customer's use of Amergis, Amergis Personnel, and Contractors affiliated with Amergis under this Agreement for the analysis, benchmarking, analytics, marketing, or other business purposes as long as all data collected is done in an anonymized aggregated manner, with Customer's data aggregated with data of other Amergis customers, so as to be non-specific to any individual Customer.

13.4 Survival. The obligations set forth in this Article XIII shall survive the termination of this Agreement.

ARTICLE XIV. TERMINATION

14.1 Termination for Convenience. Either Party may terminate this Agreement for any reason by providing at least thirty (30) days advance written notice of the termination date to the other Party.

14.2 Termination for Cause. If payment default occurs, Amergis may terminate this Agreement upon seven (7) days advance written notice of the termination date to Customer.

14.3 Post Termination Obligations. Termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination.

ARTICLE XV. GENERAL TERMS

15.1 Non-discrimination. Neither Amergis nor Customer will discriminate on the basis of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed Services, genetic information, or any other characteristic protected under applicable federal, state, or local law.

15.2 Compliance with Laws. Amergis agrees that all Services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state, or local laws and regulations or applicable accrediting body standards are modified, Amergis reserves the right to notify Customer in writing of any modifications to the Agreement in order to remain in compliance with such law, rule, or regulation.

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15.3 Governing Law, Jurisdiction. This Agreement will be governed by and construed in accordance with the laws of the State of Maryland, without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Maryland and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.

15.4 Assignment of Agreement. Customer may not assign this Agreement without the prior written consent of Amergis, and such consent will not be unreasonably withheld. Amergis may assign this Agreement without consent and/or notice for assignment to either: (i) an entity owned by or under common control with assignor, (ii) in connection with any acquisition of all of the assets or capital stock of Amergis, and/or (iii) a name change by Amergis.

15.5 Attorneys' Fees. In the event either Party is required to obtain legal assistance (including in-house counsel) to enforce its rights under this Agreement, or to collect any monies due to such Party for Services provided, the prevailing Party shall be entitled to receive from the other Party, in addition to all other sums due, reasonable attorney's fees, court costs, and expenses, if any, incurred enforcing its rights and/or collecting its monies, including any fees and costs incurred on an appeal.

15.6 Notices. Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt; and will be sent to the addresses below. Either Party may change the address to which notices are sent by sending written notice of such change of address to the other Party.

Centralia School District
2320 Borst Avenue,
Centralia, Washington 98531

ATTN: Tammie Jensen-Tabor

Amergis Healthcare Staffing, Inc.
7223 Lee DeForest Drive
Columbia, MD 21046
ATTN: Contracts Department
Email copy to: contracts@amergis.com
COPY TO:
ATTN: James Gulley
Amergis Healthcare Staffing, Inc.
4301 South Pine St, Suite 505, Tacoma, WA,
98409, United States of America

15.7 Headings. The headings of sections and subsections of this Agreement are solely for reference only and will neither affect nor control the meaning or interpretation of this Agreement.

15.8 Merger. This Agreement constitutes the entire contract between Customer and Amergis regarding the Services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. All terms of a later signed Agreement will supersede a prior signed Agreement. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document.

15.9 Amendment. No changes and/or amendments to this Agreement will be effective unless made in writing and signed by duly authorized representatives of both Parties.

15.10 Severability. In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful, and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.

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15.11 Federal Executive Order (E.O.) 12549 “Debarment and Suspension” requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed from debarment, declared ineligible, or voluntarily excluded by any Federal department or agency doing business with the Federal Government. Amergis certifies that neither agency nor their principal is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

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Customer and Amergis have acknowledged their understanding of and agreement to the mutual promises written above by executing and delivering this Agreement as of the date set forth above.

CENTRALIA SCHOOL DISTRICT	AMERGIS HEALTHCARE STAFFING, INC.:
Signature of Authorized Representative	Signature of Authorized Representative
Printed Name	Printed Name
Title	Title
Date	Date

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STATEMENT OF WORK
ATTACHMENT "A"

1. **Scope of Services.** Amergis is responsible for recruiting, screening, and hiring its Personnel as set forth herein to provide temporary staffing Services to Customer, with such Services provided by Personnel under Customer's management and supervision at a Work Site or in an environment controlled by Customer. Upon Customer's request for supplemental personnel, Amergis will use commercially reasonable efforts to provide Personnel to Customer. Customer shall communicate duties, shifts, unit assignments and other working details to Personnel during their Assignment.

2. **Length of Assignment**. Personnel will be assigned to the Customer specified Work Site(s) exclusively for at least 90 days or 13 weeks. If Per Diem Personnel are requested, Customer and Amergis will use commercially reasonable efforts to document the length of the assignment(s) in a Customer Assignment Confirmation.

3. **Personnel Requirements and Screening.** Amergis will supply Customer with Personnel who meet the criteria set forth in the Assignment Onboarding Attachment "B". Amergis will provide Personnel who have the necessary and appropriate skills, education, knowledge and experience for the positions to be filled, subject to the approval of the Customer.

4. **Interview.** Customer may request to conduct a telephone interview with any Personnel candidate prior to the Services commencing. If Customer requests a face-to-face interview for Travel Personnel, Amergis will bill Customer for cost of travel, lodging, and reasonable per diem expenses.

5. **Bill Rates.** Bill Rates are agreed to between the Customer and Amergis for the following positions and specialties as the amount charged by per hour. If Customer and Amergis execute a subsequent Assignment Confirmation(s) per individual Personnel the Bill Rates in the Assignment Confirmation will apply to the named Personnel therein and for the dates of services indicated.

Positions	Rate
Para Educator	$42 /hour
Virtual Support Para Educator	$38 /hour
ASL Para Educator	$50 /hour
Behavior Aide	$48 /hour
Behavior Technician	$55 /hour
BCBA (Contractor)	$95-105 /hour
BCBA (Supervisor)	$135 /hour
Certified Nursing Assistant	$45 /hour
Medical Assistant	$50 /hour
LPN	$64 /hour
RN	$77 /hour
Audiologist	$100-110 /hour
Gen Ed Teacher	$85 /hour
SPED Teacher/TVI/DHH/O&M	$85 /hour

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Counselor	$85 /hour
Social Worker	$85 /hour
School Psychologist	$100-110 /hour
Remote School Psychologist	$85-90 /hour
Hybrid School Psychologist	$95-100 /hour
Psychometrist / Psych Intern	$70 /hour
Speech Language Pathologist	$100-110 /hour
Hybrid Speech Language Pathologist	$95-100 /hour
Remote Speech Language Pathologist	$85-90 /hour
SLPA	$70 /hour
Travel SLPA	$75 /hour
Remote SLPA	$60 /hour
Occupational Therapist	$95-105 /hour
Hybrid Occupational Therapist	$90-95 /hour
Remote Occupational Therapist	$85 /hour
COTA	$70 /hour
Travel COTA	$75 /hour
Physical Therapist	$95-105 /hour
Hybrid Physical Therapist	$90-95 /hour
Remote Physical Therapist	$85 /hour
PTA	$70 /hour
Travel PTA	$75 /hour
Sign Language Interpreter	$75-80 /hour
Admin / Secretary	$45 /hour
Custodian	$43 /hour
Food Service Worker	$43 /hour

*The Travel Bill Rate (per hour) includes reimbursement by Customer for Travel-Expense Payments Amergis makes to Travel Personnel.

6. **Annual Rate Increase.** Effective on the Agreement renewal date and every year thereafter, Bill Rates for all modalities listed above will be increased by three percent (3%) of Bill Rate(s).

7. **Weekend Rates.** Customer and Amergis may agree in individual Assignment Confirmations to Weekend Rates that differ from the Bill Rate. As applicable, Weekend Rates will apply to shifts beginning at 11:00 p.m. on Friday and will apply through shifts ending at 7:00 a.m. on Monday.

8. **Orientation.** Bill Rate(s) will be billed for all time spent in required Customer orientation.

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9. **Overtime.** Overtime Rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. The overtime rate is a one and one-half times (1.5x) multiplier of the Bill Rate for such hours, unless applicable state law requires a different multiplier.

10. **Holidays.** Holiday Rates will apply to all hours worked in the time period beginning at 11:00 p.m. the night before the holiday through 11:00 p.m. the night of the holiday. The Holiday Rate is a one and one-half times (1.5x) multiplier of the Bill Rate for the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

11. **Work Site.** This Statement of Work and underlying Agreement shall apply to the following Work Site(s) or Customer locations:

12. **Invoicing.** Amergis will supply Personnel under this Agreement at the Bill Rates listed herein or in any Customer Assignment Confirmation. Amergis will submit invoices to Customer every week for Personnel provided to Customer during the preceding week. The specified contacts for individual Work Sites are set forth below:

13. **Changes.** Pursuant to Section 3.2 of the Agreement, the Parties agree that Changes may be made to this Statement of Work by execution of a subsequent Statement of Work(s) or Assignment Confirmation(s), or Change Request.

14. **On Call.** Hours for Personnel that are placed on call will be invoiced to Customer at the "On-Call Hourly Rate" as specified in herein, if applicable, and if called in will be billed at the overtime rate, unless a greater rate such as double time must be used under federal and/or state law.

15. **Construction.** Except as expressly set forth by this Statement of Work, the Agreement shall continue in full force and effect in accordance with the provisions thereof. Nothing in this Amendment to the Agreement is intended to modify, alter, reduce, or change the right or obligations in the Agreement executed except as expressly stated in this Statement of Work.

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ASSIGNMENT ONBOARDING
ATTACHMENT "B"

1. Licensed Clinical Personnel Requirements. Amergis will supply Customer with Licensed Clinical Personnel who meet the following criteria. Customer agrees any additional screening that may be required not listed herein, may take place following Personnel's placement. Amergis will:

- **a.** Conduct a criminal background check in accordance with applicable law, including any state exclusion review, as applicable;
- **b.** Verify current license, registration, or certification for the Services to be provided;
- **c.** Verify skills checklist or competencies for the position and exam;
- **d.** Verify that a current diagnostic Tuberculosis (TB) test or screening is on file in accordance with state regulations;
- **e.** Receive employment verification via The Work Number® database;
- **f.** Confirm Personnel are authorized to work;
- **g.** Perform and verify all federal exclusion and abuse check(s) are completed, including but not limited to, List of Excluded Individuals/Entities (LEIE) and the Excluded Parties List System (EPLS) and the National Sex Offender Registry.

2. Non-Clinical Personnel Requirements. Amergis will supply Customer with Non-Clinical Personnel who meet the following criteria. Customer agrees any additional screening that may be required not listed herein, may take place following Personnel's placement. Amergis will:

- **a.** Conduct a criminal background check in accordance with applicable law, including any state exclusion review as applicable;
- **b.** Verify that a current diagnostic Tuberculosis (TB) test or screening is on file, if placed in a healthcare setting, in accordance with state regulations;
- **c.** Receive employment verification via The Work Number® database;
- **d.** Confirm Personnel are authorized to work;
- **e.** Perform and verify all federal exclusion checks are completed, including but not limited to, List of Excluded Individuals/Entities (LEIE), Excluded Parties List System (EPLS) and the National Sex Offender Registry.

3. Customer Criminal Background Report. In the event that Customer requires its own criminal background screening for Amergis Personnel, Customer shall provide Amergis with a copy of the results and/or report, or the "Clear" or "Not Clear" status. Customer agrees that Personnel may begin assignment following completion of a successful Customer background screening.

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WORKFORCE SOLUTION ADDENDUM
ATTACHMENT "C"

This Workforce Solution Addendum ("Addendum") takes effect as of the date of the MSP Opt-In, as described in the Master Services Agreement between Customer and Amergis, the terms of which are expressly incorporated herein.

a. **Scope of Services.** By initiating the MSP Opt-In, Customer indicates its intent to utilize Amergis' workforce solution, Sunburst ("MSP"), to centralize and consolidate the management services of its temporary healthcare professionals ("Contract Workers"). Customer agrees that all providers of temporary staffing services ("Staffing Suppliers") inquiring to provide healthcare staffing services ("Staffing Services") to Customer will be overseen by MSP. Customer shall notify all incumbent Staffing Suppliers 1) to work with MSP to obtain necessary program information and onboarding documentation from MSP; and 2) that all communication regarding day-to-day activity and will be conducted between MSP and Customer. MSP will establish a program management team to be Customer's central point for all matters relating to Customer's staffing needs.

b. **MSP Services.** The MSP Services provided by MSP to Customer will generally consist of:
1. Identifying strategic Staffing Suppliers for Customer's educational, healthcare and administrative staffing needs;
2. Contracting with Staffing Suppliers;
3. Providing a web-based application software program ("System") to automate the process by which Contract Workers are requisitioned from Staffing Suppliers;
4. Onboarding Contract Workers and providing assignment details;
5. Coordinating with Customer regarding Staffing Suppliers;
6. Verifying each Staffing Supplier has uploaded onboarding documentation;
7. Maintaining accurate and complete statuses; and
8. Validating submission of electronic timecards.

c. **Purchasing Agent.** MSP will act as Customer's purchasing agent. As Customer's purchasing agent, MSP will enter into Staffing Supplier Agreements with Staffing Suppliers to Provide to Staffing Services to Customer under terms that are substantially the same as those in the Master Services Agreement, or as mutually agreed to by Customer to MSP.

d. **Onboarding and Orientation.** MSP will participate in a review of all Staffing Supplier work progress and satisfaction of any onboarding and orientation requirements set forth in the Master Services Agreement, which may be updated/modified by Customer in the System.

e. **Rates.** Charges will be based on a Customer approved hourly bill rate at the time an order for Contract Worker(s) is posted via the System. Bill rates are subject to change at time of order posting based on Customer Approval. Customer and MSP reserve the right to add additional modalities/positions if needed and agreed upon. All orders for Contract Workers will be submitted through the System.

f. **Incident Reporting.** Customer agrees to notify MSP of any incident involving Contract Workers within forty-eight (48) hours of its occurrence. Customer agrees to provide MSP with documentation of any investigation conducted related to Contract Workers and/or the Staffing Services.

g. **Consolidated Invoices.** All Staffing Supplier invoices are consolidated as a part the MSP Services. MSP will issue consolidated invoices to Customer on a weekly basis (or on a less frequent basis if requested by Customer). Customer will remit payment for uncontested invoices in a timeframe consistent with the Master Services Agreement.

h. **Taxes.** Bill Rates do not include any applicable Transaction Taxes. Customer is responsible for any applicable Transaction Taxes and, if applicable, shall pay or reimburse MSP for Transaction Taxes as a result of, relating to, or in connection with

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this Addendum (including with respect to Transaction Taxes required to be forwarded by MSP to Staffing Suppliers in connection with their provision of Staffing Services). If Customer provides MSP with a tax exemption certificate in accordance with local laws that covers the MSP Services provided by MSP, MSP will not collect Transaction Taxes if the tax exemption certificate is valid. The rates paid to Suppliers for Travel Personnel include amounts to reimburse Suppliers for Travel-Expense Payments made to Travel Personnel. Suppliers shall provide Customer with sufficient information regarding such Travel-Expense Payments in accordance with section 274(d) of the Internal Revenue Code. Customer is subject to any applicable limitations on deduction under section 274 of the Internal Revenue Code and regulations promulgated thereunder.

i. **MSP Fee.** MSP will provide MSP Services at no direct cost to Customer. MSP's administrative fee for MSP Services will be funded by participating Staffing Suppliers.

j. **Aggregate Statistical Usage.** Customer acknowledges and agrees that MSP will collect data related to the performance of the Staffing Services for the purposes of aggregation and the creation of a centralized benchmarking mechanism. Customer acknowledges and agrees that MSP shall have the perpetual right to use and disclose the data collected relating to the Services, in any manner, as long as any data collected is done on an aggregate basis, with Customer's data aggregated so as to be non-specific to Customer or including any personally identifiable information of an individual.

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CONFIRMATION OF ACCEPTANCE

6/17/25
Centralia School District
2320 Borst Avenue
Centralia, WA 98531

This correspondence confirms the placement of **John Fielder** for the position of **Hybrid SLP** placed on contract through Amergis Educational Staffing at bill rate of **$100**/hour. The following confirms the details of this assignment:

Assignment Period:	2025-2026 School Year
Length of Assignment:	School Year
Primary Unit/Department for Assignment:	**Hybrid Speech Language Pathologist (2 days a week in person)**
Guaranteed Hours:	Up to **37.5** hours/week per the school district calendar
Holiday Hours:	In accordance with School District Contract
Invoicing	PO # _____

Please sign and date this letter below, and email it back to Amergis Educational Staffing. If you have any questions please feel free to contact us at (253)671-9969.

Centralia School District

By:_____
(Signature)

Name:_____
(Please Print)

Date:_____

Amergis Educational Staffing

By: JGulley
(Signature)
Name: James Gulley

Title: Business Development Manager

Date: 6/17/25

Please sign and date this Confirmation of Acceptance, and email it back to: tacomaschools@amergis.com

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Contract for services between Aya Healthcare, Inc. and Centralia School District.

BACKGROUND:
Aya Healthcare, Inc. is a contracting agency which provides staff to school districts when a qualified candidate is not able to be directly hired.

RATIONALE:
Centralia School District was not able to find direct hires and therefore Aya Healthcare, Inc., as one of several staff agencies, found qualified and suitable candidates for the position of School Psychologist.

FISCAL IMPACT:
$168,000 (based on anticipated hours)

BUDGET SOURCE:
2100- State Special Education

DATA SOURCES:
Enrollment and current qualification data.

SUBMITTED BY:
Tammie Jensen-Tabor

RECOMMENDED ACTION:
Board approval

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Supplemental Staffing Provider Agreement (Education)

This Supplemental Staffing Provider Agreement (Education) (the "**Agreement**") is made and entered into as of February 7, 2022 (the "**Effective Date**") between Aya Healthcare, Inc., located at 5930 Cornerstone Court West, Suite 300, San Diego, CA 92121 ("**Aya**") and Centralia School District located at 2320 Borst Avenue, Centralia, WA 98531 ("**Client Entity**"). Aya and Client (as defined in the Agreement) are sometimes referred to in this Agreement individually as a "**Party**" or collectively as the "**Parties**".

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, Aya and Client agree as set forth below.

I. STRATEGIC STAFFING PROVIDER RELATIONSHIP

a. **CLIENT ENTITY AND ITS PARTICIPATING FACILITIES.** Client Entity owns, operates or contracts with one or more schools, institutions or related facilities or locations (the "**Participating Facilities**"). The list of Participating Facilities may be modified by mutual written agreement of Client Entity and Aya. Client Entity and the Participating Facilities are collectively, referred to as "**Client**".

b. **FULFILLMENT OF CANDIDATE NEEDS.** From time to time Client utilizes Candidates (as defined below in section II-(a)) to supplement their existing workforces with contingent labor. Aya shall act as Client's strategic staffing provider with respect to the provision of Candidates to Client. Client will communicate all its needs for Candidates to Aya using a method agreed to by the Parties. Aya will use commercially reasonable efforts to recruit, submit and staff qualified Candidates to fulfill Client's needs.

c. **CONSOLIDATED INVOICING AND PAYMENT TERMS.** Aya will send a single, consolidated invoice covering all services performed under this Agreement for a given weekly billing period to the contact designated by Client. Client shall pay the invoices within net thirty (30) days of invoice date, with interest of two percent (2%) per month on balances past due.

II. PROVISION OF CANDIDATES

a. CANDIDATES. As used in this Agreement, the phrase "**Candidates**" means the following types of personnel:

i. **Clinical Candidates:** Therapists, registered nurses, clinical technicians, and other clinical, nursing and allied healthcare professionals (not including advanced practice nurses, physicians, or physicians' assistants) who are assigned to perform work for Client on a temporary or supplemental basis.

ii. **Non-Clinical Candidates:** Professionals, personnel, and laborers who are assigned to perform non-clinical work (including, but not limited to, teachers, education specialists, IT, and all other non-clinical supplemental labor) for Client on a temporary or supplemental basis for a specified assignment duration of one (1) to fifty-two (52) weeks in length.

b. SCHEDULING, RATE AND CANDIDATE TERMS. The scheduling, rate, and billing terms applicable to Aya Candidates' offered positions by Client are set forth in the attached Addendum A as determined by Candidate type. The Addendum A may be amended, as mutually agreed by Client Entity and Aya in writing. The details relating to a particular Aya Candidate's assignment, such as department, schedule, and dates of assignment will generally be confirmed in writing through a work order confirmation; provided that this Agreement will govern in the event of any conflict between the terms of the work order and this Agreement.

c. CANDIDATE TIMEKEEPING & APPROVAL. Client is responsible for accurately recording and approving the time worked by Aya Candidates. Client shall not permit Aya Candidates to perform work "off-the-clock." Each week, Client will provide Aya with approved weekly time records for all Aya Candidates in an electronic or other format acceptable to Aya by noon on the Tuesday following the end of the workweek. The time records shall reflect all time worked by each Aya Candidate (including the start and stop times of each work period and start and stop times of each meal period) as well as any other billable time. If Client fails to timely provide or otherwise promptly approve or object to time records, the time records submitted by the Aya Candidate or Aya will be presumed accurate.

d. RATES INCLUSIVE. All rates stated in the Addendum(a) are all-inclusive and include recruitment fees, travel reimbursement, lodging per diem reimbursement, meal & incidental expense per diem reimbursement and compensation for Aya Candidates. Client acknowledges that it will be subject to the 50% deduction limitation under Internal Revenue Code ("**IRC**") § 274(n) to the extent such limitation applies to any reimbursement for which it is responsible. Aya will provide Client with sufficient substantiation of any such

reimbursement in accordance with IRC § 274(d). At no additional charge, Aya may also provide access to a technology solution (subject to the terms relating to use of such solution) chosen in Aya's sole discretion or Aya clinical interview screening of Clinical Candidates submitted by Aya.

e. CANDIDATE SCREENING & CLIENT POLICIES. Client shall screen, interview and accept or reject Candidates submitted by Aya in a timely manner and notify Aya of the starting date, schedule, and orientation schedule for each accepted Aya Candidate. Prior to any Aya Candidate commencing work with Client, Client shall furnish Aya and the Aya Candidate with copies of all Client policies and procedures relevant to the scope of practice or profession and duties of such Aya Candidate's assignment and with which the Aya Candidate will be expected to comply, including, but not limited to, as applicable, the following: job description(s), performance standards, infection control, blood borne pathogen protective policies, corporate compliance and ethics codes, abuse and neglect, patient privacy and confidentiality, and medical record keeping.

f. CANDIDATE COMPETENCY DOCUMENTATION AND COMPLIANCE DOCUMENTATION.

i. **Competency and Compliance Documentation.** Except where prohibited by law, Aya will maintain on file or contractually require the applicable employer to maintain on file Competency Documentation and Compliance Documentation for each Aya Candidate. **"Competency Documentation"** will generally include documentation of the qualifications of each Aya Candidate as reasonably necessary to establish competency, which may depend on the position and type of Candidate at issue but may include completed employment application and professional references. For Candidates, Competency Documentation generally includes (as applicable for the position at issue) primary source verification of State Licensure (as applicable for professional). **"Compliance Documentation"** will generally include the following: negative PPD test results, Quantiferon Gold, or T-Spot (or, if past positive PPD, chest X-ray with TB questionnaire) and criminal background check.

ii. **Provision of Documentation.** Unless prohibited by law, Aya shall use commercially reasonable efforts to provide to or make available for inspection by Client, the Competency Documentation and Compliance Documentation one (1) week prior to the Aya Candidate's start date, but Aya's failure to provide such documentation one (1) week prior shall not affect the Aya Candidate's ability to start an assignment, provided the required documentation is provided by the time of start. Aya may provide attestations that Competency Documentation and Compliance Documentation is maintained in Aya's files in lieu of copies of such documents, including, but not limited to background check documentation, to the extent consistent with standards of applicable laws. All Client requests for additional documentation must be made in writing, but Aya shall not be obligated to provide such additional documentation. Client also agrees that for some positions including crisis or rapid response positions, the Parties may mutually agree to waive certain compliance documentation requirements and such waivers may be made orally or in writing, including through electronic mail.

iii. **Client Compliance with Laws.** Client agrees to treat all Competency Documentation, Compliance Documentation, and other personnel information relating to Aya Candidates as Confidential Information within the meaning of this Agreement, including as required by applicable state and federal law, such as the Americans with Disabilities Act, and to not disclose such documentation unless authorized by law, Aya, or the Aya Candidate. Client also agrees to comply with all applicable laws governing the use and handling of personnel files and backgrounds checks, including, but not limited to, the federal Fair Credit Reporting Act, as well as any other applicable federal, state, or local laws.

g. CANDIDATE COMPENSATION. Aya or an affiliate will (i) employ and compensate the Aya Candidates for hours worked for Client; (ii) deduct all applicable payroll taxes such as FICA, Federal and State from the compensation of Aya Candidates in compliance with state and federal law; and (iii) maintain relevant employment documentation such as an I-9 form, W-4 form, and photo identification for Aya Candidates.

h. PERFORMANCE OUTCOMES. Client shall notify the designated Aya representative immediately and provide written documentation (incident report) of any unsatisfactory performance or conduct of any Aya Candidates. Client will provide performance evaluations from its director of nursing or equivalent personnel to Aya in the event of any unsatisfactory performance or conduct and at the end of each assignment.

i. SENTINEL EVENT & INJURY REPORTING. In the event of any incidents, including errors, unanticipated deaths, injuries, hazardous or infectious disease exposure, safety hazards or other events or claims (**"Sentinel Events"**) involving or relating to any Aya Candidate, Client must immediately report the Sentinel Event to Aya within seventy-two hours or earlier where required by applicable occupational health and

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safety laws. Reports should include the name of Aya Candidate and any other persons involved, as well as the date, time, location, and description of facts and circumstances surrounding the Sentinel Event. The Parties agree to use reasonable efforts to timely assist each other in conducting investigations of such Sentinel Events. In the event any Aya Candidate makes a claim against Client alleging any wrongdoing, Client shall immediately notify Aya.

j. INJURY, ILLNESS & EXPOSURE RESPONSE. In the event of an injury, illness or hazardous or infectious disease exposure to any Aya Candidate at Client's job site, Client will instruct the Aya Candidate to notify its employer and to seek treatment at a third-party healthcare provider designated by its applicable employer unless the injury is an emergency. In the event of an emergency, Client will immediately send the Aya Candidate to the closest emergency room and provide transportation if necessary or appropriate. Client must promptly complete and submit to Aya a written incident report in a format acceptable to Aya that includes the name of Candidate involved, as well as the date, time, location, and brief description of events and other persons involved in the incident.

k. MANNER OF WORK. Aya Candidates are not supervised by Aya; they are subject at all times to Client's direct and indirect supervision. Client shall be solely responsible for the direction, control and supervision of all Aya Candidates and shall retain professional and administrative responsibility for the work performed by Aya Candidates. Client shall be responsible for determining the clinical and any other competencies required of Aya Candidates. Notwithstanding the foregoing, Client shall not, without the prior written consent of Aya, permit or request any Aya Candidate to perform any work or task or render any service that does not fall within the scope of the duties and responsibilities for such Aya Candidate's confirmed assignment or at any work location other than the confirmed location. Client shall not, under any circumstances, entrust any Aya Candidate with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments or other valuables without the express prior written permission of Aya. Client shall not, under any circumstances, request or permit any Aya Candidate to use any vehicle, regardless of ownership, in connection with the performance of any work or service for Client without the written permission of Aya. Client shall not float Candidates except upon written authorization from Aya and any floating of Clinical Candidates must be done in accordance with Client's policies and clinical experiences of the Aya Candidate being asked to float. Client confirms that Client's policies on floating comply with current standards of The Joint Commission or Client's accrediting body and include the provision of an appropriate orientation to the new unit.

l. SAFETY. Client agrees to provide Aya Candidates with a safe and healthy work environment and to provide safety training, equipment, clothing, or devices necessary or required by all applicable laws for any work to be performed, or which is used by Client's own employees or other contractors in the performance of similar work. Client shall also designate a member of its staff who shall act as a coordinator to train and orient the Aya Candidates to all applicable operational and safety procedures. Client agrees that it shall have in place at all times policies and protocols in compliance with all laws related to employee health, safety and well-being and make such policies available to Aya Candidates as if they were a member of Client's regular workforce.

m. COVID-19 RESPONSE. Client agrees to comply with all applicable occupational health and safety standards and standards and guidance of the Centers for Disease Control, including all precautions and guidance relating to the treatment of patients with or under observation for communicable diseases, including COVID-19 (aka 2019 Novel Coronavirus).

n. MEAL AND REST BREAKS. Client shall schedule Aya Candidates so as to allow them sufficient time to take any legally required meal, rest, or recovery breaks.

III. DIRECT HIRE (PERMANENT) STAFFING SERVICES

a. DESCRIPTION OF DIRECT HIRE RECRUITMENT SERVICES. During the term of this Agreement and on a non-exclusive basis, as requested by Client, Aya will also use commercially reasonable efforts to recruit qualified applicants for direct hire by Client (the "**Direct Hire Applicants**"). If Client hires a Direct Hire Applicant presented to Client by Aya, within twelve (12) months of the initial presentation by Aya, Client will pay Aya a recruiting fee equal to the greater of: (i) thirty-five percent (35%) of Direct Hire Applicant's anticipated annual salary, or (ii) $20,000; which obligation shall, notwithstanding anything in the Agreement to the contrary, survive any termination or expiration of the Agreement. If Aya presents a Direct Hire Applicant to Client to which Client has previously been introduced within the twelve (12) months prior to the submission, Client shall promptly notify Aya of this fact within three (3) business days following submission, otherwise the Direct Hire Applicant will be

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presumed to have been introduced to Client by Aya. Other than for normal interviews, Client shall not communicate directly with any Direct Hire Applicant without Aya's written consent. Direct Hire Applicants who are hired by Client will be the permanent employees of Client. Client will be solely responsible for all credentialing, insurance, benefits, tax withholdings and all other functions customarily required of employers in Client's industry with respect to Direct Hire Applicants. Further, notwithstanding anything to the contrary in this Agreement, Aya shall not be required to defend, indemnify, or hold Client harmless from claims, damages, interest, penalties, and attorneys' fees and costs arising out of the negligent or willful acts or omissions of or violations of applicable law by Direct Hire Applicants hired by Client.

b. PLACEMENT GUARANTEE. If a hired Direct Hire Applicant is employed by Client for fewer than thirty (30) days, Client shall notify Aya immediately upon the termination of employment. Aya will have one-hundred and eighty (180) days from the date Aya receives notice of the Direct Hire Applicant's termination of employment to present to Client a reasonably adequate substitute for the Direct Hire Applicant. If Aya fails to introduce a reasonably adequate substitute for the Direct Hire Applicant within such one-hundred and eighty (180) day period, Aya will refund eighty percent (80%) of the recruiting fees. This section does not apply in the event of layoffs, change of the original job description, change of the employment location, or elimination of the position. Further, this section does not apply where a Aya Candidate is hired by Client (i.e., temporary to permanent conversion), in which case the applicable conversion fees set forth in Addendum A shall apply.

c. INVOICING AND PAYMENT. Aya will invoice Client, by sending an invoice to the Client contact designated by Client, for the Direct Placement Fee required by this Section upon the Direct Hire Applicant's first day of employment with Client. Client shall pay the invoices within net thirty (30) days of the invoice date, with interest of two percent (2%) per month on balances past due.

IV. GENERAL TERMS

a. TERM; TERMINATION. The term of this Agreement shall be for a period of three (3) years, and thereafter, this Agreement will renew automatically for successive one (1) year periods, unless and until terminated as provided herein. Either Party may terminate this Agreement, with or without cause, at any time upon ninety (90) days' written notice to the other Party. Either Party may also terminate this Agreement upon the occurrence of any of the following events (a "**Termination for Cause**"): (i) the other Party has materially breached any of the terms or conditions of this Agreement and such breach, if capable of cure, is not cured by the breaching Party within ten (10) calendar days following written notice to the breaching Party, (ii) the other Party dissolves; (iii) the other Party becomes insolvent or institutes insolvency proceedings or files, or is subject to a voluntary bankruptcy proceeding, petition, or action; (iv) the filing of relief against the other Party of, or the other Party is otherwise subject to, an involuntary bankruptcy proceeding, petition or action where such action is not removed or terminated within sixty (60) calendar days; (v) the assignment by the other Party of its property for the benefit of creditors; or (vi) the appointment of any receiver, trustee or liquidator for the other Party or for any property of the other Party, where such appointment is not removed or terminated within sixty (60) calendar days. If either Party terminates this Agreement (other than a Termination for Cause by Aya), all Candidates then on an assignment will continue on and complete their assignments, in accordance with the terms of this Agreement. The provisions of this Agreement relating to confidentiality and any other provisions which by their nature should survive termination or expiration of this Agreement shall so survive.

b. CONFIDENTIALITY. The Parties acknowledge that they may receive from each other from time to time, information and/or material which is confidential in nature, including, but not limited to, marketing, pricing, or other confidential business information relating to Aya, Client, or each of their clients, customers, patients, subcontractors or employees, or personnel, Compliance Documentation or Competency Documentation of Aya Candidates, or applicants (collectively "**Confidential Information**"). The Parties agree to treat as confidential and not to divulge to any third-parties any Confidential Information of the other Party (and with respect to Client of any affiliates or subcontractors of Aya), except to their own employees, agents, attorneys, accountants, or representatives (collectively, "**Representatives**"), and to use such Confidential Information only for legitimate business needs relating to the performance, administration or enforcement of this Agreement. In the event a Party provides Confidential Information to such Party's Representatives, the Party shall be liable for such Representatives' compliance with the terms of this paragraph and shall require the Representatives to treat such information and/or material as confidential. Nothing herein, shall prohibit either Party from responding to lawful inquiries from government agencies or other lawful process, such as subpoenas. The Parties agree to the issuance of an injunction to prevent violations of this paragraph.

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c. INSURANCE. Aya will provide general liability insurance with a limit of one million dollars ($1,000,000) per occurrence and three million dollars ($3,000,000) aggregate per year. Aya will provide professional liability insurance with a limit of one million dollars ($1,000,000) per occurrence and three million dollars ($3,000,000) aggregate per year for Clinical Candidates employed by Aya or its affiliates. Aya will also provide or cause to be provided worker's compensation insurance with statutory limits required by applicable law for each Candidate employed by Aya. Aya will provide certificates of insurance to Client if requested.

d. INDEMNIFICATION.

i. **Aya and Client Mutual Indemnification.** To the fullest extent permitted by law, each Party (an "**Indemnifying Party**") agrees to indemnify and hold the other Party and the other Party's respective affiliates, and each of their respective officers, directors, agents, and employees (each an "**Indemnified Party**"), harmless from any claims, damages, interest, penalties, and attorneys' fees and costs ("**Losses**") to the extent caused by: (i) any breach of this Agreement by the Indemnifying Party or its agents; (ii) violations of applicable law by the Indemnifying Party or its agents in connection with the performance of this Agreement; or (iii) negligent or willful acts or omissions of the Indemnifying Party or its agents in connection with the performance of this Agreement; except that the indemnity obligations in this section shall not apply to the extent the Losses are caused by the negligent act or omission, willful misconduct, breach of this Agreement or unlawful act of an Indemnified Party. With respect to Client as the Indemnifying Party, the phrase Indemnified Party shall also include affiliates and subcontractors of Aya.

ii. **Indemnification Procedure:** Any person or entity claiming a right to indemnity under this section (iv) (the "**Indemnitee(s)**") shall notify all entities and persons that it believes may owe a duty to indemnify it (the "**Indemnitor(s)**") in writing promptly after receiving notice of a claim, lawsuit, demand, or action or threatened claim lawsuit, demand, or action for Losses covered by the indemnity obligations in this section (a "**Claim**") and provide documentation pertaining to the Claim to the Indemnitors upon request. The Indemnitees and Indemnitors agree to keep each other reasonably informed regarding the status of any Claims and allow each other reasonable opportunities to participate in the defense and settlement of Claims, including by providing notice and consulting with each other prior to settling any Claim. Any omission or delay in complying with this section by an Indemnitee shall relieve an Indemnitor of its obligations to the extent it is prejudiced by such omission or delay. Notwithstanding anything to the contrary in this Agreement, this section shall survive any termination or expiration of this Agreement.

e. LIMITATION OF LIABILITY; DISCLAIMER. NOTWITHSTANDING ANY OTHER AGREEMENT OR PROVISION TO THE CONTRARY IN THIS AGREEMENT, UNDER NO CIRCUMSTANCES WILL EITHER PARTY HERETO BE LIABLE FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OF ANY KIND (AND TO THE FULLEST EXTENT PERMITTED BY LAW, PUNITIVE DAMAGES) INCLUDING, BUT NOT LIMITED TO, FINES OR PENALTIES AND LOSS OF PROFITS, WHETHER IN CONTRACT, TORT, NEGLIGENCE, WARRANTY OR OTHERWISE, WHETHER OR NOT A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, AYA'S LIABILITY HEREUNDER SHALL BE NO GREATER THAN THE AMOUNT PAID BY CLIENT FOR THE SERVICES OF THE AYA CANDIDATE WHOSE ACTIONS OR OMISSIONS ARE THE BASIS FOR SUCH LIABILITY. Client acknowledges and agrees that the Aya Candidates who perform work for Client are provided by Aya for the sole purpose of supplementing Client's existing work force, and Client hereby expressly disclaims any representation or warranty that such Aya Candidates will enable Client to attain any particular goal or objective or provide Client with any solution to any particular problem. Notwithstanding anything to the contrary in this Agreement, this section shall survive any termination or expiration of this Agreement.

f. TECHNOLOGY SOLUTION.

i. **Terms of Use.** In connection with its performance of this Agreement, Client may be given access to a technology solution(s), provided by Aya or a third party, to facilitate the performance of this Agreement, such as Aya's proprietary web-based portal known as "Aya Connect" (collectively, the "**Technology Solutions**"). Client agrees to comply with all terms of use requirements for such Technology Solutions at all times, including, but not limited to, such terms as may be provided by third party providers of the Technology Solutions, and to execute further agreements as may be required to obtain access to such systems. The current terms of use of Aya Connect and its related websites can be found at:

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https://www.ayahealthcare.com/terms-of-service and the current electronic consent policy is located at: http://www.ayahealthcare.com/electronic-consent-agreement (collectively, the "**Terms of Use**") and are incorporated by reference herein as though set forth in full at this point. Client agrees to comply with the Terms of Use and that it is "**You**" as defined and used in the Terms of Use. The Terms of Use are modified herein so that in lieu of the notice procedures in such agreement, any notices required to be given to Aya under the Terms of Use, including any updates to email addresses, shall be provided in accordance with the notice provisions in this Agreement. Client agrees that the entirety of the Aya Connect technology solution, including, but not limited to, its design, source code, databases, content, and data or materials stored on, generated by, created using, or transmitted through it (collectively "**Aya Technology Information**") shall be considered Confidential Information of Aya.

ii. **License; Proprietary Rights.** Client hereby grants Aya a worldwide, perpetual, royalty-free, irrevocable, nonexclusive right and license to use, reproduce, modify, adapt, publish, transmit and distribute any Aya Technology Information provided by Client in any form, medium, or technology now known or later developed. Except for the limited, non-exclusive, revocable use rights expressly granted herein, Aya reserves all rights, titles, and interests not expressly granted to Client and this Agreement does not transfer any right, title or interest in the Technology Solutions, Aya Connect, Aya Technology Information or other Aya Confidential Information to Client.

iii. **Use Restrictions.** Client agrees that its access and use of the Technology Solutions shall be limited only to the extent such access and use directly relates to and is necessary for Client's performance under this Agreement. Client shall limit access to the Technology Solutions to only those employees or agents of Client with a legitimate business need for such access. Client's access and use of the Technology Solutions may be terminated: (i) upon Client's breach of this Agreement, (ii) automatically upon the termination or expiration of this Agreement, or (iii) at Aya's discretion upon notice. In no event shall Aya be liable for damages in connection with such termination. Client shall not, and shall ensure that its employees, agents, and contractors do not use or make Technology Solutions available for use by any unauthorized persons or for any use not explicitly permitted by this Agreement, and Client agrees it shall be responsible for any violation by Client or its agents or employees of this provision or the applicable terms of use in effect at the time of such access. Client shall be responsible for notifying Aya promptly in the event Client's relationship with any employee or agent who had access to the Technology Solutions is severed, so that passwords may be updated or accounts disabled as necessary. Client's use of the Technology Solutions may be monitored for usage level and ensure compliance with this Agreement and any applicable terms and conditions.

iv. **Disclaimer.** ALL TECHNOLOGY SOLUTIONS ARE PROVIDED "AS IS" WITHOUT EXPRESS OR IMPLIED WARRANTY OF ANY KIND. AYA FURTHER DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND ANY WARRANTIES ARISING FROM TRADE USAGE OR COURSE OF DEALING. AYA DOES NOT WARRANT THAT TECHNOLOGY SOLUTIONS WILL BE ERROR FREE OR WILL OPERATE WITHOUT INTERRUPTION.

g. ACCESS CLAUSE: COMPLIANCE WITH SECTION 420.302(b). To the extent required by applicable law, Aya agrees to comply with 42 C.F.R. Section 420.302(b) and will provide access to the Comptroller General of the United States, the Department of Health and Human Services and their duly authorized representatives to this Agreement and all books, documents and records necessary to certify the nature and extent of the costs of the services performed. This includes Aya subcontractors that have a contract with Aya for which the cost or value is $10,000 or more in a twelve (12) month period. Said access shall be limited to a period of four (4) years after the furnishing of services under this Agreement hereunder.

h. COMPLIANCE WITH APPLICABLE LAWS & ACCREDITING STANDARDS. The Parties will abide by and comply with all applicable local, state, and federal regulatory agency requirements in performing this Agreement. Client will also comply with all applicable standards of any accrediting organizations of which it is a member or by which it is accredited.

i. NONDISCRIMINATION. In compliance with federal law, including the provisions of the Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Acts of 1973, and the American with Disabilities Act of 1990, the Parties hereto will not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, sexual orientation or military service.

j. INDEPENDENT NATURE OF PARTIES. Aya provides services to Client as an independent contractor. Neither Party to this Agreement shall be considered the agent, partner, joint venture, franchisor, franchisee,

employer, or employee of the other Party. Client acknowledges that Aya and its affiliates are not licensed to practice medicine and do not engage in the practice of medicine and that Client is responsible for ensuring compliance with applicable scope of practice and corporate practice laws and regulations to the extent applicable to work performed by Candidates and that nothing herein shall be construed in a manner that would require Aya or an affiliate thereof to engage in any task that could be considered the corporate practice of medicine or any other similarly regulated profession.

k. SUBCONTRACTORS. Aya may use affiliates and subcontractors to perform its duties and obligations under this Agreement, including to provide Candidates.

l. NOTICES. All notices, requests, demands or other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the Party to whom notice is to be given, or on the second day after mailing if mailed to the Party to whom notice is to be given, by first class mail, registered or certified, postage prepaid, and properly addressed as provided below. Any Party may change its address for purposes of this paragraph by giving the other Party written notice of the new address in the manner set forth above.

To: **Centralia School District**
ATTN: Tammie Jensen-Tabor
2320 Borst Avenue
Centralia, WA 98531
Email: tjensen-tabor@centralia.wednet.edu

To: **Aya Healthcare, Inc.**
Attn: Facility Contracts
5930 Cornerstone Court West, Suite 300
San Diego, CA 92121
Email: facilitycontracts@ayahealthcare.com

CC: **Attn: Legal**
Aya Healthcare, Inc.
5930 Cornerstone Court West, Suite 300
San Diego, CA 92121

m. ASSIGNMENT. Client will not assign this Agreement or any of its rights or duties under this Agreement except upon prior written notice to Aya. Aya (and its successors and assigns) may assign, transfer or encumber any of its rights or duties under this Agreement in its discretion. This Agreement shall be binding upon and inure to the benefit of the permitted successors and assigns of the Parties.

n. FORCE MAJEURE. Aya shall not be responsible for failure or delay in providing or continuing to provide services to Client under this Agreement if such failure or delay is due to labor disputes, strikes, fires, riots, war, acts of God, voluntary termination by personnel assigned to Client or any other acts, causes or occurrences beyond the control of Aya.

o. ENTIRE AGREEMENT. This Agreement, including all exhibits and addenda, contains the entire agreement between the Parties relating to the subject matter hereof. All prior and contemporaneous oral and written agreements, understandings, negotiations, commitments and practices between the Parties are hereby superseded. No amendments to this Agreement may be made except by a written agreement signed by both Client Entity and Aya.

p. GOVERNING LAW; ARBITRATION. The Parties hereto agree that this Agreement will be governed by and construed in accordance with the laws of the State of California without reference to its choice of law rules and as if wholly performed within the State of California, and all Parties consent to jurisdiction in San Diego, California. Unless otherwise provided herein, any dispute, controversy or claim arising out of or relating to this Agreement shall be submitted to binding arbitration before the Judicial Arbitration and Mediation Services ("**JAMS**") with arbitration occurring in San Diego, California, as the exclusive remedy. The arbitrator shall be selected from the JAMS panel in accordance with the then-applicable JAMS rules. The arbitration shall be conducted pursuant to the then-applicable Comprehensive Arbitration Rules and Procedures of JAMS, except that the Parties agree that the JAMS Streamlined Arbitration Rules and Procedures shall apply for all disputes in which no claim or counter claim exceeds $250,000.00, not including attorneys' fees and costs. JAMS's then-applicable rules governing the arbitration may be obtained from JAMS's website, which currently is www.jamsadr.com. The arbitrator shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, or formation of this Agreement, including, but not

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limited to, any claim that all or any part of this Agreement is void or voidable, and shall have the authority to order provisional or interim relief prior to the hearing, including by requiring a respondent to post a bond or security for the amount sought against it where there is a substantial likelihood a claimant shall succeed on the merits of a claim or counter-claim or where an award may be rendered meaningless if a bond or security is not required. Either Party may file a motion for summary judgment with the arbitrator. The arbitrator is entitled to resolve some or all of the asserted claims through such a motion applying the applicable laws as specified in this Agreement. Discovery shall be allowed and conducted pursuant to the then-applicable arbitration rules of JAMS, provided that the Parties shall be entitled to discovery sufficient to adequately arbitrate their claims and defenses. The arbitrator is authorized to rule on discovery motions brought under the applicable discovery rules. The prevailing party in any arbitration or other action shall be entitled to recover its reasonable attorneys' fees and costs. Notwithstanding anything to the contrary in this Agreement, this section shall survive any termination or expiration of this Agreement.

q. SEVERABILITY. If any provision of this Agreement is held to be invalid, void or unenforceable such provision shall be amended to the extent permissible as to effectuate the original intent of the parties, and all other provisions shall remain valid and be enforced and construed as if such invalid provision were never a part of this Agreement.

r. SURVIVAL. Those provisions that by their nature are intended to survive termination or expiration of this Agreement shall so survive, including, but not necessarily limited to, all indemnity, payment, confidentiality and insurance obligations set forth herein.

s. INCORPORATION BY REFERENCE. Each Exhibit, Schedule or Addendum attached to this Agreement is hereby incorporated by reference in this Agreement as if the same was set out in full in the text of this Agreement.

t. ADVICE OF COUNSEL. Each Party acknowledges that it has been given the opportunity to discuss this Agreement with their legal counsel and utilized that opportunity to the extent desired. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the provision shall not apply the rule of construction that a document is to be construed more strictly against one Party.

u. WAIVER. The failure of either Party to enforce at any time, or from time to time, any provision of Agreement shall not be construed as a waiver thereof.

v. AUTHORITY. Each person signing this Agreement on behalf of a Party represents that they have the authority to bind the Party for whom they are signing to this Agreement. By signing this Agreement, Client represents that it is entering this Agreement on behalf of Participating Facilities, and that it has the authority to bind Participating Facilities to the terms of this Agreement. Client Entity and the applicable Participating Facility shall be irrevocably, jointly and severally liable under this Agreement.

w. HEADINGS. The titles of the articles, sections, subsections, paragraphs and subparagraphs of this Agreement are for convenience of reference only and are not to be considered in construing this Agreement.

x. COUNTERPARTS. This Agreement may be executed in one or more counterparts and transmitted and executed electronically, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

y. DEBARMENT AND SUSPENSION. Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency doing business with the Federal Government. The agency signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

-- SIGNATURE PAGE FOLLOWS –

Supplemental Staffing Provider Agreement
(Education)

AGREED TO AND ACCEPTED BY:

Centralia School District	**Aya Healthcare, Inc.**
By: [signature]	By: [signature]
Name: Tammie Jensen-Tabor	Name: Peter Kaufman
Title: Executive Director of Special Services	Title: EVP, Enterprise Services
Date: 3-30-2022	Date: 3-31-2022

Supplemental Staffing Provider Agreement
(Education)

ADDENDUM A – TERMS AND CONDITIONS FOR CANDIDATES

1. CANDIDATE RATES & RATE RULES

1.1. **Regular Rates.** Regular rate ranges for certain positions are set forth on Addendum A-1. The exact Regular Rate for a Candidate will be confirmed by work order confirmation or otherwise in writing prior to the Candidate starting work. Regular rates for positions not covered on Addendum A-1 or, where the Parties agree a higher rate for a position listed is appropriate, will be mutually agreed to between the Parties and confirmed by work order confirmation or otherwise in writing prior to the Candidate starting work.

1.2. **Overtime**

1.2.1. Overtime will be billed at a premium overtime rate of one and one-half times (1.5x) the regular rate.

1.2.2. Overtime is generally defined as hours worked in excess of forty (40) hours in one workweek.

1.3. **Orientation.** Client will provide Candidates with orientation in accordance with all applicable standards and laws, and Client's policies. All time spent by Candidates in Client-provided or required orientation is billable.

2. SCHEDULING AND CANCELLATION POLICIES FOR CANDIDATES

2.1. **Scheduling & Guaranteed Hours.** Candidates will be confirmed for assignments for lengths set forth in a work order confirmation. Each Candidate's schedule will be confirmed in a work order confirmation and Client will guarantee the minimum number of billable hours per each one-week work as scheduled. Client is financially responsible for all weekly scheduled hours in the event of schedule modifications or shift cancellations; provided, however, that Client shall not be billed for hours not worked during any regularly scheduled school closures.

2.2. **Pre-Start Cancellations.** After acceptance of Candidate for assignment by Client, Client may not cancel that assignment within two (2) weeks prior to the assignment start date. If deemed necessary and should Client be unable to provide such two weeks' notice, Aya reserves the right to bill Client for two (2) weeks of service at the regular hourly billing rate. Client shall be responsible for any residual costs or other expenses incurred by Aya, such as housing, travel, disbursements, compliance, screening or other onboarding related costs, and other costs or expenses incurred by Aya as a result of such cancellation.

2.3. **Post-Start Cancellations.** Client shall provide forty-five (45) days written notice of any cancellation of an assignment for reasons other than Candidate's inability to perform essential functions of the job unless otherwise agreed upon by the Parties. Should Client be unable to provide such forty-five (45) days cancellation notice, Aya reserves the right to bill Client for forty-five (45) days of service at the regular hourly billing rate. In the event of a cancellation, including, without limitation, cancellations with proper notice, Client shall be responsible for any housing, travel, and other costs or expenses incurred by Aya as a result of such cancellation, and any other fixed costs, expenses and disbursements (e.g., licensure, exam application, visa, etc.) incurred by Aya with respect to placing such Candidate with Client.

3. CONVERSION/ PLACEMENT FEE STIPULATION. If Client hires a Candidate for permanent or temporary services within the twelve (12) month period following the later of: (i) the date the Candidate is introduced to Client by Aya; or (ii) the conclusion of the Candidate's assignment with Client, then Client agrees to pay Aya a placement fee equal to the greater of: (i) thirty-five percent (35%) of the Candidate's anticipated annual salary, or (ii) $20,000. Notwithstanding anything to the contrary in this Agreement, this Section shall survive any termination or expiration of this Agreement.

4. STATEMENTS OF WORK. The Parties may agree to additional terms in a Statement of Work covering a position or class of positions. Such terms may include, but will not be limited to reimbursable expenses, cancellation policies and alternative placement fees.

Supplemental Staffing Provider Agreement (Education)

ADDENDUM A-1

RATE TABLE FOR CANDIDATES

Profession	Regular Hourly Rates starting at
Speech Language Pathologist - (SLP-CCC)	$ 85.00
Speech Language Pathologist - Clinical Fellow (CFY)	$ 80.00
Physical and/or Occupational Therapist	$ 95.00
SLPA, PTA and/or COTA	$ 80.00
Psychologist	$ 115.00
Adaptive Physical Education Teacher	$ 75.00
Applied Behavior Analyst (ABA)	$ 70.00
Assistive Technology Specialist	$ 70.00
Audiologist	$ 100.00
Behavior Intervention Implementer (BII)	$ 60.00
Board Certified Behavior Analyst (BCBA)	$ 75.00
Guidance Counselor	$ 75.00
Life Skills Teacher	$ 65.00
Music Therapist	$ 65.00
Orientation and Mobility Specialist (O&M)	$ 90.00
Paraprofessional/Special Education Aide	$ 50.00
Registered Behavior Technician (RBT)	$ 55.00
Resource Teacher	$ 55.00
School Nurse - Certified Nursing Assistant (CNA)	$ 45.00
School Nurse – Registered Nurse (RN, BSN, CSN)	$ 85.00
School Nurse – Licensed Nurse (LVN, LPN)	$ 70.00
Sign Language Interpreter (SLI)	$ 75.00
Social Worker	$ 85.00
Special Education Teacher	$ 80.00
Teacher of the Deaf and Hard of Hearing (TDHH)	$ 85.00
Teacher of the Visually Impaired (TVI)	$ 85.00
Other:	$ 60.00
Other:	$

At any point during the term of this Agreement, rates may be renegotiated and accepted in writing by both Parties.



WORK ORDER CONFIRMATION

CANDIDATE

Jose Perez Blanchirot
55 Queen Anne Dr. #32 Weymouth MA 02189-2839
781 - 510 - 0229
perezjlorenzo@gmail.com

NEW OR EXISTING
NEW

PROFESSION
Schools/Education

CURRENT ZIP CODE
98502

ASSIGNMENT

Centralia School District
School Psychologist
9/2/2025 – 6/12/2026
Monday-Friday
8:30 AM to 4:30 PM (30-minute unpaid lunch).
37.5 billable hours per week
-

TIME OFF
Centralia School District Calendar for 25-26 SY

RATE (PER HOUR)
$120.00

BONUS
-

EXTRAS
-

OTHER DETAILS
-

SIGNATURES

Yoni Levinger 4/24/2025

Authorized Aya Representative

Authorized Client Representative

These rates are all-inclusive and include recruitment fees, travel reimbursement, lodging per diem reimbursement, meal & incidental expense per diem reimbursement and compensation for healthcare professionals. Client acknowledges that it will be subject to the 50% deduction limitation under Internal Revenue Code ("IRC") § 274(n) to the extent such limitation applies to any reimbursement for which it is responsible. Aya will provide Client with sufficient substantiation of any such reimbursement in accordance with IRC § 274(d).

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Contract for services between Margaret DePuye-Phillips and Centralia School District.

BACKGROUND:
Margaret DePuye-Phillips provides contracted services for students who are hard of hearing and qualify for her services as a Language Coach per their Individualized Education Plan (IEP).

RATIONALE:
Centralia School District was not able to find a direct hire and, therefore, contacted agencies and independent contractors to find a qualified and suitable candidate for the position of Language Coach.

FISCAL IMPACT:
$7,500 (based on anticipated hours and number of students with qualifying service areas)

BUDGET SOURCE:
2100- State Special Education

DATA SOURCES:
Individual student evaluations and agreed upon IEP needs.

SUBMITTED BY:
Tammie Jensen-Tabor

RECOMMENDED ACTION:
Board approval

CENTRALIA SCHOOL DISTRICT #401
TEMPORARY STAFFING AGREEMENT

This Temporary Staffing Agreement (this "Agreement") is made between Margaret DePuye-Phillips ("Consultant"), and Centralia School District for the 2025-2026 school year.

In consideration of the mutual covenants contained herein, Consultant and Centralia School District agree as follows:

Section 1. The Services

Consultant will perform the services of described in the Scope and Deliverables attached as Exhibit A (the "Services") in accordance with the terms and conditions of this Agreement. Consultant will perform the Services in a professional manner in compliance with all applicable laws and regulations and all standards and rules reasonably established by Centralia School District from time to time.

Section 2. Compensation

Centralia School District will pay Consultant for Services rendered in the amount and on the payment terms described in the Scope and Deliverables attached as Exhibit A. Consultant shall invoice Centralia School District on a monthly basis. Invoices received by the 5th of the month will be processed and paid at the end of that month.

Section 3. Term and Termination

This Agreement shall be effective on the date written on the signature page of this Agreement and shall continue until all Services are provided or as otherwise described in the Scope and Deliverables attached as Exhibit A, unless earlier terminated in accordance with the terms of this Agreement. Either party may terminate this Agreement at any time for their own convenience, without cause and without penalty, by giving the other party thirty (30) days advance written notice of termination. Either party may terminate this Agreement for a material breach upon ten (10) days advance written notice specifying such breach unless the breach is deemed by the part providing notice to be subject to cure and is cured within such ten (10) days.

Section 4. Independent Contractor

Consultant will perform the Services as an independent contractor of Centralia School District and this Agreement will not be construed to create a partnership, joint venture, or employment relationship between Consultant Centralia School District. No employee or agent of Consultant will represent himself or herself to be an employee or agent of Centralia School District or enter into any agreement on Centralia School District's behalf or in Centralia School District's name. Consultant will retain full control over the manner in which the Services are performed and Consultant's employees and agents will not be entitled to worker's compensation, retirement, insurance or other benefits afforded to employees of Centralia School District.

Section 5. Compliance With Laws

Consultant will (a) comply with all federal, state, and local laws, ordinances, regulations and orders with respect to its performance of the Services; (b) file all reports relating to the Services (including, without limitation, federal, state, and local tax returns); (c) pay all filing fees and federal, state, and local taxes applicable to Consultant's business as the same shall become due; and (d) pay all amounts required under local, state and federal workers' compensation acts, disability benefit acts, unemployment insurance acts and other employee benefits acts when due. Consultant shall comply, as provided under 34 CFR Section 80.36(i) with the requirements, if applicable, of 42 U.S.C. section 1857(h), which is section 306 of the federal Clean Air Act; 33 U.S.C. section 1368, which is Section 508 of the federal Clean Water Act, and with mandatory energy efficiency policies or standards issued by the Washington State Department of Commerce

under chapter 43.21F RCW to comply with the federal Energy and Conservation Act, Public Law 94-163. Consultant will provide Centralia School District with such documents and other supporting materials as Centralia School District may reasonably request to evidence Consultant's continuing compliance with this Section 5.

Section 6. Medicare/Medicaid Participation

Consultant hereby represents and warrants that neither Consultant nor consultant's prinicipals (if applicable) are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in any federally funded educational or health care program, including Medicare and Medicaid. Consultant hereby agrees to immediately notify Centralia School District on any threatened, proposed, or actual debarment, suspension, or exclusion from any federally funded health care program, including Medicare and Medicaid. In the event that Consultant is debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in any federally funded health care program during the term of this Agreement, or if at any time after the effective date of this Agreement it is determined that Consultant is in breach of this Section, this Agreement shall, as of the effective date of such action or breach, automatically terminate.

Section 7. Insurance; Risk of Loss

Consultant will maintain insurance policies reasonably required Centralia School District sufficient to protect against all applicable risks, as currently set forth in Exhibit A. Consultant will provide Centralia School District with certificates of insurance and other supporting materials as Centralia School District may reasonably request to evidence Consultant's continuing compliance with the preceding sentence. Consultant will be liable for all loss or damage, which is caused by Consultant, other that ordinary wear and tear, to Centralia School District's property in Consultant's possession or control. In the event of any such loss or damage, Consultant will pay Centralia School District the full current replacement cost of such equipment or property within thirty (30) days after its loss or damage.

Section 8. Ownership and Use of Proprietary Materials

8.1 Proprietary Materials. As used in this Agreement, "Proprietary Materials" means all products, devices, computer programs, techniques, know-how, algorithms, procedures, discoveries, or inventions, whether patentable or copyrightable and whether reduced to practice, and all materials, texts, drawings, specifications, source code, data and other recorded information, in preliminary or final form and on any media whatsoever, that (a) is within the scope of Centralia School District's business, research or investigations or results from or is suggested by Consultant's performance of the Services, and (b) is created, conceived, reduced to practice, developed, discovered, invented or made by Consultant during the term of this Agreement, whether solely or jointly with others while engaged in performing the Services.

8.2 Ownership. Centralia School District will be the exclusive owner of all Proprietary Materials. To the extent permitted under the US Copyright Act (17 U.S.C. § 101, et seq., and any successor statute thereto), the Proprietary Materials will constitute "works made for hire," and the ownership of such Proprietary Material will vest Centralia School District at the time they are created.

8.3 Further Acts. Consultant will take such action (including, but not limited to, the execution, acknowledgment, delivery, and assistance in preparation of document or the giving of testimony) as may be requested by Centralia School District to

evidence, transfer, vest, or confirm Centralia School District 's right, title and interest in the Proprietary Materials.

8.4 Limitation. Notwithstanding any other provision of this Agreement to the contrary, this Section 8 will not obligate Consultant to assign or offer to assign to Centralia School District any of Consultant's rights in an invention for which no equipment, supplies, facilities, or trade secret information of Centralia School District was used and which was developed entirely, on Consultant's own time, unless the invention results from any work performed by Consultant for Centralia School District.

8.5 Use and Confidentiality. Except as required for Consultant's performance of the Services or as authorized in writing by Centralia School District, Consultant will not use, disclose, publish, or distribute any Proprietary Materials or remove any Proprietary Materials from Centralia School District premises. Consultant will hold all Proprietary Materials in trust for Centralia School District and will deliver them to Centralia School District upon request and in any event upon the expiration or termination of this Agreement. Upon termination of this Agreement, Consultant will delete all Proprietary Material from Consultant media.

Section 9. No Conflicting Obligations

9.1 Other Agreements. Consultant's execution, delivery, and performance of this Agreement will not violate any other employment, nondisclosure, confidentiality, consulting or other agreements or commitments to which Consultant is a party or by which Consultant may be bound.

9.2 Confidential Information. Consultant will maintain the confidentiality of any confidential or proprietary information provided to or obtained by Consultant in performing the Services under this Agreement. If Consultant as a result of the work Consultant is performing under this Agreement, obtains information that Centralia School District has in the past or is presently in violation of any federal, state or local law, regulation or order, Consultant shall have an affirmative obligation to promptly notify Centralia School District and shall not otherwise use or disclose such information except as provided herein.

9.3 Third-Party Confidential Information. Consultant will not use, in the performance of the Services or the creation of any Proprietary Materials, or disclosed to Centralia School District any confidential or proprietary information of any other person if such use or disclose would violate any obligation or duty that Consultant owes to such person. Consultant warrants and represents that Consultant's compliance with this Section 9.3 will not prohibit, restrict, or impair Consultant's performance of the Services and its other obligations and duties to Centralia School District.

Section 10. Indemnification.

Consultant will indemnify, defend and hold Centralia School District (and Centralia School District's agents and employees) harmless from all claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from any claim, action, or other proceeding (including any proceeding by any employees, agents or contractors) that is based upon (a) Consultant's breach of this agreement, (b) the conduct of Contractor's business, (c) any negligent act or omission of Consultant, or (d) the infringement or misappropriation or any foreign or United States patent, copyright, trade secret, or other proprietary right.

Section 11. Remedies and Applicable Law

The parties agree that damages may be inadequate to compensate for the unique losses to be suffered in the vent of a breach hereof, and that the damaged party will be entitled, in

addition to any other remedy it may have under this Agreement or at law, to seek and obtain injunctive and other equitable relief, including specific performance of the terms of this Agreement without the necessity of posting bond. This Agreement will be governed in all respects by, and construed and enforced in accordance with, the laws of the State of Washington, without regard to any rules governing conflicts of laws.

Section 12. Assignment

Consultant may not assign this Agreement, in whole or in part, without Centralia School District's prior written consent. All the terms and provisions of this Agreement will be binding upon and inure to the benefit of and be enforced by the parties hereto and their respective successors and permitted assigns.

Section 13. Entire Agreement, Interpretation and Changes

This Agreement constitutes the entire agreement between the parties with respect to the subject matter described herein and all prior or contemporaneous oral or written communications, understandings, or agreements between Consultant and Centralia School District with respect to such subject matters are hereby superseded in their entirety. In the event of any inconsistency between the terms of the main body of this Agreement and the terms of the Scope and Deliverables attached as Exhibit A, then the terms of the main body of this Agreement shall take precedence over the terms of Exhibit A. Any changes, amendments, or modifications to this Agreement and/or Exhibit A shall not be binding on the parties unless mutually agreed to by the parties in writing. In any such changes, amendments, or modifications cause an increase or decrease in the cost or time required to complete the Services, mutually agreed adjustments shall be made in the contract price and/or the period of service described in Exhibit A.

Section 14. Access to Books and Records

During the term of this Agreement and for a period of four years after the termination hereof, Consultant shall grant access to the following documents to the Secretary of the U.S. Department of Education and/or the Secretary of the Department of Health and Human Services ("Secretary"), the U.S. Comptroller-General and their authorized representatives: this Agreement, and all books, documents, paper and records necessary to verify the nature and costs of services provided hereunder. If Consultant carries out the duties of this Agreement through a subcontract worth $10,000 or more over a 12-month period with a related organization, this subcontract shall also contain a clause permitting access by the Secretary, Comptroller-General and their authorized representatives to the related organization's books, documents and records.

Section 15. Severability

If any provision of this Agreement is held invalid, illegal or unenforceable in any jurisdiction, for any reason, then, to the fullest extent permitted by law (a) all other provisions hereof will remain in force and effect in such jurisdiction and will be liberally construed in order to carry out the intent of the parties hereto as nearly as may be possible, (b) such invalidity, illegality, or unenforceability will not affect the validity, legality, or enforceability of any other provision hereof, and (c) any court having jurisdiction thereover will have the power to reform such provision to the extent necessary for such provision to be enforceable under applicable law.

Section 16. Suspension and Debarment:

Non-federal entities are prohibited by Federal Executive Orders 12549 and 12689 from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of $25,000 and non-procurement transactions such as grants or cooperative agreements. By signing this contract,

current contractor certifies that the contracting organization and its principals are not suspended or debarred, proposed for disbarment, declared ineligible, or voluntarily excluded by any federal agency from federal procurement and non-procurement programs.

Section 17. Confidentiality of Education and Patient Records

Consultant agrees to hold all individually identifiable education records or patient health information ("Protected Health Information") that may be shared, transferred, transmitted, or otherwise obtained pursuant to this agreement strictly confidential, and provide all reasonable protections to prevent the unauthorized disclosure of such information, including, but not limited to the protection afforded by applicable by applicable federal, state and local laws and/or regulations regarding the security and the confidentiality of education records or patient health care information including, but not limited to, and regulations, standards, or rules promulgated pursuant to the authority of the Secretary of Education under federal Family Educational and Privacy Rights Act of 1974 (FERPA) or any regulations, standards, or rules promulgated pursuant to the authority of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Specifically, Consultant agrees as follows: (1) to maintain safeguards as necessary to ensure that education records or the Protected Health Information is not used or disclosed except as provided herein; (2) to ensure that any subcontracts or agents to whom it provides education records or Protected Health Information receive from the covered entity will agree to the same restrictions and conditions that apply with respect to such information; (3) to make available respective internal practices, books and records relating to the use and disclosure of education records Protected Health Information received from others to the Departments of Education or Health and Human Services or it agents; (4) to incorporate any amendments or corrections to education records or Protected Health Information when notified by the other that the information is accurate or incomplete; (5) to return or destroy all education records or Protected Health Information received from the other that it still maintains in any form and not to retain any such education records or Protected Health Information in any form upon termination of this Agreement; (6) to ensure applicable policies are in place for providing access to education records or Protected Health Information to the subject of that information; and (7) to report to the other any use or disclosure of education records or Protected Health Information which is not provided for in the Agreement. If at any time after the effective date of this Agreement it is determined that Consultant is in breach of this Section, Centralia School District, in its sole discretion, may immediately terminate this Agreement.

CONSULTANT: Margaret DePuye-Phillips
108 Wallewein Road
Sunburst, MT 59482

By: __Margaret DePuye-Phillips_____

Signature: _____

Date: _____

Centralia School District
2320 Borst Avenue
Centralia, WA 98531

By: District Representative

_____

Signature: _____

Its: _____

Date: _____

SCOPE AND DELIVERABLES ATTACHED AS EXHIBIT A

Consultant shall provide the following rehabilitation services to Centralia School District at corresponding fees:

Language Coach Specialist	Regular rate : $60 / Hour
(Prep, Progress/IEP reports, IEP and Team meetings, consultation with staff)	
Educational Assessment	$75 / Hour
(Student assessment, reevaluation reports, and deaf/HH training/prep for staff)	

Length of Assignment:	2025-2026 School Year
Primary Unit/Department for Assignment:	Special Education
Hours:	Not to exceed 250 hours for the contracted year

Payments will be mailed directly to Contractor's address as mentioned in this Agreement.

In case of school closure due to inclement weather, Consultant will follow the district calendar/schedule for make up days. School closures will be posted on school websites.

Services will be designed and implemented in coordination with the Director. The Director will be notified with as much advance notice as possible, if changes should occur (i.e. illness, vacation, other scheduled events Centralia School District which would conflict with Consultant).

Appropriate documentation will be completed prior to leaving Centralia School District.

The following documentation must be available to Centralia School District by Consultant upon request:

A. Proof of current licensure and appropriate certification in the State of Washington (presented to Centralia School District upon signing contract).
B. Proof of a minimum of one (1) year's experience (including agency experience) within 3 years of assignment to Centralia School District.
C. Proof of compliance with applicable immigration laws and maintenance of current I-9 documentation.
D. Proof of fingerprinting and background check, cost to be covered by Consultant.
E. Proof of liability insurance.

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Contract for services between 3Chords Inc and TherapyTravelers LLC collectively DBA Epic Special Education Staffing and Centralia School District.

BACKGROUND:
Epic Special Education Staffing is a contracting agency which provides staff to school districts when a qualified candidate is not able to be directly hired.

RATIONALE:
Centralia School District was not able to find direct hires and therefore Epic Special Education Staffing, as one of several staff agencies, found qualified and suitable candidates for the position of Speech Language Pathologist (SLP).

FISCAL IMPACT:
$140,000 (based on anticipated hours and number of current students)

BUDGET SOURCE:
2100- State Special Education

DATA SOURCES:
Individual student evaluations and agreed upon IEP needs.

SUBMITTED BY:
Tammie Jensen-Tabor

RECOMMENDED ACTION:
Board approval

Master Service Agreement

This Staffing Service Agreement ("Agreement") is entered into as of the 16th day of April 2025 (the "Effective Date"), by and between 3Chords Inc and TherapyTravelers LLC collectively DBA Epic Special Education Staffing (each, a "Company Party" and, together, "Epic Special Education Staffing", herein referred to as ESES), and Centralia School District (the "Client"). The Agreement supersedes all other agreements and or contracts in place between the Client and Company Party. Client acknowledges the representative who signs any contract with ESES on behalf of the Client has full signing authority and by doing so, this Agreement and each Staffing Confirmation Agreement (in the form attached hereto as Exhibit A) shall be binding.

1. **Services and Staffing Confirmation (Exhibit A)**

(a) Subject to availability, ESES will provide the services of one or more SpecialEducation Professional Associates (each an "Associate") on request from the Client on an as needed and as available basis (the "Services"). ESES will promptly reply to each such request and indicate whether it has an Associate available to provide the requested Services. If ESES elects to provide requested Services from Client, a confirmation and detailed terms of the assignment will be provided to the Client in a "Staffing Confirmation Agreement" in substantially the form attached hereto as Exhibit A (one form per assigned Associate). Each such Staffing Confirmation Agreement shall designate the Company Party with rights and obligations under this Agreement and under the Staffing Confirmation Agreement in connection with the applicable Services, and Client expressly acknowledges and agrees that the other Company Party shall have no such rights or obligations in connection with such Services.

(b) Each Staffing Confirmation Agreement entered into or to be entered into in connection with this Agreement is hereby incorporated herein by reference as if fully set forth in this Agreement. If there is a conflict between the terms of this Agreement and a Staffing Confirmation Agreement, the terms of this Agreement shall prevail. The Client acknowledges that by acceptance of this Agreement, no further contract is required per individual contractor, regardless of the specific details of the assignment, hours, rate, etc. Electronic timekeeping will be provided to the Client on a weekly basis. ESES will use commercially reasonable efforts to obtain signed timecards from Client however, signed timecards are not required for approval to process and bill. By signing this Agreement, Client acknowledges that all hours worked by the contractor will be billed to Client's district to be paid in full in accordance with the agreed upon payment terms, regardless of approval of the timecard submitted If the Client fails to pay any invoice when due, the Client agrees to pay all of ESES' costs of collection, including reasonable attorney's fees, whether or not legal action is initiated.. A rejected timecard will be subject for review by ESES, Associate, and Client.

(c) The Client acknowledges and agrees that any claim related to the Services provided hereunder must be reported in writing to ESES by the earlier of (1) ninety (90) days after the claim arises, or (2) thirty (30) days after termination of the Associate's assignment pursuant to the Staffing Confirmation Agreement. ESES will not be responsible for, and the Client hereby waives the right to assert any claims not reported in accordance with the foregoing.

2. **Associates**

(a) ESES will refer qualified candidates without regard to race, sex, color, religion, national origin, marital status, veteran status, non-job-related medical condition, or any other statutorily protected category. The Client shall have the right of refusal regarding the Associate assigned by ESES, consistent with the other terms of this Agreement, but agrees that no refusal will be made on account of race, gender, color, religion, national origin, marital status, veteran status, or any other statutorily protected category. The Client understands and agrees that any Associate assigned to the Client by ESES, pursuant to this Agreement, shall perform all Services as an independent contractor to the Client and not as an employee, agent, partner, or ventureparticipant of the Client.

(b) Associates shall perform Services at the work site of the Client or remotely and during the normal work hours of the Client. The Client will provide, at no cost to ESES, working space facilities, and related services and supplies necessary to support each Associate engaged by the Client. Associates will work under the supervision and direction of the Client. The Client will notify ESES if any supplies/materials WILL NOT be included and covered by the Client in day-to-day hours worked.

(c) The Client acknowledges that ESES typically checks Associates' references only by posing specific questions to certain past employers regarding skills and work history before placing an Associate on assignment. ESES typically conducts a limited background check but does not engage in any additional verification process (e.g., ESES does not screen for drug use, administer a medical exam, or conduct credit checks). Should the Client have additional compliance needs, Client is required to provide a written request with clear instructions at the time of requesting Services. ESES shall not be liable for any losses, damages, liabilities, costs or expenses, including attorneys' fees and other legal expenses, arising directly or indirectly from failure to obtain additional compliance verification, except where ESES has agreed in writing to obtain such verification.

(d) The Client is responsible for supervising the assigned Associates(s). The Client will not permit or require an Associate: (1) to perform Services outside of the scope of his or her assignment (2) to sign contracts on behalf of the Client, (3) to make any management decisions, (4) to sign, endorse, wire, transport or otherwise convey cash, securities, checks or any negotiable instruments or valuables, (5) to operate machinery (other than office machines) or automotive equipment, (6) to perform Services remotely (on premises other than the Client's premises), or (7) to use computers or other electronic devices, software or network equipment owned or licensed by the Associate.

(e) The Client agrees to provide safe working conditions and will orient all ESES employees at the start of any work engagement to the policies of the district including safety, hazard and emergency. If

any assignment under this Agreement is for work to beperformed under a government contract or subcontract, the Client will notify ESES immediately: (1) of any obligations in the government contract or subcontract relating to wages, and (2) if ESES is legally required to initiate E Verify verification procedures for any Associate. ESES reserves the right to re-assign any assigned Associate. The Client further agrees that it is fully responsible for, and that ESES will not be responsible for any injuries, claims, damages, or losses that may result from the Client's failure to comply with the foregoing.

(f) Assigned Associates will execute any confidentiality agreement that the Client may reasonably require. The Client is responsible for obtaining the assigned Associate's signature. The Client agrees to hold in confidence the identity of any assigned Associate and the assigned Associate's resume, social security number and other legally protected personal information, and further agrees to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use modification or disclosure.

3. **Compensation and Payment Terms**

(a) The Client shall pay ESES an agreed hourly bill rate for each hour worked by an Associate as set forth in the applicable Staffing Confirmation Agreement, which will also specify the duration and location of the assignment. Overtime and Holiday hours worked will be billed at least 1.5 times the normal hourly bill rate, and in a greater amount if required by applicable State or local law. Holidays in consideration will be listed on the Staffing Confirmation Agreement. Overtime hours will be determined in accordance with applicable Federal, state, and local laws. Federal law defines overtime as hours more than 40 hours per week, and state laws vary. If state law requires double time pay, the double time hours will be billed at 2.0 times the normal hourly bill rate.

(b) ESES may increase its rates for the Services provided under this Agreement to reflect increases in its costs of doing business, including costs associated with higher wages for workers and/or related tax, benefit, and other costs. ESES will provide written or verbal notice of any increase in its rates for the Services, which shall be prospective only, which notice shall specify the proposed effective date of the increase.

(c) In the event the Client's school or school system is physically closed (i.e., physical closures due to inclement weather, public health emergencies), but continues operating or providing educational instruction virtually or through online services to students ("Remote Learning Days") or days on which the school or school system is otherwise closed to students ("Closure"), the Clinician will reach out to their designated district contact, provide an outline of responsibilities to complete that day, and must obtain prior approval for contracted work hours to be completed and billable. The Client has the right to deny or approve. If the Client approves the work from home hours, the Clinician may work up to the number of hours they are regularly scheduled and contracted for that day.

Remittance address: Epic Special Education Staffing
PO Box 840053
Los Angeles, CA 90084

4. **Client Hiring of Associates and Conversion Fees**

(a) If the Client, after evaluating the performance and potential of an Associate on the job, desires to employ the Associate directly, the Client agrees to abide by certain restrictions and to pay any applicable "Conversion Fee" as provided herein below. The Conversion Fee, if applicable, is payable if the Client hires an assigned Associate, regardless of the employment classification on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve (12) months after the last day of such Associate's assignment hereunder. The Client acknowledges that a Conversion Fee, if applicable, is also payable if the assigned Associate is hired by a subsidiary or other related company or business of the Client.

(b) The Conversion Fee will be negotiated in good faith on a case-by-case basis depending on discipline and the hours completed with the Client. For an Associate to be hired as the Client's employee, the Client must have a zero balance on all outstanding invoices. The foregoing hiring restriction and Conversion Fee obligations shall survive until one (1) year after the last date of service by the subject Associate at the Client's facility. ESES agrees to waive its right to a Conversion Fee after an Associate has completed 1,350+ contracted hours with Client.

(c) The Client shall provide ESES with thirty (30) days prior written notice of its intention to offer employment to any Associate and shall immediately confirm in writing when it has extended the offer (in writing, verbally or otherwise), and when the ESES Associate accepts the offer (in writing, verbally, or otherwise). ESES will bill Client for the Conversion Fee. Conversion payment must be paid in full and have no outstanding balances prior to the Associate's scheduled first day as a district hire.

(d) Commencing on the first day that the Client includes on its payroll any Associate formerly referred to Client by ESES, that Associate immediately ceases to be an independent contractor with respect to Client, ESES is no longer the Associate's employer, and is in no way liable in any way for that person's actions or omissions, tax deductions, workers' compensation insurance, unemployment compensation taxes or any other legally required taxes and withholdings.

5. **Direct Hire Fees**

(a) Should the Client wish to use ESES as a headhunter for permanent assignments, a "Contingency Direct Hire Fee" equal to thirty five percent (35%) of the candidate's annual salary will become payable to ESES when an offer, verbal or otherwise, is made by the Client and accepted by the candidate. Payment is due in full within thirty (30) days of invoice.

(b) **Replacement Policy:** If the candidate placed with Client voluntarily terminates his/her employment or is terminated for cause within sixty (60) days from the candidate's start date, ESES will offer a replacement courtesy for that candidate. ESES does not guarantee a replacement will be provided as it is contingent on candidate availability. However, the replacement policy is contingent upon full payment of the direct hire fee by Client within thirty (30) days of invoice.

6. **Right To Counsel: Coaching and Dismissals**

In instances of unsatisfactory performance of duties by an Associate, the Client agrees to make a good faith effort to rectify the issue, including a notice, in writing, to ESES outlining the issue at hand so that the Associate may modify behavior through counsel and coaching by ESES staff. Should the issue not be resolved within a reasonable amount of time, the Client may request that the Associate be removed from the assignment. ESES will make every effort possible to comply with the Client's request as quickly as possible. Client agrees to honor the terms of this Agreement and pay invoices for hours performed by any Associate up to the time of dismissal from the Client's assignment.

7. **Cancellations**

Client must provide twenty (20) in-session school days (business working days) written notice of cancellation to ESES. A cancellation fee equal to the scheduled hours for any shift cancelled is payable to ESES for all cancellations made with notice less than twenty (20) in-session school days (i.e. Associate business working days). For assignments ESES must be granted at least forty (40) hours per week of work (unless the Client's full time business schedule is only thirty-five (35) hours per week, or (37.5) thirty-seven and a half hours per week). If an Associate's travel staffing assignment ends prematurely, the Client agrees to pay to ESES, upon presenting an invoice, all remaining housing costs for the Associate, including apartment and furniture leasing costs, until the expiration of the applicable lease(s).

8. **Contract Termination**

This Agreement remains in effect until terminated by either Party. This Agreement shall be terminable by either Party upon thirty (30) days prior written notice. Termination of this Agreement will also result in the termination of each Staffing Confirmation Agreement between ESES and the Client. In addition, each Staffing Confirmation Agreement shall be subject to immediate termination if ESES reasonably determines that the assigned Associate's professional license or code of ethics has been compromised.

9. **Notices**

For the purposes of this Agreement, notice shall be effective to the Parties at the following addresses:

Client:	Centralia School District 2320 Borst Avenue Centralia, WA 98531
ESES:	Epic Special Education Staffing 2041 Rosecrans Avenue Suite 245 El Segundo, CA 90245

10. **Insurance, Indemnification and Limitation of Liability**

(a) ESES shall maintain and provide to the Client, upon written request, proof of any assigned Associate's valid professional license, if applicable, and proof of Worker's Compensation Insurance (which will be maintained per statutory requirements). Additionally, ESES shall procure and maintain insurance and upon written request, shall provide the Client with Certificates of such insurance covering the following risks:

- Professional Liability - $5,000,000 per Occurrence, $5,000,000 Aggregate
- General Liability - $5,000,000 per Occurrence, $5,000,000 Aggregate

(b) To the extent permitted by law, ESES will defend, indemnify, and hold the Client and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by ESES' breach of this Agreement; its failure to discharge its duties and responsibilities set forth herein or in a Staffing Confirmation Agreement; or the negligence, gross negligence, or willful misconduct of ESES or its officers, employees, or authorized agents in the discharge ofthose duties and responsibilities.

(c) To the extent permitted by law, the Client will defend, indemnify, and hold ESES and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by the Client's breach of this Agreement; its failure to discharge its duties and responsibilities set forth herein or in a Staffing Confirmation Agreement; or the negligence, gross negligence, or willful misconduct or unlawful act of the Client or its officers, employees, or authorized agents in the discharge of those duties and responsibilities.

(d) Circumstances may arise where, because of a default on the part of ESES, the Client is entitled to recover damages from ESES. Regardless of the basis on which the Client is entitled to claim damages from ESES (including fundamental breach, negligence, misrepresentation, or other contract or tort claim) ESES' liability, if any, will (in the aggregate for all claims, causes of action, or damages) be limited to any actual direct damages up to an amount equal to the fees actually paid to ESES for the Services that are the subject of the claim.

11. **Miscellaneous**

(a) **Entire Agreement.** This Agreement contains the complete agreement between the Parties with respect to the subject matter thereof and may not be modified except by written agreement signed by both Parties. This Agreement supersedes all previous written or oral agreements between the Parties.

(b) **Assignment.** This Agreement may not be assigned by either Party without the written consent of the other Party. Consent for one assignment does not waive the consent requirement for any subsequent assignment, but, subject to the foregoing limitation, will inure to the benefit of and be binding on the successors and assigns of the respective Parties.

(c) **Arbitration.** Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation, or validity thereof, including the determination of the scope or applicability of this Agreement to arbitrate, shall be determined by arbitration in Los Angeles, California before one arbitrator. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures and in accordance with the Expedited Procedures in those Rules. Judgment on the Award may be entered in any court having jurisdiction. This clause shall not preclude Parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. In any arbitration arising out of or related to this Agreement, the arbitrator is not empowered to award punitive or exemplary damages, except where permitted by statute, and the Parties waive any right to recover any such damages. In any arbitration arising out of or related to this Agreement, the arbitrator may not award any incidental, indirect or consequential damages, including damages for lost profits.

In the event of any arbitration or other action arising out of or related to this Agreement, or a Staffing Confirmation Agreement, the prevailing Party in such arbitration or other action shall be entitled to receive an award of all costs and expenses of such arbitration or other action, including reasonable attorneys' fees and costs, and all other expenses in connection therewith, in addition to any other award or remedy provided in such arbitration or action, and the same shall be included in the award and any judgment.

The venue for all actions, including arbitration, arising out of this Agreement, shall be in Los Angeles, California unless otherwise agreed by the Parties in writing.

(d) **Governing Law**. The validity and interpretation of any terms or provisions of this Agreement of the rights and duties of the Parties hereunder shall be governed and construed in accordance with the laws of the State of California, exclusive of conflict or choice of law rules.

(e) **Severability.** The Parties agree that each of the provisions included in this Agreement is separate, distinct, and severable from the other and remaining provisions of the Agreement; and that the invalidity or unenforceability of any Agreement provision shall not affect the validity or enforceability of any other provision or provisions of this Agreement.

(f) **Authority.** The Client signatory, herein below, specifically warrants that such individual has the capacity and authority to represent, contract on behalf of and bid the Client with respect to the obligations, rights, and duties contained herein.

(g) **Suspension and Debarment.** Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed from debarment, declared ineligible, or voluntarily excluded by any Federal department or agency doing business with the Federal Government.

Notwithstanding any provisions in this Agreement to the contrary, the parties hereto agree that (i) non-solicitation and no-hire obligations in this Agreement, if any, shall not apply within the State of Minnesota; and (b) conversion or permanent hire fees in this Agreement, if any, shall not apply within the State of New York.

[*Signature Pages Follow*]

IN WITNESS WHEREOF, the Parties have executed and delivered this Agreement as of the Effective Date.

"Epic Special Education Staffing"

TherapyTravelers LLC

By:_____

Carol Cheney, President

3Chords Inc.

By:_____

Carol Cheney, President

"Client"
Centralia School District

By:_____

Name, Title: _____



Staffing Confirmation Agreement

This Staffing Confirmation Agreement ("Agreement - Exhibit A") is entered into on (date) by and between 3Chords Inc and TherapyTravelers LLC collectively DBA Epic Special Education Staffing and (Client) collectively referred to herein as "the Parties." **The Parties agree to the below:**

Therapist Name:		Assignment Dates:
District Name and Address:		Schedule:
District Telephone Number:		Hours Per Week:
District Department Director Name:		Estimated Caseload:
Billing Address:		Approved Time Off:
Billing Telephone Number:		Bill Rate:
Billing Contact Info:		Overtime/Holiday Rate:
Billing Email Address:		*Mileage Reimbursement:
Timesheet Approver Email Address and Name:		First Day Details:

Supervision/Materials and Equipment: Client will provide appropriate supervision, materials and equipment to therapist.

Mileage Reimbursement: billed and reimbursed at IRS rate. Applicable when Contractor commutes to more than 1 working location per day.

Cancellation of Services: A minimum 20 working day written notice must be given to Epic Special Education Staffing directly for cancellation or early termination of contract.

Payment Terms: Payment is due in full within thirty (30) days of invoice. Failure to pay will result in Client being responsible for all collections costs, including, but not limited to, attorney's fees and costs.

All time over 40 hours in a work week will be paid at time and one half (1.5) (CA – anything over 8 hours in a day will be paid at time and one half (1.5))

Conversion Terms: Client acknowledges the Therapist named herein is an employee of Epic Special Education Staffing and that any hiring or employment scenario - permanent hire, interim, contract or otherwise - within 12 months of this placement, will be arranged through Epic Special Education Staffing and Client agrees to pay a conversion fee negotiated in good faith on a case-by-case basis depending on discipline and the hours completed with the Client. Contract conversion terms available upon request.

Client acknowledges and agrees that this Staffing Confirmation Agreement contains the specific terms of the individual contractor's assignment for services in accordance with the terms of the Epic Special Education Staffing Master Services Agreement. If there is a conflict between the terms of this Staffing Confirmation Agreement and the Epic Special Education Staffing Master Services Agreement, the terms of the Epic Special Education Staffing Master Services Agreement shall prevail. Unless the Client provides written notice of any objection or correction needed within the earlier of (i) ten (10) business days. Upon receipt of this Staffing Confirmation Agreement from Epic Special Education Staffing, or (ii) five (5) business days prior to the start of such assignment, this Exhibit A shall be deemed accepted by the Client and be deemed a binding agreement in all respects.

EPIC SPECIAL EDUCATION STAFFING™

Staffing Confirmation Agreement

This Staffing Confirmation Agreement ("Agreement - Exhibit A") is entered into on the 21st of July 2025 by and between **3Chords Inc and TherapyTravelers LLC collectively DBA Epic Special Education Staffing** and Centralia School District collectively referred to herein as "the Parties." **The Parties agree to the below:**

Therapist Name:	Teresa Adele Griffith Schlee, SLP
Start Day & Date:	Monday, 8/25/2025
Time to Arrive:	8:30 AM
First Day Location:	813 Eshom Road (Centralia High School)
Report to Person:	TBD
School Assignment:	Elementary Location Note: We believe this will be Fords Prairie Elementary. Presuming there are now significant changes in the caseload, she would only be at this one location.
Weekly Work Schedule:	37.50 Hours per Week / Monday to Friday, 8:30 AM – 4:30 PM (w/ 30 mins unpaid lunch break)
Assignment Dates:	August 25, 2025 to June 12, 2026 Note: Billable Orientation/ Training: August 13th – Special Ed Staff "Retreat" all day training. We are hoping to get approval to also do this the day prior (8/12). There could be another date in August, but we are awaiting approval/confirmation on training dates. We typically have a "new special education staff orientation" that Teresa would be included in once scheduled. The week of 8/25 to 8/29 would be without students. We approve for the five days, but it would be up to Teresa's discretion if she needed to be here that much time. There could be staff meetings at her building to be part of, but I do not have that information at the moment. The end date is only subject to change if we have inclement weather make up days.
Approved Time Off:	Every other Friday Note: If Teresa can maintain compliance and still serve her full caseload, this is approved and ok with us. Just to confirm, this would not be billed time
Hours Per Week:	37.50 Hours per Week
Cancellation Notice:	20 working days
Bill Rate:	$100.00
Overtime/Holiday Rate:	$150.00
Mileage Reimbursement:	Billed at current IRS mileage reimbursement rate for all work-related activities

All time over 40 hours in a workweek will be paid at time and one half (1.5) (CA – anything over 8 hours in a day will be paid at time and one half (1.5)

EPIC SPECIAL EDUCATION STAFFING™

District Name and Address:	Centralia School District 2320 BORST AVE, CENTRALIA, WA USA
District Telephone Number:	(360) 330-7600
District Department Director Name:	Tammie Jensen-Tabor
Estimated Caseload:	Elementary (grades K-6). Maximum caseload of 60 students.
Timesheet Approver Email Address and Name:	jstray@centralia.wednet.edu Jillian Stray

Billing Info:

Billing Address:	2320 Borst Avenue, Centralia, WA, 98531
Billing Telephone Number:	360-330-7600
Billing Contact Info:	Trevor Blank
Billing Email Address:	accountspayable@centralia.wednet.edu and jstray@centralia.wednet.edu)

Supervision/Materials and Equipment: Client will provide appropriate supervision, materials and equipment to therapist.

Mileage Reimbursement: No mileage reimbursed.

Cancellation of Services: A minimum 20 business working days written notice must be given to Epic Special Education Staffing directly for cancellation or early termination of contract.
Payment Terms: Payment is due in full within thirty (30) days of invoice. Failure to pay will result in Client being responsible for all collections costs, including, but not limited to, attorney's fees and costs.
All time over 40 hours in a workweek will be paid at time and one half (1.5) (CA – anything over 8 hours in a day will be paid at time and one half (1.5)
Conversion Terms: Client acknowledges the Therapist named herein is an employee of Epic Special Education Staffing and that any hiring or employment scenario - permanent hire, interim, contract or otherwise - within 12 months of this placement, will be arranged through Epic Special Education Staffing and Client agrees to pay a conversion fee negotiated in good faith on a case-by-case basis depending on discipline and the hours completed with the Client. Contract conversion terms available upon request.

Electronic timekeeping will be provided to the Client on a weekly basis. ESES will use commercially reasonable efforts to obtain signed timecards from Client however, signed timecards are not required for approval to process and bill. By signing this Agreement, Client acknowledges that all hours worked by the contractor will be billed to Client's district to be paid in full in accordance with the agreed upon payment terms, regardless of approval of the timecard submitted. If the Client fails to pay any invoice when due, the Client agrees to pay all of ESES' costs of collection, including reasonable attorney's fees, whether or not legal action is initiated. A rejected timecard will be subject for review by ESES, Associate, and Client.

Client acknowledges and agrees that this Staffing Confirmation Agreement contains the specific terms of the individual contractor's assignment for services in accordance with the terms of the Epic Special Education Staffing Services Agreement. If there is a conflict between the terms of this Staffing Confirmation Agreement and the Epic Special Education Staffing Services Agreement, the terms of the Epic Special Education Staffing Services Agreement shall prevail. Unless the Client provides written notice of any objection or correction needed within the earlier of (i) ten (10) business days upon receipt of this Staffing Confirmation Agreement from Epic Special Education Staffing, or (ii) five (5) business days prior to the start of such assignment, this Exhibit A shall be deemed accepted by the Client and be deemed a binding agreement in all respects.

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Contract for services between LinkUp Teletherapy and Centralia School District.

BACKGROUND:
LinkUp Teletherapy is a contracting agency which provides staff to school districts when a qualified candidate is not able to be directly hired.

RATIONALE:
Centralia School District was not able to find direct hires and therefore LinkUp Teletherapy, as one of several staff agencies, found qualified and suitable candidates for the position of Speech Language Pathologist (SLP).

FISCAL IMPACT:
$126,000 (based on anticipated hours and number of current students)

BUDGET SOURCE:
2100- State Special Education

DATA SOURCES:
Individual student evaluations and agreed upon IEP needs.

SUBMITTED BY:
Tammie Jensen-Tabor

RECOMMENDED ACTION:
Board approval

LINKUP TELETHERAPY
virtual speech therapy services

SPEECH LANGUAGE PATHOLOGY AGREEMENT

This Speech Language Pathology Agreement (this "Agreement") is by and between CENTRALIA 401 School District ("CENTRALIA 401 ") and LinkUp Teletherapy, Inc. ("LinkUp") and effective on the Effective Date (defined below).

IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREIN, IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES HERE TO THAT:

CENTRALIA 401 agrees to employ LinkUp for the provision of speech-language services.Further, the obligations of LinkUp and CENTRALIA 401, respectively, are as follows:

1. LINKUP WILL:

A. Provide assigned therapists to perform Speech Language Therapy services through teletherapy in accordance with the individual education program (IEP) for each individual student and in conjunction with CENTRALIA 401 schools' staff members.

B. Provide the following services through the assigned therapist:
- Set up appropriate treatment plans and establish short and long-termgoals and objectives for inclusion on the IEP.
- Share information regularly with the Special Education Coordinator/Principal/school staff member who coordinates the educational program of identified students.
- Conduct sessions over Zoom through the LinkUp Teletherapy portal.
- Prepare clinical and progress notes for incorporation into the educational records of the students receiving therapy and provide these to the schools as requested.
- Attend virtually and case manage on student IEPs as requested by CENTRALIA 401.
- Provide services to students virtually whether they be attending classes in their school building or remotely from their home.

C. Conform to all applicable policies and procedures of CENTRALIA 401 schools and the applicable Washington regulatory statutes.

D. Submit monthly invoices for services performed under this Agreement, which will be billed as set forth in Section 6.

E. Not attempt to collect compensation for therapy services from a student, family, or any governmental, private, or public agency other than

CENTRALIA 401 during the period of this Agreement.

F. Provide assigned therapists that meet the certification and qualification requirements for Speech Language Pathologist.

G. Complete a Communication Plan focused on informing and educating parents on the benefit of virtual Speech Therapy prior to the beginning of services with LinkUp as directed by the Special Education Coordinator/ Principal/school staff member who coordinates the educational program of students or by the CENTRALIA 401 Superintendent.

H. Submit a monthly student service log to CENTRALIA 401.

2. CENTRALIA 401 WILL:

A. Be responsible for payment of all fees for services rendered by LinkUp to students referred for speech language therapy.

B. Provide, at a minimum, two computer terminals with headphones available for speech therapy students at any given time.

C. Provide a paraprofessional that will be able to offer assistance if needed.

D. Provide overall supervision of all personnel providing service to the student to determine whether the IEP developed by the IEP Committee (or Admissions and Release) is being implemented properly.

E. Provide current IEP for all identified students.

3. All students who are to receive Speech Language Therapy services shall be accepted for admission by an IEP Committee with school consent prior to CENTRALIA 401 asking LinkUp to provide any service. LinkUp has no authority to admit students to Speech Language Therapy until such student has been admitted by an IEP Committee with school consent.

4. This Agreement shall be effective August 26, 2025 (the "Effective Date") beginning with IEP access, student scheduling, session prep with session start date on mutually agreed upon date to the end of the 2025-26 school year. LinkUp Teletherapy recognizes that services may be extended through the remainder of the school year should inclement weather (or other factors) extend school days beyond the current school calendar.

5. The provisions of the Agreement and the program of services carried out pursuant thereto may be reviewed and examined on or about March 1, 2026 to determine whether provisions of this Agreement shall be modified for future year.

6. LinkUp will bill $3382 weekly for the 2025-26 school year for caseload that has

been submitted to LinkUp for quote for services. This covers students for direct services and indirect time (IEP prep and attendance, caseload management, billing documentation, communication, etc.) related to this caseload. This is based on the 2025-26 school calendar. Services will not be billed for scheduled days off school (i.e. Holidays, scheduled days off).

- If the caseload exceeds 37.5 hours per week students additional hourly teletherapy will be billed at $90.18 per hour (Special Education Director would be notified and approve prior to billing any extra hours)
- Quote is based on student therapy being delivered in groups of 2 or individually if designated by IEP
- LinkUp will bill CENTRALIA 401 by standard invoice once per month. CENTRALIA 401 will be invoiced at the end of the month for payment to be made within 5 business days.
- Billing will begin the week before sessions start to allow therapist time for scheduling, IEP review, and prepping for sessions.
- If assigned SLP is unable to provide scheduled service (due to illness, time off) a substitute SLP will be provided by LinkUp according to staff availability or assigned SLP will make up missed services on alternative date (at no extra charge)
- Students will be seen virtually from the school buildings or remotely from their homes in the case of remote learning (or a hybrid plan that includes both)
- One time renewing district set up/technology fee of $500 is waived as a courtesy -LinkUp staff will set up all students in LinkUp system, virtually perform tech recheck and train/check in with staff that will be assisting students

7. Each party represents and warrants to the other party that: (a) it has the full right, power, and authority to enter into this Agreement and to perform its obligations hereunder; (b) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized; and (c) when executed and delivered by such party, this Agreement will constitute the legal, valid, and binding obligation of such party, enforceable against such party in accordance with its terms.

8. EXCEPT FOR ANY GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, INNO EVENT SHALL LINKUP OR ITS DIRECTORS, OFFICERS, EMPLOYEESOR REPRESENTATIVES BE LIABLE FOR ANY SPECIAL, RELIANCE, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, ECONOMIC, INCIDENTAL OR INDIRECT DAMAGES, FOR LOSS OF PROFITS OR INCOME, LOSS OFUSE OR LOSS OF TIME, WHETHER IN CONTRACT, TORT, OR OTHERWISE RESULTING FROM ITS PERFORMANCE, NONPERFORMANCE OR DELAY IN PERFORMANCE OF ITS OBLIGATIONS UNDER THIS AGREEMENT WHETHER OR NOT IT OR THEY HAD NOTICE OF THE POSSIBILITY OF SUCH DAMAGESOCCURRING.

LINKUP'S AGGREGATE LIABILITY TO CENTRALIA 401, OR ANY OF ITS AFFILIATES, IN CONNECTION WITH OR ARISING FROM THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT OF FEES CENTRALIA 401 PAID TO LINKUP IN THE IMMEDIATELY PRECEDING 12 MONTHS FOR SERVICES UNDER THIS AGREEMENT, REGARDLESS OF THE THEORY UPON WHICH SUCH LIABILITY IS BASED, WHETHER IN CONTRACT, TORT, EQUITY OR OTHERWISE.

9. During the Term of this Agreement and for a period of 1 year thereafter, CENTRALIA 401 shall not, directly, or indirectly, in any manner solicit or induce for employment any therapist assigned by LinkUp who performed any work under this Agreement. A general advertisement or notice of a job listing or opening or other similar general publication of a job search or availability to fill employment positions, including on the internet, shall not be construed as a solicitation or inducement for the purposes of this Agreement, and the hiring of any employee or independent contractor who freely responds thereto shall not be a breach of this Agreement.

10. This agreement shall be construed and enforceable in accordance with the laws of the State of Missouri, without regard to its conflict of law provisions. Any action to enforce the terms of this Agreement may be filed in the state or federal courts of Missouri.

11. Failure to insist upon strict compliance with this Agreement shall not be deemed awaiver of any term or condition unless signed by both parties in writing.

12. This Agreement contains the entire agreement between the parties concerning the subject matter contained herein and there are no other terms, covenants, obligations,

or representations, oral or written, of any kind whatsoever. Any modification, addition or alteration of this Agreement must be in writing and signed by both parties.

13. This Agreement may not be assigned or transferred without prior written consent of both parties and such consent shall not be unreasonably withheld, conditioned ordelayed.

14. Upon expiration or termination of this Agreement, those rights and obligations that by their nature are intended to survive such expiration or termination will survive, including but not limited to, provisions addressing payment, and limitation liability.

15. This Agreement may be signed in counterpart or duplicate copies, and any signed counterpart or duplicate copy shall be equivalent to a signed original for all purposes.

LINKUP TELETHERAPY
virtual speech therapy services

[Remainder of page intentionally left blank; signature page to follow]

LINKUP TELETHERAPY
virtual speech therapy services

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

_____ _____

Tammie Jensen-Tabor
Executive Director of Special Education
CENTRALIA 401

Date

13/05/25

_____

Janet Kickham (May 13, 2025 09:48 CDT)

Date

Janet Kickham
Chief School Liason
LinkUp Teletherapy

Special Services Department

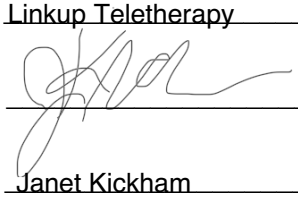
Contracted Services and Providers

Debarment and Suspension Acknowledgement

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed from debarment, declared ineligible, or voluntarily excluded by any Federal department or agency doing business with the Federal Government.

The agency signature below certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

Agency Name: Linkup Teletherapy

Signature: 

Printed Name: Janet Kickham

Title: Co-Founder

Date: 05/12/25

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Service agreement between Capital Region ESD 113 and Centralia School District.

BACKGROUND:
Capital Regions ESD 113 has a school for students with significant emotional/behavioral disabilities called Olympic Academy.

RATIONALE:
Centralia School District has nine students enrolled with Individualized Education Plans (IEP) that require a program for students with significant behavioral support needs. This type of programming is not available in the school district and, therefore, we must look outside of the district in order to honor the services required through the IEP.

FISCAL IMPACT:
$1,205,000 (based on individual tuition rates)

BUDGET SOURCE:
2100- State Special Education

DATA SOURCES:
Individual student evaluations, agreed upon IEP needs, and a review of programs in our area that is appropriate for these students.

SUBMITTED BY:
Tammie Jensen-Tabor

RECOMMENDED ACTION:
Board approval

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Contract #	***6105-IA-0003708***
Title	***Centralia SD & Olympic Academy 2025-26***

Contract for services provided by ESD 113 dated this 27 day of June, 2025 between:

EDUCATIONAL SERVICE DISTRICT 113 (ESD 113)
6005 Tyee Drive SW · Tumwater, WA 98512
AND
CENTRALIA SCHOOL DISTRICT (DISTRICT)
PO Box 610 · Centralia, WA 98531-0610

In consideration of the promises and conditions contained herein, ESD 113 and District do mutually agree as follows:

I. PURPOSE

The purpose of this Agreement for ESD 113 is to provide district enrolled student(s) educational services through the Olympic Academy. Olympic Academy is a program operated by the ESD 113 designed to address the academic and behavioral needs of students with severe maladaptive behaviors.

- Olympic Academy is operated at 151 NE Hampe Way, Chehalis, WA 98532

The goal of Olympic Academy is to transition every student that we receive back to their home district. This is accomplished through consistent and honest feedback and opportunities to practice positive behaviors in a school environment. The provision of educational, instructional, or specialized services in accordance with this Agreement will improve student learning or achievement.

II. RESPONSIBILITIES OF ESD 113 (ESD 113)

In accordance with this Agreement, ESD 113 shall:

1) Create and oversee operation of Olympic Academy, a program for students with severe maladaptive behaviors.
2) Provide academic services and behavioral support to enrolled District students as identified in the students' IEP's.
3) Ensure that Olympic Academy staff are appropriately trained to work with students who become enrolled in the Olympic Academy.
4) Review each admitted student for appropriateness of placement by 90 school days of enrollment.
5) Collaborate with the District to maintain compliance in support of the District's Safety Net applications for enrolled students.
6) Invoice the District in accordance with Section VII.
7) Inform districts of classes completed per semester along with a report of appropriate additions to students' transcripts.

III. RESPONSIBILITIES OF CENTRALIA SCHOOL DISTRICT (District)

In accordance with this Contract the District shall:

1) Acknowledge that by entering into this Agreement it is causing financial commitments by other parties, and therefore, agrees not to terminate prior to the expiration date without consent of ESD 113 except when such situations are beyond control of the District (e.g. student withdraw).
2) Have full responsibility for the students' evaluation(s), transcript, and participation and attendance in the IEP development and meetings.
3) Complete all state and federal reporting for District students. The District shall report the students on the District's P223 and P223H.

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4) Maintain all responsibilities as the resident district, including providing a free appropriate public education (FAPE). Extended school year services and assistive technology devices, as defined by the student's IEP, will be the responsibility of the District. Maintain transcripts of high school students and award diplomas when appropriate.
5) Ensure Olympic Academy receives all pertinent documents (e.g. IEP, evaluation, vaccination record, testing scores, transcripts, etc.).
6) Provide transportation of students to and from Olympic Academy and assume full responsibility for all costs associated with such transportation.
7) Pay ESD 113 in accordance with Section VII, the service cost required to support the District's student(s) for annual placement and services within Olympic Academy. If a student requires more intensive support or staffing beyond the basic Olympic Academy staffing (e.g. 2:1 assistant support, nursing services, specialty teacher services, etc.), the additional cost will be negotiated between Olympic Academy and the District. The additional cost will be described on Appendix A.

IV. GENERAL RESPONSIBILITIES OF THE PARTIES

ESD 113 and the District shall:

1) Conduct background checks on any officials, employees, volunteers or agents who may perform obligations under this Agreement and who may have contact with children in a public school or ESD 113 facility. No party/person who has plead guilty to, or been convicted of, a crime specified in RCW 28A.400.322 or WAC 170-06-0120 will be allowed to do work under this Agreement if they may have contact with children in a public school or ESD 113 facility. Failure to comply with this provision is grounds for immediate termination.
2) Comply with federal, state, and local laws in performing obligations under this Agreement, and any policies or regulations adopted by the Parties' boards of directors. ESD 113 or Olympic Academy operating policies will override home district policies when appropriate. If ESD 113 or Olympic Academy does not have a policy guiding action in a situation, administration will default to home district policy if it is available.
3) Obtain and maintain general liability coverage, including contractual liability coverage, and automobile coverage in an amount not less than $1,000,000 per occurrence. The Parties shall, upon request, provide each other suitable evidence of coverage required.
4) Obtain any licenses or permits that are required to perform their respective obligations under the Agreement.
5) Maintain books, records, documents, data and other materials compiled and related to the performance of obligations under this Agreement for the time period required under law or any applicable grant agreement. Both Parties agree to provide access to and copies of any such books, records, documents, data or other materials to the other party upon request.
6) Take all necessary steps to protect the confidentiality of educational records and shall not disclose such records or the information obtained from having access to such records without obtaining the consent of the other party and the parent of the student whom the record pertains to.

V. TERM OF THE CONTRACT

The term of the Agreement is one school year, from **SEPTEMBER 1, 2025,** through **JUNE 30, 2026**. Nonrenewal notification is due to ESD 113 by May 1, 2026.

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OLYMPIC ACADEMY
Capital Region ESD 113

1) **Renewal Term.** This Agreement shall automatically be renewed for an additional one-year term (the Renewal Term) unless either party to the Agreement notifies the other party in writing prior to May 1st that it is not renewing the Agreement. The party that fails to provide written notice before May 1st shall be required to pay damages in accordance with Section VI. Changes to services ESD 113 is obligated to provide or fees the District is obligated to pay shall be addressed as Amendments to this Agreement.

2) **Agreement Termination.** This Agreement may be terminated by mutual agreement by the Parties.

   Pursuant to Section II (4) of this Agreement, this Agreement may be terminated by ESD 113 with 30 calendar days written notice. When termination is initiated by the ESD 113, the ESD 113 shall work with the District to facilitate an orderly transition of the student back to the District or to another school district or non-public agency school, and will adjust any billing to the District to reflect prorated attendance by the student at issue.

3) **Damages Paid by the District for Services Provided by Certificated Employees.** If the District fails to notify ESD 113 that it is terminating this Agreement prior to the Renewal Term of May 1st and the Agreement is for services provided by ESD 113 employees who have a certificated contract with ESD 113, there will be material adverse financial consequences to ESD 113. The adverse financial consequences, or damages, will likely exceed the fee the District would have paid for the Renewal Term. If the District terminates the Agreement without giving notice prior to May 1st and ESD 113 has employed certificated staff to provide services under the Agreement, the District agrees to pay ESD 113 the amount owed for the Renewal Term as damages. The damages the District is agreeing to pay represent a reasonable reflection and estimate of the damages ESD 113 shall incur.

4) **Damages Paid by the District for Services Provided by Non-Certificated Employees.** If the District fails to notify ESD 113 that it is terminating this Agreement prior to the Renewal Term of May 1st and the Agreement is for services that are provided by ESD 113 employees who do not have a certificated contract with ESD 113, the damages ESD 113 shall incur may be less than the fee the District would have paid to receive the services for the Renewal Term. In that case, the District shall pay ESD 113 for damages ESD 113 incurs as a direct or indirect result of not being notified by May 1st that the District is terminating the Agreement.

5) **Damages Paid by ESD 113.** If ESD 113 fails to notify the District that it is terminating this Agreement prior to the Renewal Term of May 1st, ESD 113 shall pay the District the costs the District incurs up to 30 days to obtain the services ESD 113 was obligated to provide from a third party, but only to the extent the costs exceed what the District would have paid ESD 113 and the fees the District is paying the third party must be based on reasonable market rates.

6) **Payment.** The damages that are owed under this section shall be paid in full within thirty (30) days of receipt of an invoice. This requirement shall survive termination of the Agreement.

VI. PAYMENT PROVISIONS

1) For satisfactory performance of the work as set forth in the "RESPONSIBILITY OF ESD 113", District agrees to pay the ESD 113 the amount as indicated on Appendix A.
2) ESD 113 shall invoice the District monthly, September through June. Invoices shall be paid within thirty (30) days of receipt.

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OLYMPIC ACADEMY
Capital Region ESD 113

3) Monthly fees will be prorated for the start month only. The full rate for services through the end of the term will be paid without proration (**equal monthly invoice amounts September through June**). The prorated fees (for starting month) shall be calculated based on the number of days of student attendance divided by eighteen (18), the average attendance days in a month, multiplied by the appropriate services rate.

4) All personal property and assets acquired or received in connection with the obligations under this Agreement, including but not limited to equipment, materials, supplies and funds, shall be owned and retained by ESD 113, both during the term of this Agreement and after the Agreement is terminated, partially or completely. Real property shall not be acquired.

VII. SUSPENSION AND DEBARMENT

Per the requirements of Executive Order 12549, ESD 113 and the District certify that neither they, nor their officers, directors, general managers or persons having primary management or supervisory responsibilities, are on the Excluded Parties List Report (web address: http://www.sam.gov) and that they are not presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded for the award of contracts by any Federal governmental agency or department. ESD 113 and the District shall provide immediate written notice to each other if, at any time during the term of this Agreement, including any renewals hereof, they learn that this certification has become erroneous by reason of changed circumstances.

IX. INDEMNIFICATION

Both Parties agree to protect, defend, indemnify and hold the other party, and its directors, officers, agents and employees harmless from any and all claims and losses that are caused by the indemnifying party, or the indemnifying party's directors', officers', agents' or employees' negligent or malicious acts or omissions.

X. DISPUTES

Notice of potential disputes between the District and ESD 113 on the interpretation of the content of this Agreement or any appendices must be served in writing to the other party to this Agreement. There shall be an attempt to resolve the dispute, but if resolution is not possible, each party shall submit their position and supporting documentation to the ESD 113 Board of Directors, whose decision shall be final.

XI. VERBAL AGREEMENTS

This written agreement constitutes the mutual agreement of District and ESD 113 in whole. No alteration or variation of the terms of this agreement and no oral understandings or agreements not incorporated herein, shall be binding unless such amendments have been mutually agreed to in writing.

XII. APPLICABLE LAW

This agreement shall be governed by the laws of the State of Washington. Venue for any legal action shall be proper only in Thurston County, Washington.

District shall comply, where applicable, with the District Work Hours and Safety Standards Act and any other applicable federal and state statutes, rules and regulations.

This Agreement is entered into in accordance with the authority granted in the Interlocal Cooperation Act, RCW 39.34.030 and provisions that authorize educational service districts and school districts to contract with each other for services, specifically 28A.310.010, 28A.310.180, 28A.310.200, 28A.320.080 and 28A.320.035.

A separate legal entity is not being created. ESD 113 shall administer the joint undertaking described in the terms of this Agreement.

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OLYMPIC ACADEMY
Capital Region ESD 113

XIII. SIGNATURES

District and/or District's employee(s) or agent(s) signing this document certifies that he/she is the person duly qualified and authorized to bind the District so identified to the foregoing agreement, and under penalty of perjury certifies the federal identification number or social security number provided is correct.

SIGNATURES

In witness whereof, ESD 113 and the District certify that they have read, understand, and executed this entire agreement.

Dr. Flip Herndon Date 7/2/2025
ESD 113 Authorized Signor

Lisa Grant Date 7/2/2025
District's Signature

Original copy to be signed, returned to ESD 113, and approved by its designee prior to the commencement of services.

JM KS JP

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OLYMPIC ACADEMY
Capital Region ESD 113

PAYMENTS
The District or its designee determines that the services or goods provided by ESD 113 are satisfactory, provided that such determination shall be made within a reasonable time and not be unreasonably withheld.
Interim payments during the contract are allowed as specified. Any date specified herein for payment(s) shall be considered extended as necessary to process and deliver a warrant for the amount(s). Such extension will be not greater than thirty (30) days following completion of the service and receipt of an appropriate invoice, whichever occurs later.

INDEMNIFICATION
The District or its designee indemnifies and shall defend and hold ESD 113, its employees, agents and representatives, harmless from and against all third-party claims, actions, liens, suits or proceedings asserted against ESD 113 that are related to the District's obligations or performance under this Contract. The District shall timely reimburse ESD 113 for all costs, expenses, damages, losses, liabilities or obligations, including reasonable attorney's fees, incurred by ESD 113 as a result of such third-party claims, actions, liens, suits or proceedings.

CONTRACTOR'S SIGNATURE
District and/or District's employee(s) or agent(s) signing this document certifies that he/she is the person duly qualified and authorized to bind the District so identified to the foregoing agreement, and under penalty of perjury certifies the federal identification number or social security number provided is correct.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY
If federal funds are the basis for this agreement, ESD 113 certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or District.

OLYMPIC ACADEMY SOUTH PROGRAM MANAGER: Joshua Maerzke **PROGRAM ACCOUNT CODE:** 1250/1251

BILLING RESPONSIBILITY ☒ BUSINESS OFFICE (Contract will be billed exactly as written in section V. PAYMENT PROVISIONS)

BOARD NOTIFICATION If contract/consortium is over $50,000, summary sent to ESD Contracts Office. ☒ YES ☐ N/A

DISTRICT CONTACT: TAMMIE JENSEN-TABOR **EMAIL: TJENSEN-TABOR@CENTRALIA.WEDNET.EDU**

AUTHORIZED SIGNOR NAME: DR. LISA GRANT, SUPERINTENDENT **EMAIL: LGRANT@CENTRALIA.WEDNET.EDU**

CONTRACT OFFICE APPROVAL – In accordance with ESD 113 Contract Procedure 6105-P

ESD Contracts — Contract Office Approval
BT — Created by

Revised: August 18, 2024 (May 1, 2021) (September 1, 2019) (December 2014)

Docusign Envelope ID: BE57913E-A848-4FC1-A0BC-964A262654E3

OLYMPIC ACADEMY
Capital Region ESD 113

Appendix A

2025-2026 Interlocal Agreement
Student Tuition and Fees for Services

2025-26 Fee Schedule: **10 months of service (September through June) / Monthly rate**
Based upon student enrollment/disenrollment

Olympic Academy (OA) = $125,000 annually per student / $12,500 monthly per student
Summit (S) = $165,000 annually per student / $16,500 monthly per student

Student(s)

Name	Gr.	SSID	Enroll Date / Withdraw Date	Level / Location	Annual Tuition	Monthly Tuition
[redacted]			9/1/2025	S	165,000	16,500
			9/1/2025	OA	125,000	12,500
			9/1/2025	OA	125,000	12,500
			9/1/2025	OA	125,000	12,500
			9/1/2025	OA	125,000	12,500
			9/1/2025	OA*	165,000	16,500
			9/1/2025	OA	125,000	12,500
			9/1/2025	OA	125,000	12,500
			9/1/2025	OA	125,000	12,500
					1,205,000	**120,500**

** Increased rate due to need for extra support*

Total Annual Tuition for District as of 9/1/2025: **$1,205,000**

Monthly Tuition for District beginning 9/1/2025: **$120,500**

School District: Centralia School District
Contact Person: Tammie Jensen-Tabor
Phone #: 360-330-7600
Email Address: tjensen-tabor@centralia.wednet.edu

Initials

District representative: LG ESD 113 representative: FH

Revised: August 18, 2024 (May 1, 2021) (September 1, 2019) (December 2014)

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Contract for services between Soliant Health, LLC and Centralia School District.

BACKGROUND:
Soliant Health, LLC is a contracting agency which provides staff to school districts when a qualified candidate is not able to be directly hired.

RATIONALE:
Centralia School District was not able to find direct hires and therefore Soliant Health, LLC, as one of several staff agencies, found qualified and suitable candidates for the position of School Psychologist (0.4 FTE).

FISCAL IMPACT:
$65,000 (based on anticipated hours as a 0.4 FTE)

BUDGET SOURCE:
2100- State Special Education

DATA SOURCES:
Enrollment and current qualification data.

SUBMITTED BY:
Tammie Jensen-Tabor

RECOMMENDED ACTION:
Board approval

Powered by BoardOnTrack

CLIENT SERVICES AGREEMENT
Education Division

Soliant Health, LLC (the "Company"), and **Centralia School District** whose primary location is 2320 Borst Ave, Centralia, WA 98531 (the "Client") enter into this non-exclusive Client Services Agreement for the purpose of referring and placing Company's employees (the "Consultant" or "Consultants") with Client. This Agreement will govern the overall terms of the relationship, while separate Client Assignment Confirmation (Addendum A) for each placement will outline specifics such as bill rates, personnel, assigned discipline, and assignment lengths.

1. **Scope of Services.**
The Company, a staffing agency in the business of providing supplemental staffing to the public and private education sector, will use commercially reasonable efforts to provide Consultants to Client on a temporary basis or, if specifically requested by Client, for permanent placements. The parties agree that Company cannot guarantee the result or performance of the Consultants placed on a temporary or permanent basis. Client attests that it currently holds and agrees it will maintain all requirements necessary to operate its business and to utilize the Consultants in the positions assigned. If a Consultant is unable to complete the specified assignment, Company may use its commercially reasonable efforts to find a replacement in a timely manner.

2. **Independent Contractor.**
The parties agree that the relationship of each to the other is that of an independent contractor. All Consultants will remain employees of the Company, which is solely responsible for providing and maintaining payroll services for any Consultant placed with Client, maintaining payroll records, and withholding and remitting all payroll taxes and social security payments, unless the parties otherwise agreed to in writing. Company does not ordinarily use subcontractors in providing services. Should the need to use a subcontractor arise, the Company will notify Client in advance of the assignment to receive approval.

3. **Term of Agreement.**
This Agreement begins on the date of the latest signature below ("Effective Date") and remains in effect for a period of one (1) year unless terminated earlier in accordance with the provisions of this Agreement. Following the initial term, this Agreement will automatically renew for successive one-year periods. If either party elects not to renew, all obligations under this Agreement will cease at the end of the current term, except for any provisions that expressly or by their nature survive termination.

4. **Telepractice Services.**
Company, at Client's request, may provide telepractice services through its teletherapy provider VocoVision. Should utilization of VocoVision occur, Client will receive **Addendum A – Teleservices Assignment Confirmation** which outlines specific terms and conditions regarding VocoVision's telepractice services.

5. **Insurance.**
Company will maintain at least the following minimum amounts of insurance:
   General Liability - $2,000,000 per occurrence and $4,000,000 aggregate.
   Workers Compensation - in accordance with state regulations.
   Employer's Liability - $1,000,000.
   Excess Liability over General Liability and Employer's Liability - $5,000,000 per occurrence and $5,000,000 aggregate.
   Professional Liability - $1,000,000 per occurrence and $3,000,000 aggregate.
   Sexual Abuse and Molestation - $1,000,000 per claim and $3,000,000 aggregate

6. **Competency and Licensing.**
Company will make reasonable efforts to present only Consultants qualified for their discipline based on the applicable Department of Education licensing and certification requirements, professional standards, and Client requirements for the disciplines placed with Client. The Company will conduct pre-employment screenings to provide Consultants who meet the applicable standards and Client requirements. To assist in these efforts, Client will provide Company with all necessary standards and Client requirements for each discipline a Consultant may work in. Client acknowledges that it possesses the unique and necessary knowledge to assess the qualifications of any Consultant referred to work with Client, and Client agrees that it has the ultimate responsibility of approving a Consultant's licensure, certifications, and qualifications as acceptable for Client in the assigned discipline. To this end, Company will make available to Client all necessary Consultant records that Company may disclose and may, at Client's discretion, facilitate an interview between Client and Consultant to assist in the assignment decision. If Client becomes aware of any notices, findings, or information, including but not limited to fingerprint search results, that may negatively impact the start or continuation of an assignment, Client will notify Company in writing within three (3) business days of Client's knowledge of such information and will provide Company with all relevant and necessary details regarding the situation. Failure to notify Company may result in the termination of this Agreement and any current or future assignments.

7. **Credentialing and Onboarding.**
Consultants assigned to Client must pass all required background checks, fingerprinting, and security screenings in accordance with federal, state, and local requirements as applicable to Client and the assigned discipline. Client will confirm that Consultants meet these requirements prior to the start of an assignment.

CLIENT SERVICES AGREEMENT
Education Division

Client acknowledges that Consultants must complete Company's onboarding and credentialing processes prior to the start of an assignment, and Client agrees that Consultants may not provide any services prior to their completion of onboarding and credentialing. Company will provide Client with written notice of Consultant's completion of onboarding and credentialing and Consultant's authorization to begin work. If Client authorizes a Consultant to begin work before completion of the onboarding and credentialing process, Client accepts full responsibility for such authorization. Client agrees to indemnify, defend, and hold harmless Company from all liabilities, losses, damages, costs, and expenses arising due to Consultant's performance of services during such period and agrees that in no instance is Company liable to Client for its decision to authorize work without Company's written approval and confirmation of completion of onboarding and credentialing.

8. **On-Site Responsibility.**
Client will provide Consultants with orientation to all Client specific policies, procedures, and processes necessary to provide services, including but not limited to safety policies and procedures, and Client will provide all necessary support, facilities, training, direction, and means for Consultants to satisfactorily complete the assignment. Client acknowledges that Company does not provide special education, therapy, nursing, or related services and only provides candidate identification and placement services. As such, the provision of Consultant's services is not supervised by Company. Client will provide Consultant and Company written notice and contact information of the Client supervisor assigned to each Consultant. At all times, Consultants are subject to Client's guidance, supervision, and control for the work performed and services provided. Client is responsible for Consultant's adherence to the applicable standards of practice and Client requirements, and only Client is responsible for determining the appropriate services to be provided by Consultant. Client will not allow Consultant, at any time, to perform work or provide services that are outside the scope of the duties and responsibilities of their assigned position, and Client will not allow Consultant to perform work at any location other than the location(s) agreed upon with Company. Client will not allow, request, or require that Consultants use any automobile, regardless of ownership, or Consultant's personal devices in performance of any work for Client without the written consent of Company. Client acknowledges that any deviation from Client's policies and procedures, as orientated to Consultants, should be immediately reported in writing and directly to Company so it may offer correction and/or counseling to the Consultant.

9. **Administrative Responsibilities**.
Client is responsible for orienting Consultants to Client's policies and procedures regarding the submission of any paperwork required for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. Should Consultant fail to submit paperwork as required by Client's policies and procedures, Client will notify Company in writing within three (3) business days of Client's knowledge of the alleged failure. Failure to timely notify Company or notify Company before an assignment ends negates any Client claim to withhold payment due to untimely work and/or paperwork non-compliance.

Where required by federal, state, or local law, Client acknowledges it is responsible for providing and administering meal and rest periods to Consultants in accordance with such laws because Company does not maintain control over Client's workplace. If Client operates in such a jurisdiction, Client will provide a written policy outlining Client's requirements and procedures to Company and Consultants, and Client will provide appropriate training to Consultants so they may comply with such policy. Client agrees to indemnify Company for any payments or other expenses incurred by Company relating to Client's failure to properly administer any legally required meal or rest breaks. Client will immediately notify Company in writing if it is unable or unwilling to provide or administer legally required meal and rest breaks. In such an event, Company may immediately terminate any or all current and future assignments with Client. In the event of any inquiries regarding meal and rest break compliance, Client and Company will cooperate in good faith to resolve the matter in accordance with applicable laws and best practices. If corrective action is necessary, the parties will work together to determine an appropriate resolution.

10. **Workplace Conditions and Reporting of Work-Related Injuries.**
Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed necessary for the positions to which Consultants are assigned. Client warrants that its facilities and operations comply with all applicable federal, state, and local safety and health laws, regulations, and standards, including but not limited to all applicable workplace safety standards. Client agrees it is responsible for providing all necessary safety training and equipment to Consultants, and for each Consultant's compliance with applicable health and safety requirements, including those instituted by Client. Client ensures compliance with all applicable workplace safety obligations, including general training on the reporting of work-place injuries or incidents, and occupational exposure to bloodborne pathogens. Records of such occurrences will be maintained by Client and will be accessible to Company. In the event of a workplace injury, incident, or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the appropriate treating department as per Client protocol. Consultant will concurrently report any workplace injury, incident, or exposure to Company for the purpose of reporting such event to Company's workers' compensation carrier. If Client's reporting requirements change during the term of this Agreement, Client is responsible for providing written notification of such change to both Company and Consultants.

CLIENT SERVICES AGREEMENT
Education Division

11. Employment of Consultants.
If, within one (1) calendar year of Company introducing or referring a Consultant to Client or the end of a Consultant's assignment with Client, whichever is later, Client hires, contracts with, or refers a Consultant to a third-party Client agrees this constitutes a permanent placement and agrees to compensate Company for its time and efforts.

The compensation owed to Company for a permanent placement as described in this section shall be the greater of:
i. Twenty-Two Thousand Five Hundred Dollars ($22,500), or
ii. Thirty-Five Percent (35%) of the Consultant's first-year compensation from Client or third-party.

For purposes of this clause, "introduce" and "refer" shall include any instance where Client has received information about a Consultant from Company or has interviewed, communicated with, or otherwise engaged in discussions with a Consultant as a result of Company's services. The parties agree that this section is intended to provide fair compensation to Company for its services, and it does not, in any way, restrict Client's right to hire a Consultant introduced or referred by Company.

12. Equal Opportunity and Workplace Harassment.
Both parties agree to provide equal opportunity to all Consultants and agree that they will not discriminate against, harass, or retaliate against any Consultant based on race, religion, color, sex, national origin, age, disability, veteran status, or any other status or condition protected by applicable federal, state, or local laws. Client will promptly investigate all allegations of discrimination, harassment, and retaliation, and will immediately report to Company any such incident or suspected incident involving a Consultant and Client employees or agents or occurring at Client's worksites. Client will indemnify Company for all losses, liabilities, or damages associated with defending any charge, complaint, claim, cause of action or suit by any governmental or administrative agency and/or any Consultant or anyone acting on Consultant's behalf, arising in whole or in part due of Client or Client's employees or agents..

13. Timekeeping and Invoicing.
Client will ensure that Consultants accurately record the start and stop times for all hours worked in accordance with Client's policies and that Consultants utilize Client's designated method for submission of Company's timesheet. Timesheets and/or timesheet approvals are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

Company will generate an invoice based on timesheets submitted. Each invoice will contain a unique invoice number, date(s) of services provided, Consultant name, job title, hourly bill rate, total hours billed, and total amount due. Company pays overtime in compliance with federal, state, and local laws. Client agrees to be billed at one and one-half (1.5) times the regular bill rate for all hours when Company is required to pay overtime. Client must notify Company in writing if pre-approval is required for overtime hours prior to any such hours being worked. Client attests that only Client employees with appropriate knowledge and authority will review and approve invoices and will notify Company of any errors within fifteen (15) days of the date of invoice, and Company agrees that all non-disputed amounts are due and payable according to the standard payment terms contained herein. Company and Client will work in good faith to resolve any errors, and Company will provide a corrected invoice mutually acceptable to both parties within ten (10) business days of a resolution. In the event Client fails to report errors within fifteen (15) days, disputes will not be accepted, and the invoice will be due and payable in full.

14. Payment Terms, Default Charges, and Minimum Wage Increases.
Company will submit invoices to Client on a weekly basis for all services provided during the previous week. **Client's payment is due within thirty (30) days of receipt of invoice.**

Invoices are considered past due if not paid by the agreed upon due date. Client agrees to pay all necessary collection costs, including reasonable attorney's fees and costs. Company reserves the right to approve or discontinue any extension of credit and the terms governing such credit.

If Company is required to increase Consultant's compensation due to minimum wage increases or experiences an increase in compensation costs as a direct result of any law, order, or other government action, Client agrees that Company may increase the bill rates at a proportional level. Company agrees it may only increase bill rates up to a level that places Company in the same position it was prior to such law, order, or action. Company will provide fifteen (15) days written notice to Client prior to any such change taking effect.

15. Limitation of Liability.
NEITHER PARTY WILL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND WILL NOT BE LIMITED BY THESE PROVISIONS.

16. Incident and Error Tracking.
Client will report to Company any performance issues, incidents, errors, or other similar events related to the work or services provided by Consultants. Company will document reported incidents and may track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of Client's knowledge of the occurrence.

CLIENT SERVICES AGREEMENT
Education Division

17. Termination of Assignment With Cause.
Immediately upon Client's knowledge, Client will report to Company any behavior issue, deviation from the accepted standards of practice, policies, and procedures as orientated to Consultant, or incident that would be considered adverse to Client's operations. In such an event, Client may request, in writing, that Company facilitate the immediate removal of Consultant. Client agrees it will not immediately remove a Consultant or terminate an assignment unless Company has been notified in writing or, based on Client's good faith assessment, that immediate dismissal is necessary to protect Client's operations. Upon termination of assignment or removal of a Consultant, Client will provide documentation specifying the reasons and facts of the termination to Company within forty-eight (48) hours. If Client does not report such deviation(s) and terminates an assignment or does not provide the required documentation following a termination, Client will be assessed an amount equal to five (5) days of billings at the bill rates and minimum hours agreed upon in the applicable Client Assignment Confirmation. The parties agree that Consultants are an integral part of Company's operations and a resource that may have been developed over years, and Client acknowledges that Company may not be able to find another position for Consultant, ultimately leading to termination of Consultant's employment with Company. Accordingly, any delay or absence of written notice may result in lost revenue or other consequences not foreseen at this time. Therefore, the parties agree the liquidated damages in this Section are reasonable for the probable loss suffered by Company in the event of Client's breach of this provision.

Client is responsible for all costs and fees up to the point of termination. Client will provide Company a five (5) business days exclusivity period to refill the position in the event of termination with cause. Should Company identify a suitable Consultant, Client will agree to the original or extended terms of the terminated Consultant's assignment. In the event a replacement Consultant requires higher compensation, Client agrees that Company may proportionately increase the bill rate to put Company in the same position as it was before the termination.

18. Termination of Agreement and Termination of Assignment Without Cause.
Client may terminate an assignment or this Agreement upon thirty (30) days written notice. Client is responsible for all charges and fees prior to notice date and through the 30-day period of notice. If Client is unable to or does not provide thirty (30) days written notice, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours for all terminated assignments. In the event of termination without cause, Client is responsible for any housing and travel costs actually incurred by Company because of such termination.

19. Minimum Hours.
Client will provide Consultants with the number of work hours per week specified in the applicable Client Assignment Confirmation. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the minimum work hours. Minimum work hours will be reduced to reflect scheduled closings for holidays and planning days.

20. Force Majeure and Unscheduled Facility Closure Policy.
Neither party is liable for failure or delay in performing its obligations, if such failure or delay is due to natural disasters, pandemics, acts of war, government regulations, or other events or causes beyond the parties' control. Further, the parties agree that Company is not liable for failure or delay in performing its obligations, if such failure or delay is due to termination of Consultant or Consultant's resignation. If services are interrupted, both parties will make reasonable efforts to resume operations.

Notwithstanding the foregoing, the parties agree that in the event of an unforeseen or unexpected interruption resulting from a complete or partial unscheduled closure of Client's facilities due to natural or manmade events, including but not limited to fires, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services all Consultants whose services can be performed in such a setting. Client agrees to be billed for virtual services at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours will be entered and processed according to the normal time submittal and approval process, unless otherwise requested in writing by Client and agreed upon by Company. Company and Client will work in good faith to determine which contracted disciplines qualify for virtual services, however Client may not decline virtual services of a Consultant if the same services are provided virtually by Client employee(s). For Consultants not eligible for virtual services, Client will be invoiced and will pay for each affected Consultant a rate of $200 per day for each workday that the affected Consultant is unable to work due to an Unscheduled Closure.

21. Multiple Locations.
Intentionally Omitted.

22. Issue Resolution.
In the event Client encounters an issue that is not satisfactorily resolved by its Company representative, Client should escalate the issue to the appropriate Company manager by calling 800-849-5502. Please ask for your account representative's manager.

CLIENT SERVICES AGREEMENT
Education Division

23. Indemnification.

To the fullest extent permitted by law, each party (the "Indemnifying Party") will indemnify, defend, and hold harmless the other party, and each of their respective officers, directors, agents, and employees (the "Indemnified Party") against all liabilities, losses, damages, costs and expenses ("Losses") to the extent caused by the actions or inactions of the Indemnifying Party. In no event will the Indemnifying Party's obligations extend to Losses resulting solely from the negligent act or omission, willful misconduct, breach of this Agreement, or unlawful act of an Indemnified Party.

The Indemnified Party will notify the Indemnifying Party promptly after receiving notice of a claim, lawsuit, demand, action, or threatened action ("Claim") covered by the indemnity obligations in this Agreement and will provide the Indemnifying Party with all necessary documentation for the Indemnifying Party to assess its obligations under the Agreement. The parties will keep each other reasonably informed regarding the status of any Claim, will work in good faith in the defense and settlement of Claims, will provide notice to and consult with each other prior to settling any Claim. Neither party will, without the other's written consent, settle or compromise any claim or consent to the entry of any judgment regarding any Claim which indemnification is being sought unless such settlement, compromise, or consent (i) includes an unconditional release of the other party from all liability arising out of such claim; (ii) does not include any admission or statement suggesting any wrongdoing or liability on behalf of the other party; (iii) does not contain any equitable order, judgment, or term that affects, restricts or interferes with the business of the other party; and (iv) does not place any monetary obligations or liabilities on the other party. Any omission or delay in complying with this paragraph by the Indemnified Party will relieve the Indemnifying Party of its obligations to the extent it is prejudiced by such omission or delay. This Section will survive any termination or expiration of this Agreement.

24. Confidentiality.

Each party acknowledges that, they (the "Receiving Party") will learn confidential information of the other party (the "Disclosing Party"). Confidential information (as defined here and below) is any information which is private to the Disclosing Party but is shared by to the Receiving Party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements, and terms and conditions of this Agreement.** It is agreed that neither party will disclose any Confidential Information of the other party to any person or entity nor permit any person or entity to use Confidential Information, except as required to fulfill the party's obligations under this Agreement.

Confidential Information of Company also includes, but is not limited to, any and all information owned or controlled by Company and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Company and which is not generally disclosed to the public, including but not limited to employee and Consultant information and Company's technical data, policies, financial data, contract terms and provisions, billing rates, and permanent placement fees whether disclosed orally, in writing, or by inspection, and that should be reasonably understood to be confidential given the nature of the information.

If the Receiving Party attempts to use or dispose of any Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of this Agreement, the Disclosing Party has the right, in addition to other remedies which may be available to it, to obtain injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant. The parties acknowledge and agree that monetary damages may not be a sufficient remedy for any breach or threatened breach of this Section and, therefore, such injunctive relief is appropriate as a remedy and the breaching party waives any requirement for the securing or posting of any bond showing actual monetary damages in connection with such breach.

The parties understand and agree that nothing in this Section is meant to prevent any disclosure of Confidential Information required under federal, state, or local law, regulation, or a valid order issued by a court or governmental agency (each a "Legal Order"). Before making such disclosure, the Receiving Party will provide the Disclosing Party with (i) prompt written notice of such Legal Order so the Disclosing Party may seek, at its own costs and expense, a protective order or other remedy; and (ii) reasonable assistance, at the Disclosing Party's costs and expense, in opposing such disclosure. If, after providing notice, the Receiving Party remains subject to a Legal Order to disclose any Confidential Information, the Receiving Party will disclose only the portion of Confidential Information that such Legal Order specifically requires to be disclosed.

25. Family Education Rights and Privacy Act, Data Protection, and Cybersecurity.

Where applicable, Company will comply with all laws, rules, and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about Client's students may be contained in records maintained by Company and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect relevant records in accordance with FERPA and Client policy. If necessary, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines. Notwithstanding the foregoing, Client will not, unless necessary in furtherance of this Agreement, disclose such information to Company or Consultant, and Client will not, under any circumstances, allow Consultant to remove such information from Client facilities. If such removal occurs, Client will immediately notify Company, and the parties will work in good faith to remedy the situation. Except where required by law, Company will not disclose to any third party, without prior consent of a parent/guardian and written consent of Client, any information regarding students that Company may learn or obtain during this Agreement.

CLIENT SERVICES AGREEMENT
Education Division

The parties will implement and maintain reasonable security measures to protect data from unauthorized access, disclosure, or use and will comply with all applicable federal, state, and local laws regarding privacy and data protection. In the event of a data breach affecting the other party, the affected party must notify the other party within five (5) business days of its awareness of the breach. Upon termination of this Agreement or upon the other party's request, each party will return or securely destroy records and data in accordance with applicable laws. Client agrees Company is free from any liability arising from or relating to Client's failure to provide onsite supervision or to orient and train Consultant on Client's policies, procedures, or oversight related to data protection.

26. State Retirement System Notice.
This notice is intended to clarify the manner of payment in contemplation of a Consultant's mandatory or permissive participation in a state teacher retirement system, school employees' retirement system, and/or any similar or successor system applicable to the professionals provided by Company. Client agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant and fulfilling all associated administrative duties. The parties agree that the applicable employee share paid to the system by Client shall be deducted from the amount due to Consultant by Company. Client and Company expressly acknowledge and agree that if any Consultant is required to or elects to participate in a retirement system/pension, Client is solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension. Client will immediately notify Company if any Consultant is required to or voluntarily elects to participate in any such system. In such event, Client will advise Company of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client will withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by Client will be deducted from the amount owed to Company by Client.

27. Conflicts of Interest.
The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with the ability to perform under this Agreement. To that end, the parties hereby certify and represent that their officials, employees, and agents do not have any significant financial or other pecuniary interest in the other party's business or operations, and no inducements of monetary or other value were offered or given to any officer, employee, or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

28. Client Funding.
The parties acknowledge that Client's obligations under this Agreement may be subject to budgetary constraints and appropriations by government authorities. If funding for services under this Agreement is reduced or eliminated by governmental action, Client will immediately notify Company in writing. In such cases, the parties will negotiate in good faith to modify the Agreement to allow for continuation of services. However, if Company, in its sole discretion, determines that it is not feasible to continue providing services at reduced costs, Company may immediately terminate this Agreement and all current and future assignments, without liability to Client.

29. Survival.
The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation, or expiration of this Agreement, will survive termination, cancellation or expiration of this Agreement.

30. Notices.
All notices required to be given in writing will be sent to the names/addresses listed below.

Soliant Health LLC	***To Client***
Contract Department 5550 Peachtree Parkway Suite 500 Peachtree Corners, GA 30092 ContractNotices@soliant.com	Attention: Centralia School District Address: 2320 Borst Ave, Centralia, WA 98531

31. Governing Law.
This Agreement shall be governed by and construed in accordance with the laws of the State where the services are provided, without regard to its conflict of laws principles. Any legal action or proceeding arising out of or relating to this Agreement shall be brought exclusively in the state or federal courts located in the State in which services were performed.

CLIENT SERVICES AGREEMENT
Education Division

32. Electronic Signatures, Counterparts, and Authority.
This Agreement and any related documents may be executed and delivered electronically, including by email or electronic signature software. Signatures transmitted electronically will be considered valid and binding as if they were original signatures.

This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. A signed copy of this Agreement transmitted by electronic means (such as email or other software) will have the same legal effect as an original signed copy.

The persons signing this Agreement represent that they have the proper authority to bind their respective party. If Client is entering into this Agreement on behalf any additional affiliated facilities, Client represents that it has the proper authority to bind those facilities to the terms of this Agreement. As such, Client will be jointly and severally liable under this Agreement for the obligations of such additional affiliated facilities.

33. Severability and Waiver.
If any provision of this Agreement is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions will continue in full force and effect. When possible, the parties agree to negotiate in good faith to replace any invalid or unenforceable provision with a legally valid alternative.

Failure or delay by either party to enforce any provision of this Agreement will not be considered a waiver of that provision or any other provision, and a waiver of any right(s) under this Agreement must be in writing and signed by the waiving party. No waiver of any default will be deemed a waiver of any subsequent default.

34. Suspension and Debarment.
In accordance with Federal Executive Order (E.O.) 12549 “Debarment and Suspension” Company certifies that Company and its principals are not debarred, suspended, proposed from debarment, declared ineligible, or voluntarily excluded by any Federal department or agency doing business with the Federal Government.

35. Entire Agreement.
This Agreement and each duly executed Amendment or Exhibit represents the entire agreement between the parties and supersedes any prior understandings or agreements, whether written or oral, between the parties with respect to the the subject matter herein. The parties acknowledge that they were given the opportunity to discuss this Agreement with legal counsel. Should any provision of this Agreement require judicial interpretation, the interpretation shall not apply any rule of construction to construe the provision(s) more strictly against one party. This Agreement will inure to the benefit of and will be binding upon the parties hereto and their respective heirs, personal representatives, successors, and assigns, subject to the limitations contained herein. This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties. ***(Please return all pages of this Client Services Agreement)***

131824 - Centralia School District

Tammie Jensen-Tabor
Executive Director of Special Services
June 06, 2025 18:41 UTC
IP: 169.204.99.11

Soliant Health, LLC

Victoria Wood

Victoria Wood
Division Director
June 06, 2025 12:55 UTC
IP: 38.104.182.226

CLIENT ASSIGNMENT CONFIRMATION

This Client Assignment Confirmation is entered into on the date first signed below and supplements the Client Services Agreement between Soliant Health, LLC ("Soliant" or "the Company") and the Client named below. The Soliant Consultant has been placed with Client and Client will pay Soliant for hours worked by Consultant according to the terms outlined in this confirmation.

ASSIGNMENT DETAILS

CLIENT NAME: Centralia School District PID: -

Consultant: Heather Shilling Position: School Psychologist

Assignment Start Date: 09/02/2025 Assignment End Date: 06/12/2026

Bill Rate per hour: $113.00 Overtime Bill Rate per hour: $169.50

Minimum Hours: 15

Miscellaneous: Two days per week to start. Possibility of increase through the assignment.

It is the Client's responsibility to notify their Account Representative if a Teaching Certification will be required for this position.

Please note: Sales tax will be added to professional fees if required by state law and client is not a tax-exempt entity.

If Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.

Option of virtual services will be offered by Soliant in lieu of onsite services.

All precautions will be taken by the Client to create a safe and healthy environment.

If, within one (1) calendar year of Company introducing or referring a Consultant to Client or the end of a Consultant's assignment with Client, whichever is later, Client hires, contracts with, or refers a Consultant to a third-party Client agrees this constitutes a permanent placement and agrees to compensate Company for its time and efforts. The compensation owed to Company for a permanent placement as described in this section shall be the greater of: (i) Twenty-Two Thousand Five Hundred Dollars ($22,500), or (ii) Thirty-Five Percent (35%) of the Consultant's first-year compensation from Client or third-party. For purposes of this clause, "introduce" and "refer" shall include any instance where Client has received information about a Consultant from Company or has interviewed, communicated with, or otherwise engaged in discussions with a Consultant as a result of Company's services. The parties agree that this section is intended to provide fair compensation to Company for its services, and it does not, in any way, restrict Client's right to hire a Consultant introduced or referred by Company.

-

Account Representative Contact Information: Caleb Morton
caleb.morton@soliant.com
6785386404

Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless Soliant is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.

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131824 - Centralia School District

Tammie Jensen-Tabor
Executive Director of Special Services

Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless Soliant is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.

Soliant Health ® Addendum A Rev 03/2022
Telephone 800-849-5502 Fax 866-360-5105 www.soliant.com

Centralia School District 401

Regular School Board Meeting

AGENDA ITEM DETAILS

SUBJECT:
Contract for services between Sounds of Success, LLC and Centralia School District.

BACKGROUND:
Sounds of Success, LLC is a contracting agency which provides staff to school districts when a qualified candidate is not able to be directly hired.

RATIONALE:
Centralia School District was not able to find direct hires and therefore Sounds of Success, LLC, as one of several staff agencies, found qualified and suitable candidates for the positions of Speech Language Pathologists (SLP).

FISCAL IMPACT:
$156,000 for first SLP (based on anticipated hours and number of current students)
$147,000 for second SLP (based on anticipated hours and number of current students)
($303,000 *is the total anticipated for this agreement)*

BUDGET SOURCE:
2100- State Special Education

DATA SOURCES:
Individual student evaluations and agreed upon IEP needs.

SUBMITTED BY:
Tammie Jensen-Tabor

RECOMMENDED ACTION:
Board approval

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Sounds of Success, LLC
(541) 228-7600
admin@sucesswithsos.com

STAFFING SERVICE AGREEMENT

This Staffing Service Agreement ("Agreement") is entered into as of the 06/27/2025 ("Effective Date") by and between Sounds of Success, LLC ("Contractor"), and Centralia School District ("District") located at 2320 Borst Ave, Centralia, WA 98531.

WHEREAS, the District has students requiring the services of a speech-language pathologist or an occupational therapist (hereafter collectively referred to as "Therapist(s)") as part of its overall special education programs; and

WHEREAS, the Contractor desires to contract with the District to offer such services to the District;

THEREFORE, in consideration of the above premises, which are hereby incorporated, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree to the following terms and conditions.

1. Request for Special Education Therapist

a. Contractor will use its best efforts to supply the District with a qualified Therapist as requested by the District. Contractor will confirm placement of a Therapist with written and signed Therapist Assignment Confirmation Agreements, which will be incorporated as addendums to this Agreement (one form per assigned Therapist).
b. While Contractor strives to fulfill all service requests, there is no guarantee that a particular request will be fulfilled. Additionally, there is no guarantee that a Therapist, once assigned to a District, will be able to complete the assignment. If a Therapist is unable to complete an assignment for any reason, Contractor will make reasonable efforts to find a replacement as soon as possible.
c. If the District is dissatisfied with the services of a particular Therapist, the District's remedy is to notify Contractor of its concerns. If the issue cannot be resolved within a reasonable timeframe, Contractor will provide a replacement Therapist, if available.
d. Neither the District nor Contractor shall assign, subcontract, or transfer any services outlined in this Agreement without the prior written consent of the other party.

2. Term and Termination

This Agreement is effective from the date signed until the last day of the 2025-2026 school year, unless modified by a signed Addendum or terminated by either party. Any changes to this

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Agreement must be in writing and signed by both parties. Either party may terminate the Agreement with thirty (30) calendar days' written notice. The Agreement may also be terminated immediately if the Contractor reasonably determines that the assigned Therapist's professional license or code of ethics has been compromised.

3. Scope of Therapist(s) Services

Professional services rendered by the Therapist(s) include the following:

a. Develop and implement Individualized Education Plans (IEPs) and Individualized Family Service Plans (IFSPs) for children who qualify for the services of a speech-language pathologist or occupational therapist, in accordance with the Washington State Department of Education. This may include direct individual or group therapy, parent coaching, consulting, and/or monitoring of progress. Service delivery may be provided in person or virtually.
b. Conduct in-person or virtual screenings and evaluations of students to assess eligibility for special education services. After completing assessments, prepare detailed evaluation reports and schedule and facilitate eligibility meetings, as well as IEP/IFSP meetings with parents and staff. Collaboratively develop customized plans to support each student's educational needs and goals.
c. Confer with appropriate personnel and team members regarding student services and needs.
d. Make recommendations regarding service delivery and student needs to the IEP/IFSP team for team consensus.
e. Attend meetings such as IEP and/or IFSP meetings and conferences, either virtually or in person, as required and when notified that their attendance is needed.
f. Prepare and maintain appropriate professional records and reports for all students under the Therapist's care, which may include developing IEPs and/or IFSPs, progress reports, notes, and data on students.
g. Provide consultation to classroom staff regarding the needs and programs of the students. Supervise support personnel, such as speech-language pathology assistants (SLPAs) or occupational therapy assistants (COTAs).
h. Case management of students.

4. Obligations of Contractor

a. Contractor shall ensure that services are delivered by the Therapist in accordance with Section 3.
b. In the event of teletherapy services, Contractor shall supply the necessary assessment and screening materials to support the Therapist in their role, unless otherwise directed or preferred by the District.

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c. Contractor shall verify that any Therapist providing services under this Agreement holds the appropriate licensure required by law to perform such services and has completed the background check(s) necessary to obtain and maintain such licensure.
d. Contractor shall collect and maintain all required tax forms and employment eligibility documents from the Therapist, including but not limited to the W-9 (Request for Taxpayer Identification Number and Certification) and I-9 (Employment Eligibility Verification) forms. The Contractor agrees to make these documents available to the District upon written request, subject to any applicable privacy laws and regulations.
e. Contractor conducts a limited background check which includes verifying the Therapist's references by posing questions related to skills and work history. Contractor does not conduct additional verifications, such as drug screening, medical examinations, or credit checks. If District requires additional compliance measures, a written request with clear instructions must be provided at the time of requesting services. Contractor is not liable for any losses, damages, liabilities, costs, or expenses—including attorneys' fees—arising directly or indirectly from the absence of additional compliance verification, except where Contractor has explicitly agreed in writing to obtain such verification.
f. Contractor and any Therapists performing services under this Agreement shall comply with all applicable federal and state privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). The Contractor shall ensure that all Therapists are informed of and adhere to these privacy requirements, maintaining the confidentiality of student records and other sensitive information.

5. Obligations of District

a. Payment to Contractor in accordance with the hourly rate for therapy services provided by the Therapist, as specified in the corresponding Therapist Assignment Confirmation Agreement.
b. Access to a FERPA-compliant email and any other necessary accounts required for the Therapist to effectively deliver services.
c. Informed teletherapy consent forms for the Therapist prior to the start of direct therapy services.
d. A quiet space for students to participate in individual and group therapy sessions and a safe environment free from known hazards, with access to restroom facilities and parking within a reasonable distance.
e. Orientation on District procedures and policies, including but not limited to: building orientation, documentation, reporting of time, and district-specific therapy tools.
f. Teletherapy consent forms or approval of Contractor-provided teletherapy consent forms.
g. Therapist will be provided an assigned computer for accessing the Intranet system for documentation only if they are providing in-person therapy. If the therapist is providing teletherapy only, they are responsible for providing their own computer.

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h. In the event of teletherapy services, District shall provide a facilitator or para-facilitator to assist students in connecting to and engaging in teletherapy sessions, ensuring the students are properly set up and supported during virtual sessions.

6. Rates

a. District shall compensate Contractor at the hourly rate for therapy services provided by Therapist, as specified in the Therapist's Assignment Confirmation Agreement, which will be incorporated as an addendum to this Agreement (one form per assigned Therapist). This hourly rate will align with the Rate Schedule included as an addendum to this Agreement.
b. Services will be billed in 30-minute increments. The hourly rate applies for every hour (or part of an hour) that the therapist is on-site or available to work, regardless of whether the student is present.
c. District Student Calendar will be followed, and all non-student days are non-work and non-paid days unless otherwise agreed upon.

7. Billing

a. Contractor will submit invoices to a designated contact from the District for hours worked, based on approved time cards (billing invoices) completed by Therapists.
b. Contractor will include on invoices any purchase order or vendor identification number as stipulated by the District.
c. Payment is due 30 days from the date of invoice (NET 30). In the event of a breach of the payment terms, Contractor reserves the right to pause services until payment is received. Failure to pay will result in District being responsible for all collection costs, including, but not limited to, attorney's fees and costs. District acknowledges that its responsibility to pay Contractor for Therapists provided under this Agreement is separate and distinct from its ability to collect payment for such Therapist's services from patients, Medicare, Medicaid, and/or any other insurance program or responsible party.

8. Therapist(s)

a. Contractor may engage one or more licensed Therapist(s) to perform the services described in this Agreement. Therapist(s) will provide only those services specified herein, unless otherwise agreed to in writing by both the Contractor and the District.
b. Any Therapist(s) engaged by the Contractor shall at all times be considered the independent contractor(s) or subcontractor(s) of the Contractor. The District shall have no employment relationship with, nor shall it exercise control over, the Therapist(s).
c. Nothing in this Agreement shall be construed to create any employment, agency, partnership, or joint venture relationship between the District and any Therapist(s) utilized by the Contractor.

9. Conversion & Replacement Terms

a. If District, after evaluating the performance and potential of a Therapist assigned by Contractor, desires to engage the Therapist directly, District must notify Contractor in writing at least 15 days prior to extending an offer. District must also confirm in writing when an offer (verbal or written) has been made and when Therapist accepts the offer.
b. Should District wish to engage Contractor as a recruitment service for direct placement of a Therapist for a long-term or permanent assignment, a Contingency Direct Hire Fee equal to 30% of the Therapist's projected first-year earnings (based on the agreed-upon hourly rate and estimated hours listed on the Therapist's Assignment Confirmation Agreement) will be payable to Contractor. Payment is due in full within 30 days of invoice.
c. Once the District contracts directly with a Therapist formerly assigned by Contractor, the Therapist immediately ceases to be associated with Contractor. Contractor will no longer be responsible for the Therapist's actions, tax obligations, insurance, or any other legal or financial matters related to their engagement with the District.
d. If a Therapist placed through Contractor voluntarily terminates their contract or is released for cause within 60 days of the start date, Contractor will make reasonable efforts to provide a one-time replacement at no additional cost. However, replacement is not guaranteed and is subject to Therapist availability.

10. Insurance

a. Contractor shall ensure that all Therapists, whether employed or engaged as independent contractors, maintain professional liability insurance. Therapists classified as independent contractors are solely responsible for all applicable tax withholdings, including Social Security and income taxes. Therapists classified as employees shall have such withholdings managed by the Contractor. The District shall not be responsible for workers' compensation insurance, unemployment insurance, or contributions to any teachers' retirement system.
b. Contractor shall procure and maintain, at its own expense, the following insurance coverages, and shall provide Certificates of Insurance evidencing such coverage upon written request by the District:
    - Professional Liability Insurance: A minimum of $1,000,000 per occurrence and $3,000,000 aggregate.
    - Commercial General Liability Insurance: Written on an occurrence basis with limits of no less than $1,000,000 per occurrence and $2,000,000 aggregate for personal injury, bodily injury, and property damage; only in the event that in-person services are provided.

In the case that only virtual Therapists are provided by the Contractor, the requirement for Commercial General Liability Insurance shall be waived; however, Professional Liability Insurance shall remain mandatory.

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11. Suspension and Debarment

In accordance with Federal Executive Order 12549, Debarment and Suspension, Contractor certifies that Sounds of Success, LLC and its principals, including any Therapist(s) placed under this Agreement, are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in federally funded programs.

By signing this Agreement, Contractor certifies that neither the organization nor any of its principals, employees, or subcontracted Therapist(s) assigned to provide services to District are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction. Contractor further agrees to notify District immediately if it or any of its subcontracted Therapist(s) become subject to such debarment or suspension during the term of this Agreement.

12. Regulatory Compliance & Confidentiality

a. Contractor will comply with all Federal, State, and Local laws and regulations concerning Individuals with Disabilities Education Act (IDEA) and maintenance of the confidentiality of student records. This includes, without limitation, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Family Educational Rights and Privacy Act ("FERPA"), and the Health Information Technology for Economic and Clinical Health Act ("HITECH"). In accordance with FERPA, Contractor may maintain and use Student Education Records to perform the Services under this Agreement. Additionally, if Contractor is provided access to students' educational records, Contractor shall limit its personnel's access to the records to those persons for whom access is essential to the performance of the Services under this Agreement. Contractor shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974, as amended. Contractor reserves the right to retain any Student Education Records for the length of time necessary to meet Contractor's contractual and legal commitments.
b. Contractor and any relevant Therapist(s) will submit any required employment and tax forms to be kept on file at the District office.
c. Contractor/District Information. The Parties acknowledge and agree that, by virtue of entering into this Agreement and performing obligations hereunder, each Party may have access to certain non-public, confidential, and proprietary information of the other Party, which constitutes valuable, special, and unique property of the disclosing Party. Each Party agrees that it, and its officers, directors, employees, agents, subcontractors, and independent contractors (collectively, "Representatives"), shall not, either during the term of this Agreement or at any time thereafter, disclose, use, copy, reproduce, or permit to be disclosed, used, copied, or reproduced, any such confidential information, except as necessary to perform its obligations under this Agreement and only with the prior written consent of the disclosing Party. Such confidential information shall include, without limitation, information relating to students,

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costs, pricing, treatment methodologies, service delivery models, or any other data, documentation, or materials developed, used, or obtained by the disclosing Party in the course of performing services under this Agreement and not generally available to the public.

d. The obligations set forth in this Section shall survive the termination of this Agreement.

13. Modification and Waiver

No modification, amendment, or waiver of any of the provisions of this Agreement shall be effective unless contained in writing, specifically referring to this Agreement, and signed by the parties hereto. The failure by a party at any time to enforce any of the provisions of this Agreement or to require performance of any of the provisions hereof shall in no way be construed to be a waiver of such provisions or to affect either the validity of this Agreement or any part hereof or the right of such party thereafter to enforce every provision in accordance with the terms of this Agreement.

14. Entire Agreement

This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof. The Agreement supersedes all other agreements and or contracts in place between Contractor and District.

15. Construction and Severability

Section headings are included herein solely for convenience of reference and shall not be construed as part of any section or to modify the contents thereof. If any provision of this Agreement is illegal or unenforceable, that provision is severed from the Agreement, and the other provisions remain in effect only if the essential business and legal provisions are legal and enforceable.

16. Governing Law, Jurisdiction

a. Agreement shall be governed by and construed in accordance with the laws of the State of Washington without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Washington and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.

b. If there is a dispute between the parties that requires litigation the parties will attempt to settle their dispute through formal mediation. The parties shall schedule the mediation with a board-certified mediator within 30 days of the dispute arising. If the parties do not settle the matter through mediation, the parties, in lieu of mediation, shall submit their dispute to a mediator who shall mediate the dispute pursuant to the rules of the American Arbitration Association. After the decision of the arbitrator is rendered, the arbitration decision shall be submitted to a

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local court pursuant to section 16 of this Agreement. The prevailing party in any dispute as a result of arbitration shall be entitled to the reasonable attorneys' fees and costs by the other party. The attorney fees award shall be determined by the arbitrator and not the court. This provision applies at the trial level and at the appellate.

17. Interpretation

Neither this Agreement nor any uncertainty or ambiguity herein shall be construed or resolved against one party, whether under any rules of construction or otherwise. On the contrary, this Agreement has been negotiated by and between the parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of all parties hereto.

To evidence the Parties' agreement to this Agreement, Centralia School District accepts the terms set forth herein, effective immediately upon execution. Both Parties acknowledge and agree that electronic signatures shall be considered legally binding and have the same force and effect as handwritten signatures for all purposes under this Agreement, as of the date indicated below by each Party's signature.

Sounds of Success, LLC (Contractor)	**Centralia School District (District)**
PRINTED NAME: Juliana Rosenhave	PRINTED NAME: Tammie M. Jensen-Tab
TITLE: Co-Founder/ Business Manager	TITLE: Exec Dir of Spec Serv
DATE: 06/27/2025	DATE: 07/07/25
SIGNATURE: Juliana Rosenhave	SIGNATURE:

Sounds of Success, LLC
(541) 228-7600
admin@sucesswithsos.com

ADDENDUM A

RATE SCHEDULE FOR 2025-2026 SCHOOL YEAR (WASHINGTON STATE)

Rates are determined based on the fair market value of professional services, the cost of living in the surrounding area, the therapist's level of experience, the languages they speak, the service delivery model, and administrative expenses. The rates cover:

- Direct therapy services provided by therapists
- Comprehensive liability insurance coverage
- Payroll processing and applicable taxes
- Efficient onboarding and orientation procedures
- Ongoing school and therapist support, including training, mentorship, and resources
- Teletherapy platform access and virtual assessment tools
- Activity boxes for facilitators to enhance engagement
- A secure platform for obtaining teletherapy consent signatures
- HR administration, recruitment, and targeted marketing efforts

Rate	Discipline
$104-$112	Speech-Language Pathologist
$106- $117	Occupational Therapist

Sounds of Success, LLC
(541) 228-7600
admin@sucesswithsos.com

ADDENDUM B

THERAPIST ASSIGNMENT CONFIRMATION AGREEMENT

This Therapist Assignment Confirmation Agreement is entered into on 06/27/2025 by and between Sounds of Success, LLC (Contractor) and Centralia School District (District) collectively referred to herein as "the Parties." The Parties agree to the below:

Therapist Name:	**Carol Edgel**
Discipline:	Speech-Language Pathologist
Languages Spoken:	Fluent English, very limited Spanish, and French
Assignment Start Date:	Commencing with the start of the 2025–2026 school year (August 25th, 2025)
Assignment End Date:	Concluding at the end of the 2025–2026 school year
Weekly Hours:	This arrangement equates to 1.0 Full-Time Equivalent (FTE) based on a 37.5-hour workweek standard. 37.50 hours per week/ Monday to Friday with an optional 30-minute unpaid lunch break Up to 40 hours per week, if approved ahead of time by District Department Director.
Bill Rate:	$106
Number of Sites Served:	1-2
Caseload:	The Therapist's maximum caseload of students receiving direct therapy services shall not exceed 60 students if serving two sites. Should the Therapist's caseload approach or exceed the limits established, Contractor is responsible for promptly notifying the District in writing to explore alternative solutions, such as reassigning students or adjusting services to comply with the agreed-upon caseload cap.

Sounds of Success, LLC (Contractor)

PRINTED NAME: Juliana Rosenhave

TITLE: Co-Founder/Business Manager

DATE: 06/27/2025

SIGNATURE: Juliana Rosenhave

Centralia School District (District)

PRINTED NAME: _____

TITLE: _____

DATE: _____

SIGNATURE: _____

Sounds of Success, LLC
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ADDENDUM B

THERAPIST ASSIGNMENT CONFIRMATION AGREEMENT

This Therapist Assignment Confirmation Agreement is entered into on 06/27/2025 by and between Sounds of Success, LLC (Contractor) and Centralia School District (District) collectively referred to herein as "the Parties." The Parties agree to the below:

Therapist Name:	**Elise Rosenhave**
Discipline:	Speech-Language Pathologist
Languages Spoken:	Fluent English, Intermediate Spanish
Assignment Start Date:	Commencing with the start of the 2025–2026 school year (August 25th, 2025)
Assignment End Date:	Concluding at the end of the 2025–2026 school year
Weekly Hours:	This arrangement equates to 1.0 Full-Time Equivalent (FTE) based on a 37.5-hour workweek standard. 37.50 hours per week/ Monday to Friday with an optional 30-minute unpaid lunch break Up to 40 hours per week, if approved ahead of time by District Department Director.
Bill Rate:	$111
Number of Sites Served:	1-3
Caseload:	The Therapist's maximum caseload of students receiving direct therapy services shall not exceed 65 students if serving two sites or 60 if serving three sites. Should the Therapist's caseload approach or exceed the limits established, Contractor is responsible for promptly notifying the District in writing to explore alternative solutions, such as reassigning students or adjusting services to comply with the agreed-upon caseload cap.

Sounds of Success, LLC (Contractor)

PRINTED NAME: Juliana Rosenhave

TITLE: Co-Founder/Business Manager

DATE: 06/27/2025

SIGNATURE: Juliana Rosenhave

Centralia School District (District)

PRINTED NAME: _____

TITLE: _____

DATE: _____

SIGNATURE: _____